

## Staplehurst Cricket & Tennis Club – Volunteer roles

v4 September 2017

ADMINISTRATION				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
A1	Volunteer Management Administrator	<ul style="list-style-type: none"> <li>Develop and maintain Volunteer Management Database</li> <li>Develop and implement relevant processes to capture breadth and depth of volunteer activity in Club</li> </ul>	<ul style="list-style-type: none"> <li>Some volunteer management experience ideal</li> <li>Experience of volunteer management software/processes in voluntary/charity or third sector ideal</li> <li>Basic IT skills – Excel</li> <li>Some administration experience</li> </ul>	2-3 hours per month
A2	Junior cricket administrator	<ul style="list-style-type: none"> <li>Liaise with junior cricket director/coaches/team managers</li> <li>Oversee junior database/teamer</li> <li>Co-ordinate junior training/match management</li> <li>Facilitate 2 x annual junior cricket committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>Interest in junior cricket development</li> <li>Basic Excel/Teamer use (training given)</li> <li>Organisation/Communication</li> </ul>	2-3 hours per month summer. 1 hour pm winter
A3	School Partnerships co-ordinator	<ul style="list-style-type: none"> <li>Liaise with school(s)</li> <li>Negotiate formal/informal partnership agreement (with initial support)</li> <li>Maintain/monitor school(s) partnership agreement delivery</li> <li>Liaise with junior cricket director/academy coaches</li> </ul>	<ul style="list-style-type: none"> <li>Interest in junior cricket development</li> <li>Connection to school(s) ideal</li> <li>Empathy with school needs/priorities</li> <li>Basic administration/organisation</li> </ul>	1-2 hours per month
A4	Membership database administrator	<ul style="list-style-type: none"> <li>Maintain and develop existing database</li> <li>Upload new members regularly and report to New members co-ordinator</li> <li>Liaise with Membership administrator and Direct Debit admin to update information</li> <li>Check information against Treasurer's records</li> <li>Provide reports to Membership admin to chase non-payers in good time</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT</li> <li>Basic Excel</li> <li>Some organisational awareness</li> </ul>	1-2 hours per month. A little more towards Sept end of financial year

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A5	DBS administrator	<ul style="list-style-type: none"> <li>• Maintain Club DBS Register</li> <li>• Ensure required new/renewal DBS</li> <li>• Liaise with Club Welfare Officer/Clubmark Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Basic IT - DBS online system (training provided)</li> <li>• Basic Excel</li> <li>• Persistence</li> </ul>	1-2 hours per month
A6	Clubmark co-ordinator	<ul style="list-style-type: none"> <li>• Maintain Clubmark Action Plan</li> <li>• Monitor compliance with policies/ procedures</li> <li>• Maintain Clubmark evidence Database</li> <li>• Liaise with Club Welfare Officer/ DBS admin/Junior Cricket Director as required</li> <li>• Ensure Club passes 3-yearly accreditation and annual healthcheck</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative &amp; organisational</li> <li>• Good organisational awareness</li> <li>• Basic IT skills</li> <li>• Compliance experience ideal</li> </ul>	1-2 hours per month. Poss little more in accreditation year.
A7	Club Development Plan co-ordinator	<ul style="list-style-type: none"> <li>• Monitor progress against Plan</li> <li>• Support activities and those responsible where appropriate</li> <li>• Liaise with Club Officers and others to promote addressing outstanding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration</li> <li>• Good organisational awareness</li> <li>• Project management experience ideal</li> </ul>	1-2 hours per month
A8	Cricket Committee Administrator	<ul style="list-style-type: none"> <li>• Take minutes of monthly cricket committee meetings (ex-officio)</li> <li>• Maintain Cricket Committee workplan document</li> <li>• Support Cricket chairman in monitoring delivery of workplan</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration</li> <li>• Basic IT skills</li> <li>• Some organisational awareness ideal</li> </ul>	1-2 hours per month
A9	Tennis administrator	<ul style="list-style-type: none"> <li>• Support development of Tennis business plan</li> <li>• Support Vice Chairman in monitoring delivery of workplan</li> <li>• Work with tennis coaches and others in delivering Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration</li> <li>• Basic IT skills</li> <li>• Some organisational awareness ideal</li> </ul>	1-2 hours per month

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<b>MARKETING</b>				
	<b>Role</b>	<b>Specifications</b>	<b>Preferred Skills/Competences</b>	<b>Time Commitment</b>
M1	Junior cricket marketing co-ordinator	<ul style="list-style-type: none"> <li>• Work with junior cricket director and others to develop Schools/parents/youth marketing strategy to grow junior membership</li> <li>• Implement strategy using local (social) media channels and local partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Some marketing experience ideal</li> <li>• Basic knowledge of local schools and community organisations</li> <li>• Some experience of social media</li> <li>• Some knowledge of Facebook advertising ideal (training available)</li> </ul>	1-2 hours per month, possibly more Jan-June
M2	Tennis marketing co-ordinator	<ul style="list-style-type: none"> <li>• Work with Vice Chairman and coaches to develop schools/adult/junior marketing strategy to grow tennis membership</li> <li>• Implement strategy using local (social) media channels and local partnerships</li> <li>• Liaise with School Partnerships administrator to develop school partnerships and promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Some marketing experience ideal</li> <li>• Basic knowledge of local schools and community organisations</li> <li>• Some experience of social media</li> <li>• Some knowledge of Facebook advertising ideal (training available)</li> </ul>	1-2 hours per month
M3	Advertising/Sponsorship co-ordinator	<ul style="list-style-type: none"> <li>• Develop relationship with existing sponsors</li> <li>• Identify and promote to potential new sponsors</li> <li>• Close sponsorship agreements</li> <li>• Collate sponsor brand resources</li> <li>• Manage brand promotional activity liaising with relevant media co-ordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Marketing or brand experience ideal</li> <li>• Basic commercial awareness</li> <li>• Negotiating ideal</li> <li>• Basic IT</li> <li>• Project management ideal</li> </ul>	1-2 hours per month
M4	Venue marketing manager	<ul style="list-style-type: none"> <li>• Work with PR and Comms team to promote Club as venue for hire</li> <li>• Coordinate internal and external communication to promote Club as venue</li> <li>• Identify and explore potential local community partnerships to drive Club venue traffic</li> </ul>	<ul style="list-style-type: none"> <li>• PR/Comms/Marketing/Venue or Events experience ideal</li> <li>• Basic marketing</li> <li>• Basic communications</li> </ul>	1-2 hours per month

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M5	Stakeholder Relations Officer	<ul style="list-style-type: none"> <li>• Support Vice Chairman in local community and stakeholder outreach:             <ul style="list-style-type: none"> <li>○ Schools</li> <li>○ Parish Council</li> <li>○ Other community orgs</li> <li>○ Kent LTA &amp; Cricket Board</li> <li>○ LTA &amp; ECB</li> </ul> </li> <li>• Develop stakeholder relations plan</li> <li>• Use Club communication for developing relationships</li> </ul>	<ul style="list-style-type: none"> <li>• PR or stakeholder management experience ideal</li> <li>• Organisational awareness</li> <li>• Cricket/Tennis interest</li> <li>• Local community involvement/awareness</li> <li>• Communication</li> <li>• Networking</li> </ul>	2-3 hours per month
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COMMUNICATION				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
C1	Website administrator	<ul style="list-style-type: none"> <li>• Maintain website</li> <li>• Update and refresh content</li> <li>• Commission new content as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills</li> <li>• Writing for web</li> <li>• Website development – HTML</li> <li>• Website design ideal</li> <li>• Basic project management</li> </ul>	1-2 hours per month
C2	Play Cricket administrator	<ul style="list-style-type: none"> <li>• Maintain Club pages on Play Cricket website</li> <li>• Monitor/maintain player/league registrations</li> <li>• Liaise with Cricket Committee to ensure fixtures/results uploaded</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT</li> <li>• Play Cricket administrator (training given)</li> <li>• Club cricket awareness</li> </ul>	1-2 hours per month
C3	'Redbook' co-ordinator	<ul style="list-style-type: none"> <li>• Compiling and updating redbook content</li> <li>• Collating advertising copy</li> <li>• Liaising with designer/printer</li> <li>• Distribution</li> <li>• Developing new format/platform for 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Basic Project management</li> <li>• Basic IT</li> <li>• Commissioning design/print ideal</li> <li>• Proofreading</li> <li>• Organisational awareness</li> </ul>	2-3 hours per month Jan-April. Slightly more prior to deadlines

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C4	News correspondent	<ul style="list-style-type: none"> <li>Identifying news stories from Club activity</li> <li>Writing copy</li> <li>Publishing on App/Facebook/Web</li> </ul>	<ul style="list-style-type: none"> <li>News sense</li> <li>Writing for web/social media ideal</li> <li>Organisational awareness</li> <li>Basic IT/Social Media (training avail)</li> </ul>	1-2 hours per month
C5	Club photographer	<ul style="list-style-type: none"> <li>Liaising with Club media/PR admins</li> <li>Taking photographs for events and activities – as commissioned or self-initiated</li> </ul>	<ul style="list-style-type: none"> <li>Photography</li> </ul>	1-2 hours per month
C6	PR Support	<ul style="list-style-type: none"> <li>Work with Marketing/PR officer to develop PR Plan</li> <li>Promote Club through external (social) media and partnerships</li> <li>Placing Club news stories</li> <li>Developing relationship with local media</li> <li>Organising or influencing Club events for PR benefit</li> </ul>	<ul style="list-style-type: none"> <li>PR experience ideal</li> <li>Basic project management</li> <li>Creative thinking</li> <li>Local/social media awareness</li> </ul>	1-2 hours per month

EVENT MANAGEMENT				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
E1	Event co-ordinator	<ul style="list-style-type: none"> <li>Develop an idea for standalone fundraising event</li> <li>Develop initial business case and timeline</li> <li>Recruit event working group or individuals to support</li> <li>Deliver successful event</li> </ul>	<ul style="list-style-type: none"> <li>Project/event management experience ideal</li> <li>Basic marketing</li> <li>Individual drive/initiative</li> <li>Managing a (remote) team ideal</li> </ul>	1-2 hours per month. More in run up to event
E2	Event support	<ul style="list-style-type: none"> <li>Contribute to developing ideas and initial business case for an event</li> <li>Take ownership of agreed elements of event</li> <li>Support delivery of successful event</li> </ul>	<ul style="list-style-type: none"> <li>Basic project/event management experience ideal</li> <li>Basic marketing</li> <li>Working on individual initiative within a team</li> </ul>	1-2 hours per month. More in run up to event

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E3	Junior events co-ordinator	<ul style="list-style-type: none"> <li>• Work with Junior Cricket Committee to identify social activities around junior cricket</li> <li>• Develop initial business case and timeline</li> <li>• Recruit event working group or individuals to support</li> <li>• Deliver successful programme</li> </ul>	<ul style="list-style-type: none"> <li>• Project/event management experience ideal</li> <li>• Basic marketing</li> <li>• Individual drive/initiative</li> <li>• Managing a (remote) team ideal</li> </ul>	1-2 hours per month. More around events.
E4	ECB events co-ordinator	<ul style="list-style-type: none"> <li>• Manage ECB sponsored/branded events such as Open Days and CricketFest</li> <li>• One-day standalone events designed to promote cricket/club awareness.</li> <li>• Co-ordinate supporting activity from other volunteer roles</li> <li>• County Board/ECB liaison</li> </ul>	<ul style="list-style-type: none"> <li>• Basic project management</li> <li>• Basic event management</li> <li>• Basic PR/Marketing (supported)</li> </ul>	2-3 hours per month over 6 month period. More in run up to event
E5	Tennis events co-ordinator	<ul style="list-style-type: none"> <li>• Develop an idea for standalone tennis event(s)</li> <li>• Develop initial business case and timeline (with support)</li> <li>• Recruit event working group or individuals to support</li> <li>• Deliver successful event</li> </ul>	<ul style="list-style-type: none"> <li>• Project/event management experience ideal</li> <li>• Basic marketing</li> <li>• Individual drive/initiative</li> <li>• Managing a (remote) team ideal</li> </ul>	1-2 hours per month. More in run up to events
E6	Tennis events support	<ul style="list-style-type: none"> <li>• Contribute to developing ideas and initial business case for a tennis event</li> <li>• Take ownership of agreed elements of event</li> <li>• Support delivery of successful event</li> </ul>	<ul style="list-style-type: none"> <li>• Basic project/event management experience ideal</li> <li>• Basic marketing</li> <li>• Working on individual initiative within a team</li> </ul>	1-2 hours per month. More in run up to events

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CUSTOMER SERVICES				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
CS1	Venue hire administrator	<ul style="list-style-type: none"> <li>Act as focus point for enquiries and bookings by phone, email and Club social media</li> <li>Negotiate terms of booking in line with Club requirements</li> <li>Maintain booking diary in liaison with Bar manager</li> <li>Liaise with Treasurer to ensure payment where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Administration</li> <li>Diary management</li> <li>Basic IT</li> <li>Customer service experience ideal</li> </ul>	1-2 hours per month
CS2	New member induction co-ordinator	<ul style="list-style-type: none"> <li>Welcome communication/contact with new members.</li> <li>Advice/guidance on getting most out of club depending on preferred sport/social focus</li> <li>Link to appropriate members for ongoing welcome/introduction 'buddying'.</li> <li>Conduct induction/satisfaction surveys</li> <li>Seek to rectify any issues</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT</li> <li>Communication</li> <li>Some organisational knowledge</li> <li>Empathy &amp; engagement</li> <li>Customer relationship experience ideal</li> </ul>	2-3 hours per month

RISK				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
R1	Risk Manager	<ul style="list-style-type: none"> <li>Develop existing risk register</li> <li>Maintain risk register</li> <li>Identify and prioritise risk remediation</li> <li>Determine General Committee risk agenda</li> <li>Ensure legal compliance</li> <li>Key focus on business continuity and long-term sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Risk management (EWRM or Project/Change) or (E)H&amp;S experience ideal</li> <li>Project management</li> <li>Analytical</li> <li>Strategic</li> <li>Influencing</li> </ul>	2-3 hours per month

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<b>CHANGE MANAGEMENT</b>				
	<b>Role</b>	<b>Specifications</b>	<b>Preferred Skills/Competences</b>	<b>Time Commitment</b>
CM1	Environmental Sustainability Champion	<ul style="list-style-type: none"> <li>• Work with Club Vice Chairman to explore and identify appropriate issues and agenda</li> <li>• Develop and maintain programme of activity</li> <li>• Engage club members and others as required</li> <li>• Promote and communicate relevant thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant interest or experience</li> <li>• Culture/Change management experience ideal</li> <li>• Engaging others</li> <li>• Communication</li> </ul>	tbc
CM2	Family Friendly Champion	<ul style="list-style-type: none"> <li>• Work with Club Vice Chairman to explore and identify appropriate issues and agenda</li> <li>• Develop and maintain programme of activity</li> <li>• Engage club members and others as required</li> <li>• Promote and communicate relevant thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant interest or experience</li> <li>• Culture/Change management experience ideal</li> <li>• Engaging others</li> <li>• Communication</li> </ul>	tbc
CM3	Code of Conduct Champion	<ul style="list-style-type: none"> <li>• Work with Club Vice Chairman to explore and identify appropriate issues and agenda</li> <li>• Develop and maintain programme of activity</li> <li>• Engage club members and others as required</li> <li>• Promote and communicate relevant thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant interest or experience</li> <li>• Culture/Change management experience ideal</li> <li>• Engaging others</li> <li>• Communication</li> </ul>	tbc

<b>FINANCE</b>				
	<b>Role</b>	<b>Specifications</b>	<b>Preferred Skills/Competences</b>	<b>Time Commitment</b>
F1	Grants Officer	<ul style="list-style-type: none"> <li>• Maintain and develop existing club information database</li> <li>• Maintain and develop database of grant sources</li> <li>• Identify target grants</li> <li>• Systemise grant application process</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT</li> <li>• Applying basic research and information collation</li> <li>• Organisational awareness (supported)</li> <li>• Passion for entering competitions!</li> </ul>	2-3 hours per month



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F2	Direct Debit administrator	<ul style="list-style-type: none"> <li>• Authorised administrator on GoCardless system</li> <li>• Process applications and link to appropriate membership packages</li> <li>• Liaise with membership administrator to ensure appropriate subscriptions paid</li> </ul>	<ul style="list-style-type: none"> <li>• Basic IT skills</li> <li>• Experience of GoCardless ideal (training available)</li> <li>• Some basic financial awareness</li> </ul>	1-2 hours per month
F3	Insurance co-ordinator	<ul style="list-style-type: none"> <li>• Review insurance needs</li> <li>• Work with broker(s) to identify best deals</li> <li>• Ensure full insurance cover maintained across asset register</li> <li>• Review insurance documents and statements</li> <li>• Flag up required remedial action</li> </ul>	<ul style="list-style-type: none"> <li>• Some insurance experience ideal</li> <li>• Assiduous</li> <li>• Compliance oriented</li> </ul>	1 hour per month – more during renewal period
F4	Asset register co-ordinator	<ul style="list-style-type: none"> <li>• Maintain and update asset register</li> <li>• Maintain accurate valuation of Club assets</li> <li>• Review current depreciation schedule</li> <li>• Identify and monitor replacement schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Some finance/leasing experience ideal</li> <li>• Basic research and analysis of relevant asset markets</li> </ul>	1-2 hours per month

PROPERTY				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
P1	Property maintenance co-ordinator	<ul style="list-style-type: none"> <li>• Identify, compile and maintain list of day-to-day repairs and maintenance</li> <li>• Co-ordinate team to address schedule of repairs and maintenance</li> <li>• Oversee delivery of repairs and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• DIY enthusiast</li> <li>• Some building maintenance experience ideal</li> <li>• Basic project management</li> <li>• Working with a team</li> </ul>	2-3 hours per month
P2	Property maintenance support	<ul style="list-style-type: none"> <li>• Take ownership of specific repairs/maintenance issue</li> <li>• Work on individual initiative or as part of working group to address</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant DIY/property experience</li> <li>• Individual initiative</li> <li>• Working as a team</li> </ul>	1-2 hours per month. More where project requires

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P3	NatWest Challenge co-ordinator	<ul style="list-style-type: none"> <li>Take responsibility for NatWest Challenge weekend in late March/early April</li> <li>Work with property officer to identify a range of property issues to address</li> <li>Co-ordinate project</li> <li>Recruit individuals and/or working group to deliver project</li> <li>Communicate project and required support</li> </ul>	<ul style="list-style-type: none"> <li>DIY enthusiast</li> <li>Some building maintenance experience ideal</li> <li>Basic project management</li> <li>Working with a team</li> <li>Basic communication</li> </ul>	1-2 hours per month. More as required in run up to event
P4	Club Electrician	<ul style="list-style-type: none"> <li>Take responsibility to day-to-day maintenance of Clubs electricals</li> <li>Ensure compliance with electrics/PAT testing certification requirements</li> </ul>	<ul style="list-style-type: none"> <li>Qualified electrician</li> </ul>	1-2 hours per month
P5	Club Plumber	<ul style="list-style-type: none"> <li>Take responsibility to day-to-day maintenance of Clubs plumbing</li> <li>Ensure compliance with building certification requirements</li> </ul>	<ul style="list-style-type: none"> <li>Qualified plumber</li> </ul>	1-2 hours per month
P6	Club Carpenter	<ul style="list-style-type: none"> <li>Take responsibility to day-to-day maintenance of Clubs woodwork</li> <li>Support property working groups where required</li> </ul>	<ul style="list-style-type: none"> <li>Qualified carpenter/joiner</li> </ul>	1-2 hours per month
P7	Club Roofer	<ul style="list-style-type: none"> <li>Take responsibility to day-to-day maintenance of Clubs roofs</li> <li>Support property working groups where required</li> </ul>	<ul style="list-style-type: none"> <li>Qualified roofer/tiler</li> </ul>	1-2 hours per month
P8	Club windows monitor	<ul style="list-style-type: none"> <li>Take responsibility to day-to-day cleaning and maintenance of Clubs windows</li> <li>Support property working groups where required</li> </ul>	<ul style="list-style-type: none"> <li>Window cleaning</li> <li>Liaise with glaziers as required</li> <li>Self drive and work on individual initiative</li> </ul>	1-2 hours per month

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<b>GROUNDWORK</b>				
	<b>Role</b>	<b>Specifications</b>	<b>Preferred Skills/Competences</b>	<b>Time Commitment</b>
G1	Assistant Groundsman	<ul style="list-style-type: none"> <li>• Work with Club groundsman</li> <li>• Take ownership of agreed specific jobs</li> <li>• Learn/develop all aspects of ground maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Basic groundsmanship</li> <li>• Openness to learn</li> <li>• Groundsman qualification ideal (training available)</li> <li>• Work on individual initiative or as part of team</li> </ul>	2-3 hours per week. More in summer
G2	Groundwork support co-ordinator	<ul style="list-style-type: none"> <li>• Work with groundsman/deputy to identify and maintain list of day-to-day and one-off jobs required</li> <li>• Co-ordinate individuals/working groups to address jobs required</li> </ul>	<ul style="list-style-type: none"> <li>• Some groundwork experience ideal</li> <li>• Basic project management</li> <li>• Basic communication</li> <li>• Working with a team</li> </ul>	1-2 hours per week. More in summer
G3	Groundwork support	<ul style="list-style-type: none"> <li>• Work on individual initiative and/or as part of working group to address regular or one-off ground maintenance projects</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant groundwork experience ideal although on-job-training available</li> <li>• Individual initiative/drive</li> <li>• Working as a team</li> </ul>	1-2 hours per month. More in summer

<b>COACHING</b>				
	<b>Role</b>	<b>Specifications</b>	<b>Preferred Skills/Competences</b>	<b>Time Commitment</b>
CH1	Coach Support Worker	<ul style="list-style-type: none"> <li>• Assist at Junior Training</li> <li>• Help supervise junior matches</li> <li>• Support team managers</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/older junior/cricketer</li> <li>• Or other coaching experience</li> <li>• Attend one-day CSW course at Club plus online Child Welfare module</li> </ul>	2-3 hours pw summer
CH2	Coach	<ul style="list-style-type: none"> <li>• Lead/manage junior training age group(s)</li> <li>• Support head coach</li> <li>• Support team managers</li> </ul>	<ul style="list-style-type: none"> <li>• CSW or other coaching experience</li> <li>• Qualify as level 2 coach (supported)</li> </ul>	2-3 hours pw summer

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CH3	Academy Coach	<ul style="list-style-type: none"> <li>• Run School(s) coaching programme</li> <li>• Liaise with School/Partnership Co-ord</li> <li>• Develop bespoke coaching programme</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching experience</li> <li>• Level 2 Coach</li> <li>• School experience ideal</li> <li>• Coaching programme design/management (with support)</li> <li>• Youth management</li> </ul>	5-6 hours pw summer term. 2-3 hours pw where winter programme
CH4	Junior Team Manager	<ul style="list-style-type: none"> <li>• Team selection (with coaches)</li> <li>• Fixture management</li> <li>• (Outsource) Match umpiring/scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Some cricket knowledge (with support)</li> <li>• Coaching/CSW experience ideally</li> <li>• Basic Teamer use (training given)</li> <li>• Youth management experience</li> </ul>	4-5 hours pw summer

CRICKET OFFICIALS				
	Role	Specifications	Preferred Skills/Competences	Time Commitment
CO1	Umpire	<ul style="list-style-type: none"> <li>• Join panel of Club umpires for regular or occasional games (adult and/or junior) umpiring</li> </ul>	<ul style="list-style-type: none"> <li>• Cricket knowledge/experience</li> <li>• ACO qualified ideal (training available)</li> </ul>	4-6 hours per week during season. Weeks by arrangement
CO2	Scorer	<ul style="list-style-type: none"> <li>• Join panel of Club umpires for regular or occasional games (adult and/or junior) scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Cricket knowledge/experience ideal</li> <li>• ACO qualified ideal (training available)</li> <li>• Some experience of IT based scoring Apps ideal but training available</li> </ul>	4-6 hours per week during season. Weeks by arrangement