

POSITION DESCRIPTION	CRICKET OPERATIONS MANAGER
STATUS: This position holds a place on the	MANAGEMENT COMMITTEE
TERM: The terms of this position are as follows:	
Time Frame:	Must be available for 2 years.
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$500 p.a. and free t-shirt
OBJECTIVES OF THE POSITION:	
<ul style="list-style-type: none"> • Implement the tasks and actions as determined by the ratified strategic and operational plan. • Monitor the performance and legal obligations of the organisation, its office bearers and the committee/s. • Be aware and vigilant in determining all responses, actions and program delivery ensuring that they are within the financial capacity of the organisation. • Be aware, monitor and evaluate the financial status of the organisation. • Assist with the development and delivery of all communication procedures. • Assist with the development, management and implementation of all rules and regulations, policies, procedures and administration tasks. • Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders. 	
FUNCTION OF THE POSITION:	
<ul style="list-style-type: none"> • Deliver the products and services of the organisation. • Cricket operations management and oversight. • Assist the development of the organisation's objectives. • Assist with the positive promotion and marketing of the organisation's products, services and activities. 	
INTERACTION: The position will be expected to interact with:	
<ul style="list-style-type: none"> • Management Committee • Members • Cricket parent bodies • Stakeholders • Businesses and contractors • General public 	
SKILLS REQUIRED:	
<ul style="list-style-type: none"> • High-level understanding of cricket and our players, and technical personnel's development pathways and service delivery needs. • Experience and/or demonstrated ability to manage people. • Leadership and mentoring skills • Well organised including being able to delegate tasks. • Effective communication and negotiating skills. • Current or ability to gain a volunteer's Blue Card 'Working with Children Check' • Enthusiasm and dedication. • Clear thinker and positive attitude. 	

TASK SHEET

TASK	EXPECTED OUTCOME	WHEN
Ensure the Responsibilities of Incorporation Act are discharged	Ensure Management Committee members maintain the incorporation act requirements.	Always
	Ensure the organisation always has secretary's position and that the Office of Fair Trading is aware of the secretary's details.	Always
	Ensure that all records and communication information & material are maintained appropriately.	Always
Positions task	Prepare for committee meetings and participate appropriately in meetings.	Monthly/As scheduled
	Undertake any assignments given by the committee to you as an individual or member of a sub-team.	Always
	Maintain current knowledge about the workings of the association and key issues.	Always
Contracts	Be aware of the contractual arrangements with local council and/or facility owner/lessor	Always
	Be aware of all contractual arrangements with funding programs.	Always
Policy and procedures	As a committee member, be aware of the content of all policies and procedures.	Always
Planning/risk reduction task	As a committee member, you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Volunteer Management	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Cricket Operational Management and Program Oversight	Provide operational management and oversight of all cricket programs in the club with a focus on coaching and player development	Always
	Oversee and monitor the performance of the Junior, Youth, Girls and Senior Cricket Managers and Director of Coaching.	Always
	In consultation with the Junior, Youth, Girls and Senior Cricket Managers and Director of Coaching monitor the standard of coaching in the club	Always

TASK	EXPECTED OUTCOME	WHEN
	<p>Oversee the junior and senior team selection process and the pre-season activities and provide a consultative service to the Junior, Youth, Girls and Senior Cricket Managers during this activity. Oversee and assist with the recruiting of at least the Captain/Coach and Manager for each team.</p> <p>Oversee distribution of team lists from Cricket Managers to Registrar – for Seniors 1 week before season start and Juniors before the start of the September school holidays and then again for Juniors in the first week of January.</p>	Always
	Be familiar with the Rules of Cricket and MSW, Warehouse and QSDCA Rules applicable to each competition.	Always
Set priorities for the delivery of cricket operations in the club and monitor progress.	In consultation with the Junior, Youth, Girls Cricket, Senior Cricket Managers and the Club Coach, set priorities for the delivery of cricket in the club.	Always
Captains/Coaches/Managers training and meetings	In consultation with the Junior, Youth, Girls Cricket and Senior Cricket Managers and Director of Coaching oversee the delivery of training for Captains/Coaches/Managers and nominations to accredited coaching programs.	Always
	In consultation with the Secretary, oversee the co-ordination and delivery of Captains/Coaches and Managers' Meeting.	Always
Relationship with governing associations	Develop and maintain a relationship with key MSW, Warehouse, QSDCA and Qld Cricket contacts Attend MSW, Warehouse and QSDCA association meetings.	Always
Schools Liaison and Communication	Liaise with schools, develop and maintain a good relationship with schools with a focus on use of grounds, hire costs, contracts and player recruitment. Provide related correspondence and documentation to the Secretary for club record keeping.	Always
Client service	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
AGM and Committee Meetings	For AGM contribute to the Management Committee Report presented at the meeting. For Committee meetings provide a report on cricket operations.	Always
Financial oversight	Oversee the club's finances, collection of revenue and expenditure, with particular focus on registration fees and cost elements associated with coaching and equipment costs.	Always
Attendance at Club Activities and Functions	Attend and participate where possible in club activities and functions including sign-on, WPC Academy, Eddie Gilbert Cup, major Social functions and the Presentation Function	Always