



TANKERTON FOOTBALL CLUB

www.tankertonfc.co.uk
Registered Charity no. 1154570

Job Responsibilities: Fixtures Secretary

Role description:

To coordinate fixtures with all of our opposition on a weekly basis, exchanging fixture information with opponents, league officials and appointed referees. They are a crucial element of our club and a vital link to our coaches.

- Liaise with other fixture secretary's and venue co-ordinator over pitch availability
- Confirm fixtures to other club secretary's on a weekly basis
- Confirm Fixtures to appointed refs as appropriate on a timely basis
- Communicate and liaise with team managers and other clubs Fixture secretaries as required re changes to the agreed fixtures.
- Communicate any postponements due to inclement weather.
- Submit paperwork to league re cancellations.
- Collate results from managers and submit to Leagues on a Sunday evening.

Policy Version Control. Summary of Changes:

Job Role	Version	Reason for Change	Effective Date	Next Review	Author
Fixtures Secretary	2.0	Role Update	1.12.24	1.12.25	RM

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Fixtures Secretary	2.0	1.12.24	1.12.25	RM	1/1