

## **Men's/Women's Fixture Secretary**

The Fixture Secretary's primary objective is to work with the University in planning pitch time, based on England Hockey/East fixtures for the season.

Reports to Men's/Women's Club Captain

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### Core Responsibilities

#### 1. Organisation

- Work with the Fixture Secretary counterpart to establish a fixture timetable for the season
- Liaise with Cambridge University HC, Cambridge Nomads HC and Cambridge HC to ensure all fixtures are scheduled appropriately

#### 2. Wilberforce Road

- Work with Club Captains and Team Captains to book fixtures and training slots for the year
- Point of contact for pitch bookings outside of regular matches or training sessions (pre-season, Mixed/Masters championships, rearranged matches)

#### 3. Match Teas

- Liaise with visiting teams and umpires for teas (numbers, dietary requirements etc) and pass the relevant information on to Cantab
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### Requirements

- Need to be Excel literate
- Organised and self-sufficient in terms of time management and working to deadlines
- Strong communication skills