



## AGM 2024 - ROLE INFORMATION SHEET

### FIXTURE SECRETARY

<b>WHAT YOU'LL DO</b>	A very vital cog in a club's organisation, you will take responsibility for organising league, cup, and friendly matches for all of the adult teams at the club and ensuring the fixtures provide the right standard of rugby, reflecting the needs of your club.
<b>KEY ASPECTS OF THE ROLE</b>	<ul style="list-style-type: none"> <li>Propose a fixture list for all teams, reflecting the ambitions of the club, confirming the list in writing by June of each season. Coordination of a group of volunteers to manage fixtures, if applicable.</li> <li>Ensure information is distributed to relevant parties Ensure that the relevant lists are supplied to the RFU, Referees Societies and other relevant agencies, confirming the fixtures with opponents at least two weeks before the game and that they are provided with kick-off times, directions to the ground and, if applicable, complimentary match tickets.</li> <li>Dealing with any unexpected problems that arise Deal with match cancellations and finding new fixtures; handle any fixture queries throughout the season.</li> </ul>
<b>IS THIS ROLE FOR YOU</b>	If you are enthusiastic, patient, well organized and conscientious, with a familiarity with the club and its vision and strong communication skills, you could be the source of all knowledge about upcoming matches, keeping the season alive and on schedule.

**Current Role Holder: Amy Kavanagh ([fixturesecretary@millwallrugby.com](mailto:fixturesecretary@millwallrugby.com))**

<b>Intends To Stand Again</b>	No	<b>Time per week required</b>	1 - 2 hours
<b>Main achievements for S2023/24</b>	<ul style="list-style-type: none"> <li>- Almost all our home fixtures were played - with little issue.</li> <li>- We had very few cancelled games due to low player availability</li> </ul>		
<b>Main challenges for S2024/25</b>	<ul style="list-style-type: none"> <li>- Time necessary to be dedicated to the role.</li> <li>- Organisation of ad hoc events - like fetes, rugby festivals.</li> </ul>		