

Fixtures Secretary

Responsibilities:

To ensure that fixtures are arranged, establish a fixture list for the whole season and confirm or re-arrange fixtures during the season.

Pre-Season Duties:

- Receive fixtures from recurring long standing associations (Morrow, Bob Milne etc).
- 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 (Usually handled by the Chairman).
- Forward copy of fixtures to **all members and associate members**.
- *Book pitches and facilities for home match. (Normally done on an ad-hoc basis if required)*

In-Season Duties:

- To confirm upcoming fixtures with scheduled opposition.
- Inform captain 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.
- Seek and agree suitable new fixtures if opposition cries off.
- Ensure captains enter match results; in order to report them to appropriate body where applicable and to be able to produce end of season statistics.

Ideal/Key Skills:

- Good communication skills.
- Well organized.
- Knowledge of teams, team captains and players (*Carnegie presently operates a single team*).
- *Good record keeping (note taking during meetings)*
- An ability to make the right judgments on suitable fixtures.
- Knowledge of other clubs and teams within the county (playing remit).

Club Notes:

At Carnegie Cricket Club, the roles of Fixture Secretary and General Secretary have become combined. As the role of General Secretary encompasses most of what is covered by the Fixtures Secretary and the size of the club is not terribly onerous it's probably easier for the Fixture Secretary to do both jobs to avoid conflict and repetition. The General Secretary's role involves arranging venues for meetings, arranging and notifying members about meetings, taking notes at those meetings, typing and circulating minutes of the meetings and preparing letters to all members or external entities when applicable.

The role involves the use of personal facilities such as telephone, stationery and utility resources; for this reason the Fixtures Secretary & General Secretary is required to present to the committee an annual expense bill for payment or declare that amount as an honorarium to be listed in the club's annual accounts.