

## CRICKET OPERATIONS MANAGER

### BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game.

The future of Irish Cricket is incredibly bright following the recent awarding of ICC Full Membership to Cricket Ireland. The strategic vision of the organisation is to become a Test nation, not just in name (now achieved) but in the broader sense of what it means to be a 'Test' playing country - our Strategic Plan 2016-20 defines this in detail.

Ireland will now compete in the ICC Future Tours Programme from 2019-2022 which will include the new Men's World Cup ODI Super League with the top 13 teams in the world from 2020, a programme of Test cricket, and the Men's and Women's T20 World Cup structure. In all, over the next four-year period, we have scheduled over 66 men's and 24 women's International matches at home.

Cricket Ireland is seeking a full-time Cricket Operations Manager to oversee the day-to-day management and operations of domestic first-class and international cricket.

The position is headquartered at the North Dublin CI head office, but the nature of the role demands a national brief across both sides of the border. The position reports into the Head of Operations - International Cricket.

The successful candidate must be eligible to work in the European Economic Area (EEA) and UK/Northern Ireland.

### PURPOSE OF THE POSITION

This role will deliver on key objectives contained within the Cricket Ireland Strategic Plan, particularly in relation to the smooth running of the organisation's cricket and technical operations, and satisfy compliance procedures and protocols as laid down by Cricket Ireland (CI), the International Cricket Council (ICC) and the funding Sports Councils.

Working with the Head of Operations - International Cricket, Performance Director, Team Operations Managers, Event Manager, other CI personnel, our volunteer network and key stakeholders, the post-holder will manage many of the key operational and technical aspects of the Cricket Department including, inter alia, operations for match officials, matches/tournaments, grounds and facilities.

The post-holder will ensure that CI remains compliant with the full range of regulations imposed at both statutory and ICC level, relating to activity both on and off the pitch.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended in the light of the changing needs of the organisation.*

## KEY RESPONSIBILITIES

### International Competition

- 🌐 Management, maintenance and communications of Cricket Ireland international and First-Class men's and women's domestic competition rules and regulations, including ensuring CI referees, tournament directors, umpires, scorers and match managers have updated information; ensuring playing conditions are produced and disseminated for major fixtures.
- 🌐 Management of operations (including training, logistics and clothing/equipment) for CI umpires, referees, scorers for CI representative matches in consultation with, and in support of relevant volunteers and in line with international best practice.
- 🌐 Line-management of CI contracted umpires, including daily oversight of their programme and system, as well as the development and implementation of a selection and appointments protocol for match officials.
- 🌐 Management of logistics for incoming ICC referees, umpires and scorers officiating at international matches according to ICC criteria. This includes the appointment of a Liaison Officer for the match officials and working with same.
- 🌐 Maintenance and ordering of CI equipment stock for all CI representative matches, including cricket balls, stumps, scorebooks/sheets, light-meters, including ensuring that matches and officials are supplied with appropriate equipment, including iPads for scoring.
- 🌐 Communication of security operations at venues to ensure proper information flow between internal and external stakeholders; to ensure that incoming teams and match officials have relevant information.
- 🌐 In consultation with venue and CI event personnel, manage men's and women's international cricket match day operations, logistics and facilities for umpires and referees; scorers; and ICC anti-corruption personnel.
- 🌐 Manage, organise and chair pre-international security meeting, involving all relevant stakeholders, including CI Event staff, Gardai, ICC Match Referee and Anti-Corruption Personnel, host venue and Broadcasters.
- 🌐 Attend Pre-international Referees meetings with team management, to advise on any pre-match logistics or Host Board issues.

- 🌐 Responsible for the management and implementation of regulations relating to player eligibility for Inter-Provincial players and International players who must adhere to ICC Player Eligibility criteria; and the management of registration of players.
- 🌐 Help produce and maintain a 'Match Hosting Briefing Document' with the CI Event Manager and Head of Operations - International Cricket and engage with the CI Event Manager in relation to match venue staging agreements for home representative and international fixtures.

## Domestic Competition

The role will be responsible for the administration and match operations of all domestic First-Class and List-A men's and women's cricket played under the auspices of Cricket Ireland (CI). Currently this would include Ireland Wolves and A-team; the Men's Inter-provincial Series; Women's Super 3's; and Irish Senior Cup, National Cup and All-Ireland T20 Cup finals.

- 🌐 Liaise closely with the Provincial Union Cricket Operations Managers in ensuring they report in regularly on the team operations and logistics of their teams and ensure all host match venues are well prepared and adhere to the facility and ground specifications.
- 🌐 In conjunction with the Provincial Unions, organise and deliver Player Education and Administration days in advance of competition start dates.
- 🌐 Oversee cricket operations on match-days of all Inter-Provincial and Super 3s matches, to include but not limited to the logistics and organisation of CI umpires and scorers in consultation with, and in support of relevant volunteers and in line with international best practice.
- 🌐 Co-ordination of a centralised domestic fixture list in cooperation with the Provincial Unions, Performance Director and CEO, with fixtures being set in the following order:
  - Marquee International Match (this should ideally be a closed date for all top divisions in each union and certainly for the top divisions in the province hosting the match)
  - Other International fixtures
  - Inter-Provincial Series & Super 3's
  - Irish Senior Cup/National Cup /T20 National Cup

## Grounds and Facilities

- 🌐 Management of processes regarding CI grounds and facilities, overseeing implementation of ICC standards at international venues; maintenance of venue accreditation roster.
- 🌐 Responsible, as a member of the CI Match Allocation Group (MAG), for the preparation and coordination of relevant information on grounds and facilities, in conjunction with the

National Facilities Manager, in order to ensure the MAG make informed decisions on CI representative match venue allocations.

## Other

- ④ Oversee and organise clothing orders and distribution for the Inter-Provincial series, Super 3s and all members of the representative panel of match officials
- ④ Represent CI on the Irish Association of Cricket Umpires and Scorers (IACUS)
- ④ Liaise and communicate with the IACUS in respect of the CI national and international panel of scorers and umpires.
- ④ In line with the match official selection policy, lead on the appointment of CI umpires and referees for International and domestic cricket in conjunction with IACUS.
- ④ Support IACUS with the development and further education of elite officials.
- ④ Administer and provide secretarial support to the CI Bowling Review Group, ensuring implementation and actions arising from the discovery of illegal bowling actions in accordance with ICC policies and procedures.
- ④ Management and implementation of operations and communications relating to compliance with the ICC anti-corruption regulations and ICC anti-racism code.
- ④ Management of operations and communications relating to approved/disapproved cricket.
- ④ Other cricket operational activity deemed appropriate or reasonably within the remit of the role, and any other duty within the purview of the role as decided by the Head of Operations - International Cricket.
- ④ Act as point of contact with Sport Ireland in the area of anti-doping, specifically to ensure that drug testing is scheduled for the Inter-Provincial Series.
- ④ Act as Secretary to the following CI Sub-Committees or Working Groups:
  - Cricket Committee
  - Disciplinary Committee
  - Match Allocation Group
  - Inter-Provincial Structure Group
  - Playing Conditions Working Group

## EXPERIENCE REQUIRED

### Essential

- ④ Be educated to degree or diploma level specialising in Sports Management, or Recreation and Leisure Management; and/or demonstrate five years' relevant experience in Cricket or Sports Administration
- ④ Must be highly organised and be able to work under pressure, with the ability to multi-task when planning a range of projects and initiatives that must be delivered.
- ④ Team building, negotiation skills and experience in working with volunteers is essential.
- ④ A thorough knowledge and interest in cricket, particularly the laws, rules, regulations and policies associated with international and domestic cricket.
- ④ Highly developed written, verbal, communication and relationship building skills.
- ④ Excellent time management-skills are required with the ability to work on one's own and be self-motivated.
- ④ Demonstrable working knowledge of modern Microsoft IT and software packages including Office, Word, Excel and Powerpoint.
- ④ Strong administrative skills; experience with database management
- ④ Must be prepared to work unsocial hours, including out of office hours and on weekends/bank-holidays.

### Desirable

- ④ An understanding of the requirements needed to operate international and first-class cricket.
- ④ A comprehensive understanding and knowledge of cricket facilities.
- ④ Experience of working in, or the dynamic of, sporting events.

*The selection panel reserves the right to consider Desirable Criteria during the short-listing process should candidates remain on an equal footing using simply Essential Criteria*

## WORKING RELATIONSHIPS

- ④ Head of Operations – International Cricket
- ④ Performance Director
- ④ Chief Executive
- ④ Performance Operations Executive
- ④ Head Coaches and Academy staff
- ④ Umpire and Referee panels
- ④ Provincial Union General Managers
- ④ International Pitches Consultant
- ④ National Facilities Manager
- ④ Venue Groundsmen
- ④ Sport Ireland
- ④ International Cricket Council

- ④ ICC Member Boards
- ④ IACUS

## REMUNERATION

- ④ The package will include a competitive salary commensurate with qualifications and experience
- ④ Company car allowance
- ④ Laptop and Phone will be provided
- ④ Travel expenses and related costs will be paid

## PROCESS

- ④ **The closing date for applications will be 9am, 27<sup>th</sup> May 2019**
- ④ A detailed letter of application and full CV should be sent by email to [recruitment@cricketireland.ie](mailto:recruitment@cricketireland.ie) and will be confidential.
- ④ Interviews will be held w/c 3<sup>rd</sup> June.