

WPC CRICKET TASK SHEET

POSITION:	TEAM MANAGER
Task Objective:	To undertake administrative work associated with managing a team and ensure effective communication with players and/or parents.
Support Person:	Senior, Junior (Junior Blaster – U10) or Youth Cricket Manager (U11 – U16/17)
Work Times:	Some pre-season activities and during the season
Expected Period of Role	Current season
Blue Card Required	Seniors – No, Juniors - Yes
Reward	\$100

TEAM MANAGER TASKS	WHEN
Attend Coach/Manager meetings.	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 for Volunteers 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 &/or have 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 prior to commencing. 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 and your assistants sign that they have read and understood their obligations and the club's expectation for child protection. 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).	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
Medical Information Be aware of any relevant medical information as provided on players' registration, communicate with Coach and any assistants with regard to this.	Pre Season

TEAM MANAGER TASKS	WHEN
<p>Administration</p> <p>Ensure scorers are available for each game either as a team scorer (eligible for a reward) or by roster.</p> <p>Ground inspections carried out in conjunction with opposition Team Manager – where we are the home team retain signed form in Coach/Manager folder and return to Secretary at the end of the season.</p> <p>Arrangements are made for entry of scores in MyCricket and calling of the paper where required (further details to be provided).</p> <p>Liaise with the Merchandising Officer and facilitate issue or purchase of clothing.</p> <p>Respond to contacts from Management Committee members or other club contacts.</p> <p>Encourage participation in all club activities including social.</p> <p>Provide information about trophies and attendance at the Presentation event and any other club activities.</p>	<p>Throughout the season</p> <p>Throughout the season</p> <p>Each Game</p> <p>Pre season and throughout the season</p> <p>Throughout the season</p>
<p>Financial Management</p> <p>Ensure the team's financial obligations are up to date as defined by the club committee.</p> <p>Ensure appropriate receipts/or forms are utilised to track all payments.</p> <p>If players are struggling to meet their obligations the team manager is required to bring this to the attention of the Treasurer.</p>	<p>Prior to the season/ Each Game</p> <p>Always</p>
<p>Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.</p>	<p>Pre-season to season end</p>
<p>Attend the Annual General Meeting of the club.</p>	<p>November</p>
<p>Attend End of Season Club Presentation Event.</p>	<p>March</p>

KEY RISKS
<p>Environmental Risks</p> <ul style="list-style-type: none"> • Know where the potentially high risk areas are around your player's environment (toilets, car parks, and bush) and ensure players are aware of the safety rules and potential risk associated with each high risk area/s. • Remember player safety should be paramount during the decision making process. • In extreme conditions - increase players fluid intake, assist players to cool down appropriately, know what can be done to decrease or increase core temperature. • Inform the coach if environmental risks occur or are having an impact. <p>To Players Safety occurs when</p> <ul style="list-style-type: none"> • When you do not know the rules and you don't implement common sense when carrying out your duties as team manager - Be aware of the changes in the surrounding environment - most risk occurs due to complacency. • When you are not vigilant to avoid the transmission of any blood, body fluid, or diseases. (Take extra care with towels, water bottles, sponges & all shared equipment), • When you don't know how and what unacceptable personal contact is and • If unacceptable personal contact occurs it is not dealt with immediately or reported appropriately. One of your key roles is to Protect participants in your charge • If you don't ensure participants are not harassed or bullied by any person on or off the field of play. • If you don't ensure parents understand their obligations to the sport, the club and participants. <p>Over diligent parents</p> <ul style="list-style-type: none"> • The greatest risk to junior participation is overbearing parents. <p>The parents' code of conduct is designed to avoid such situations. The risk for the clubs is for team management to not report known or expected breaches of the parents or spectators codes of behaviour &/or allowing such behaviour to occur with your teams participants.</p>

SIGN OFF

I have read and understood all the policies, procedures and requirements expected of this role.

I agree to be bound by any Code of Behaviour and Policies of WPC for the time being in force, including Australian Cricket's 'Looking After our Kids' Code of Behaviour for Affiliated Associations and Clubs.

POSITION HOLDER

NAME	SIGNATURE	DATE
		/ /

DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	