|  |  |
| --- | --- |
| A close-up of a logo  Description automatically generated | **Fixture Secretary & Chairman****John Hunt** |
|  |  |
| **Job Description**: | **Fixture Secretary:** First point of contact for all fixture related questions on the Cheltenham League.***League Affiliation*** – Ensure the Divisions and cup classifications are correct with the Gloucestershire Football Association for the start of each season by the due date.***Knowledge of league*** - good knowledge of football grounds and the number of pitches. Good communication skills to deal with secretaries. And great knowledge of the Cheltenham Association Football League.***Supplementary Forms*** - Collate information from supplementary forms to see what request clubs require i.e. Ground sharing, Pitch Allocation, dates not to play.***Grounds*** - Meet with Council for up-and-coming season requirements and emergency procedures at CBC grounds. Allocate pitches and monitor use.***Set up Full time*** – Input all data received from clubs /teams, run the system to generate the seasons fixtures, then check for discrepancies.***Fixture set up*** – Be logistically minded and have Vison for forward planning on fixtures.***Season day to day*** – To ensure all postponements rescheduled within time frames and County cup fixtures take their priorities within the set up.***Cover of Officers*** - Act as point of cover for officers if not available.***League Meetings*** - To Attend all League Meetings and update committee on league fixtures and postponements and cup fixtures.***Availability to Clubs*** *–* Be available to all clubs for questions and answers to timely and pertinent queries. Act as a confidential ear to Clubs who want to raise in-confidence queries. ***Other External Meeting attendance*** – Attend meetings, briefings, forums on behalf of the League. ***Future****s –* To be part of future sessions around rules, League Format, Cups and other initiatives.***Charity Cup***– Set up (with the General Secretary) all Semi-Finals & Finals, ensuring all admin and arrangements are in place. ***Also, Assistant Secretary -*** To step in when the general secretary is unavailable. ***Conflict of Interest & Declaration -*** I have been associated with Bishops Cleeve for many years, as a committee Member and a manager, so as declaration of interest this will lie with Bishops Cleeve Football Club.***Chairman******Meetings* -** Chair meetings of the Association, co-ordinate all Associations activities, represent the Association on formal occasions and to liaise external bodies. ***Skills***  **-** Knowledge of Football and Football clubs. Good problem-solving skills and the ability to deal efficiently with issues that may ariseNeed to be approachable, contactable, well organised and an excellent communicator Empowerment.***Communications*** *-* Motivate and empower others to fulfil their roles in the committee and to delegate where appropriate. ***Take Responsibility -*** Responsibility for managing the league committee and the affairs of the Association. Prepared to make instant decisions when necessary. Oversee and guide all decisions taken by the Committee and sub-committees, by working closely with the members.***Working Practise*** - To work very closely to the general secretary on all matters to get result on all matters within the association. To work with the other officer and enhance their roles and responsibilities.***Respect our membership*** -To listen to our members who make up the league and try new ways to continually improve the league. |
|  |  |
| **Conflict of Interest declaration:** | I have been associated with Bishops Cleeve for many years, as a committee Member and a manager, so as declaration of interest this will lie with Bishops Cleeve Football Club. |