

WPC CRICKET TASK SHEET – September 2025

POSITION	EQUIPMENT OFFICER AND FIRST AID CONTACT
Task Objective	To ensure the quality and provision of club kits, balls and training equipment.
Support Person	Cricket Manager (Senior, Junior, Youth and Girls), Cricket Operations Manager seniormanager@wpccricket.com.au juniormanager@wpccricket.com.au youthmanager@wpccricket.com.au girlscricket@wpccricket.com.au cricketops@wpccricket.com.au
Work Times	Mainly pre-season with smaller role during season
Expected Period of Role	From AGM to AGM
Blue Card Required	No
Reward	\$200

EQUIPMENT OFFICER AND FIRST AID CONTACT TASKS	WHEN
Ensure that there is sufficient club equipment available for each season – complete a regular stock take of equipment on hand and ordering requirements.	Mainly pre-season but monitor through season
Arrange for the purchase of new equipment as required.	Mainly pre-season but monitor through season
Replace or repair existing equipment as necessary, including team kit bags and their contents for Blasters, Juniors and Seniors..	Mainly pre-season but monitor through season
Co-ordinate the purchase and stocking/restocking and location of first aid kits held at Wolston Park and CJ Greenfields throughout the season and also the individual team kits supplied at the start of the season. The contents of first aid kits should be appropriate for the types of injuries likely to occur in the match or club training environment.	Pre-season and season
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.	Prior to season starting Always

Be a contact for First Aid matters for the club. Advise anyone who has an injury and wishes to lodge an insurance claim to do this through the club Secretary.	Pre-season and season
Ensure that the First Aid Kit: 1. Contents are kept within the "use-by" dates. 2. Contents are replenished promptly. 3. Medication is kept in a secure place and not in the first aid kit; and 4. The contents of first aid kits are used only for administering first aid. 5. Signs are in place at Wolston Park and Greenfields advising the location of kits and who to contact if supplies diminish or are out of date.	Pre-season and season
Keep records in a log form of the following: 1. Number of first aid kits required. 2. Contents of first aid kits. - The contents of first aid kits should be appropriate for the types of injuries likely to occur in the match or club training environment. 3. A list of contact telephone numbers for the nearest ambulance service, the Poisons Information Centre, local medical practitioner and nearest hospital. 4. First aid room or area.	Pre-season and season
Arrange for the purchase of the necessary balls for each season and distribute them to teams.	Pre-season
Arrange for the repair of playing/training equipment as required.	Throughout season
Maintain an inventory of all playing and training equipment in the club's possession.	Pre and post season
Ensuring that the two venues (Wolston Park and CJ Greenfield) have the equipment designated by the Cricket Managers.	Mainly pre-season but monitor through season
Co-ordinate the return of kits at the end of season.	End of season
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the General Meeting and the Annual General Meeting of the club.	Quarterly and November
Attend End of Season Club Presentation Event.	March