

# MID CANTERBURY CRICKET ASSOCIATION INC

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## POSITION DESCRIPTION

**TITLE OF POSITION:** District Team Manager

**REPORTING TO:** Mark Medicott  
General Manager

**MISSION STATEMENT:** Mid Canterbury Cricket will perform with excellence

### *OBJECTIVE*

The primary objective of any district team is to represent its controlling body to the limit of its ability. The Manager and the Coach should co-operatively see that every team member is motivated to give nothing less than one hundred percent at all times.

The Manager is responsible for the control of the team off the field. The team Coach has the responsibility for the teams playing efforts on the field.

### **RESPONSIBILITIES**

The appointee will be expected to provide a strong leadership role, to ensure that the tasks of the players and coach are met to the satisfaction of Mid Canterbury Cricket.

On a personal level the manager is required to undertake a pastoral care role to provide support for players, who may have wide-ranging personal concerns.

#### **General responsibilities include:**

1. Managing the 'off-field' activities of the District Team
2. Coordinating fundraising and overseeing team funds
3. Ensuring that all members of the team adhere to established protocols and expectations.
4. Responsibility for the management of the total management team.
5. Representing Mid Canterbury Cricket at official functions where requested.
6. Assuming overall responsibility for team culture, team development, policy, discipline, dress and morale.
7. Liaison with the team Coach on all team activities.
8. Ensuring the team upholds the highest standards of conduct at all times.

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Mr Mike Southby

Chairman Board of Control  
Mr Jeff Naish

Director of Cricket  
Mr Garfield Charles

Cricket Manager  
Mr Mark Medicott

# SPECIFIC TASKS

## 1. Policy Guidelines

The Team Manager must be aware of the Association policy guidelines regarding the following areas:

- Coaching Philosophy
- Travel and Expenses
- MCCA's Code of Conduct
- Replacement of injured players
- Medical policy i.e. what medical expenses will be covered by the MCCA and/or the Host Association
- Cell phone usage ? (Refer Player Agreement)
- Media Policy
- Health & Safety Policy

The Team Manager should also be familiar with other Association policies that may relate to players welfare e.g. ACC as it relates to self-employed people.

## 2. Pre-Season

- Liaise with Cricket Manager re: travel and accommodation arrangements
- Collect fully stocked Medical Kit – replenish as necessary throughout the season
- Discuss with Team Coach specific requirements for the season

## 3. Match and Touring Duties

### Team – General

- Carry spare match balls in case of emergency
- Ensure all team members are aware of dress requirements for travelling /playing
- Allocate clothing to team members
- Ensure that all facilities used are left in a condition that would meet MC Cricket expectations
- Manage in conjunction with coach CricHQ requirements, match scoring (delegate or do yourself), ensure games are uploaded onto team device, or ensure scorer does if not manager.

## 4. At Match/After Match

- Assume responsibility for team valuables (or delegate accordingly)
- Assume responsibility for Medical Kit
- Attend matches for the full duration of the fixture – injuries or other reasons may mean you are not in attendance, but must ensure children are at no time left alone.
- Ensure enough food is available for all players, including those who the coach may be working with as well as making sure drinks/fluids are available at appropriate times
- Liaise with local cricket officials
- Liaise with scorers, media, umpires, as necessary

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- Ensure copies of scoresheets are scored live, emailed or sent to the MCCA immediately at the conclusion of matches
- Retain any invoices, receipts for expenditure reimbursement purposes
- Assist the coach in team preparations, as requested
- Enforce 'team rules'
- Co-ordinate team activities in association with Captain and Coach. These to include:
  - Practice times
  - Meal time
  - Departure times
  - Dress codes
  - Meeting times

## **5. Travel/Accommodation**

- Confirm accommodation and numbers staying in liaison with GM of MCCA
- Ensure all team members are familiar with reporting/check-in time
- Liaise with coach regarding transportation of equipment
- Ensure transfers are arranged for travel to and from venues/hotels etc. Check with Coach for times
- Liaise with accommodation and ensure accommodation is of a satisfactory standard
- Allocate rooms at 'away' accommodation and keep a record of this.

## **6. Season Conclusion**

- Arrange team photographs in conjunction with MCCA (if required)
- Provide a written report on the team's performance listing conduct concerns, if requested
- Report on the standard of accommodation and travel arrangement, if necessary
- Offer recommendation for future travel/managerial arrangements
- Where appropriate report on activities and attitudes of the host Associations.
- Ensure all MCCA clothing is returned at the end of the representative season.