



Position Description – Fixture Controller

OBJECTIVE:

Arrange field usage for trials and match days in association with the grounds committee

RESPONSIBILITIES / TASKS:

- Coordinate and take responsibility for trials, pre-season matches and season proper matches:
 - Smooth running of Trials and matches
 - Liaise with grounds staff as to the availability of fields
- Ensure no clashes of fields when liaising with FB for current year fixtures.
- After Registration day(s), liaise with Committee, coaches & managers regarding field allocations for trials and trainings times and locations.
- Seek relevant approval to sanction matches for associated teams.
- During the season, liaise with team managers and coaches to ensure their needs are being met
- If there is no Carnival/Competition Coordinator, organise and run any/all Club Carnivals and Summer Competitions.
- Liaise with grounds staff as to the availability of fields.

RELATIONSHIPS:

- Reports to the Vice President and relevant sub committees

ACCOUNTABILITY:

- The Fixture Controller is accountable to the Vice President and subcommittee chair's.