

Junior Secretary (inc Fixtures)

Overview: A vital cog in a club's organisation of the junior cricket programme ensuring that a full programme of fixtures, across age groups, is put in place and fulfilled.

Reports to: The Management Committee

Time commitment: 3 hours per week

Responsibilities:

- Coordinate the completion and submission of the Affiliation Form to the Sussex Cricket Foundation, registering junior teams in leagues and competitions.
- Coordinate the Sussex Junior Cricket Festival entry.
- Ensure that the club is represented at junior league meetings.
- Manage the relationship with the Sussex Cricket Foundation and advising the Management Committee on SCF developments.
- Register players with leagues and with Play Cricket as required.
- Ensure junior team managers have all necessary competition information (fixture location, timings and contact numbers etc)
- Reschedule postponed matches.
- Liaise with Groundsman booking external pitches as necessary.
- Liaise with Mid Sussex District Council regarding pitch bookings.
- Liaise with other sections of Ansty Community Sports Club when allocating pitches.

Skills and attributes:

- Adept organiser.
- Can balance commitments in a variety of competitions.
- Understand the club's player pool and facilities.
- Strong on communication in person, on email and phone.
- Able to solve problems at short notice.
- Competent with IT.