



GISBORNE DRAGONS CC

MANAGEMENT POSITION RESPONSIBILITIES:

The following job descriptions should only be viewed as a guide and responsibilities can be amended or added to as the role evolves.

PRESIDENT:

- chair meetings
- responsible for each Management Team Officer
- oversee all targets and performance goals
- keep updated on all actions of Officers
- Club representative to the Shire and Community groups
- Club representative to the GDCA and other Association matters
- Club representative to the Gisborne Sporting Association
- research and development into:
 - Club I/T such as Web Page, Internet, use of Emails
 - professional licensed club
 - Club expansion (members, facilities, grounds, future direction)
 - Club investment opportunities
- be the figurehead
- establish a continual 5 year plus future club direction plan

MANAGEMENT TEAM

ADMINISTRATION:

- recording minutes of all meetings
- collecting and distributing all inward/outward correspondence
- filing and security of all Club documents and correspondence
- producing outward correspondence for other Management Team Officers and/or retaining copies of correspondence created by other Officers
- post and email coordination of all minutes and agendas
- recording contact details for all members and necessary associates
- organisation of Club stationery, photocopying, printing.

HUMAN RESOURCES:

- coaching panel and training programs
- player registration
- player recruitment
- selection committee
- player fitness
- player and member code of conduct

- player grievance officer
- player insurance needs

FINANCE:

- responsible for Social Coordinator and Marketing Officer
- Club financial targets / budgets
- Set membership structure and annual fees
- Cost control and effectiveness
- Monthly profit and loss statements and reporting
- Stock control / inventory / monthly stocktakes
- Cash flow projections
- Membership control and receipts
- Club insurance - Public Liability and Player personal accident
- External Club auditing

Social Coordinator:

- bar management
- bar stock control
- ordering and inventory control
- cash handling
- kitchen, meals and BBQ activities
- fundraising through raffles, drives, club member activities, outside opportunities
- player end of season trip fund

Membership Officer:

- Club sponsorship
- Advertising
- Media and press liaison
- Community liaison
- Player clothing and uniforms
- Club history and archiving
- Newsletter production

OPERATIONS:

- Shire liaison
- Ground management – bookings, maintenance
- Clubroom maintenance
- Equipment control, purchasing and maintenance
- Training facilities maintenance
- Scoreboards maintenance
- Security and safety with all club facilities and equipment
- Establish “Good Sports Healthy Club” program
- Club Uniforms

JUNIORS:

- Oversee all Junior Team managers
- Appoint all Junior Coaches
- Assist with setting guidelines for team selections for each age group
- Liaise with VCA Regional Cricket Manager
- Junior Development – Pathway Programs & Rep teams
- Oversee Milo Have a Go program
- Local Primary and Secondary School liaison / links
- Coach Accreditation
- Delegate to GDJCA
- Establish a GDJCA U/10 competition
- Chair Junior Committee
- Junior coaches, players and parents code of behaviour
- Junior player disputes and grievances
- Parent liaison

WOMENS:

- delegate to VWCA meetings
- appoint Coaches for Open age and Junior teams
- appoint Captains and selectors for Open age teams
- appoint Team Mgrs for each (preferably parents)
- set guidelines for team selections
- establish a player and parents code of behaviour
- establish links with local Primary and Secondary schools and colleges
- promote player development with representative opportunities
- link to Milo Have a Go program for participating girls
- establish a GDJCA girls competition at U/13 and U/17

It is the responsibility of all Officers to appoint assistants and delegates where necessary, with guidance from the Management Team and President.