MyCricket Administrator

The MyCricket Administrator is responsible for managing users of MyCricket, Match day management, player registration, insurance, transfers and clearances and general stats

Responsibilities

* Child Safety Policy
	+ Upload signed documents to club website so that all your members and beyond can easily access them.
	+ Update registration forms to acknowledge that you endorse the Australian Cricket Looking After Our Kids Code of Behaviour and Policy for Safeguarding Children and Young People.
* Managing Users
	+ Set up user roles for club volunteers as required
	+ Maintain or change User roles as required
* Communication
	+ Marking records as deceased.
	+ Set up club for messaging, SMS and email.
	+ Register club to receive club based notifications.
	+ Set up emails for specific teams.
* Match Day Management
	+ Selecting Junior Coach for teams.
	+ Set up and teach how to enter scores, full opposition scorecards.
	+ Select Players Correctly.
* Player Registration
	+ Setting up online registration forms.
	+ Registering a transferred player.
* Insurance
	+ Register club for the National Club Risk Protection Programme JLT insurance).
* Stats and General Information
	+ Update organisation details.
	+ Customise the MyCricket Public site for club.
	+ Entering Historical data.
	+ Managing votes and awards.
* Transfers and Clearances-
	+ Manage and submit transfer of players, clearances and permits.

You can find support for all of these administration tasks [here](https://mycricketsupport.cricket.com.au/hc/en-us/categories/201962803-Club-Administrator)

Essential Skills and requirements

* Strong Understanding of IT
* Communicate effectively and possess good interpersonal skills
* Good at Maintaining confidentiality.

**End of Year Hand Over**

**Updating key documents**

At the end of each year the MyCricket Administrator should review and revise their position description to ensure it continues to reflect the requirements of the role.

**Induction of the incoming MyCricket Administrator**

Important to train, mentor and support the incoming MyCricket administrator. Make sure all the relevant passwords are passed on.

**The estimated time commitment required as the MyCricket Administrator is 2 hours per week.**