

WPC CRICKET TASK SHEET – September 2025

POSITION	YOUTH CRICKET MANAGER
Task Objective	To manage the delivery and smooth operation of Junior Cricket within the club with a focus on Stages 2 and 3
Support Person	Cricket Operations Manager cricketops@wpccricket.com.au
Work Times	All Year
Expected Period of Role	From AGM to AGM
Blue Card	Yes
Reward	\$500

YOUTH CRICKET MANAGER TASKS	WHEN
In consultation with the Cricket Operations Manager and working closely with the Junior Cricket Manager, Girls 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. Priorities for season – • Focus on ensuring players' and parents' experience with cricket is a good one maximising retention opportunities. • Build the skill level of players in Stage 2 and 3 teams with an increased focus on attendance at training sessions. • Foster transition of older junior players into senior cricket.	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 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.	Prior to season starting Always
In consultation with the Cricket Operations Manager, Junior Cricket 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 season open sign-on day, actively recruit coaches, and managers.	Pre-season

In consultation with the Cricket Operations Manager, Junior 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. 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 other club volunteers of this.	Pre-season
In consultation with the Junior Cricket Manager, 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 balls and where required training balls are ordered.	Pre-season
In consultation with the Secretary, Junior Cricket Manager and Girls Cricket Manager and other members of the Cricket Operations team, co-ordinate and deliver the pre- season Coaches and Managers' Meeting.	Pre-season
In a timely manner, provide Cricket Operations Manager with Team and division nominations Team contact details for submission to MSW or BMC.	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
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, Girls Cricket Manager, Senior 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
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture of the junior ranks	Pre-season to season end
Be familiar with the Rules of Cricket, MSW and BMC 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 Cricket Operations Manager 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 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 General Meetings and the Annual General Meeting of the club.	Quarterly and November
Attend End of Season Club Presentation Event.	March