



# CLYDESDALE CRICKET CLUB

MORE THAN 160 YEARS OF TOP QUALITY TEAM SPORT IN GLASGOW

Titwood, 22 Beaton Road, Pollokshields, Glasgow G41 4LA ● 0141 423 1463

## Junior Management Responsibilities

### Junior Convenor

- ensure that the Child Protection Officer is made aware of all coaches working with Junior members
- ensure that teams as entered in local / National Competitions as appropriate
- update the Junior Player Database and provide Player Details printouts for coaches, where necessary
- ensure players are made aware of coaching sessions
- ensure players have access to (and have filled in) Junior Membership forms
- keep a record of all coaches attending coaching sessions
- keep a record of all players attending coaching sessions
- ensure parents are able to get access to Club policies
- ensure that players, parents and coaches have access to Junior fixture lists
- along with the Head of Junior Coaching, keep the Club website regularly updated
- organise and chair Junior Coaches' Meetings
- organise the representation of the Junior Section on Cricket Committee
- organise the representation of the Junior Section at Representative Meetings

### Junior Treasurer

- ensure collection of Junior Membership fees
- pass on Junior Memberships fees to the Club hierarchy
- provide the Cricket Committee with accurate statements of the income / expenditure of the Junior Section

### Head of Junior Coaching

- ensure that all training sessions have an appropriate level of coaching cover
- ensure that coaches have access to appropriate equipment to deliver sessions
- ensure that coaching equipment is safe and ready for use
- ensure that a suitable coaching plan is devised for both summer and winter
- ensure that all coaches understand the overall coaching plan
- ensure that coaches are appropriately qualified to be able to deliver sessions that they are being asked to
- ensure that coaches are given the freedom to express themselves as individual coaches, while following the overall Club coaching plan
- to recommend and provide details of governing body run coaching courses
- ensure that results from fixtures are regularly passed on to governing bodies
- along with the Junior Convenor, keep the Club website regularly updated
- ensure that all Junior Teams have a team manager and / or coach for every fixture
- where requested, ensure that Senior team Captains are kept updated with the on-going progress of selected Juniors
- co-ordinate the re-arrangement of any additional / altered Junior fixtures with the appropriate Junior Team Manager and with the Club's Fixture Secretary

- keep the Junior Convenor updated with any fixture changes
- investigate methods of providing the Junior section with extra opportunities to further itself, in terms of external fixtures

#### Outreach Programme Co-Ordinator

- ensure that the Club actively tries to engage with local schools
- arrange timings for the Club to deliver coaching sessions to schools
- arrange for coaches to attend and deliver coaching sessions
- design (with input from delivering coaches) an appropriate Coaching Plan

#### Age Group Team Managers

- ensure that teams selections are placed on the selection board in good time
- ensure that each team has the appropriate number of players for a fixture
- ensure that the Head of Junior Coaching is informed of fixture results
- inform the Junior Convenor / Head of Junior Coaching of any disciplinary issues
- provide reports on the progress of teams / individual players (if requested)
- provide an occasional update on team progress for the Club website (if requested)
- ensure that the opposition and Junior Convenor / Head of Junior Coaching are made aware if a fixture has to be cancelled for reasons of inclement weather