

#2

PRE-SEASON CHECKLIST

CLUB ADMINISTRATION



Online Registration

- Set-up your club's registration forms and programs. Visit **MyCricket Support** for step-by-step instructions.



Certificate of Currency

- Activate your certificate of currency from June 30 via the **JLT / Marsh website**.



Activate WWCB centre

- Get your Woolworths Cricket Blast Centre active and open for registrations on the PlayCricket website. Need help? It can be found **here**.



Committee Meeting Schedule

- Set the dates for your committee meetings. Map out when the agenda and meeting minutes will be sent out for each meeting.



First Aid Training/Liquor Licencing

- How many First Aiders do you have? Do you need more? If so now's the time to book in training with a first aid provider.
- Check your Club complies with all liquor licensing requirements, i.e. signage and RSA Training.

VOLUNTEER RECRUITMENT



Member Protection Information Officer

- Appoint and train a member protection information officer (MPIO).



Committee Positions

- Identify and recruit all key roles within your club, including president, secretary and treasurer.
- Make sure you have communications roles too, i.e. website communication, newsletters, social media. Brief them of club communication policies.



Treasurer Role

- Your treasurer may need training on how to use your accounting systems so they can present budgets, and cash flow statements to your committee.

COACHING/COORDINATORS



Recruitment and Training

- Appoint coaches for the upcoming season and review their coaching accreditation. At a minimum have they completed their CCA and WWCC (or equivalent)?



Coordinator Training

- Have they completed the online accreditation module for Woolworths Cricket Blast? Great! Find out when face-to-face training is available from your local cricket manager.

WOOLWORTHS CRICKET BLAST



Online Shop

- Visit your Centre Management to log into the online shop and redeem or purchase your equipment for the upcoming season.