

Position Description

Position:	State Championship Team Manager
Department:	Game and Market Development
Manager:	Regional Cricket Manager

Key Responsibilities

- ◆ Liaise with the Regional Cricket Manager (RCM) and coach in the organization of:
 - region trials
 - squad training
 - venue bookings
 - equipment
 - team photos
 - State Championships
- ◆ Attend all trials, training sessions and competitions
- ◆ Complete all paper work accurately and on time including (player forms, match reports, averages, injury reports, etc)
- ◆ Responsible for MyCricket scorer app during all Championship games.
- ◆ Submit a report at the end of the competition to Regional Committee, RCM and Pathway Programme Coordinator
- ◆ Work co-operatively with selectors to reduce initial squad to 13 players
- ◆ Ensure the Cricket Victoria Zero Tolerance Player/Parent Behaviour Policies are adhered to.
- ◆ Adhere to all policies in place for Cricket Victoria employees including but not limited to Code of Behaviour and Social Media policy.

Key Stakeholders

- Pathway Program Coordinator
- Regional Cricket Manager
- State Championship Coach

Key Position Requirements

Essential

- ◆ Excellent time management skills and attention to details
- ◆ Effective communication skills to deal with players, parents, region officials etc
- ◆ Ability to use and understand MyCricket Scorer application
- ◆ Working knowledge of cricket – minimum of Community Coach Accreditation preferred

- ◆ Current driver's license
- ◆ First aid qualifications desirable & a satisfactory Working with Children Check
- ◆ All appointments will be subject to a satisfactory Working with Children Check and employee screening process.
- ◆ Must consent to a check of the records of Victoria Police and other Australian police forces and to the release, to Cricket Victoria, of details of any convictions, findings of guilt, either with or without conviction, any matters still outstanding against you and any other matters deemed to be relevant which are recorded against your name.
- ◆ Agree to adhere to and sign off on Cricket Victoria's guidelines and policies in relation to these Championships and satisfactorily complete a Working with Children Check

Desirable

- ◆ Flexible time commitment
- ◆ Knowledge and understanding of Cricket Association contacts within region

Australian Cricket Values

- **Accountability**
 - I will do what I say I will do and take responsibility for my actions
 - I will set agreed goals against which success is measured
 - I will treat each individual as if they were my only customer
- **Excellence**
 - I will strive to be outstanding and surpass the highest standards of performance
 - I will be the best I can be by seeking continuous improvement
 - I will be brave, bold and innovative
- **Honesty and Trust**
 - I will be ethical, sincere and open in relationships
 - I will genuinely listen, respect and support others
 - I will be reliable and consistent
- **Teamwork**
 - I will focus on 'we' and 'us' rather than 'I' and 'me'
 - I will value diversity and embrace individual differences
 - I will collaborate to achieve our shared vision and goals

Governance

Cricket Victoria is committed to managing risk in accordance with the processes established under its Risk Management Framework. To deliver on this commitment, you are required to be responsible and accountable for managing risk in so far as is reasonably practicable within your area of responsibility.

Duties Under Workplace Health and Safety Requirements

It is your duty to comply with Cricket Victoria's policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers or WHS representatives in relation to health and safety issues at work. This means participating in workplace health and safety training and consultation, cooperating with Cricket Victoria as required to ensure compliance with the law, and reporting any incidents/near misses.

Child Protection

It is your duty to comply with Cricket Victoria's Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Acknowledgement

The list of key responsibilities contained herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.

Position Description

Position:	State Championship Team Coach
Department:	Game and Market Development
Manager:	Regional Cricket Manager

Key Responsibilities

- ◆ liaise with the Regional Cricket Manager (RCM) in the organization of:
 - region trials
 - squad training
 - venue bookings
 - Equipment
 - Championship competition
- ◆ attend all trials, training sessions and competitions
- ◆ provide squad members with a sequential training program, culminating in the Championship in line with the Cricket Victoria guidelines
- ◆ submit a report at the end of the competition to Regional Committee, RCM and Pathway Programme Coordinator
- ◆ provide each team member with individual report after the Championship
- ◆ work co-operatively with selectors to reduce initial squad to 13 players
- ◆ ensure the Cricket Victoria Zero Tolerance Player Behavior Policy is adhered to
- ◆ adhere to all policies in place for Cricket Victoria employees including but not limited to Code of Behaviour and Social Media policy.

Key Stakeholders

- Pathway Program Coordinator
- Regional Cricket Manager
- State Championship Manager

Key Position Requirements

Essential

- ◆ Representative Cricket Coach accreditation preferred (minimum Community Coach accreditation)
- ◆ Have proven ability to coach cricket
- ◆ Current driver's license

- ◆ All appointments will be subject to a satisfactory Working with Children Check and employee screening process. Must consent to a check of the records of Victoria Police and other Australian police forces and to the release, to Cricket Victoria, of details of any convictions, findings of guilt, either with or without conviction, any matters still outstanding against you and any other matters deemed to be relevant which are recorded against your name.
- ◆ Agree to adhere to and sign off on Cricket Victoria's guidelines and policies in relation to these Championships and satisfactorily complete a Working with Children Check

Desirable

- ◆ Excellent communication skills
- ◆ Flexible time commitment
- ◆ Knowledge and understanding of Cricket Association contacts within region

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