



JOB DESCRIPTION	
Job Title:	Fixtures Secretary
Term of Office:	3 Years
Accountable to:	Competitions Director
Purpose:	
<ul style="list-style-type: none"> To organise a comprehensive fixtures list for all HLG County competitions, including the County Championships, preferably at least two years in advance To book dates and venues for all Hampshire hosted Regional ladies golf fixtures 	
Responsibilities:	
<ul style="list-style-type: none"> Attend HLG Board meetings, as required Maintain the long-term (10 year) plan for County and Regional fixtures, taking due consideration of AOHLG fixture dates, CI & IOW fixtures and festivals and other regional, national and religious dates. Liaise with HLG Secretary and Team captains to maintain an annual spreadsheet with all County fixtures, Regional fixtures (hosted by Hampshire), County matches (1st Team, 2nd Team, Seniors, Veterans & Juniors) and training dates for elite squads, including juniors Keep the Competitions Director, Secretary and Media Officer regularly updated on fixtures planning developments to ensure a coherent approach Ensure the Media Officer uploads the annual Fixtures List to the HLG website and any changes are made in a timely fashion Maintain regular contact with the Competitions Director to keep abreast of HLG issues and initiatives 	
County / Regional Fixtures:	
County:	
<ul style="list-style-type: none"> Make initial contact with Club Secretary / GM to host a HLG event; discuss the basic competition requirements, including anticipated number of tee times based on previous year's entry, catering requirements and facility fee; and request a favourable date Once a venue is secured, inform the Competitions Director who will then confirm the booking in writing and ask the Club Secretary / GM to also confirm 	
Regional:	
<ul style="list-style-type: none"> Event(s) will be pre-assigned by EG. Agree with Competitions Director & HLG Board where the fixture(s) should be held, based on the 10-year plan where possible Contact Club Secretary / GM to outline proposed event, agree date(s) and facility fee Visit host Club with Competitions Director to agree details Liaise with Competitions Director to assign responsibilities and organisation of the event. 	
Finances/Expenses:	
<ul style="list-style-type: none"> Account for and claim expenses in accordance with the HLG Expense Policy 	