



Position Description - CJCA Year 6 (2019) Grade Manager

The role of CJCA Year 6 (2019) Grade Manager is a voluntary role on the Executive of the CJCA. The Executive meet 9 times per annum. Executive Papers are circulated prior to each meeting and should be read in advance.

Commitment Required

Whilst it is difficult to give an exact estimate a Grade Coordinators role takes around 4 - 5 hours per month including attendance at the Executive meetings. As we are a Summer sport this time is longer in the Summer months.

Functional Relationships

- President and Executive of CJCA
- General Manager CJCA
- General Manager Community Cricket
- Co-opted Coaches and Managers of Tournament teams

The position of Year 6 (2019) Grade Coordinator also includes the participation of the individual at an Executive level. Primarily this is at an operational level assisting the Executive to discuss, investigate and decide on day to day operational issues as presented by the General Manager.

There will also be some requirement to participate in the setting of strategy for the future as well as some governance.

KEY TASKS

The key tasks as outline for the position are;

- Be a advocate for the development of cricket in Christchurch.
- Continually strive to improve the pathway for junior players into youth cricket.
- Assist the GM of CJCA in the setting, reviewing and defining of grade conditions to meet Age & Stage appropriate formats.
- Organisation of player team selections for Spring and Summer activation events each year.
- Appointment of Volunteer Coaches/Managers for Spring and Summer activations.
- Manage gear requirements for activations.
- Liaison and contact point for coaches and clubs regarding Year 6 (2019) cricket promotion and activities and subsequent years as these players move through Years 7 & 8.
- Assist GM of CJCA in the preparation for the Winter Training programme for the managers year group in line with current winter training objectives.

Qualities

People Management

In order for each Year group to function well the grade manager would need to assemble a group of Coaches and Manager around them to assist the teams move through the CJCA pathway from Summer Year 6 2019 through to Spring Year 8 2021 culminating with the SIPST of 2022. It is vital that relationships are maintained and developed so that players in the full range of teams that are established receive adequate support throughout their CJCA experience. When each year group splits into Development and Emerging groupings it is vital equal importance is placed on valuing all teams.

As each year group progresses selections may result in the questioning of the placement of players – the maintaining of good assessment records and a sound process of consultation amongst identified coaches is needed to ensure the process to establish teams is robust. The constant pre-tournament assessing and review of performances within tournaments and events should ensure the process has credibility.

Experience

Whilst we do not require a tertiary qualification a passion for cricket is important and ideally some experience in sport administration is desired.

Basic skills in Excel spreadsheets would also be advantageous.

As a volunteer the role is highly rewarding and a great opportunity to meet new people and participate in the growth and development of Year 6 (2019) cricket and subsequent years.

An integral part of the role is that the successful applicant will need to undertake The Vulnerable Children's online module, complete a police vetting process, and the completion of the Sport New Zealand Governance 101 course. In total this will take 4-5 hours on online learning.

Should the applicant also wish to undertake a coaching role a valid NZ Cricket Coaching qualification should be maintained during the period in the role.

It is not necessary that the applicant wish to initially take a Coaching role and sitting above the coaches and managers needed to adequately assist the teams could be the most effective structure.

Applications should be forwarded to the General Manager CJCA by Friday the 30th of November 2018.

The role would commence with arrangements for the Summer Tournament of 2019 which has player assessments set down for Sunday the 10th of February 2019 followed by the event on 24th of February and the 3rd & 10th of March 2019.

In the first year 6 tournament for this intake up to 10 even teams will be selected with assessments aiming to establish an assessment baseline for the players and ensure an even distribution of player types i.e. keepers/spinners.