## Match Secretary Role Description

**Overview of the Role**

The Match Secretary arranges the club fixtures programme for all age groups.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Registering teams for appropriate leagues and/or cup competitions
* Arranging matches with other clubs, for all age groups, working closely with team captains
* Producing a fixture list and communicating to all team captains, players and members
* Re-arranging matches as and when required and informing team captains
* Submitting results to marketing/communications officer or website editor for publicising
* Submitting results to your county or the national LTA as stipulated for the competition

**Skills and experiences needed for the role**

* Approachable and friendly
* Good communication skills – verbal and written
* Well organised
* Good IT skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week in peak season

**Further Information**

* This role does not require a DBS check