

WPC CRICKET TASK SHEET

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
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	\$400

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
Deliver a high quality Academy and Manager Academy Coaching programs aimed at preparing current WPC Cricket players for representative selection and attracting new players of representative quality to the club. The Winter Academy 2015 is to be used as a guide in doing this.	Pre-season
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, Youth Cricket Manager 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
Whenever the position of Director of Coaching becomes vacant, in consultation with the Cricket Operations Manager and Cricket Managers, recommend to the Committee a suitable Director of Coaching at least ten weeks prior to the start of the junior season.	Pre-season
Managing the Off-Season Academy, includes, but is not limited to: <ul style="list-style-type: none"> • Formulating criteria for admission to the off-season Academy. These must be approved 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 all Academy sessions, unless exceptional circumstances prevent this • Providing a budget and set of accounts for the Academy to the Management Committee in a timely manner, via Cricket Operations Manager and Treasurer 	Pre-season
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture of the junior ranks	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 each competition.	Pre-season to season end
Attend the Annual General Meeting of the club	November
Attend End of Season Club Presentation Event	March

KEY RISKS

Requisite knowledge and skills – Sound knowledge of junior cricket and the structures of WPC Cricket.

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 many different organisational aspects of the role, apply sound problem-solving skills and be resilient when the unexpected occurs. There are critical deadlines which must be met.

Creativity – The Academy is an idea that is still being formulated. Its future success requires the Manager to come up with engaging and attractive proposals that work within the wider WPC Cricket framework.

SIGN OFF

I have read and understood all the policies, procedures and requirements expected of this role.

I agree to be bound by any Code of Behaviour and Policies of WPC for the time being in force, including Australian Cricket's 'Looking After our Kids' Code of Behaviour for Affiliated Associations and Clubs.

POSITION HOLDER

NAME

SIGNATURE

DATE

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DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	