



Committee Role Description

Job Title:	FIXTURES SECRETARY
Scope:	To ensure that fixtures for each team within the Mini and Junior sections of the club are confirmed and establish a structured fixture list for the whole season.
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • Arranging fixtures with other clubs for all age groups. • Liase with Head Coaches regarding fixtures. • Liase with Mountbatten School, Romsey School and Test Valley to ensure the availability of pitches or indoor playing areas. • Liase with Hampshire RFU regarding League and Cup competitions. • Promote Romsey Rugby Club, and in particular Romsey Wasps, encouraging new players, coaches and helpers to join the club. • Create the fixture list for all teams within the club and upload them onto the website. <p>The Fixture Secretary should have a full understanding of and adhere to:</p> <ul style="list-style-type: none"> • The RFU Continuum • The Club's Child Protection Policy • The Club's Child Protection Policy Procedures • The Club's Coaches Code of Conduct 	
LIAISON WITH	
The other Fixture Secretaries within Hampshire RFU and all team captains within the club	
MEETINGS TO ATTEND	
<ul style="list-style-type: none"> • Executive committee meetings • Annual General Meeting if appropriate • Sub Committees by request 	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release