

NORMANDY CRICKET CLUB



COMMITTEE STATEMENT OF PURPOSE

The Normandy Cricket Club Committee Statement of Purpose exists to provide a framework within which the Normandy Cricket Club Committee ("Committee") can perform its role as defined in the Normandy Cricket Club Constitution. It also defines the fundamental roles and responsibilities which the Committee would be expected to undertake and some of the controls around how they should be undertaken.

Precedence of Constitution

The Normandy Cricket Club Constitution shall be the binding document. Where any discrepancy is found between this document and the latest signed version of the Constitution, then the wording of the Constitution will prevail.

Precedence of ECB Policies/Guidelines over NCC Policies/Guidelines

Normandy Cricket Club will maintain its own local policies and guidelines. Where these may differ with ECB Policies/Guidelines, then the ECB Polices/Guidelines will take precedence.

Function of Committee

The Normandy Cricket Club Constitution shall define the overall role and parameters whin which the Committee shall act.

Composition:

The committee shall be made up of the following positions:

- Hon. Chair
- Hon. Vice-Chair
- Hon. Treasurer
- Hon. Secretary
- Cricket Manager
- Colts Manager
- Designated Safeguarding Lead
- House Chair
- Ground Chair
- Bar Chair
- Sponsorship Manager
- Social Media Manager

Of the above, the following positions will constitute a Senior Committee. The Senior Committee may be required in circumstances which are to be defined elsewhere in this document, such as within Disciplinary procedures or signing off contracts/club spending. Constitutionally, the positions do not hold any greater rights at committee meetings than any other position.

- Hon. Chair
- Hon. Vice-Chair
- Hon. Secretary
- Hon. Treasurer

In addition, the following roles will constitute as Associate Committee Members. These positions will require appointment at the AGM, but they do not hold voting rights at Committee meetings. Attendance is not required at all Committee meetings, but the Hon. Chair has the right to request their attendance at any meeting or to request them to submit a report.

- Function Hire Manager
- Hon. Auditor
- Membership Secretary



- Hon. Fixture Secretary
- Club Captain

With the exception of Hon Chair, Hon Treasurer and Hon Secretary which are considered to be requisite for the committee to perform its functions, positions on the Committee can be removed or added, or re-categorised as deemed to be necessary over time. Any changes are to be agreed at a committee meeting. Any changes to the position of Hon Chair, Hon Treasurer and Hon Secretary can only be proposed and agreed at an AGM or specially convened EGM.

Committee Meetings:

Senior & Full members of the Committee are expected to attend all Committee meetings and the Annual General Meeting, along with any other General meetings that may be called. In the case that attendance is not possible then the relevant Committee member should submit a written report to the Secretary and Chair in advance of the meeting taking place.

Associate Committee members are not required at all Committee meetings, but the Hon. Chair has the right to request their attendance at any meeting or to request them to submit a report.

Members of Sub-committees, or any other member of the club, may be invited to attend a Committee meeting at the request of the Hon. Chair. They are not permitted to vote on any matters discussed at the meeting.

If a member of the committee is unable to attend, they should provide their Apologies for Absence Subsequently, they should be sent a brief summary of the matters discussed at the meeting as directed by the Chair.

The quorum should be set at 50% +1 of the number of Full Committee members in position.

Responsibilities of Committee members:

General:

It is expected that all Committee members are to act at all times in the interests of Normandy Cricket Club, both in respect to their individual conduct but also with any Club assets or funds entrusted to them. All decisions are expected to be made with the Club Mission Statement in mind and the values of the Club at their core.

They are also expected to declare any conflict of interest and make that known to the Chair (or Secretary if the Chair is the one with the conflict of interest). It is expected that individual would then sit out and not be able to vote on that item.

Further to the individual responsibilities laid out below, the committee as a group has the following responsibilities:

- Set dates for AGM and/or any other General Meetings required
- Present at the AGM a report on the Club's activities since the previous AGM
- Agree the level of Audit required for the Financial Statements each year.
- Maintain and publish to Club Members Regulations and Guidelines that are to be followed. The current list of Policies/Guidelines is:
 1. Normandy CC Committee Statement of Purpose (this document)
 2. Normandy CC Mission Statement
 3. Normandy CC Safeguarding Policy Statement
 4. Normandy CC Anti-Bullying Policy
 5. Normandy CC Online Safety & Social Media Policy
 6. Normandy CC Disciplinary Policy & Procedures
 7. Normandy CC Guidelines for Juniors playing Open Age group Cricket
 8. Normandy CC Health & Safety Policy
 9. Normandy CC Formalities for General Meetings
 10. Normandy CC Supervision of Young Cricketers
 11. Normandy CC Guidelines on Transport
 12. Normandy CC Guidelines on Changing Rooms & Showering Facilities
 13. Normandy CC Kitchen Policy
 14. Normandy CC Safer Recruitment Guidelines
 15. Normandy CC Live Streaming policy

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Each position is expected to cover as part of, but not limited to, their role the following:

Hon Chair:

- Chair all Committee meetings through the year
- Represent the Committee when required at external and internal events
- Oversee the actions of the committee to ensure all responsibilities are executed.
- Oversee the running of disciplinary proceedings
- To represent the wishes of Non-Playing members at the Committee.

Hon. Vice Chair

- To support the Chair in all their activities, and to deputise as required.

Hon. Treasurer

- To maintain up to date accounting books and records and to report on the Financial status of the Club at all committee meetings
- To liaise with Hon Auditor to ensure Annual statements are signed off and approved in order to be presented at the AGM.
- To arrange insurance cover each year in line with requirements of the Committee.
- To ensure all payments made are valid and have the relevant approvals/checks made.
- To manage tax affairs, including filing VAT returns on time and regularly claiming Gift Aid.
- To run an annual budgeting process and advise committee on financial impact of proposed larger spends. To report against budget and provide forecasts as required at committee meetings.
- Retention of all accounting documents in line with HMRC guidelines.
- Renew/review Electricity & Water contracts where necessary, monitoring usage and spend.
- Review Business rates demand, ensuring necessary discounts (e.g. CASC) are applied correctly
- Review CASC Status
- Review Bank Mandate
- Review Subscription and Match fee rates with Cricket Manager & Colts Manager, presenting recommendations to Committee.

Hon. Secretary

- To manage the legal responsibilities of the club, including overseeing an annual review of the Constitution and all policies/Guidelines established at the club.
- To call the AGM and prepare the agenda in line with the rules of the club.
- In line with the constitution, to call an EGM within 14 days of a request to that effect from the committee or on the written request of not less than 10 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the committee or in default by the chair.

Cricket Manager

- To oversee the playing of Open Age Group cricket at the club and to represent the wishes of the Open Age Group Playing membership to the Committee.
- To represent the Club at the Surrey Championship council
- To oversee the selection of all Senior teams
- To ensure the relevant policies, procedures and guidelines established by the committee are made known to all Open Age group players, spectators and officials and to help with any disciplinary/follow up procedures should any incidents or breaches occur.
- To agree a budget with the Hon. Treasurer and to inform them of any major divergences before they occur.
- To work with the Hon Treasurer on ensuring any contracts with players (including overseas player) are in line with Club policies and/or CASC guidelines and to ensure all necessary paperwork/registration documents are filed correctly.

Colts Manager

- To oversee the playing of Colts cricket at the club and to represent the wishes of the Colts Playing membership and parents/guardians to the Committee.
- To ensure the relevant policies, procedures and guidelines established by the committee are made known to all colts players, spectators and coaches/helpers and to help with any disciplinary/follow up procedures should any incidents or breaches occur.
- To agree a budget with the Hon. Treasurer and to inform them of any major divergences before they occur.

Designated Safeguarding Lead



- To oversee the implementation of all Safeguarding and wellbeing regulations and guidelines within the club. This also includes working with ECB/Surrey Cricket and any other relevant body to ensure that the Club is registered with the appropriate Safeguarding schemes, e.g. Safe Hands and is compliant with their requirements.
- Retention of all relevant certificates and membership documents relating to the Club's Safeguarding status.

House Chair

- To oversee the running of the Clubhouse, ensuring that it is safe and secure for all its users and to ensure that any maintenance contracts are renewed on competitive terms. Contracts include:
 1. Fire alarm
 2. Fire Extinguishers
 3. Security alarm
 4. Electrical testing/maintenance
 5. Water testing/maintenance
 6. Wifi/Phone line
 7. Refuse Collection
- To propose improvements to the Clubhouse that will benefit the users' enjoyment/experience/safety.
- To agree a budget with the Hon. Treasurer and to inform them of any major divergences before they occur.

Ground Chair

- To oversee the running of the Cricket facilities including squares, outfield, nets and surrounding areas to ensure facilities are available and fit for purpose for all players, officials and spectators.
- To ensure all Ground equipment and materials are stored in line with the Club's Health, Safety and Security guidance.
- To represent the wishes of the Ground sub-committee to the Committee.
- To agree a budget with the Hon. Treasurer and to inform them of any major divergences before they occur.

Bar Chair

- To oversee the running of the Bar, ensuring the safety and security of all that use it and compliance with any Licensing conditions that are applicable.
- To ensure the bar is stocked to the correct levels depending on the seasonality of business (in conjunction with Function hire manager, Cricket manager & Colts manager), working with the Treasurer to ensure Stock levels are measured at each quarter.
- Work with the Treasurer on setting bar prices and reviewing the prices paid with suppliers to ensure profit margins are fair to club members while also allowing the club to benefit to the right levels
- To ensure those working the bar are suitable and capable individuals.
- To apply for and retain safely the licence from Guildford Borough Council.

Function Hire Manager

- To oversee the hiring of the facilities to both Members and non-Members, ensuring that the Health and Safety of those using the facilities is considered.
- To work with the Hon Treasurer to ensure the correct value is charged and collected for all bookings.
- To work with other members of the club as necessary to ensure staffing, the stocking of the bar is in place for the function and that post-event cleaning etc. is undertaken ahead of the next time the clubhouse/facilities are used.
- To represent any needs/requirements up to the committee via the Chair/Vice Chair as they arise for discussion at next Committee meeting.

Hon. Auditor

- To perform an annual audit of the Club's Financial Position to be presented to the Club members at the AGM, working with the Hon Treasurer who is to provide whatever information may be required.

Membership Secretary

- To manage the collection of Subscriptions in line with the rates and policies set by the Committee
- To maintain a list of all current members and their membership category
- To provide updates to the Committee on the collection rates and to identify any issues as they arise.

Hon. Fixture Secretary

- To manage the setting of fixtures in conjunction with the Colts Manager and the Cricket Manager, along with any league administrators to which the club is affiliated.
- Work in conjunction with the Ground Chair to ensure pitches can be made available to fulfil the fixtures.



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Storing of documents centrally:

The following documents are to be stored centrally for any Committee member to be able to access on a Read-only basis:

- The Constitution
- Ground Lease
- Latest sets of Club guidance & policies as defined in Responsibilities of Committee members - General
- Signed, Audited Financial Statements for past 7 years
- Minutes of all Committee meetings
- Minutes of AGMs, and any EGM, undertaken in past 7 years.
- Insurance policies
- ECB Safe Hands Compliance Certificate
- ECB Clubmark Accredited Certificate
- Employment contracts:
 - Groundsman
 - Cleaner
 - Overseas/Professional player
 - etc
- Bar Licence, plus associated personal licence for licensee
- Risk Assessments, including logs detailing observations and sign offs:
 - House
 - Kitchen
 - Bar
 - Colts cricket
 - Senior Cricket
 - Ground
 - Garage
 - Nets
- Last copy of:
 - Electrical certificate
 - Fire extinguisher check
 - Fire alarm check
 - Water quality check
 - COSH Assessment

Signing of contracts/agreements:

The following should be used as guidelines for agreeing and signing of contracts/spend by the Committee.

Type of Contract	Signatories/Approval
Important by nature: <ul style="list-style-type: none"> - Employment Contracts (Groundsman/Cleaner/Overseas etc.) - Any spend/contract worth over £1,000 - Sponsorship deal/Revenue worth over £1,000 	Signed by a Member of the Senior Committee (not Treasurer) and Countersigned by Treasurer (for Employment contracts) or emailed approval by Treasurer for other items.
<ul style="list-style-type: none"> - Any Spend/Contract over £500 - Unbudgeted spend/Contract over £250 - Any Sponsorship deal under £1,000 - Revenue transaction over £500 	Signed by relevant Committee member, with emailed approval by Treasurer (or other Senior Committee member if Treasurer defers)
<ul style="list-style-type: none"> - Budgeted spend under £500 - Revenue Transaction under £500 	Signed by relevant Committee Member

Committee Meeting agenda

The following should be used as guidelines for the agenda for each Monthly meeting:

Recommended to be in all Meetings:



- List of Attendees
- List of Apologies
- Actions Carried Forward from the previous meeting
- Matters Arising
- Treasurer's Report
- Cricket Manager's Report
- Colts Manager's Report
- Designated Safeguarding Lead's Report
- Bar Chair's Report
- Ground Chair's Report
- House Chair's Report
- Social Media Manager's Report
- Sponsorship Manager's Report
- Other Business

Optional/Seasonal (at request of Chair)

- Membership Secretary's report (recommend Jan-May)
- Function Hire Manager's Report
- Hon Fixture Secretary's Report

Signed:

NCC Chair

Dated: 15th May 2023

Next Review date: April 2024