Operations Calendar

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| May | | **Responsible** |
| Week 1 | | |
| Audit of club accounts | Send required documentation to independent auditor as identified at last AGM | Treasurer |
| Annual Report completed |  | Secretary |
| Promote AGM | Ensure quorum will be present. Check constitution for % of members required. | Secretary,  Administrator |
| Update historic information | Website links and pages  MyCricket Honour Board | Webmaster/ Administrator |
| Week 2 | | |
| Committee meeting | Season Review incl. survey results  Assess recommendation for coaches  Identify potential volunteers for key roles incl.   * Coach & Sports Manager * [Council Liason](https://sportscommunity.com.au/wp-content/uploads/2017/07/Council-Liasion-Officer.doc) * Junior Coordinator * [Uniform & Merchandise Coordinator](https://sportscommunity.com.au/wp-content/uploads/2017/07/Clothing-apparel-and-merchandise-coordinator.doc) * [Child Safety Officer](https://www.cricketaustralia.com.au/about/safeguarding/-/media/200BBA6722574DA5B9BF7BFA4C2AFFC7.ashx) | Committee |
| Print AGM documents | Annual Report, Agenda, Previous minutes | Secretary |
| Finalise voting procedures for AGM | Check constitution and prepare any materials required | Secretary |
| Feedback to coaches | Include survey results | Coaches & Sports Manager |
| Week 3 | | |
| Association Rule change meeting/voting | As per association requirements | Delegate |
| [AGM](https://sportscommunity.com.au/club-member-category/running-effective-committee-and-agms/) | As per Incorporations Act/[Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-not-for-profits) (CAV) requirements  Promote Volunteer Dream List and call for nominations  Announce any planned changes to memberships | President,  Secretary |
| [Strategy workshop](https://sportscommunity.com.au/club-member/information-for-presidents-and-committees/president-all-resources/) (if due for renewal) | After AGM  Ensure all stakeholders invited  Consider utilising external facilitator | President |
| Week 4 | | |
| Submit Annual Statement | Setup Club ‘myCAV’ portal  Lodge Annual Report via [myCAV](http://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/mycav-for-incorporated-associations) | Secretary |
| Notification of new Secretary | [Via CAV](https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/mycav-for-incorporated-associations), if applicable | Secretary |
| Lodge constitution changes | [Via CAV](https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/mycav-for-incorporated-associations), if applicable | Secretary |
| Distribute AGM minutes |  | Secretary |
| Newsletter | AGM updates including new committee members, Strategy workshop review, promote Volunteer Dream List with request for nominations, June Sponsor Drive | Editor |
| Contact Uniform Supplier | Confirm supplier has all required logos and information, check timeframes for ordering and delivery, investigate online store capability | Uniform Coordinator |
| Player Recruitment Strategy |  | Coaches & Sports Manager,  Coaches |
| Book pre-season venues |  | Coaches |
| Update MyCricket and website | Contacts, constitution (if relevant) etc. | Administrator, webmaster |

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| June | | **Responsible** |
| Week 1 | | |
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| Week 2 | | |
| Committee Induction & Planning Day | As per Committee Induction Pack  Set committee meeting dates for year  Set dates for agenda, reports & minutes  Conduct audit of Working With Children (WWCC)  Strategy Draft (if being renewed)   * Utilise [workshop](https://sportscommunity.com.au/club-member/information-for-presidents-and-committees/president-all-resources/)   Strategy review (if ongoing)   * Based on season review | Committee |
| Week 3 | | |
| Review access to key online areas | Banking, MyCricket, Email, myCAV, Social Media, Website.  Remove old volunteers and add new | Treasurer,  Administrator,  Webmaster,  Comms Coordinator |
| Update honour boards |  | Administrator |
| Sponsorship Drive | Approach potential new sponsors with support from whole club. Promote tax benefits | Sponsor Coord, all |
| Week 4 | | |
| Identify all volunteer roles | Update existing & [create missing PDs](https://www.community.cricket.com.au/clubs/running-your-club/volunteers/volunteer-job-descriptions)  [Recruitment/Management Plan](https://www.community.cricket.com.au/clubs/running-your-club/volunteers/volunteer-management) | Volunteer coordinator |
| Pre-season training program | Finalise for committee review | Head Coach |
| Meet with Regional Cricket Victoria Staff | Recruitment ideas  Opportunities for Collaboration  CV Resources | President,  Junior, Coaches & Sports Manager |
| Develop Junior Committee Plan | For committee review | Junior |

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| July | | **Responsible** |
| Week 1 | | |
| Review Coaching Accreditation | [Arrange courses](http://community.cricket.com.au/coach) for unaccredited and those requiring upgrade  Actively seek [opportunities for female coaches](https://www.community.cricket.com.au/clubs/running-your-club/a-sport-for-all/women-in-cricket-development-program) | Coaches & Sports Manager |
| Budget and Cash Flow Projection | Finalise for committee approval | Treasurer |
| Identify grants to apply for | Check [Cricket Victoria](http://www.cricketvictoria.com.au/support/grants), [Victorian Government](http://www.vic.gov.au/grants.html) and Local Council | Fundraising |
| Book preseason training venue/s | Indoor centre bookings  Council casual booking for outdoor facility | Coaches & Sports Manager |
| Review Inclusiveness | Investigate opportunities for assessment/training/support as required.  Create/update welcoming club video | Welcoming Officer, comms |
| Week 2 | | |
| Committee meeting | Approve preseason training program  Approve Junior Committee plan  Reappoint, or identify new, Child Safety Officer and/or MPIO  Reconfirm commitment to Child Safety policy and documents  Ensure accounting system set for year & Treasurer trained  Approve Budget and Cash Flow Projection  Review fee structure based on budget and season review  [Review Policies](https://www.community.cricket.com.au/clubs/running-your-club/insurance-and-policies) | Committee |
| Affiliation with associations | Identify what teams and competitions will be entered  Complete paperwork and payment | Coaches & Sports Manager,  Administrator |
| Week 3 | | |
| Communication plan | Finalise for committee review  Include website content, newsletter dates, social media content | Comms Coordinator |
| Renew [CA/JLT National Club Risk Protection Program](https://www.community.cricket.com.au/clubs/running-your-club/insurance-and-policies/national-club-risk-protection-program) | Via MyCricket  Download Certificate of Currency | Administrator |
| Prepare uniform/merchandise | Set up online store/ submit club uniform/merchandise order | Uniform coordinator,  Webmaster |
| Equipment audit | Repair and replace as necessary | Equipment Coordinator |
| Confirm Patron | Approach potential candidate/s for “Patron” to confirm support | President |
| Australian Sports Foundation | Create/update account | Fundraising |
| Week 4 | | |
| Plan Club Registration/Come’n’try Day | Confirm details and assign tasks. | Junior Coordinator, |
| Council meeting | Playing and training facilities for season  Opportunities for collaboration | Council liaison |
| Sign up for junior programs | Woolworths Cricket Blast   * [Junior Blaster](https://www.playcricket.com.au/junior/cricketblast-juniorblasters) * [Master Blaster](https://www.playcricket.com.au/junior/cricketblast-masterblasters) | Junior |
| Set up/update [playcricket.com.au](http://www.playcricket.com.au) online registration | Via [MyCricket](https://mycricketsupport.cricket.com.au/hc/en-us/articles/205762760-PlayCricket-How-to-get-your-cricket-club-found)  Ensure contacts, links and info correct | Administrator |
| Social calendar | Finalise for committee review | Social |
| Fundraising calendar & strategy | Finalise for committee review | Fundraising |
| [Food Handling Registration](https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups) | Check requirements with council | Social |
| Re-registration email | Email last years participants inviting to register for this season | Administrator |

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| August | | **Responsible** |
| Week 1 (Play Cricket Promotion Month) | | |
| [JLT Match Day Checklist](https://cricket.jltsport.com.au/club) | Prior to all training and games | Coaches |
| Media Release | PlayCricket promotions, new players welcome, Registration/Come’n’try day, pre-season opportunities. | Media |
| Newsletter | Online uniform & Merch, come’n’try day, registrations open, BBQ Fundraiser, Volunteer Dream List highlighting key roles yet to be assigned. |  |
| [Liquor License](https://liquor.vcglr.vic.gov.au/liquorportal/) | Renew & pay as required  Prepare signage as required  Review number of RSAs | Social |
| [Umpire Recruitment](http://community.cricket.com.au/umpire) | Actively promote umpiring | Comms |
| [Open MyCricket Online Registration](https://mycricketsupport.cricket.com.au/hc/en-us/categories/200244370-Online-Registration-Payments) |  | Administrator |
| Review member documents | Create/update Welcome Letter, Club Handbook, Season Calendar | Administrator |
| Create junior program flyers | Create/edit and print | Comms |
| Team nominations | Notify association | Administrator |
| Week 2 | | |
| Committee meeting | Approve social calendar  Approve fundraising plan  Liquor License obligations reminder  Appoint club delegates/reps for associations as required  Review inclusiveness   * ASFA [Survey](https://asfa.typeform.com/to/ZDT0kB) & [Action Plan](http://community.cricket.com.au/clubs/a-sport-for-all/take-action) | Committee |
| Grant | [VicHealth Active Club](https://www.vichealth.vic.gov.au/funding/active-club-grants) | Fundraising |
| Flyer drop | Promote Registration/Come’n’try Day and club | Marketing & Promotions |
| Coaches Induction | Coaching mentors identified and allocated  Personal Development plan | Coaches & Sports Manager |
| Council facility confirmation | Confirm training and playing days with council and book facility accordingly | Administrator |
| Order equipment | Training and match balls, scorebooks, training equipment | Equipment Coord |
| Week 3 | | |
| Review [Good Sports](http://goodsports.com.au/) Partnership | Sign up or upgrade | Administrator |
| Review Facilities | Plan for improvements and reduce risks  Cleanliness  Ambulance access | Safety Officer  Council Liaison  Sports & Coaches Manager |
| BBQ Fundraiser | [Bunnings](https://www.bunnings.com.au/about-us/in-the-community/local-community-support)/local business  Promote Registration/Come’n’try Day and volunteer opportunities | Fundraising Coordinator  Marketing & Promotions |
| First Aid audit | Qualifications and kits | Safety Officer |
| Contact local winter teams | Promote Registration/Come’n’try Day | Marketing & Promotions |
| Week 4 | | |
| Registration/Come’n’try Day | Facilitate online registration  Merchandise for purchase  Volunteer Dream List on display | Junior Coordinator |
| Past Player email | Playing & volunteer opportunities  Events | Administrator |
| Ensure key documents on website | Policies, strategy, constitution | Webmaster |

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| September | | **Responsible** |
| Week 1 | | |
| Media Release | Pre-season update, player/coach announcements, season preview | Media |
| Newsletter | Pre-season update, Season Launch information, confirmation of appointed volunteers and call for pending roles | Editor |
| Pre-season training starts |  | Coaches |
| Child Safety Standards | Ensure records up to date and club meeting [Child Safety Standards](https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids) | Child Safety Officer, Administrator |
| Facility Handover | If shared with off-season tenant | Council Liaison |
| “Thanks for Volunteering” emails | Confirmation of role, position description, handover/training opportunities | Volunteer Coordinator |
| Synthetic Pitch Markings | All training nets and centre wickets in line with competition requirements (incl. Junior Formats) | Ground Coordinator |
| Internet | Ensure wifi available at home facilities where possible | Administrator |
| Week 2 | | |
| Committee meeting | Preparations for season start | Committee |
| Check/prepare team match day equipment | Team kits, marquees, scorer table and chairs, scoreboard | Equipment Coord |
| Week 3 | | |
| [Reconfirm player roles in MyCricket](https://mycricketsupport.cricket.com.au/hc/en-us/articles/204465194-Role-Confirmation-Active-Inactive-Players-) | Confirm and update roles as required | Administrator |
| Finalise [clearances and transfers](https://mycricketsupport.cricket.com.au/hc/en-us/articles/204465004-Clearance-Transfer-Process) | Complete clearances/transfers and update roles as required | Administrator |
| Internal volunteer training | Cash Management policies & procedures  Learn to Score  MyCricket induction  Handovers  Coaches/Managers meeting  Ground Preparation  First Aid | Volunteer Coord |
| Organise Season Launch/Past Players Day | To be held in October | Social |
| Organise Sports Night/Externally promoted event | To be held in November | Social, Fundraising |
| Week 4 | | |
| Player and parent meetings | Distribute Welcome Letter, Club Handbook and Season Calendar  Overview of Policies  Expectations incl. Code of Conduct, volunteer roles and match day tasks  Online Registrations via [playcricket.com.au](http://www.playcricket.com.au)  Uniforms | Committee |
| Captain & Team Manager kits | [Well Played](https://www.community.cricket.com.au/clubs/running-your-club/well-played)  Incident Reporting  Club & Association handbooks  [MyCricket login](https://mycricketsupport.cricket.com.au/hc/en-us/articles/205956906-User-Role-Recommendations) and instructions  Team Lists  Equipment (team kits, marquees etc.)  First Aid kits | Administrator |
| Allocate responsibility for cleaning | Facility, canteen  After games, training and events | Volunteer Coordinator |
| Allocate MyCricket Responsibilities | Select teams, live scoring, result entry.  Distribute log in details | Administrator |

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| October | | **Responsible** |
| Week 1 | | |
| Newsletter | Season start update, Season Launch wrap up, Past Players Day information | Editor |
| Liquor Licensing | Ensure requirements met and signage displayed | Social |
| New volunteer and coach check in | Ensure all new volunteers and coaches are comfortable and have everything they need | Volunteer Coordinator, Coach Manager |
| Week 2 | | |
| Committee meeting | Review preparation for season  Update planning documents | Committee |
| [Toyota Good For Cricket Raffle](http://www.toyota.com.au/cricket) (TGFCR) | Register online  Contact local dealer for help selling | Fundraising |
| New volunteer and coach check in | Ensure all new volunteers and coaches are comfortable and have everything they need | Volunteer Coordinator, Coach Manager |
| Week 3 | | |
| [Past Players Day](http://howtofundraise.com.au/fundraiser/past-players-day/) / Season Launch Event | Celebrate start of season and history  Opportunity to recruit volunteers  Promote merchandise  Promote Season Calendar | Social |
| Week 4 | | |
| Book Presentation Night venue |  | Social |

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| November | | **Responsible** |
| Week 1 | | |
| Newsletter | Past Players Day wrap up, Sports Night information, promote TGFC Raffle, season update | Editor |
| Organise Mid-season celebration/s | To be held in December  Consider all club or separate events (e.g. Volunteer, Cricket Blast, Junior and Senior) | Social |
| Week 2 | | |
| Committee meeting | Review need for [Asset Protect](https://cricket.jltsport.com.au/club/cover-asset-protect) insurance | Committee |
| Week 3 | | |
| [Sports Night](http://howtofundraise.com.au/fundraiser/sportsmans-night/) / Externally Promoted Event | Guest speakers, auction items  Ticketed  Promote to wider audience  Opportunity to engage new sponsors | Social |
| Week 4 | | |
| Mid-year Survey | Create and distribute  Cover coaching, communication, events and facilities | Administrator |

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| December | | **Responsible** |
| Week 1 | | |
| Newsletter | Sports Night wrap up, Mid-Season celebration information, season update. | Editor |
| Week 2 | | |
| Committee meeting | Mid-year review   * Survey results * Meeting schedule & process * Inclusion * Sub-committees   Action items for New Year | Secretary President |
| Volunteer and coach check in | Ensure all volunteers and coaches are comfortable and have everything they need | Volunteer Coordinator, Coach Manager |
| Mid-Season celebration | Consider all club or separate events (e.g. Volunteer, Cricket Blast, Junior and Senior)  Consider outsourcing so all can enjoy | Social |
| Plan Raffle/Fundraising event | To be held in January | Social |
| Week 3 | | |
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| Week 4 | | |
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| January | | **Responsible** |
| Week 1 | | |
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| Week 2 | | |
| Synthetic Pitch Markings | All training nets and centre wickets in line with competition requirements (incl. Junior Formats) | Ground Coordinator |
| Newsletter | Mid-Season Celebration wrap up.  Raffle Night information.  Season update.  Club/team photos reminder. | Editor |
| Committee meeting | AGM planning   * Set date * Check requirements in constitution * Check if associations require financial audit * Review constitution for special resolutions required   Identify if new strategy required and therefore if workshop to be included with AGM  Review survey results, identify concerns and delegate to relevant volunteer/sub-committee for plan to address. | Committee |
| Plan Pink Stumps/Community event | To be held in February | Social |
| Week 3 | | |
| Book Presentation venue |  | Social |
| Book BBQ fundraiser | [Bunnings](https://www.bunnings.com.au/about-us/in-the-community/local-community-support)/local business | Fundraising |
| Contact Auditor | Book in audit for May if required | Treasurer |
| Book AGM venue | If required | Secretary |
| Week 4 | | |
| [Raffle night](http://howtofundraise.com.au/fundraiser/raffles/) / Other Fundraising Based Social Event | Ideas could include: reverse raffle, iTunes raffle, rubber duck race.  Check regulations at <http://www.vcglr.vic.gov.au/>  Club/teams photos reminder | Social, Fundraising |

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| February | | **Responsible** |
| Week 1 | | |
| Grants | [SRV Sporting Clubs](https://sport.vic.gov.au/grants-and-funding)  [VicHealth Active Clubs](https://www.vichealth.vic.gov.au/funding/active-club-grants) | Fundraising |
| Newsletter | Raffle Night wrap up, Pink Stumps Day information, season update  Request submissions for Club Year Book | Editor |
| Club/Team Photo Day | Whole club and individual team photos at club home ground.  Player and volunteer inclusive. | Media & Communications |
| Week 2 | | |
| Committee meeting | Identify volunteers not continuing (incl. committee)  Identify potential replacements for vacated roles  Actively [promote women](https://www.community.cricket.com.au/clubs/running-your-club/a-sport-for-all/women-in-cricket-development-program) for new roles  Planning for AGM | Committee |
| Plan Finals/Volunteer event | To be held in March | Social, Volunteer Coordinator |
| Week 3 | | |
| [Pink Stumps Day](https://pinkstumpsday2016.gofundraise.com.au/) / Community Based Social Event | Sign up online and use resources provided | Social |
| Financial Review | Revenues to be collected  Payments to be made or plans is place | Treasurer |
| Member Review | Ensure member database up to date | Administrator |
| Week 4 | | |
| Begin [Annual Report](https://www.community.cricket.com.au/clubs/running-your-club/club-management/annual-general-meetings) | Identify and notify contributors  Set deadlines for submissions | Secretary |
| Coach Recruitment Plan | Finalise strategy, PDs & selection criteria for committee review | Coaches & Sports Manager |

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| March | | **Responsible** |
| Week 1 | | |
| Newsletter | Pink Stumps Day wrap up, Finals/Volunteer Appreciation Function info, season update  Reminder to collect Club Year Book | Editor |
| Confirm volunteer intentions | Check in with volunteers regarding plans for involvement next season | Volunteer Coordinator |
| Week 2 | | |
| Committee meeting | Approve coach recruitment plan  [Review policies](https://www.community.cricket.com.au/clubs/running-your-club/well-played) | Committee |
| Awards for Presentation Night | Confirm award winners (check Admin Guide for list of awards)  Order trophies from sponsor/preferred supplier  Arrange other awards and recognitions as required | Trophies Coordinator |
| Club Year Book | Proof, print and distribute Club Year Book to Members, Life Members and Sponsors | Year Book Coord |
| Week 3 | | |
| Finals/Volunteer Appreciation Function | Past players/members and current volunteers marquee if playing  Volunteer Appreciation function if not playing | Social |
| Advertise vacant coaching roles | Internally | Coaches & Sports Manager |
| Equipment storage | Arrange collection of all match day equipment (e.g. scorebooks, team kits, scorers tables/chairs, marquees) | Equipment Coordinator |
| Week 4 | | |
| Advertise vacant coaching roles | Externally | Marketing & Promotions |
| Review Sponsorship packages | New packages and plan for committee review | Fundraising |
| Coach payment | Facilitiate end-of-season payment once equipment returned | Tresurer |

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| April | | **Responsible** |
| Week 1 | | |
| End of season survey | Feedback on coaching, communication, events, facilities, fees, inclusiveness  (consider [Google Forms](https://docs.google.com/forms/u/0/) which is free) | Comms Coordinator,  Secretary |
| Newsletter | Finals wrap up, season review, Presentation Night info, End of Season Survey |  |
| Week 2 | | |
| Committee meeting | Approve sponsorship plan  Review membership categories, fee and inclusions  Preparations for AGM  Consider nominations for life membership | Committee |
| Submit rule change proposal | As per respective association process | Administrator |
| Week 3 | | |
| Presentation Night | Consider past players to MC/present awards | Social |
| Finalise incoming and outgoing payments | Pay outstanding bills and collect debts | Treasurer |
| Sponsorship renewals | Approach existing sponsors to extend or renew sponsorship | Sponsor Coord |
| Week 4 | | |
| Exit Interviews | All departing coaches, team managers and volunteers | Volunteer Coordinator |
| Send notice of AGM | As per constitution requirements  Attach:   * Date, time, location * Agenda * Minutes from previous AGM * [Committee PDs](http://community.cricket.com.au/clubs/volunteers/volunteer-job-descriptions) * Proxy form | Secretary |
| Financial statements/reports | Finalise for auditor | Treasurer |

END OF FINANCIAL YEAR

# WEEKLY TASKS

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| Match | Responsible |
| Tweet details  [MARSH Match Day Checklist](https://cricket.jltsport.com.au/club)  Purchase/prepare canteen/bar supplies  [Enter results in MyCricket](https://mycricketsupport.cricket.com.au/hc/en-us/categories/201962803-Club-Administrator)  [Enter captain’s reports](https://mycricketsupport.cricket.com.au/hc/en-us/articles/204716310-Submit-Captain-s-Report)  Complete injury/accident report (as req.)  [Provide MARSH claim form](https://cricket.jltsport.com.au/player/claim-personal-injury) (as req.)  Canteen/bar stocktake  Prepare drinks  Clean up  Open rooms  Set up grounds (boundary, stumps etc.)  Afternoon tea  Collect Umpire fees  Greet umpires and provide stumps and balls  Greet opposition and direct to rooms  Votes | Twitter contributors  Team Managers  Canteen Manager  Scorers/Team Managers  Captains  Team Manager  Team Manager  Canteen Manager  Players  Players  Players  Players  Players  Players  Players  Players  Players |
| Training |  |
| [MARSH Match Day Checklist](https://cricket.jltsport.com.au/club)  Complete injury/accident report (as req.)  [Provide MARSH claim form](https://cricket.jltsport.com.au/player/claim-personal-injury) (as req.)  Clean up | Coach  Coach  Safety Officer  Players |
| Other |  |
| [Select teams in MyCricket](https://mycricketsupport.cricket.com.au/hc/en-us/articles/204716190-Selecting-Teams)  [Update website](https://mycricketsupport.cricket.com.au/hc/en-us/categories/200146070-Website-Manager)  Update social media  Prepare pitch & markings  Email Player Availability Notice (via MyCricket)  Manage covers (as req.)  Check and respond to emails  Check and respond to social media messages  Update membership register  Collect membership fees  Weekend review email (results, training schedule, event information, reminders)  Match information email to players  Team Selection | Team Managers  Webmaster  Twitter and Facebook contributors  Ground Manager  Administrator  Ground Manager  Administrator  Communications Coordinator  Administrator  Team Managers/Treasurer  Administrator  Administrator  Chair of Selectors, captains |