

MICRO VOLUNTEER ROLES GUIDE

Purpose

The sport sector has witnessed the impacts of a constantly changing world. Many societal changes such as busy lifestyles, desire for more flexibility, constant distractions with technology and the impacts of COVID-19 have created new challenges for sport and sport volunteering.

Traditional volunteer roles tend to have several barriers to entry (e.g. time and knowledge required) making people less willing to get involved.

Cricket NSW recognises the importance of being adaptable in the modern volunteering world and as such, aims to assist clubs to enhance the volunteer experience by breaking down roles to suit people's skillsets and availabilities.

This document will outline some of the cricket micro-volunteering opportunities available for clubs, that aim to leverage people's strengths and the ability for prospective volunteers to jump in and out of their roles.

While 28 micro-roles have been outlined below, this list is not encompassing of all roles currently undertaken in the community and Clubs may identify gap in the below. The roles listed below while beneficial for a club to fill to increase efficiencies, are generally informal or seasonal positions.

Clubs are not expected to fill each of the roles below. This aims to provide guidance so clubs can identify potential gaps in their operations and visualise how much is involved in cricket operations and what could help them in operating more effectively.

Clubs are encouraged to use this document and the *Committee 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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Relationship Roles

Cultural and Diversity Officer

Position: Cultural and Diversity Officer

Works with: General Committee

Role Summary:

The Cultural and Diversity Officer is responsible for fostering an inclusive and respectful environment within the club. This includes promoting awareness and understanding of diverse cultural backgrounds, engaging with local cultural communities to encourage participation in club activities and championing inclusivity at the club.

Key Responsibilities:

1. Awareness and Education:

- Ensure that the club, committee, and members are aware of different cultural backgrounds and understand how to manage various scenarios respectfully.

2. Training and Development:

- Organise and conduct training sessions to promote inclusion and diversity within the club.
- Collate or develop where necessary, educational materials and resources to support ongoing learning and awareness.

3. Community Engagement:

- Establish and maintain connections with local cultural communities to promote the club as a welcoming place to play cricket.
- Develop partnerships or organise cultural event days in collaboration with community leaders and the club.

Helpful Skills, Attributes and Knowledge

- Strong understanding of cultural diversity and inclusivity principles.
- Experience in community engagement and outreach is an advantage.
- Training in cultural inclusivity (desirable).

What to Expect:

- Regular involvement in club activities and events, particularly those related to cultural inclusivity.
- Availability to address complaints and conduct training sessions as needed.

Women & Girls Cricket Ambassador

Position: Women & Girls Cricket Ambassador

Works With: Women & Girls Cricket Coordinator, Marketing Coordinator

Role Summary:

The Women & Girls Cricket Ambassador advocates for women's and girls' cricket, supporting both the Women & Girls Cricket Coordinator and Marketing Coordinator in their efforts to boost participation across all levels at the club, including players, umpires, coaches, managers, and committee members. Collaborate with Cricket NSW's Female Engagement Manager.

Key Responsibilities:

1. Strategy development

- Develop appropriate recruitment and retention strategies for female players, coaches and umpires.
- Assist in the creation of marketing materials to help with the recruitment of female members.

2. Customer Service:

- Develop a good knowledge of opportunities for women and girls at the club, including general playing opportunities, representative opportunities, training opportunities and other cricket experiences.
- Answer any queries from potential and current members about women's and girls' offerings.

Helpful Skills, Attributes and Knowledge

- Good knowledge of female cricket programs and pathway.
- Good communication skills and an approachable demeanour.
- Creativity and good eye for detail.

What to Expect:

- Meetings with relevant Coordinators pre and post season as required.
- Assistance in promotional activities may be required throughout the season.

Schools Coordinator

Position: Schools Coordinator

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

Role Summary:

The Schools Coordinator is responsible for fostering and maintaining relationships with local schools, to develop a culture of cricket within local schools, ultimately growing Club participation through these relationships. Collaborate with Cricket NSW Blast Specialists on school strategy.

Key Responsibilities:

1. **Promoting Club Activities:**
 - Promotion of Club programs through local school network.
2. **Fostering Positive Relationships:**
 - Develop and maintain prosperous relationships with local schools.
3. **School Activities**
 - Where possible, coordinate activities within schools that will strengthen school to club connection (e.g. Come and Try Sessions, Equipment Donations, Coaching of School Teams)

Helpful Skills, Attributes and Knowledge

- Friendly and approachable demeanour.
- Knowledge of the club's facilities and programs
- Enthusiasm for promoting the club and its activities.

What to Expect:

- You'll likely have strong presence around preseason with sporadic work through the season.

Sponsorship Officer

Position: Sponsorship Officer

Works With: Treasurer, Commercial Coordinator

Role Summary:

The Sponsorship Officer supports the Club in obtaining sponsorships to gain financial benefits. This role involves assisting with writing sponsorship proposals, understanding the local business landscape and help develop and execute contracts.

Key Responsibilities:

1. Sponsorship Contract Assistance

- Assist in writing up sponsorship contracts between the club and local businesses.
- Have a strong knowledge of sponsorship packages.
- Have a continually understanding of the club's needs from sponsorship opportunities.
- Ensure contract conditions are met by both parties.

2. Sponsor Engagement

- Continually maintain contact with sponsors.
- Attend meetings between parties and negotiate agreements.
- Invite sponsors to major club events and functions.

Helpful Skills, Attributes and Knowledge

- Ability to conduct sponsorship research and gather necessary information.
- Strong ability to sell sponsorship opportunities.
- Proficiency in Microsoft Office or similar software for document preparation.

What to Expect:

- Assistance during renewal and acquisition periods.
- Assistance in preparation and during club events and functions.

Welcome Officer

Position: Welcome Officer

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

Role Summary:

The Welcome Officer is responsible for creating a warm and inclusive atmosphere for new and existing members as they enter the club for the new season. They ensure that all new members, visitors, and guests feel welcomed, informed, and valued. This role involves greeting newcomers, providing essential information about the club, and assisting with their integration into the club community.

Key Responsibilities:

1. Member Integration:

- Introduce new members to key personnel and other members to help them integrate into the club community.
- Explain club policies, procedures, and answer any initial questions they may have.
- Facilitate introductions to coaches, team members, and other relevant contacts within the club.

2. Point of Contact:

- Serve as the primary point of contact for inquiries from potential members or individuals interested in joining the club.
- Respond to questions and provide information promptly and courteously.

Helpful Skills, Attributes and Knowledge

- Friendly and approachable demeanour.
- Strong organisational skills and attention to detail.
- Ability to provide clear and concise information.
- Knowledge of the club's facilities, programs, and policies.
- Enthusiasm for promoting the club and its activities.

What to Expect:

- Presence at the club during peak times (i.e. pre-season) and at events.
- Availability to respond to inquiries and assist new members as needed.

Remote Operational Roles

Budget Assistant

Position: Budget Assistant

Works With: Treasurer and Budget Owners

Role Summary:

The Budget Assistant supports the Treasurer in developing and managing the Club's budget. This role involves assisting with quote retrieval, developing Profit & Loss (P&L) statements and Balance Sheets, and proofreading/sense-checking financial documents. The Budget Assistant will help with both operational tasks and strategic planning aspects of the budget.

Key Responsibilities:

1. Budget Development:

- Assist the Treasurer and budget owners in developing the annual budget for the Club.
- Help retrieve and analyse quotes for budgeting purposes.

2. Financial Documentation:

- Assist in the development of Profit & Loss (P&L) statements and Balance Sheets.
- Proofread and sense-check financial documents to ensure accuracy and completeness.
- Assist with tracking expenses and revenues throughout the year.

Helpful Skills, Attributes and Knowledge

- Strong analytical and organisational skills.
- Basic understanding of financial statements and budgeting processes.
- Proficiency in Microsoft Excel or online accounting software.
- Studying or background in finance, accounting, or a related field is preferred but not required.

What to Expect:

- Required assistance throughout the year, with peak periods during budget preparation and review times.
- Flexibility to handle additional tasks as required by the Treasurer.

Grant Writer

Position: Grant Writer

Works With: Treasurer, Commercial Coordinator, Operations Coordinator

Role Summary:

The Grant Writer supports the Club in preparing and submitting grant applications to get financial or in-kind benefits. This role involves assisting with writing applications and researching potential grants.

Key Responsibilities:

1. Grant Application Assistance:

- Help draft and write grant applications based on provided guidelines and requirements.
- Reach out to suppliers to obtain quotes and include this information in grant applications.
- Search government and SSO (State Sporting Organisation) sites for potential grants and opportunities.

Helpful Skills, Attributes and Knowledge

- Ability to conduct research and gather necessary information.
- Familiarity with grant application processes and requirements is beneficial.
- Proficiency in Microsoft Office or similar software for document preparation.

What to Expect:

- Your assistance will be required during grant application periods, with flexibility to handle additional tasks as needed.

Social Media Publisher

Position: Social Media Publisher

Works With: Social Media Monitor, Marketing Coordinator, Graphic Designer, Photographer, Videographer

Role Summary:

A Social Media Publisher manages the club's social media accounts by searching and creating content that drives engagement with the club's range of members.

Key Responsibilities

- Understand the key social, fundraising and sporting activities that will take place throughout the year and develop strategies to support and promote each activity.
- Create your communication strategy – break it into pre, during and post season strategies and define the information that will be included when and how.
- Review/update the social media policy (code of conduct) and ensure this is provided to the committee for sign off.
- Recruit your social media team (if required).
- Publish social media content throughout the week, during the season.
- Promote club's key activities and events throughout the year,
- Promote sponsors, especially promoting special offers from sponsors.
- Engage with all divisions of the club to ensure their message and stories are being continually promoted and communicated.
- Review the list of people who have access to each of your club's social media sites and amend any access depending on volunteer changes

Helpful Skills, Attributes and Knowledge

- Strong communication skills with the ability to respond to inquiries clearly and professionally.
- Familiarity with social media platforms and their management tools.
- Understanding of how to create engaging content through videos, graphics, etc.

What to Expect:

- Publishing content regularly through club social media/s.
- Monitoring and engagement of comments and direct messages (DMs) from other accounts.
- Review of social media strategies.

Social Media Monitor

Position: Social Media Monitor

Works With: Social Media Coordinator, Marketing Coordinator,
Graphic Designer

Role Summary:

The Social Media Monitor is responsible for overseeing the Club's social media accounts, responding to member inquiries, and ensuring timely and accurate communication. This role requires an understanding of Club operations and the ability to collaborate with Committee members as needed.

Key Responsibilities:

1. Social Media Monitoring:

- Check and monitor the Club's social media accounts.
- Respond to questions and comments posed by members in a timely and professional manner.

2. Information Management:

- Address common queries related to ground closures, registration processes, and volunteering methods.
- Ensure responses are accurate and align with Club policies and procedures.

Helpful Skills, Attributes and Knowledge

- Strong communication skills with the ability to respond to inquiries clearly and professionally.
- Familiarity with social media platforms and their management tools.
- Understanding of Club operations and procedures.
- Ability to work collaboratively with a team.
- Attention to detail and problem-solving skills.

What to Expect:

- Monitoring of social media accounts, with flexibility to address inquiries as they arise.
- Coordination with relevant Committee members as needed for more complex issues.

Graphic Designer

Position: Graphic Designer

Reports to: Social Media Publisher, Marketing Coordinator, Photographer, Videographer

Role Summary:

The Graphic Designer is responsible for creating eye-catching visual content to promote the Club's events, registration products, matches, and fundraising initiatives. This role involves using design suites to produce posters, flyers, and digital graphics. The Graphic Designer will work closely with the Marketing Coordinator, Social Media Publisher and Newsletter Coordinator, to develop and execute an effective marketing strategy.

Key Responsibilities:

1. Design Creation:

- Create visually appealing posters, flyers, and digital graphics for club events, registration products, matches, and fundraising initiatives.
- Utilise design suites (e.g. Adobe Creative Suite, Canva) to produce high-quality assets.

2. Marketing Strategy:

- Contribute to the development of a cohesive marketing strategy by providing creative input and design expertise.
- Ensure that all visual content adheres to brand guidelines and effectively communicates the Club's messaging.

Helpful Skills, Attributes and Knowledge

- Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or Canva.
- Understanding of branding and marketing principles.

What to Expect:

- Ability to manage a fluctuating schedule and deliverables, with pre-season and end of season being peak periods.
- Regular collaboration with the Marketing Coordinator, Social Media Publisher and Newsletter Coordinator

Newsletter Coordinator

Position: Newsletter Coordinator

Works With: Secretary, Marketing Coordinator

Role Summary:

The Newsletter Coordinator is responsible for managing key Club communications throughout the season to keep members fully informed of news, events, and activities. This role involves collaboration with all Committee members to create branded, engaging and informative newsletters.

Key Responsibilities:

1. Content Creation and Management:

- Collaborate with Committee members to gather and curate content for the newsletter.
- Ensure that the content is engaging, informative, and relevant to the Club's members.
- Maintain brand consistency across all communications.

2. Communication:

- Distribute the newsletter to all Club members, life members, and sponsors.
- Identify the club's key events, functions, programs and competitions and ensure essential details are included for newsletter viewers.

Helpful Skills, Attributes and Knowledge

- Strong written communication skills with the ability to create engaging content.
- Experience with email software (e.g. MailChimp).
- Familiarity with website content management systems.

What to Expect:

- Regular communication with Committee members and contribution to newsletters throughout the season will be needed.

Website Administrator

Position: Website Administrator

Works With: Secretary, Marketing Coordinator

Role Summary:

The Website Administrator is responsible for running and maintaining a functional club website. This role involves updating the website with new information or events, promoting participation and volunteerism. The Website Administrator ensures that all brand guidelines are maintained, and the website remains user-friendly and technologically up to date.

Key Responsibilities:

1. Website Updates:

- Regularly update the club website with new information, events, and announcements.
- Promote participation and volunteerism opportunities through the website.
- Ensure all content on the website adheres to brand guidelines.
- Identify any necessary changes or improvements.

2. Website Management

- Ensure the website is user-friendly and technologically current.
- Regularly review if the website is fit for purpose
- Manage the website's domain and hosting subscriptions.

Helpful Skills, Attributes and Knowledge

- Proficiency with website content management systems.
- Basic understanding of web design and usability principles.
- Understanding of the Club's brand and communication guidelines.

What to Expect:

- Provide ongoing website maintenance and updates.
- Annual reviews of the website's design and functionality.

Play HQ Lead

Position: PlayHQ Lead

Works With: Junior Coordinator, Senior Coordinator, Women & Girls Cricket Coordinator, Cricket Blast Coordinator

Position Summary:

Assist club members in developing their proficiency with PlayHQ Admin, PlayHQ eScoring and MyTeams portals.

Key Responsibilities:

1. Member Support:

- Aid club members with PlayHQ-related queries.
- Offer guidance and troubleshooting support for all PlayHQ portals.

2. Platform Proficiency:

- Maintain a thorough understanding of PlayHQ's admin, scorer, and player portals.
- Stay updated on any changes or updates to the PlayHQ platform.

Helpful Skills, Attributes and Knowledge

- Strong proficiency in using the PlayHQ platform and related portals.
- Strong problem-solving abilities and attention to detail.
- Familiarity with cricket club operations and administration is an advantage.

What to Expect:

- Assisting Coordinators with the setting up of registration forms.
- Assisting members with PlayHQ inquiries as required.

Working with Children Check Auditor

Position: Working with Children Check Auditor

Works With: President, Child Safety Officer

Role Summary:

The Working with Children Check Auditor is responsible for ensuring that all Club volunteers who require a Working with Children Check have provided the relevant documentation. This role involves confirming the validity of checks with the Office of Children's Guardian and communicating the status to the Club and the President and/or Child Safety Officer.

Key Responsibilities:

1. Document Collection, Compliance and Verification:

- Ensure that all volunteers requiring a Working with Children Check have submitted their documentation to the Club.
- Review submitted checks for completeness and accuracy.
- Ensure that all Club volunteers remain compliant with relevant regulations.
- Maintain accurate records of all Working with Children Checks and their validity status.

Helpful Skills, Attributes and Knowledge

- Familiarity with Working with Children Check requirements and processes.
- Ability to communicate effectively with Club members and external agencies.
- Proficiency in record-keeping and data management.

What to Expect:

- Regular monitoring and verification of Working with Children Checks.
- Flexibility to handle additional tasks as required to ensure compliance.

In Person Operational Roles

Apparel Officer

Position: Apparel Officer

Works With: Treasurer, Budget Assistant

Role Summary:

The Apparel Officer is responsible for managing the acquisition and distribution of all club apparel, including playing kits and other branded apparel. This role involves maintaining the club store, ensuring correct sizing, distributing apparel, managing returns and inventory of apparel.

Key Responsibilities:

1. Apparel Acquisition and Management:

- Coordinate the acquisition of all club apparel, including playing kits, training gear, and other branded items.
- Work with suppliers to order and restock apparel as needed, ensuring quality and timely delivery.

2. Distribution and Inventory:

- Manage the distribution of apparel and maintain accurate records of items issued to players and members.
- Oversee the return of apparel where applicable.

3. Financial Reporting:

- Track and report all earnings from gear sales to the Treasurer.
- Maintain accurate financial records related to apparel purchases, sales, and inventory.

Helpful Skills, Attributes and Knowledge

- Experience in retail management or online store management is preferred but not essential.
- Ability to manage inventory and coordinate with suppliers.
- Basic understanding of financial reporting.

What to Expect:

- Manage the Club's online store (if applicable) and coordinating apparel distribution.
- Availability to address inquiries related to club apparel as needed.

Canteen Officer

Position: Canteen Officer

Works With: Operations Coordinator, Canteen Attendant, Barbeque Attendant

Role Summary

The Canteen Officer role is to oversee the operations of all food, drink and other items sold at the club's canteen. The Canteen Officer ensures that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

Key Responsibilities

- Assisting on game/ program days
- Train and work with canteen and barbeque volunteers
- Be thoroughly aware of current Food Safety Laws.
- Be responsible for:
 - the ordering and checking of stock deliveries
 - undertaking stock take of food and drinks sold
 - ensuring that all food and drink sold are safely stored
- Establish effective procedures for the canteen's operation.
- Ensure cash till and EFPTOS machine is set up properly each game/ program day
- Maintain accurate and complete records (stock, financial etc).
- Provide reports to the committee as required.

Helpful Skills, Attributes and Knowledge

- Ability to train and work with a range of people
- Have good knowledge and appropriate accreditation (ideal but not required)
- Have prior experience in working a canteen/hospitality

What to Expect:

- Have availability on game and/ or program days for food preparation and serving.

Barbeque Attendant

Position: Barbeque Attendant

Works With: Operations Coordinator, Canteen Officer, Canteen Attendant

Role Summary:

The Barbeque Attendant assists on game and/ or program days by preparing and serving food.

Key Responsibilities:

1. Food Preparation and Serving:

- Prepare and serve barbequed foods as needed

2. Health and Safety:

- Ensure cooked food is held according to food safety standards.
- Follow proper food handling and hygiene practices.
- Clean the barbeque and barbeque utensils before and after use.

3. Customer Service:

- Provide friendly and efficient service to all customers.
- Handle any customer inquiries promptly and courteously.

Helpful Skills, Attributes and Knowledge

- Basic barbeque preparation and cooking skills.
- Knowledge of food safety and hygiene practices.
- Good communication and customer service skills.
- Ability to work in a fast-paced environment.

What to Expect:

- Have availability on game and/ or program days for food preparation and serving.

Canteen Attendant

Position: Canteen Attendant

Works With: Operations Coordinator, Canteen Officer, Barbeque Attendant

Role Summary:

The Canteen Attendant assists on game and/ or program days by preparing and serving food and serving customers. This role involves both food preparation and customer service, as well as ensuring that cooking facilities are maintained at a food-safe level and cleaned at the end of each day used.

Key Responsibilities:

2. Food Preparation and Serving:

- Prepare and serve food in a hygienic manner.

3. Health and Safety:

- Ensure all cooking facilities are kept at a food-safe level.
- Follow proper food handling and hygiene practices.
- Clean all cooking facilities at the end of each day used.

4. Customer Service:

- Provide friendly and efficient service to all customers.
- Handle any customer inquiries or issues promptly and courteously.

Helpful Skills, Attributes and Knowledge

- Basic cooking and food preparation skills.
- Knowledge of food safety and hygiene practices.
- Good communication and customer service skills.
- Cash handling experience beneficial but not essential.

What to Expect:

- Have availability on game and/or program days

Flyer Distributor

Position: Flyer Distributor

Works With: Marketing Coordinator, Graphic Designer, Social Media Publisher

Role Summary:

The Flyer Distributor is responsible for distributing marketing flyers generated by the Club to promote registrations and volunteer opportunities. This role involves both online and in-person distribution in various community areas to ensure maximum reach and engagement.

Key Responsibilities:

1. Distribution of Flyers:

- Distribute marketing flyers across local community areas, including schools, major foot traffic areas, and local noticeboards.
- Share digital flyers on online platforms such as local community pages, and the Club's website.

2. Printing and Preparation:

- Ensure enough flyers are printed and prepared for distribution.
- Manage the printing process and maintain a stock of flyers as needed.

3. Community Engagement:

- Identify and approach potential distribution sites and online groups to increase flyer visibility.
- Build relationships with community representatives to facilitate flyer placement.

Helpful Skills, Attributes and Knowledge

- Good communication skills for interacting with community representatives and online groups.
- Basic graphic design skills for creating or modifying flyers (optional but beneficial).
- Familiarity with local community groups and online platforms is a plus.

What to Expect:

- You'll have flexibility to manage distribution schedules and tasks as required.
- Ongoing distribution efforts with periodic reporting to the Marketing Coordinator.

Fundraising Assistant

Position: Fundraising Assistant

Works With: Commercial Coordinator, Treasurer

Role Summary:

The Fundraising Assistant is responsible assisting the Commercial Coordinator in all fundraising initiatives. The main task in this role is help in developing, planning and executing fundraiser events/ activities throughout the year.

Key Responsibilities:

1. Planning and Organisation:

- Develop strategic fundraising events and activities.
- Establish a fundraising calendar for all events/activities.
- Promote the above to all members of the club, sponsors and the public.

2. Execution:

- Helping with the delivery of the events and/or activities.
- Help the coordinator in the collection of donations (both digital and physical payments) and ensure all funds goes into the correct bank account.
- Handle any issues that arise during the events/activities.

Helpful Skills, Attributes and Knowledge

- Experience in event planning and management.
- Ability to identify opportunities for additional revenue streams.

What to Expect:

- Availability to plan, participate and attend club fundraisers throughout the year.
- Flexibility to handle additional tasks as required to support operations.

Equipment Coordinator

Position: Equipment Coordinator

Works With: Treasurer

Role Summary:

The Equipment Coordinator is responsible for managing and distributing cricket equipment to teams, ensuring that all necessary gear is available and in good condition. They oversee the inventory, distribution, and return of equipment at the end of the season, and handle any inquiries related to damaged or lost items.

Key Responsibilities:

1. Equipment Management:

- Ensure all teams have the necessary equipment, including balls, stumps, bats, helmets, pads and other equipment as necessary.
- Distribute equipment into team kits and maintain accurate inventory records.

2. Distribution and Tracking:

- Log each team manager and/ or captain as responsible for returning the equipment at the end of the season.
- Coordinate with team managers and/ or captains to ensure timely and complete return of equipment.

3. Condition Monitoring:

- Inspect all returned equipment for damage or wear.
- Report any damaged or lost equipment to the Club and arrange for repairs or replacements as needed.

Helpful Skills, Attributes and Knowledge

- Good communication skills for coordinating with team managers and reporting issues.
- Basic understanding of cricket equipment and its maintenance.
- Attention to detail for accurate inventory management.

What to Expect:

- Equipment distribution during preseason and tracking throughout the season.
- Managing end of the season equipment return, inspection, and preparation for the next season.

Events Coordinator

Position: Events Coordinator

Works With: President, Events Officer, Committee Members, Social Media Publicists

Role Summary

The role of the Events Coordinator is to coordinate the social activities of the Club.

Key Responsibilities

- Review Club events and functions held the previous year and develop recommendations for the current year and submit to the Committee for approval.
- Coordinate all social events and functions for the Club and set up a sub-committee to assist if required.
- Arrange all necessary permits, registrations and approvals for social events as required.
- Promote all social events and functions on the Club website, social media pages, newsletter, etc.
- Promote all social events and functions to Club members and encourage them to gain support from their family and friends.
- Act as the main contact for all Club social events and functions.
- Ensure all materials required for the events and functions are ordered and available.
- Supervise the collection of all monies and submit to Treasurer.
- Keep accurate records of monies received and spent for all social event and function activities.

Helpful Skills, Attributes and Knowledge

- Experience in event planning and management.
- Strong communication skills, particularly with internal persons responsible for club communications.

What to Expect:

- Availability to plan, participate and attend club events throughout the year.
- Peak and off-peak times. Peak times being end of season, preparing for end of season events and other times as advised by committee.

Events Officer

Position: Events Officer

Works With: Events Coordinator

Role Summary:

The Events Officer is responsible for assisting in the organisation of Club events. Working with the Events Coordinator, tasks will include event planning, executing and evaluation as well as liaising with Committee members and volunteers to ensure smooth and effective events.

Key Responsibilities:

1. Event Planning and Organisation:

- Develop run sheets for each event to ensure smooth operations.
- Plan and arrange catering and drinks when necessary.
- Ensure the event adheres to safety requirements, child safety policies and provides safety apparel and equipment to attendees where necessary.
- Coordinate necessary staff and volunteers to deliver events.

2. Event Execution:

- Oversee the setup, execution, and pack-down of events.
- Handle any issues that arise during the event promptly and efficiently.

Helpful Skills, Attributes and Knowledge

- Experience in event planning and management.

What to Expect:

- You'll have availability to plan and attend Club events throughout the year.
- Flexibility to handle additional tasks as required to support event operations.

First Aid Officer

Position: First Aid Officer

Works With: Operations Coordinator, Child Safety Officer

Role Summary:

The First Aid Officer ensures a safe environment for players by providing immediate first aid care, overseeing first aid protocols and serve as the point of contact for first aid-related questions and concerns.

Key Responsibilities:

1. First Aid Management:

- Provide immediate first aid care for players during matches and Club events.
- Be familiar with the Club's first aid equipment and resources and ensure all are in working order.
- Ensure Ambulance access areas are always kept clear and gate keys are readily available.
- Ensure familiarity with Cricket NSW concussion and heat stress protocols to respond effectively to injuries.

2. Injury Record Keeping:

- Maintain accurate records of major injuries and concussions, treatment administered and any follow up actions.

3. Communication and Reporting:

- Serve as the primary contact for any first aid-related questions from participants and parents.
- Communicate with Club Committee members and the Association regarding any severe injuries or incidents that occurred during matches.

Helpful Skills, Attributes and Knowledge

- Current first aid certification and training.
- Understanding of Cricket NSW concussion and heat stress protocols.
- Hold a valid Working with Children Check.

What to Expect:

- Your presence at necessary matches and Club events to provide first aid support.
- Ongoing management of first aid training and record-keeping as required.

Ground Officer

Position: Ground Officer

Works with: Operations Coordinator, Ground Assistant, First Aid Officer

Role Summary:

The Ground Officer is responsible for ensuring that all grounds are safe and properly set up for use on game days. This includes checking for safety hazards, setting up necessary equipment, and communicating with the Ground & Facilities Coordinator.

Key Responsibilities:

1. Pre-Game Inspection:

- Arrive early on game day to inspect the grounds.
- Ensure the grounds are playable and there is no debris.
- Check for and report any damage to the ground (e.g. holes, tire marks).

2. Field Setup:

- Set up the field with boundaries.
- Set up portable sunshades and any other ground-specific equipment.

Helpful Skills, Attributes and Knowledge

- Basic understanding of field setup and safety standards.
- Ability to work early hours and be punctual.

What to Expect:

- Arrival on game days will be early for pre-game inspection and setup.
- Flexibility to address any issues that arise during inspection.

Ground Assistant

Position: Ground Assistant

Works with: Operations Coordinator, Ground Officer

Role Summary:

The Ground Assistant is responsible for ensuring that the ground and facilities are left in the same condition as they were found. This includes removing all equipment and rubbish after the day's play and ensuring all items are properly stored.

Key Responsibilities:

1. Post-Game Cleanup:

- Ensure all equipment is removed from the ground and facilities after the day's play.
- Collect and bring in all boundary markers, stumps, and run-up markers.
- Remove any rubbish from the ground and facilities.

2. Equipment Storage:

- Properly store all equipment used during the game day.
- Ensure that all items are accounted for and securely stored.

3. Ground Restoration:

- Ensure that the ground is left in the same condition as it was found.
- Report any damage or issues to the Ground Officer.

Helpful Skills, Attributes and Knowledge

- Ability to work efficiently and ensure timely cleanup.
- Physical ability to handle and move equipment.

What to Expect:

- Post-game responsibilities to ensure the ground is properly cleaned and restored.
- Flexibility to handle additional tasks as required to support ground maintenance.

Photographer

Position: Photographer

Works With: Marketing Coordinator, Graphic Designer, Videographer, Social Media Publisher

Role Summary:

The Photographer is responsible for capturing high-quality photos of matches and other Club events to be used for promotional purposes, social media content, and archival documentation.

Key Responsibilities:

1. Content Capture:

- Attend matches and Club events to photograph and film gameplay, player interactions, and other relevant moments.
- Capture a variety of teams to reflect the diversity and inclusivity of the Club.

2. Social Media and Promotional Content:

- Provide high-quality images for use on social media platforms, promotional materials, and the Club's website.
- Ensure that content highlights the enjoyment and engagement of players to attract new registrations.

Helpful Skills, Attributes and Knowledge

- Proficiency in photography equipment and editing software (e.g. Adobe Photoshop, Adobe Premiere Pro).
- Ability to capture dynamic and engaging images and videos.
- Understanding of Child Safeguarding Policies and possession of a valid Working with Children's Check.

What to Expect:

- Attending matches and Club events (as scheduled).
- Flexibility to provide edited content in a timely manner for promotional use.

Videographer

Position: Videographer

Works With: Marketing Coordinator, Graphic Designer, Photographer

Role Summary:

The Videographer is responsible for capturing high-quality videos of matches and other Club events to be used for promotional purposes, social media content, and archival documentation. The role involves showcasing the fun and excitement of games and representing the diverse range of offerings within the Club.

Key Responsibilities:

1. Content Capture:

- Attend matches and Club events to film gameplay, player interactions, and other relevant moments.
- Capture a variety of teams to reflect the diversity and inclusivity of the Club.

2. Social Media and Promotional Content:

- Provide high-quality videos for use on social media platforms, promotional materials, and the Club's website.
- Ensure that content highlights the enjoyment and engagement of players to attract new registrations.

Helpful Skills, Attributes and Knowledge

- Proficiency in videography equipment and editing software (e.g. Adobe Premiere Pro, FinalCut Pro).
- Ability to capture dynamic and engaging videos.
- Understanding of Child Safeguarding Policies and possession of a valid Working with Children's Check.

What to Expect:

- You should attend matches and Club events (as scheduled).
- Flexibility to provide edited content in a timely manner for promotional use

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Appendix

Figure 1- Club Structure – Junior and Senior Club

