

BRAMSHAW CRICKET CLUB

FIXTURES SECRETARY – ROLE DESCRIPTION

ROLE TITLE: Fixtures Secretary

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

Good admin skills
Well organised
Able to keep records
Good people skills
Good IT skills
Motivated & Enthusiastic
Flexible
Prepared to give time commitment

ROLE PURPOSE:

1) To ensure that fixtures are arranged and communicated to players.

MAIN DUTIES:

- 1) To arrange club fixtures.
- 2) To produce a fixture list / fixture card for all players and club members in conjunction with the Secretary.
- 3) To liaise with other clubs' Fixture Secretaries to re-arrange matches when required.
- 4) To ensure that all players and members are informed of any re-arranged fixtures.
- 5) To liaise with the web site administrator so that the fixture list is up to date on the web site.
- 6) To keep the Committee informed of fixture dates registered.