



**OTAGO COUNTRY
CRICKET ASSOCIATION**

DISTRICT COACH & MANAGER



POSITION DESCRIPTIONS

www.otagocountrycricket.co.nz



DISTRICT AGE GROUP COACH POSITION DESCRIPTION

District Age Group Coach

Otago Country Cricket have a proud history of coaching our junior cricketers and putting them on a pathway that one day will lead them perhaps all the way to not only representing their local district, but to higher honours, possibly representing a major association like Otago or even higher to represent New Zealand. Our philosophy is based around providing opportunities to develop, and as coaches you are highly instrumental in this development. We like to be proactive in how we deliver this coaching to our players, and over the last two years there have been a number of innovations put in place by NZ Cricket with the aim of making cricket more 'fun' for our kids so that they will wish to continue to play. Your part in this is to embrace this philosophy as best you can while coaching the children in skills, and knowledge of how the game is played to further enhance their development. Please feel free to ask any questions of the Development Officer (Sam Bastin) or make requests about how we can help you as a coach as we are very willing to help not only make your coaching role more enjoyable, but your skill level improve so that you get the opportunity to grow as a coach.

Responsibilities and Duties

A District coach has overall responsibility for coaching and managing the players at practice and on match days. Where possible we aim to appoint a manager with teams as well, but you may have a preferred person which should be discussed with Otago Country Cricket, as they have certain requirements.

At Junior District Cricket Level, District coaches are now required to have completed Police Vetting and Vulnerable Children Modules online via the NZC system. Coaches also require a minimum of an Advanced Foundation Coaching Certification for Year 7 teams down and a Development Level Coaching Certification for Year 8 and above teams e.g. the SI Primary team, Year 9/10 (U15), Year 11/12 (U17) teams. If your level of certification is below the required level you will need to work with Otago Country Cricket to upgrade your certification to the required level prior to going to any festivals and tournaments with a team. Enthusiasm to learn, coach and manage the players through the season is obviously a big part of the job as well.

The coach often umpires in the younger grades, but this is not always necessary where other parents are available. You will need to be across the Otago Country Cricket Coaching Philosophy Policy in relation to the aims, reasons and coaching approach that is behind how we organise the various district teams at different levels. The Development Officer (Sam Bastin) will also cover this off with you, but if you are unsure, please ask for further clarification.



Time Commitment

Given the large geographic area covered by Otago Country it is not usually feasible to have regular practices for teams. Your attendance at district matches is necessary. District matches generally start at 10.30am at the earliest, and you would be expected to be at the ground 45 minutes prior to start time to prepare the team for the match. You may not be able to make all games but should be able to commit to making most. Other parents should be able to cover for you from time to time throughout the season when you cannot attend. If this occurs, please make sure that the Development Officer (Sam Bastin) or District Manager (Adrian Morgan) are aware in advance of this situation. The OCCA will provide pre-season briefing sessions for coaches at the beginning of the season, so your attendance at those relevant sessions is desirable.

Cricket Festival & Tournament Procedures

All the organisation of accommodation and travel arrangements is done by Otago Country Cricket, who then liaise with you and your team manager about travel times, menus, what to take, etc, so not your concern.

Our Commitment The coach will be provided with a gear bag, which includes all the necessary gear to run practice and play on match day. We provide coaching support, including:

- Hosting a coaches orientation evening
- If you require we are able to help put you on suitable New Zealand cricket accredited coaching courses at a more advanced level than may be required by NZC.
- Providing Coach visits to your practices or holding specialist coach mentoring sessions for you and/or the players to attend
- Providing ideas and references on how to run effective cricket practice sessions
- Providing various locations for practice – when available an open wicket can be arranged.

The Association appreciates the commitment you make as a coach and is committed to supporting you in the role. If you have any concerns or require any assistance you need only to ask the Otago Country Cricket Development Manager (Sam Bastin), or the District Manager (Adrian Morgan). They are contactable by phone on match day if you have any questions during a district match.



DISTRICT TEAM MANAGER

POSITION DESCRIPTION

The primary objective of any district team is to represent its controlling body to the BEST 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 team's 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 Otago Country Cricket. On a personal level the manager is required 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. Ensuring that all members of the team adhere to established protocols and expectations.
3. Responsibility for the management of the total management team.
4. Representing Otago Country Cricket at official functions where requested.
5. Assuming overall responsibility for team culture, team development, policy, discipline, dress and morale.
6. Liaison with the team Coach on all team activities.
7. Ensuring the team upholds the highest standards of conduct at all times.

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
- OCCA's Code of Conduct
- Replacement of injured players
- Cell phone usage
- Health & Safety Policy

2. Pre-Season

- Liaise with District 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

- 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 Otago Country Cricket expectations

At Match/After Match

- Assume sole responsibility for team valuables
- Assume responsibility for Medical Kit
- Attend matches for the full duration of the fixture
- 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
- Ensure copies of scoresheets are scored live, emailed to OCCA or uploaded to CricHQ immediately at the conclusion of matches
- Retain any invoices, receipts for expenditure reimbursement purposes
- Update team statistics on a game by game basis
- 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.

Travel/Accommodation

- 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.

Season Conclusion

- If requested, provide a written report on the team's performance listing conduct concerns
- If necessary, report on the standard of accommodation and travel arrangement
- Offer recommendation for future travel/managerial arrangements
- Where appropriate report on activities and attitudes of the host Associations.
- Ensure all OCCA clothing is returned within 10 days of representative season finish.