



Bucks Hornets Basketball Club

Aylesbury Grammar School
Walton Road
Aylesbury
HP21 7RP



FIXTURE MANAGER RESPONSIBILITIES

The Club Secretary though has overall responsibility for Match Fixtures and is the main point of contact for EB.

The club has 2 Fixture Managers: The Club Secretary for the Boys' Teams and the Girls Team Manager for the Girls' Teams.

The main responsibilities are:

Club Secretary / Boys Fixtures Manager:

- Liaising with EB prior to the start of the season in the scheduling of matches.
- Arranging Officials for all home matches (Boys and Girls).
- Informing EB of any changes to the scheduling of Boys matches.
- Liaising with the Girls' Fixtures Manager in the scheduling or re-scheduling of matches.
- Liaising with Team Managers over the need to re-schedule matches.
- Emailing opposing clubs and officials (home matches) with Boys match details 2 weeks prior.
- Acting as point of contact for opposing teams (away matches) for Boys match details.
- Keeping the Treasurer up to date with regard to fixtures and officials to be used.
- Ensure Team manager have passed results to EB.

Girls Fixtures Manager:

- Informing EB of any changes to the scheduling of Girls matches.
- Liaising with the Boys Fixtures Manager in the scheduling of matches.
- Liaising with Team Managers over the need to re-schedule matches.
- Emailing opposing clubs and officials (home matches) with Girls match details 2 weeks prior.
- Acting as point of contact for opposing teams (away matches) for Girls match details.
- Keeping the Treasurer up to date with regard to fixtures and officials to be used.
- Ensure Team Managers have passed results to EB.