

PROCEDURE OUFC- PD 007

Fixtures Officer

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Fixtures Officer of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Membership Records
- Working with Children Forms
- Prohibited Employment Forms
- Coaching Manuals
- Manager Manuals

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD Football Director 005
OUFC 002 Executive Committee
OUFC 003 Football Committee

4 RESPONSIBILITY

Fixtures Officer	The Fixtures Officer is responsible for all matter relating to the fixtures of the teams within with the Club and on behalf of the Club with the CCF. Support the Executive in encouraging the club members adhere to and follow the constitution and Policy and Procedures.
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5 DEFINITIONS

Club: - Ourimbah United Football club
Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Demonstrate understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club.
- 3) Maintain resources and Records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 5) Encourage all members of the Club to observe the Code of Conduct.
- 6) The duties of Fixtures Officer shall include but not limited to:
 - * Liaise with the draw master as appointed by CCF regarding changes and amendments to matches.
 - * Maintain the competition draw throughout the season for the times, dates and locations and opponents of all Clubs match and inform Coaches and Managers accordingly.
 - * Inform Coaches or Managers regarding alterations or amendments to Club matches.
 - * In cooperation with the Registrar, compile a master list of all Coaches & Managers' email address details. This list to be distributed to the Secretary, Football Director, Treasurer, Canteen Manager and Player Representatives.
 - * Supply team sheets for each week's home fixtures; These should be checked each Friday to ensure the draw information is current.
 - * Produce a draw for the Finals and arrange to have posted to the Club web site.
 - * Liaise with the Secretary with regards to teams forfeit advises.
 - * Ensure the CCF is notified of all matches results by the required time.
- 7) Where possible, attend all official functions and major events of the Club.

8) The Registrar shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The Registrar is accountable to the Football Committee and the members for the actioning of their duties and their professional conduct.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original