

## Position descriptions – provincial team management

**Basic division of major responsibilities;** although the management should work as a team the designated individual has final decision making authority in their prime area of responsibility if there is not consensus.

Manager – team organization and communication, off field issues, liaison with tournament organizers and umpires etc., tour discipline issues.

Coach: High performance training, fitness and practice pre-tournament, tournament tactics.

Captain: team behaviour on field, tactics and strategy during matches.

Team selection: pre-tournament – selection committee. During tournament, coach and captain; a third member may be co-opted if required (vice captain, assistant coach or manager, to be determined prior to tournament).

### Captain

**Job title:** Provincial team captain

**Reports to:** Board

**Position purpose:**

To lead the provincial team on-field during matches at inter-provincial tournaments and co-manage all aspects of the provincial team in conjunction with coach and team manager.

### Duties and responsibilities

#### *Ongoing*

- Develop and identify existing and new talent for provincial team inclusion.
- Serve as a selector for the provincial team
- Support the Coach in planning and delivering the HP program.
- Encourage potential provincial team members to take part in high performance programme

#### *Before Tournament*

- Receive and study Tournament Rules and Schedules, other pertinent information.
- In consultation with coach, plan tournament strategy, player selections, bowling, batting orders, field placements, etc.

- Advise team manager on team dynamics and preferences with regard to travel and accommodation arrangements

#### *During Tour*

- In conjunction with coaching staff develop tactics, strategy, instructions to players, bowling and batting orders, field placing, etc.
- In charge of all on-field cricket tactics; has latitude to deviate from pre-determined strategy depending on circumstances
- Responsible for team behaviour on field; as per the Laws of Cricket the captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game, as well as within the Laws.
- In consultation with coach and if needed assistant coaches and team manager select playing elevens.
- Inform team members of playing eleven and 12<sup>th</sup> man roles
- Ensure Code of Conduct is followed.

#### *After Tour*

- Assist the Manager with preparation of a tournament report.

## **Team manager**

**Job title:** Provincial team manager

**Reports to:** Board

**Position purpose:** Manages all aspects of the provincial team in conjunction with coach and captain. Part of the management team of three. The main purpose of having a team manager is to allow the coach and captain to concentrate on cricket related issues and activities; the manager thus would deal with all other aspects of provincial team management.

The position must be in place at least 2 months before the scheduled dates of the tournament.

### **Duties and responsibilities**

The duties will vary if the appointment is for a tournament based at home. Those outlined below are for a year when the team is travelling.

The Team Manager has responsibility for team activities including during pre-tournament practice, during the tournament, and after the tournament.

#### *Ongoing*

- Liase with board on developing budget for tour.

- Maintain list of potential players for selection, including records of personal data, and fitness.
- Work with coach to develop training programme; book facilities as required for practice and training.

#### *Before the tournament*

- Lead communications in regard to the provincial team, including notices relating to try-outs, selection process etc.
- Lead on communication with provincial squad and team with regard to practices, travel arrangements, schedules etc.
- Assist in organizing practices, fitness testing etc. in conjunction with captain and coach.
- Develop budget for tournament, communicate financial expectations to board and players.
- Liaise with hosting province on tournament rules, schedules, travel and accommodation arrangements and any other issues.
- Inventory provincial kit and organize replacement if required.
- Ensure first-aid kit is stocked adequately
- Source and distribute provincial team uniforms and keep a record of player numbers
- Develop emergency contact list for all travelling participants
- Prepare a tour package for all, with contact numbers, details of individual travel arrangements, schedules, accommodation arrangements etc.
- Book any team events (dinners etc.)
- Provide information to appropriate person for pre-tournament media release.
- Develop protocol for on-tour reporting mechanism for media release(s).
- If needed, develop player profiles and photos .
- Provide player information to hosts for electronic scoring.
- Make arrangements for transport of provincial kit
- Organize/ pre book team transportation to and from ground

#### *During Tournament*

- Maintenance and safekeeping of team equipment, presentations, money, tickets, etc.
- Communicate schedules to all players as required
- Organize team meetings
- Acts as main contact with hosts, umpires, scorers as required
- Provides playing XI and player names/ numbers to scorers prior to each game
- If possible, arrange video taping of games
- Organizes team photograph
- Finance - ensure adequate receipts for payments.
- Transport, meals, accommodations, facilities arrangements.

- Ensure Code of conduct is followed
- Discipline – leads discipline process if required
- Purchases drinks/ snacks as needed for matches
- Ensure that scorebook is kept accurately - ensures a player sits with scorers for player identification during match
- Assist coach with their duties where necessary.
- Consults with coach and captain on playing elevens if required

#### *After Tour or Tournament*

- Confidential report to Board on tour, players, problems, recommendations, including copies of score sheets.
- Retain (or see to safekeeping of) of kit, including used or unused balls.
- Collects team uniforms if they are to be retained and arranges storage
- Assists treasurer with distribution of grant money, payment of eligible expenses etc. and contributes to financial report if required.

## **Provincial coach**

### Position summary

**Job title:** Provincial team coach

**Reports to:** Board

### **Position purpose:**

The team coach is responsible for all cricketing aspects of the operations of the Cricket Newfoundland and Labrador high performance programme and provincial team, apart from during matches, where the captain takes responsibility

### **Responsibilities**

#### *Ongoing*

- Develop and deliver off-season high performance training
- Organize and supervise selection camps/ trials
- Serve as a selector for the provincial team
- Identify new and existing talent for Provincial team inclusion.
- Advise, develop and implement fitness standards for selection pool
- Advise and train other coaches as required (Junior programme, club coaches etc. )

#### *Before Tournament*

- Receive and study Tournament Rules and Schedules, other pertinent information.
- Design and deliver pre-tournament practice and training programme
- In consultation with captain, plan tournament strategy, player selections, bowling, batting orders, field placements, etc.

#### *During Tour*

- Support Provincial captain with plan tournament strategy, player selections, bowling, batting orders, field placements, etc.
- Provide support to captain on cricketing matters during matches.
- In consultation with captain select playing elevens.
- Look into necessary medical, physio needs of players.
- Ensure Code of Conduct is followed.
- Assist the Manager where necessary.

#### *After Tour*

- Assist the Manager with the report for publication.
- Provide board with report on the tournament, conf. player report, and recommendations.
- Provide each team member with individual report