

COMMITTEE ROLES GUIDE

Purpose

Cricket Clubs thrive under the guidance and leadership of their elected committee. The dedicated volunteers who form these committees are vital for enabling participation in our great game.

Cricket NSW recognises its crucial role in supporting our Clubs to ensure that they are well prepared for delivering exceptional cricketing experiences for all. This includes providing guidance on the formation and structure of Club committee.

This document outlines key roles and responsibilities commonly found within Community Cricket Club committees. The relationships some of the below roles hold are with persons listed in the *Micro Volunteer Guide*.

In instances where persons are elected to boards and not positions, these positions can be considered portfolios that boards may assign each other or others.

Clubs are encouraged to use this document and the *Micro Volunteer Guide* as a guide, and we recommend reviewing the current Club environment as well as adhering to any related constitutions or legislation before changing committee structures.

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Required Committee

President

Role: President

Works With: Committee

Role Summary:

The President leads the Club through setting and meeting its goals and objectives, governance, management and administration whilst ensuring the Club meets all legal and compliance obligations.

Key Responsibilities

- Attend Association, Council, Cricket NSW and Cricket Australia meetings as required.
- Chair Club Committee and AGM meetings.
- Lead strategic planning and oversee Club targets and objectives.
- Report activities of the Committee to the members at the Annual General Meeting.
- Ensure that planning and budgeting is conducted for future seasons, aligned to the Club's strategic objectives.
- Adopt and oversee risk management, policies and legal requirements.
- Liaise with stakeholders e.g. local council and local community groups.
- Act as a spokesperson for the Club when required.
- Ensure all complaints and disputes are promptly investigated and responded to according to Club policy and procedure.
- Ensure Club policies, manuals and role descriptions are all reviewed annually.

Helpful Skills, Attributes and Knowledge

- Possess or willing to obtain a valid Working with Children Check.
- Have a good working knowledge of the Club policies, constitution and objectives.
- Experience in a leadership role.
- Experience with strategic planning and operations.
- Ability to effectively chair meetings, fostering productive discussion.
- Ability to lead and manage change

Vice President

Role: Vice President

Works With: Committee

Role Summary:

The role of Vice President is to support the President in the running of the Club. The Vice President will undertake the duties and responsibilities of the President if they become unavailable for any reason (in accordance with Club rules).

Key Responsibilities

- Have a good working knowledge of all Club rules, by laws, policies and duties.
- Understanding of compliance and legal obligations of the Club.
- Assist the President to set meeting agendas.
- Assist the President with strategic and budget planning.
- In the absence of the President, they will:
 - Chair committee and/or annual meetings
 - Act as a spokesperson for the Club
 - Represent the Club where required
 - Ensure all responsibilities of the President are completed where required

Helpful Skills, Attributes and Knowledge

- Possess or willing to obtain a valid Working with Children Check
- Have a good working knowledge of the Club policies, constitution and objectives.
- Ability to effectively chair meetings, fostering productive discussion.
- Ability to lead and manage change

Secretary

Role: Secretary

Works With: Committee

Role Summary

The Secretary is responsible for the efficient management, coordination and communication of all administrative tasks undertaken by the Club.

Key Responsibilities

- Act as the Public Officer of the Club.
- Be familiar with all current Club documents.
- Organise Annual General Meeting (AGM) agendas and timings.
- Prepare meeting agendas in consultation with the President and send to attendees, providing notice as per the Club's rules.
- Prepare, distribute and file minutes/reports of all committee and General meetings as required.
- Complete Annual Reports as required by the Incorporations Act and Club rules.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Assist in the preparation and submission of required documentation to regulatory bodies as necessary (e.g. NSW Fair Trading, ATO).
- Maintain a register of all members, sponsors and other relevant groups.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses required by the Club are current and valid.
- Liaise with the association regarding registrations, player transfers, and complete other administrative tasks as required.
- Liaise with the local media, Clubs and other community organisations when required.
- Maintain files of legal documents such as constitutions, leases and titles.

Helpful Skills, Attributes and Knowledge

- Highly organised with attention to detail.
- Effective communicator.
- Familiarity with club rules and policies.
- Possess or willing to obtain a valid Working with Children Check

Treasurer

Role: Treasurer

Works With: Committee

Role Summary

The Treasurer is responsible for the financial management of the Club's accounts, assets and financial transactions.

Key Responsibilities

- Prepare budgets, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year.
- Maintain up to date records of all income, expenditure and cash flow.
- Prepare and distribute invoices for services rendered.
- Attend committee meetings and provide financial reports (e.g. Balance Sheet and P&L Statements) as required.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Submit documents and reports to government agencies as required - tax returns, income tax payments for employees, not-for-profit declarations, A12 form.
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information.
- Implementing financial management procedures which protect both the Club's funds and assets and the volunteers who handle them.
- Control the Club bank account(s) and account signatories.
- Acquit funds received from government and/or grants.
- Ensure all monies due to the Club are collected.

Helpful Skills, Attributes and Knowledge

- Financial background and awareness of accounting procedures.
- Ability to keep accurate records.
- Attention to detail.
- Possess or willing to obtain a valid Working with Children Check.

Child Safety Officer

Role: Child Safety Officer

Works With: President

Role Summary

The Child Safety Officer will be the first point of contact for all Safeguarding Children and Young People matters. The Child Safety Officer will champion the child safety message and ensure that the Club has adopted and practices the behaviours within:

- CNSW's Safeguarding Children and Young People Policy.
- Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs.

Key Responsibilities

- Promote good practice of Safeguarding Children and Young People within the Club, creating a welcoming and safe environment for Children and Young People.
- Promote and be the champion of the NSW Office of Children's Guardian, 10 Child Safe Standards, within the Club.
- Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision-making process.
- Be the point of contact for all Safeguarding Children and Young People matters.
- Ensure all paperwork, background checks and Working with Children Checks are completed by Cricket Participants as required.
- Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment or other inappropriate conduct are reported to the Police and/or Government Agency and Cricket NSW in line with the CNSW Safeguarding Children and Young People Policy.

Helpful Skills, Attributes and Knowledge

- Awareness of all previously mentioned policies and other legal processes with Cricket NSW, Cricket Australia and the NSW Office of Children's Guardian.
- Knowledge and awareness of reporting requirements.
- Possess or willing to obtain a valid Working with Children Check.

Junior Cricket Coordinator

If relevant to Club

Role: Junior Cricket Coordinator

Works With: President, Secretary, Cricket Blast Coordinator, Women & Girls Cricket Coordinator, Senior Coordinator, Marketing Coordinator

Role Summary:

The Junior Coordinator is responsible for managing the registration and administration of the Club's junior players, as well as assisting with the promotion of the Club's junior cricket offerings.

Key Responsibilities:

- Liaise with the Committee to establish competition details for the season including game dates, times and registration fees.
- Update PlayHQ with registration information for all Competition and Cricket Blast programs.
- Organise the Club 'registration day' (if applicable).
- Act as the first point of contact for all junior registration enquiries.
- Assist the Treasurer in tracking and reconciling junior registration payments.
- Act as the Club's main user for PlayHQ for junior cricket offerings and manage access for other members of the club as required.
- Maintain an accurate database of registered junior players including all contact details and medical information.
- Attend Committee meetings (club, association and state) and provide relevant updates on the status of the club's junior programs, as required.
- Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant age group competition rules.
- Process player permit and transfer requests, as required.

Helpful Skills, Attributes and Knowledge

- Good administration skills (familiarity with PlayHQ is desirable but not essential).
- Ability to collaborate with coaches and committee members in organising junior programs.
- Ability to respond to queries promptly and professionally.
- Possess or willing to obtain a valid Working with Children Check.

Cricket Blast Coordinator

If relevant to Club

Role: Cricket Blast Coordinator

Works With: Junior Cricket Coordinator, Secretary, Marketing Coordinator.

Role Summary

The Cricket Blast Coordinator is to oversee the Club's entry level programs and ensure the Club is providing a safe, friendly and fun environment.

Key Responsibilities:

- Oversee program registrations.
- Manage the recruitment of the Club's Blast Crew, who will deliver the program.
- Manage the communication with participants, keeping them up to date with program progress, Club activities and any other relevant information.
- Manage the Blast Crew to ensure the program delivered is of high quality.
- Ensure the program has sufficient volunteers through coordinating any appropriate rosters.

Helpful Skills, Attributes and Knowledge:

- Enthusiastic and encouraging when working with children
- Sound knowledge of the [Cricket Blast program](#)
- Possess or willing to obtain a valid Working with Children Check.

Recommended Roles

Senior Cricket Coordinator

If relevant to Club

Role: Senior Cricket Coordinator

Works With: Secretary, Marketing Coordinator

Role Summary:

The Senior Coordinator is responsible for managing the proper registration process of the Club's players, as well as assisting with the promotion of the Club's senior cricket offerings.

Key Responsibilities:

- Liaise with the Committee to establish competition details for the season including game dates, times and registration fees.
- Update PlayHQ with registration information for all senior competitions
- Organise the Club 'registration day' (if applicable).
- Act as the first point of contact for all senior registration enquiries.
- Assist the Treasurer in tracking and reconciling senior registration payments
- Act as the Club's main user for PlayHQ for senior cricket offerings and manage access for other members of the Club as required.
- Maintain an accurate database of registered senior players including all contact details and medical information.
- Attend Committee meetings (Club, association and state) and provide relevant senior cricket updates as required.
- Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant competition rules.
- Process player permit and transfer requests as required.

Helpful Skills, Attributes and Knowledge

- Good administration skills (familiarity with PlayHQ is desirable but not essential).
- Ability to collaborate with coaches and committee members in organising senior programs.
- Ability to respond to queries promptly and professionally.
- Possess or willing to obtain a valid Working with Children Check.

Club Coach

Role: Club Coach

Works With: President, Women & Girls Cricket Coordinator, Junior Coordinator

Role Summary

The role of the Club Coach is to oversee the Club's coaches, from recruiting to providing ongoing training and support.

Key Responsibilities

- Lead the recruitment and retention of coaches.
- Arrange coaches to attend Cricket Australia's Community Coaching Course and other training opportunities.
- Maintain a Coaches register with details of their Cricket Australia's Community Coaching accreditation and Working With Children Check (as required).
- Establish the roster for training days and locations and communicate to all coaches and teams.
- Hold a Coaches information night to ensure they are fully informed for the season e.g. rules, training days, grounds, Club policies and procedures.
- Review Cricket Australia's coaching resources to gain a good understanding of tools available and communicate to coaches.
- Educate and assist coaches who desire to be representative coaches, of the pathway and opportunities available.
- Understand and communicate child safeguarding policies in the context of coaching.
- Be available to assist coaches and attend games when required.
- Assist with coach recognition processes (e.g. Coach of the Year nominations).

Helpful Skills, Attributes and Knowledge

- L Cricket Australia Community Coaching accreditation.
- Knowledge of cricket – technical and tactical.
- Possess or willing to obtain a valid Working with Children Check.

Women & Girls Cricket Coordinator

Role: Women & Girls Cricket Coordinator

Works With: Committee

Role Summary

The role of the Women & Girls Cricket Coordinator is to recruit, retain and promote female cricketers, coaches and umpires, both within the Club and wider community. This role is key to ensuring that the interests and needs of female cricketers are represented in club meetings and decision-making processes, providing them with support and equal opportunities to play the sport. The role works closely with the committee, coaches, players and the community to drive initiatives that foster a welcoming and inclusive environment for women's and girls.

Key Responsibilities

- Primary contact point for all female cricket matters within the club.
- Appoint positions relevant to female cricket offerings (e.g. Coaches, Umpires, Captains, Scorers and Team Managers).
- Establish and promote the player and parent's code of behaviour.
- Promote and encourage player development opportunities (e.g. representative selection).
- Connect with the Club or local Woolworths Cricket Blast program, promoting the next opportunity for female players.

Helpful Skills, Attributes and Knowledge

- Ability to respond to queries in a prompt manner.
- Ability to interact with Club officials, players and the wider public.
- Experience and/or knowledge of female cricket programs.
- Possess or willing to obtain a valid Working with Children Check.

Commercial Coordinator

Role: Commercial Coordinator

Works With: President, Treasurer, Sponsorship Officer, Fundraising Assistant

Role Summary:

The role of the Commercial Coordinator is to develop, plan and coordinate Club fundraising activities.

Key Responsibilities

- Research and identify diverse revenue streams and provide the Committee with a fundraising plan and goals for the year.
- Coordinate fundraising activities and set up a sub-committee to assist if required.
- Arrange necessary permits, registrations and approvals as required.
- Create or work with the marketing team to develop marketing material e.g. flyers, posters etc, to promote fundraising activities.
- Promote fundraising activities.
- Canvass Club sponsors and local businesses to provide donations to the club as required.
- Prepare rosters for volunteers assisting with fundraising activities as required.
- Supervise the collection of all monies raised and submit to Treasurer.
- Keep accurate records of monies received and spent for all fundraising activities.

Helpful Skill, Attributes and Knowledge:

- Experience in sales or an understanding of how to develop and sell proposals.
- Experience in event planning and management.
- Ability to keep accurate records.
- Possess or willing to obtain a valid Working with Children Check.

Operations Coordinator

Role: Operations Coordinator

Works With: Vice President, Ground Officer, Ground Assistant, First Aid Officer

Role Summary:

The Operations Coordinator is responsible for the managing and upkeeping of the Club's facilities, including the club house, training facilities, sheds and storage facilities. They will also attract and lead a group of volunteers to maintain and oversee the operation of the club's facilities.

Key Responsibilities:

1. Facility Management:

- Book cricket venues and required facilities with councils as required.
- Collect, distribute and register keys to the Club facilities and grounds.
- Perform reviews of the facilities to ensure they meet safety requirements.
- Work with the Canteen Coordinator to ensure the Club adheres to all council permits (such as food safety, responsible service of alcohol).
- Organise pre/post season audit and clean of facilities.

2. Leadership:

- Lead a team of volunteers and micro-volunteers, responsible for the Club's facilities and canteen operations.

Helpful Skills, Attributes and Knowledge:

- Good stakeholder management
- Ability to lead a team of volunteers.
- Accurate record keeping ability
- Possess or willing to obtain a valid Working with Children Check.

Marketing Coordinator

Role: Marketing Coordinator

Works With: Committee, Social Media Publisher, Graphic Designer, Photographer, Videographer

Role Summary

To promote the club's products, activities, events, and achievements across digital and traditional platforms, helping to grow the club's profile, engage the community, and attract new members, and sponsors.

Key Responsibilities:

- Develop and execute the Club's marketing plan.
- Work with the Treasurer to develop a budget for the marketing plan.
- Develop and implement appropriate marketing strategies by selecting, segmenting and targeting markets, and promoting products and services to those markets.
- Lead a team of micro-volunteers to drive the promotion of the club.
- Analyse and identify the Club's strengths and weaknesses and respond to opportunities and threats in the marketing environment.
- Manage the club's social media accounts (e.g. Facebook, X, Instagram, TikTok), posting regular and engaging content.
- Promote upcoming events, and club news through social media, email newsletters, and the club website.
- Organise the distribution of posters, flyers, and other promotional materials for club products and events.
- Take or source photos and videos during matches and events for use in media content.
- Engage with followers online, responding to messages and comments in a timely and professional manner.
- Collaborate with other committee members to promote key club initiatives such as fundraisers, recruitment, or sponsorship drives.
- Maintain brand consistency across all communication channels.

Helpful Skills, Attributes and Knowledge

- Has marketing expertise and experience in dealing with the local media.
- Able to analyse and interpret information.
- Experience in design programs (e.g. Canva or Adobe Suite).
- Possess or willing to obtain a valid Working with Children Check.

Appendix

Figure 1 – Club Structure – Junior and Senior Club

