



## OFFICER CRICKET Women's Operations Manager Position Description

The Officer Cricket Club Women's Operations Manager is a general committee role elected by members at the Annual General Meeting. The role is responsible for management and co-ordination of activities required to assist game day execution and other off field activities. Along with supporting the Officer Cricket Club (OCC) Committee.

### OBJECTIVES

- To support and assist the Director of Cricket Operations
- To assist with the management of cricket operations related matters across the club to ensure the efficient operations of training and game day activities
- To ensure that appropriate support is provided to coaches, chairman of selectors, senior registrar, and volunteers.
- To assist with the management of operations activities considered by the OCC committee

### RESPONSIBILITIES

- Support the effective and efficient operation of all core business operations matters so that competition performance is maximized at all levels.
- Coordinate with the Director of Cricket Operations and coaches in executing activities required to support the club's preparation of teams and facilities during preseason
- Coordinate with the Director of Cricket Operations and coaches in executing activities required to support the club's preparation of teams and execution of game day activities including but not limited to
  - Co-ordinate the line marking of creases, and boundaries
  - Co-ordinate the line marking of creases, in net area when required
- Coordinate the purchase and maintenance of training equipment as requested
- Coordinate and manage the issuing and hand back of club gear
- Coordinate the distribution of new game balls and the hand back of old balls
- Ensure Team captains have and complete the required game day administration paperwork
  - Club vote slips
  - Grounds check list
  - Game day scoring
- Coordinate maintenance and repairs where required including matters relating to grounds maintenance
- Be familiar with the rules and practices of governing bodies relating to all aspects of game day competition.
- Provide advice to the Vice President On Field, president and committee as required.
- Work with the player welfare liaison.
- Build a relationship with the coaches and team managers of junior teams.
- Undertake tasks at the request of the president, executive or non-executive committee
- Assist other committee members in their duties as required.
- Provide updates as requested at meetings.

---

## RELATIONSHIPS

- Reports to the Vice President On Field, and executive committee.
- Liaises with and supports all core operations portfolios including coaches, players, chairman of selectors, senior registrar, 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

- Women's Operations Manager is accountable to the Director of Cricket Operations 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

DRAFT

---