

WPC CRICKET TASK SHEET – October 2025

POSITION:	TEAM MANAGER (Juniors)			
Task Objective	To undertake administrative work associated with managing a team and ensure effective communication with players and/or parents.			
Support Person	Junior Cricket Manager (Blaster, Stage 1), Youth Cricket Manager (Stages 2,3), Girls Cricket Manager (Girls)			
Contact Details	Name	Snehal Dave /Matt Sharland/Jane Bogahawatta	Phone	0433 415 442 / 0478 697 399 / 0428 709 954
Work Times	Some pre-season activities and during the season			
Expected Period of Role	Current season			
Blue Card Required	Yes			
Reward	Paid \$50 December and \$50 March for each of Summer Pre and Post Christmas seasons and paid \$100 June for Winter season			

TEAM MANAGER TASKS	WHEN
Administration - pre-season Attend Coach/Manager meetings/induction	Prior to season starting and during season
Know the Rules of Play Ensure you clearly understand yours and your team's obligation to club rules and procedures.	Prior to season starting
Know the Codes of Conduct (Behaviour) Understands the codes of behaviour for yourself, players, parents, team supporters and the penalty and reporting processes for non-compliance.	Prior to season starting
Know and Implement the Codes of Conduct (Behaviour) for Players. Report all players/parents/coaches or officials that do not comply with code and/or demonstrate non-acceptable behaviour immediately or as soon as practically possible.	Always
Equipment Safety Prior to each training and game, the team manager is responsible for checking the safety of all equipment that they are responsible for. Return equipment to Equipment Officer at the end of season. Be vigilant to avoid the transmission of any blood, body fluid, or transfer of diseases. (Take extra care with towels, water bottles, sponges etc.).	Always
Child Protection Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpcricicket.com.au/policies-1/child-safety Ensure you and your assistants are vigilant in implementing child safety procedures such as when child leaves the team to use the toilet, who can take the child on completion of a game or training session.	Prior to season starting Always
Communication Ensure participants and/or their parents/guardians are kept up to date with the club and team information. Ensure you protect the player's information as this a requirement under the Privacy act. (Consider blinding email addresses when communicating)	Always
Players Safety Be aware of the risk associated with the activities and the ever changing surrounding environment. Report any injuries to the club Secretary and advise players if they wish to lodge an insurance claim to do this through the Secretary.	Always

TEAM MANAGER TASKS	WHEN
Medical Information Be aware of any relevant medical information as advised by parents and communicate with coach and any assistants with regard to this.	Pre-Season
Administration Ensure scorers are available for each game either as a team scorer or by roster. Ground inspections carried out in conjunction with opposition Team Manager. Report any issues to secretary@wpccricket.com.au and relevant Cricket Manager. Arrangements are made for entry of scores in PlayHQ where applicable. Liaise with the Merchandising Officer and facilitate issue or purchase of clothing. Respond to contacts from Management Committee members or other club contacts. Encourage participation in all club activities including social. Provide information about trophies and attendance at the Presentation event and any other club activities.	Throughout the season Throughout the season Each game Pre-season and throughout the season Throughout the season
Financial Management Ensure the team's financial obligations are up to date as defined by the club committee. If players are struggling to meet their obligations the team manager is required to bring this to the attention of the Treasurer.	Prior to the season/ Each Game Always
Club Culture Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club	Pre-season to season end
Attendance at General Meetings and AGM Attend General Meetings and the Annual General Meeting of the club	Quarterly and November
Attendance at Club Presentation To present awards to your team and end the season with a sense of accomplishment and pride, regardless of the season's results	March