



Isis Cricket Club

Operating Guide

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1 Revision History

<u>Version</u>	<u>Date:</u>	<u>Author</u>	<u>Comments</u>
0.1	25/11/2012	Keith Whiter	Initial Draft
1.0	20/01/2013	Keith Whiter	Issued
1.1	19/01/2014	Keith Whiter	With amended constitution
1.2	19/12/2016	Keith Whiter	Amended constitution, added Safeguarding Officer, safeguarding policy and safeguarding duties
1.3 / 1.4	04/01/2017	Keith Whiter	Amended committee meeting schedule, per 17 th Jan meeting
1.5	09/05/2017	Keith Whiter	Added New Junior Member letter
2.0	18/11/2017	Keith Whiter	Amended calendar
2.1	22/11/2017	Keith Whiter	Update to treasurer responsibilities (per AGM 2017)

2 Introduction

Formed in 1987, Isis Cricket Club (“The Club”) play friendly cricket for the benefit of its members. The Club prides itself on providing a hospitable environment to our members and guests, on enjoying the camaraderie of friendly sport and of giving of our best on the field.

This operating guide was conceived of to ensure the ongoing continuity of The Club and the way in which it conducts its affairs. It outlines the level of commitment required of its officers and committee members, and provides a guide to executing the procedures that together make up its ways of working. Separate guides should exist to explain any technical procedures in detail.

This document is owned by the officers and committee of The Club. It is a living document, meaning that it should be modified when so ever a change to the constitution is made or one of the procedures within it is changed by the incumbent in a role.

Changes to this document are made only at the discretion of a quorum of the committee of the Club, and should be authorised only at formal committee meetings. The master document is owned by The Chairman of the club and re-issued whenever a change is authorised by the committee.

3 The Constitution

1. Isis Cricket Club was formed in 1987.
2. The aims and objectives of Isis Cricket Club are: -
 - a) to offer coaching and competitive opportunities in cricket to members of The Club according to the codes of conduct of the England and Wales Cricket Board, which therefore forms part of the constitution of The Club.
 - b) to promote Isis Cricket Club among the fraternity of cricket clubs in England and Wales.
 - c) to manage the financial resources of The Club.
 - d) to provide its services consistently and ensure that all members receive fair and equal opportunities and treatment.
3. Membership will consist of players who have paid the annual subscription fee as set at the annual general meeting at the end of the previous season, and those members shall always be given priority for team selection.
4. The Club year runs from 1st January to 31st December.
5. The officers of Isis Cricket Club will be elected annually at the Annual General Meeting. They must be elected from the current membership, the list of members being circulated before the AGM, and shall be: -
 - a) The President
 - b) The Honorary Chairman
 - c) The Honorary Secretary
 - d) The Honorary Treasurer
 - e) The Honorary Fixtures Secretary
 - f) The Captain
 - g) The Safeguarding OfficerThe officers will retire each year but be immediately eligible for re-appointment.
6. Isis Cricket Club will be managed by a Committee consisting of the officers of The Club and the vice-captains elected by the members of the club.
 - a) The quorum required for business to be agreed at Committee meetings will be four,
 - b) The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of The Club,
 - c) Vice-captains may be elected at the AGM to take on the duties of the captain when he is unavailable to play, with full voting rights on the committee.
7. The Club must hold an Annual General Meeting before 30th November each year.
8. The Honorary Secretary shall call every AGM by giving at least thirty-five days notice in writing thereof to all current members.
 - a) The agenda is set at the discretion of The outgoing Chairman, but must include (i) setting of the annual subscription and match fees for the forthcoming season, (ii) election of Officers of The Club and (iii) proposals for additions to or alteration to the constitution of Isis Cricket Club

- b) The Honorary Secretary must receive proposals for additions to and/or alterations of The Constitution in writing at least fourteen days before the AGM. Proposals that are not signed and dated by a current member will not be accepted. The final agenda is to be posted to members 14 days in advance of the meeting as a final statement of the business to be transacted at the meeting.
 - c) The quorum required for business to be agreed at the AGM will be eight. All decisions will be made by a democratic vote of the members present and in the event of a split decision the Chairman will have the deciding vote. Only fully paid-up members are entitled to vote. Non-members may only comment on motions made if invited to by the chair.
 - d) At the discretion of the members present, the AGM may award life membership to any past member retiring as a player for Isis C.C. Nominations for this award must be received by the Honorary Secretary at least 14 days prior to the AGM. Nominations not received by the secretary may be considered at the AGM at the Chairman's discretion. If a nomination is defeated at the AGM then the same individual may only be considered at a subsequent AGM at the Chairman's discretion.
9. It is the responsibility of the elected committee to purchase or renew Public Liability Insurance before the start of the playing season (including both training sessions and competitive cricket) to indemnify the officers of the club against claims which could be made against us for accidental damage to property or accidental injury to members of the public (third parties). The club accepts no responsibility for accidental injury to any of its members or guests representing the club in competitive cricket, and recommends that if players are concerned for their safety that they purchase personal insurance cover.
10. Isis Cricket Club commits to provide an environment that is safe, welcoming and friendly for children and for all people to enjoy the game of cricket. The Club adopts the ECB's "Safe Hands' Safeguarding and Protecting Children Policy Statement" as part of the constitution.
- a) The Safeguarding Officer is responsible for implementing safeguarding procedures.
 - b) In order that we can demonstrate safety in admitting junior members to The Club, and/or play people under the age of 18 as guests of the club, at the Safeguarding Officer's discretion officers of the club are responsible for obtaining Disclosure and Barring Service (DBS) checks, which are renewable every three years. Any expenses incurred will be reimbursed by The Club.
11. Annual subscription fees become due from the start of the season club year.
12. The Committee has the right to call Extraordinary General Meetings (EGMs) at any time, notice of which will be given at least twenty-one days in advance to all members.
13. The chairman may convene a disciplinary committee from the members of The Committee in the event of a complaint against a member.
- a) Such complaints can only be in relation to contravention of the articles of the constitution and must be made in writing to the Chairman., signed and dated
 - b) The quorum required for business to be agreed at a disciplinary meeting will be three, which must include the Chairman.
14. All monies raised in the name of The Club will be banked in an account held in the name of Isis Cricket Club. The Honorary Treasurer will be responsible for the finances of The Club and the financial year-end will be 30th September each year.

15. A resolution to dissolve Isis Cricket Club can only be passed at an AGM or EGM by majority vote. In the event of dissolution, any assets of Isis Cricket Club that remain will be equitably divided between the current members in a fair and equal manner.
16. Isis Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of participating members – signed at the AGM, November 2003 by Keith Ponsford (Chairman) and Joe Walter (Secretary)

4 ECB Code of Conduct

1. The ECB is committed to maintaining the highest standards of behaviour and conduct. This Code of Conduct incorporates the Spirit of Cricket, as set out below. It applies to all matches played under the auspices of the ECB and may be applied to cricket in general.
2. The Captains are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws.
3. Players and Team Officials must at all times accept the Umpire's decision. Players must not show dissent at the Umpire's decision or react in a provocative or disapproving manner towards an Umpire at any time.
4. Players and Team Officials shall not intimidate, assault or attempt to intimidate or assault an Umpire, another Player or a Spectator. Players and Team Officials shall not use crude and/or abusive language (known as "sledging"), nor make offensive gestures or hand signals, nor deliberately distract an opponent.
5. Players and Team Officials shall not make racially abusive comments nor indulge in racially abusive actions against fellow players, officials, members and supporters. Clubs must operate an active open door membership policy whilst respecting player qualification regulations and welcome players/members irrespective of ethnic origin.
6. Players and Team Officials shall not use or in any way be concerned in the use or distribution of illegal drugs.
7. Clubs must take adequate steps to ensure the good behaviour of their members and supporters towards players and Umpires. Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the Captains.

THE SPIRIT OF CRICKET

1. There are two Laws which place the responsibility for the team's conduct firmly on the Captain.

Responsibility of the Captains

The Captains are responsible at all times for ensuring that play is conducted within that Spirit of the Game as well as within the Laws.

Players' Conduct

In the event that any Player failing to comply with the instructions of the Umpire criticising his decision by word or action or showing dissent or generally behaving in a manner which might bring the game into disrepute the Umpire concerned shall in the first place report the matter to the other Umpire and to the Player's Captain requesting the latter to take action.

2. According to the Laws the Umpires are the sole judges of Fair and Unfair play. The Umpires may intervene at any time and it is the responsibility of the Captain to take action when required.
3. The umpires are authorised to intervene in the case of : -
 - Time wasting
 - Damaging the pitch
 - Intimidatory bowling
 - Tampering with the Ball
 - Any other action that they consider to be unfair
4. The spirit of the game involves RESPECT for: -
 - Your opponents
 - Your own Captain and team
 - The role of the Umpires
 - The game's traditional values
5. It is against the Spirit of the Game to: -
 - Dispute an Umpire's decision by word, action or gesture
 - Direct abusive language towards an opponent or Umpire
 - Indulge in cheating or any sharp practice, e.g.
 - appeal, knowing the batsman is not out
 - advance towards an Umpire in an aggressive manner when appealing
 - seek to distract an opponent either verbally or with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side
6. There is no place for any act of violence on the field of play.
7. Captains and Umpires together set the tone for the conduct of a cricket match and every player is expected to make an important contribution to this.

5 Isis Cricket Club – Safeguarding Policy Statement

Isis Cricket Club (The Club) is committed to ensuring all Children (i.e. all persons under the age of 18) participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
- Appointing a Club Safeguarding Officer and ensuring they attend all current and future training modules required by the ECB,
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
- Ensuring the name and contact details of the Club Safeguarding Officer is available:
 - As the first point of contact for parents, children and volunteers/staff within the club
 - As a local source of procedural advice for the club, its committee and members
 - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
 - As the main point of contact within the club for relevant external agencies in connection with child safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Safeguarding Officer
- Details of the County Welfare Officer will be made available, in case the Club Safeguarding officer is unavailable, or the concern relates to the Club Safeguarding officer.

- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Safeguarding Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

6 Roles and Responsibilities

This section of the Operations Manual lists the normal duties and responsibilities of the officers and members of The Club. In summary, the roles described are: -

1. The President
2. Chairman
3. Secretary
4. Treasurer
5. Fixture Secretary
6. Captain
7. Vice-Captains
8. Match Secretary
9. Members
10. Guests
11. Webmaster
12. The Safeguarding Officer

6.1 The President

1. Be the figurehead of The Club
 - As its key representative in the community, The President will typically welcome and entertain visiting teams and guests and support the members in upholding the good name and reputation of The Club at all times.
2. Deputise for the chairman
 - Take the chair at meetings of The Club from which the Chairman is absent.
 - Preside over the election of the chairman at the AGM.
 - Chair the disciplinary meeting in the unlikely event that a formal complaint is made against the Chairman.

6.2 Chairman

1. Lead the club and take responsibility for its smooth operation, ensuring that the aims and objectives of The Club are met
 - Ensure that the club offers competitive cricket to members of The Club.
 - Ensure that matches are played according to the codes of conduct of the England and Wales Cricket Board.
 - Promote Isis Cricket Club to attract new members and opponents.
 - Ensure that all members receive fair and equal opportunities and treatment.
2. Set the date, time and venue for the AGM
 - The AGM must be held before 30th November and time must be allowed for the secretary to give 35 days' notice. The date must therefore be set by mid-October. A template agenda for the AGM is given in Appendix 1.

3. Prepare an annual report to be delivered at the AGM
 - Content of the report is at the Chairman's discretion, but normally will comment on the season past and any notable events, thank the outgoing committee and set direction for the forthcoming season.
4. Set the date, venue and start time for meetings of the committee
 - Aside from the AGM, the committee will formally meet four times each year, in December, February, May and August. A template agenda for committee meetings is given in Appendix 2.
5. Chair committee meetings
 - Ensure that meetings are conducted in an orderly way, and that all persons present have an equal voice.
 - Ensure that the business of the meeting is completed per the agenda.
 - Supervise voting on any issue as necessary, ensuring that any vote addresses one motion only.
 - Ensure that actions are completed as assigned, or reassign as necessary.
 - Together with the secretary, ensure that minutes of committee meetings are documented, approved at the next meeting, and held in the club's files.
6. Chair the AGM
 - Ensure that the meeting is conducted in an orderly way, and that all persons present have an equal voice.
 - Ensure that the business of the meeting is completed per the agenda.
 - Supervise voting in of the officers of the club and all other elected positions, taking a ballot when necessary
 - Supervise voting for the end of season awards, taking a ballot for awards based on club opinion (e.g. player of the season)
 - Supervise voting on any issue as necessary, ensuring that any vote addresses one motion only.
 - Ensure that actions are completed as assigned, or reassign as necessary.
 - Together with the secretary, ensure that minutes of the AGM are documented, approved at the next AGM, and held in the club's files.
7. Maintain the Isis C.C. Operating Guide
 - Make any amendments agreed by a quorum of the committee at one if its meetings
 - Distribute the operating guide to all members of the committee whenever a change is made
8. Convene Disciplinary Meetings
 - Disciplinary meetings are rarely, if ever, held.
 - They should be called when a complaint is received against any member of the club. Complaints should be made formally (in writing) by an identifiable person, having due course to complain (normally when a member deliberately

contravenes the constitution of the club, or the codes of conduct of the England and Wales Cricket Board).

- Invite a quorum of at least two other committee members to the disciplinary meeting, together with the member against which the complaint has been raised.
- Present the complaint, hear the views of the member against which the complaint has been raised and lead discussion to determine whether the club believes the complaint is justified.
- In the event that the disciplinary committee believes the complaint is justified, determine an appropriate sanction against the member (for example, a playing ban).
- Inform both parties of the verdict in writing and draw the matter to closure.

6.3 Secretary

1. Diligently keep and organise the club's records
 - File all club correspondence
 - File minutes of committee meetings and the minutes of the AGMs
2. Call the AGM
 - The AGM must be held before 30th November and time must be allowed for the secretary to give 35 days' notice. A template notice for the AGM is included in Appendix 3.
3. Compile proposals for amendments to the constitution
 - Only members may propose amendments to the constitution, and these should be received by the secretary at least 14 days before the AGM (to allow preparation and publication of the finalised agenda for the AGM).
4. Publish the agenda of the AGM
 - Prepare the agenda for the AGM. A template agenda for the AGM is given in Appendix 1.
 - Verify the agenda with the chairman.
 - Publish the agenda of the meeting to the current members at least one week before the meeting.
5. Take and prepare minutes of the AGM
 - Record all apologies from absent members
 - Note all resolutions and nominations made at the meeting, including who proposed and who seconded the motion, and whether it was carried or defeated.
 - Note all questions raised and responses received.
 - Note all decisions made.
 - Record all actions assigned, including who the action is assigned to and when it should be completed by.
 - Where a formal report is made, take a copy of the report and make reference to it in the minutes (there is no need to paraphrase the report) and publish the report with the minutes.
 - Write up the minutes and a) distribute them to members of The Club and b) send a soft copy to the Webmaster to publish on the club website.
9. Prepare the agendas for committee meetings
 - A template agenda for committee meetings is given in Appendix 2.
 - Verify the agenda with the chairman.
 - Publish the agenda of the meeting to the committee at least three days before the meeting.
10. Take and prepare minutes of committee meetings
 - Record all apologies from absent members
 - Note all resolutions and nominations made at the meeting, including who proposed and who seconded the motion, and whether it was carried or defeated.
 - Note all questions raised and responses received.

- Note all decisions made.
 - Record all actions assigned, including who the action is assigned to and when it should be completed by.
 - Where a formal report is made, take a copy of the report and make reference to it in the minutes (there is no need to paraphrase the report) and publish the report with the minutes.
 - Write up the minutes and distribute them to members of the committee.
11. Chase up actions arising from committee meetings
- Where actions arise at committee meetings, and action-by dates fall before the next committee meeting, the secretary should regularly review progress with the actionee for completion. Escalate uncompleted actions to the Chairman.
12. Book Nets
- The venue, duration and number of net sessions may be discussed as an item of business at the AGM.
 - The secretary may provisionally book net sessions at his own initiative before the AGM.
 - Where appropriate booking nets may be delegated to another member, but the secretary will be accountable for ensuring that the action is completed.
13. The Club prides itself on its sociable track record. The secretary will normally organise a number of ad-hoc social events during the season.
- Traditionally these are: -
 - Start of season drinks and curry
 - End of season drinks and curry
 - Christmas drink and curry

6.4 Treasurer

1. Collect and account for the match fees
 - The collecting of match fees can be delegated when The Treasurer is not present
 - As the most important source of club income, it is important that a diligent approach to collecting match fees is taken.
 - It is best practice to complete a written record of income from each match – an example docket is included as Appendix 6

2. Administer the membership procedure
 - Collect the membership fees in accordance with the membership procedure described in Appendix 6.
 - Maintain the season's membership list
 - Issue and administer the membership cards
 - From time to time publish the membership list to The Club's Gmail account, and send the same document to The Webmaster for publication to the website

3. Keep The Club's accounts
 - The Treasurer maintains a record of the accounts, from which bank statements can be reconciled and a statement of account can be generated.
4. Generate a statement of account for each committee meeting
 - The treasurer should be able to show or discuss the detail of the accounts and respond to questions from the committee.
5. Generate end of year accounts
 - The financial year ends at 30th September.
 - Generate end of year accounts reflecting club finances as at 30th September for review at the AGM.
 - The treasurer should be able to show or discuss the detail of the accounts and respond to questions from the members at the AGM.
6. Administer the club's bank account
 - From time to time, make deposits of The Club's income at the bank.
 - It is not good practice to retain cash on hand (by any member of the club) for longer than three weeks. Timely deposits ensure a point of reconciliation exists when presenting a statement of account back to the club.
7. Authorise all payments out of the club bank account
 - Hold the club chequebook. Two signatures are required on each cheque - normally The Treasurer's and one of The Chairman or The Secretary.
 - Cheques will normally only be written to: -
 - Reimburse members for expenditure on behalf of the club (e.g. website hosting, purchase of kit, deposits for tour accommodation etc.) –so far as is possible, members should be reimbursed as quickly as possible after incurring an expense, but The Treasurer should request and retain receipts to evidence that expense
 - Ground rent (Queens College, alternate grounds)
8. Initiate a review of membership and match fees
 - Membership and Match Fees are set at the AGM. In the event that the club's balance of account falls below £1,500 at any time then the treasurer will call an emergency meeting of the committee to review and revise fees as necessary.

6.5 Fixture Secretary

1. Maintain a list of opposition club fixture contacts
 - Record the name, telephone number and email address of fixture secretaries
2. Create the fixture list framework
 - Obtain the dates of home fixtures for the next season from the groundsman
 - Obtain the dates and venue for Friendly Cup fixtures for the next season
 - Obtain the dates for the club tour

3. Organise the fixtures
 - Make and receive fixture enquiries
 - Enter offers onto the fixtures list, and mark each as provisional to avoid the same date being offered more than once.
 - If a fixture offer is accepted mark the fixture as confirmed
4. Organise the tour
 - Select the accommodation, organise the fixtures, organise drivers, publish the itinerary
5. Confirm each fixture
 - Contact the opposition fixture secretary a few days before each game, and confirm the match is still on. Give contact details for the Captain and the Match Secretary and copy them on all associated correspondence.
6. Attend and represent Isis C.C. at the Friendly Cup AGM
 - The date and venue is advised by the competition secretary
7. Prepare an annual report to be delivered at the AGM
 - Content of the report is at The Fixture Secretary's discretion, but normally will comment on key statistics of the season past, and make recommendations for any changes to the fixture list.

6.6 Captain

1. Ensure that members and guests play the game in accordance with the ECB Code of Conduct.
2. Ensure that somebody acts as Match Secretary for every game
 - Responsibilities of the match secretary are listed later in the document
 - Normally undertaken by The Captain and Vice-Captains
3. Lead the team to victory on the field: -
 - Greet the opposition captain and conduct the toss
 - Decide the Isis C.C. batting order, the Isis C.C. bowling order and set the field
 - Ensure that Isis C.C. clap the opposition into bat and off of the field
4. Assign match day jobs as needed
 - Umpiring, Scoring, updating the scoreboard, taking covers off of or putting covers on to the wicket, packing the kit bag after the game
 - Collecting match fees (normally only required in the absence of The Treasurer)
 - As the most important source of club income, it is important that a diligent approach to collecting match fees is taken.
 - It is best practice to complete a written record of income from each match. An example docket is included as Appendix 6
 - Match fees collected must be handed to The Treasurer at the first opportunity.

- Ensure that the club kit is collected together at the end of the game, and that arrangements are made for it to be taken to the next scheduled match
5. Prepare an annual report to be delivered at the AGM
 - Content of the report is at The Captain's discretion, but normally will comment on overall playing record of the season past, thank the vice captains, and signify any notable team or individual performances.

6.7 Vice-Captains

1. In the absence of the captain, deputise and adopt his responsibilities (see above).
2. Adopt the responsibilities of Match Secretary at The Captain's request

6.8 Match Secretary

1. Select teams
 - Determine the availability of players for forthcoming games. This can be done face-to-face at matches, by use of the Gmail account or by telephone
 - Select teams in line with the Isis C.C. selection policy as described in Appendix 4
2. Confirm ground availability
 - Call the groundsman and request confirmation that the game (only necessary after or during inclement weather conditions)
3. Inform the opposition of cancelled matches
 - Call the opposition fixture secretary and request confirmation that the game is on (only necessary after or during inclement weather conditions)
4. Inform the team and groundsman of cancelled matches
 - In the event that a match is cancelled make every effort to inform everybody due to play and the groundsman that the match has been cancelled.

6.9 Members

1. Pay the annual subscription fee
2. Regularly check the website for forthcoming fixtures, and let the match secretaries know your availability by emailing isiscricket@gmail.com
3. Protect the good name of Isis Cricket Club by playing to the best of your availability in accordance with The Constitution and the ECB Code of Conduct
4. Undertake match day jobs at the request of The Captain. Such jobs include: -
 - Umpiring
 - Scoring
 - Updating the scoreboard
 - Taking covers off of or putting covers on to the wicket

- Collecting match fees (normally only required in the absence of The Treasurer)
- Packing the kit bag after the game

6.10 Guests

1. Adopt the same responsibilities as those of the members
2. Join the club as a full member BEFORE making a fourth appearance for The Club in any given season

6.11 Webmaster

1. Prepare the end of season and lifetime statistics for the AGM
 - Open the MS Access database, remembering to “Enable this content” through the Options dialogue shown next to the security warning (this warning is generated because of a specific piece of SQL in one of the underlying queries, which is safe). All required actions in the MS Access database can be operated through the Switchboard screen.
 - Export the batting statistics from the MS Access database to MS Excel
 - Export the bowling statistics from the MS Access database to MS Excel
 - Add the season’s batting statistics to the lifetime batting records in MS Excel
 - Add the season’s bowling statistics to the lifetime bowling records in MS Excel
 - Update the “isiscareerrecords.doc” file in MS Word
 - Prepare the “Season in Review” report for the AGM, including: -
 - Fixtures and Results
 - Runs Scored (descending order)
 - Batting Average rankings (descending order)
 - Appearance rankings (descending order)
 - Bowling rankings (wickets taken, in descending order)
 - Overs Bowled (descending order)
 - Bowling Averages (descending order)
 - Bowling Economy (ascending order)
 - Bowling Strike Rate (ascending order)
 - Catches, Run Outs, Stumpings
 - Season Analyses
 - Most Runs (top 10, Life) (descending order)
 - Best Batting Average (top 10, Lifetime) (descending order)
 - Best partnerships per wicket
 - Most wickets (top 10, Life) (descending order)
 - Best Bowling Average (top 10, Life) (descending order)
 - Best Bowling Strike Rate (top 10, Life) (ascending order)
 - Best Bowling Average (top 10, Life) (ascending order)
2. Setup the website for the new season
 - Open the MS Publisher file

- Remove the previous season's match statistics pages
 - Update the officers page with details of the new committee
 - Duplicate the Fixtures/Results page, add a link from the Archive page and add links to any sidebars referring to historical fixtures/results
 - Duplicate the Statistics page, add a link from the Archive page and add links to any sidebars referring to historical season statistics
 - Update the year on all pages using Find/Replace
 - Update the Fixtures/Results page with the new season's fixtures
 - Update the "end of season awards" page
 - Publish the outputs of the AGM to new pages on the website
 - Minutes, supplied by The Secretary
 - Chairman's Report
 - Captain's Report
 - Fixture Secretary's Report
 - Add links from the Archive page
 - Add links from the Home page
 - Update the Constitution page with any amendments arising at the AGM
 - Update the Archive pages
 - Update the "isiscareerrecords.doc" file in MS Word
 - Batting Averages (Life)
 - Most Runs Scored (Life)
 - Batting Milestones (Life)
 - Bowling Averages (Life)
 - Best Bowling (Life)
 - Bowling Milestones (Life)
3. Update the Members page
- This is a periodic update whenever The Treasurer releases an updated membership list. The membership procedure is described in Appendix 6.
4. Enter the match analysis to the MS Access database
- Add any new Isis players through the Players Register screen
 - If the opposition is a new fixture, add them via the Maintain Opponents screen
 - Enter the details of the match (date, opposition, venue, match format, status, and whether confirmed) via the Enter New Match Details screen
 - Enter the match analysis through the Enter Results and Match Statistics screen (result, Isis batting details, Isis batting extras, Isis bowling details, extras)
 - Run the Match Statistics Report, checking that the scores are the same as recorded in the scorebook. If there is a difference, return to entering the match analysis and adjust as necessary.
5. Update the match statistics to the website for every game
- Export the Match Statistics Report as a Word RTF file. Add a new page to the MS Publisher file (it is easiest to duplicate an existing match analysis page as a

- template), paste in the new match analysis and update the page title. Go to the Fixtures and Results page and enter the result of the fixture, and make this a Hyperlink to the associated match analysis page
- In the MS Access database, run the Batting Statistics by Season, Bowling Statistics by Season and Fielding Statistics by Season reports, and export each of these to a Word RTF file. Paste these on to the Statistics page
 - Update the homepage, if necessary, and publish the web site
6. Ensure that regular backups of the following files are saved to the web server: -
- Isis Cricket Club.mdb (*Microsoft Office Access database*)
 - IsisYYYY.pub (*where YYYY is the season - Microsoft Office Publisher document*)
 - Life_Battingstats_YYYY.xls (*where YYYY is the last complete season - Microsoft Office Excel 2007 workbook*)
 - Life_Bowlingstats_YYYY.xls (*where YYYY is the last complete season - Microsoft Office Excel 2007 workbook*)
 - Isiscareerrecords.doc (*Microsoft Office Word 97-2003 workbook*)

6.12 Safeguarding Officer

1. Promote and implement the club's Safeguarding Policy
2. Act as a source of advice on current best practice and provide support to Club Committee and members of the Club on safeguarding issues and procedures.
3. Ensure that a copy of the club's Safeguarding Policy is always to hand for inspection of parents and guardians of children and vulnerable adults visiting or representing the club in cricket
4. Send welcome letter to parents of new junior members per Appendix 8
5. Attend Club Committee meetings as a member of the club committee by right of role and to ensure that safeguarding is a mandatory standing item on the agenda
6. To advise the committee in establishing which roles within the club require the post holder to undertake the ECB DBS Vetting process
7. Ensure that accurate safeguarding records and all associated documentation is kept in a secure fashion , including:
 - Safeguarding Officer's training records
 - Results of officers' DBS checks
 - Results of Risk Assessments
 - Records of complaints and suspicions of breaches of the Safeguarding PolicyRecords must be kept on file for at least 25 years (records must be passed on at a change of the Safeguarding Officer).
8. Ensure that officer's DBS checks are renewed at expiry.
9. To ensure matters of concern regarding child welfare or possible cases of abuse are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with the ECB procedures

7 The Club Calendar

This section serves as a check-list of the most important actions required of the officers of The Club. It may be used at committee meetings to ensure that such activities are considered, scheduled and actioned to a specific individual.

<u>Month</u>	<u>Action</u>	<u>Normally assigned to</u>
January	<ul style="list-style-type: none"> ▪ Complete booking midweek fixtures for the next season ▪ Complete organisation of the annual tour ▪ Prepare account for the committee meeting ▪ Attend the January committee meeting ▪ Set up the web site for the new season ▪ Arrange Health and Safety Risk Assessment ▪ Renew Public Liability Insurance 	Fixture Sec. Fixture Sec. Treasurer All Webmaster Chairman Treasurer
February	<ul style="list-style-type: none"> ▪ Make provisional booking for Nets for next season 	Secretary
March	<ul style="list-style-type: none"> ▪ Organise start of season social night 	Secretary
April	<ul style="list-style-type: none"> ▪ Send out the tour itinerary ▪ Call the May Committee Meeting – 2nd Tuesday in May 	Fixture Sec. Secretary
May	<ul style="list-style-type: none"> ▪ Prepare a statement of account for the committee meeting ▪ Attend the May committee meeting 	Treasurer All
June	<ul style="list-style-type: none"> ▪ 	
July	<ul style="list-style-type: none"> ▪ 	
August	<ul style="list-style-type: none"> ▪ Call the Sept Committee Meeting – 2nd Tuesday of Sept 	Secretary
September	<ul style="list-style-type: none"> ▪ Set the date, time and venue for the AGM ▪ Set the date, time and venue for the Awards Night ▪ Verify which officers will continue to stand for committee in the following season ▪ Call the AGM ▪ Prepare the end of season statistics ▪ Organise end of season social night ▪ Prepare a statement of account ▪ Attend the September committee meeting 	Chairman Captain Chairman Secretary Webmaster Secretary Treasurer All
October	<ul style="list-style-type: none"> ▪ Organise nets for next season ▪ Begin booking weekend fixtures for the next season ▪ Check ground hire availability for next season ▪ Publish the lifetime and end of season statistics 	Secretary Fixture Sec. Chairman Webmaster
November	<ul style="list-style-type: none"> ▪ Hold the AGM ▪ Set the date, time and venue for committee meetings ▪ Complete booking weekend fixtures for the next season ▪ Begin organising the annual tour ▪ Organise the Xmas social night ▪ Call the December Committee Meeting – 2nd Tues of Dec 	All Chariman Fixture Sec. Fixture Sec. Secretary Secretary

<u>Month</u>	<u>Action</u>	<u>Normally assigned to</u>
December	<ul style="list-style-type: none">▪ Ensure nets for the following season have been booked▪ Prepare a statement of account for the committee meeting▪ Call the Jan committee meeting – 2nd Tuesday in Jan▪ Begin booking midweek fixtures for the next season	Secretary Treasurer All Secretary Fixture Sec.

Appendix 1: Template Agenda for the AGM

- 1) Apologies for absence
- 2) Minutes of the 2011 AGM
- 3) Matters arising from 2011 AGM
- 4) Chairman's report
- 5) Captain's report
- 6) Treasurer's report
- 7) Fixture Secretary's report
- 8) Proposals for amendments to the constitution
- 9) Awards
 - Player of the Season (Ballot)
 - Clubman of the Year (Ballot)
 - Bowling Award (Top Wicket Taker)
 - Batting Award (Top Run Scorer)
 - Catching Award (Top Catch Taker)
 - Fielding Award (Best Fielder) (Ballot)
 - Most Improved Player (Ballot)
 - Big Hit of the Year (Ballot)
 - Duck Award (Ballot)
- 10) Election of Committee:
 - President
 - Chairman
 - Captain
 - Vice Captains
 - Treasurer
 - Fixture Secretary
 - Secretary
- 11) Set the rate for annual club membership fees and match fees
- 12) AOB

Appendix 2: Template Agenda for Committee Meetings

- 1) Apologies got absence
- 2) Approval of the minutes of the previous meeting
- 3) Matters arising from the minutes of the previous meeting
- 4) Chairman's update
- 5) Secretary's update
 - Social events
 - Correspondence
- 6) Treasurer's update
 - Accounts
 - Membership
- 7) Fixture Secretary's update
 - Fixture changes
 - Tour update
- 8) Captain's Update
 - Recent results
 - Issues and concerns
- 9) Review calendar events for the next quarter, assign actions
- 10) AOB

Appendix 3: Template Notices

Notice of the AGM

Subject: Notice of the Annual General Meeting of Isis Cricket Club

To the members of Isis Cricket Club, notice is hereby given of the <<insert season>> Annual General Meeting at <<insert venue>> on <<insert day, date>> starting at <<insert start time>>.

The AGM is the members' opportunity to reflect on the past season, vote on the awards for the season, hear reports from the outgoing officers of the club and to elect the new committee for the next season.

Any member wishing to propose a change to the constitution must do so in writing for my attention at least 14 days prior to the meeting.

While guests may attend at The Chairman's discretion, only paid up members at the date of the AGM have the right to vote or raise new business at the meeting.

Kind Regards,

<<insert secretary's name>>

Hon, Secretary

Appendix 4: Selection Policy

1. Team selection for any match is determined by The Captain, or if delegated to do so by one of the Vice Captains.
2. It is the responsibility of Members to make their availability known to The Captain and the Vice Captains. Forthcoming fixtures are clearly advertised on the club website, at www.isiscc.org.uk. A soft copy (MS Excel) list of fixtures can be obtained from The Fixture Secretary on request.
3. Our selection policy is to select paid Members of the club ahead of guests, regardless of age, talent and ability.
4. In the event that a match is over-subscribed, somebody will inevitably be disappointed. However, it is important that an appropriate balance of batsmen, wicket-keeper and bowlers is selected for any match.
5. It is the responsibility of The Captain to ensure that any Members missing a match due to over-subscription are considered first for future fixtures.
6. Guests who begin to appear regularly for the club are expected to become full members in order to earn the right to selection. The membership fee remains fixed throughout the season, regardless of when in the season the fee is paid.

Selection Procedures

- The list of members is in the Isis Gmail account at <https://accounts.google.com/Login>
- Sign in as "isiscricket". The password can be obtained from one of the officers.
- Go to Contacts (top left drop down), you will see a group called Members 2013.
- An email can be sent to members only by using the Members 2013 by simply typing this address into the Compose box.
- In the first instance email Members 2013 with details of forthcoming games and asking who wants to play. If the team is not filled within a couple of days, open up the invitation by emailing Isis Contacts (another email group which comprises all the non members as well as the members).
- It is up to the selector to determine the medium to record team lists in; one option is to create the fixture in Google Calendar and fill in names as they are recruited. Normally (unfortunately) it is required to email several times with team updates and how many further places are needed.
- If a member misses a game due to oversubscription (rare) then make a mental note to give them priority in future games.
- Selectors are asked to keep up with who are members. They should make every effort to avoid selecting guests over members who wish to play.
- Telephone numbers are also stored against contacts in Gmail account. Telephone calls are at the selectors expense.

Appendix 5: Fixture Contacts

The following list of Isis fixture contacts was current at January 2012. The master list of contacts is owned by the Fixture Secretary: -

Opposition	Contact	Telephone	Email
Appleton	Carl McKno	07531 585707	cmckno@googlemail.com
Astons	John Shea	07796 306702	johnshea85@gmail.com
Bartlemas C.C.	Barry Lacey	01865 779768	bazalacey@yahoo.co.uk
Blackwells	Kelvin Matthews	01865 476334	kelvin.matthews@wiley.com
Blenheim Park	David Hughes	07769 110258	dhughes_nl@yahoo.com
Charlton-on-Otmoor	Simon Herbert	01865 331519	scherbert@btinternet.com
Enstone	Jonathan Watts	07800 696748	jonathan.watts@aviva.co.uk
Far from the MCC	Ian Howarth		ian.howarth@hachette.co.uk
Hanney	Simon Harrison		jsharrison38@hotmail.com
Ipsden	Charlie Cox	07810 714924	charlie_cox@tiscali.co.uk
Islip	Rick Henshaw	01865 841759	rick.henshaw@btinternet.com
Keen Cricketers	James Williams		coverarebookshop@googlemail.com
Kempsford	Steve Simpkins	01865 484422	s.simpkins@brookes.ac.uk
Kingston Bagpuise	Thomas Scrase	0788 4002357	tjscrase@hotmail.com
Lord Williams School	Paul Ebsworth		paulebsworth@ntlworld.com
Neilson Media Research	Paul Baker		Paul.Baker@nielsen.com
Nomads	Steve Leighfield	07727 063089	lightning3545@fsmail.net
Oxford University Press	Ian Hall		ian.hall@oup.com
Oxfordshire County Council	Ben Parish	01865 374284	traceyandben@ntlworld.com
Quokkers	Geoff Kendrick	020 7621 7455	Geoffrey.Kendrick@nomura.com
Railway Taverners	Ken Runciman	0207 561 9225	railwaytaverners@yahoo.co.uk
Richard Denner XI	Richard Denner	07778 634285	RichardD@oxagtrials.co.uk
R T Harris	Sajjad Rana	07534505544	sajjadrana37@aol.com
United Oxford Hospitals	Nick Halfhead	01865 821619	nick.halfhead@easynet.co.uk
White Horse	Phil Catlin	07813 894123	pcatling@hotmail.co.uk
Wootton & Boars Hill	Dave Parker	01865 730616	dparker7@tinyworld.co.uk
Wytham	J-P De Rosnay		jeanpierre.derosnay@oup.com

Appendix 6: Example Match Day Docket

Match Day Docket

Opposition: _____ Date: _____

<u>Income</u>	
<u>Players</u>	<u>Amount Paid</u>
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____

Total Collected

Expenditure

Teas	_____
Ground Rent	_____
Other	_____

Balance (to Treasurer)

Collected by: _____ (signature)

Appendix 7: Membership Procedure

The following procedure will be used to administer membership and membership fees: -

1. All members will be required to submit a membership form for each season. The membership form can be obtained from The Treasurer, and can also be found on the next page.
2. The prospective member completes the membership form and submits this and the appropriate payment to any officer of the club.
 - The form includes full contact details of the member, and a tear-off receipt which must be completed by the officer and passed back to the member.
 - The officer will then pass the membership form and payment to The Treasurer.
 - If the member wishes to pay through on-line banking, they may do so, but they must also email a completed membership form to The Treasurer to indicate that payment has been made. The treasurer can then email back a receipt, once he has confirmed the money has been deposited.
 - The membership fee remains fixed throughout the season, regardless of when in the season the fee is paid.
3. The treasurer updates the membership list, which is stored on The Club's Gmail account. Whenever the list is updated he emails this to the Webmaster, to update the "Members" page on the website.

ISIS CRICKET CLUB

Ground: The Queens College Sports Ground, Abingdon Road, Oxford OX1 4PP

Member's Name: <<Enter Your Full Name>> _____

House and Street: <<Enter Your House Number, And Street>> _____

Town: <<Enter The Village Or Town In Which You Live>> _____

City: <<Enter The City In Which You Live>> _____

Post Code: <<Enter Your Postcode>> _____

E-Mail: <<Enter Your E-Mail Address>> _____

Phone: <<Enter Your Home Phone Number>> _____

Mobile: <<Enter Your Mobile Phone Number>> _____

RECEIPT (PLEASE RETAIN FOR YOUR RECORDS)

Members Name: <<Enter Members Name>> _____

Membership Year: <<Enter Season This Fee Relates To>> _____

Membership fee received by: <<Enter The Name Of The Person Who Received The Fee>> _____

Signature: _____

Date (DD/MM/YYYY): _____ Fee Paid (£99.99): £30.00

Appendix 8: New Junior Member Letter

Dear Parent / Carer,

Isis Cricket Club welcomes you and xxxxxxxxxx to Isis Cricket Club, and we hope you all/both enjoy your association with our team. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me – the Club Safeguarding Officer – or any committee member if you have other questions not answered in this letter.

The club is run by volunteers and we hope that as you feel part of the club you will feel able to get involved. A full list of officers, committee members, coaches and officials and much more can be found on The Isis Cricket Club website. <http://www.isiscc.org.uk/>.

We adhere to the ‘Safe Hands’ Policy for Safeguarding Children in Cricket, and I meet the necessary criteria as vetted by the ECB. Other adults at the club who work with children are the Chairman, Captain and one Vice-Captain, all of **whom** also meet those criteria. This includes the enhanced DBS and ‘Barred List’ check (formerly known as CRB checks).

President and Club Welfare Officer:	Keith Ponsford	07922 167757
Chairman and Treasurer:	Keith Whiter	07766 508212
Captain:	Nick Wyatt	07811 955352
Vice Captain:	Mo Naqvi	07950 921617

Whilst we hope xxxxxxxxxx will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have questions about nets or match-day arrangements please check emails as this is the main means of communication, otherwise telephone or email the captain.

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Welfare officer – you can contact me on the details shown above. If your concern is about me, you may contact the County Welfare Officer - Michael Geeson via email mgb1956mgb@gmail.com.

Regards,

Keith Ponsford