



Thurlby Tigers Football Club

Fixture Secretary – Role & Responsibilities

Role Title; Fixture Secretary

Description; The Fixture Secretary will oversee all clubs fixture allocations throughout the season.

- Monitor and Record all fixtures across the club
- Allocate pitch, fixture times etc to ensure no clashes for home games
- Update the league where changes to KO time or pitches are needed for home games
- Book pitches
- Point of contact for coaches to book pitches for Friendlies
- Work with the facilities Secretary to ensure pitch maintenance, pitch markings, goals going up/down
- Inform the league / FA where applicable of game postponements
- Circulate weekly email, whatsapp to appropriate stakeholders to advise of activities, matches, and sessions for the week ahead

Committee position; Not required

Time commitment; Apx **1-2** hours per **week**

Reviewed By	Review Date	Sign Off	Comments
<i>P Davies</i>		<i>P Davies</i>	<i>Amends to sections</i>

Thurlby Tigers Football Club a FA Charter Standard Development Club

