

WPC CRICKET TASK SHEET – September 2025

POSITION	ACADEMY MANAGER
Task Objective	To develop proposals for and then coordinate and manage the delivery and smooth operation of Academy programs within the club
Support Person	Cricket Operations Manager cricketops@wpccricket.com.au
Work Times	Mainly pre-season and post-season but some tasks all year.
Expected Period of Role	From AGM to AGM
Blue Card Required	Yes
Reward	\$375

ACADEMY MANAGER TASKS	WHEN
Develop WPC Cricket as the destination of choice for quality junior players through an Academy program that has both off season and in season components.	All Year
Understand the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non-compliance Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.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
Manage and support the delivery of high quality Academy Coaching programs aimed at preparing current WPC Cricket players for representative selection and attracting new players of representative quality to the club.	All Year
Ensure that the Academy structure and delivery of service integrates with the wider structures and processes for the delivery of cricket at WPC Cricket. This requires close consultation with the Director of Coaching, Junior, Youth and Girls Cricket Managers and Cricket Operations Manager.	All Year
Facilitate the provision of high quality coaching to Academy teams that integrates with the structures and priorities of WPC Cricket.	All Year
Managing Academy programs, includes, but is not limited to: - Formulating criteria for admission to each program in consultation with other members of the Cricket Operations group. with approval by the Cricket Operations Manager - Retaining the services of elite coaches to deliver the Academy program - Promoting the Academy to the club and wider community - Arranging venues (dry and wet weather) - Communicating well with players and parents - Attendance at Academy sessions - Providing a budget and set of accounts for the Academy to the Management Committee in a timely manner, via Cricket Operations Manager.	All Year
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture of the junior ranks.	Pre-season to season end

Be familiar with the Rules of Cricket and MSW, BMC and Warehouse Rules applicable to each competition.	Pre-season to season end
Attend the General Meetings and the Annual General Meeting of the club	Quarterly and November
Attend End of Season Club Presentation Event	March