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| **Role** | Fixtures Secretary  |
| **Committee Status** | Non – Committee Role  |
| **Responsible to** | GNC Chair Person  |
| **Working with** | 1. Other fixtures secretaries
2. Umpiring Lead
3. Captains
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**Roles & Responsibilities:**

1. Be the first point of contact for external clubs when organising fixtures for the senior Somerset league.
2. Responsible for communicating with other fixtures secretaries in a timely manner to agree venues and timings of competitive Somerset league fixtures.
3. Responsible for communicating with other fixture secretaries the week prior to a fixture to confirm match day arrangements and ensuring any changes are communicated with captains.
4. Acting as a main point of contact on match days for GNC club members and external clubs should a fixtures query/ issue arise
5. Responsible for the booking of all courts and venues pertaining to Somerset county league fixtures as well as agreeing venue invoices monthly.
6. Where issues arise regarding fixtures or umpire availability, liaise with the Umpiring Secretary to come to a mutual solution
7. Deal with any scheduling issues that may arise in respect of fixtures in a timely manner
8. Responsible for creating and maintain an accurate fixtures spreadsheet to cover the season
9. Sharing the fixtures spreadsheet with the publicity lead and captains to ensure information is distributed to club members.
10. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
11. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.