



Manager - Senior Mens Representative Team Job Description

Position Overview:

The Hamilton Cricket Association (HCA) is seeking a dynamic and organised manager for our senior men's representative team. The manager's role is to make all the necessary arrangements for the effective running of the team as well as assisting the team coach in preparation for matches. The manager will create a positive team environment which ensures all parties are able to represent Hamilton Cricket with credit.

Report to: Hamilton Cricket Association Chair.

Responsibilities:

Season Preparation:

- Make the necessary arrangements for practice sessions.
- Ensure effective communication is established with all players and parties involved.
- Actively seek sponsorship opportunities for the team.

Season Responsibilities:

- Be responsible for issuing all gear to players and the and returning of the returnable kit in a laundered state.
- Ensure all players are aware of travel arrangements and meeting times.
- Ensure all players have appropriate PlayHQ details entered.
- Assist the team coach at matches and provide coaching assistance as required.
- Ensure that all electronic and manual team reports are submitted.
- Be responsible for off field discipline and conduct eg dress, language, general behaviour.
- Attend all after-match functions and ensure the appropriate thanks and speeches are made.
- Arrange medical attention as required.
- To work within a budget. For authorised expenses, to submit receipts to HCA for reimbursement. Note that any unauthorised spending with not be reimbursed.
- For home matches:
 - Arrange the unlocking and setting up of all facilities and clubrooms.
 - Liaise with catering manager regarding all requirements.
 - Set up sponsorship signage as required.
- For away matches:
 - Confirm all accommodation and transport bookings 1 week prior.
 - Organise meals within authorised allowance and submit receipts to HCA.

Post Season Responsibilities:

- Collect all returnable gear and arrange for its return to HCA within 2 weeks of the season ending.