

Fixture Secretary's Responsibilities

- In conjunction with club captains arrange pre-season friendly fixtures by liaising with other club fixture secretaries.
- Liaise with South East Wales Cricket League SEWCL regarding 1st, 2nd & 3rd XI fixtures (Played on Saturday). League provide all fixtures.
- Liaise with Wick CC regarding home 3rd XI fixtures.
- Liaise with Junior Co-ordinator regarding junior fixtures and training nights.
- Liaise with Women & Girl's Co-ordinator regarding league fixtures, annual festival and training nights.
- Liaise with Vale of Glamorgan Midweek T20 league (Fixtures played on Wednesday evenings)
- Liaise with representative from Cardiff University Ladies Cricket Club (CULCC) regarding fixtures and training sessions.
- Address any potential ground hire requests, requests from touring sides etc.
- Maintain an accurate fixture list using club calendar and provide updates to Cricket Committee and Club Website Co-ordinator.
- Liaise with Club Venue Hire Co-Ordinator to ensure all cricket fixtures are in the club diary.
- Provide Vale CC ground team with a full list of home fixtures.
- Attend Cricket Committee meetings
- Annually liaise with captains on new ball requirements and order appropriate number of new balls for season.