



# West Auckland Association Football Club

## Fixtures Officer Role Description

The Fixtures Officer is a voluntary position responsible for the management of West Auckland AFC's (WAAFC) weekly fixtures, playing field use and team notification of any park closures, cancellations or transfers.

<b>Responsible to</b>	Football Chairperson & Secretary
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Communicate the closure of the club's fields to all coaches and managers.</li><li>• Liaise with the Federation around cancellations and transfers notifying effected teams accordingly.</li><li>• Liaise with the Federation on behalf of the Club or individual teams regarding requests for changes.</li><li>• Have regular /ready access to receiving and sending email, and to the Federations fixtures website.</li><li>• Provide summary of Club fixtures and Brains Park field allocations from Federation fixtures draw.</li><li>• Regularly update fixtures information on WAAFC website.</li><li>• Attend meetings when required.</li><li>• Maintain full and up-to-date coach and manager email and phone contacts list.</li><li>• Follow all aspects of the WAAFC Code of Conduct and any other club policies as they relate.</li><li>• Meet all the WAAFC reporting requirements as they become due or are requested.</li><li>• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.</li><li>• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.</li></ul>
<b>Knowledge &amp; Skills Desired</b>	<ul style="list-style-type: none"><li>• Can communicate effectively.</li><li>• Well organised and can delegate tasks.</li><li>• Able to keep good records.</li><li>• Able to work in a logical orderly manner.</li><li>• Basic computer skills including some familiarity with MS Excel spreadsheets.</li><li>• Able to receive PDF files and if possible, write/print to PDF file format.</li></ul>
<b>Estimated Time Commitment Required</b>	The estimated time commitment required for the role of Fixtures Officer is 2 - 4 hours over 3 days per week for the duration of the season. In certain cases extra time may be required during the season.
<b>Period of Appointment</b>	Period of appointment 12 months.