Fixtures Secretary – Tennis

Purpose of the Role

To coordinate and manage all club team tennis fixtures, ensuring matches are properly scheduled, recorded and communicated in line with league requirements.

Key Responsibilities

1. Organise and confirm league and friendly fixtures for all club teams.
2. Book courts for all home team matches in accordance with the agreed schedule.
3. Liaise with team captains regarding match dates, availability and any changes.
4. Liaise with League Administrators to ensure rule updates, deadlines and relevant communications are shared with team captains.
5. Manage league administration, including:
    - Ensuring teams are accurately recorded on the Online League Planner
    - Allocating team captains within league systems
    - Resolving any "unknown player" issues
    - Submitting team entries and arranging fee payments by league deadlines *(excluding H&IOW National League teams, which are managed by the Head Coach)*
6. Support the resolution of league match queries or disputes in conjunction with the relevant League Administrator and team captains.
7. Ensure fixtures are accurately recorded and communicated to the appropriate members.

Scope of the Role

The Fixtures Secretary plays a key operational role in ensuring the club's team tennis programme runs efficiently and that court availability is managed appropriately.

As at March 2026