

WPC CRICKET TASK SHEET

POSITION:	YOUTH CRICKET MANAGER
Task Objective:	To manage the delivery and smooth operation of Junior Cricket within the club with a focus on U11 – U16/17
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

YOUTH CRICKET MANAGER TASKS	WHEN
<p>In consultation with the Cricket Operations Manager and working closely with the Junior Cricket Manager and Director of Coaching and to some extent with the Senior Cricket Manager, set and monitor the youth cricket program for the club.</p> <p>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. • Build the skill level of players in U11 – U16/17 teams with an increased focus on attendance at training sessions. • Foster transition of older junior players into senior cricket. • 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, Junior 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, Junior 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
In consultation with the Cricket Operations Manager and Junior 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. Liaise with Senior Cricket Manager in regard to players transitioning from juniors to seniors. TEAM SELECTION & MANAGEMENT RECRUITMENT IS A CRITICAL AND COMPLEX TASK.	Pre-season
In consultation with the Director of Coaching arrange and deliver any pre-season training for coaches.	Pre-season
Co-ordinate training and grounds schedule for all junior teams. Advise Secretary of this.	Pre-season
In consultation with the Junior 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 where required training balls are ordered.	Pre-season
In consultation with the Secretary and Junior Cricket Manager, co-ordinate and deliver the pre- season Coaches and Managers’ Meeting.	Pre-season
In a timely manner, provide Club Secretary with <ol style="list-style-type: none"> a. Team and division nominations b. Team contact details for submission to MSW.	Pre-season (Pre and Post-Christmas)

YOUTH CRICKET MANAGER TASKS	WHEN
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
In consultation with team coaches and Director of Coaching identify and nominate players for MSW Representative teams.	Early season
Work with the Junior Cricket Manager and Director of Coaching to develop and publicise training schedules for junior teams and individual cricketers.	Pre-season to season end
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
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
For the post-Christmas season reconfigure teams, as required, due to player loss to school cricket or new registrations. Reconfigure team management as required. Reconfigure training schedule as required. Advise secretary of changes.	Prior to post-Christmas season
Explore, develop and publicise player pathways into senior cricket. Liaise with the Senior Cricket Manager to provide opportunities to transition junior players to the senior ranks	During 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
In conjunction with the Junior Cricket Manager oversee and assist Equipment Officer and First Aid Contact.	Pre-season to season end
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

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

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DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	