Job Description
FIXTURES COORDINATOR (TEEBALL)

Objectives
Responsible for the compilation of the Teeball Fixtures.

Position within the Committee:
☐ Executive Committee ☐ Committee ☑ Volunteer

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

No later than three weeks out from the start of the season:

1. Generate game fixtures for the coming playing season, in line with club policy and season plans, including dates, times, location of games for each division, with the aim to maximise number of games played across all sporting codes:
   - Liaise with Registrar for number of teams in each division and team names.
   - Liaise with Baseball VP/Registrar to confirm game details to accommodate dual-registered players. Generally Machine Pitch (7-11 years) Saturday 8 am, , Little League (10-13 years) play 10.30am Saturday, Intermediate League (12-14) and Senior League (15-17 years) play at 12.30pm Saturday, Junior League (13-15 years) play at 3.30pm Saturdays.
   - 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.
   - Have fixtures endorsed by the Executive prior to publication.
   - Forward to Registrar to generate electronic fixtures, Communications Manager for communication/publication.

     Considerations: Minimising canteen operational hours, concluding by 11.30am (cricket games can start from 12.30), maximising opportunity for players to participate in 2 games per day
2. 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).

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, canteen 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

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Where the Whole Family can Play

- Contact details for the Club and Team Coaches to accommodate the need find fill-ins, reschedule, forfeit, or use Coaches' Social Media platform (Heja, Messenger, etc.
- Acknowledgement of club or 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.

Accountability

Game Day Coordinator and Executive

Working Relationships

To obtain the relevant information you will need to ensure the following details are 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 ; junior baseball schedule*
- *Photo Coordinator – date and schedule*
- *Sponsor Coordinator – sponsors' details.*

Related documents: *Fixtures Matrix*