



President

The President leads the club through meeting its goals and objectives, governance, management and administration whilst ensuring the club meets all legal and compliance obligations.

DESIRED SKILLS

- Have a good working knowledge of the club, rules, constitution etc.
- Ability to delegate
- Can communicate effectively.
- Be approachable.
- Experience in a leadership role
- Well-developed decision-making skills.
- Experience with planning and operations
- Ability to effectively chair meetings, negotiate and take a neutral position.
- Be receptive to change.
- Hold a current Working with Children check.
- Dedicated club person

KEY ROLES and RESPONSIBILITIES

- Attend Cricket Association meetings as required.
- Chair Club Committee and AGM meetings.
- Have a good understanding of all club activities and operations.
- Provide guidance and leadership to Committee and ensure they fulfil their responsibilities.
- Alongside the Secretary, plan agenda prior to Committee meetings and ensure it is circulated in plenty of time.
- Oversee all club targets and objectives.
- Preside at all meetings of the club and shall have a casting vote.
- Report activities of the club to the membership of the Annual General Meeting.
- Ensure that planning and budgeting for the future is conducted in accordance with the wishes of the members.
- Adopt and oversee risk management, policies and legal requirements.
- Oversee strategic planning for the future of the club.
- Provide guidance and leadership to all club members.
- Function as a spokesperson for the club when required.
- Ensure all complaints and disputes are promptly investigated and responded to according to Club policies and procedures.
- Ensure all club policies, manuals and role descriptions are all reviewed annually.
- All game day requirements (please see attachment)

END OF YEAR HANDOVER

- Manage the review and updating key documents including position description, hand over notes, key contact lists.
- Induct new President and be available to train, mentor and support them.
- Planning documents and club priority work that is underway.



Vice President

The Vice President is to support the President in the running of the club. The Vice President will undertake the duties and responsibilities of the President if they become unavailable for any reason (in accordance with club rules).

DESIRED SKILLS

- Hold a current Working with Children check.
- Well informed of club activities.
- Supportive
- Leadership skills
- Ability to chair meetings.
- Unbiased and impartial
- Receptive to change.
- Dedicated Club person

KEY ROLES and RESPONSIBILITIES

- Adhere to the values of the club.
- Have a good working knowledge of all club rules. By laws, policies and duties.
- Understanding of the compliance and legal obligations of the club.
- Assist the President to set meeting agendas.
- Assist the President with strategic and budget planning.
- All game day requirements (please see attachment)
- In the absence of the President, they will:
 - Chair committee and/or annual meetings.
 - Function as a spokesperson for the club.
 - Represent the club where required.
 - Ensure all responsibilities of the President are completed where required.
- Be responsible for Sponsorship opportunities at the club. This involves:
 - Contacting sponsors prior to the start of each season to get their commitment for the upcoming season.
 - Sourcing new opportunities for sponsorship
 - Organise new signage for the ovals.
 - Advertising sponsors on social media pages.
 - Work alongside the Treasurer to receive all payments that are due.



Secretary

The Secretary is responsible for the efficient management, coordination and communication of all administrative tasks undertaken by the Club.

DESIRED SKILLS

- Be organized
- Have computer skills
- Be a good communicator
- Be able to keep confidential matters confidential
- Hold a current Working with Children Check

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision and values of the club.
- Be familiar with all current Club documents.
- Organise all Club and Annual General meetings (AGM).
- Prepare meeting agendas in consultation with the President and send to attendees providing advanced notice.
- Prepare, distribute and file minutes/reports of all committee and General meetings Complete Annual Reports as required for the Incorporations Act and AGM.
- Call for and receive nominations for the Committee and other key club positions Maintain an accurate copy of the Rules and By-Laws of the Club.
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintain a register of all members, sponsors and other relevant groups.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses required by the Club are current.
- Consult with the association regarding registrations, player transfers, and complete other required paperwork.
- Function as the Public Officer of the Club (Incorporated Association).
- Maintain club templates e.g. Letterheads
- Consult with the local media, clubs and other community organisations when required.
- Maintain files of legal documents such as constitutions, leases and files.
- Consult with stakeholders e.g. local council and local community groups.
- All game day requirements (please see attachment)

END OF YEAR HAND OVER

A responsibility of the club secretary is to ensure at the end of their term a new secretary is able to be recruited. An effective succession planning strategy is to appoint at least one assistant secretary who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined.
- The assistant secretaries have been adequately trained.
- The secretary provides continual monitoring and support.



Treasurer

The Treasurer is responsible for the financial management of the Club's accounts and financial transactions.

DESIRED SKILLS

- Financial background and awareness of accounting procedures.
- Honesty and trustworthy
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Hold a current Working with Children Check

KEY ROLES & RESPONSIBILITIES

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year Maintain up to date records of all income and expenditure Maintain the club's cash flow and level of petty cash Prepare and distribute invoices/accounts for services rendered Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM
- Be one of several signatories on the club's bank account – minimum of 2
- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank accounts) and account signatories
- Ensure all approved expenditure is paid when it's due
- Acquit funds received from government and/or grants
- Ensure all moneys due to the club are collected
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- All game day requirements (please see attachment)

END OF YEAR HAND OVER

A responsibility of the club treasurer is to ensure at the end of their term a new treasurer can be recruited. An effective succession planning strategy is to appoint an assistant who will be delegated tasks and responsibilities. When a new treasurer is appointed, a clear handover must occur with all legal transfers of signatories and account information to take place



Coach

The Coach is instrumental in fostering a fun, inclusive, positive, supportive and engaging sporting environment. Their role is to plan and deliver training sessions to encourage skill development, participation and enjoyment. The coach is responsible for team behaviour and mentoring the team on match days.

DESIRED SKILLS

- Cricket Australia coach's accreditation.
- Ability to analyse, study, plan and assess the game as it develops.
- Effective communicator
- Knowledge of cricket skills - technical and tactical or be willing to learn
- Ability to deal with a wide range of players, officials and supporters.
- Leadership skills
- Hold a current Working with Children Check.

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision and values of the club
- Organise training and manage the team during competition.
- Instruct Cricket skills and team tactics.
- Provide clear instruction and feedback to the team and individual players.
- Represent the club at official functions and community activities.
- Continually seek to upgrade skills and knowledge of the game.
- Have an understanding of injury prevention, care and management.
- Develop team morale.
- All game day requirements (please see attachment)

Pre-season

- Introduce yourself as the Coach.
- Liaise with the Club to establish team training days, time, location etc.
- Organise pre-season training sessions if required.
- Review Cricket Australia's coaching resources available to support all coaches
- Understand The Victorian Child Safe Standards, child safeguarding policies and practices in relation to coaching.

During the season

- Organise and run regular training sessions, utilising Cricket Australia's coaching resources if required to ensure skills development, engagement and fun.
- Prepare and lead the team on match days by running a warmup session, providing clear instructions, feedback and providing support during the game.
- Perform umpiring role during the game when required
- Ensure equipment is maintained and accounted for
- Ensure all welfare and safety requirements for the team are met, including hydration, sun protection and protective equipment during training sessions and matches.
- Promote cooperation, teamwork and fair play during all matches and activities.
- Promote the Spirit of Cricket and help to ensure the Code of Conduct for players, parents and spectators is adhered to

Post-season

- Liaise with Team Manager regarding any team awards
- With your team manager, ensure all club equipment of returned.



Junior Coordinator (including Blast)

The Junior Coordinator is to oversee the Club's entry level programs and ensure the Club is providing a safe, friendly and fun environment.

DESIRED SKILLS

- Great with kids
- People person
- Organised
- Inclusive
- Encouraging
- Welcoming
- Hold a current Working with Children Check

KEY ROLES & RESPONSIBILITIES

- Oversee program registrations
- Manage the recruitment of the clubs Junior Coaches and Team Managers to assist in delivering the program
- Manage the Junior Coordinators to ensure the program delivered is of high quality
- Communicate with kids, parents and all involved Recognise all volunteers who assist with the program Ensure the program has sufficient volunteers through coordinating any appropriate rosters
- Consult with all relevant Associations as required
- Consult with and keep the Executive Committee updated on Junior competition across the club
- Ensure all coaches are adequately qualified.
- All game day requirements (please see attachment)



Child Safety Officer

The Child Safety Officer will be the first point of contact for all safeguarding Children and Young People matters. The Child Safety Officer will champion the child safety message and ensure that the Affiliated Association or Club has adopted Australian Cricket's Policy for Safeguarding Children and Young People and that the Affiliated Association or Club implements practices and procedures in line with Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs.

DESIRED SKILLS

- Knowledge and awareness of the Victorian Child Safe Standards.
- Awareness of Australian Cricket's Commitment Statement for Safeguarding Children and Young People
- Basic awareness of Australian Cricket's Policy for Safeguarding Children and Young People
- Knowledge and awareness of Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs
- Basic knowledge of different forms of abuse that can occur
- Knowledge and awareness of reporting requirements
- Hold a current Working with Children check.

KEY ROLES & RESPONSIBILITIES

- Communicate and promote
 - Australian Cricket's Policy for Safeguarding Children and Young People
 - Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs
 - Australian Cricket's Commitment to Safeguarding Children and Young People, with Cricket Participants and all members of the Affiliated Association or Club
 - The Victorian Child Safe Standards
 - Promote good practice of safeguarding Children and Young People within the Affiliated Association or Club, creating a welcoming and safe environment for Children and Young People
- Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision-making process
- Be the point of contact for all safeguarding Children and Young People matters
- Advise the Committee on roles that require a Working with Children Checks
- Ensure all paperwork, background checks and Working with Children Checks are completed by Cricket Participants, and that all Working with Children Checks are linked to the Affiliated Association or Club
- Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, with junior cricket decisions being made with the safeguarding of Children and Young People in mind
- Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government Agency and the State and Territory Cricket Association in line with Australian Cricket's Policy for Safeguarding Children and Young People.