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.**