

WSDCC JOB DESCRIPTIONS/DUTY STATEMENTS –**PRESIDENT:****Overall description -**

To be directly responsible for and oversee the organisational framework of the Western Suburbs District Cricket Club (WSDCC).

Duty Statement -

- Chair board meetings
- Efficiently direct the Club's administration, programs and activities.
- Ensure implementation of the Club's plans, policies and budgets.
- Act as senior club negotiator; maintain good relationships with Club members, the media, the public, similar clubs and bodies, and other sections of the community with which the Club comes into contact.
- Represent the Club at official functions.
- Assist in player and coach recruitment.
- Approve press statements
- Maintain a profile at matches and social functions.

TREASURER/FINANCE MANAGER:**Overall Description -**

To be directly responsible for receiving, depositing and payment of monies on behalf of WSDCC

Duty Statement -

- Responsible for Bar Manager, Social Manager, Secretary/Administration Manager, Sponsorship Manager and any other Committee member receiving money on behalf of the Club and including subscription's
- Where applicable receive money from outside organisations/clubs including grants, sponsorship and Club debtors.
- Deposit money received into the Club's account.
- Payment of the Club's accounts/bills.
- Record transactions, prepare and present financial statements and the annual financial report.
- Provide financial information/reports to the Club's Executive Committee
- Provide information to Club's auditor, and to Qld Cricket as required.
- To participate on sub-committees as directed by the President.



CLUB ADMINISTRATOR:**Overall Description -**

To be directly responsible for all Club administration activities and communication under the direction of the President.

Duty Statement -

- The role will be directly responsible for the following key functions
 - Club Social Media, Website and General Correspondence
 - Engage and then liaise with Club Sponsors ensuring all commitments are met.
 - Coordination of all Club attire and clothing
 - Management of all Club Policies
 - Deal with correspondence on behalf of the Club, including writing correspondence and reply to correspondence received.
 - Overall responsibility for collecting subscriptions/memberships and management of MyCricket
 - Liaise with officials of other clubs, affiliated bodies and Government Departments as required, in particular Premier Grade contact with regard to gameday requirements
 - Management of Club Calendar for grounds/nets allocation and use. All ground include, Graceville, Chelmer and Dunlop Park
 - Oversee the purchase and maintenance as well as coordinate the use of cricket equipment including the provision of match balls.
 - Confirm the eligibility to play of players selected
 - Oversight activities occurring at the Club on site when necessary
 - Proactive management of issues and troubleshooting where necessary.
- In addition to the above key duties, the role will be required to
 - To participate on sub-committees as directed by the President
 - To regularly attend meetings and social functions.
 - Liaise with player's representatives and/or team Managers concerning any problems that may arise regarding cricket played by teams
 - Organisation and delegation of off-field match duties, which include:
 - Appropriate notification of team selection to newspapers. Deliver match results to My Cricket by the due date.
 - Managing the WSDCC annual Maintenance program including the maintenance and upkeep of equipment such as covers and sightscreens
 - Purchase of equipment.
 - Ensure necessary equipment is delivered to captains or team managers for all teams including underage (i.e. balls, cricket kits, scorebooks etc).
 - Second and/or appoint persons to various cricket administration roles within the club.
 - Liaise with the coach and Director of Cricket as necessary on recruiting issues
 - Appoint ground and wet weather contacts
 - Organise and coordinate cover roster for Blaster Cricket. Ensure personnel are informed when rostered.
 - Liaise with net captains as required
 - To participate on sub-committees as directed by the President



- Maintain a profile at matches and social functions

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MEN'S DIRECTOR OF CRICKET

Overall Description

- Responsible for the overall direction and management of cricket within the Club. The Director of Cricket is appointed by the Committee.

Duty and Skills Statement

- Well- developed communication skills
- Planning and organisational skills
- Excellent knowledge of First Class/Premier Cricket
- High standards of personal and professional integrity
- Develop and implement a strategy to achieve sustainable success in all formats of the game for all senior and junior grades.
- Work in conjunction with the Committee, Head Coach and Captains to create a culture and environment and individual.
- Develop player programs (for all grades) to enable players to perform to their highest standards (including embracing and encouraging the use of video analysis).
- Act as a conduit between the Committee and coaching panel.
- Liaise with the Head Coach in recruiting and maintaining players, including developing a succession plan for key positions.
- Establish and maintain development programs for coaches and players.
- Responsible for working with a nominated sub-committee to conduct mid-season and end of season review of coaches' performances.
- Report regularly to the Committee on the progress and success of strategies, development programs and performance of the coaches.
- Responsible for working with Head Coach on player reviews at the end of each season.
- Management of the Wests+Plus Cricket Academy
- Well -structured coaching and player development programs.
- Continuous improvement in individual player performances. Including Player Depth Charts, Establish Talent Identification Programs, [KPI](#) directions of all teams playing finals and achieving agreed Club goals.
- All coaches, players and the Committee own and implement the strategies for success.

General

- Responsible for the functions of the match committee and selection committee
- Liaise with player's representatives and/or team Managers concerning any issues that may



arise on game day or at training regarding cricket played by teams.

- Assist in the recruitment/retention of players to the WSDCC.

WOMEN'S DIRECTOR OF CRICKET

Overall Description

- Responsible for the overall direction and management of female cricket within the Club. The Women's Director of Cricket is appointed by the Committee.

Duty and Skills Statement

- Well- developed communication skills
- Planning and organisational skills
- Excellent knowledge of First Class/Premier Cricket
- High standards of personal and professional integrity
- Develop and implement a strategy to achieve sustainable success in all formats of the game for all senior and junior grades.
- Work in conjunction with the Committee, Head Coach and Captains to create a culture and environment and individual.
- Develop player programs (for all grades) to enable players to perform to their highest standards (including embracing and encouraging the use of video analysis).
- Act as a conduit between the Committee and coaches.
- Liaise with the Head Coach in recruiting and maintaining players, including developing a succession plan for key positions.
- Establish and maintain development programs for coaches and players.
- Responsible for working with a nominated sub-committee to conduct mid-season and end of season review of coaches performances.
- Report regularly to the Committee on the progress and success of strategies, development programs and performance of the coaches.
- Responsible for working with Head Coach on player reviews at the end of each season.
- Oversight of the Female Wests+Plus Cricket Academy
- Well- structured coaching and player development programs.
- Continuous improvement in individual player performances. Including Player Depth Charts, Establish Talent Identification Programs, [KPI](#) directions of all teams playing finals and achieving agreed Club goals.
- All coaches, players and the Committee own and implement the strategies for success.

General

- Responsible for the functions of the match committee and selection committee
- Liaise with player's representatives and/or team Managers concerning any issues that may



arise on game day or at training regarding cricket played by teams.

- Assist in the recruitment/retention of players to the WSDCC.

SECRETARY

Overall Description -

To be directly responsible for the management of the Club constitution and club processes relating to Club legal requirements. The position is also responsible for the coordination of Club meetings, records, correspondence and communications particularly with Qld Cricket.

Duty Statement -

- Keep organisational records on behalf of the Club, including records of Club members, Club members and other Club position holders.
- Deal with correspondence on behalf of the Club, including writing correspondence and reply to correspondence received.
- Call meetings and give notices as required by the Club Constitution.
- In conjunction with the President prepare meeting agendas, ensure valid records of meetings and decisions are made, and distribution of those records to Executive Committee members.
- Liaise with officials of other clubs, affiliated bodies and Government Departments.
- To participate on sub-committees as directed by the President
- To regularly attend meetings and social functions.
- Act as President on, and responsible for functions of, the match committee
- Liaise with player's representatives and/or team Managers concerning any problems that may arise regarding cricket played by teams

CHELMER FACILITIES MANAGER:

Overall Description,

Chelmer Sportsground is identified as WSDCC second Premier Grade Ground. With aspirations to develop the facility and establish the facility as a Centre of Excellence for Women's Cricket. WSDCC shares a lease with the Kenmore Bears AF Club (KBAFC) with WSDCC hosting the summer season. The role of Chelmer Facilities Manager involves a range of requirements to ensure the effective use of the facility.

Duty Statement

- To represent WSDCC with respect to joint maintenance and management responsibilities with KBAFC in accordance with the endorsed Memorandum of Understanding between the Clubs



- This will include matters such as tenancies, joint assets, grounds and wicket managements, joint access agreements (ie Annual), Billboard and joint Club Financial Reporting and Governance.
- In addition, the role is responsible for all management and maintenance of WSDCC property, grounds and infrastructure.
- The role will also carry out or organise any work as required by the Executive Committee in accordance with the Chelmer Annual Maintenance Plan.
- The role is expected to have a lead role in maintaining the governance requirements for the facility. This will include
 - Oversight of
 - the development of Annual Maintenance Plans including preventative maintenance plans and programs,
 - the development of Asset Management Plans
 - safety and compliance audits and plans,
 - supporting documentation in conjunction with the Club administrator
 - ensuring joint club policy and WSDCC specific policy frameworks are in place and displayed
 - financial reporting
 - Establishing with KBAFC a joint Master Plan for the facility
- In addition, the role will be responsible for
 - To be responsible for creating a list of and maintaining club members as retained trades and professionals for the club overseeing and agreeing contracts and providers for services
 - ensuring that basic facilities and amenities are well-maintained
 - managing budgets and ensuring cost-effectiveness
 - ensuring that facilities meet government regulations and environmental, health and security standards
 - advising the club on increasing energy efficiency and cost-effectiveness
 - overseeing building projects, renovations or refurbishments as directed by the WSDCC Executive.

GRACEVILLE FACILITIES MANAGER:

Overall Description,

Graceville Memorial Park(GMP) is the home of WSDCC cricket with 3 ovals, cricket nets and infrastructure including Clubhouse, Heritage Grandstand and Grounds sheds. GMP is identified as WSDCC primary Premier Grade Ground.

The role of Graceville Facilities Manager involves a range of requirements to ensure the effective use and management of the facility. WSDCC has a MasterPlan in place developed for GMP. This role should ensure any project management is aligned to this Plan.

Duty Statement



- To represent WSDCC with respect to all maintenance and management responsibilities
 - This will include the management of Club assets and infrastructure including equipment, grounds and wicket management, grounds access agreements within club policy frameworks, club capital projects and input into Club Financial Reporting and Governance requirements for the facility.
 - The role should adopt a continuous improvement framework.
 - The role will also carry out or organise any work as required by the Executive Committee in accordance with the Graceville Annual Maintenance Plan.
 - The role is expected to have a lead role in maintaining the governance requirements for the facility. This will include
 - Oversight of
 - preventative maintenance programs,
 - safety and compliance audits,
 - supporting documentation in conjunction with the Club administrator
 - ensuring club policy and WSDCC specific policy frameworks are in place and displayed
 - manage budgets allocated to capital and maintenance programs
- In addition, the role will be responsible for
 - To be responsible for creating a list of and maintaining club members as retained trades and professionals for the club
 - overseeing and agreeing contracts and providers for services
 - ensuring that basic facilities and amenities are well-maintained
 - managing budgets and ensuring cost-effectiveness
 - ensuring that facilities meet government regulations and environmental, health and security standards
 - advising the club on increasing energy efficiency and cost-effectiveness
 - overseeing building projects, renovations or refurbishments as directed by the WSDCC Executive.



SPONSORSHIP/MARKETING MANAGER:**Overall description –**

Organise sponsorship for the Club and market the Club to relevant organisations and to the community in general. The position reports to the Club Administrator

Duty Statement -

- Organise and direct the Club's sponsorship and marketing program, including the annual upgrade and distribution of the Club's "sponsorship portfolio document".
- Chairing/directing sub-committees formed for the purpose of obtaining Club sponsorship.
- Liaise with Club sponsors including writing official letters on behalf of the Chairman.
- Ensure the Club fulfills its part of sponsorship contracts, including invitations for sponsors to Club luncheons and relevant Club functions.
- Prepare reports to be presented at Executive Committee meetings on sponsorship and marketing.
- Organise and Liaise with Social Manager on functions.
- To participate on sub-committees as directed by the President
- To regularly attend meetings and social functions.

CANTEEN/BAR MANAGER:**Overall description -**

Administer the Club's canteen and bar.

Duty Statement -

- Responsible for ordering of food items as required in preparation for game day, training and functions (in conjunction with the Social Committee)
- To Liaise with the Social Committee as to requirements of any function/s
- To work within Club Food Safety Policy and Guidelines
- Organise rosters and supervise canteen/ bar staff.
- Maintain RSA Qualifications and ensure adherence to Club's Alcohol Management Policy
- Purchase products sold over the canteen /bar, and document those purchases.
- Collect and document monies taken over the canteen/bar and pass those monies onto the Treasure/Finance Administrator.
- Pass appropriate documentation onto the Treasurer/Finance Manager.
- Prepare reports to be presented at Committee meetings on canteen/bar operation, including current profit margins.(When required by the Executive Committee and in conjunction with the Treasurer)
- To participate on sub-committees as directed by the President.



- To regularly attend meetings and social functions.

Senior Male Player Coordinator

Primary Purpose of Position

- The Senior Male Player Coordinator is responsible for coordinating, representing and liaising with teams within the male Senior premier grade teams. The Senior Male Player Coordinator is a member of the WSDCC Committee. The Senior Male Player Coordinator is appointed for a term from the close of the Annual General Meeting (AGM) until the close of the next AGM.
- The position of Senior Male Player Coordinator interacts with all levels of the WSDCC Committee, Executive Committee and Selection Committee, always ensuring the fluent communication of information with its senior male teams, Coaches and Managers. This position ultimately reports to the President WSDCC but has links to the Chair of Selectors and Director of Cricket.

Key Duties

- Assist in the registration process and ensure that all registrations are processed and completed within the required timeframe
- Assist the Communication for the chair of Selectors and coaches with allocation of all players into teams based
- Assist the Chair of Selectors with allocation of all senior male players into teams based on previous year's team make ups, any grading if conducted, knowledge gained on new players and in consultation with any relevant Coaches in the Senior Men's Age Group
- teams
- Ensure that new senior men's players to the Club are contacted, welcomed to the Club and liaised with to determine an appropriate team to place them into, this may require inviting them to pre-season training sessions prior to confirming their placement into an appropriate team
- Ensure each senior men's team has an identified Coach and Captain to liaise between the Club and the players in their team
- Coordinate and facilitate player information sessions as required
- Ensure that teams Coaches and Captains are aware of Club policies, in particular the Players Handbook
- Ensures the appropriate use of the fields for training, games and other club activities in line with club policies and council rules, regulations and policies
- Act as the Point of Contact for all players, parents, Coaches & Captains within the Senior Men's Age Groups
- Communicate all relevant cricket information to the Coaches and Captains as required e.g.: coaching courses and field closures
- Assist in coordinating the upgrading of players between teams when required
- In conjunction with the Junior Player Coordinators foster an environment to assist players in their transition from junior to senior cricket
- Ensure the interests and legal responsibilities in regard to junior players are always kept as a consideration when they interact with senior players and senior cricket
- Social media will be a good communication tool. This role should utilise and manage these social media opportunities available within the Club.



SOCIAL EVENTS MANAGER:**Overall description -**

Organise and direct the Club's social program. Position reports to the Club Administrator

Duty Statement:

- Ensure an adequate number of functions are organised and organise a roster of those functions.
- Organise Club social events.
- Liaise with, coordinate and direct social sub-committees, such as a ladies and a member's social committee if applicable).
- Organise and direct the Club's raffles and after game/practice meals/BBQs.
- Liaise with Marketing/Sponsorship Manager on the "Old Players" membership and take the principal role in organisation of any "Old Players" functions.
- Prepare reports to be presented at Executive Committee meetings on the social program, including profit margins of functions and raffles.
- Liaise with Bar Manager over functions held in Clubrooms, assisting with cleaning of the Clubrooms after functions.
- To participate on sub-committees as directed by the President
- To regularly attend meetings and social functions.



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JOB DESCRIPTIONS/DUTY STATEMENTS - COACHING STAFF & ASSOCIATES:**CLUB COACH (Men's / Women's):****Duty Statement -**

- Prepare and implement the Club's coaching and development plans.
- Provide the necessary guidance and preparation for all players. Preparing players mentally and to play to their full potential.
- Provide quality-training sessions in line with current first class training methods.
- Implement, direct and coordinate a comprehensive pre-season training program.
- Provide specific skills training for players as required.
- Ensure individuals and the teams are mentally and physically prepared on match day.
- Provide guidance to individuals and teams on match day.
- Ensure Club standards and disciplines are maintained at training and in matches.
- Member of the selection panel.
- Attend Executive Committee meetings when directed by the Club Administrator or President
- Liaise with the Club Cricket Director when directed on match committee matters.
- Maintain a profile at all matches and social functions.

ASSISTANT CLUB COACH:**Duty Statement -**

- Assist the Club Coach to:
 1. Prepare and implement the Club's coaching and development plans.
 2. Give guidance and preparation to all players as directed by the Club Coach.
 3. Provide quality training sessions as directed by the Club Coach.
 4. Implement a comprehensive pre-season training program.
 5. Prepare players physically and mentally for match day.

In addition,

- Provide specific skills training for players as required.
- As directed by the Club Coach, provide guidance to players and teams on match day.
- Ensure Club standards and disciplines are maintained at training and in matches.
- Sit on the selection panel
- Maintain a profile at all matches and social functions.

YOUTH COACH**Duty Statement -**

- Provide quality coaching and develop players' skills and application.
- Coordinate training and incorporate skills work and fitness conditioning.
- Assist the Club Coach to develop training plans and programs. Implement those programs.



- Assist in identification of talented players.
- Attend games and give direction at the games.
- Sit on selection panel for U/16 selection. .
- Maintain a profile at social functions

JUNIOR COACH:

Duty Statement -

- Provide quality coaching and develop players' skills and application.
- Coordinate training and incorporate skills work and fitness conditioning.
- Assist the Club Coach to develop training plans and programs. Implement those programs.
- Assist in identification of talented players.
- Attend games and give direction at the games.
- Teach the values of the game and good sportsmanship.
- Sit on selection panel selection.
- Meet all Child Management requirements fro this Club

GRADE CAPTAINS

Duty Statement -

- Assist the coaching staff in the coordination of training.
- Assist in skills work and fitness conditioning.
- Assist the Club Coach to monitor and evaluate individual and team goals.
- Implement Club Code of conduct on and off field.
- Assist the Match Committee as directed by the Secretary/Administrator.
- Provide feedback on players and liaise with the selection panel for their side.
- Ensure practice wickets are ready for training, and that nets are in position.
- Liaise with the Secretary/Club Administrator and ensure enough cricket balls are available for training, to cover nets and fielding drills.
- Ensure stumps and fielding aids are available.
- Redeem completed match balls from captains on first available training night.
- Coordinate net session, timing batsmen and keeping attendance records.
- Ensure equipment is returned and locked away at the end of each session.
- Liaise with Secretary/Club Administrator on state of equipment gear/balls.



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GAME DEVELOPMENT OFFICER - JUNIOR CLUB**Overall Description -**

Document, coordinate and implement a Coaching and Development Plan for a junior that is consistent with Club policy and direction

Duty Statement -**Primary tasks:**

Ensure familiarity with WSDCC Policy, in particular the Members Protection Policy.

- Co-ordinate and oversee all Junior Cricket programs at the WSDCC
- Appoint a co-coordinator to run the In2Cricket Program and actively recruit girls and boys to the program
- Make contact with Schools in the local area to promote the game of cricket and recruit junior cricketers and parents WSDCC, as well as creating a talent Identification network through these contacts.
- Ensure that a link is provided to junior associations in the WSDCC area
- Attend all meetings of the Qld Cricket Youth Committee as a representative of the WSDC and report back to the WSDCC Committee
- Actively promote the recruitment of girls to the game of cricket
- Ensure a pathway is created for all junior cricketers at the WSDCC to progress to the next level
- Regularly communicate with the Qld Cricket Coaching and Development Manager on issues such as representative games, player progress in youth squads, up-coming training courses
- Provide a link between junior and senior cricket at the WSDCC
- Ensure those who make representative teams are recognized
- Keep and update records of junior cricketers who represent the WSDCC
- Oversee the standard of behaviour and dress in junior sides. Assist the coach in dealing with any problems that may arise
- Provide a safe and secure training environment for all junior cricketers
- To deliver Level 0 coaching course to the WSDCC junior coaches as required
- To actively recruit junior coaches to the WSDCC to undertake coaching accreditation courses delivered by the State body
- Co-ordinate junior coaches U17, U/15, & U/13 (minor)
- Oversee and work with coaches (upon request)
- Co-Ordinate the senior players to help and attend junior sessions to aid coaches

