



## **TERMS OF REFERENCE**

### **FIXTURE SECRETARY**

#### **MAIN PURPOSE OF ROLE:**

- To ensure that fixtures for each team within the club are confirmed and establish a structured fixture list for the whole season.

#### **ACTUAL DUTIES INVOLVED:**

- Receive fixture from other clubs
- Create the fixture list for all teams within the club
- Maintain a record of Referee availability
- Produce and dispatch club fixtures.
- Liaise with the other Fixture Secretaries in the Province

#### **LIAISON WITH:**

All team managers & captains within the club

**THE POST HOLDER WILL BE RESPONSIBLE TO:** The Main Board/Committee

**ESTIMATED TIME COMMITMENT:** Time commitment will vary on average 2- 4 hours per-week

**TERM OF ROLE:** The Fixture Secretary will be appointed initially for a one-year period. However, this role requires continuity wherever possible, so it is hoped the post holder will retain the position on an ongoing basis but to be reviewed regularly.

#### **BENEFITS**

- Reasonable travel expenses to agreed appearance events at X cents per KM
- Other associated expenses will be paid for by the club as directed by the Treasurer
- Increase in profile within the rugby fraternity and local & national media
- Other benefits as set out by the club

#### **RECOMMENDED TRAINING:**

To act as a deputy to the outgoing Fixture Secretary (in association with the club's succession planning policy)