



# Sutherland Shire Junior Cricket Association Inc.

(ABN: 25 363 798 164)

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## FUNCTION AND ACCOUNTABILITY STATEMENT

### **POSITION: PRESIDENT**

#### **Accountability Function:**

To promote junior cricket in the Sutherland Shire, consistent with the requirements of the:

- SSJCAI Constitution;
- NSW Districts Cricket Association;
- and answerable to the Affiliated Clubs constituting the Membership.

This involves overall responsibility for the control, planning, development and direction of the Sutherland Shire Junior Cricket Association Incorporated.

#### **Key Activities:**

- Promote the development of the Association
- Ensure the Committee operates effectively in supporting the development of junior cricket in the Sutherland Shire
- Ensure the Association fulfils the objectives of the Constitution
- Liaise with affiliated clubs and provide advice and guidance
- Promote harmonious relationships with other cricket bodies within the Sutherland Shire notably, the District, Umpires, Women's, and Senior Cricket associations.
- Chair meetings.



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**FUNCTION AND ACCOUNTABILITY STATEMENT**

**POSITION: COMMUNITY RELATIONS MANAGER**

**Accountability Function**

To promote junior cricket in the Sutherland Shire through the management of the Association's relationships with related organizations and the wider community.

**Key Activities:**

- Represent the SSJCA in the broader spectrum of cricket matters
- Promote good working relationships with Sutherland Shire Council and other sporting bodies to optimise cricket's needs.
- Develop and maintain positive relationships with Sutherland District Cricket Club; NSW Districts Cricket Association; the Umpires Association; Women's Association; Senior Cricket Association.
- Design promotional strategies to sell cricket as a sport to young people, including promoting girls junior cricket throughout the Sutherland Shire.
- Liaise with the media to promote support and interest in all junior cricket matters and develop an appropriate advertising program through local papers
- Actively pursue the support and commitment of sponsors



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**FUNCTION AND ACCOUNTABILITY STATEMENT**

**POSITION: VICE PRESIDENT**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire through programs and activities developed for players, coaches and managers.

**Key Activities:**

- Develop & conduct programs aimed at improving player and coaching skills.
- Manage and develop the Under 8/Have-a-Go cricket program
- Manage and develop the Under 10 Development Squad.
- Annual courses to ensure a continual flow of accredited coaches
- Encourage the participation of clubs in the acquiring of umpiring qualifications.
- Provide affiliated clubs with guidance and support in the development of courses relating to coaching, umpiring and scoring.
- Liaise with the Representative Manager in the identification and provision of special skill courses.
- Promote the inclusion of female players into the ranks of clubs and devise system of channeling female players into women's cricket.
- Liaise with Sutherland Shire Cricket Association and the Grade club to develop programs to facilitate the transition of junior players into senior ranks.
- Chair meetings in the absence of the President as the alternate to Vice President (Community Relations).



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: SECRETARY**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire through the administration of the Association on a day to day basis with focus on the application of the Constitution, Rules and Regulations, and, in conjunction with the Competition Manager, the Laws of Cricket.

**Key Activities:**

- Provide advice on and maintain data integrity of the Constitution, Rules and Regulations that govern the conduct of the Association's affairs.
- Liaise as required with the Office of Fair Trading and ensure compliance with the requirements of the Act applying to incorporated sporting bodies.
- Ensure the availability of Rule Books to all Clubs; review and update as necessary.
- Spokesperson for the Association consistent with the Public Officer role as provided for in the Constitution.
- Promote and maintain effective two-way communications with all affiliated clubs.
- Convene Association and Management meetings.
- Chair and/or participate in sub-committee meetings as necessary
- Represent the Association as necessary in matters involving the Association's interests and involving external organisations and other sporting bodies.
- Coordinate the publication of the Association's Annual Report
- The Annual Association Presentation day.



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: ADMINISTRATION MANAGER**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire by providing administrative support.

**Key Activities:**

- Liaises with affiliated clubs and works with the Competition Manager to register players and teams in accordance with the Association regulations and the processes required by the On-line system.
- Minutes Secretary for all management committee, general, and special meetings
- Maintain the register of all affiliated clubs, their Management Personnel and Club delegates.
- Works with the Secretary in compiling the Annual Report and coordinating the Annual Presentation day
- Trophies – compilation and verification of data for Annual Report and sourcing trophies to be ready for Presentation Day.
- Provide information on players including the accumulation and reporting of statistical data to the NSW Districts Cricket Association



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: COMPETITION MANAGER**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire by the planning, coordinating and managing the SSJCA's annual cricket competition.

**Key Activities:**

- The annual SSJCA cricket competition calendar of dates and fixtures.
- Provide advice on the conduct of the competition and the interpretation of the Sutherland Shire Junior Cricket association incorporated Rule Book with emphasis on those parts relating to the Laws of Cricket and playing conditions and requirements
- Maintain liaison with the Association Secretary on the Administrative Regulations
- Liaise with the Sutherland Shire Council's Sporting & Recreational officers on immediate operational ground improvement works, particularly those having safety implications, and those affecting the conduct of competition matches.
- Chair the Grading Committee
- Oversight the duties and activities of the Administration Manager in the nomination and acceptance of players from affiliated clubs.
- Liaison with the SSCUA and the SSCA on all matters relating to the SSJCA competition,
- Draft input to the Association's Annual report.



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: ASSISTANT MANAGER (REPRESENTATIVE CRICKET)**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire by supporting the Representative Manager to conduct the SSJCA annual Representative program.

**Key Activities:**

- Manage the uniform requirements of representative team; order and ensure the timely delivery of clothing and related items, arrange for payment of items ordered.
- Maintain lists of clothing and equipment purchased, and records of payment by players and/or parents. Account for all monies.
- Liaise with Team Managers on all financial matters relating to the Association's representative teams.
- Manage the Cap presentation and official photographs program. Organise photographers and purchase of photographs. Account for all purchases and income and expenditure of funds.
- Assist in arranging representative trials and selectors.
- Ensure the availability of equipment and balls for the use of teams.
- Liaise with Team Managers and/or Coaches on the resolution of day to day problems arising from the needs of teams.



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: REPRESENTATIVE CRICKET MANAGER**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire by planning, coordinating and managing the SSJCA annual representative cricket program.

**Key Activities:**

- Plan, control, direct and co-ordinate the Association's annual program of representative fixtures and activities.
- Liaise with Finance Manager to prepare and submit the annual representative program budget.
- Liaise with Finance Manager to report on actual costs versus the budget
- Liaise with the NSW Districts Cricket Association on the preparation of the program, grounds availability, umpires and related aspects.
- Liaise as necessary with other Associations entering teams in the Inter-district annual competition.
- Liaise on grounds needs for trials, training and matches associated with the requirements of representative cricket.
- Seek nominees to fill all positions of Selector, Coach, and Manager for representative teams.
- Annually review the representative cricket program and Association's involvement, submit reports to the Executive and recommend changes in practices and policies.



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: FINANCE MANAGER**

**Accountability Function:**

To promote junior cricket in the Sutherland Shire through managing the financial and accounting affairs of the Association.

**Key Activities**

- Formulate policies, oversight expenditure, and provide reports on all aspects of the Association's financial affairs.
- Maintain the Association's financial records; produce Statements for the Annual report and Annual returns.
- Prepare the Association's annual budget.
- Maintain and reconcile the Association's bank accounts.
- Draw & sign cheques.
- Control the investment of funds to optimise the Association's financial standing.
- Maintain the Association's register of property, equipment and assets.
- Control the Association's insurance arrangements
- Provide Secretary with invoices to pass to Clubs
- Maintain details of and follow-up of outstanding invoices



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FUNCTION AND ACCOUNTABILITY STATEMENT

**POSITION: WEBMASTER**

**Accountability Function**

To promote junior cricket in the Sutherland Shire through the management of the Association's online presence.

**Key Activities:**

- Ownership of the On-line system and the integrity of data it contains
- Oversight the duties and activities of the Club Online Administrators.
- Maintain the SSJCA website