



# Gloucester City Hockey Club

c/o The Riverside Sports & Leisure Club  
St. Oswalds Road  
Gloucester, GL1 2TF  
www.gloucestercityhockey.co.uk  
secretary@gloucestercityhockey.co.uk

## Job Description (JD) – Fixture Secretary

Issued August 2021

### Background

Despite automation of league fixtures there is still a need within clubs to have someone responsible for seeking out non-league/pre-season (friendly) fixtures either as a warm-up to the league season or mid-term games on a 'spare' date.

As the new 'Structure Fit For The Future' comes to fruition this year the following should be noted

- men's & women's hockey are now a single entity so this JD applies equally to both genders
- arranging across-areas games using the **Universal Grading System** should avoid one-sided encounters – this is explained later

This JD does not require allocation of any fixtures to pitches which is done by the Facilities Officer.

### When

Fixture Secretaries are usually asked by Club Captain or Team Captains to organise some pre-season matches following Club AGM. Mid-May to mid-June is the best time to seek out friendly fixtures as this is the best opportunity to obtain block friendlies, i.e. 2 home matches, 2 away. It also gives the Facilities Officer plenty of time to book/confirm pitch playing slots and incidentally gives some guarantee that visitors will actually arrive which is important as the club is on a 30 day cancellation contract.

Whilst actual league dates aren't published until at least July it's safe to assume that the last Saturday in September is the first League date. Once the league dates are known then mid-term games where required can be organised.

### Making Contact (with potential opposition)

GDPR has made contact with other clubs less speedy but certainly no more difficult. Most clubs have a website with a <contact us> page.

Elite teams generally want more friendly fixtures & are prepared to travel further than the club social sides.

### Match Making

It is desirable that friendly matches are not organised with league opposition.

The **Universal Grading System** can be seen on the webpage <http://www.fixtures.englishhockey.co.uk>  
This is essentially a system of ranking teams uniformly across the whole of England.

Clubs in parallel divisions of the same league (i.e. West) can be approached for friendlies as well as divisions of a different league.

An example of a 'matched' block booking would be Bourneville HC (who play in the Midland league).  
Our Mens 1/2/3/4 could play their Mens 1/2/3/4 as their grading matches ours as G2, G4, G4 & G5.

Contd/ . .



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Similarly for the Ladies v Yeovil HC:

Our Ladies 2/3/4/5 (G2, G3, G5, G5) could play their Ladies 1/2/3/4 (G2, G4, G4, G5). Whilst not an exact match probably ok for a friendly block fixture.

## JD – Actions

- at appropriate times of the year seek out friendly fixtures as requested
- agreed fixtures should initially be provisional with confirmation required in writing (Email) at least 1 calendar month before the game/s is/are to be played
- notify the Facilities Manager when a provisional booking is made so feedback can be made regarding playing slots

/end . . .