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Fixtures Coordinator	
<p>The Fixtures Coordinator is responsible for the creation and distribution of draws amongst club members. They must also keep detailed records of game results and scores and reallocate games that are postponed or deferred.</p>	
<b>Responsible to:</b>	The Fixtures Coordinator is responsible to the President
Knowledge, Skills, Experience and Requirements	
<ul style="list-style-type: none"> <li>• Computer skills</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> </ul>	
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"> <li>• Ensure all teams are included in their appropriate competitions.</li> <li>• Liaise with Executive and other coordinators to develop time frame for competitions, times of championships, carnivals, school holidays, etc.</li> <li>• Create fixtures draw for all competitions.</li> <li>• Create Spreadsheet to record game results on.</li> <li>• Create spreadsheet of teams and their players.</li> <li>• Distribute draw to all clubs and teams; use hard copies, email and website.</li> <li>• Distribute up to date competition results to all clubs and teams; use hard copies, email and website.</li> <li>• Display all draws and results at venue.</li> <li>• Keeps a record of players playing each week in their respective teams.</li> <li>• Notify teams of changes in the draw due to games being postponed or deferred, in adequate time for teams to be prepared.</li> <li>• Notify teams of players' eligibility status for upcoming final series by Round 10 and then 2 Rounds prior to the final series.</li> <li>• Negotiate with the Promotions Coordinator to ensure the draw and results are placed in the local media outlets.</li> </ul>	