Handbook Match Secretary Wicklow Hockey Club

- 1. Organise and communicate fixtures for all teams
- 2. Arrange and confirm fixtures with league(s)
- 3. Deal with match cancellations
- 4. Handle any fixture queries throughout the season
- 5. Ensure fixtures are available on website as confirmation for opponents and umpires
- 6. Provide visiting teams with start times, directions to the ground etc.

February 2018