

# ROLES & RESPONSIBILITIES

2011  
VERSION 11.2

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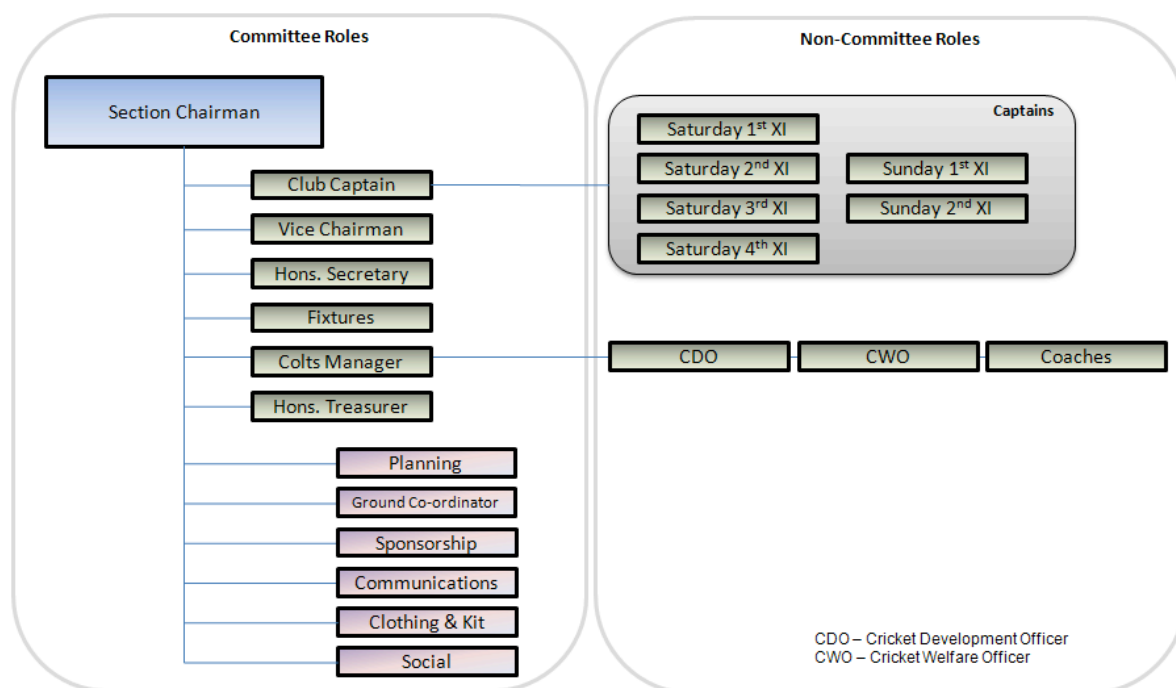
## 1. INTRODUCTION

Purpose of this document is to provide a description of the WHCC cricket organizational structure with a break out the individual roles and responsibilities that exist within it. This is in response to the continued evolution required of the organisation given the increasing and changing demands on the section to achieve both successes on the field as well as financial stability within the umbrella organisation of the newly formed Winchmore Hill Sports Club. This document will continue to evolve as it has since it was first established in support of our rolling 5 year plan and as the section learns to adapt in order to move the club forward.

## 2. CURRENT STRUCTURE

At present the committee is made up of the following overall structure, which has not fundamentally changed for some considerable time. The only changes that have taken place since the 2010 season are:

- Removal of the designated "selection chairman" role
- Addition of the designated "communications" role



**Figure 1: Committee & Non-Committee Roles**

The committee meets on a monthly basis and normally post the senior net session's on Wednesday's during the season as well as during off season. A typical agenda which is published and minuted by the Secretary is outlined below where each item is owned by the respective committee individual. Out of lessons learnt from the 2010 season, where a lot of time was covering low priority items and to maximise the effectiveness of the committees time on the priority issues, certain items will be covered "off line" by a summary email on any changes published by the respective owner of the topic.

Standards agenda structure with key recurring items that are reviewed and discussed:

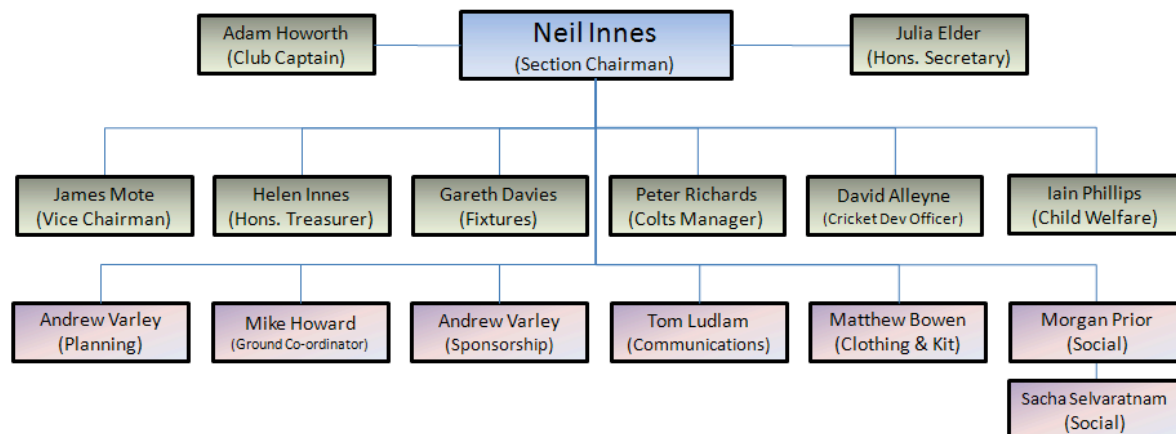
**Cricket Section Committee – Agenda Items**

- Logistics (Cricket Section Chairman & Hons. Secretary)
  - Approval and Sign off of Previous Meeting Minutes
  - Review and Update on Outstanding Action Items
  - Correspondence
  - New Membership
  - Matters Arising and Any Urgent Business
- Planning Performance Update (Cricket Section Chairman)
- Finance Treasurers Report (Hons. Treasurer)
  - Membership P&L Review
  - Colts P&L Review
  - Kit P&L
- Team Performance (Club Captain)
  - 1<sup>st</sup> IX
  - All other teams
- Colts (Colts Manager)
- Fixtures (Fixtures)
- Sponsorship (Sponsorship)
- Communications Update (Communications)
- Ground Representatives Report (Ground Co-ordinator)
- Clothing & Kit (Clothing & Kit)
- Social (Social)
- Management Update (Club Chairman)
- Any Other Business (Hons. Secretary)

### 3. CURRENT ROLE ASSIGNMENTS

#### COMMITTEE

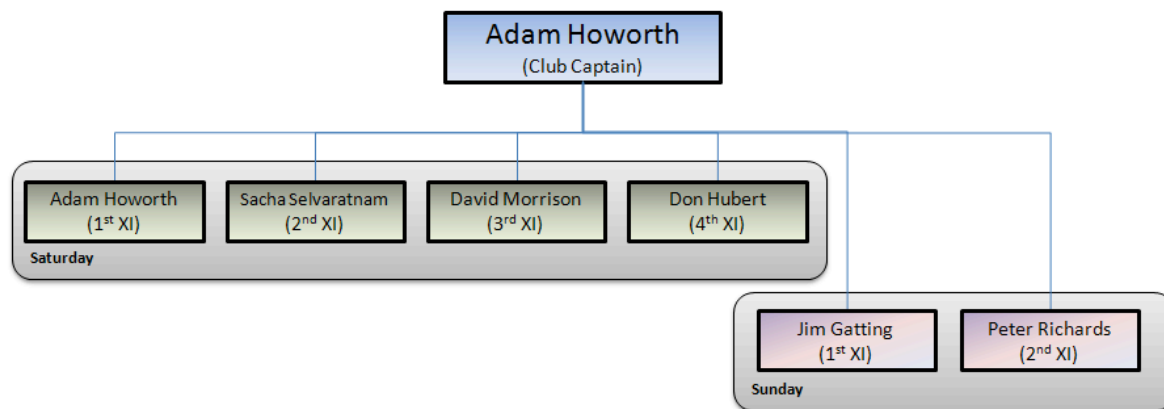
At present the committee following the AGM in October 2010 are as follows for the 2011 season. Leveraging the roles that successfully worked in 2010 and the identification of having to expand the committee to cover new activities, the committee stands as follows:



**Figure 2: 2011 Committee & Non-Committee Members**

#### CAPTAINS

At present the assigned captains for the 2011 season are as follows:



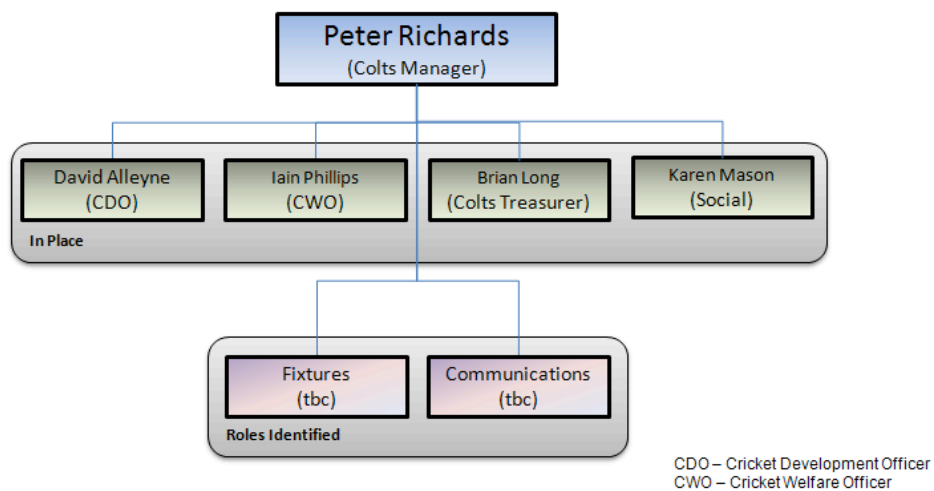
**Figure 3: 2011 Captains**

**WHCC SUPPLEMENTARY COMMITTEES & WORKING GROUPS**

As the club is constantly evolving, the formation of additional committees and engagement with other sections within the umbrella organisation of the Winchmore Hill Sports Club has resulted representation in other governance structures. These key recurring committees and working groups are identified below which do not go through any formal election process or nominations of the representative individuals.

**COLTS COMMITTEE**

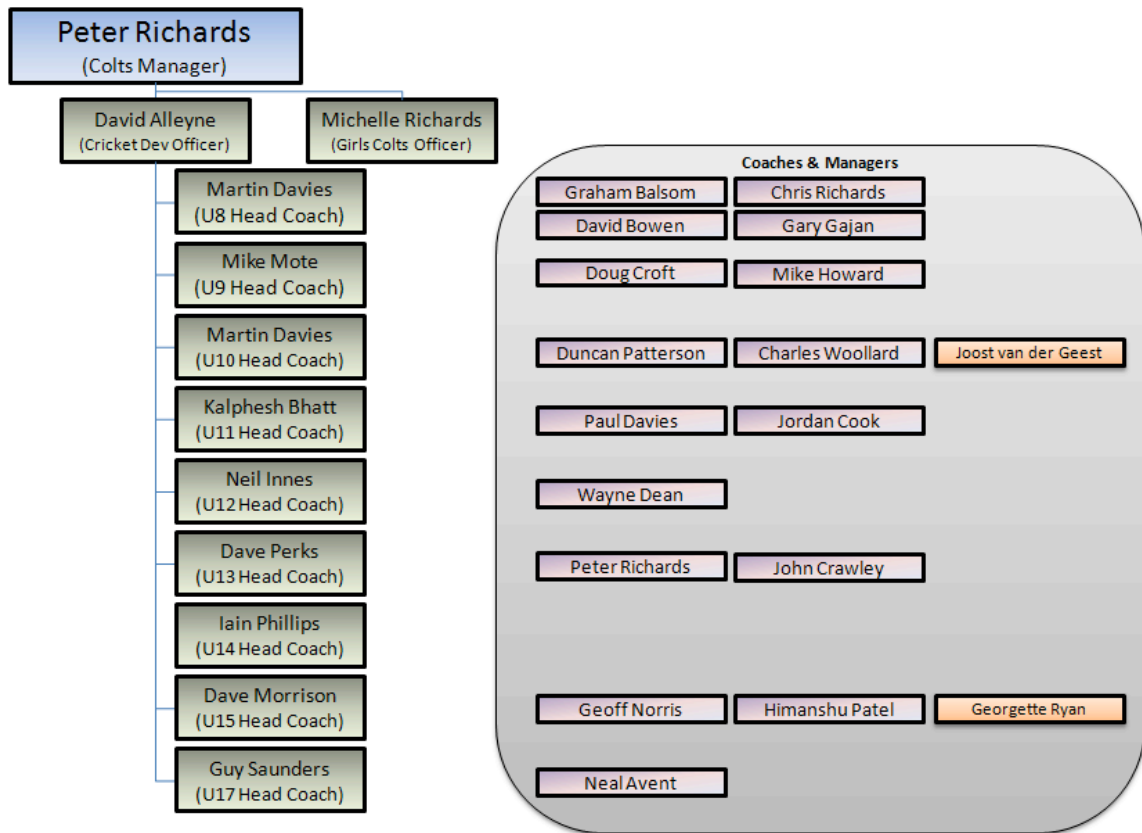
To support the sustained growth of both the colt’s membership and supportive coach’s network it has been necessary to plan for the build out the existing Colts committee during 2011. The following outlines the potential additional roles identified with the aim to fill them during the 2011 season. Where the roles are currently filled then those names are listed.



**Figure 4: 2011 Colt’s Committee**

**COLTS COACHES COMMITTEE**

In support of the colts' membership and the 9 age groups, both boys and girls the section has built out the necessary coaching structure along with coaching and manager support for the sections.



**Figure 5: 2011 Colt's Coaches & Managers**

#### **4. ROLES & RESPONSIBILITIES**

Following outlines the main duties and responsibilities of the listed committee positions and additional roles that have been defined as necessary in order to achieve the objectives of the section.

##### **DIRECTLY ELECTED COMMITTEE ROLES**

###### **CHAIRMAN**

- To be accountable for the well-being and good management of the Cricket Section
- To drive the section to achieve its goals
- Chair Cricket Section committee meetings
- Chair Cricket Section AGM meetings and extraordinary AGM meetings as required
- To attend monthly club management meetings and ensure Cricket section views are represented

###### **VICE CHAIRMAN**

- Responsible for the completeness of the required clubs policies and procedures
- Arrange the annual Cricket Dinner, confirm and book an external speaker for the event and ensure the event is high profile to ensure strong ticket sales and profitability of the event
- To ensure the co-ordination, facilitation and management of the annual cricket week. Work with the fixture secretary and social committee representative to ensure all events are co-ordinated and successfully published and advertised
- To attend monthly club management meetings and ensure Cricket section views are represented where the chairman is unable to make the meeting
- To organize and chair monthly committee meetings and Annual General Meeting in the absence of the chairman

###### **HONORARY SECRETARY**

- To deal with the club's main correspondence (excluding fixtures)
- Ensure the taking and subsequent publication of the minutes of the Cricket Committee meetings and annual AGM

###### **HONORARY TREASURER**

- To prepare and report the annual sectional budget
- In association with Chairman, to set 'profit' targets for social occasions
- To authorize and make timely payments for cricket section purchases
- Section Membership Database Administration

###### **FIXTURE SECRETARY**

- To ensure umpires are appointed, where necessary, for friendly and cup matches
- To ensure the club fixture card is accurate in dates, start times & contact information
- To ensure full playing fixtures are confirmed and advertised accordingly for the annual cricket week
- Management and organization of lettings
- Arrange Rota for an "introduction" person for mid-week visiting games to the ground
- Cricket Section "Lock Up" Administration

###### **CLUB & 1<sup>ST</sup> XI CAPTAIN**

- To attend selection meetings
- To take full responsibility for the clubs senior practice sessions at WHCC on Wednesday's
- To captain the 1st XI in league, cup and prestigious other fixtures
- To be an ambassador of the club and live the spirit of cricket
- Arrange the annual players "Brunch" feedback session

### **COLTS MANAGER**

- To be responsible for the running of the Colts section
- To manage CDO impact on coaching schedules
- To work with all assistant coaches
- To attend junior club meetings and report on progress
- To offer club feedback on the organization and degree of success of junior coaching and competitions
- To arrange alternative cover in advance of any sessions that cannot be attended

### **NON-ELECTED COMMITTEE ROLES**

#### **PLANNING**

- Develop, maintain and refresh the sections 5-year plan and ensure it is approved and signed off by the cricket committee
- Ensure the successful wider publication of the plan to all members of the cricket section
- Ensure the successful submission of the of the 5 year plan and the corresponding submission of the required evidence and statistics in line with the regulations to maintain "club mark" certification

#### **GROUND COORDINATOR**

- To act as sections representative on the parent club's ground committee and report back to the committee the actions and key information from the Grounds meeting
- Develop and manage rota of ground covers to be put on
- Develop and manage rota for the maintenance of the practice nets
- Ensure maintenance of mobile net and bowling machine and safe house out of season

#### **SPONSORSHIP**

- To seek out a main sponsor and service the sponsorship accordingly
- To obtain match-day sponsorship for all home fixtures
- Work with the WHCC Club Sections to ensure co-operative and beneficial sponsorship approaches across all sections of the club

#### **COMMUNICATIONS**

- To be main coordinator for increasing membership and to aim to deliver membership numbers as per Development plan
- To act as press and promotions officer, with particular attention to newsletters, website content and updates
- Facilitate and organise the pre-season letter
- Cricket Fantasy League administrator
- Manage the Cricket Section Web Site and related social media tools such as Face Book and Twitter and ensure relevancy, relevance and administration

#### **CLOTHING & KIT**

- To provide the sections kit requirement (sweaters, shirts etc) in club colors and for reasonable prices.
- To proactively arrange selling of kit and ensure profitability for club
- (Potentially) to manage the external site content of kit purchases
- Ensure continuity, standardization and conformity of wearing kit across all players and all teams

#### **SOCIAL**

- To own the social event diary, organization and advertising thereof of cricket section related events



- Ensure the organization and administration of the Cricket Week ensuring appropriate social events are structured for each evening of the week
- Arrange a Cricket "Event" of the Year to raise funds directly for the cricket section

**PLAYER REGISTRATION**

- Ensure the correct and timely registration of players on the Middlesex "Play Cricket" website
- Facilitate and ensure the maintenance and management of the sectional membership database
- Monitor and review all correspondence provided by those leagues that we are engaged in and provide recommendations to changes in rules and ensure their compliance

## **5. NON-COMMITTEE ROLES & REPORTING LINES**

### **CHILD & WELFARE OFFICER (CWO)**

- To ensure Child Protection policies are in place and well publicized
- To be first point of contact for senior players with concerns
- To own and communicate the club disciplinary & grievance procedure own the social event diary, organization and advertising thereof

### **CRICKET DEVELOPMENT OFFICER (CDO)**

- To act as liaison between the MCB and members to ensure coaching courses are available and WHCC are put forward
- Responsible for the co-ordination and running of the Chance 2 Shine scheme on behalf of the club
- To liaise with local schools to increase junior participation on the ground (not limited to cricket - can include sports day for instance)
- To assist and develop the Summer Cricket camp scheme
- To promote WHCC Colts cricket section in local schools

### **PLAY-CRICKET ADMINISTRATOR**

- Managing, reviewing and updating the Play-Cricket WHCC web-site component as and when required
- Fulfilling their club's Play-Cricket match reporting requirements