



Sussex Pétanque Association

SXP Appointed Officers

SXP Youth Development Officer (SXP YDO)

Job Description

- To co-ordinate participation, promotion and development of the sport of pétanque to young players across SXP
- To organise Junior coaching & training sessions across SXP
- To ensure awareness of and encourage participation in the EPA National Junior Squad Days to all eligible SXP Junior members
- To liaise with the parents of SXP Junior members on matters concerning their children
- To encourage SXP Junior participation in SXP, EPA and other suitable events
- To manage SXP Junior teams to SXP, EPA and other suitable events where appropriate
- To arrange transport, accommodation and food for SXP Junior members when attending SXP, EPA and other suitable events where appropriate
- To advise the SXP MC on matters affecting SXP Junior members
- To propose the selection of the SXP Junior team for representation in the EPA Junior Inter-Regional Championships. To present to the SXP MC the criteria used and reasons for player selection and non-selection for the SXP MC to ratify before informing the players of their status
- To manage the SXP Junior team at the EPA Junior Inter-Regional Championships maintaining continuity of management. If unexpectedly unavailable to manage the team to inform the SXP President and Secretary in a timely fashion so a suitable replacement can be found
- To raise funds for the SXP Juniors through sponsorship and raffles. All potential sponsorship to be presented to the SXP MC for approval before any agreements with potential sponsors
- To seek out schools and youth organisations within Sussex where it would be possible to introduce and promote the sport of pétanque
- To provide support to the SXP Coach where appropriate
- To attend SXP MC meetings
- To provide a report at the SXP AGM
- To undertake other duties that may be needed for the benefit of SXP
- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Coaching Code of Conduct, Junior and Vulnerable Members Protection Policy, Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

Financial Responsibility

- To put together an itemised annual proposed budget for SXP youth development to be ratified by the SXP MC
- To manage the agreed SXP YDO budget in conjunction with the SXP Treasurer and ensure all expenditure is accounted for and supporting documentation and receipts are provided to the SXP Treasurer in a timely fashion

- To ensure all income is accounted for and banked with the SXP Treasurer in a timely fashion
- To ensure there is no overspend of the agreed SXP YDO budget
- To fully comply with the SXP MC expenditure policy

Qualifications

- To hold a recognised EPA Coaching qualification (Club Coach as minimum) and to seek to develop coaching competences through ongoing training
- To possess a current and valid DBS certificate in accordance with the EPA

Skills

- Computer literacy
- Access to the internet and use of e-mail
- Communication, organisational and training skills