

## **Sussex League Representative and Play-Cricket Administrator**

**Overview:** A key role in the club's organisation managing the relationship with the Sussex Cricket League and the effective administration of the Play-Cricket Website.

**Reports to:** The Management Committee

**Time commitment:** 3 hours per week

### **Responsibilities:**

- Manage all communications with the Sussex Cricket League (SCL).
- Ensure that the club is represented at all SCL meetings.
- Advise Management Committee and, when necessary, the captains on SCL issues, including rule changes.
- Register senior teams with the SCL and related senior competitions.
- Oversee new player applications and register players with SCL and with Play Cricket as required.
- Maintain the Play-Cricket Website.
- Ensure match results and scorecards are to Play-Cricket.
- Arrange appropriate access levels for members.

### **Skills and attributes:**

- Adept organiser.
- Strong on communication in person, on email and phone.
- Able to address problems at short notice.
- Good IT skills.
- Thorough knowledge of Play-Cricket system