



FIXTURES CONVENOR

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: **Essential**
Good Computer Skills
Access to a computer with Microsoft product installed
Good knowledge of email
Good organisational skills
Access to Internet

Beneficial
Prior experience in organising team competition draws

DUTIES AS LISTED IN BY LAWS:

“Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

The Fixtures Convenor must:

- (i) Draw up the Association's Calendar.*
- (ii) Draw up and organise fixtures for all competitions and days of play.*
- (iii) Draw up fixtures for final series and all Association netball competitions.*
- (iv) Be responsible for the preparation of the score sheets.”*

RESPONSIBILITIES RE ABOVE DUTIES:

Submit a written report to the Executive Committee for distribution to Delegate and Club Secretaries and publication of the Association Website prior to every Executive Committee Meeting Special General Meeting an Annual General Meeting.

Provide the draw to the Umpire’s Convenor as early as possible to enable allocation of umpires to the games.

Liaise with the designated Executive member and all relevant bodies responsible for submitting information to be included in the Information/Fixtures Book to ensure everything that should be included for the season is.

Assist in preparing the content of the Information Booklet in liaison with all relevant parties and ensure the booklet is proofread by contributors. When complete forward to Web Manager for uploading onto KNA Web Page and arrange for a copy to be sent to the authorised Printer.

If regrading is requested, re-grade the relevant teams in the software in a timely manner.

With respect to the Twilight and Spring Competitions, the same procedures are to be followed, apart from providing information to the Umpire Convenor

In consultation with the Fixtures Committee, and all relevant parties, draw up a proposed calendar for the ensuing year. Submit proposed Calendar to the Executive Committee. Ensure the final proposed calendar is sent to the Secretary and/or Minute Secretary for inclusion in the papers to be sent out prior to the Annual General Meeting for members' approval.

Attend the Annual General Meeting to discuss any questions that may be raised in connection with the calendar that are not due to changes made by the Executive.

Generate fixtures for the NetSetGo Orientation Day held in the Association every year and any other Gala days held in Ku-ring-gai Association. Ensure a copy of these draws are sent to all the relevant parties prior to day of play.

In conjunction with the Fixtures Committee allocate courts for the Semi-Finals, Finals and Grand Finals.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

Prior to commencement of the season hold a meeting of the Fixtures Committee to discuss any aspects relating to fixtures and courts that are relevant to the competition and ensure all parties are represented.

Ensure the KNA web page is updated in a timely manner with any information relevant to Fixtures.

Any information the Fixtures Convenor feels is of interest to the Association should be supplied to the relevant parties for inclusion on the web page and in the KNA Newsletter as appropriate.

Any other duties that may be required or requested by the Executive during the year.