

# Role Outline: Fixtures Secretary

**ORGANISATION NAME:** Plymouth and District Badminton League  
**ROLE:** Fixtures Secretary (including Beckley Cup)  
**RESPONSIBLE TO:** League Committee  
**NAME OF VOLUNTEER:**  
**START DATE:** **END DATE:**

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## Responsibilities:

- Support the efficient running of the leagues
- Be the first line of contact with regards matches and results
- Setup the divisions at the start of the season
- Setup the Beckley Cup Tournament at the start of the season
- Liaise with the Handicap Committee over the handicaps for the Beckley Cup Rounds
- Communicate with the club secretaries regarding fixtures
- Communicate with the club secretaries regarding the Beckley Cup Rounds
- Check the affiliations of clubs / players to league
- Keep the league results up to date
- Communicate results, etc. to the Media Secretary
- Keep the committee up to date with the league situation
- Collect in, get inscribed and present the league trophies at the end of the season
- Be actively involved in creating and following a League Development Plan
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

**Signed:**

**Date:**