



Winnersh Rangers FC

Pitches & Fixtures Secretary

Purpose of the Role

To organise the club's fixtures and to ensure each team has the best available pitch on which to play their fixtures.

This role is responsible to the committee and club's members and is assisted by the team managers and pitch owners.

Roles & Responsibilities

- Ascertain the pitch requirements for the club on an annual basis;
- Liaise with pitch owners (eg. Councils/schools, etc.) re hiring of pitches and possible/best layout of pitches;
- Obtain each team's fixture list prior to the beginning of the season and compile a table of fixtures for the whole club showing site and pitch allocation;
- Communicate and liaise with team managers and pitch owners as required re changes to the agreed fixtures and pitches table;
- Monitor the state of the pitches and deal with any issues relating to this;
- Ensure access by team managers to the pitches and equipment storerooms.
- Communicate any postponements due to inclement weather.

Skills and experience

- This role requires a good communicator and negotiator who is conversant with software packages, email, etc.
- Able to establish and maintain good working relationships with team managers and pitch owners.