



Birkenhead City Cricket & Sports Club Inc

Mahara Avenue Birkenhead
Auckland, New Zealand.
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1. The Position and the Duties

The Employee is being employed as BCCC Club Development and Administrative Manager. The role involves:

Representation

- i) Attend ACA Club Managers meetings.
- ii) Attend any council or community board meetings as required.
- iii) Report back to the BCCC board the matters of these meetings.
- iv) The administration officer will present the face of BCCC as a cricket club that serves the Community, Local Schools and its players to allow them to play cricket to the best of their ability. At all times, the club manager should encourage new members into the club and keep current club members happy to be part of the club.

Fundraising and Sponsorship

- i) Complete funding application requests in a timely manner. Including obtaining necessary quotes and applying to various trusts for equipment and other necessary items as requested by the BCCC board of directors. **NB:** This is the most important task in keeping the club functioning at a healthy level.
- ii) Actively seek out sponsors for the club for all levels, midget, junior and senior.
- iii) To ensure tuck-shop is staffed, fully stocked and open.
- iv) Promote the club as a facility for hire.

Gear

- i) Create and maintain a gear inventory to keep track of the use of gear.
- ii) Order new gear under advice from directors of each sector of the club.

Bar

- i) Order new stock for the bar and arrange for delivery
- ii) Ensure the bar is staffed, fully stocked and open when required
- iii) Ensure the bar follows Liquor Licensing rules at all times

Members

- i) Maintain a central register of members (Midgets, Juniors and Youth) including their contact details for club use.
- ii) Ensure all players each season are loaded into the CricHQ database for as official club members and each player has one profile. (Coordinate with ACA CricHQ administrator).
- iii) Create and maintain a separate central register of senior team captains, their team members and their contact details. Assign team captains or appropriate person admin rights for their team on CricHQ.



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Coaching Assistance

- i) Create and maintain a central coach database, including their most recent qualification.
- ii) Assist in liaising with parents, players and coaches to attend various ACA coaching courses.
- iii) Provide/facilitate coaching assistance and timetable at local Secondary Schools, together with the Coaching Manager
- iv) To liaise with ACA to initiate and administer Primary and Intermediate School visits, with the intention of promoting the game of cricket.
- v) To organise pre-season trainings for all age groups and make sure appropriate necessary facilities are booked. These may include indoor nets off site.

Office

- i) Clear phone regularly and pass on messages to appropriate directors.
- ii) Co-ordinate any hire of the club by liaising with hirer and ensuring terms of hire are adhered to. Draw up a standard terms of hire contract.
- iii) Co-ordinate the distribution of any game cancellations or ground changes to the appropriate coach or captain and website editor.
- iv) Coordinate with website person and assist in updating and maintaining the club website.
- v) Keep a register of keys to the club, and who has them.

Maintenance

- i) Oversee all club maintenance including obtaining quotes for any repairs and ensuring work is undertaken as promptly as possible.
- ii) Any other fair and reasonable tasks required to ensure the smooth operation of the club.
- iii) Arrange for and maintain an Honours board for the club.
- iv) Oversee the work of a cleaning employee if required during the season.
- v) Ensure kitchen is kept clean and food serving areas hygienic.
- vi) Ensure rubbish and recycling is put out for collection each Monday.

Events

- i) Liaise with Last Man Stands who run the Twilight 20/20 competition.
- ii) Organise the ACA Y9/10 Development District Tournament, which is hosted and held at BCCC.
- iii) Organise BCCC Primary School Tournament, in co-junction with ACA.
- iv) Assist in any other events as required.

Administration

- i) The Administration Director will be available as a resource to the Club Manager for all training and support required.



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Key Relationships

- i) ACA and North Harbour Junior Cricket staff
- ii) BCCC Board of Directors
- iii) Primary, Intermediate and Secondary School Cricket Coordinators in our catchment
- iv) City Councils and Local Boards
- v) Sponsors
- vi) Team coaches and captains
- vii) Players and parents
- viii) Ground employees
- ix) League Club
- x) Other Auckland Cricket Clubs