



## Fixture Secretary Role Description

**Role:** To ensure that fixtures are arranged and communicated to players

**Approximate time commitment:** To be discussed with the club

**Useful skills:** Good communicator  
Friendly and approachable  
Organisation and administration skills  
Good IT skills

### Tasks

- To arrange club fixtures for the season.
- Liaise with Junior Cricket Manager regarding Colts fixtures.
- Liaise with Ladies Cricket Captain regarding league fixtures.
- Liaise with Two Counties O'50's & O'60's Fixture Secretary as and when necessary.
- Address any potential ground hire requests.
- To have an accurate fixture list on the Copford Team App that is visible for all players and Club members.
- Liaise with other club's Fixture Secretary's to re-arrange matches when required
- To liaise with Webmaster to include fixtures on the Club website in a clear and transparent way.
- Ensure that all players and members are informed of any re-arranged fixtures through the Copford Team App.
- Attend management committee meetings.

If you would like further information or wish to apply for this opportunity please contact:

**Contact Chairman Copford CC**

