



JUNIORS

JOB DESCRIPTION – JUNIOR COORDINATOR

Version 1

Agreed by ManComJuly 9th 2013

Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee.

Note 2 – The Junior Coordinator must have a current CRB Enhanced Disclosure for the position of Safeguarding Officer.

Note 3 – The Management Committee (all elected Officers) is referred to in this document as ManCom.

Note 4 - Any references to he/him etc. can equally apply to she/her.

A – RESPONSIBILITIES

1. General – The Junior Coordinator shall be responsible for all aspects relating to the development of members aged under 18 years and vulnerable adults and shall also be the County's designated Safeguarding Officer.
2. Honorariums and Expenses – The Junior Coordinator receives an annual payment (honorarium) as determined by the General Committee. This is intended to cover some of the cost of the phone calls necessary to pursue the "job". Any other expenses incurred must be claimed from the Treasurer with all receipts. Travelling expenses are not reimbursed.
3. Meetings - Constitutionally, the Junior Coordinator is an Officer of the Association and a member of the ManCom. As such he is jointly responsible with the other Officers for the overall administration of the Association and all its affairs. He is therefore expected to attend all Management and General Meetings and actively contribute to the proceedings.
4. Tasks - The attached list itemises the regular tasks necessary to fulfil his function. This is primarily intended to be a check list for any person taking on the responsibilities of Junior Coordinator and it is recognised that additional tasks will occur from time to time that also come within the Junior Coordinators area of responsibility.
5. Reports – The Junior Coordinator must prepare a report reviewing his activities during the previous year, for presentation to the AGM. An editorial report should also be prepared for inclusion in the NYSMBA Handbook.

B TASKS

With regards to SAFEGUARDING POLICY (formerly referred to as Child Protection Policy)

He shall be responsible for interpreting the requirements laid down by the ESMBA with regards to safeguarding issues.

He shall ensure that all member clubs are aware of any safeguarding requirements to be followed.

He shall ensure that the parents/carers of juniors are aware of the details of our safeguarding policies.

He shall coordinate the investigation of any safeguarding issues that may arise.

He shall maintain a register of all Safeguarding Officers appointed by clubs

He shall liaise with the ESMBA Safeguarding Officer to ensure that up to date CRB clearances are in place.

He shall maintain a register of Parental Consent Forms received from the Membership Secretary in respect of all members under the age of 18 and make other Officers aware of any relevant issues (e.g. health issues) highlighted by these.

With regards to JUNIOR DEVELOPMENT

He shall liaise with the Competition Secretary regarding the organisation of the Junior County Championships.

He shall seek additional ways to involve junior members in competitive or friendly events.

He shall encourage and support junior members wishing to enter into local and National competitions.

He shall seek ways to help clubs develop their junior membership