

**Fixtures Reviewer**

**Skills of the County Fixtures Reviewer**

In appointing County Fixtures Reviewers, it is recommended that they should have some or all of the following skills:

1. A good knowledge of the club structure in the county at all levels
2. A sound knowledge of current fixture planning procedures
3. Some knowledge of the complexities of fixtures programmes at local level
4. The ability to progress in a logical manner
5. Good I.T. skills will be essential
6. The skills to identify the key issues involved in having a regulated games structure and to identify the problems and the resolution of same
7. The skills to communicate with the county board, clubs and relevant committees
8. Be competent to network with other boards to share best practices
9. The ability to be flexible in approaching the planning process
10. The ability to set goals and review mechanisms

**Please note: The Fixture’s Reviewer will work closely with the Fixtures Secretary/Committee but it *should not* be someone on this committee.**

**The Role of the County Fixtures Reviewer**

* To monitor the County Fixtures schedule (as drafted by the fixtures secretary/committee) for the current year. This will involve, on a monthly basis, calculating how many of the scheduled games for that period were actually played
* To audit the County Fixtures schedule on a weekly or monthly basis. This involves counting the number of games being played at each grade and code as well as measuring the spread of the games (i.e. the length of time between each game in a particular grade). This information gathered should be reported to the executive and fixtures committees on a monthly basis
* To analyse the County Fixtures schedule for the current year. This should be carried out following the publication of the County Fixtures Programme in January or February. S/He will analyse the scheduled fixture programme under (a) the number and (b) the spread of games. This process should assist the Fixtures Reviewer in making recommendations to the Fixtures secretary/committee for the following year
* To make recommendations to the Fixtures Secretary/Committee based on the results of the monitoring process and in conjunction with the Fixtures Secretary/Committee, formulate a fixtures schedule for the following year
* To monitor and evaluate on an annual basis the County’s performance at all levels against the recommended LGFA minimum standards for provision and spread of games
* To use this information to prepare a report and present at the AGM and forward to the National Development Team
* To facilitate feedback from clubs and stakeholders in the fixture process, where required, through a Club Forum. A Club Forum can be:
	+ A formal end of year Executive meeting
	+ A forum of random club members facilitated by the Fixtures Reviewer
	+ A series of focus groups chaired by the Fixtures Reviewer
	+ A questionnaire circulated to and returned by clubs
* To liaise with and attend meetings organised by the National Development Team