

SPRINGVALE SOUTH CC
JOB DESCRIPTION – JUNIOR COORDINATOR

RESPONSIBILITIES:

1. All associated Junior Administration – eg, season opening letter, monthly communications, detailed player contact lists, etc
2. Source relevant club financial support for the Junior Program (season '04-'05 the total is \$600)
3. Organize a Junior Fundraising program to supplement this club financial assistance. Involve Team Managers and their assistants in the running of this initiative
4. Draw up a suitable and convenient Training Schedule that fits in with relevant coaching support and practical alignment with Senior Training program
5. Organize the appropriate coaching program for the Junior Club. Ensure an experienced and motivated coach to manage the Junior system
6. Disseminate the junior fixtures for each side, to ensure clarity for the junior players, their parents and families
7. Select Team Managers and their assistants to ensure all sides are adequately and responsibly managed
8. Complete a Junior Social Calendar that offers a range of activities for all junior players and their parents to participate in. Leverage off the Senior program and develop activities for the juniors that are relevant and varied, ie, days at the PURA Cup, ING Cup, Bowling mornings, Picture mornings, etc
9. Organise a junior player registration evening to communicate the planned years program and to collect fees for those committed to playing at the club. Ensure a “club giveaway” for players signed up on the evening
10. Advertise the Junior Program in the local papers to ensure awareness of the activities
11. Develop a suitable Junior award program with gifts, encouragement awards and vouchers for junior achievements in each age group
12. Organize adequate playing kits and equipment for each side. Must be inclusive of all standard requirements including stumps, bails, balls, bats, gloves, boxes, helmets, thigh pads, keeping pads, gloves and inners, brooms and umpire counters
13. Ensure all players are registered with the Victorian Junior Bushranger program. This entitles the players to all sorts of benefits associated with the Victorian senior team, including free match passes, newsletters, player days, autograph sessions and memorabilia
14. Communicate all junior representative side activities and training schedules. Encourage all boys to participate in these training sessions and nominate specific players to pursue relevant opportunities

15. Devise the Junior Buddy Program, which provides all Junior players with support and mentoring from a Senior Player. This should be in place by no later than end of Nov, allowing for settling of both Junior & Senior player lists
16. Run a number of Senior activity days in support of the junior fixtures, ie, Senior roster system on match days, Junior theme days for Seniors to participate in
17. Conduct School free clinics using the Junior Coach, other accredited coaches and those who are in the education system
18. Produce an edition of the Junior Bloodhound at the conclusion of each match or on a once a month basis. A template now exists that will allow for a professional publication
19. Ensure that the Junior Club Corner is maintained on the club web-site. This should include a link to the results vault site, junior memos and correspondence and the Junior Bloodhound publication
20. Investigate all the Cricket Victoria resources for Junior Clubs. PF can provide a list of the options available or one can tour the CV website (www.cricketvictoria.com.au). Of particular interest is the Cricket Victoria coaching program
21. Organise year end activity, inclusive of
 - the Junior Presentation day (trophies, medals, participation awards, catering, etc)
 - the Junior Year Book (including information from the Results Vault site)
 - Team Photos for all sides