



## **ASSISTANT COMPETITION/ FIXTURE COORDINATOR**

As *assistant fixtures coordinator*, you'll assist our current fixtures coordinator with organising league, inter club and friendly competitions for all the teams in the club. You'll also assist with promoting individual and team entry into all the Championship events to ensure a strong club presence.

### **Ideally, you'll need to be:**

- Well organised;
- Good at communicating;
- Enthusiastic;
- In tune with the club priorities;
- Good IT skills (especially word and excel).

### **What you will do:**

- Liaise with the committee and coaches to ensure that teams are entered in the appropriate leagues and inter clubs events;
- Coordinate a fixtures group to look at what other events are needed for each age groups to ensure a full range of events throughout each winter and summer season;
- Arrange informal events with other clubs to complement the formal fixtures;
- Produce the fixtures list at the start of each season;
- Keep the club's event records up to date (e.g. which athletes holds the club record for a particular event)
- Book the facilities/ minibus (when a away-competition is taking place) and coordinate officials and volunteer help for home fixtures;
- Encourage individual entries for championship events.

### **How much time will it take?**

This role in most cases the role will take about 1-2 hours per week, mainly evenings but around beginning of year may take up additional time (for next year fixture list planning).

### **What you'll get out of it:**

Seeing your club involved in a wide range of events, and knowing that you have contributed to the progress of the teams and individuals. Experience of people management and event organisation which are desirable skills for volunteering and in the job market.