



Fixtures Administrator Role & Responsibilities

The Fixtures Administrator needs to liaise with Basketball Scotland and must ensure that fixtures are arranged and communicated to coaches/players.

SKILLS/QUALITIES REQUIRED:

1. Good Communicator
2. Friendly and approachable
3. Organisational and administration skills
4. Good IT skills

MAIN DUTIES:

- To arrange club fixtures for all performance squads (including U14, U16B U16A, U18, Wheelchair)
- To produce a fixture list for all performance squads
- Liaise with other clubs' Fixture Secretaries to re-arrange matches when required
- Ensure that all players and members are informed of any re-arranged fixtures
- Ensure all squads have kits/strips assigned
- Develop table officials to ensure adequate cover