

**Role:** Fixtures Secretary Rep Teams

**Currently held by:** Ross Maryan (Interim)

**Role description:**

* Ascertain the pitch requirements for the association on an annual basis;
* Liaise with pitch owners (eg. Councils/schools, etc.) re hiring of pitches and possible/best layout of pitches
* Obtain each team’s fixture list prior to the beginning of the season and compile a table of fixtures for the whole club showing site and pitch allocation
* Communicate and liaise with team managers and pitch owners as required re changes to the agreed fixtures and pitches table
* Monitor the state of the pitches and deal with any issues relating to this
* Communicate any postponements due to inclement weather.
* Organise fixtures for SEESFA League and ESFA National Cup
* Make relevant arrangements for fixtures- pitch/physio/coach travel
  + Any other role as discussed with Executive Committee
  + Completion of monitoring forms/surveys when needed
  + Entry & participation into local & regional competitions, tournaments & leagues.
  + Working to a high legal & ethical standard at all times, particularly in relation to issues such as child safeguarding and health & safety requirements.
  + Communicate effectively with children & their parents/ guardians when required.

**The successful applicants will need;**

**Desirable;**

QTS or teaching certification

Degree in sports coaching/development or Education

Coaching Qualification

Experience of Coaching Football

Experience of Sussex Schools FA competitions

Please send an electronic copy of your CV along with a cover letter detailing why you feel you would fit this role.

Expressions of interest must include ‘Fixtures Secretary Rep Teams' in the email subject line to Chairman Ross Maryan via email rossmaryan1985@gmail.com