

**Bridgwater Netball Club**

 **Fixtures Secretary**

The Fixture Secretary shall:

* Being the first point of contact for club enquiries relating to fixtures
* Initial check of fixtures to ensure home fixtures align with home match days & times

– any amendments communicated to opposition and league secretaries

* Amendment of fixtures following communication from away teams
* Liase with venue to book courts and ensure treasurer is aware for invoice

reconciliation

* Finalise a set of fixtures
* Distributing fixtures to relevant club contacts – umpiring secretary, coaching

secretary, team coaches, committee

* Continual update of fixtures as required throughout the season notifying relevant parties, venue, Captains, ump secretary, treasurer, opposition