

WPC CRICKET TASK SHEET

POSITION:	JUNIOR CRICKET MANAGER	
Task Objective:	To manage the delivery and smooth operation of Junior Cricket within the club with a focus on entry level (Junior Blaster – U10)	
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	
JUNIOR CRICKET MANAGER TASKS		WHEN
<p>In consultation with the Cricket Operations Manager and working closely with the Youth Cricket Manager and Director of Coaching, set and monitor the 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. • Promote 'Friday Nights at CJ' through its use as a training facility and also the new training facility at other times. 		All Year
Whenever the position of Director of Coaching becomes vacant, in consultation with the Cricket Operations Manager, Youth Cricket Manager and Senior Cricket Manager, recommend to the Committee a suitable Director of Coaching at least ten weeks prior to the start of the junior season.		Pre-season
In consultation with the Cricket Operations Manager, Youth Cricket Manager and Director of Coaching, plan and deliver the junior team selection process and pre-season training program. This includes finding suitable assessors for the selection process.		Pre-season
By personal interaction at all pre-season activities, including sign-on day, actively recruit coaches, assistant coaches and managers.		Pre-season
<p>In consultation with the Cricket Operations Manager and Youth Cricket Manager, select teams according to the Club policy. This includes recruiting at least the coach and manager for each team, ideally assisted by an assistant coach. It is expected that team lists will be distributed to coaches and managers before the start of the September school holidays.</p> <p style="text-align: center;">TEAM SELECTION & MANAGEMENT RECRUITMENT IS A CRITICAL AND COMPLEX TASK.</p>		Pre-season
In consultation with the Director of Coaching and Youth Cricket Manager arrange and deliver any pre- season training for coaches.		Pre-season
In consultation with the Youth Cricket Manager co-ordinate training and grounds schedule for all junior teams. Advise Secretary of this.		Pre-season
In consultation with the Youth Cricket Manager, Director of Coaching, 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 the Youth Cricket Manager, 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 Youth Cricket Manager and Director of Coaching to develop and publicise training schedules for junior teams and individual cricketers		Pre-season to season end

JUNIOR CRICKET MANAGER TASKS	WHEN
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 your position.	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 each competition.	Pre-season to season end
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 Youth Cricket Manager 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.

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.

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
		/ /

DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	