



CHELMSFORD HOCKEY CLUB

ROLE DESCRIPTION

Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL

Tel: 01245 250189

www.chelmsfordhc.org.uk

Role & Responsibilities of the **FIXTURE SECRETARY**

Who will I be responsible to?

The Club Committee through the Club Captain

What is my role?

1. Responsible for fixture policy and pitch requirements
2. Arrange and confirm fixtures with EH, East and Essex league(s) together with EH Cup dates liaising with opposition clubs
3. Schedule a fixture list for all teams which reflects the ambitions of the club
4. Coordinate and communicate fixtures for different teams via CHC and other websites, including fixtures live
5. Deal with match cancellations, including because of bad weather
6. Handle any fixture queries throughout the season
7. Confirm fixtures with opponents and umpires, two weeks before the game
8. Provide visiting teams with start times, directions to the ground etc

What tasks are involved?

Tasks will include:

1. Coordinate and communicate fixtures for the club
2. Planning and arranging of friendly fixtures
3. Confirm fixtures with the relevant with leagues
4. Communicate cancellations to teams, caterer, treasurer and answer any queries throughout the season
5. Confirm fixtures with opponents and umpires, providing start times and directions etc
6. Inform webmaster of all results