

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ
TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Fixture Secretary

PRIMARY FUNCTION:

To organise home and away fixtures for Havant RFC Mini and Junior Section age group squads.

SECONDARY FUNCTION:

To be a member of the Havant RFC Mini and Junior Section Management Committee.

Tasks:

- Attending monthly Havant RFC Mini and Junior Section Management Committee meetings.
- Observing the requirements of the Hampshire RFU published structured season and the mandates of the ERFU Continuum as they affect the arrangements for fixtures.
- Balancing home and away games through the season.
- Producing a final fixture list at least 4 weeks before the season commences.
- Liaising directly with the Referee Co-ordinator, at the end of the season and prior to 30 July, to provide next season's Society referees requirements for home junior fixtures.

- Confirming each fixture at least 2 weeks in advance to enable Age Group Managers to notify parents and carers of amendments to the fixture card.
- When coach travel is deemed necessary for an away fixture, seeking Committee approval for funding.
- Notifying Age Group Managers of age group's financial commitment to coach travel for an away fixture.
- Making arrangements with the Treasurer for payments as necessary for coach travel for an away fixture.
- Providing the opposition with travel directions to Havant RFC as required.
- Maintaining a database of clubs, with names and telephone numbers of contacts.
- Communicating to the Age Group Managers and Committee all relevant competitions and arrange entry as necessary.
- Having obtained prior Committee approval for funding, making arrangements with the Treasurer for entry payments to competitions as above.
- Ensuring that all changes to planned fixtures are communicated properly within the section and with the opposition.
- Notifying the Web Master so that the web site is kept up to date with respect to forthcoming fixtures.

Deborah J Morgan

Chairman
Havant Rugby Club Mini & Junior Section
9 August 2004