## **Briefing Note: Roles and Responsibilities for Cricket Gear Reuse Schemes**

The roles and responsibilities involved in running a Cricket Gear Reuse (CGR) scheme depend on the scale of the club, the planned reach of the scheme and the level of wider partner or stakeholder engagement that is planned. A CGR scheme effectively has two elements to it: a) drop-off of cricket gear and clothing; and b) collection of cricket gear and clothing. Smaller schemes may plan to run the drop-off, gear sorting and collection as one event on one day. Larger schemes are more likely to arrange separate events on separate days, with enough time to sort and check the quality of gear that is donated before the collection event. These decisions influence the roles and responsibilities of those involved.

**Organisers / Management**

* Usually, the Club chair or captain to have an oversight of the CGR project
* Lead volunteer to manage a) drop-off and b) collection sessions (in small clubs this may be the same person as the oversight role)

**Roles and responsibilities**

The main roles and responsibilities of the organisers of CGR schemes are typically:

* Oversight and leadership of the scheme e.g. enrolling others to get involved;
* Planning and coordination of a) the overall process for the scheme, b) the drop-off, sorting, c) collection events and c) what happens to any remainder gear e.g. final collection by Lords Taverners Cricket Gear Recycling Unit (LTCGRU);
* Making best use of the CGR scheme good practice guides and others tools and resources that are available i.e. the CGR Scheme Checklist of tasks;
* Volunteer and stakeholder engagement and coordination e.g. local schools and disadvantaged groups for collection events;
* Communications - internal to the club and external to stakeholders and to reach key target audiences, including local schools, disadvantaged groups, local press;
* Budget management and hire / purchase list for any resources required for the deposit and collection events:
	+ e.g. tables, ‘ton bags’ or cages for gear drop-off and offering gear on collection day;
* Logistics e.g. any storing of gear between drop off and collection, or remainder gear; collection of remainder gear by LTCGRU
	+ Final collection: pallet(s), bags for cricket gear, plastic shrink wrapping from LTCGRU

Drop-off events:

* Agree roles in advance e.g. registration desk lead, cricket gear sorter and floating advice person
* Parking direction and welcome (e.g. for larger clubs / schemes)
* Set-up a welcome desk
* Set up tables and lay out labelled ‘ton bags’ for separate cricket gear e.g. cricket pads, gloves, bats, etc
* Organising and managing refreshments
* Ensure that attendees sign in a registration form and leave email (see Drop-off Event Form template)
* Record cricket gear / gather data on items donated (see Drop-off Event Form template)
* Remove all cricket that is not ‘fit for purpose’ and place in a separate ‘ton bag’
* Remove all helmets and place in a ‘ton bag’
* Place cricket items in specific ‘ton bags’ for each item e.g. gloves, bats, etc
* Take pictures and short video of event for publicity - ensure permissions are confirmed where necessary
* Check ‘ton bags’ are organised and secure, and store

Collection events:

* Agree roles in advance e.g. registration desk lead, cricket gear sorter and floating advice person
* Parking direction and welcome (e.g. for larger clubs / schemes)
* Set-up a welcome desk
* Set up tables and lay out labelled ‘ton bags’ for separate cricket gear e.g. cricket pads, gloves, bats, etc
* Organising and managing refreshments
* Ensure that attendees sign in a registration form and leave email, and record cricket gear that has been collected (see Collection Event Form template)
* Take pictures and short video of event for publicity - ensure permissions are confirmed where necessary
* Check ‘ton bags’ are organised and secure, and store

Final collection

* EXTRACT information from Lords Taverners Recycling Unit information sent
* Liaise with Lords Taverners Recycling Unit logistics company about the time of collection
* Pack cricket collection bags, by each type of item to be collected [different from ‘ton bags’]
* Stack bags on pallets from heaviest at the bottom to lightest at the top
* Shrink wrap the bags and pallets for collection