

WPC CRICKET TASK SHEET – September 2025

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 – Stage 1)
Support Person	Cricket Operations Manager cricketops@wpccricket.com.au
Work Times	All year
Expected Period of Role	From AGM to AGM
Blue Card Required	Yes
Reward	\$500

JUNIOR CRICKET MANAGER TASKS	WHEN
In consultation with the Cricket Operations Manager and working closely with the Youth and Girls Cricket Managers and Director of Coaching, set and monitor the junior cricket program for the club. Priorities for season: - Focus on ensuring players' and parents' experience with cricket is a good one maximising retention opportunities. - Boost the entry level programs.	All Year
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	Prior to season starting
Ensure you and your assistants are vigilant in implementing child safety procedures such as when child leaves the team to use the toilet, who can take the child on completion of a game or training session.	Always
In consultation with the Cricket Operations Manager, Youth Cricket Manager, Girls 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, and managers.	Pre-season
In consultation with the Cricket Operations Manager, Youth Cricket Manager and Girls Cricket Manager, select teams according to the Club policy. This includes recruiting at least the coach and manager for each team. It is expected that team lists will be distributed to coaches and managers before the start of the September school holidays. TEAM SELECTION & MANAGEMENT RECRUITMENT IS A CRITICAL AND COMPLEX TASK.	Pre-season
In consultation with the Director of Coaching, Youth Cricket Manager and Girls Cricket Manager arrange and deliver any pre- season training for coaches.	Pre-season

In consultation with the Youth Cricket Manager and Girls Cricket Manager co-ordinate training and grounds schedule for all junior teams. Advise other club volunteers of this.	Pre-season
In consultation with the Youth Cricket Manager, and Girls 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, the Youth Cricket Manager, and Girls Cricket Manager and other members of the Cricket Operations team assist with co-ordination and deliver the pre-season Coaches and Managers' Meeting.	Pre-season
In a timely manner, provide Cricket Operations Manager with a. Team and division nominations b. Team contact details for submission to MSW.	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, Girls Cricket Manager and Director of Coaching to develop and publicise training schedules for junior teams.	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
PlayHQ 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
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 Cricket Operations Manager 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
In conjunction with the Girls Cricket Manager and Youth Cricket Manager oversee and assist the 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 General Meetings and the Annual General Meeting of the club	Quarterly and November
Attend End of Season Club Presentation Event	March