

Chadlington Cricket Club

GROUND: Chapel Road, Chadlington, Oxon, OX7 3LZ

Clubhouse Telephone: 01608 676723

www.chadsportsclub.co.uk



Junior Fixture Secretary

Volunteer Job Title	Junior Fixture Secretary
Description of Role	The Junior Fixture Secretary is responsible for planning and coordinating the junior fixture list.
Main Duties	Work with the Junior Management Team at the start of the year to agree the forthcoming season's teams and competitions. Submit League entry forms (<i>already done for 2010</i>). Liaise with opposition club contacts to agree junior fixtures. Create fixture lists. Provide club ground staff with a list of home fixtures. Attend meetings of the Junior Management Team. Act as central point of contact for junior fixtures.
Responsible To	Junior Coordinator
Essential Skills, Knowledge and Experience	Planning, organisational and administrative skills. Confident and effective communicator. IT skills, e.g. use of email and Microsoft Office.
Desired Skills, Knowledge and Experience	Experience of the challenges inherent in running multiple junior fixtures within a short space of time.
Qualifications / Skills Required	The role would suit someone with organisational abilities who wants to contribute to the club, but perhaps not in a coaching role. This role requires a CRB check.
Commitment Required	4-5 hours in total in February/March dealing with emails and creating the fixture lists. At the most around 1 hour per week thereafter through the season (mid-May to mid July) to deal with ad hoc fixture-related queries. Attend three Junior Management Team meetings per calendar year.
Benefits to Self	A position of responsibility within the junior section. Feeling 'part of the club' and the ability to share in the club's successes. Pride in the knowledge that your work helps to make it possible for children and young people to play cricket.
Benefits to Club	The club is able to fulfil its junior fixture responsibilities. The club has a single point of reference for fixture-related queries.
Support / Training	The Junior Coordinator will advise on custom and practice.