



FIXTURES SECRETARY

WHAT NEEDS TO BE DONE?

1. To arrange and communicate home fixture times
2. Communicate times of away fixtures
3. Arrange umpires for home and away games
4. Attend monthly committee meetings (every 2nd Tuesday of the month)
5. Hours spent can range from 2 hrs to 6 hrs a week
6. You must be available during the day and evenings
7. Personal details will be posted in fixtures handbook
8. Use of own phone (mobile/home)

HOW?

Arrange and communicate home fixtures

- Once confirmation of the away team fixtures are confirmed, home fixtures can then be arranged
- Inform Coaches & Captains of fixture times

Communicate times of away fixtures

- Upon receipt of fixture times inform the relevant Captain

Arrange Umpires for home and away games

- Liaise with umpires registered with the club (they will provide details of their availability (this is done via a WhatsApp group))

WHEN?

The league stipulates that Saturday fixtures must be arranged by 21:00 on the Tuesday.

If a game is not arranged/confirmed by this time the league needs to be notified that the club is still awaiting confirmation. (This very rarely).

Challenges?

Being asked by players to arrange games for specific times. The fixture secretary has no control over away fixture times, players need to be made aware of this. In future only Coaches and Captains should liaise with the club fixtures secretary with regards to fixture times. Whilst the club has control over home fixtures games, the times are arranged to



Griff & Coton Netball Club Committee Role Job Description

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accommodate the other teams, subs & player/umpires, In future requests made for specific home fixture times will be recorded and monitored.

What about rearrange games?

When approached by another team captain or fixture secretary to re-arrange a game, the fixture secretary is to forward their details to the relevant captain to re-arrange. It is the Captain's responsibility to arrange an umpire and if necessary book a court

If any of the Griff teams need to re-arrange a match, it is the Captain's responsibility to liaise with the relevant clubs fixture secretary, and make the necessary arrangements and the completion of the relevant paperwork also make sure that GRiff fixtures secretary is informed.