



Fixtures Administrator Role & Responsibilities

The Fixtures Administrator needs to liaise with Basketball Scotland and must ensure that fixtures are arranged and communicated to Coaches, Team managers and 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, U16, U18)
 - Liaise with other clubs' Fixture Secretaries to arrange and re-arrange matches as required, ensuring confirmation is received for all.
 - To produce and maintain a fixture list for all performance squads
 - Ensure that all Coaches and Team Managers are informed of all fixture details and any changes in a timely manner.
- Ensure table officials and referees have been organized (in conjunction with the Team Manager / Coach) for each fixture.
- Book venues for home fixtures
- Fixtures Spreadsheet template (will be provided) and email account for all communication are already set up