

## DVCA Girls Representative Cricket & Winter Academy Coordinator - Roles & Responsibilities

No.	Key Areas
(i)	<p><b>Executive Tasks</b></p> <ol style="list-style-type: none"> <li>1. Responsible for and overseeing the DVCA Girls Representative Cricket competition &amp; Winter Academy in conjunction with the DVCA Executive</li> <li>2. Collate recommendations, outcomes &amp; reports for Girls Representative Cricket &amp; Winter Academy</li> <li>3. Prepare reports as required, including regular progress reports, updates from coach's meetings, performance at VMCU Carnival, post Carnival review and DVCA Executive meeting reports</li> <li>4. Coordinate meetings and forums as required</li> <li>5. Act as a spokesperson for DVCA Girls Representative Cricket &amp; Winter Academy</li> <li>6. Liaise with DVCA Boys Representative Cricket Coordinator as required</li> </ol>
(ii)	<p><b>Meetings</b></p> <ol style="list-style-type: none"> <li>1. Attend meetings relating to representative cricket as required, including coaches, parents, players and other stakeholders such as the VMCU, Cricket Victoria, other Associations</li> <li>2. Attend Junior Executive Committee (JEC) meetings</li> <li>3. Attend DVCA Executive meetings</li> </ol>
(iii)	<p><b>Competition Management</b></p> <ol style="list-style-type: none"> <li>1. Communicate and correspond (email, phone calls) with DVCA Executive on Girls Representative Cricket &amp; Winter Academy</li> <li>2. Communicate and correspond with all DVCA Clubs on Girls Representative Cricket &amp; Winter Academy</li> <li>3. Responsible for girls' representative competition on Competition Management Platform (PlayHQ)</li> <li>4. Responsible for the sizing and ordering of player uniforms</li> <li>5. Consult with Kookaburra for equipment requirements</li> <li>6. Organise ground nominations by liaising with the DVCA Operations Manager and VMCU Carnival manager</li> <li>7. Consult with Umpire's Association for umpire appointments for the VMCU Carnival</li> </ol>
(iv)	<p><b>Administration</b></p> <p><b>Winter Academy</b></p> <ul style="list-style-type: none"> <li>• Select Coaches for Winter Academy in conjunction with the DVCA Executive</li> <li>• Develop and provide an 5-week program for attendees and coaches for the Winter Academy including providing a budget, communication regarding offers, organising the collection of fees, coordinating coaches &amp; players, organising guest appearances through Cricket Victoria &amp; consultation with players and parents.</li> </ul> <p><b>Girls Representative Cricket</b></p> <ul style="list-style-type: none"> <li>• Disseminate information to major stakeholders regarding Representative cricket; trials and Carnival details for the VMCU</li> <li>• Appoint coaches for the VMCU Carnival in conjunction with a selection panel confirmed by the DVCA Executive</li> <li>• Oversee the coordination of the Girls Representative Cricket program including player invitations to trials, organising venues &amp; net selectors, selecting squads in conjunction with coaches, providing round offers, organising practice matches, communicating with parents, coordinating umpires, collection of Kookaburra equipment and organising player uniforms</li> <li>• Participation in the VMCU carnival including ground nominations, finalising teams, providing team information to VMCU, organising equipment as required, communicating with players and</li> </ul>

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parents regarding selections, organising the uniform/cap presentation evening, completing required actions on the competition management platform (PlayHQ)

- Communicate results and outstanding performances on Facebook throughout the VMCU carnival including providing an update to the DVCA Executive & the JEC and organising the post Carnival review meeting with coaches

### **Delivery of Program – Coaching**

- Develop and deliver an elite coaching program in Winter Academy sessions for 12 to 16 year old Girls over 5 weeks and provide guidance to coaches when required
- Participate and oversee Representative Cricket trials for Girls U12, U14 & U17
- As required, attend Winter Academy sessions, trial games, practice matches & attend and observe games during the VMCU Carnival

### **(v) Qualifications & Skills**

1. Cricket Australia Coaching Accreditation Level 1 minimum, Level 2 preferred.
2. Valid Working with Children Check
3. Computer literacy, including knowledge of Microsoft office applications
4. Excellent communication skills both verbal and written (email, phone)
5. Strong organisational skills and the ability to adapt to a change in circumstances or events
6. Strong leadership skills and capability to review and develop programs

Remuneration \$5000 per Season