



# COULD YOU BE A FIXTURES SECRETARY?

## Key Responsibilities

- Issue fixture lists to team managers and coaches
- Organise officials for home fixtures
- Book pitches where necessary
- Inform players, coaches and officials of any changes
- Attend meetings where required
- Maintain a list of club officials and helpers

## Responsible to:

Club Committee

## Key Relationships:

Club secretary, managers, coaches, club officials

## Time Needed:

1 hour+ per week depending on the size of the club

## Skills Required:

Communication, organisation,

For more information, contact [ian.skinner@northumberlandfa.com](mailto:ian.skinner@northumberlandfa.com) (male youth)  
[nicola.hepworth@northumberlandfa.com](mailto:nicola.hepworth@northumberlandfa.com) (female clubs)  
or [james.docherty@northumberlandfa.com](mailto:james.docherty@northumberlandfa.com) (adult male)  
alternatively call 0191 2700 700