

WPC CRICKET MANAGEMENT COMMITTEE APPLICATION PACK 2025

THE OBJECTS OF THE ASSOCIATION

The objects of the club are to:

- a. foster and deliver cricket in the Centenary suburbs Richlands, Forest Lake and Wacol and surrounding areas.
 - b. promote and encourage the playing of cricket and to promote and develop the necessary skills of the game and a sense of sporting behaviour and fair play.
 - c. provide a supportive, enjoyable and safe environment for our members.
 - d. foster players and technical members' pathways and development.
 - e. be an affiliated member of the sport's recognised governing bodies for the sport of cricket within the state of Queensland.
 - f. do such things as are incidental or conducive to the attainment of any or all of these objects.
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TIMEFRAME FOR POSITION AND COMMITTEE POSITIONS AVAILABILITY

Management Committee roles are for a two-year term, with elections held at the Annual General Meetings (AGMs). The Management Committee will determine the sequence of retirements for its members to ensure rotational terms, whereby approximately one half of the Committee members retire in each year. Typically, the following arrangements apply but may be varied e.g. in the instances where there has been a mid-term resignation and/or appointment.

COMMITTEE POSITIONS AVAILABILITY

Position Title	Vacancy /Filled
President	Vacant
Secretary	Filled
Treasurer	Vacant
Cricket Operations Manager	Filled
Facility Operations Manager	Filled

TERM LIMITS

There is no maximum number of consecutive terms for which a Management Committee member may hold office. After an initial two-year term Management Committee members are eligible, on nomination, for re-election.

BLUE CARDS

Management Committee members must hold a valid Blue Card before taking up a role.

REWARDS

Management Committee positions are volunteer roles; however, the occupants are eligible for the club's volunteer reward scheme - \$500 p.a. and entitled to a free club t-shirt.

COMMITTEE POSITION RESPONSIBILITY OVERVIEW

PRESIDENT

KEY OBJECTIVE

To support the Committee and our Volunteers/Staff through good leadership and most importantly provide a positive environment for our club to grow, develop and secure our future and engage business and local council's participation in and our club.

SKILLS REQUIRED

- Experience and/or proven ability to fill a leadership role
- Have a good understanding of budget oversight, people management and or experience and modern management practices.
- The ability to engage with people and speak in public.
- Current or ability to gain a volunteer's Blue Card 'Working with Children Check.'
- Enthusiasm and dedication.
- Clear thinker and positive attitude.

POSITION RESPONSIBILITY

- Leadership, Management of the Committee.
- Human Resource Management (Quality/Standards of Committee /Staff).
- Planning, Strategic, Delivery and oversight.
- Financial/Budget oversight.
- Legal Management oversight.
- Volunteer Management and support.
- Sponsors oversight.

***The information above is to be considered in conjunction with the Position Description/Task Statement document.**

SECRETARY

KEY OBJECTIVE

To maintain high standards of administration and communication within the Club and ensure the club's meetings are organised, conducted and recorded according to legal requirements

SKILLS REQUIRED

- Well organised including being able to delegate tasks.
- Good computer skills including knowledge of Office 365.
- Attention to detail skills
- Effective communicator including good listening skills.
- Minute taking skills.
- Negotiating skills.
- Current or ability to gain a volunteer's Blue Card 'Working with Children Check'
- Enthusiasm and dedication.
- Good leadership skills.
- Clear thinker and positive attitude.

POSITION RESPONSIBILITY

- Manage the communication system and standards (internal /external).
- Maintain all records efficiently and effectively.
- Organise meetings and accurately record minutes.
- Act as the Public Officer of the club - the official point of contact for an incorporated association and one of the authorised signatories.
- Volunteer management and support
- Policy and procedure oversight.

***The information above is to be considered in conjunction with the full Position Description/Task Statement document.**

TREASURER

KEY OBJECTIVE	To assist the Committee to maintain the systems and standards of financial record keeping and accountability, monitor income and expenditure, operate club budget/s and ensure the Club meets its legal obligations under the act.
SKILLS REQUIRED	• Standard of competency or ability to use financial packages such as Xero, or programs of a similar type • Knowledge and/or experience in or demonstrated ability to learn financial management for a club of our size • The ability to provide and present regular financial statements /reports • Current or ability to gain a volunteer's Blue Card 'Working with Children Check' • Enthusiasm and dedication. • Good leadership skills. • Clear thinker and positive attitude.
POSITION RESPONSIBILITY	• Maintain financial records regularly and keep good transparent and accountable records. • Report on the financial status of the club in writing at every official meeting of the committee. • Ensure that the budgeting is carried out. • Establish and maintain Cash Management system. • Canteen/merchandise accountability. • Asset Management. • Be aware of information required for the annual audit. • Portfolio Volunteer Management and support. • Grant acquittals. *The information above is to be considered in conjunction with the Position Description/Task Statement document.

CRICKET OPERATIONS MANAGER

KEY OBJECTIVE	Oversight of cricket programs, players, coaching, umpiring, development and service systems and delivery standards.
SKILLS REQUIRED	• High-level understanding of cricket and our players, and technical personnel's development pathways and service delivery needs. • Experience and/or demonstrated ability to project manage people. • Leadership and mentoring skills • Well organised including being able to delegate tasks. • Effective communication and negotiating skills. • Current or ability to gain a volunteer's Blue Card 'Working with Children Check' • Enthusiasm and dedication. • Clear thinker and positive attitude.
POSITION RESPONSIBILITY	• Cricket operations management and oversight. • Coach, Umpire management standards oversight. • Team Management, standards oversight. • Competition, events systems and delivery standards and oversight. • Program/pathways oversight. • Player standards, development and delivery requirements. • Standard of service to players and parents. • Volunteer management and support. *The information above is to be considered in conjunction with the Position Description/Task Statement document.

FACILITY OPERATIONS MANAGER

KEY OBJECTIVE

Facility, Fields and Equipment: management, maintenance and repair including facility development and equipment replacement oversight.

SKILLS REQUIRED

- Experience and/or demonstrated ability to learn asset and facility management.
- Ability to project manage people.
- Well organised including being able to delegate tasks.
- Effective communication and negotiating skills.
- Current or ability to gain a volunteer's Blue Card 'Working with Children Check'
- Enthusiasm and dedication.
- Good leadership skills.
- Clear thinker and positive attitude.

POSITION RESPONSIBILITY

- Grounds and buildings oversight - Facility, Grounds management standards and systems, schedules.
- Facility liaison/agreements.
- Grounds, turf and wickets maintenance oversight.
- Schools' liaison.
- Asset repair, replacement and development oversight.
- Facility operator oversight (staff/volunteers).
- Facility standards (fire, health/hygiene, risk mitigation).
- Facility audits and census reports.
- Volunteer management and support.
- Grounds reports oversight.

***The information above is to be considered in conjunction with the Position Description/Task Statement document.**

WPC CRICKET MANAGEMENT COMMITTEE APPLICATION

NOTE: ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'.

Therefore: IF YOU HAVE BEEN

- (a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition
- (b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application **CANNOT BE LEGALLY ACCEPTED** by the Association

IF YOU HAVE NOT BEEN CONVICTED THEN YOU MAY CONTINUE COMPLETING THE APPLICATION

APPLICATION LODGEMENT: -

27 October 2025

APPLICANT'S NAME

APPLICANT'S CONTACT
DETAILS

Ph:

Email:

APPLICATION SUPPORT

The Constitution requires candidates to have their application supported by 2 members of the club

Nominated By: (1ST Club Member)

Email:

Nominated By: (2nd Club Member)

Email:

DATE APPLICATION COMPLETED

THE POSITION	
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APPLICANT'S NAME	
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MOTIVATIONS: What currently motivates you to apply for this position? **(200 words or less)**

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YOUR TASK: is to provide members with samples of your skills ability and /or knowledge to fill the position:
your response should not exceed 200 words.

Please complete the following by indicating your skills and/or experience in:

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BLUE CARD

I hold a valid Blue Card No: _____