



Junior Co-ordinator - Role Responsibilities

- Member of club Cricket Management Committee. Provide updates on junior section to the committee.
- Meet as required with junior level 2 coaches to plan winter and summer cricket for juniors and to convey junior league news and updates. Agree nights for practice and communicate this to all parents.
- Each age group will have a WhatsApp group for parents and juniors – as junior co-ordinator you will be part of these groups.
- Liaise with club welfare officer on any safeguarding matters.
- In Feb/Mar attend Cardiff & Vale Junior Co-ordinators meeting and represent club. This is a meeting of all clubs and where decisions made about junior cricket. Shortly after this meeting club will be sent a registration document to register age group teams. Junior Co-ordinator is responsible for completing this with support from Level 2 coaches.
- In Feb/Mar update club All Stars page on ECB website to allow existing and new parents to register their children. Liaise with All Stars coach(s) to agree numbers for this group.
- First point of contact for parents/guardians of existing and new junior members responding to emails and welcoming new members as required.
- In Feb/Mar/Apr communicate with all parents/guardians about season ahead inviting them to renew their membership. Circulate electronic membership forms and monitor returns with membership secretary. Organise a registration night in April for parents/juniors to register in person. Provide all Level 2 coaches with a list of players who have registered for their age group/squad.
- Junior trials: At the end of the season the club will be asked to nominate juniors for county trials. With support from Level 2 coaches and parents submit relevant junior information.
- Support club membership secretary with maintaining a database of information on junior members and their parents/guardians.
- Plan and arrange winter junior training between Jan & Mar each year with level 2 coaches. Normally held at Cowbridge School. Make arrangements to collect fees for this training.
- Help to raise profile of club with local schools including Colwinston; Ysgol Iolo Morganwg in Cowbridge, St Brides and Coychurch in Bridgend.
- Contribute a 'junior section update' to monthly club newsletters
- Help to promote club cricket camps – there will be a dedicated administrator for the camps from 2021.

- At the end of the season with help from junior coaches & Chairman arrange a presentation night.
- Work with Club Coach (Vale CC hope to have a coach for 2021) to help with junior player pathway into senior cricket. This aspect of the role to be developed with new coach and may well be more of a task for Level 2 coaches.
- Liaise with our Women & Girls' Co-ordinator to ensure our female junior members at the club are able play soft ball and hard cricket if they wish.