Role Description – Junior Section Administrator

Purpose of the Role

- To support the White Rose Manager, Amy Rose Manager and Junior Squad Manager to ensure the smooth running of the Bowls Surrey Junior section

Appointment

- Appointed by Management Committee to serve for a three-year period
- May be reappointed
- Enhanced DBS Check and Safeguarding Training required
- May not serve in any other roles within the Junior section while holding this position

Key Contacts

- White Rose Manager, Amy Rose Manager and Junior Squad Manager
- Junior Squad Assistant Managers
- Junior players and their responsible adults
- General Secretary

Responsibilities

- Make arrangements for matches with other counties, clubs and associations and other Junior section events, as agreed with Junior Squad Manager, White Rose Manager and Amy Rose Manager, by 31 December as far as is possible, endeavouring to see that events are arranged in each of the four County Areas
- Enter details of all Junior matches in the Online Match System, by 31 January as far as is possible
- Forward details of all Junior squad matches and other events and any White Rose and Amy Rose trials and practices to the General Secretary for publication on the Calendar, by 31 January as far as is possible
- Inform General Secretary of any changes to Junior section events so the website can be kept up to date
- Liaise with clubs hosting Junior section events to ensure everything is in place for those events
- 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 section 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 section events
- Ensure there is a sufficient supply of stickers and scorecards and that these are available at Junior section events, as necessary
- Prepare all necessary paperwork for Junior section events, including scorecards, as necessary

- Keep a count of the number of White Rose or Amy Rose games each member of the Junior section plays in and inform General Secretary of any players who qualify for their White Rose or Amy Rose flash
- Report immediately any safeguarding concerns to County Safeguarding Officer treating them with strict confidentiality
- Ensure membership of the Junior section 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 section

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 Section Events

These usually include but are not restricted to the following:

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