



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271

Glenelg SA 5045

GDCC Club Charter

Committee & Volunteers

Roles and

Responsibilities

Owner: Alan Scholz Ph: (08) 8298 3298

Developers: David Angove, Barbara Laing, Don Forster

Secretary: Sally Niehuus Ph: (08) 8295 8919

Approver's Signature _____ / /08
(S. Niehuus)



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271
Glenelg SA 5045

Document Change Record

Date	Rev	Author	Description of Change
13/02/06	1	Alan Scholz	Initial Release for review
08/03/06	2	Alan Scholz	Added Team Manager duties & reformatted document
11/03/06	3	Alan Scholz	Changed Communication, Match & House roles
16/03/06	4	Alan Scholz	Minor alterations from feedback
11/12/06	5	Alan Scholz	Changes to Board & committees. Deleted Communications committee.
18/02/07	6	Alan Scholz	Added owner to Clothing portfolio & changed treasurer's name
18/02/08	7	Alan Scholz	Updated all procedures, plus changes to board & committees. Added PS and Women's cricket coordinators roles. Added Public Officer role
27/07/09	8	Alan Scholz	Reviewed all positions and added Oval & equipment Management duties. To make this document generic, names have been removed, except in volunteers listings in paragraph 5



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271
Glenelg SA 5045

Contents

1	Committees & Members	4
1.1	EXECUTIVE.....	5
1.2	SECRETARY	5
1.2.1	List of Duties / Areas of Responsibility.....	5
1.3	FINANCE.....	6
1.3.1	List of duties/areas of responsibility:.....	6
1.3.2	Income.....	6
1.3.3	Expenses	6
1.3.4	Authority and Reporting Guidelines for all Subcommittees.....	7
1.3.5	Budget Item Responsibility.....	7
1.4	SPONSORSHIP AND FUNDRAISING	8
1.4.1	Responsibilities:.....	8
1.5	HOUSE & MAINTENANCE COMMITTEE	9
1.5.1	Responsibilities:.....	9
1.6	MATCH COMMITTEE	10
1.6.1	Adhoc Meetings	10
1.6.2	Committee Members.....	10
1.7	JUNIOR COMMITTEE	11
1.7.1	Responsibilities:.....	11
1.7.2	Recommendations:.....	11
1.8	PLAYER'S REPRESENTATIVE	12
1.8.1	Club Publications	12
1.9	CRICKET OPERATIONS MANAGER	13
1.9.1	Glenelg Football Club.....	13
1.10	CLUB PUBLICATIONS COORDINATOR.....	14
2	Home Game Team Manager Duties (Gliderol Stadium)	15
3	Gliderol Stadium (Glenelg Oval) Manager.....	16
4	Equipment Manager	17
5	Volunteer's Roles & Responsibilities	18



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1 Committees & Members

EXECUTIVE	President , Chairman, Secretary, Treasurer, and the Club Operations Manager.
PUBLIC OFFICER	Treasurer
FINANCE	Treasurer and one committee person
SPONSORSHIP & FUNDRAISING	(Chairman, Deputy Chairman, and up to 10 people from past players, current players and committee.
HOUSE & MAINTENANCE	Volunteers from the committee.
MATCH	Chairman, Club President, and Club Coach, Grade Captains & Junior Coach (as required)
JUNIOR	Junior Coordinator, Primary Schools Coordinator (as required), Junior Coach, and up to 4 other representatives.
PLAYERS' REPRESENTATIVES	Elected by the players
COMMITTEE	Elected at the Annual General Meeting
CRICKET OPERATIONS	Recommended to the Committee on advice from the Secretary and President.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.1 EXECUTIVE

Approval from Board of Management (Minutes of meeting 1/7/97 confirm this) that an "Executive" body of up to 5 Board members (to Executive to include President, Secretary, Treasurer and 2 other Board of Management members, at the discretion of the President, are authorised to attend to urgent Club matters.

All actions are to be tabled at the following Board meeting for ratification.

Incorporations Act – Public Officer:

The club is required to appoint a Public Officer, who controls the Club Seal for official communications and the signing of legal documents.

The Act provides that any process, notice or other document can be served on an incorporated association by serving it on its Public Officer. Most of the forms and returns lodged under the Act must be signed by the Public Officer.

Because of these provisions and requirements, the Public Officer performs an important role as the central contact person for the general public and the Office of Consumer and Business Affairs to deal with the association.

1.2 SECRETARY

1.2.1 List of Duties / Areas of Responsibility

- a) Correspondence
- b) Annual Report
- c) Order Trophies, including engraving
- d) Mc the end of season Presentation function
- e) SACA liaison
- f) Ensuring the requirements of the Club Charter are met, and that SACA timelines for reports are achieved
- g) Ensure all SACA directives are carried out
- h) Liaise with SACA Cricket Officer & Grade Cricket Coordinator
- i) Report outgoing/incoming mail at Board meetings
- j) Take meeting Minutes and store signed approved past minutes



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.3 FINANCE

1.3.1 List of duties/areas of responsibility:

- a) Prepare annual budget and submit to the Board of Management for adoption.
- b) Has principal responsibility for the financial structure and performance of the Club
- c) The Finance Subcommittee is expected to lead the Board of Management in the improvement of the financial strength of the Club.
- d) Authorise all "accounts for payments" and submit to Board of Management for approval or ratification with a brief explanation and recommendation.
- e) Collection of player/member subscriptions and advise the match committee of non-financial players
- f) Oversee conduct of office administration and financial recording and reporting.
- g) Regularly review the financial status of the Club (P & L Statements and Balance Sheet) to ensure a satisfactory performance is being achieved, particularly in accordance with the approved budget. Board of Management is to be briefed generally on the performance, and with particular emphasis on variations.
- h) Principal responsibility for correcting adverse performance rests with the relevant sub-committee responsible for the under-performing budget item.
- i) Establish and maintain suitable financial recording sheets to be used by each Sub-committee for monitoring and reporting their budget items
- j) Maintain Membership Records

1.3.2 Income

1. Membership fees - playing and non playing
2. SACA grants
3. Sponsorship – SACA
4. Fundraising

1.3.3 Expenses

- a) Oval rentals
- b) Office Administration expenses
- c) Insurance



Founded 1907

Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271

Glenelg SA 5045

- d) Rates and Taxes
- e) Loan repayments
- f) Ground equipment e.g. nets and sight screens
- g) Sundries

1.3.4 Authority and Reporting Guidelines for all Subcommittees.

- Each Sub-committee is empowered to action all appropriate activities which it has documented and reported to Board of Management previously and for which approval has been given.
- Once Management Committee has approved the entire budget, each Sub-committee is authorised to manage their specific budget items (income and expense) in accordance with the purpose, amount and time frame documented.
- Regular, relevant reporting to Board of Management is essential to ensure proper co-ordination across all Sub-Committees.

1.3.5 Budget Item Responsibility

Each Sub-committee has the primary responsibility for achieving the budget for each item allocated to it. Proper records of the specific income and expense components must be kept, in accordance with the guidelines established by the Finance Subcommittee.

The Finance Sub-committee is authorised to review these records as it sees fit. Immediately any adverse variation in any item is detected the Finance Sub-committee must be informed.

It is also to be reported to the Board of Management with recommendations to correct and/or minimise any negative impact on the overall budget achievement.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.4 SPONSORSHIP AND FUNDRAISING

This Committee is expected to be responsible for the fund-raising of the GDCC. The Chairman (or delegate) is to report to the GDCC Board in a timely manner of all fund-raising activities expected to be held.

The number of persons on this Committee can vary at any time but should include a number of current players.

1.4.1 Responsibilities:

- a) Obtain a budget from the Finance Committee of what is expected to be raised during the year.
- b) Present to the Finance Committee and the GDCC Committee the expected events, dates and amounts to be raised as soon as practical after the budget has been released by the Finance Committee.
- c) Liaise with other Committees as and when required and in particular the House & Maintenance Committee and the Glenelg Football Club liaison officer (currently the Cricket Operations Manager) for bookings of Clubrooms and Barpersons.
- d) Present a report at each GDCC monthly meeting.
- e) Develop a list of requirements to be used for each function (e.g. catering, and budget, bar requirements).
- f) Prior to functions/fund-raisers being ratified, present to the GDCC Committee a budget for the event.
- g) After functions/fund-raisers present to the GDCC Committee the actual receipts/expenses and variances to the budget.
- h) Liaise with the Finance Committee regarding payment of accounts and the legal responsibilities, i.e. payment for services to any person (e.g. Guest Speaker, Band etc.) who may be classed as an employee for group tax, work cover and superannuation.
- i) Retain information, copies of requirements etc. to be used by future fund-raising Committees.
- j) Any persons serving or seconded to this Committee must be aware of their responsibilities as per the various government acts that the GDCC are governed by (in particular the Associations Incorporations Act).



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271

Glenelg SA 5045

1.5 HOUSE & MAINTENANCE COMMITTEE

This committee is responsible for the general running of the club rooms, including general repairs, maintenance and cleaning of areas under GDCC responsibility. Report to the GDCC Board of Management on all activities they are responsible for. This committee should consist of at least 4 persons and it is desirable that it be of mixed gender.

1.5.1 Responsibilities:

- a) Operation of the kitchen for GDCC functions, teas, home games etc.
- b) Responsible for organising catering for Afternoon teas for Glenelg Oval home games, as directed by the GDCC Board of Management
- c) Prepare rosters of players & supporters for afternoon teas and kitchen duty
- d) Replacement of GDCC kitchen consumables. Ensure club consumables are maintained (liquor, ice, sauce, meat, bread, bin liners etc).
- e) Oversee stocking and manning of bar in downstairs Entertainment Area.
- f) Cleaning – kitchen only after a GDCC function, and all downstairs areas except public toilets.
- g) Arrange working bees for clean up of equipment and kitchen, as required.
- h) Be aware of immediate and ongoing repairs where necessary and only where GDCC is responsible.
- i) Advise the GFC Liaison officer if repairs are required to GFC areas of responsibility.
- j) Any emergency repairs (where GDCC is responsible) to be discussed and approved by Executive sub committee.
- k) Present minutes of meetings at monthly Board of Management meetings.
- l) Any person serving or seconded to this committee must be aware of their responsibilities as per the various government acts that the GDCC is governed by (in particular the Associations Incorporations Act.
- m) Review each coming week's events and ensure that Bar Staff, Clubrooms etc. are booked by contacting the GFC liaison officer. Ensure cleaning is done in time for Sunday games if there has been a Saturday function.
- n) Liaise with other sub-committees as and when necessary.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.6 MATCH COMMITTEE

This Committee is responsible for all playing and on-field aspects of the Club. Its duties include recommendations to the Board of Management for:-

- a) To develop long term goals and strategies and implement in accordance with the Constitution.
- b) Recommendation to the Board for appointment of all coaching staff.
- c) Recommendation to the Board for appointment of all Senior Team Captains and Vice Captains.
- d) Procurement of new players to the Club.
- e) Retention of required existing players.
- f) Decisions relating to clearance requests.
- g) Disciplinary action where necessary.
- h) Adjudication on matters relating to:
 - Players Incentive Scheme.
 - First Eleven caps.
 - Trophies, both Club and SACA.
- i) Policy direction in relation to team selection.
- j) Policy direction in regard to both senior and junior player development.
- k) Liaise with ground staff on Ovals and practice wickets preparation and standards required.

1.6.1 Adhoc Meetings

Because of the nature of this Committee's responsibilities relating to players, and the possible resultant decisions which must be made at short notice, it is accepted that the holding of regular and properly constituted meetings may be difficult, but it is imperative that all members of this Committee be kept fully informed of all relevant discussions and decisions made by any Committee Member. No decisions are to be made without prior reference to the Chairman.

1.6.2 Committee Members

Additional members may be seconded by the match committee chairman after approval by the Board.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.7 JUNIOR COMMITTEE

This Committee is responsible for all aspects of Junior Cricket at the Club, consistent with strategies plans and directions set. The committee is chaired by the Board of Management appointed Junior Coordinator.

1.7.1 Responsibilities:

- a. Arrange practices and selection of all Club Junior Teams.
- b. Development of Junior Cricketers (male & female) within the district.
- c. Liaise with the Grade Cricket Officer re the running of the local Primary School competition.
- d. Work with the GCO to arrange Junior Coaching Clinics.
- e. Work with the GCO to arrange Kanga cricket and Have-A-Go centres
- f. Coordinate practices, selection and games for the Scorpions U/13 girls teams
- g. Obtain support personnel for Junior teams i.e. Scorers and team managers
- h. Liaise with the Cricket Operations Manager on Oval requirements and recommendations for Junior teams

1.7.2 Recommendations:

- 1) Recommendation to the Match Committee of proposed Coaching Staff.
- 2) Recommendation to the Board for appointment of Team Captains.
- 3) Recommendation to the Board for appointment of a Primary School Coordinator
- 4) Recommendation to the Board for appointment of a Junior women's cricket coordinator
- 5) Decisions relating to clearance requests.
- 6) Disciplinary action where necessary.

This Committee should meet regularly (at least monthly) with the Junior Coordinator to present his report to the Board of Management at their monthly meetings.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.8 PLAYER'S REPRESENTATIVE

The player is expected to represent current players at the Board of Management meetings.

Items expected are:

- a) State of playing conditions
- b) Practice conditions
- c) Standards of dress & behaviour
- d) Coaching problems and/or suggestions for improvement or changes
- e) Player dissatisfaction or grievances
- f) Suggestions for changing/adding playing and practice facilities
- g) Ensure 'A' and 'B' Grade captains organise a roster for Gliderol Stadium (Glenelg Oval) games for the placing of covers to go on 6 pm night before and removed at 8.30am game day
- h) Ensure players adhere to the Club and Player rules

1.8.1 Club Publications

In addition, this position will gather information for the Club Newsletter, and forward to the Club's publisher as required. Additional players can be seconded by the player's representative to assist in this task.

Example of items for the newsletter are:

- a) Player profiles
- b) Stories of interest
- c) Coming player events (e.g. end of season trip fundraising)
- d) Approaching marriages/births
- e) Photographs where possible
- f) Match reports



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

1.9 CRICKET OPERATIONS MANAGER

This responsibility is a voluntary position at the Club, and is created to focus on the playing side of Club activities, whilst the Secretary concentrates on all off field requirements needed to run the Club.

The Cricket Operations Manager (COM) is responsible to the Club's secretary for:

- a) Volunteer support & coordination
- b) Maintain the Club's statistical records
- c) Ensure all senior teams are updated on the SACA's My Cricket database following selection
- d) FAX/eMail teams to the Advertiser for publication within the guidelines provided by the SACA
- e) Procurement of ovals for Senior teams
- f) Assist the Junior Coordinator obtain support personnel & grounds for Junior teams
- g) Arrange for a record of all key holders and distribution of keys as required.
- h) Ensure support personnel are provided for all grades i.e. scorers and team managers.
- i) Work with the Grade Cricket Officer (GCO) to ensure the Primary Schools Competition continues to provide future players for Ray Sutton Shield teams
- j) Support the GCO in the Club's country zone and Academy requirements
- k) Liaise closely with GCO regarding all Primary and Secondary Schools in the district, maintaining a register of all Schools and act as Co-ordinator between local Schools and SACA

1.9.1 Glenelg Football Club

Additionally, the COM is charged with the single point of contact (liaison officer) with the Glenelg Football Club (GFC). All dealings with the GFC must be referred to the COM.

The COM will:

- a) Provide GFC each season with a list of games to be held at Gliderol Stadium, and when bar staff will be needed (end of matches)
- b) Advise GFC of any events (e.g. social, 20/20, country carnival) that require the use of the upstairs auditorium
- c) Advise GFC of any changes e.g. abandoned games, where bar staff will not be needed



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271

Glenelg SA 5045

1.10 CLUB PUBLICATIONS COORDINATOR

This volunteer is responsible for any Club publications:-

- a) Provide the Club's web site design, maintenance & changes as required.
Content on the web site is provided by the various sub committees e.g.
Upcoming events provided by S&F committee.
- b) Obtain Web site content from players, committee, and supporters and add content to the web.
- c) Contact with media: for items of interest to be submitted for insertion into the Messenger Press.
- d) Assist the Club historian with photography
- e) Production of the club's newsletter as required, using information provided by the various sub-committees
- f) Formatting and mailing of all newsletters, including past players as required.
- g) Help design flyers/advertising for Sponsorship & Fundraising events



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

2 Home Game Team Manager Duties (Gliderol Stadium)

- Arrive at oval at least 1 hour 'before play
- Open oval gate between our building and old grandstand
- Open front door of club, take alarm off - then re-lock front door
- Open visitor's change room, umpires room and Seahorse change room. Keep door between Players Bar and Visitors/Umpires area locked
- Take drinks trolley out of change rooms before players arrive
- Go to office - scorers light, phone, flags, keys for Umpires Room and Visitors Room, key for kitchen cupboard. Switch answering service off.
- Go upstairs - open glass door onto balcony. Unlock cupboard in kitchen (and return key to office). Make sure scorers table in position and set up light and phone.
- Set up urn and tea & coffee facility
- Prepare drinks for when warm-up finishes
- Set up scoreboard and put up flags
- Place yellow xxxx Gold Markers around boundary line (stored in scoreboard shed)
- Keys to Umpires and Visitors Team Manager - ensure you collect after the game and return to office.
- Make sure players' valuables locked in cupboard in Players Bar. Ensure glass doors between change rooms/main areas locked during game time. Always leave front door locked until end of play
- On hot days set up ice vests - these are kept in storeroom alongside umpire's room, inserts in freezer in Seahorse Change room. Return at end of day.
- Drinks for players at appropriate breaks - check with umpires on hot days as there may be extra drink breaks
- At close of play, flags down, scorers light, phone, Ump & Visitors Change room keys returned to appropriate places. Ice vests returned to store room, drinks trolley wiped down and stored away (all cordial wiped off - ants)
- Ensure pitch covers/hessian/pegs/mallet and all scoreboard numbers/names locked also yellow xxxxGold markers collected from boundary and locked in shed. Return boundary cones to scoreboard shed
- ON GAME COMPLETION DAY - ensure scorebook is given to the COM. Arrange for a meeting area for both captains and umpires for post match meeting.
- After visitors & umpires finished in rooms, lock gate between GDCC rooms and old grandstand
- You can now relax and have a well-earned drink with the players



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

3 Gliderol Stadium (Glenelg Oval) Manager

- a) Keep control of Oval keys & update Key Register
- b) Liaise with equipment manager re stumps & bails for home games
- c) Liaise with the COM re availability of keys to both team manager and players for placing covers on pitch area and oval access.
- d) Check change rooms prior to Saturday mornings to ensure they are all clear of unnecessary gear.
- e) Ensure ice machine is cleared often, bagged ice going into freezers. In really hot weather, additional ice may need to be purchased.
- f) Control both small and large covers. Ensure they are maintained in good order, including the supply of pegs, mallet, trolley.
- g) Black Sightscreens should be stored safely and erected/taken down when games with white ball are scheduled for the Oval.
- h) Scoreboard needs to be maintained in good order. Check condition before the season starts and keep name plates up to date.
- i) At the end of the season, clear out storeroom by scoreboard for GFC use. Conversely at the start of the season ensure GFC have cleared out the storeroom.
- j) Check all gear related to oval use such as covers, pegs, mallet, trolleys, boundary markers, stumps and bails (for umpires rooms) are available and in good condition.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

4 Equipment Manager

Start of Season:

- a) Prepare playing kits/first aid kits for each season
- b) Order ball supplies when form received from SACA (usually early in August)
- c) Inform Treasurer of total balls ordered for the club's budget
- d) Order scorebooks early September, plus stumps & bails if required
- e) Check cordial, chewies, plastic cup supplies
- f) Place stumps & bails in umpires rooms

During the Season:

- a) Control supply of cordial, chewies, plastic cups
- b) Prior to each game place cordial, chewies, cups etc. in each teams box

End of Season:

- a) Ensure kits, drink flasks, scorebooks, keys, tables, eskies belonging to the club are returned by the captains/team managers to store.
- b) Check and repair portable scoreboards as necessary
- c) Follow up practice ball supplies with the Senior and Junior coaches. Ensure they are stored for use next pre-season.



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271
Glenelg SA 5045

5 Volunteer's Roles & Responsibilities

The following table is to be used as a guide for volunteers as to their individual roles within the Club. Each item will have the volunteer's name associated with it, to ensure all roles have been fulfilled and the Club functions appropriately.

DUTIES	NAME
PRESIDENT Focal point for all Club business Preside over Club Committee meetings Represent Club on SACA cricket committee Liaise with SACA Grade Cricket Officer & Grade Cricket Coordinator	Bob Snewin
CHAIRMAN Preside over Club committee meetings Represent the Club when President not available	Brian Rowe
PUBLIC OFFICER Sign all official documents in line with the Associations Act (SA) Keep Club Seal in a secure place Ensure all sub committees comply to the Associations Act	Cheryl Cook
SECRETARY Ensure all SACA directives are carried out Liaise with SACA Grade Cricket Officer & Grade Cricket Coordinator Apply for SACA Grants Proxy Delegate to the SACA Cricket Committee Responsible for AGM process Co-ordinate and prepare Annual Report Responsible for Senior Presentation night (prepare & MC) Order Trophies & Engraving for Presentation night Report outgoing/incoming mail at Board meetings Provide Minutes of Board meetings Liaise with all Club sub-committees Direct the Cricket Operations Manager's duties SACA Club Charter	Sally Niehuus



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

<p>TREASURER Monthly finance report, arrange Auditor, pay accounts, provide invoicing, Bank monies received Receive player subscriptions, Chase up non-payments of subscriptions Organize control of Floats, balance floats, prepare funds & records for banking by Treasurer</p>	<p>Cheryl Cook Dave Angove</p>
<p>SPONSORSHIP (S&F Committee) Maintain existing sponsors Seek new sponsors Advise Club members of sponsor's business – encourage use Distribute discount cards, sponsor's literature etc. to members</p>	<p>Jarret Moyse Bob Snewin All</p>
<p>FUNDRAISING (S&F Committee) Run SACA Raffle – distribute books, receive books/money etc. Run Chocolate & Club Raffles Event Advertising & Flyers Organise DOGS night Organise Auction nights (Club, Wine etc.) Organise Test/ODI Dinner Generate/Implement new ideas for raising funds Advise GFC liaison officer of clubroom requirements Provide monthly minutes to BOM Provide web site content Coordinate functions</p>	<p>Jarret Moyse Bob Snewin Bob Snewin All Jarret Moyse Jarret Moyse</p>
<p>TEAM MANAGEMENT – CLOTHING Purchase new stock Review prices of clothing and supplier as required. Recommend to BOM if change of supplier is warranted Sell to players Audit stock as required Chase up any non-payments by players Maintain display of available clothing to members –open as required One Day Uniform –Supply & Retain (3 year sponsorship) Provide secure storage Keep records of sales & liaise with treasurer on sales and debts</p>	<p>Jenny Bullimore</p>
<p>TEAM MANAGEMENT – PRE/POST SEASON COORDINATION Order cricket balls & scorebooks for seniors & juniors Supply balls to Juniors Review quality of stumps/bails & order as required Review stocks of cordials, 1st aid kits, sunscreen etc – order as required Playing Kits – Arrange off season storage & check items that may need replacement Place balls and cordial in team bins before each match Receive Junior equipment/keys at end of season for storage</p>	<p>Peter Gladigau</p>



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

Founded 1907

<p>TEAM MANAGEMENT – MATCH DAY COORDINATION Supply to Senior captains/team managers cricket balls, including team's kit – Cordial, 1st Aid, scoreboard, chewies etc. Review Stocks Check Oval equipment –covers, pegs, scoreboard Record who has keys, scoreboards, markers etc. for Camden & Junior grounds Ensure Scoreboard names are available for new players Liaise with COM re Country Carnival & Representative games at Gliderol Stadium – ground manager, door signs, covers, lunches etc.</p>	<p>Team Manager Supported by Dave Angove</p>
<p>TEAM MANAGEMENT – MATCH COMMITTEE Recommend to the BOM captains, vice-captains & coaches Senior Team selection coordination Set standards of players – behaviour, dress, reports Counsel players as required Liaise with Curators on Oval requirements – dates of use, type of match, SACA use for country & junior carnivals, 20/20 games etc. Plan pitch replacements – coordinate soil & work. Advise Match Day Coordinator of any new names for the scoreboard name plates</p>	<p>Chairman – Paul Forster</p>
<p>HOUSE – INSURANCE Player/team insurances – ensure coverage and advise members of their entitlements – liaise with SACA Liaise with GFC on Building Insurance Ensure adequate Contents Insurance (maybe covered by GFC?) Check insurance details to ensure cricket equipment (e.g. Scoreboards) are covered.</p>	<p>Brian McFadyen</p>
<p>HOUSE – MAIL Collect weekly from PO Box Sort & advise relevant person if urgent Distribute mail to recipients Liaise with Treasurer, Secretary & President on respective mail</p>	<p>Dave Angove</p>
<p>HOUSE –KITCHEN Order/purchase food as required Provide meals/menu as required (Thursday & Saturdays) Provide lunch & afternoon tea for senior games at Gliderol Stadium Provide lunches for Country games at Gliderol Stadium Clean & Maintain kitchen area</p>	<p>Terry Rice Barb Laing All other duties will be rostered. All who use kitchen</p>



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

**PO Box 271
Glenelg SA 5045**

<p>HOUSE –PLAYER’S BAR Maintain stocks & fill fridges as required Operate bar & Till – delegate as required Clean & maintain Lock up/Secure bar & building when closing Responsible for serving patrons (i.e. responsible drinking) Open bar at 6pm, or as required until Ryan Stewart is available</p>	<p>Ashley Capp D. Angove & J. Laing Ashley Capp Barb & John Laing Ashley Capp Ashley Capp (or delegate) Terry Rice</p>
<p>HOUSE –MAINTENANCE Energy Systems Ice Machines – Bag ice & put in freezer for matches Change Rooms Drinks Trolley Clean & maintain downstairs areas (change rooms, bar, board rooms) Repair items of a general handyman expertise Advise GFC Liaison Officer of items requiring GFC attention</p>	<p>Brian Rowe Dave Angove John Laing John Laing Barb & John Laing John Laing Barb Laing & Dave Angove</p>
<p>JUNIOR COORDINATION Team selections – player recruitment Primary Schools competition- liaise with SACA Cricket Officer Kanga Cricket – liaise with SACA Cricket Officer Practice times –advertise in schools Liaise with SACA Cricket Officer & Cricket Operations Manager Clothing Fundraising Recommend coaches & team managers to Match committee Obtain ovals for Junior teams –liaise with COM Obtain scorers for Junior teams Ensure entries in My Cricket for teams and results is carried out in a timely manner, as required by SACA Ensure all equipment/keys are returned to Club at end of season</p>	<p>Mike Forster</p>
<p>Grade Cricket Officer (GCO) Responsible to the Junior Coordinator for all Primary School issues Liaise with primary schools’ contacts to enhance GDCC presence in schools Arrange coaching for PS at Gliderol Stadium during Terms 1 and 4 Coordinate Kanga and Have-A-Go centres. Attend as required Enlist players as coaches for the annual PS coaching clinic. Run the clinic and register players Help Junior Coach identify PS players for Ray Sutton Shield squads Liaison Point of Contact for the Club’s country zone</p>	<p>Bill Burnett</p>



Glenelg District Cricket Club Incorporated.

Affiliated with the South Australian Cricket Association

PO Box 271
Glenelg SA 5045

<p>Women's Cricket Coordinator Responsible to the Secretary for the coordination of all women's cricket, both Senior and Junior as it evolves Liaise with the Clothing coordinator for game day team clothing Liaise with the team management coordinator for balls and cordial requirements Obtain ovals for teams –liaise with Secretary Maintain a registered list of players on My Cricket Team selection coordination and player recruitment Input results and team lists to My Cricket as required by SACA</p>	<p>Sally Niehuus Supported by Bill Burnett</p>
<p>Player's Representatives Liaise with players on playing/coaching/practice issues Represent players issues to Board of Management Provide Newsletter & Web site content as required Organise rosters for covers</p>	<p>Neil Rowe</p>
<p>Cricket Operations Volunteer coordination & Support Player Statistics, including season returns to Secretary & SACA Liaise with SACA Grade Cricket Officer GFC Liaison – advise dates when bar & staff are required Security – Key Register, locks, passwords etc. Attend subcommittee meetings as required Registration of players (including My Cricket input) & clearances Maintain list of players and registration numbers –provide to captains & scorers for completion of team sheets Input of match results in My Cricket Ensure each senior team has scorer & team manager (Thursday nights) Facilitate end of Match meetings for A Grade (Captains & Umpires)for home games only Umpire Reports coordinate & send to SACA for all teams Ensure support personnel are provided for all grades i.e. scorers and team managers. Procurement of ovals for Senior teams Assist the Junior Coordinator obtain support personnel & grounds for Junior teams, and Primary Schools</p>	<p>Alan Scholz</p>
<p>Club Publications Coordinator Web site Maintenance & information updating Media advertising and event notification Club Photography as required Produce club newsletters and mailing lists</p>	<p>Maria Scholz</p>