## **Briefing Note: CGR Scheme Process & Event Organisation**

There are many factors to consider for planning the process and events of a Cricket Gear Reuse scheme, which are detailed in the **CGR Checklist** [CGR\_T2\_Checklist Tool]. This Briefing Note adds to and complements the CGR Checklist by setting out some important questions for you to consider.

Whatever the size of your club, ***the lead organisers / volunteers will be the people to decide the answers to many of these questions*** - it is their time, commitment, and availability that will shape how any CGR scheme works. So a vital question is, who is going to oversee the scheme as a whole (including communicating to members, etc), and who is going to be responsible for organising and managing the drop-off, sorting and collection events? These might be the same person, or different people. For example, sometimes a whole family might want to take on the drop-off, sorting and collection events, whilst a club officer (e.g. the Chair or a Team captain) might oversee the whole scheme. For large clubs with staff, usually a staff member will oversee and coordinate the scheme.

If this is the first year you’ve run a CGR scheme, you may want to see this as a pilot year and keep it simple, and then look to expand it in following years if it goes well.

Important questions to consider are:

Do you want to ‘test the water’ with members in advance to gauge the potential level of interest in the scheme? If you do, the **CGR Short Survey for Players & Members** [CGR\_T12\_Short Survey\_ Players & Members (for Clubs etc)\_to put into Google Forms] will be helpful. You should send the survey out at least once, well in advance of the event (e.g. at least 1 month). You can use the survey to determine the preferred times for events for those that want to drop off and / or collect gear, as well as to get a general sense of how many people might participate, how much gear you might receive (and need to check and sort), and who might be keen to volunteer.

Do you want to arrange separate events / days & times:

* For dropping off cricket gear
* For sorting and checking the quality of gear
* For viewing and collection of gear
* For organising remainder gear to go to the Lords Taverners Cricket Kit Recycling scheme or an alternative location

Typically, you may want to leave at least one day, and often one week, between your drop-off and collection events, so that you have enough time for check the quality of gear and sorting and potentially labelling it in some cases e.g. Left-hand youth batting gloves; Women’s Adult short-sleeve shirt; etc. Are you going to use tags to gloves / shoes remain in pairs, or will strong rubber bands or some other method be sufficient?

Do you have sufficient space in your clubhouse or elsewhere to set up ton bags or cages for drop-off, sorting and collection?

Do you want to have a) a longer flexible drop off period (i.e. over a number of weeks), or b) one or two specific times at one venue, or c) a combination of a) and b)? And, do you want to have one collection event, or for the gear to be available for collection throughout the season (if you have space for this!)? For example, a long period for collection is likely to maximise the chance of younger players taking advantage of available gear. However, someone will always need to be responsible for managing this.

Do you want to involve any schools or other groups beyond your club in the scheme? Examples might be refugee organisations (e.g. particularly those catering for Afghan refugees) or community organisations in more disadvantaged communities, where the cost of cricket gear may prevent people from playing or even trying cricket (particularly younger people).

Other key issues to consider are:

* Do you want to exclude any items? E.g. Helmets or clothing might sometimes be excluded
* Who is going to check the quality of the gear? And do they have a checklist to help them?
* Who is organising the collection or any remainder gear by the Lords Taverners Cricket Kit Recycling scheme (if this is part of your scheme), and if necessary, where is that gear going to be stored before the Lords Taverners collection?