

## **WDCU ADMINISTRATOR – ROLE SPECIFICATION**

### *General*

Perform a range of administrative and support activities for the Western District Cricket Union ("WDCU" or "the Organisation"), its Committees, Office Bearers (Chairman, Secretary and Honorary Treasurer), and member clubs to facilitate the efficient operation of the Organisation. These are specified below as far as practicable, but it is envisaged that *ad hoc* tasks will be required from time to time as mutually agreed.

### *Membership*

- Maintain up-to-date membership list(s) and member contact records (databases) in conjunction with the Secretary.
- Assist the Honorary Treasurer, when required, in collection of subscriptions.
- Assist in the management of collective initiatives, such as cricket ball ordering.

### *General enquiries*

The Administrator will act as initial point of contact for enquiries and/or correspondence, acknowledging these within 24 hours and responding to routine correspondence, or circulating to appropriate office bearer and/or committee(s), as required.

### *WDCU fixtures and competitions*

- Manage effectively club compliance with requirements for match short scores and results to be available on the WDCU website by the end of each matchday.
- Manage effectively club compliance with requirement for detailed scorecards for all WDCU Saturday League matches to be available on, or via, the WDCU website within 48 hours of the end of each matchday.
- Be responsible for the collation and review of umpire reports from all WDCU matches at which West of Scotland Association of Cricket Officials ("WoSACO") appointed umpires stand.
- Produce a global fixture calendar for all WDCU competitions each season in conjunction with the WDCU Cricket Management Committee ("CMC"), and circulate this to members and publish it on the WDCU website before 31 January in each calendar year.
- Circulate to members and publish on the WDCU website any amendments to the global fixture schedule.
- Assist in any review of WDCU competition playing conditions and rules as required by the Executive Committee and/or CMC as requested.
- Circulate to members and publish on the WDCU website any amendments to WDCU competition playing conditions and rules.
- Manage WDCU cup competition draws.
- Actively monitor compliance by clubs, competing teams and WoSACO with WDCU competition playing conditions, including, but not limited to, player eligibility, timeous result submission and umpire submissions.
- Arrange neutral venues for WDCU cup finals as requested by the CMC, and liaise with host clubs and WoSACO regarding match arrangements and officials.
- Manage the awarding, retention and safe-keeping, return and engraving of WDCU trophies.
- Organise the annual WDCU Awards presentation, including, but not limited to, arranging for the purchase and engraving of annual prizes.

### *Relationship management*

- Manage the WDCU's relationship with- WoSACO to ensure that:
  - WoSACO umpires are appointed to WDCU matches as agreed;
  - umpire reports are submitted by the end of each matchday; and
  - complete and accurate details of umpires' travelling expenses are submitted to the Honorary Treasurer by mid-day on the Tuesday following each Saturday League matchday covering all travelling expenses to be reimbursed up to and including the immediately preceding Sunday.
- Manage the WDCU's relationship with PlayerReg™ to ensure that:
  - the PlayerReg™ database of WDCU registered players is complete and accurate;
  - all player registration submissions and approvals have been timeously processed in line with agreed criteria; and
  - PlayerReg™ team sheet format and content provides the required information.

Manage the WDCU's relationship with CricHQ (or any successor) to ensure that the system for uploading detailed scorecards and other relevant match data is working effectively and fit for purpose.

- Liaise with Cricket Scotland as required and provide information as reasonably requested by them.

### *WDCU committee support*

- Schedule and arrange meetings for relevant committees as requested.
- Deal with all communications to WDCU committees received, including, but not limited to:
  - acknowledging all communications within 24 hours;
  - maintain a log of communications received, whether intimated in person, by telephone, letter and/or email;
  - forward on communications received to WDCU committees and/or office bearers as appropriate;
  - respond to routine communications, retaining a copy and/or note of responses given, acting as WDCU Administrator; and
  - recommend courses of action pursuant to communications received, to WDCU committees and/or office bearers when forwarding on communications, including, where relevant, specific reference to WDCU governance documents (the Constitution, league administration rules, competition playing conditions and rules, etc.).
- Act as secretary to WDCU committees, collating and circulating agendas and committee papers in good time, in consultation with committee Chairs, and taking and circulating meeting minutes.

### *Disciplinary and Appeals ("D & A") Committee*

- Disciplinary matters
  - Receive and review umpire reports for potential disciplinary matters within 48 hours of receipts.

- Provide administrative support to the D&A Committee and Panel(s) as outlined in the protocols of the D&A Policy and Procedures document
- Appeal matters
  - Prepare a summary of all appeals for the D & A Committee Chairman, submitting this within 24 hours of receipt.
  - Provide administrative support to the D&A Committee and Panel(s) as outlined in the protocols of the D&A Policy and Procedures document

#### *Player registration and eligibility*

- Manage, with PlayerReg™, a complete, accurate and up-to-date list of registered players, including Professionals and "Overseas Amateurs".
- Request and retain supporting paperwork to evidence eligibility of players to be registered as Professionals and "Overseas Amateurs".

#### *Website and social media*

- Notwithstanding, and not superseding, earlier references to the WDCU website, ensure that all website content information is complete, accurate and up-to-date, including, but not limited to:
  - league fixtures;
  - cup draw;
  - match results;
  - league tables;
  - downloadable documents;
  - Executive Committee, CMC and/or office bearer notifications to clubs; and
  - news.
- Manage the WDCU's Twitter account, tweeting information published on the WDCU website as considered appropriate and/or as requested by the Executive Committee, CMC and/or D & A Committee.
- Review and respond to complaints received in respect of material posted on the websites and social media platforms of members and registered players, raising any concerns arising therefrom with the D & A Committee.

#### *Representative, select and regional cricket*

- Liaise with representative, select and regional cricket squad/team management as regards their interaction(s) within the WDCU.
- Promote, where appropriate and when agreed, the activities of representative, select and regional cricket squads/teams on the WDCU website.
- Arrange venues for WDCU senior representative and/or select matches, and liaise with host clubs and WoSACO regarding match arrangements and officials.

#### *Reporting*

- Provide monthly reports, including timesheets, to the Secretary summarising activities and matters outstanding and, where applicable, issues preventing carrying these out in accordance with this role description.

- Provide regular, informal, feedback on activities to the WDCU Office Bearers and Committee Chairs as requested.

#### *Availability and response times*

In addition to those response times noted above, the Administrator's contact mobile telephone number and email address will be circulated to all stakeholders. The Administrator will be required to acknowledge all communications within 24 hours, and retain a record thereof. In addition the Administrator will be available to be contacted by telephone between hours to be agreed with them, and that are assumed to vary in- and out-of-season.

#### *Review*

A formal performance review will be held at least annually with two of the WDCU's office bearers.

#### *Time commitment*

It is envisaged that the time commitment for the role will be approximately twenty hours per week, on average, over a calendar year. In practice, this is likely to be somewhat higher between April and September, inclusive, (between 25 and 30 hours per week), and lower over the remainder of a year (approximately fifteen hours per week). Whilst the hours of working are flexible to a considerable extent, the Administrator will be required to attend a large number of meetings, typically on weekday evenings.