

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Colts Manager

Reports to: Windsor Cricket Club Committee

General Description:

To manage and supervise the running of the club's colts (Under-18) section

Essential Job Functions:

- To be overall focal point and facilitator of the Colts section
- To manage and coordinate with Fixture's Secretary all colts fixtures
- To organise that appropriate levels of coaching supervision is available at all times (according to the advised ECB mandates)
- To ensure the annual subscriptions and match fees are collected and passed into club accounts
- To organise and liaise with Team Managers for each of the age groups
- To help manage and run the financial aspects of the colts section with appropriate Team Managers and Club Treasurer
- To ensure (with the Welfare Officer and Coaching Coordinator) that all coaches and helpers have the appropriate ECB checks completed.
- Attend monthly committee meetings, presenting a report
- Attend Annual General Meetings and report on the previous season if so required
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created