



Mini's Fixtures Secretary (U12 and under)

Purpose of Role

The Youth Fixtures Secretary plays an important role in coordinating youth team attendance at festivals and tournaments across all age groups. Working closely with Team Managers and coaches, the role helps ensure that teams are aware of suitable events, registrations are completed on time and attendance is organised efficiently throughout the season.

This role focuses on festival and tournament administration rather than arranging league fixtures. It is ideal for someone who enjoys organisation, communication and helping the club provide positive rugby experiences for players across the youth section.

Time Commitment

This is a flexible volunteer role throughout the rugby season.

Most of the work can be carried out from home at times that suit you, using email, Spond and WhatsApp to communicate with Team Managers and festival organisers. Attendance at occasional club meetings may be helpful but is not essential.

We understand that volunteers have work, family and other commitments, and we don't expect you to be available every week. However, we are looking for someone who can offer a regular commitment and maintain good communication throughout the season so that festival opportunities are not missed.

Main Responsibilities

With the support of a team of Social Media contributors for the youth and senior teams and a webmaster, the Communications Officer's key responsibilities are:

- **Coordinate Festival & Tournament Attendance**
 - Identify suitable rugby festivals and tournaments for youth teams across all age groups.
 - Circulate information about events to Team Managers and coaches.
 - Manage expressions of interest and coordinate team entries where required.
 - Complete registrations and submit information to event organisers before deadlines.
 - Maintain a calendar of upcoming festivals and tournaments for the youth section.
 - Help avoid clashes and ensure teams have clear information about dates, venues and entry requirements
- **Communicate with Teams**
 - Work closely with Team Managers to confirm attendance and player numbers.
 - Use Spond and WhatsApp to share updates and coordinate information where appropriate.
 - Provide clear communication regarding event details, timings and any changes received from organisers.
 - Support Team Managers with any administrative questions relating to festival attendance.
- **Support the Youth Section**

- o Work collaboratively with the Youth Head Coach, Team Managers and Club Committee.
 - o Help ensure players across all age groups have opportunities to participate in enjoyable rugby events.
 - o Maintain accurate records of festival entries and communications.
 - o Share information about new festival opportunities and good practice with the wider youth section.
 - o Support the club's values of teamwork, respect, enjoyment, discipline and sportsmanship.
- **Skills & Qualities Needed**
 - o We're looking for someone who enjoys organising information and communicating with people.
 - o Ideally you will have:
 - o Good organisational and time management skills.
 - o Strong written and verbal communication skills.
 - o Confidence using email, smartphones and messaging apps.
 - o A willingness to learn the administrative features of Spond (training and support will be provided).
 - o Good attention to detail, particularly when managing dates and registrations.
 - o A friendly, approachable and supportive manner.
 - o The ability to work collaboratively with Team Managers, coaches and volunteers.
 - o Reliability and good communication.
 - o An interest in supporting youth rugby and community sport.

Support Provided

You will receive ongoing support from the Youth Head Coach, Club Committee and Volunteer Coordinator. Guidance will be provided on club processes, communication systems and the use of Spond. You will also be supported by experienced Team Managers and volunteers across the youth section.

Why Get Involved?

This is a rewarding behind-the-scenes role that helps create memorable rugby experiences for players across the club. By coordinating festival and tournament opportunities, you'll help ensure young players can enjoy rugby, make new friendships and represent Locks Heath Pumas at events throughout the season.

If you enjoy organising, communicating and helping things run smoothly, this is a fantastic way to support grassroots rugby and make a real difference to the youth section.