



Club Volunteer Roles (and DBS Check/Training required)

Here are some of the roles that currently exist within recreational cricket clubs indicating whether that role requires a DBS check and/or specific training.

For further details go to <https://www.ecb.co.uk/safeguarding/dbb-checks-ecb-vetting>

| Position/Role | Brief Description | DBS Check | First Aid | SPC* | Safe Hands |
|--------------------------|---|-----------|-----------|------|------------|
| ASSISTANT GROUNDSMAN | Assist groundsman in preparation and maintenance of pitch and outfield | | | | |
| BAR MANAGER/STAFF | To ensure/oversee bar is staffed and opened at appropriate times | | | | |
| CHAIRMAN | Chair club committee meetings and coordinate all activities of the club | | | | |
| CATERER | To manage the club's catering requirements for match days and functions | | | | |
| CLUB DEVELOPMENT MANAGER | To ensure the club grows in terms of stature in the community, finance and personnel (players and volunteers) | | | | |
| CLUB PHOTOGRAPHER | To capture exciting images from club matches and events | | | | |
| COACH | To lead coaching sessions with the club | | | | |
| COACHING ASSISTANT | To assist ECB qualified coaches | | | | |
| FIXTURE SECRETARY | To arrange appropriate fixtures for all senior teams | | | | |
| FUNDRAISER | To raise club funds | | | | |
| GENERAL MAINTENANCE | Preparation and maintenance of flower borders, trees and hedges | | | | |
| GROUNDSMAN | Preparation and maintenance of pitch and outfield | | | | |
| JUNIOR TEAM MANAGER | To administer match details, team selection, travel and results | | | | |

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|------------------------|---|--|--|--|--|
| PR & Media | To raise the profile of the club within the local community, through various channels | | | | |
| SCORER | To record the scoring of cricket fixtures | | | | |
| SECRETARY | To ensure efficient communication of club correspondence. To take Club Management Committee minutes | | | | |
| SOCIAL SECRETARY | To organise, plan and deliver social events for the club | | | | |
| TEAM CAPTAIN | To captain teams, arrange collection of appropriate match and tea funds and attend selection meetings | | | | |
| TEAM SECRETARY | To advise players/Club IT Officer of teams/players selected | | | | |
| TREASURER | To produce accounts and monitor the finances of the club. To prepare a budget for expenditure | | | | |
| UMPIRE | To umpire matches as and when required | | | | |
| VOLUNTEER CO-ORDINATOR | To coordinate the recruitment, retention and training of all club volunteers | | | | |
| WEBSITE ADMINISTRATOR | To update and improve the club's website | | | | |
| WELFARE OFFICER | To oversee the operation of the DRB, Safe Hands Policy and Club Discipline | | | | |

ALWAYS REQUIRED

REQUIRED AT DISCRETION OF CLUB'S ASSESSMENT OF ROLE

*Safeguarding & Protecting Children