

## Roles

### Secretary - Executive

Annika Ehrlich

- Provide a coordinating and support role for club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the committee.
- Maintain an accurate copy of the rules, by-laws and policies of the club.
- Maintain a complete record of all activities of the club.
- Be familiar with the rules of the club, and any other body that requires governance to give advice / update the president and committees as required.
- Prepare minutes of all committee and general meetings of the club and distribute in accordance with the rules of the club.
- Receive all correspondence directed to the club.
- Prepare and send correspondence in accordance with the direction of the president and committee.
- Attend league and council workshops and forums where required.
- Oversee and assist the match day administrator, social coordinator, communication manager, website manager, social media manager and database manager.
- Be familiar with the TidyHQ software package (if used).
- Prepare a comprehensive report of all activities of the club for presentation to the membership at the annual general meeting.

### Social Media Manager

Vacant

Player of the match post - Weekly

Seniors results - Weekly

Juniors Results - Weekly

Upcoming events - as required

Volunteer of the month post - Monthly

Sponsors shout out - Weekly

Sponsors focus - Monthly

Share TCI posts - as required

- Develop and maintain the club's social media, website and manage its ongoing administration.

- This includes the club Facebook and Instagram pages.

- Liaise with stakeholders to ensure the social media reflects current opinions of the club.

- Ensure all social media articles comply with federal and state legislation in relation to privacy, gender, race and religious regulations.

- Be aware of innovations in social media.

- Assist other committee members in their duties as required.

- Undertake tasks at the request of the president, executive or general committee.

### Selection Coordinator

Vacant

Attend weekly meetings with president

Uphold selection policy and communicate to players

### Covers Convenor

Vacant

Ensure covers are in place and pegged in on Friday afternoon  
Requires 3-4 people at minimum

## Royal Liaison

Vacant

Liaise all events with Royal management  
Weekly raffles  
Banquet  
Club nights

## Curator - Second Wicket

Vacant

## Venue Manager

Vacant

- Coordinate all non-business match day operations held at the club.
- Liaising with the away team and umpires, sending match details and dealing with their requirements.
- Supervise all staff if required (volunteers, caterers, etc.).
- Ensure match day is completed smoothly and step up to resolve any problems that might occur.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or sub-committees.
- Bring waste and recycling bin out for use during match day. Store bins underneath clubhouse when match day is over
- Unlock and lock venue on match day (storage, toilets, canteen)
- Organise collection of recyclable containers for Container 4 Change
- Co-ordinate pitch covers (covers on Friday PM, covers off Saturday AM) and line and boundary marking.

## Canteen Manager

Vacant

- Hold a current Food Handling Certificate and RSA
- Make sure club is adhering to liquor license requirements (standards and renewal).
- Ensure the canteen is open for business at the commencement of the first game.
- Ensure an adequate food safety plan is in place at all times.
- Ensure adequate stock is in supply for match days.
- Comply with the Good Sports program criteria (liquor).
- Liaise with team managers to arrange a voluntary labour roster to ensure the canteen is appropriately staffed on match days.
- Formulate an annual budget and target with the Treasurer or Match Day Operations co-ordinator set as part of the annual financial planning process.
- Ensure all game day takings are counted, minus float, countersigned by manager of operations and takings are banked the next business day.
- Maintain relationships with all club suppliers throughout the cricket season.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president or committee.

## Child Safety Officer

Vacant

- Maintain club blue card database/register online and on spreadsheet
- Ensure all position holders that have contact with children within the club hold a blue card
- Ensure those that require blue card applications are given an application
- Follow-up on submitted applications
- Complete child safety training through Cricket Australia website.

## Registrar

Vacant

- Adhere to the mission, vision, and values of the Club.
- Pre-season
- Liaise with the Committee to establish competition details for the season including game days, times and registration fees.
- Update PlayHQ with registration information for all competitions.
- Liaise with the Cricket Blast Coordinator to ensure program information is updated on PlayHQ as required.
- Liaise with Cricket Director and Junior Cricket Co-ordinator to help organise the Club 'registration/sign-on day'.
- Act as the first point of contact for all registration enquiries.
- Act as the Club's main user for PlayHQ with full permission to access all areas.
- Provide user access and manage permissions for designated Club officers on PlayHQ as required.
- Liaise with PlayHQ Helpdesk for technical support as required.
- Provide the executive with updates on registration numbers as required.
- Ensure all registrations are processed efficiently with registration fees being paid on time.
- Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant age group competition rules.
- Process all player transfer applications and clearances.
- Develop team lists and communicate to Coaches and/or Team Managers and enter onto PlayHQ.

## Social Coordinator

Vacant

- Develop an annual social calendar of events, inclusive of:
  - The nature of the events
  - Targeted audience and projected attendance numbers
  - Projected expenses and profit
  - Dates, times and venues
  - Ensure all events are considerate and complimentary to other activities within the club
- Form a social sub-committee to suitably share the workload and deliver the annual social calendar of events.
- Develop an operational plan for each event inclusive of timings, roles and responsibilities for and not limited to:
  - Promotions
  - Purchases
  - Set-up
  - Catering
  - Money management
  - Event delivery elements
  - Bar and catering support
  - Clean up and lock up
- Provide reports to the delivery of the annual social calendar, including clear and accurate financial outcomes.

## Apparel Manager

Vacant

- Seek ratification from the committee via the treasurer for all apparel selection, pricing, sponsorship, branding and purchasing.
- Confirm sponsorship branding requirements of apparel with the sponsorship manager.
- Provide reports on any aspect of apparel sales to the executive committee when requested.
- Secure and maintain stock control for all apparel.
- Audit apparel on a regular basis.
- Work with the communication manager to promote and sell apparel.
- Sell Apparel all year round.
- Provide all revenue generated from apparel sales to the treasurer.
- Maintain a strong relationship with all club suppliers.

## Volunteer Coordinator

Vacant

- Develop a volunteer program to prospect, recruit and retain volunteers.
- Develop an annual volunteer map of positions required to be filled across all club operations.
- Develop position descriptions for all positions required to be filled.
- Develop a volunteer activation group to assist with the coordination of volunteers. ???
- Develop roster templates to roster volunteers in all identified operational areas.
- Develop and educate volunteers to fulfil their roles.
- Establish a relationship with volunteers to receive timely feedback.
- Develop a system to replace volunteers if they are unavailable to fulfil their role.
- Ensure there are mechanisms in place to recognise the importance of volunteers.
- Investigate and implement government financial assistance initiatives to support club volunteers.

## Sponsorship Coordinator

Vacant

- Develop a proposal, for ratification by the committee, for sponsorship packages to be offered by the club to attract as broad a sponsorship base as possible.
- Organise a team to assist with sponsorship (sub-committee).
- Coordinate all sponsorship for all areas of the club.
- Formulate an annual sponsorship budget and setting targets as part of the annual financial planning process.
- Organise and implement a sponsors business directory.
- Ensure all existing sponsors are contacted 3-5 months prior to the season commencement.
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the start of the season.
- Arrange a sponsors luncheon/event at an appropriate home game of the season, ideally early in season.
- Ensure all sponsorship agreements are honoured.
- Maintain contact with all corporate sponsors throughout the season.
- Maintain strong relationships with all club sponsors.
- Educate electronic scoreboard operator (if applicable) on scoreboard advertisement requirements.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.

## President

Tony Morrish

- Ensure the executive committee members and non-executive committee members fulfil their responsibilities to the club.
- Be familiar with the rules and practices of the governing bodies including local council and any other body that requires governance implementation.
- Preside over all meetings of the club committee.
- Manage any public comment concerning any situation or incident that may reflect on the public well-being of the club.
- Attend your governing body and shire workshops and forums where required.
- Acts as the club delegate at any governing body meetings in the best interests of the club (or delegate role).
- Act as tribunal delegate as required.
- Report activities of the portfolio to the membership at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the executive or non-executive committee.

## Membership Manager

Vacant

- Develop and maintain strategies for the continual expansion of the club's membership base and manage its ongoing administration.
- Form a sub-committee to assist with membership sales. ???

- Liasise with stakeholders to ensure membership fees reflect current opinions of the club.
- Develop a proposal for membership fees and packages for the ensuing season for consideration by club committee.
- Provide to the committee as soon as possible after the completion of each season recommendations for all membership types and fees for the ensuing season.
- Ensure that tickets and related membership information is prepared for distribution and sale by a specified date of the current season.
- Ensure life members receive their membership prior to the commencement of the season.
- Coordinate the collection of membership fees from players and general members.
- Maintain an accurate database of all club members and provide details to the club secretary when required.
- Develop and maintain the club's database and manage its ongoing administration.
- Maintain an accurate database on behalf of all club members and provide details to the club secretary when required.
- Support the communication, membership and sponsorship managers.
- Support the executive of revenue generation and fundraising coordinator.
- Become familiar with a quality database.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president and executive committee.

## **Manager of Strategic Planning**

Vacant

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- Assist the executive committee to organise a planning meeting to set out the budget and the 12-month operational plan.
- Assist to put a 12-month operational plan in place.
- Make sure the club stays on track with the 12-month operational plan.
- Assist to put a 12-month revenue plan in place.
- Make sure the club stays on track with the 12-month revenue plan.
- Assist the club to set out a 3-5-year strategic plan.
- Organise a 12-monthly review of the 3-5-year plan.
- Develop a succession plan for the executive and non-executive committees.
- Provide a coordinating and support role for club sub committees.
- Undertake tasks at the request of the president, executive or general committee.

## **Manager of Facilities & Major Projects**

Vacant

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- Ensure that there is a facilities master plan / precinct plan for 3, 5 and 10 years. (maintenance schedule)
- Ensure the projects are prioritised and costed out.
- Ensure a full survey of the facilities has been undertaken. (what we have or have access to)
- Ensure a funding plan for major projects is in place.
- Form a strong relationship with the local council.
- Ensure appropriate insurance policies are held and up-to-date

## **Junior Cricket Vice President**

Vacant

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- Submit a budget for the season to the executive covering likely expenses for equipment and events.
- Coordinate Junior grading and sign-on day
- Coordinate opening junior player registrations for the season
- Communicate with Toowoomba Cricket regarding season start and finish dates as well as competition draw.
- Co-ordinate and support Junior Sub-committee
- Communicate regularly with Junior players and parents regarding events, training, matchday and important dates
- Create team lists for each grade at season start.
- Create teams in PlayHQ and add players to teams
- Allocate and Coordinate Junior coaches
- Organize training fields and times. Book with TRC.

- Organize Level 1 Coaching training for junior coaches
- Organize and distribute kit bags to Junior teams.
- Prior to season start, inspect local junior cricket ovals to make sure they are fit for matches. Discuss with venue owner (TRC or schools) to ensure maintenance or repairs are undertaken.
- Make sure match balls are ordered and distributed.
- Organise team photo event
- Coordinate Junior Cricket breakup (food, trophies, speeches, awards)
- Communicate with other clubs as required.

## **Historian**

Vacant

- To keep digital and hard copy records of:
  - Club history - foundation and yearly performance
  - Club officers and committee members
  - Club membership
  - Club teams
  - Club team and individual achievements
  - Club award winners
  - Club special events
- To keep an archive of historical photos.
- To store club trophies and awards.
- To display club records and awards.
- To assist the communication manager with correct historical information.
- To assist the fundraising coordinator with correct information for special events.
- To assist volunteer coordinator with awards including life membership and special achievements.
- To perform a yearly audit of all club historical material.

## **Grants Manager**

Vacant

- To build a strong relationship with the local council.
- To prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations.
- To apply for grants.
- To monitor the success of the grant application.
- To record successful grants for the year.
- To provide a report on grants to the executive committee when required.
- To look after local council members when at the club.
- Build a relationship with grant specialists to assist with grant prospecting and application.

## **Fundraising Coordinator**

Vacant

- Develop a proposal for ratification by the executive committee for fundraising initiatives.
- Organise one person to manage each fundraising initiative.
- Coordinate all fundraising for all areas of the club.
- Formulate an annual fundraising budget and set targets as part of the annual financial planning process.
- Ensure the schedule of fundraising activities are well placed for maximum success in the club calendar.
- Develop a budget around each fundraising activity.
- Organise a fundraising activity out of season.
- Ensure that all fundraising events held are well promoted.
- Ensure that all fundraising events return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Undertake tasks at the request of the president, executive or general committee.

## **First Aid Officer**

Vacant

- Adhere to the mission, vision and values of the club
- To provide First Aid as required to players and members of the public
- Be familiar with the club's First Aid equipment and have same ready at hand for use at training and/or Game days
- Ensure that the Club's First Aid Kits are kept up-to-date with required items and that equipment (like stretchers) are in working order
- Be familiar with Ambulance access to the fields and know who has and/or where keys to gates and "booms" are kept
- Have the local Ambulance phone number on hand (preferably in your Mobile phone's Address Book) so that "non urgent" calls for an Ambulance can be correctly made.
- Recruit additional first aid officers as required
- Plan and advise the committee of first aid costs to ensure appropriate budget can be managed

## Female Cricket Coordinator

Vacant

- Be the first point of call for all female queries.
- Establish links with local Primary and Secondary schools.
- Work with the local State/ Territory Cricket Manager, who can offer support and guidance.
- Establish and promote the player and parent's code of behaviour.
- Promote and encourage player development opportunities (e.g. representative selection).
- Connect with the local Woolworths Cricket Blast program, promoting the next opportunity for female players.

## Treasurer - Executive

Vacant

- To collate budgets for areas of the club and present to executive committee for approval.
- To record all financial transactions of the club.
- To prepare the annual financial report of the club.
- To ensure all accounts are appropriately audited as / if required in accordance with the rules of the club.
- Ensure individual financial authority limits operate with the approved limits of the committee.
- Perform all general banking activities.
- Manage any club overdraft facility.
- Ensure all taxation commitments of the club are met.
- Assist committee members to obtain most desirable trading terms.
- Manage income and expenses in line with approved budget.
- Forecast financial positioning in line with expected income and expenses.
- Maintain club asset register.
- Arrange prompt collection of outstanding debts.
- Measure and report on budget performances from each stakeholder.
- Oversee and assist the, club historian, apparel manager, manager of strategic planning and manager of facilities and special projects.

## Revenue Streams - Executive

Vacant

- Provide a coordinating and support role for club positions including membership, sponsorship, grants, Australian Sports Foundation, fundraising events and other income producing activities.
- Ensure that all social events held are promoted to return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Establish a subcommittee to program and organise social events for the club.
- Establish a fundraising calendar for the year.
- Oversee and assist the managers of membership, sponsorship, grants, Australian Sports Foundation and fundraising

## Match Day Operations - Executive

Vacant

- Fields and venue booking for the club (training, functions, event etc) through TRC
- Ensure rubbish is collected (contact JJ Richards)
- Ensure all required licenses and certificates held by the club and displayed as required.
- Ensure the canteen and social room volunteers are suitably qualified and trained and that the canteen and social room kitchen are compliant with health department requirements.
- Oversee and manage their ongoing administration of canteen and bar.
- Account for all purchases and sales of food and beverages to maintain stock control, tracking purchases and sales.
- Maintain a list of approved suppliers for all goods and services and ensure purchases are to be obtained.
- Be familiar with the rules and practices of the liquor licensing regulations, council, health department, local laws, WorkSafe and OHS, league, club and any other body that has governance to give advice to the president and committee as required.
- Implement and maintain the responsible service of alcohol policy.
- Work with the manager of communications to promote match day.
- Ensure all funds are accounted for and promptly handed to the treasurer.

## Director of Cricket - Senior Coach

Vacant

- To design a game plan and style of play.
- To design and implement an effective conditioning program.
- To design and implement an effective individual skills development program.
- To deliver training sessions to maximise the learning of the game plan and style of play.
- To create a training and playing environment where players are motivated to perform to the best of their ability.
- To develop specific match day tactics capable of adapting to varying playing conditions, opposition strategies, momentum swings etc.
- To coordinate a well organised match day routine (pre / during / post match).
- To communicate regularly with the executive committee.
- To provide clear, concise and consistent communication with the players.
- To recruit, educate and manage assistant coaches and other staff required.
- Assist the committee establish high standards of behaviours aligned to our club values.
- Implement a program to develop player leadership skills.
- Assist the committee to achieve commercial and brand objectives.
- Demonstrate a commitment to personal coaching development.
- Undertake a mid-season and postseason review.

## Cricket Blast Coordinator

Vacant

- Oversee program registrations
- Manage the recruitment of the clubs Blast Crew to assist in delivering the program
- Manage the Blast Crew to ensure the program delivered is of high quality
- Communicate with kids, parents and all involved
- Recognise all volunteers who assist with the program
- Ensure the program has sufficient volunteers through coordinating any appropriate rosters
- Be familiar with First Aid and where First Aid kits are available.

## Communications Manager

Vacant

- Develop and maintain the club's communication via email and TidyHQ and manage its ongoing administration.
- Co-ordinate website manager and social media managers.
- Liaise with stakeholders to ensure the Communications reflects current opinions of the club.
- Ensure all articles and photographs comply with federal and state legislation in relation to privacy, gender, race and religious regulations.
- Assist other committee members in their duties with communication support as required.
- Organise photography where required.

- Organise informative articles where required (ie local newspapers and other media sources).
- Organise current news for stakeholders e.g. events, results, appointments, fundraising activities etc.
- Coordinate local media for president and senior coach.
- Undertake tasks at the request of the president, executive or general committee

## **Australian Sports Foundation (ASF) Manager**

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Vacant

- Develop a full understanding of all of the offerings of the Australian Sports Foundation.
- Develop a point of contact and sound working relationship with the Australian Sports Foundation.
- Assist sponsorship, membership and fundraising departments to maximise revenue opportunities through the Australian Sports Foundation.
- Assist financial stakeholders (sponsors, members & supporters) to understand and benefit from Australian Sports Foundation and its tax benefits.
- Work with the executive committee and communication manager to inform stakeholders of the tax advantages of the Australian Sports Foundation.
- Keep informed of any changes occurring within the Australian Sports Foundation.

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