

JOB DESCRIPTION



Job Name: Junior Team Manager (Coach)

Name of Manager: Michael Austin

Team: Under 13's

Responsible to: General Committee

Main duties

- To be aware of the Club's Child Welfare, Health & Safety and First Aid / Emergency policies (and receive appropriate training as required).
- To select (or assist) in the selection of junior teams and notify those juniors selected – whilst also liaising with parents generally.
- To work with all other coaches, officials and members of the Club in the preparation and running of matches and junior training sessions (training at the ground is on Tuesday evenings 1800-2000).
- To inform all coaches / The General Committee (in advance) of any matches / sessions that cannot be attended.
- To ensure that satisfactory travel arrangements are made (and to travel with) junior teams to away fixtures.
- To support and encourage the adherence to the Club's Codes of Conduct concerning players, parents and spectators.
- To liaise with other club coaches and officials about performance, conduct and training techniques / schedules.
- To ensure that all necessary documentation and information is provided (promptly) to the **Junior Cricket League** concerning fixtures / results.
- To attend, as necessary, junior cricket meetings.
- To ensure (annually) that adequate personal professional indemnity and / or public indemnity insurance is in place (via the Club or personally).
- To provide feedback to other coaches and the General Committee on the success of junior training sessions and / or matches played.
- To ensure the Head Groundsman is notified of any changes to published matches.
- To liaise with the **Junior Cricket League** regarding potential nominees for representative cricket.