



Section 3. Club Structure.

Part 1:

How does your club operate? How is your club organised and who organises it? What management roles do you have in your club?

Instructions: In the box below please complete a simple **Management Committee structure diagram** that demonstrates how your club operates. Include in this any sub committees that exist within your club.

Club Management Committee

(Managed by Club Chairman – Martin Jones)
(Cricket Club Representative – Martin Rees, Cricket Club Secretary)

Cricket Management Committee

(Managed by Alan Hansen, Cricket Club Chair)

President and Vice Chair
Treasurer
Secretary
Club Development Manager
Child Welfare Officer
Groundsman
Club Captain
Ladies Captain
Junior Co-ordinator

Other Sections Management Committees

(And other sections sub-committees)

Cricket Sub Committees:

Club Development Plan Working Group

(Two members to be appointed managed by Development Manager)

Junior Sub Committee

(2-4 Coaching members managed by Junior Section Co-ordinator)

Mens Playing Sub Committee

(1st Xi Vice Captain, 2XI Captain and Vice captain, Management Committee appointed non-playing member, Managed by Club Captain)

Ladies playing and cricket development committee

(To be appointed)

Part 2:

How does your club function week to week? How often do the committees in your club meet?

Instructions: For each question asked below please complete a response that is correct for your cricket club.

Question 1: How often does each of your club committees meet per year / season? (Maximum 150 words)

Club: The Club management committee meets not less than four times annually, it also holds an Annual General Meeting.

Cricket section: The Cricket club management committee meets monthly and a total of 13 times per year including the clubs annual AGM
Working groups and sub-committees within the cricket club also meet monthly, immediately before the full management committees meeting.

Question 2: What written information is produced by each committee / sub committee / working group and who produces this written information? (Maximum 150 words)

Club: The Athletic Club Treasurer produces an annual club financial report.

The Athletic Club Secretary produces and communicates written minutes to all the club sections.

Cricket Club: The Cricket Club Treasurer produces an annual financial report relating to the cricket club section.

The Cricket Development Manager provides a summary of progress with regards the clubs development plan.

The Cricket Club Secretary provides written minutes from the cricket club management meetings.

Question 3: How does each committee communicate to the other committees and to club members? (Maximum 200 words)

Club: The Club Secretary communicates with section representatives who then, in turn communicate with their management committees

Cricket section: The Cricket Management Committee chair provides the cricket management committee with an update from all club meetings

The cricket club secretary is tasked with communicating the arrangements of all cricket club committee meetings to the committee members.

Working Groups: All provide a monthly report to the cricket club management committee. All working group managers are required to attend the monthly meetings in order to establish good, two way, communication between the management committee and its working groups.

All Club committees will from 2008 communicate minutes to members via the clubs website and the facility is available for members to provide these committees with feedback, again via the clubs website. Telephone contact details are also to be made available where possible.

Section checklist

Ask yourself the following questions...

- Is the content of this section **accurate** and **realistic**?
- Have you **cross referenced** other sections of the club development plan that impact on this section?
- Have you **scheduled** activity in a **logical** and **phased** pattern over a period of time during this section?