

Fleckney Village CC Volunteer Job Role Description Handbook

Version October 2026

These job role descriptions are guidelines and are not exhaustive.

Handbook contents

Volunteer role descriptions included in this handbook:

1. Chairperson
2. Secretary
3. Treasurer
4. Welfare Officer
5. Director of Cricket
6. Captain
7. Coach (Activator)
8. Junior Manager
9. Women's Cricket Coordinator
10. Fixtures Secretary
11. Groundsman

Important note

These job role descriptions are guidelines and are not exhaustive.
Responsibilities may be shared or adapted to meet the needs of the club.

Chairperson

Reports to: Club Committee

Role Purpose

Provide leadership and direction to the cricket club, ensuring it delivers high-quality services, supports members, oversees effective management, chairs meetings, motivates volunteers, and represents the club externally.

Key Responsibilities

- Lead and manage the Club Committee and club affairs.
- Guide decisions made by committees and sub-committees.
- Chair meetings and coordinate club activities.
- Work closely with committee members and officers.
- Help prepare and present the Annual Report.
- Approve meeting agendas and minutes with the Secretary.
- Ensure compliance with club, league, and Clubmark requirements.
- Work with the Treasurer to ensure funds are managed responsibly.
- Represent the club at official events and act as spokesperson.
- Ensure major policy decisions receive full Committee approval.

Skills & Experience

- Knowledge of cricket clubs.
- Strong leadership, organisation, and communication skills.
- Effective problem-solving and decision-making ability.
- Friendly, approachable, reliable, and discreet.
- Confident chairing meetings and speaking in public.
- Supportive of volunteers and open to new ideas.
- Previous leadership, management, or committee experience desirable.

Personal Qualities

Enthusiastic, collaborative, professional, tactful, and committed to the long-term success of the club.

Secretary

Reports to: Club Committee

Role Purpose

Act as the principal administrative officer for the club and the first point of contact for people seeking information or looking to join.

Key Responsibilities

- Ensure club affiliation requirements are maintained.
- Deal promptly with club correspondence.
- Work with the Chairperson to arrange meetings.
- Prepare and distribute meeting agendas in advance.
- Take and circulate accurate meeting minutes.
- Share relevant information from ECB, LCF and leagues with members.
- Maintain an up-to-date member email distribution list.
- Keep members informed of club events and decisions.
- Coordinate AGM preparations with the Chairperson and Treasurer in line with the Constitution.

Skills & Experience

- Friendly, approachable and flexible.
- Strong administration, management and organisational skills.
- Confident and effective communicator.
- IT literate and able to maintain records.
- Able to handle confidential information with tact.
- Prepared to make a regular time commitment.

Personal Qualities

Reliable, organised, professional, approachable and committed to supporting the effective running of the club.

Treasurer

Reports to: Club Committee

Role Purpose

Provide sound financial management to ensure the club remains solvent and financially sustainable. The Treasurer oversees budgeting, financial reporting and supports all sections of the club on financial matters.

Key Responsibilities

- Maintain accurate and up-to-date financial records.
- Manage club banking arrangements and accounts.
- Report the club's financial position to the Committee.
- Collect and bank subscriptions, fees and other income.
- Issue receipts for monies received.
- Ensure club funds are spent appropriately and in line with agreed priorities.
- Explore funding and grant opportunities.
- Arrange payment of invoices and expenses.
- Prepare the annual financial report for the AGM.
- Work with the Committee to prepare the annual budget.
- Monitor the budget and financial performance throughout the year.

Skills & Experience

- Good accountancy knowledge and financial understanding.
- Excellent organisational and administrative skills.
- Good communication skills.
- Confident handling figures and money.
- Able to maintain accurate records.
- Reliable, flexible and approachable.
- Able to maintain confidentiality and act with tact.
- Prepared to make a regular time commitment.

Personal Qualities

Trustworthy, organised, detail-focused and committed to supporting the long-term financial health of the club.

Welfare Officer

Reports to: Club Committee & ECB

Role Purpose

Promote good safeguarding practice across the club and act as the primary point of contact for child protection and safeguarding concerns.

Key Responsibilities

- Promote and implement the club Safeguarding Children Policy.
- Provide advice and support on safeguarding procedures and best practice.
- Attend Committee meetings and ensure safeguarding remains a standing agenda item.
- Oversee ECB DBS vetting requirements and monitor compliance.
- Maintain the ECB Clubmark Vetting Checks Tracking Table.
- Keep safeguarding records accurate, secure and confidential.
- Ensure safeguarding concerns are reported to the ECB or statutory authorities when required.
- Promote understanding and compliance with safeguarding procedures among members.
- Maintain the ECB online safeguarding portal.
- Complete required ECB safeguarding training and refresher courses.

Skills & Experience

- Experience in safeguarding, child protection or a related role.
- Excellent communication and advocacy skills.
- Strong administration and record-keeping abilities.
- Empathy with children, young people and vulnerable adults.
- Approachable, friendly and trustworthy.
- Good listener with discretion and tact.
- Prepared to escalate safeguarding concerns when necessary.

Personal Qualities

Professional, approachable, compassionate and committed to creating a safe, inclusive and supportive environment for all club members.

Director of Cricket

Reports to: Club Committee

Role Purpose

Provide strategic leadership for all cricket activities within the club, ensuring the development, growth and success of cricket across senior, women's and junior sections. The Director of Cricket is responsible for creating a positive cricketing environment where players, coaches, captains and volunteers can reach their full potential while supporting the club's long-term vision.

Key Responsibilities

- Lead the development and implementation of the club's cricket strategy.
- Coordinate cricket activities across senior, women's and junior sections.
- Work closely with captains, coaches, the Junior Manager and Women's Cricket Coordinator to support player development and performance.
- Oversee player selection policies and ensure they are applied fairly and consistently.
- Create and maintain player development pathways from junior to senior cricket.
- Support the recruitment, development and retention of coaches, captains and cricket volunteers.
- Promote participation, inclusivity and enjoyment across all sections of the club.
- Assist in preparing and delivering the club development plan.
- Monitor standards of coaching, player welfare and cricket operations.
- Represent cricketing interests at Club Committee meetings.
- Promote and uphold the Spirit of Cricket and the club's values.
- Support succession planning for captains, coaches and key cricket leadership roles.

Skills & Experience

- Strong knowledge and understanding of cricket and cricket club operations.
- Leadership and people-management experience.
- Excellent communication and organisational skills.
- Ability to motivate, mentor and develop players and volunteers.
- Good understanding of player development pathways.
- Sound decision-making and problem-solving skills.
- Experience working with coaches, captains and volunteers.
- Ability to balance competitive ambitions with player enjoyment and development.
- Awareness of safeguarding, equality and inclusion principles.
- Reliable, approachable and committed to the club's success.

Personal Qualities

- Enthusiastic and inspirational leader.
- Friendly, approachable and supportive.
- Organised and dependable.
- Fair, honest and professional.
- Positive and resilient under pressure.
- Open to new ideas and continuous improvement.
- Able to listen, collaborate and build strong relationships.
- Committed to helping every player and volunteer achieve their potential.

Captain

Reports to: Director of Cricket / Women's Cricket Coordinator / Junior Manager

Role Purpose

Lead a Fleckney Village Cricket Club team in a way that enables every player to develop, contribute and achieve their potential, while promoting the values and spirit of cricket.

Key Responsibilities

- Select players in conjunction with the Director of Cricket and other captains, following the club selection policy.
- Ensure junior players are given opportunities to participate and develop.
- Provide effective leadership and tactical decision-making during matches.
- Motivate and influence players both on and off the field.
- Develop and communicate a clear vision for the team.
- Ensure all requirements for home fixtures are in place, including teas, balls, scorer and scorebook.
- Demonstrate resilience and positivity during challenging situations.
- Communicate effectively and manage conflict where necessary.
- Act as a sporting ambassador for the club and the game.
- Promote and uphold the Spirit of Cricket.
- Ensure match results are entered on Play-Cricket promptly and accurately.

Skills & Experience

- Strong decision-making and logical thinking skills.
- Good understanding of player strengths, weaknesses and motivation.
- Ability to adapt plans and respond to changing situations.
- Strong leadership and people-management skills.
- Confident, organised and approachable.
- Reliable, outgoing and able to work effectively with a wide range of people.
- Able to listen to and act on advice.
- Willing to learn from experience and constructive feedback.
- Positive attitude in both success and defeat.
- Good sense of humour and humility.

Personal Qualities

Resilient, fair and inspirational leader who leads by example, encourages others to succeed and maintains the highest standards of sportsmanship and respect both on and off the field.

Coach (Activator)

Reports to: Director of Cricket / Junior Manager / Women's Cricket Coordinator

Role Purpose

Lead or support coaching sessions within the club and, where applicable, deliver ECB national programmes as an Activator. Provide a safe, enjoyable and inclusive environment that supports player development and participation.

Key Responsibilities

- Work alongside other club coaches to deliver safe, engaging and enjoyable coaching sessions.
- Lead coaching sessions with support from Coaching Assistants.
- Liaise with team managers regarding specific coaching requirements.
- Mentor and support new coaches, providing constructive feedback and guidance.
- Fulfil all ECB safeguarding requirements and promote best practice.
- Ensure selection and participation decisions are fair and provide equal opportunities for all players.
- Communicate effectively with players, parents, guardians and other club stakeholders.
- Support the development and progression of players across all age groups and abilities.

Skills & Experience

- Strong communication and interpersonal skills.
- Reliable, responsible and professional approach.
- Ability to lead by example.
- Enthusiastic and positive attitude.
- Good organisational and management skills.
- Friendly, approachable and supportive.
- Current DBS check and relevant coaching qualifications where required.

Personal Qualities

Positive, encouraging and inclusive, with a passion for developing players and helping everyone enjoy their cricket experience

Junior Manager

Reports to: Club Committee

Role Purpose

Manage and develop the junior section of Fleckney Village Cricket Club, supporting player development, volunteer recruitment and the continued growth of junior cricket within the club.

Key Responsibilities

- Represent the junior section at Club Committee meetings.
- Work with Junior Coaches to support player development and membership growth.
- Contribute to club development plans with a focus on junior players, coaches, leaders and volunteers.
- Oversee the recruitment of junior team managers.
- Support the recruitment and development of volunteer coaches.
- Coordinate league entries and ensure teams are prepared for competitions.
- Ensure junior cricket is represented in senior team selection discussions.
- Promote and follow the club's safeguarding and anti-bullying policies.
- Ensure junior friendly fixtures are reported to the Fixtures Secretary.
- Ensure junior results are accurately reported on Play-Cricket.

Skills & Experience

- Enthusiastic, flexible and patient approach.
- Understanding of equality, diversity and inclusion, including disability sport.
- Strong organisational and people-management skills.
- Motivational skills and an understanding of youth development.
- Friendly, approachable and confident communicator.
- Reliable, honest and outgoing.
- Able to delegate effectively and manage volunteers.

Personal Qualities

Positive, organised and supportive leader committed to creating a safe, inclusive and enjoyable environment for young cricketers.

Women's Cricket Coordinator

Reports to: Club Committee

Role Purpose

Lead and develop the women's section of Fleckney Village Cricket Club, supporting player development, membership growth, coaching, competition and progression opportunities for female cricketers.

Key Responsibilities

- Represent the women's section at Club Committee meetings.
- Work with coaches and the Women's Captain to support performance, development and membership growth.
- Contribute to club development plans with a focus on female players, coaches, leaders, umpires and volunteers.
- Oversee the recruitment and development of women's coaches and volunteers.
- Coordinate league entries and ensure teams are prepared for competitions.
- Ensure women's cricket is represented in senior team selection discussions.
- Promote and follow the club's safeguarding and anti-bullying policies.
- Ensure ad hoc fixtures are reported to the Fixtures Secretary.
- Ensure all results are accurately recorded on Play-Cricket.
- Work with the Junior Manager and coaches to create a pathway for girls progressing into women's and mixed cricket.

Skills & Experience

- Enthusiastic, flexible and patient approach.
- Understanding of equality, diversity and inclusion, including disability sport.
- Strong organisational and people-management skills.
- Motivational skills and an understanding of player development.
- Friendly, approachable and confident communicator.
- Reliable, honest and outgoing.
- Able to delegate effectively and lead volunteers.

Personal Qualities

Positive, organised and supportive leader committed to growing women's cricket and creating an inclusive environment for all participants.

Fixtures Secretary

Reports to: Club Committee

Role Purpose

Ensure all club fixtures are arranged, managed and communicated effectively to players, coaches and club members.

Key Responsibilities

- Arrange club friendly fixtures and confirm ad hoc fixture details with captains and coaches.
- Compile a complete fixture list from all leagues represented by the club.
- Produce and distribute a fixture list or handbook with the Secretary.
- Ensure all fixtures are accurately entered on Play-Cricket.
- Liaise with other clubs to rearrange fixtures when required.
- Communicate fixture changes promptly to players and members.
- Work with the website administrator to keep fixture information updated.
- Keep the Committee informed of registered fixture dates.
- Confirm home match requirements with venue management, grounds staff and catering/bar support.

Skills & Experience

- Good administration and record-keeping skills.
- Well organised with strong attention to detail.
- Good people and communication skills.
- Competent IT skills.
- Motivated, enthusiastic and flexible approach.
- Prepared to make a regular time commitment.

Personal Qualities

Reliable, organised, proactive and committed to ensuring the smooth scheduling and delivery of club fixtures.

Groundsman

Reports to: Club Committee

Role Purpose

Provide and maintain high-quality cricket pitches and playing surfaces for league, friendly, junior and women's cricket, ensuring a safe and enjoyable playing environment for all members and visitors.

Key Responsibilities

- Prepare high-quality pitches and wickets for all scheduled matches.
- Repair, maintain and roll wickets before and after games.
- Lead the upkeep of the square, outfield, boundary areas and pavilion surroundings.
- Coordinate pre-season and post-season ground preparation.
- Ensure grounds maintenance equipment is maintained and kept in good working order.
- Maintain tidy, safe and organised storage areas.
- Support the overall presentation and appearance of the club's facilities.
- Advise the Committee on ground maintenance requirements and improvements.

Skills & Experience

- Experience in cricket ground and pitch maintenance.
- Institute of Groundsmanship (IOG) qualification desirable.
- Enjoys working outdoors in all seasons.
- Strong communication and mentoring skills.
- Experience using grounds maintenance equipment safely and effectively.
- Reliable, committed and self-motivated.
- Good organisational skills and attention to detail.

Personal Qualities

Practical, dependable and proactive, with pride in maintaining high-quality playing facilities and supporting the success of cricket across all sections of the club.

Honorary positions

requiring no job role

- **President**
- **Vice Chairman**
- **Trustee**
- **Committee member without portfolio**