

## Fixture Secretary

This role may differ from club to club but the main duty of this role is to ensure all aspects of your fixtures are organised in good time including officials and transport. The fixtures Secretary must be on hand at all times to ensure any information regarding fixtures can be passed on quickly from USSU staff such as cancelled fixtures and any alterations. The responsibilities of this role may be shared with the BUCS Captain.

### Personal skills

- Good communication
- Well organised
- Personable
- Good attention to detail
- Can think under pressure

### Key responsibilities

1. Receive all fixture details from USSU staff for BUCS fixtures
2. Liaise with other fixture secretaries to organise friendly fixtures
3. Collate the fixtures for all teams within the club
4. Liaise with USSU staff in case the team needs to rearrange a fixture
5. Ensure officials are appointed at least a week in advance and are in line with your rules and regulations (check BUCS officials matrix)
6. Ensure transport is booked and confirmed with USSU staff
7. Responsible for communicating with USSU staff in case of cancelled/postponed fixtures
8. Liaising with the club to ensure a full team is available for each fixture