



Marlborough Youth FC

Role Description – Club Fixtures Secretary

Who will I be responsible to?

Club Secretary and the Executive Committee.

Who will I be working with?

Club Secretary, Club Venue/Pitch Manager, Team Managers and Fixture Secretaries at the leagues.

What is the role?

Working with other club officials, league administrators and team managers to:

- plan when and where our teams will play their league and cup fixtures each season; and
- keep on top of fixture changes during the season and check for clashes e.g. kick off times.

The Club has lots of teams and uses a range of matchday venues, so this role is key to the smooth running of the Club.

The role will cover all the Club's teams playing in the North Wilts Youth league (for mixed teams) and the Wilts Girls League.

What experience and skills are needed?

No specific experience is needed.

Close attention to detail and thoroughness are important for this role. You also need good problem-solving skills and a degree of patience!

The fixtures are published on FA Full Time (a website) and we have in the past used excel files to download and manage fixture lists and provide updates back to the leagues. So, familiarity with excel would be useful. You can be set up to receive automatic e-mail notifications of any league fixture updates to help you spot future issues and clashes.

What is the time commitment?

A few hours of meetings and planning over the Summer to formulate the matchday schedule for the season and then check and update the league fixture lists when published.

Then on average 30 minutes each week during the season to track any fixture updates and check fixtures for the upcoming weekend.

What kind of tasks are involved?

As part of the induction, to understand, with the help of the Club Secretary and the Venue/Pitch Manager:

- the practicalities of our matchday venues and what pitches are available at each venue; and
- the number of league teams and the different playing formats through the age groups from U7 to U18.

In June, to work with the Club Secretary and the Venue/Pitch Manager to create a matchday schedule catering for all teams. And then inform the leagues of the matchday venues for each league team.

In late August once the league fixture lists have been published, to review our home fixture lists to check for any clashes/errors and request updates (e.g. to kick off times and venues).

During the season (September to early May), on a weekly basis to track fixture updates and postponements and check the home fixtures list for the upcoming weekend for any clashes or other issues.

If required during the Winter, to liaise with the Club Secretary and the Venue/Pitch Manager to shift home fixtures to different venues to manage pitch wear and tear.