



Winchmore Hill CC
per amicitia ludos

The Paulin Ground,
Ford's Grove,
Winchmore Hill
LONDON N21 3ER
(+44) 208 360 1271
Fax: (+44) 870 133 2874

Roles & Responsibilities 2009

Version 1.3

AUTHOR

Neil Innes

WHCC

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1. Introduction

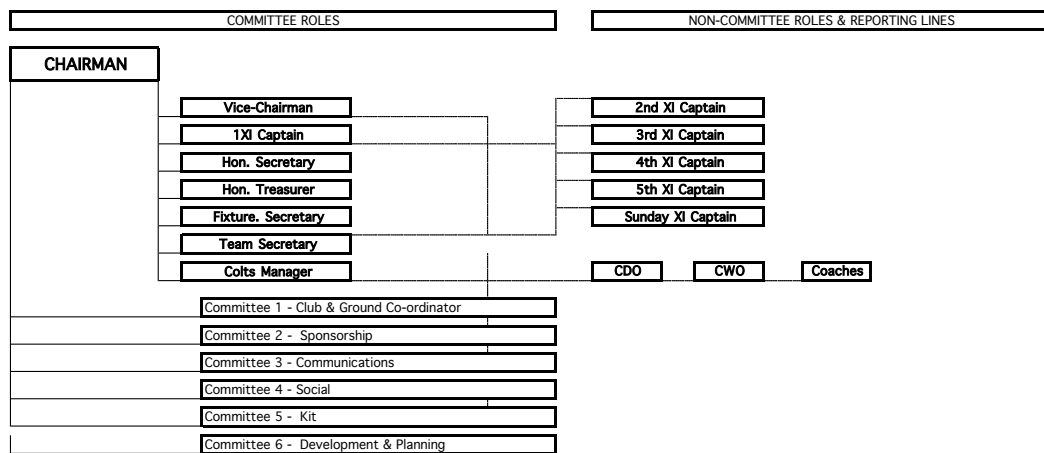
Provide description of the WHCC cricket organizational structure with a break out of roles and responsibilities of each role. This is in response to the recognition to adapt the organizational structure in line with both the club objectives and a recognized need to adapt to ensure the success of the club.

2. Current Structure & Facilities

Committee

At present the committee is made up of the following overall structure.

Recommendations for WHCC Committee Roles for 2009



CDO - Club Development Officer
 PWO - Players Welfare Officer
 CWO - Child Welfare Officer

The committee meets on a monthly basis (normally second Tuesday of each month) and a typical agenda (agenda published and minuted by Secretary) will include the following and actioned by the owner indicated, though expected in certain cases updates would be done by nominated other individuals;

1. Logistics (Club Chairman)
 - a. Approval and Sign off of Previous Meeting Minutes
 - b. Review and Update on Outstanding Action Items
 - c. Matters Arising and Any Urgent Business
 - d. Correspondence

2. Planning Performance Update (Club Chairman)
 - a. Quarterly update of performance and work in progress

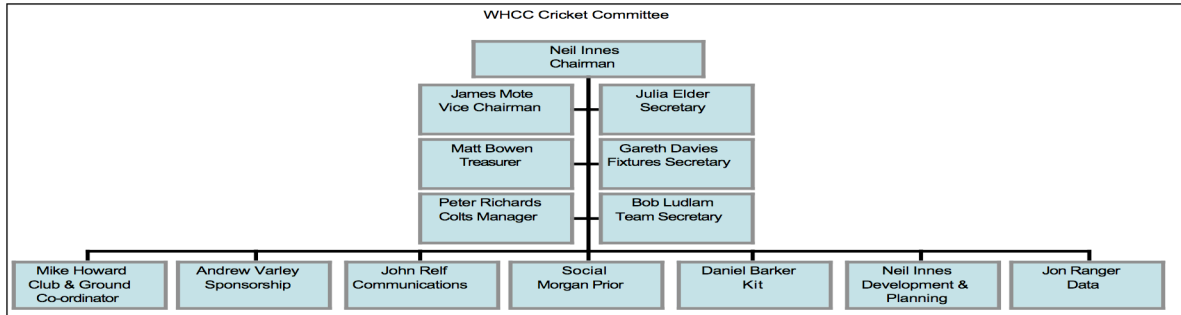
3. Treasurers Report (Treasurer)
 - a. Membership P&L Review
 - b. Colts P&L Review
 - c. Kit P&L

4. Team Performance and Fixture Update
 - a. 1st IX (1st IX Captain)
 - b. All other teams (Chairman of Selection)
5. Colts (Colts Manager)
6. Sponsorship & Communications Update (Sponsorship & Communications)
7. Ground Representatives Report (Club & Ground)
8. Social (Social and Kit)
9. Management Update (Club Chairman)
10. Any Other Business (Club Chairman)

3. Current Role Assignments

Committee

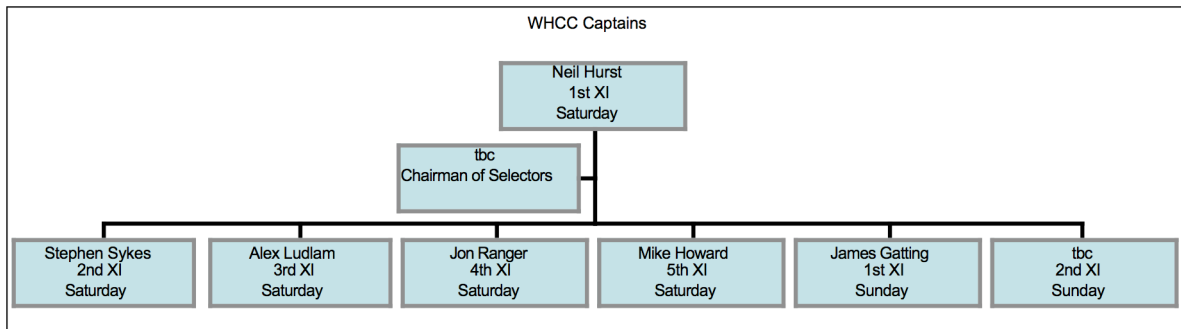
At present the committee following the AGM in October 2008 are as follows for 2009. The specific role assignments for each committee member were refined in the November 2008



committee meeting. Current known roles are illustrated in the following diagram.

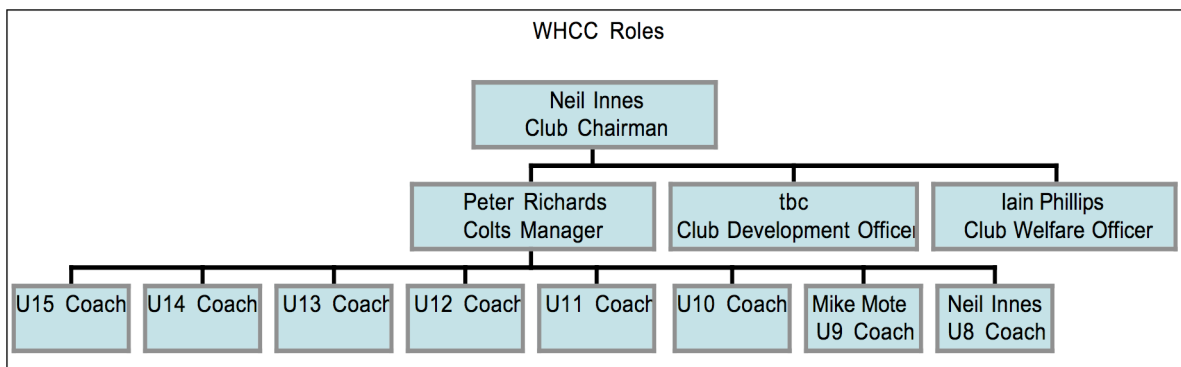
WHCC Captains

At present the assigned captains following the AGM in October 2008 are as follows for 2009.



WHCC Supporting Roles

Additional defined roles in support of the committee as currently identified and where assigned are as follows for 2009.



4. Roles & Responsibilities

CHAIRMAN

Main Duties -

- To be accountable for the well-being and good management of the Cricket Section
- To drive the section to achieve its goals
- To attend monthly club management meetings and ensure Cricket section views are represented
- To organize and chair monthly committee meetings and Annual General Meeting in the absence of the chairman
- Agree the contract, ensure recruitment and responsibility of the management of the CDO
- To manage the annual cricket week and to assist in the running of the club

VICE-CHAIRMAN

Main Duties -

- To attend monthly club management meetings and ensure Cricket section views are represented.
- To manage the annual cricket week and to assist in the running of the club
- Responsible for the completeness of the required clubs policies and procedures

1st XI CAPTAIN

Main Duties -

- 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

HONORARY SECRETARY

Main Duties -

- To deal with the club's main correspondence (excluding fixtures)
- Publish the agenda and capture, publish the minutes from the monthly committee meetings
- Manage and track the action items that arise from the monthly committee meetings

HONORARY TREASURER

Main Duties -

- 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
- Manage and publish the income and expense finance statement

FIXTURE SECRETARY

Main Duties -

- 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.
- Management and organization of lettings
- Report back to the committee the actions and key information from the Grounds meeting
- Arrange rota for an "introduction" person for mid-week visiting games to the ground

TEAM SECRETARY (chairman of selection)

Main Duties -

- To ensure all players that are available are offered for selection
- To ensure all players are aware of playing arrangements
- To chair selection meetings and ensure club policy is adhered to

COLTS MANAGER

Main Duties -

- 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

COMMITTEE 1 – Club & Ground Co-ordinator

Main Duties -

- To act as sections representative on the parent club's ground committee
- Develop and manage rota of ground covers to be put on ensuring captains are aware of their responsibilities and monitor their completion of task
- 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

COMMITTEE 2 – Sponsorship

Main Duties -

- To seek out a main sponsor and service the sponsorship accordingly
- To obtain match-day sponsorship for all home fixtures
- To provide sponsors for each 1st XI home league and cup match

COMMITTEE 3 – Communications

Main Duties -

- 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
- Responsible for the update and maintenance of the membership contact list / database
- Co-ordinate and ensure timely publication of the Christmas (before 25th December) and pre-season letter (before 20th March) to the membership community
- To ensure “meet and greet” representative is appointed, where necessary, for friendly and cup matches

COMMITTEE 4 – Social

Main Duties -

- To own the social event diary, organization and advertising thereof
- Ensure continuity, standardisation and conformity of wearing kit across all players and all teams
- Organisation of the cricket dinner
- Organisation of the cricket week social events

COMMITTEE 5 – Kit

Main Duties -

- To provide the sections kit requirement (sweaters, shirts etc) in club colours 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

COMMITTEE 6 – Development & Planning

Main Duties -

- To own and administer the development plan
- To provide the committee with a vision for the future
- To ensure delivery against current plan

5. Non Committee Roles & Reporting Lines

Reporting to CHAIRMAN Child & Welfare Officer

Main Duties -

- 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

Reporting to COLTS Manager Coaches Coordinator & School Liaison

Main Duties -

- To act as liaison between the MCB and members to ensure coaching courses are available and WHCC are put forward
- To liaise with local schools to increase junior participation on the ground (not limited to cricket - can include sports day for instance)
- To assist CDO/YDO in delivering coaching schools
- To promote WHCC Colts Cricket section in local schools

6. Appendix

2003-08 Committee Structure

WHCC Committee Roles and Structure from 2003 to 2008

