



OFFICER CRICKET Director of Cricket Operations Position Description

The Officer Cricket Club Director of Cricket Operations is an executive role elected by members at the Annual General Meeting. The role is responsible for decision making, management and the long-term focus of the Officer Cricket Club (OCC) Committee.

OBJECTIVES

- To oversee all core operations related matters across the club.
- To provide support to the president of the club, and to the executive and non-executive committee members to ensure the efficient operation of the club.
- To ensure that appropriate support is provided to managers of senior operation, coaches, chairman of selectors, women's coordinator, senior registrar. training staff and volunteers.
- Assisting with the management of operations activities considered by the OCC committee

RESPONSIBILITIES

- Ensure the effective and efficient operation of all core business operations so that competition performance is maximised at all levels.
- Establish, oversee, and manage core operations department with the purpose of recruitment of coaches according to policies outlined by the club committee and ensure that all contracts are formalised and documented.
- Oversee and assist the managers of senior operation, coaches, chairman of selectors, women's coordinator, senior registrar
- Ensure all core operations personnel including coaches, captains, training staff, team managers, are suitably qualified and carry out their duties as required.
- Ensure all core operations personnel to be properly attired when representing the club.
- In consultation with the core operations department, plan for and implement programs for the continuous improvement of the playing lists at all levels.
- Undertake regular reviews of all coaching staff and player performances throughout the season.
- Formulate an annual operating plan with and budget and manage its ongoing administration.
- In consultation with the coaches, coordinate the use of training facilities including preseason matches and camps, training locations and club facilities.
- Work with the player welfare liaison.
- Arrange the purchase of all core operations equipment including medical supplies and training equipment.
- Be familiar with the rules and practices of governing bodies and any other body that has governance
- To give advice to the president and committee as required.
- Attend governing body workshops and forums where required.
- Build a relationship with the management of junior teams.
- Report activities of the portfolio to the membership at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or non-executive committee
- Fulfill duties of the president when required

RELATIONSHIPS

- Reports to the president and executive committee.
- Liaises with and supports all core operations portfolio coaches, players, coaches, chairman of selectors, women's coordinator, senior registrar, training staff and volunteers.
- Liaises with the executive and non-executive committee.
- Liaises with and develops relationships with the junior teams and other local senior clubs
- Liaises with the local bodies as required or requested

ACCOUNTABILITY

- The Director Of Cricket Operations is accountable to the president and the executive committee.
- Provide a report on any aspect or portfolio of the club's operations to the committee as and when requested.
- Seeks ratification from the appropriate executive committee or committee prior to committing the club to any financial expenditure or action

27-Jun-23

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