



Askham Bryan CC – Club Job Descriptions

The following job descriptions give a brief overview of the expected duties of each committee role in Askham Bryan CC. They are intended to provide guidance for existing and potential officers on the duties of each role.

Job Description - 1st XI Captain

The 1st XI captain is responsible for the playing side of the 1st XI. The position has a range of on-field and off field duties. His role is to ensure that the team performs to the best of its ability, and fulfils its fixtures.

1. First and most importantly the Captain is responsible for running the side on match-days and throughout the season.
2. He is responsible, in co-operation with his vice-captain and the 2nd XI Captain and Vice-Captain, for selecting the team, and co-ordinating transport for those who do not have it.
3. The captain must ensure that all the necessary components for a match are present, i.e. players, scorebook, match-ball, tea (etc.) are present.
4. He is a key holder for the conference centre and is thus expected to arrive at the ground on time.
5. Of course the captain will need to delegate many of these duties, but he is ultimately responsible for match-day activity.
6. He will need to work closely with all members of the committee to ensure league, ECB and club rules and policies are fulfilled.
7. The captain is expected to fulfil the 'Spirit of the Game' at all times.
8. The Captain will ensure that all match-scorecards and result texts are submitted to the league results office in an accurate and timely form.
9. This is a post which requires the completion of a CRB check.
10. The Captain is expected to attend committee meetings; it is a key position within the club.
11. In the past the 1st XI Captain has also played a role in running and co-ordinating pre-season nets.

Job Description - Welfare Officer

The welfare officer is responsible for implementing the ECB – ‘Safe Hands’ policy within the club.

1. The welfare will draft and revise the club’s policies on changing, photography, First-Aid, Transport, anti-bullying and missing people.
2. One of the most important duties is to co-ordinate the submission of CRB forms for all those club officials who need it.
3. The Welfare Officer will attend all of the necessary training for his position.
4. The Welfare Officer is also a point of contact for all those members of the club who are concerned about any aspect of welfare issues within the club.
5. The Welfare Officer is expected to attend committee meetings as Welfare should be a standing item on the agenda.
6. It is a position which requires a CRB check and the attendance of two courses.
7. The Welfare Officer is also responsible for the condition of club kit, helmets for junior members and the First Aid kit.

Job Description – Chairman

1. To chair committee meetings
2. To guide and assist the committee on setting the future plans of the club
3. To formulate meeting agendas in conjunction with the club Secretary
4. To ensure decisions made are acted upon
5. To see the bigger picture for the club and not be biased to either team
6. To attend committee meetings

Job Description – Treasurer

1. To manage the club’s finances throughout the year
2. To report annually on the income and expenses of the club
3. To ensure the safekeeping of the club’s funds
4. To collect income from both teams from both home and away matches
5. To bank to cash into the club account on a regular basis
6. To pay for any expenditure as approved and required
7. To set a budget for income and expenses in the forthcoming season
8. To ensure all match fees and annual subs are paid up by players
9. To attend committee meetings

Job Description – Vice-Captain (first or second XI)

The Vice Captain's Duties are:

1. To deputise for the captain when the captain is unavailable, including:
 - a. Captaining the team on the field
 - b. Arranging team selection and sending player lists out to the club
 - c. Other matchday duties of the captain
 - d. Taking charge of practise nets
2. Providing support to the captain on field when required

3. Attending committee meetings

The Vice Captain requires a valid CRB check in accordance with ECB guidance – see welfare policies for further information.

Job Description – Communications Officer

The Communications Officer's Duties are:

1. Communication of club news and updates through appropriate channels – e-mail, printed, website
2. Technical and administrative maintenance of the website and Google Groups
3. Promotion of a positive image of the club, including advising other club members on appropriate communications, where appropriate
4. Moderation of content posted on club channels – website forums, comments, e-mail
5. Attend committee meetings

Job Description – Secretary

1. Record minutes
2. Circulate minutes to committee members promptly after meetings
3. Draw up agenda for meetings with Chairman
4. Liaise with the league as required, including registering players, transferring players and receipt of handbooks
5. Represent club at league meetings, or arrange a suitable substitute to attend
6. Arrange practise nets
7. Organise alternative venues for cricket during the season when necessary
8. Report to committee about league changes
9. Maintain a database of players/members
10. Attend committee meetings

The secretary's details are usually entered into the league handbook as a club contact

Job Description – Social Secretary

1. Organise fundraising and social events
2. Liase with the social subcommittee about social events
3. Collect money for the treasurer
4. Liase with the Communications Officer about publicity
5. Liase with the Treasurer regarding budgets for events
6. Organise annual dinner
7. Attend committee meetings

Job Description – College Liaison Officer

1. Work closely with the Treasurer to organise the facilities at the college for the up coming season

2. Organise an annual meeting with the College and Club Treasurer to discuss facilities, cost and developments at the college
3. Supply the College with a fixture list and club pitch requirements for the season
4. Liaise with the College regarding pitch requirements and condition during the season
5. Be the point of contact for the College
6. Monitor the facilities at the College and report any issues to the appropriate people
7. Attend Club committee meetings