

USA CRICKET INVITES ALL QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING ROLES:

Title:	Women's National Team Manager - Senior Women's National Team Manager – U19
Location:	Flexible home location but already a resident of the United States; Prepared to travel internally within the USA as required (including to the USA Cricket HQ located in the San Francisco Bay Area, California, USA; Some travel overseas with the national team.
Hours and Scope of Work:	6 hours per week (estimated average) in addition to travel, camps and events with the national team for about 60 days per year.
Job Category:	Part time employee, permitted to work in the USA
Date Released:	2 March 2021
Closing Date:	15 March 2021

USA CRICKET

USA Cricket was established in 2017 to act as the national governing body for the sport of cricket in the United States, and is recognized as an Associate Member of the ICC. It is a non-profit corporation incorporated pursuant to the laws of the state of Colorado, but it is now headquartered in the Bay Area, California. Its mission is to govern, regulate, develop, and promote the sport of cricket (including hardball, softball, disability cricket, and all other types of cricket) at all levels in the United States, and to enable United States cricketers to successfully compete in national and international competition.

Further information about USA Cricket can be found on the USA Cricket website at: www.usacricquet.org.

JOB DESCRIPTION

USA Cricket is seeking to appoint a Team Manager for both its Women's Senior and Women's U19 National Teams. At this stage, it is open to the possibility that one person might be able to fulfil both roles or that they should be filled by two different people, and is interested in receiving applications from candidates who would like to be considered for either or both roles.

The Team Managers will be responsible for providing support to the Cricket Operations Director, National Team Head Coach, and the rest of the organization across all aspects of the USA

Women's Team domestic and international team operations, including the monitoring and support of an effective and efficient high-performance environment for the relevant National Team.

Core responsibilities include:

Team Operations:

Primary responsibility for:

- Communicating official and relevant correspondence from ICC, USA Cricket or event organizers to the players and team coaches and support staff.
- Communicating itinerary and tour details including rooming assignments, flights and other logistics, utilizing the AMS.
- Collaborating with management to ensure kit & uniform ordered is accurate in size, name and number for all players and furnished on time.
- Managing team expenses, paying and recording per diems and reimbursements to players and team staff.
- Managing travel logistics when on tour including transport between hotel and match/practice venues to make certain players depart/arrive on time.
- Organizing laundry, if not provided by hotel, to make certain players have clean training and playing kit each day, and facilitate personal laundry during extended trips.
- Submitting post-tour reconciliations and reports in a timely manner.
- Ensuring player information and records are updated, including visas, dietary, uniform sizes, waivers, utilizing the AMS.

Secondary responsibility for:

- Ensuring that all appropriate team passports, visas and any other requirements are updated and completed well ahead of time.
- Providing relevant information and assisting with preparing team budgets.
- Ensuring player compliance with all ICC and USA Cricket rules and regulations, including regular education in regard to anti-doping and anti-corruption.

Match and Training Day Operations:

Primary responsibility for:

- Liaising with the local liaison and local manager in regard to daily team requirements.
- Ensuring team support staff and coach have supplies and equipment required to perform their roles.
- Providing match officials and scorers with required information e.g., match day team sheet, balls, end of match reports, etc.

- Being aware of all local requirements in case of emergency, medical or otherwise.
- Overseeing player hydration (ice, water & electrolytes) during matches and training.
- In accordance with coach directives, manage the non-playing team members (e.g., bibs, off-field support to the team)
- Attending official tournament meetings and comply with equipment checks, eligibility checks, and similar requirements.
- Participating in team meetings and present information to players to generally support coach and program goals.
- Providing any next day updates or reminder to players in a timely manner each evening.

Player Welfare

Primary responsibility for:

- Informing team head coach and management of any player or team issues that could potentially hamper their wellbeing or performance.
- Managing player requests, in accordance with coach driven expectations & goals
- Maintaining a positive, professional rapport with players and staff and reporting any challenges to management in a timely manner.

PERSONAL QUALITIES AND EXPECTATIONS

The Manager should:

- Represent USA Cricket in a positive and professional manner at all times.
- Adhere to USA Cricket protocols and processes.
- Communicate with players and support staff in professional, concise, transparent and timely manner
- Constantly represent and reinforce established team values.
- Understand the importance of working with and taking direction from the Head Coach and USA Cricket management in order to ensure successful tours and programs.
- Understand of the need to provide flexibility and support in various areas to ensure optimum performance of the team.

QUALIFICATIONS

Professional skills:

- Positive and enthusiastic attitude with a willingness to be proactive in managing the team.
- Ability to foster strong relations, communicate effectively and build effective working relationships with players, coaches and support staff.
- Ability to operate with professionalism and integrity in challenging situations.
- Exceptional planning, coordination and organizational skills.
- Self-motivated, with the ability to work independently or as part of a team.

Knowledge and experience:

- Minimum 2 years' experience in sports administration and/or team management at a zonal, national or international level.
- An understanding of practical cricket issues, including some familiarity with the international cricketing and/or sporting landscape would be desirable
- Cricket playing experience and an understanding of performance team environments and international tours would be advantageous.
- An understanding of Associate Member women's cricket events and qualification pathways.
- Experience of working with elite players, coaches and technical staff would be advantageous.
- Experience within the field of high performance at national or international level would be advantageous.

APPLICATION PROCESS

Interested and qualified candidates should submit a full CV (of no more than four pages) with a cover letter (of no more than two pages) explaining their motivation in applying for the job and highlighting their relevant skills and experience.

Please send all applications to the following e-mail address: **HR@usacricket.org**, under the subject title: **Application – Women's Team Manager**.

Applicants should identify within their application whether they would like to be considered for the Women's Senior Team Manager, the Women's U19 Team Manager or both.

The closing date for all applications will be 5pm PST on Monday 15 March 2021