



Role Description – Junior Team Administrator

Purpose of the Role

- To support the Junior Team Manager to ensure the smooth running of the Junior squad

Appointment

- Appointed by Management Committee to serve for a three-year period
- May be reappointed
- Enhanced DBS Check and Safeguarding Training required

Key Contacts

- Junior Team Manager
- Junior Team Assistant Manager
- Junior players and their responsible adults
- General Secretary

Responsibilities

- Make arrangements for matches with other counties, clubs and associations and other events, as agreed with Junior Team Manager, by 31 December as far as is possible
- Enter details of all Junior matches in the Online Match System, by 31 January as far as is possible
- Forward details of all Junior matches and other events to the General Secretary for publication on the Calendar, by 31 January as far as is possible
- Liaise with clubs hosting events to ensure everything is in place for those events
- Inform General Secretary of any changes to Junior squad events so the website can be kept up to date
- Ensure the Online Match System is updated with team selections and match results
- Ensure a form is completed for each new member of the Junior squad with all required information (eg name, address, phone, email, date of birth, club, health issues, physical or intellectual disabilities, emergency contact, permission for photos and social media)
- Ensure relevant information from these forms is entered in the Online Match System
- Collate this information and ensure a copy is available at all Junior squad events
- Ensure there is a sufficient supply of stickers and scorecards and that these are available at matches
- Prepare all necessary paperwork for matches, including scorecards
- Report immediately any safeguarding concerns to County Safeguarding Officer treating them with strict confidentiality
- Ensure membership of the Junior squad WhatsApp group and Instagram group are kept up to date
- Inform the Treasurer of any income received

Time Required

- Unquantifiable time for carrying out administrative tasks for the Junior squad

Skills and Attributes Required

- Well organised
- Discreet and able to maintain confidentiality
- Good verbal and written communication skills
- Good IT and social media skills
- Excellent attention to detail and accuracy
- Approachable and friendly

Junior Squad Events

These usually include but are not restricted to the following:

- Amy Rose Competition (Women)
- White Rose Competition (Men)
- Junior Home Counties League matches
- Match v President
- Match v Combined Areas
- Matches v Home Venue Clubs
- Palm Trophy (Women) and Wessier Cup (Men)
- Trials and Practices
- Open Junior Day(s)