

# Job Description

## FIXTURES COORDINATOR (TEEBALL)

### Objectives

Responsible for the compilation of the Teeball Fixtures.

### Duties Profile

With reference to the Club Planner (if not provided at TB Subcommittee meetings, liaise with Teeball Vice President and Teeball Registrar for club planning details):

Generate game fixtures for the coming playing season, including dates, times, location of games for each division, with the aim to maximise number of games played:

- Liaise with Teeball Registrar for number of teams in each division and team names.
- Where possible, allocate use of diamonds to minimise wear and tear on the ovals (especially around batting boxes).
- Include fixtures for double-headers and Lightning Carnival fixtures to be generated, as required.

Generate draft fixture/timeslots to accommodate weeks of extreme heat (see Extreme Weather Policy) should it be required at short notice (e.g., use Team S1, I2, J3,... only requiring team names to be inserted accordingly).

- Liaise with Baseball Registrar and Charter Delegate regarding use of D2 requirements and availability of grounds for Little League, Intermediate League, Senior League games (Baseball need to access mounds and equipment through this diamond).

Consider fixturing midweek twilight games (single round or staggered for all teams) and double-headers to maximise the number of games available to players.

Be aware of school holidays (e.g., playing last weekend of holidays or waiting for first week, playing weekend before school breaks or including a twilight/social event on the final day of school/first day of holidays in December).

Forward copy of fixtures to Photo Coordinator to generate photo schedule.

Generate team rosters, based on Fixtures, for

- Canteen duties, and/or
- Ground setup/packup, and/or
- Linemarking

depending on TB subcommittee numbers and volunteer roles. Where possible, volunteers should be able to view their child's game from the canteen

Consider including:

- Local Club Rules and Codes of Conduct
- Team photo date schedule
- Presentation Day information
- Contact details for the Club and Team Coaches (accommodate need find fill-ins, reschedule, forfeit, or use Coaches' Social Media platform).
- Acknowledgement of team sponsors

Generate social media tiles with fixture details for each round, as well as copy (text) for weekly posts and forward to Social Media Manager for publication.

Update Coaches, Social Media Manager and Secretary, as required, with any fixture changes as the season progresses.

To obtain the relevant information you will need to ensure the following details are the most current by regular contact with:

- Registrar – number of teams in each division, and team names
- Coaching Coordinator (Teeball) – contact details for club
- Secretary – Club contact details, Local Club Rules, Codes of Conduct, minutes of meetings.
- Vice Presidents – dates for double-headers and lightning carnival, if scheduled
- Photo Coordinator – date and schedule
- Sponsor Coordinator – sponsors' details.

Related documents:     *Fixtures Matrix*



Teeball – Baseball – Softball

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