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**Cricket West Indies**

**JOB STATEMENT**

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| TITLE OF POSITION | Head Coach/Team Director – West Indies Senior Men’s Team |
| POSITION TYPE | Full Time; Fixed Term Employee |
| REPORTS TO | Director, Cricket |
| DEPARTMENT | Cricket |

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| AIM OF CRICKET WEST INDIES |
| Vision:   * To provide successful and entertaining West Indies teams whilst adhering to sporting ideals. * To establish cricket as the sport of choice and a viable career option. * To establish the CWI as an effective governing body. * To establish the CWI as a commercially viable organization.   Mission:  To manage, develop and promote cricket to the benefit and enjoyment of the West Indian people.  Core Values  Passion; Accountability; Respect; Team Excellence; Integrity; |

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| PURPOSE OF DEPARTMENT |
| The Cricket Department is responsible for all cricket operations and cricket development activities in line with CWI’s strategy for cricket. These include activities relating to the High Performance Centre; talent identification programmes, player welfare, playing conditions, executing the administrative, logistical and operational aspects of all regional tournaments, home & away international series and preparation of the team to best practise standards and in accordance with regional and international governing codes and rules. |

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| PURPOSE OF THE POSITION |
| Responsible for the development of champion West Indies Senior Teams which produce consistent and winning performance at ICC Tournaments, Test, ODI and T20I levels through the design and delivery of well-structured and progressive coaching programmes. Effectively deploy resources and implement tactical initiatives to ensure the achievement of superior match results and top placement in all competitions. Manage the on and off-field development of current and new Players through elite player development, health and welfare programmes. |

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| **JOB DESCRIPTION – C1 Classification** | |
| ***Positions in this category may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive*.** | |
| **CORE ACCOUNTABILITY** | **CORE DUTIES & RESPONSIBILTIES** |
| Team Results | * Focus team and support staff in the achievement of the teams’ agreed performance targets. For example   + The team and players to consistently improve performance across all formats and disciplines.   + The team to consistently improve win/loss ratio across all formats   + The team to steadily improve ICC rankings |
| Team Leadership | * Lead the process to develop and implement a team vision and values, standards and protocols that are consistent with CWI’s overall goals and objectives for cricket. * Identify and define short, medium and long-term goals for all coaching and player development programmes. Ensure all programmes are aligned with CWI’s goals and objectives for cricket. * Devise and execute action plans to deliver agreed targets and key performance indicators. * Develop key strategies and initiatives to communicate and gain buy-in of the team purpose, values, standards and protocols by all players and Team Management members. * Provide leadership to the players and team management through effective and timely communication and the ability adapt style to address all situations (positive and challenging) appropriately. |
| Team Development | * Create a team culture that promotes unity, professionalism and commitment to top performance on and off the field. Model the values expected of the team. * Develop and implement plans, strategies and remedial work to consistently improve the performance of:   + West Indies Teams   + CWI’s contracted players   + Players selected for the West Indies Team from time to time * Develop strong working relationships with Team Management, the Captain and players and establish clear role definitions and common purpose. * Work with Team Management, the Captain, and players to establish appropriate team protocols. * Ensure that the established team protocols are met and maintained and deal promptly and effectively with any breach or conflict. * Ensure the team maintains an appropriate standard of discipline in accordance with CWI Code of Conduct and the ICC Code of Conduct both on and off the field. * Ensure effective two-way communication and interaction between Team management and players. * Develop well planned and innovative team programmes geared at consistently improving overall team performance * Design and implement both in-competition and out-of-competition conditioning and skill development programmes. * Lead the planning and coordination of practice and training sessions in conjunction with Team Management. * Conduct pre-game and post-game analysis with the team (i.e. game plans, debriefing) and devise appropriate methods to address findings. * Work closely with the Director of Cricket and Manager, Cricket Operations to plan team preparation and playing requirements for future tours. * Preparation of the Team for matches: * Ensure appropriate training aids are available and ready for use * Ensure appropriate facilities are made available * Ensure a proper balance is struck between technical, physical, mental, tactical and teamwork preparation * Ensure relevant training programs are put in place in training sessions leading up to each match/tournament * Ensure appropriate pre-match preparation routines are put in place and executed. * Lead the development and maintenance of high standards, expertise and playing strategies which promote excellence and success. |
| Player Development | * Work with individual players to ensure the development and enhancement of their skills and talents to consistently perform and excel at international Twenty20, ODI and test cricket levels * Ensure individual player development is being enhanced through the development of robust performance plans for individual players which outlines their skill development, health and welfare requirements. Challenge and support players to maximise their individual potential and performance. Involve players in the planning of their own programs. This includes acknowledging their own strengths and limitations, committing to the agreed training program and taking responsibility for their own development and performance. * Work with players in the off season and pre-season to remedy technical deficiencies and expand skills utilizing specialist coaches if necessary * Provide regular feedback and technical assistance to players during tournaments and monitor development periodically outside of tournaments * Engage with and encourage young elite players to aspire and strive to play for the West Indies Team * Work closely with the team fitness trainer and physio to ensure: * players are provided with an appropriate fitness and training programme for them to attain and maintain the required level of fitness * appropriate individual fitness programmes are in place and are completed * ensure playing season is planned with appropriate build-ups and player rest breaks * ensure individual player recovery and recuperation programmes are being adhered to. * Actively participate in the implementation of the High Performance Development Strategy: * Contribute to the development and implementation of the HP Strategy long term vision and objectives * Ensure team and coaching objectives are fully aligned to ensure congruency in playing styles and long term objectives * Assist in the delivery of coaching clinics held at the High Performance Centre * Encourage players to prepare for life after cricket, e.g. tertiary studies, work experience, coaching courses in consultation and collaboration with the Manager, Cricket Development/Player Relations Officer * Continuously seek a competitive advantage. This involves; * having a good understanding of the scientific bases of performance * being ready to try something new and innovative * making regular contact with other coaches and scientists, both regionally and overseas, working not only in cricket but also in other sports that place similar demands on elite athletes. |
| Communication & Review | * Attend and actively participate in regularly scheduled meetings with Director of Cricket, either by phone, in person or use of video/internet technology as appropriate. * Attend and actively participate in scheduled meetings with the Director of Cricket, Team Operations Manager, and Captain e.g. tour planning meetings. * Attend and participate post-tour or series team reviews/debriefings with the Director, Cricket and/or CWI Cricket Committee. * Co-ordinate with Head of Selection panel and Director of Cricket in the evaluation of players and team management in accordance with performance review schedules provided by the Cricket Operations Unit. * Engage with the CWI Selectors and provide input into the talent identification, player contracting/retainer process * Attend and actively participate in selection meetings/discussions with the CWI Selection panel. |
| Media | * Build a media savvy public persona. Be available and responsive to media requirements and requests to comment on team matters as agreed and where appropriate. * Complete interviews, attend press conferences and act as a team spokesman as required. * Act in a positive, professional manner with the Media at all times, particularly during times of adversity, and develop and maintain positive professional relationship with media representatives. * Develop and maintain a positive and appropriate media profile including participation in media activities such as interviews, photographic, filming and/or recording sessions as reasonable and appropriate. * In conjunction with the Team Manager and/or Communications Manager, ensure all players have appropriate media training, availability and access to the media. |
| Leadership and Management | * Provide strong and effective leadership - role model the desired mind-set, behaviours and values to encourage high performance and team engagement with the vision for West Indies Cricket * Ensure the maintenance of discipline in accordance with CWI policies and, together with the other members of Team Management, instil in the Team the highest possible standards of attitude and discipline both on and off the field. * Ensure the enforcement of agreed team protocols. * Manage and/or facilitate the resolution of any issues or conflict in a timely fashion, and foster a positive environment within the team. * Ensure the communication and implementation of player welfare programmes. * Establish goals and objectives for all direct reports and provide regular feedback and support to achieve performance targets. * Carry out performance evaluations, prepare and submit reports in accordance with the CWI’s policies & procedures. * Develop and document all necessary policies, procedures, standards and protocols to ensure the effective delivery of programmes. Ensure correct record keeping in accordance with internal policies and cricket protocols. |
| Work Ethic | * Report for duty punctually ready to work, in appropriate professional wear, ensuring correct personal presentation for business/work. * Carry out any reasonable requests made by direct manager in a timely manner. * Commit to the achievement of performance objectives and the completion of tasks by accepting that irregular working hours are an important feature of the role and being flexible with regard to the scheduling of work hours to enable the proper execution of this role. * Be proactive, ask questions to ensure understanding of duties & responsibilities and be accountable for the proper execution of accountabilities and tasks to the required standard. * Drive own development e.g. attending and completing CWI organised formal training sessions and programmes as and when required; participating in informal learning and development opportunities e.g. cross training and work shadowing. |

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| **RELATIONSHIPS/INTERACTIONS:** | |
| **External** | **Internal** |
| ICC and Member Boards  CWI sponsors and clients  West Indies Players Association  Professional service providers | CWI Staff  CWI Cricket Committee  CWI Umpire’s and Referees Committee  CWI Medical Panel  CWI Selection Committee  CWI Disciplinary Committee  CWI High Performance Centre  Territorial Boards  Regional Franchises  Board of Directors  CWI Regional Coaches  Players |

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| Special Feature(s) of the Job | Whilst every effort has been made to explain the main duties and responsibilities of this role, the dynamic and fluid nature of the business of the CWI and the Sports Management Industry may give rise to the need for new and critical duties and /or projects and flexibility with regard to scheduling hours of work. Therefore, employees will be expected to comply with any reasonable request from the CWI management team, including ad hoc projects and undertake work of a similar level that is not specified in the Job Statement.   1. With notice, may be required to work extended hours at specific periods in the Cricket Series/Tournament calendar. 2. Frequent regional and international travel is a critical aspect of this role. |

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| **ROLE / PERSON SPECIFICATION** |
| Academic/Professional Qualifications   * Level III Cricket Coaching Accreditation or international equivalent. * Tertiary qualification in sports management or related discipline would be an asset |
| Practical Experience   * At least (5) years working experience as a Head Coach. * Ten (10) years’ experience in Sports Management working with elite cricketers. * Demonstrated track record as a world class coach as evidenced by previous coaching and team results * Sound practical experience in developing elite players and teams |
| Technical Knowledge/Skills/Competency:   * Fully skilled/competent * Strong leadership and management skills * Ability to manage and measure work, including setting clear objectives and measures, clearly assigning responsibility for tasks and decisions and monitoring progress against objectives set for self, direct reports and areas for which you are responsible. * Strong verbal and written communication skills. * Networking & influencing skills * Strong technical knowledge of all facets of the game of cricket * Strong planning, organising and executing skills. * Highly competent strategic and operational planner * Excellent problem solving and decision-making skills. * Ability to adapt knowledge and experience to different cultural and organisational contexts * Competent in the use of Microsoft Office Suite (Word, Excel, PowerPoint) and Coaching Software (Silicon Coach, Sports Code, etc.). |
| Technical Knowledge/Skills/Competency continued:   * Broad understanding of the Sports Management Business. * Broad understanding of the cricket landscape within the West Indies and globally * Sound knowledge of cricket with coaching experience either at the Test or first-class Level. * Strong commercial awareness and understanding of the importance of the CWI’s commercial partners and ability to lead the West Indies Team in supporting the CWI’s commercial programme. * An affinity and detailed knowledge of Cricket – the game and the development function * Continuously keeps up to date on current coaching and Sports Management developments |
| Level of Supervision & Decision-Making Authority   * Managed by results, achievement of objectives. * Has the full authority to act within the scope of the job role. Authority to decide what to do and how to do it given the organisational resources |
| Supervisory Responsibility & Authority   * Manage all Team Management Staff and players when on tour and external third-party supplier relationships. * Authorised to assign and review work. * Schedule work hours, recommend overtime and vacation. * Review the performance and carry out performance evaluations of all Team Management and West Indies Senior Team players. * Direct Reports (on tour)   + Technical Staff   + Batting Coach   + Bowling Coach   + Fielding Coach   + Game Analyst |
| Budgetary Responsibility   * Authorized to purchase goods and services on behalf of the organization within authority limits. |

**NOTE**

*This document reflects the job at the time of writing and will be subject to amendment in the light of changing national and international regulations, operational and/or environmental needs. Any such changes will be discussed with the job holder and the Job Statement amended accordingly.*

*A signed copy of the Job Statement will be held on the employee’s personnel file and a copy will also be given to the employee.*

**EMPLOYEE STATEMENT**

*I have read and fully understand and accept all the contents listed in this Job Statement.*

Manager’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_