



Manager's Job Description

Responsible to: Hamilton Cricket Association Board

Report to: Hamilton Cricket Association's General Manager.

Mission Statement: The manager's role is to create a team environment in which players enjoy their team membership and represent Hamilton Cricket with credit. The manager's role is to assist the team coach in preparing the team for matches. The manager must represent HCA interests at all times.

Pre Match:

- Liaise with HCA over assembly, travel and accommodation arrangements
- Assist the team coach to organise practices and matches and attend both.
- Liaise with HCA over gear issue. Supervise the issue of the gear to players
- Ensure all players are aware of travel arrangements and meeting times
- Assist the team coach at coaching sessions

At Matches:

- Be responsible for off field discipline and conduct e.g. dress, language, general behaviour
- Liaise with players
- Organise meals
- Arrange medical attention where required
- Liaise with District Association officials
- Develop an environment in which the players enjoy their cricket
- Ensure the appropriate speeches and thanks are made
- Assist the team coach in preparing for games and provide coaching assistance where required
- Attend all after match functions
- Ensure that all electronic and manual team reports are submitted.
- At home matches also act as Match Manager.

Post-Match and end of Season:

- Collect returnable gear and arrange for its return to HCA
- Submit a season report to HCA
- Submit receipts for any dinner allowances or any other allowances authorised by HCA in addition to any authorised expenses that require reimbursement.