



FIXTURES SECRETARY

RESPONSIBILITIES:

- **OF ROLE:** To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.
- **TO:** Main Committee

PRE-SEASON DUTIES:

- Receive fixtures from league and competitions
- Liaise with the other Fixture Secretaries to offer and receive friendly fixtures
- Create the fixture list for all teams within the club
- Liaise with other sections of the club in respect of other commitments (fixtures and events)
- Oversee production of the fixture card
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book pitches and facilities for the season.

IN-SEASON DUTIES:

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches and officials if any changes in schedule occur
- Confirm availability of pitch & club facilities for upcoming fixtures
- Liaise with other sections of the club in respect of changes
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

IDEAL/KEY SKILLS FOR ROLE:

- Good communication skills
- Well organised

TIME COMMITMENT:

- Approximately 2-4 hours per week

CLUB NOTES: