

WPC CRICKET TASK SHEET

POSITION:	GIRLS CRICKET MANAGER	
Task Objective:	To manage the delivery and smooth operation of Girls Cricket within the club with a focus on entry level	
Support Person:	Cricket Operations Manager	
Work Times:	Mainly Pre-season to season end but some tasks all year	
Expected Period of Role	From AGM to AGM	
Blue Card Required	Yes	
Reward	\$500	
GIRLS CRICKET MANAGER TASKS		WHEN
<p>In consultation with the Cricket Operations Manager and working closely with Cricket Operations Team, set and monitor the Girl's junior cricket program for the club. Priorities for season:</p> <ul style="list-style-type: none"> • Focus on ensuring players' and parents' experience with cricket is a good one maximising retention opportunities. • Boost the entry level programs. • Encourage girls participation in cricket. 		All Year
In consultation with the Cricket Operations Manager and team, plan and deliver the girls team selection process and pre-season training program.		Pre-season
Be present at pre-season activities, including sign-on day; actively recruit coaches, assistant coaches and managers.		Pre-season
In consultation with the Cricket Operations Manager and team, select girls teams according to the Club policy and district standards. This includes recruiting at least the coach and manager for each team, ideally assisted by an assistant coach.		Pre-season
In consultation with the Cricket Operations team, participate in the arranging and delivery of any pre-season training for coaches.		Pre-season
In consultation with the Cricket Operations team, co-ordinate training and grounds schedule for all junior teams. Advise Secretary of this.		Pre-season
In consultation with Cricket Operations Team, Equipment Officer; and First Aid Contact ensure that team kits are fit for purpose and ready for delivery at the pre-season Coaches and Managers' Meeting. This includes ensuring sufficient match and training (where required) balls are ordered.		Pre-season
In consultation with the Secretary and Cricket Operations team, assist with co-ordination and delivery of the pre-season Coaches and Managers' Meeting.		Pre-season
<p>In a timely manner, provide Club Secretary with</p> <ol style="list-style-type: none"> a. Team and division nominations b. Team contact details <p>for submission to MSW.</p>		Pre-season (Pre and Post-Christmas)
In consultation with the Director of Coaching, promote attendance by suitable coaches to QC courses, bearing in mind WPC Cricket Club policy concerning expectation of coaches who attend these courses.		Pre-season/early season
Work with the Director of Coaching to develop and publicise training schedules for junior girls teams.		Pre-season to season end
Develop a good and co-operative relationship with coaches and managers. Particularly focus on actively and visibly supporting new coaches and managers aiming for retention. Be willing to seek the advice of experienced coaches, managers and others who have held similar positions.		Pre-season to season end
MyCricket is the source of player data. In consultation with the Registrar see that it is used and adapted for WPC Cricket purposes.		Pre-season to season end
Report regularly to the Cricket Operations Manager. Be willing to report to Committee as required.		Pre-season to season end
Be familiar with the Rules of Cricket and MSW Rules applicable to the Girls Cricket competitions.		Pre-season to season end

GIRLS CRICKET MANAGER TASKS	WHEN
For the post-Christmas season reconfigure teams, as required, due to any player loss or new registrations. Reconfigure team management as required. Reconfigure training schedule as required. Advise Secretary of changes.	Prior to post- Christmas season
Attend all MSW meetings as a club delegate and report meeting outcomes to the Cricket Operations Manager.	All year
Develop and maintain a relationship with key Qld Cricket contacts.	All year
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
In conjunction with the Cricket Operations Manager/team oversight and assist Equipment Officer and First Aid contact.	Pre-season to season end

KEY RISKS

Requisite knowledge and skills – Sound knowledge of junior cricket and girls cricket competition.

Communication, People and HR skills – The ability to communicate and to work effectively with people through personal interaction is crucial for this task. You must have the capacity to balance the many competing interests of players, parents, coaches and the game of cricket itself.

Organisational skills, reliability, problem solving skills and resilience – demonstrate ability to deal with the high volume of work in the pre-season, apply sound problem-solving skills and be resilient when the unexpected occurs. There are critical deadlines which must be met.