



## **Volunteer Role Description**

### **Fixtures Secretary**

<b>Name of Volunteer:</b>	Lina Vincent
<b>Responsible to:</b>	Club Committee
<b>Start Date:</b>	
<b>End Date:</b>	

The Club Fixtures Secretary will ensure all members of the Club have up to date information relating to fixtures, tournaments and competitions and will support Coaches, Team Members and Committee Members with matters relating to league entry and actions.

#### **Main Duties:**

- Regularly check social media and other communications points for league fixtures and updates and communicate with Coaches and Team Managers.
- Provide details of all County and Regional trials to coaching team and support with registration.
- Provide information and dates for tournaments and support Coaches with registering teams, sourcing umpires (if required) and administration duties.
- Network and establish partnerships within the county region and country to ensure that the Club is registered with all competitions.
- Manage and organise any required accommodation, travel and fees associated with competitions
- Promote across the country and tournaments Rochdale Netball Club may hold.
- Encourage Players, their families and Club Volunteers to conduct themselves in a professional manner and always represent the Club values.
- Ensure Players, their families and Club Volunteers do not bring the sport or the Club into disrepute.