

WPC CRICKET TASK SHEET

POSITION:	KEY HOLDER
Task Objective:	To hold and distribute keys on a weekly basis for access to WPC Cricket grounds.
Support Person:	Facility Operations
Work Times:	Season
Expected Period of Role	From AGM to AGM
Blue Card Required	No
Reward	\$50

KEY HOLDER TASKS	WHEN
Hold some or all of the keys that provide access to WPC Cricket grounds	Throughout the season
Distribute keys for teams on a weekly basis	Throughout the season
Follow up return of keys each week	Throughout the season
Follow up return of keys at the end of the season and pass school grounds keys to Facility Operations for return to ground owner	End of season
Advise Facility Operations immediately if any keys are lost or damaged	Throughout the season
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club	Pre-season to season end
Attend the Annual General Meeting of the club	November
Attend End of Season Club Presentation Event	March

KEY RISKS

Ensuring that key distribution and return are managed well and any issues reported as they occur – attention to detail and valuing the importance of key security.