



Youth Fixtures Secretary (U13 and over)

Purpose of Role

The Youth Fixtures Secretary (U13 and over) plays a vital role in coordinating fixtures for our older youth teams, ensuring that matches are well organised and provide a positive experience for players, coaches and visiting clubs.

Working closely with coaches, Team Managers, and opposition clubs, the Fixtures Secretary is responsible for arranging league, friendly and cup fixtures, coordinating pitch bookings and communicating key information to all those involved. The role also helps create a welcoming match-day experience by organising post-match hospitality for players and visiting teams, reflecting the values and community spirit of Locks Heath Pumas.

Time Commitment

This is a flexible volunteer role throughout the rugby season.

Most of the work can be completed remotely and at times that suit you, with communication taking place during the week via Spond, email, phone and the club's communication platforms. Workload will vary throughout the season depending on fixtures, competitions and cup commitments.

We understand that volunteers have work, family and other commitments, but we are looking for someone who can offer a regular commitment and respond to communications promptly to ensure fixtures run smoothly.

Main Responsibilities

Coordinate Fixtures

- Arrange friendly, league and cup fixtures for youth teams aged Under 13 to Under 18.
- Liaise with opposition clubs to agree fixture dates, kick-off times and venues.
- Ensure fixtures are scheduled in accordance with league and competition requirements.
- Coordinate any fixture changes, postponements or cancellations due to weather or other circumstances.
- Work closely with Hampshire RFU, competition organisers and opposition clubs where appropriate.

Coordinate Facilities

- Book pitches and club facilities for home fixtures, liaising with the Club Committee and relevant volunteers.
- Organise Referees
- Ensure coaches and Team Managers are aware if fixtures are being played away or if home matches need to be moved to alternative pitches or venues.
- Liaise with grounds volunteers where necessary regarding pitch availability and suitability.
- Help ensure all logistical arrangements are in place for home fixtures.

Communicate Fixture Information

- Ensure Team Managers and coaches receive accurate fixture information in good time.
- Work alongside Team Managers, who will communicate fixture details to players and parents via Spond and WhatsApp.
- Maintain an up-to-date fixture calendar throughout the season.

If you are interested in this role, or have any questions, then please get in touch with the Volunteer Coordinator, Kirsty Davies volunteering@locksheathpumas.com, or Club Chair, Ben Stallard, on chairman@locksheathpumas.com

- Keep accurate records of fixtures, results and any changes where required.

Work with the Wider Club

- Build positive relationships with coaches, Team Managers, opposition clubs, referees and volunteers.
- Promote the values of teamwork, respect and sportsmanship in all communications.
- Help identify opportunities to improve fixture organisation and the match-day experience.

Skills & Qualities Needed

We're looking for someone who enjoys organising, planning and communicating with a wide range of people.

Ideally you will have:

- Excellent organisational and time management skills.
- Strong written and verbal communication skills.
- Confidence communicating with other rugby clubs, volunteers and officials.
- Good attention to detail and the ability to manage multiple fixtures and deadlines.
- Confidence using email and online systems, with a willingness to learn any club systems used for fixture management.
- Good problem-solving skills and the ability to adapt when fixtures change.
- A friendly, professional and approachable manner.
- Reliability and the ability to work collaboratively with coaches, Team Managers and committee members.
- A commitment to supporting youth rugby and providing a positive experience for all players

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.