

# POSITION DESCRIPTION

# CRICKET OPERATIONS MANAGER

**STATUS:** This position holds a place on the

MANAGEMENT COMMITTEE

**TERM:** The terms of this position are as follows:

Time Frame: Must be available for 2 years.

Resources: Out of pocket expenses – Phone, travel, consumables (approved by the committee)

Recognition & Reward: Reward \$500 p.a. and free t-shirt

## OBJECTIVES OF THE POSITION:

- Implement the tasks and actions as determined by the ratified strategic and operational plan.
- Monitor the performance and legal obligations of the organisation, its executive members and the committee/s.
- Be aware and vigilant in determining all responses, actions and program delivery ensuring that they are within the financial capacity of the organisation.
- Be aware, monitor and evaluate the financial status of the organisation.
- Assist with the development and delivery of all communication procedures.
- Assist with the development, management and implementation of all rules and regulations, policies, procedures and administration tasks.

## KEY OBJECTIVE FOR THIS POSITION:

**“To serve the members of the association and assist the Management Committee in delivering the outcomes of the Operational Plan/organisational needs”.**

## FUNCTION OF THE POSITION:

- Deliver the products and services of the organisation.
- Assist the development of the organisation's objectives.
- Assist with the positive promotion and marketing of the organisation's products, services and activities.

**INTERACTION:** The position will be expected to interact with these committee/individual positions:

Management Committee

Members/stakeholders as determined

General public

| OUTCOMES /PERFORMANCE MEASURES                                    |   |
|---|---|
| OUTCOME   | KPI (HOW WE WILL MEASURE SUCCESS)   |
| Operational objectives achieved in timeframe                      | All operational task/actions are delivered within designated timeframes.<br>All specific actions stipulated on the person/position task sheets are completed within the timeframes and to the standard required.  |
| Strong financial management                                       | The financial status of the organisation is actively monitored and evaluated monthly.   |
| Organised and effective meetings and operational outcomes         | All relevant meetings are attended and participated in, to ensure the organisation is implementing members', clients' and the governments' requirements.  |
| Record keeping system meets organisational and legal requirements | Organisational record management is monitored and the administration and financial tasks are up to date and in order.   |
| 0BImproved communication  | Relevant information and communication requirements reach the relevant group and/or individual as determined by the full committee.<br>Relevant information required assisting the Management Committee in their decision-making processes at meetings is sourced and provided. |
| 1BParticipation   | All meetings determined to be appropriate are attended to.  |

|        |  |
|--------|--|
| VISION | Is to continue to improve and develop the club and secure its future.                                |
| VALUES | Develop a club that promotes our clients, volunteers, spectators and delivers their needs.           |
| GOAL   | To continue to develop the club while providing an activity that is fun, safe and enjoyable for all. |

**TRAINING REQUIREMENTS FOR THIS POSITION:** The holder of this position requires training in these areas in order to promote success:

|  |
|--|
| Induction Training   |
| Processes associated with cricket programs pertaining to all sectors of the club |

**POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:**

| POLICY &/OR PROCEDURE               | Y/N | POLICY &/OR PROCEDURE                  | Y/N |
|-------------------------------------|-----|--|-----|
| Volunteers Code Of Conduct          | Y   | Support                                | Y   |
| Volunteer training                  | Y   | Internet/email                         | Y   |
| Volunteer management                | Y   | Children and young people              | Y   |
| Risk management                     | Y   | Child protection                       | Y   |
| Equal opportunity                   | Y   | Substance and alcohol abuse            | Y   |
| Harassment                          | Y   | Discrimination                         | Y   |
| Grievance procedures                | Y   | Incorporation requirements             | Y   |
| Recruitment selection and placement | Y   | Codes of conduct – technical personnel | Y   |
| Disciplinary action                 | Y   |  |     |

**REVIEW OF POSITION DESCRIPTION:**

This position description will be reviewed

DATE            /            /            BY    **Whole Committee**

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Was conducted in consultation with the person/s holding this position

**REVIEW OF POSITION PERFORMANCE:**

This individual's performance will be reviewed

DATE            /            /            BY    **2 persons elected by the committee + 1 external person**

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Was conducted in consultation with the person/s holding this position

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

**POSITION HOLDER**

**NAME**

**SIGNATURE**

**DATE**

|  |  |     |
|--|--|-----|
|  |  | / / |
|--|--|-----|

**WITNESSED BY**

**NAME**

**SIGNATURE**

**DATE**

|  |  |     |
|--|--|-----|
|  |  | / / |
|--|--|-----|

This document is supported by a "Task Sheet" which clarifies the specific tasks, risks levels and timeframes for completion for this position.

**DETAILS FOR PAYMENT OF REWARD**

|                        |  |
|------------------------|--|
| <b>Name of Account</b> |  |
| <b>Bank</b>            |  |
| <b>BSB</b>             |  |
| <b>Account No</b>      |  |

# TASK SHEET

| CRICKET OPERATIONS MANAGER                                      |             |  |        |
|---|-------------|--|--------|
| TASK  | RISK FACTOR | EXPECTED OUTCOME   | WHEN   |
| Ensure the Responsibilities of Incorporation Act are discharged | H           | Ensure executive members maintain the incorporation act requirements.  | Always |
|   |             | Ensure the financial statements are prepared, audited and forwarded to Fair Trading at end of the financial year.    | Always |
|   |             | Ensure the organisation always has secretaries' position and that Fair Trading is aware of the secretary's details.  | Always |
|   |             | Ensure that all records and communication information & material are maintained appropriately.                       | Always |
| Positions task  | H           | Prepare for committee meetings and participate appropriately in meetings.  | Mthly  |
|   |             | Undertake any assignments given by the committee to you as an individual or member of a sub-team.                    | Always |
|   |             | Maintain current knowledge about the workings of the association and key issues.                                     | Always |
|   |             | Attend MSW and/or QSDCA association meetings.  | Always |
| Contracts   | H           | Be aware of the contractual arrangements with local council and/or facility owner/lessor                             | Always |
|   |             | Be aware of all contractual arrangements with funding programs.  | Always |
| Policy and procedures   | M           | As a committee member, be aware of the content of all policies and procedures and ensure they are reviewed annually. | Always |
| Planning/risk reduction task                                    | H           | As a committee member, you are required to manage the outcomes of the operational plan and risk reduction tasks.     | Always |
| Confidentiality   | H           | Implementation of the code of conduct and confidentiality requirements of the board.                                 | Always |
| Volunteer Management  | H           | Ensure that the recognition and reward program for volunteers has been implemented.                                  | Always |

# CRICKET OPERATIONS MANAGER

| TASK  | RISK FACTOR | EXPECTED OUTCOME  | WHEN   |
|---|-------------|---|--------|
| Cricket Operational Management and Program Oversight                                    | H           | Provide operational management and oversight of all cricket programs in the club with a focus on coaching and player development  | Always |
|   | H           | Oversee and monitor the performance of the Junior, Youth and Senior Cricket Managers and Club Coach.  | Always |
|   | H           | In consultation with the Junior, Youth and Senior Cricket Managers monitor the standard of coaching in the club   | Always |
|   | H           | Oversee the junior and senior team selection process and the pre-season activities and provide a consultative service to the Junior and Senior Cricket Managers during this activity. Oversee and assist with the recruiting of at least the Captain/Coach and Manager for each team. Oversee distribution of team lists from Cricket Managers to Registrar – for Seniors 1 week before season start and Juniors before the start of the September school holidays and then again for Juniors in the first week of January.   | Always |
|   | H           | Be familiar with the Rules of Cricket and MSW and QSDCA Rules applicable to each competition.   | Always |
| Set priorities for the delivery of cricket operations in the club and monitor progress. | H           | <p>In consultation with the Junior, Youth and Senior Cricket Manager and the Club Coach, set priorities for the delivery of cricket in the club.</p> <p>Priorities for seasons – 2018/19 – 2019/20</p> <ul style="list-style-type: none"> <li>• Focus on ensuring players' and parents' experience with cricket is a good one maximising retention opportunities.</li> <li>• Boost the entry level program and the retention of these players for the Super 8 program and/or Under 10 program</li> <li>• Promote 'Friday Nights at CJ' through its use as a training facility.</li> <li>• Build the skill level of players in – Super 7 to U15/17 teams with an increased focus on attendance at training sessions.</li> <li>• Explore, develop and publicise player pathways into senior cricket. Liaise with the Senior Cricket Manager to provide opportunities to transition junior players to the senior ranks.</li> <li>• Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture of all sectors of the club including adherence to expectations with regard to financial status and contribution to the club.</li> </ul> | Always |
| Captains/Coaches/Managers training and meetings   | H           | In consultation with the Junior, Youth and Senior Cricket Managers and Club Coach oversee the delivery of training for Captains/Coaches/Managers and nominations to accredited coaching programs.   | Always |
|   | H           | In consultation with the Secretary, oversee the co-ordination and delivery of Captains/Coaches and Managers' Meeting.   | Always |
| Relationship with governing associations  | M           | Develop and maintain a relationship with key MSW, QSDCA and Qld Cricket contacts<br>Attend MSW and/or QSDCA meetings  | Always |
| Client service  | H           | Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably   | Always |

# CRICKET OPERATIONS MANAGER

| TASK  | RISK FACTOR | EXPECTED OUTCOME   | WHEN   |
|---|-------------|--|--------|
| AGM and Committee Meetings                  | H           | For AGM contribute to the Management Committee Report presented at the meeting.<br>For Committee meetings provide a report on cricket operations (portfolios).                 | Always |
| Financial oversight                         | H           | Oversee the club's finances, collection of revenue and expenditure, with particular focus on registration fees and cost elements associated with coaching and equipment costs. | Always |
| Client service                              | H           | Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably                        | Always |
| Attendance at Club Activities and Functions | M           | Attend and participate in club activities and functions including sign-on, WPC Academy, T10 competition, major Social functions and the Presentation Function                  | Always |

## KEY RISKS

|                             |  |
|-----------------------------|--|
| To the Club is when         | <ul style="list-style-type: none"> <li>you don't know what the executive are making decisions on.</li> <li>you are complacent and let the executive take control &amp;/or do everything</li> <li>you don't monitor- and/or ensure <b>no individual or specific cluster</b> of individuals have control or undue influence</li> <li>you don't know or implement the tasks of your position within the timeframes allocated</li> <li>you don't know the legal requirements of the club (constitution, leases, rules, or funding obligations)</li> <li>you work in isolation</li> <li>attempt to do everything on their own and you don't delegate</li> <li>it is worse off, because of the way you and other members of the team manage decisions</li> <li>you don't consider the impact your decisions may have on the future existence of the club</li> <li>you don't communicate effectively with each other or with club members</li> <li>you operate to further your own personnel agenda</li> <li>you are not respectful to other members of committee, volunteers or members</li> </ul> |
| To club performance is when | <ul style="list-style-type: none"> <li>you don't recognise when you need help</li> <li>you don't understand the important of auditing and tracking performance (financial, club, on field development).</li> <li>you don't ensure that the administration and management needs are appropriately financed &amp;/or supported.</li> <li>you don't recognise, reward and support club volunteers, for their contribution</li> </ul>  |
| To the YOU when             | <ul style="list-style-type: none"> <li>you are set up for failure because the members or your own expectations are too high</li> <li>you are placed in situations where you are required to make decisions on your own</li> <li>members refuse to provide the resources required to administer the club</li> <li>you are Burn out - To prevent burn out, ensure your duties are realistic - the club must "spread" &amp; you must "delegate" responsibility... if you do too much and don't delegate you burn out and it will difficult to find another volunteer and all your hard work will be lost</li> </ul>   |

NAME OF POSITION  
HOLDER:

\_\_\_\_\_

SIGNATURE OF POSITION  
HOLDER:

\_\_\_\_\_ DATE / /

WITNESS SIGNATURE

\_\_\_\_\_ DATE / /