



Washington Park Cricket Club

Team Manager Role Outline

This document provides an outline of the general expectations and role of the Junior Team Managers. This role is by no means onerous and can be shared as required depending on team requirements.

In broad terms the Team Manager works with the Team Coach assisting with the logistics and administration of the team. This includes activities such as:

- Maintaining a contact list of players and their parents/guardians.
- Being aware of any allergies or conditions of players that are relevant to their participation at cricket.
- Developing a roster of activities for players and their parents/guardians to assist with logistics associated with game day.
- Entering weekly stats into MyCricket post game
- Taking responsibility for communicating with players and their parents/guardians regarding the location of games and any specific game day requirements.
- Passing on any club information that may be of benefit to the team such as details of social events, club code of conduct, liquor licensing etc
- Working with the coach if necessary to help with parent participation at team training.

Maintaining a contact list of players and their parents/guardians.

The Junior Coordinator will provide an initial list of contact details of the players and their parents/guardians as per the registration forms received by the Club.

The Team Manager checks that all parents/guardians are comfortable sharing their contact information with each other and confirms what they are able to do in terms of contributing to game day activities. This includes whether they can square leg umpire, score, provide morning tea or contribute to a car pool as examples.

It is useful to set up a contact group in an email system to help facilitate weekly emails to players and their parents/guardians.

Being aware of any allergies or conditions of players that are relevant to their participation at cricket.

Jointly with the Junior Coordinator and Team Coach, the Team Manager should be aware of any allergies which can then be accommodated when parents organise food for game day. If there are any particular conditions which may impact on a player it is helpful for the Team Manager to be able to support the Coach if required.

A First Aid kit is kept in the cricket "kit" for game day and any First Aid is administered by the child's parent if present, and the Coach if not.



There may be circumstances where special needs or medical conditions are beyond the capability of the Team Manager and/or Coach. Where this is the case the responsibility rests with the parent and the Junior Coordinator to agree and develop a plan of action in the event of an emergency. The Coach and Team Manager may have a role to play in the plan, details of which will be provided to them by the Junior Coordinator.

In the event of a medical emergency at training or on game day, the Coach will liaise with the parent (if present) on the best course of action starting with transporting the child to the closest medical centre or emergency department through to calling an ambulance if required. If the parent is unavailable, the Coach makes the decision regarding suitable medical action and is likely to liaise with the Team Manager in this regard. It is recognised that the Team Manager does not necessarily have First Aid training and it is not a requirement of their role.

Developing a roster of activities for players and their parents/guardians to assist with logistics associated with game day.

The Team Manager creates a roster at the start of the season for all parents/guardians to assist with game day logistics. Activities that are rostered include (but not limited to):

- Provision of morning/afternoon tea
- Square leg umpiring (when WPCC is batting)
- Scoring
- Car pooling (most often associated with U14s and above)
- Padding up assistance (Rookies and maybe younger U12s)
- [Management of the canteen when playing home games at Packer Park](#)

This roster is confirmed with parents/guardians to accommodate any known holidays at the start of the season. Parents/guardians are asked to liaise with each other if last minute changes to the roster are needed.

Example:

First name	01-Feb-14	08-Feb-14	15-Feb-14	22-Feb-14
Luke		Pad Asst		Morning Tea
Joshua		Square Leg		Pad Asst
Thomas		Score	Square Leg	
Dylan	Score			Square Leg
Michael	Morning Tea		Pad Asst	
Nathan		Morning Tea		Score
Samuel	Square Leg		Morning Tea	
Mitchell	Pad Asst		Score	
Josh	Coach	Coach	Coach	Coach



Entering weekly stats into MyCricket post game

After each game, the information from the score book needs to be entered into the MyCricket website. In the past, one person from the Junior Team Managers has volunteered to undertake this role. It has been suggested that each Team Manager have a login and be able to enter this information in order to share the administrative task. Also, someone who has watched the game and knows the children is likely to enter the information more accurately than someone who is not as involved.

If there are any questions or problems with entering data into MyCricket contact Sue Latham. Sue does the data entry for the senior teams.

Taking responsibility for communicating with players and their parents/guardians regarding the location of games and any specific game day requirements.

The Team Manager sends out a weekly email confirming who is required for which activities as outlined in the roster and the location of the game. If there are specific game day requirements such as tips on the best place to park, who can bring a table and chairs to external grounds such as Duncan McKinnon, whether there are post game activities and the like, these are also included.

In addition, the Coach may request additional information be included such as a wrap up of the previous week or match report.

For the Junior teams it is highly unlikely that you will be confirming who is playing as this either will not change or will have been worked out at cricket training on a Wednesday night.

Passing on any club information that may be of benefit to the team.

The Team Manager is expected to read the Club's Code of Conduct and promote its use. The Code of Conduct covers the values of the club, the club's expectations for players, parents, supporters and coaches. It can be found on the wall in the clubrooms and is also accessible through the WPCC website.

The Team Manager will be provided with the rules for the level of Junior Cricket they are associated with so they can provide support to parents in their roles when scoring, being the square leg umpire and other such activities.

In addition, it is useful for the Team Manager to be cognisant of key points in the Liquor Licensing Rules and Smoking Rules for Junior Sporting Events.

From time to time the Team Manager acts as conduit of club information to their Team. Mostly the Junior Coordinator emails information regarding social activities, however, the Team Manager sometimes organises Team specific tables at events or follows up with parents/guardians as to their attendance. This is more of a general support role.



At the end of the season the Team Manager coordinates the collection of donations in order to buy the coach a gift as a gesture of appreciation for the time and effort they put in to the team.

Working with the coach if necessary to help with parent participation at team training.

Particularly with the younger teams it is helpful if the Coach and Team Manager work together to organise the children across activities such as fielding and practice in the nets. In addition, many parents/guardians are happy to help once they are given instructions. The Team Manager can assist the Coach with this organisation.

Additional information that is helpful to parents:

Smoking

- Under State Government legislation smoking is banned within 10 metres of a sporting venue, including within 10 metres of clubrooms and outdoor spectator areas, during an organised under-age sporting event.
- Compliance with the ban is expected to occur through public education and awareness. Team Manager's are not expected to enforce the ban and are not empowered to do so.

Additional information, including free resources and brochures which can be handed to club members and parents are available at <http://www.health.vic.gov.au/tobaccoreforms/>

Note that the same 10m limit applies to playgrounds. Smokers at Packer Park should be asked to move to the bike track end of the pavilion and smokers at Duncan MacKinnon should be asked to move to the footpath on Murrumbeena Road.

Drinking

- The club has a Renewable Limited Licence. A copy of the licence is kept in the back kitchen along with a plan of the pavilion which defines the licenced area. Team Manager's are encouraged to read the licence.
- The club is only licensed on Thursday evening and Saturday afternoon and evening. The club is not licenced on Wednesday, Friday or Saturday morning.
- This is in line with Liquor Licencing and Glen Eira Council policy which do not permit the sale of alcohol at underage sporting events.
- The club has a special approval attached to the licence which permits persons under the age of 18 years to be on the licensed premises (i.e. Thursday and Saturday) other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This means that junior players may attend the club on Thursday and Saturday even if their parent or guardian are not present.
- All bar staff at Washington Park have completed the Responsible Serving of Alcohol course and are registered with Good Sports Australia.

The approved nominee is Andrew Kindred. Any questions regarding liquor licencing, including any potential breaches of the licence conditions should be notified to Andrew.