

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.



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SECRETARY / CLUB ADMINISTRATION MANAGER:**Overall Description -**

To be directly responsible for the Club's records, correspondence, membership.

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.
- Overall responsibility for collecting subscriptions/memberships.
- 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.
- Oversee the purchase and maintenance and coordinate the use of cricket equipment including the provision of match balls.
- Confirm the eligibility to play of players selected
- 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
- 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.
 - Maintenance and upkeep of equipment including 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 on recruiting issues
 - Appoint ground and wet weather contacts for Cricket Tasmania.
 - Organise and coordinate cover roster. 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.



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 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
- 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.

As required

- § Well structured coaching and player development programs.
- § Continuous improvement in individual player performances.
- § KPI direction of all teams playing finals.
- § Achieving agreed Club Championship 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



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

Organise sponsorship for the Club and market the Club to relevant organisations and to the community in general.

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.

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BAR MANAGER:**Overall description -**

Administer the Club's bar facilities.

Duty Statement -

- Organise rosters and supervise bar staff.
- Purchase products sold over the bar, and document those purchases.
- Collect and document monies taken over the bar and pass those monies onto the Treasure/Finance Administrator.
- Pass appropriate documentation onto the Treasurer/Finance Manager.
- Prepare reports to be presented at Board meetings on bar operation, including current profit margins.(When required by the Executive Committee and in conjunction with the Treasurer)
- Liaise with Social manager over functions held in Clubrooms.
- To liaise with and direct the canteen staff, and pass on collected monies as required by the Finance Manager.
- To participate on sub-committees as directed by the President.
- To regularly attend meetings and social functions.



SOCIAL MANAGER:**Overall description -**

Organise and direct the Club's social program.

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.

CANTEEN MANAGER:

- 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 liaise with the Treasurer in relation to costings
- To work within Club food Safety Policy and Guidelines

MAINTENANCE MANAGER:

- To be responsible for all maintenance of club property and carry out any work as required by the Executive Committee



JOB DESCRIPTIONS/DUTY STATEMENTS - COACHING STAFF & ASSOCIATES:**CLUB COACH (Mens / 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.



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 behavior 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



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