

Tyrrelstown CC - Roles and Regulations

1. Chairperson

- Run committee meetings and the AGM.
- Support all other officers of the club in their roles.
- Coordinate enhancements to the club's infrastructure.
- Act as the club's representation at all important meetings and events.
- Acts on behalf of the club for all communication to and from the club.
- Direct the club's engagement with the local community.
- Primary negotiator for lease and other contractual agreements
- Manage relationships with the club's sponsors.
- Act as the main point of liaison for all significant incidents and issues.
- Annual review and approval of the club's insurance cover
- Ensure the club adheres to its legal requirements, including data protection.
- Primary contact with Fingal Council representatives on ground repairs, maintenance and other matters relating to Tyrrelstown Park

2. Secretary

- To carry out all duties as instructed by the Chairman and Management Committee.
- Review and manage grant applications, engaging appropriate support from the Committee and club membership
- To keep all officers and members informed of all relevant decisions and events.
- To bring to the attention of the Chairman and Management Committee all relevant correspondence from CI/CL/Clubs at the earliest opportunity.
- Support Committee Members with their activities
- Organise or support social and fundraising activities
- General contributions to the successful running and development of the club
- Organize and run Club's Annual AGM, take notes and publish minutes of AGM to all concerned
- Main contact of the club during the season and off the season for all matters related to Club activities
- Deals with any players transfers into or out of the club
- Acts on behalf of the club for all communication to and from the club.
- Works on all club related policies, updating any needed rules, regulations and policies.
- Maintains all and any matters which influence Club's structure and help to work for defining and working towards achieving those defined goals of the club.
- Work to fix on important club meetings and dates during the season and off the season (when needed)

3. Treasurer

- Manage the clubs bank accounts, ensuring sufficient balances are retained in each
- Review and make necessary payments to all suppliers, ensuring appropriate audit backup is retained
- Monitor payments of membership and match fees, supporting the captains and progressing missing payments
- Attend committee meetings and present Treasurer's report on the club's financial activities
- Prepare annual financial statement, to be made available for independent review and committee approval

Additional tasks in conjunction with the general committee:

- Prepare annual budget
- Initiate or support fundraising initiatives
- Liaise with sponsors to secure funds and provide the necessary attention and publicity in return

4. Fundraising Officer

- Promote the club as an opportunity for local sponsors, through direct approaches and referrals
- Manage advertising, ensuring the clubs financial supporters have appropriate profile, visibility, and signage
- Promote match ball sponsorship with recognition to all sponsors

5. Communications Officer

- Ensure the club has comprehensive social media coverage, including Facebook, Twitter and Instagram
- Encourage members to post appropriate material to social media outlets
- Management of front page of the club's website, to include appropriate information on the club and its activities
- 'All Club Member' emails to be used to provide updates and events to club members

6. Fixtures Secretary

- Ensure the club enrolls each team for membership of all appropriate leagues
- Works on Club teams leagues and tournament fixtures through the season.
- Arrange friendly fixtures for all teams around the league fixtures, to ensure a full fixture card, in conjunction with projected player availability
- Arrange weekend friendly fixtures in conjunction with projected player availability

7. Facilities Officer

- Gather support from club's membership to ensure the clubs facilities are properly maintained and safe
- Maintain necessary facilities within the pavilion.
- Coordinate proposals for improvements to the club's facilities. Soliciting suggestions and involvement from the club's membership
- Coordinate sessions for setting up the clubs facilities at the start of each season and putting the club away at the end of each season

8. Team Captains & Vice-Captains

- Manage their teams on the pitch, maintain appropriate standards of competitiveness and behaviour.
- Weekly team selection, liaising with the Selection Committee and the other team captains to manage subsequent changes in conjunction with player availability.
 - To advise those players concerned of their selection
 - Assist with management of practice sessions
 - Support progression of junior members
 - Support the committee, with representation at meetings
 - As far as possible, arrange for umpires and scorers to be present to support each fixture
 - Submit umpire reports, match reports and scorecards in a timely manner in the required tools eg whos the umpire, cricketstatz etc..
 - To be responsible for the conduct of Tyrrelstown Cricket Club members at the ground
 - To ensure full compliance with the current CL directives regarding young players

- To appoint a Vice-Captain in the Team Vice-Captain's temporary absence
- To ensure that Club equipment is available for individual use
- To arrange for the collection of match fees (teas)
- To arrange for all club fees collected to be given to the Club Treasurer at the earliest opportunity
- To ensure that the team first aid kit is available
- To arrange for the Clubhouse to be opened in time for the home match preparations
- To arrange for the Clubhouse to be locked and fully secured and tidied when vacated
- To arrange transport to ensure that all playing members arrive at the match venue in good time
- To arrange transport to ensure that all playing members return home following the game
- To make sure the ground facilities are kept clean and intact during and after the match is finished when hosting the matches.
- Make any needed communication with opponent teams, captains before, during and after the match (ex: Parking location, changing facilities, Playing incidents etc).

Note: In Captain's absence, the Vice-Captain will be acting as the Captain and is expected to carry out the above (same as the captain).

9. Youth Coordinator

- Plan and facilitate weekly Children training, ensuring duty of care
- Manage and communicate Children team selection
- Liaison with parents over selection, player development and child safety
- Ensure all youth/children teams have appropriate management present for each game
- Maintain the club's stock of cricket equipment for use by junior members
- Coordinate teaching of awareness of the game including fielding positions, the rules of the game, basic umpiring, and overall awareness
- Appropriate participation in appropriate wider Cricket Leinster, County or National junior cricket meetings and forums
- Ensure all necessary record keeping is maintained and necessary details updated on the club's website database.
- Attendance on First Aid and Safeguarding & Protecting Children courses

10. Child Welfare Officer

- Ensure health and safety standards are adhered to
- Ensure the club has all necessary first aid equipment
- All required signage and information to be in place
- Every Coach and Captain interacting with junior players to be CRB checked, with appropriate records maintained
- Attendance on First Aid and Safeguarding & Protecting Children courses

11. Youth Parent Representatives

- Parents to represent each of the junior age group teams
- Plan and support the Children training session
- Work with Youth Coordinator and provide support where required
- Support the Junior Coordinator in the running of the relevant Children age group teams
- Engage with other Children parents to facilitate wider parental involvement
- Support the club generally, becoming involved in wider activities and initiatives

12. Selection committee

Before selecting teams, there should be an opportunity to review the previous weekend's matches in terms of team results as well as opportunities offered to and performances delivered by individual players.

The selection committee will convene once a week, on Tuesday evening or as early in the week as possible. Selected players will be notified by WhatsApp message. Will monitor each player's strength during practice sessions and league matches. Will recommend Captains/VCs to the Core/Senior Committee. Will work closely with the Core/Senior Committee, provide regular updates and seek approvals where needed.

General principles:

1. Selection shall be on the basis of having a well-balanced side;
2. Selection may be influenced by knowledge of the opposition, importance of the result in the league standings / chances of winning the cup.
3. Selection shall ensure that the interests of the higher team in the club are given first priority. For e.g.: First XI is given first priority over the Second XI, Second XI over the Third XI etc.
4. Members on the league selection list, who's frequency of selection for matches is low, will be given a chance in the Fourth XI or the Fifth XI's.
5. Players are not guaranteed selection for all games for any team

When there are more than sufficient players for a side, even after adhering to the general principles, priority for selection will be influenced by a player's:

1. Regular attendance at training sessions (unless absence approved by the coach);
2. Regular availability to play;
3. Recent form and contributions to the team;

Selection criteria

All players shall pay their subscriptions to the club or have made arrangements to pay them (permission from the TCC committee) in order to be considered for selection for all games.

Players must not be under disciplinary action to be included in the selection list.

Note: Selection Committee decision is final and all should respect it.

13. Disciplinary Committee

- The Club Chairman/President shall appoint a disciplinary committee.
- DC will arrange a hearing as soon as is practicable but where possible within 21 days of the decision to refer.
- Any adjournments may be granted at the discretion of the Chairman of the Disciplinary Committee.
- The Disciplinary Committee shall consist of not less than three persons, none of whom shall be connected with the player at the time of the alleged breach.
- If the disciplinary matter involves a player under 18 the Children's Officer or a youth team manager will be a member of the committee to ensure adherence to the Youth Code of Ethics and Good Practice.
- In any case which is referred for a Disciplinary Hearing, at least seven days' notice in writing of the hearing and of the offence(s) alleged shall be given to the player.
- The player shall be entitled to attend the hearing, state their case, be informed of the evidence provided by others and shall be given the opportunity to refute charges against him. The player shall be entitled to be supported by a colleague, friend or parent and to call witnesses.
- The purpose of the Disciplinary Hearing shall be to establish the facts and the committee having considered all the evidence shall make a finding.

14. Committee Member without Portfolio

- Support to all club members and to the successful running of the club
- Support to all committee members
- Involvement in specific activities and projects as they arise.

15. Procurement Manager

- Manage purchasing of all required equipment
- Negotiate best price to maximise value for the club
- Coordinate with Committee Members and Team Captains on required equipment
- Maintain Inventory of all club equipment
- Review Cricket Leinster playing regulations to ensure equipment complies with rules
- Regularly check condition of equipment and purchase replacements as required

16. Player Development & Coaching Lead

- Define Player Development Strategy for TCC
- Plan practice sessions for all teams
- Introduce standard warm-up exercises for training / matches
- Design training drills to meet development requirements fielding,
- Coordinate with Captains on specific areas of player development
- Work with players to identify specific areas of development
- Work with Cricket Leinster development lead to organise coaching sessions for players
- Work with other committee members to ensure player development requirements are met

17. Club Development Officer

- Deliver the Club Development Plan to outline 3-5 year strategy for the club to grow and increase awareness, support and sponsorship within the local Tyrrelstown community
- Ensure the Club Development Plan is supported and approved by the TCC Committee members
- Ensure the targets set within the plan are achieved, and that the plan is reviewed on an annual basis with future targets set.
- Motivate other Club Members 'to do' and support the Club Development Plan
- Drive the delivery of the Club Development Plan on an all year round basis
- Develop strong partnerships and programmes with Cricket Leinster, local schools and others within the local community
- Regularly review the management and administration of the club
- Research and access all funding opportunities (revenue & capital)
- Attendance at appropriate meetings in Cricket Leinster, Fingal CoCo and Tyrrelstown Community
- To develop, and deliver, a holiday programme - winter, summer training programs.
- To play a key role in increasing Tyrrelstown Cricket Club's youth membership.
- Discuss and set short & long term goals for the club.
- To attend training courses (Coaching Course) as required by the LCU.
- Attendance on First Aid and Safeguarding & Protecting Children courses.

18. Club Custodian(s)

The Club Custodian(s) must have served at least 10 years in the committee and also must have been executed either as a ChairPerson or as a Secretary or as a Senior Committee member of the club for a minimum of 5 years. Only Club Senior committee members can nominate a Club Custodian in a General meeting. Roles and Responsibilities of a Custodian are:

- In the event that the Club Management & Committee are deemed not able to manage the club in the best interests, Custodian will assume full responsibility to protect the club and its interests until the Club Custodian(s) appoint a new Club Management and Committee.
- Reinstate Order to Club proceedings when Club functioning ceases or Club existence in disarray.

- Can take control of the club functioning and actions, when the club's founding principles are under threat or funds have been misused.
- Can Veto any Committee member's actions if Club's ethical and founding principles are under threat and Club's public image could be damaged irreversibly.
- Work with the Chairperson or Secretary or other elected Club Officers and Committee members, if required, to ensure that the club functions in an ethical and transparent manner at any point of time.

19. Honorary Member(s)

Honorary membership is the highest distinction in TCC bestowed to an individual as an honorary member who is deemed by the membership to have made notable contributions over a minimum of 7 years to promote the interests of the Club and should be conferred only in exceptional cases. Honorary Member(s) has to be nominated by Club Senior Committee members. Honorary members cannot propose new members to the club or hold office and are exempt from attendance requirements and club duties.

Honorary Life Members shall be entitled to all privileges of a Charter Member except that he/she shall have no voice or vote in the affairs or management of the Club.

An Honorary Life Member shall not be required to pay any club subscription or any special payment for such Honorary Life Membership.

20. Joint Secretary

- To be the point of contact for all the matters related to the club, in absence of the club Secretary.
- To carry out all duties as instructed by the Secretary and Management Committee.
- To attend Management Committee Meetings and AGM to record and publish the proceedings of the meeting.
- To be responsible for all aspects of the Tyrrelstown Cricket Club website, updating as required.
- To ensure that the membership details are updated, and that members have paid their annual fees.
- To advise the team captains of fees that are outstanding.
- To suggest and arrange social events, with the help of other members and sub-committees.
- To assist with the Club fixtures when needed.
- Adhere to club policies.
- Joint Secretary can also hold other positions on the committee as deemed appropriate by Club Management

2022

x = Primary Lead(s)

x = Support / Backup to Lead

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