



## Maidstone Football Club

### Junior Fixture Coordinator

#### **RESPONSIBILITIES:**

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

**TO:** Main Committee

#### **PRE–SEASON DUTIES:**

- Receive fixtures from league and competitions
- 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
- Forward lists of fixtures to CB Referee Society Appointments Secretary
- Book pitches and facilities for the season.

#### **IN–SEASON DUTIES:**

- To confirm upcoming fixtures with scheduled opposition.
- Inform players, coaches 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
- To ensure an up to date fixture list is displayed on the club notice board taking into account changes as they occur.
- Report match results to appropriate body (if not the responsibility of the appointed league contact or other committee member)

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Good communication skills
- Well organised

#### **TIME COMMITMENT:**

- Approximately 2-4 hours per week