



<https://www.birminghambowlingassociation.com>
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Birmingham Bowling Association

Fixture Secretary Job Description

The fixtures secretary is responsible for arranging matches with other Associations and clubs to fulfil a programme agreed by the BBA Executive Committee.

The fixture secretary is required to

- a. Agree an outline programme of matches with the BBA Executive
- b. Identify clubs willing to host BBA home matches
- c. Contact fixture secretaries of relevant associations and clubs to arrange dates, venues and meal arrangements for the outline programme of matches
- d. Confirm match and catering arrangements with hosting clubs for home matches
- e. Confirm all fixture arrangements with the Match Secretary
- f. Submit the confirmed programme of matches to the Website Officer for publication, updating the information as necessary
- g. Attend BBA meetings to report on progress and issues