

WPC CRICKET TASK SHEET

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 and Youth), Cricket Operations Officer
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 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 in2cricket to Under 17's.	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
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: <ol style="list-style-type: none"> 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are in place at Wolston Park and Greenfields advising location of kits and who to contact if supplies diminish or are out of date.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: <ol style="list-style-type: none"> 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

EQUIPMENT OFFICER TASKS	WHEN
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 Annual General Meeting of the club.	November
Attend End of Season Club Presentation Event.	March

KEY RISKS

Ensuring that the equipment is fit for purpose- The club has a duty to ensure that any playing equipment (e.g. helmets) and training equipment (e.g. bowling machine) it provides are safe and fit for purpose.

Equipment can be stolen or lost through negligence – knowing what equipment the club owns, makes such occurrences are less likely.

Coaches and player satisfaction - is much more likely if the equipment they are provided is of good quality and available when they need it.

First Aid Kits are not available or contents out of date – inspect Kits at Wolston Park and Greenfields regularly and restock as required

Record keeping – ensure records are kept as required.

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	