

# THE FIXTURES POOL

The Rugby Union Fixtures Exchange  
www.fixturespool.com

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**Please read the following information carefully, and copy for all your Club nominees.**

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The completed registration form must be forwarded to the Exchange Secretary at the above address before any use of the Pool is permitted.

An all-inclusive fee of £25 per Club, covering the registration fee and unlimited use of the Pool will be charged.

**The website will be accessible 24 / 7 and the Pool telephone service will run in parallel with it but will only operate on six days of the week - from 9.00am to 9.00pm Monday to Saturday.** The telephone will normally be manned during these hours, but it may be necessary to use the answering machine if no-one is available to answer personally. **No calls on Sundays please, as we would like one day off each week.**

Teams may be entered for several weeks in advance, but it is expected that they are taken out as soon as possible after fixtures have been arranged, or when games are no longer required e.g. not enough players, no available pitch. It will be assumed that teams are still available to play until we hear directly from the Club, or their opposition, that they are no longer looking for games. If you receive a call from a Club and you no longer have a team available, this should act as an extra prompt for you to withdraw your team from the Pool. This avoids wasting the time and money of other Pool users. It is each Club's responsibility to withdraw its own teams.

**Clubs who do not withdraw teams when they should, or otherwise misuse the Pool may have access to the service withheld.**

As well as providing access to the above service, the registration fee will include an invitation to a Fixture Secretaries' meeting to be held at the beginning of June, after the League Secretaries have had time to sort out placements for the new season. This will provide the opportunity for officials from various Clubs to meet face-to-face, and for gaps to be filled in fixtures lists for future seasons. A buffet meal will be provided. Notice of this meeting, will be sent to the registered Main Contact for the Club.

**Note: Our role is to provide information about teams requiring games. We cannot be held responsible for any financial losses incurred due to games arranged through the Pool being cancelled at short notice. Responsibility for this, or for mismatches, lies with the clubs who arrange to play each other.**

Roger Rees

Fixtures Exchange Secretary