

# JUNIOR REPRESENTATIVE CRICKET COORDINATOR

**Role:** Is responsible for the organization and administration of Junior Representative Activities, working collaboratively and inclusively with players, parents, team officials, Clubs, Junior Rep Committee, Junior Management Committee, and Junior Cricket Manager.

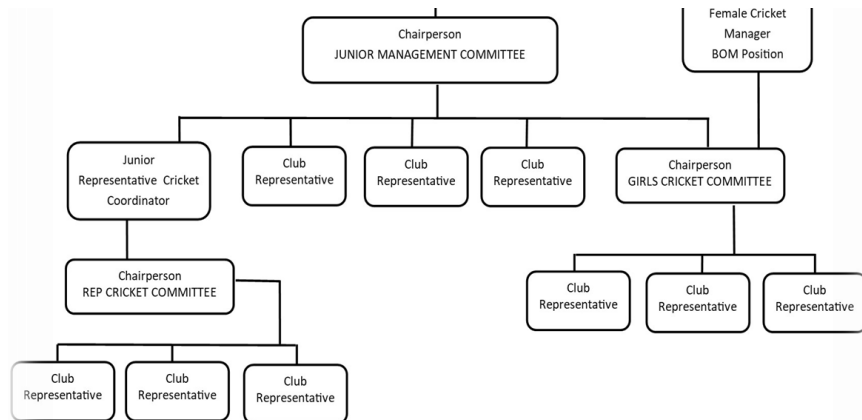
**Position:** WGCA Committee

**Reports To:** WGCA Junior Cricket Manager and Junior Management Committee

**Requirements:**

- \* Current Victorian WWCC [Essential]
- \* Current Victorian Police Check [Optional]
- \* Community Coach Accreditation [Desirable]

## JUNIOR STRUCTURE



## DESIRED SKILLS

- Excellent communication and listening skills.
- Well-developed reporting and organizational skills.
- Positive and Proactive attitude.
- Knowledge of cricket skills - technical and tactical.
- Ability to analyze, study, plan and asses player skills.
- Must be able to maintain Confidentiality.
- Ability to interact with players, parents, coaches, and club officials.
- Ability to interact with WGCA officials, other Association officials and CV Cricket Manager - South East
- Competent computer skills with Microsoft and Social Media applications.
- Must be able to communicate by phone, email, and online meetings.
- Understanding of injury prevention, care and management.

## KEY ROLES & RESPONSIBILITIES

1. **Establish and Facilitate Junior Rep Cricket Committee as per Constitution 8.8.4 Sub-Committees**
  - Schedule and chair Junior Rep Committee Meetings– As required
  - Report summary of JRC Meetings including recommendations to the Junior Management Committee
2. **Conduct Junior Rep Cricket business in accordance with Constitution C9.5– Junior Rep Cricket Committee**
  - Advertising for Rep Coaches and recommend suitable nominations



- Facilitate player invitations and club nominations
  - Review and analyze player statistics previous seasons
  - Communicate relevant information and updates to JMC, Teams, Team Officials, Cubs and Parents
  - Coordinate Tryouts, Ground Availability, Squad/Team Selection and Training
  - Coordinate uniforms and fees.
  - Liaise with Coaches/Team Managers and Club Junior Coordinators
  - Provide clear instruction and feedback to Coaches and Team Managers
  - Communicate Rep Cricket Policies and uphold WGCA values with Rep Teams and Officials
  - Facilitate coach development and Team Managers and Scorers Skills
  - Facilitate interleague/training matches
    - Organize matches, date, times, venues and catering
  - Coordinate Teams VMCU Carnival/Other Carnivals
    - Team Nomination Submission
    - Procure Venues and catering
    - Attend Carnival Operation Meeting
    - Distribute Information Packs
- 3. Meet throughout the year as required and report to: -**
- Junior Management Committee Meetings - Approximately 5-6 per year
  - Junior Coordinator Meetings - Approximately 3-4 per year

## CODES OF BEHAVIOUR

- You shall exercise your powers and discharge your duties: -
  - With reasonable care and diligence
  - In good faith in the best interest of the WGCA
  - For proper purpose
- It is your duty to comply with the WGCA's policies and procedures which set out governance standards and manage risks for our association. You are responsible for being aware of and complying with all policies and procedures.

## CHILD SAFETY

- It is your duty to comply with CA Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you will be committed to protecting and prioritizing the safety of children.
- We require all applicants to undergo background checks and screening prior to or during any appointment
  - \* WWCC Validation
  - \* Referee Check
  - \* Members Protection Declaration
  - \* Prohibited Person Declaration
  - \* Looking After Our Kids Acknowledgement Form
  - \* Complete Play By The Rules Online Child Protection Course

## ACKNOWLEDGEMENT

The list of key roles and responsibilities herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.

## RESOURCES

WGCA Constitution, Playing Rules, By-Laws and Policies  
Australian Crickets Policy Safeguarding Our Kids & Young People  
Well Played  
Play by the Rules

[www.community.cricket.com.au](http://www.community.cricket.com.au)

[www.cricketvictoria.com.au](http://www.cricketvictoria.com.au)

[www.playcricket.com.au](http://www.playcricket.com.au)

[www.ausport.gov.au](http://www.ausport.gov.au)

**DOCUMENT ADOPTED**

Version 2

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