



# HENFIELD CRICKET CLUB

## Role Description – Junior Administrator

### **Description**

A Junior Administrator works with a junior team(s) and the Coach. An Administrator work with the Junior Coach(es) to organise fixtures, logistics, and collation of results for his/her designated team, and supports the Junior Coaches in fostering a sense of team spirit and pride in Henfield Cricket Club.

### **Qualifications and Requirements**

- The role does not require any formal qualifications.
- Clear CRB check and club Self-disclosure.

### **Main Duties**

- To assist in arranging league and friendly fixtures for the team and to publicise appropriately.
- To be in contact with managers at opposition clubs.
- To ensure that fixtures are communicated to the Club Fixtures Secretary and Ground Staff at the earliest opportunity.
- To assist in ensuring transport for the team to and from away matches.
- To organise a scorer and umpire for all matches.
- To communicate results to the league contacts where required.
- To update the Club website with results, statistics and reports on a regular basis, and to write the team's annual report.
- To keep a register of attendance for his/her team at The Common and at matches.
- To work with the Cricket Development Manager, Coaches and other Administrators as required in the planning, running and development of junior cricket at Henfield.

