

Club document “Tasks and Responsibilities of the Club’s Officers and Other Club Volunteers”.

Version 4: 11/11/2022

2022 Responsibilities of the HEAD GROUNDSMAN/Grounds and Maintenance Volunteer Team
Belbroughton Cricket Club (BCC)

Head Groundsman-Specific details.

Reports To: Hon. Secretary and Chairman of the Management Committee.

Contract Duration-Rolling 12 months starting on 1 October 2022 and 1 October of every other subsequent calendar year unless otherwise agreed in writing by the Management Committee.

Status: As agreed in writing by the Management Committee.

Remuneration : As agreed in writing by the Management Committee from time to time.

Based at: BCC

Objectives-Delivering good standards of grounds maintenance creating grass cricket pitches with improved carry and bounce as benchmarked against the Umpires/Captains scores for the 2021 and 2022 seasons and the 2022 and 2023 seasons etc and ensuring the long-term maintenance and sustainability of the ground.

A key element of the role will be preparing playing surfaces, practice areas and outfield of good quality for all club fixtures. Candidates will need to have the confidence and experience to instruct and lead volunteers or staff.

Main Areas of Responsibility:

Unless otherwise agreed in writing by the Management Committee

- Preparing and maintaining the playing surfaces and outfield of BCC to a good WCL standard.
- Preparing and maintaining all practice and net areas at BCC to a good standard.
- Planning of the day-to-day work programme including the planning of off-peak work.
- Prepare, condition and maintain the main squares, outfield and landscapes for all club cricket.
- Prepare land, apply fertilisers and chemicals, irrigation and drainage, rolling and mowing, and weed control.
- Operate light and heavy equipment, including but not limited to water removal machinery, mowers, rotavators, sprinklers and shredders.
- Allocation, operation, maintenance and security of plant, tools and equipment ensuring as far as is possible, that the right resources are available, and all equipment is correctly stored, maintained and serviced.
- Maintain equipment such as nets, posts and protective covers.
- Assisting with the erection of nets and other practice facilities at the grounds.

- Monitor the use of consumable items and spares and make arrangements for their replenishment. Order and purchasing of all stores and materials, including expendable items and pesticides within BCC's budget and/or as authorised by BCC's Hon. Treasurer.
- Manage and deliver a set budget and support the efficient use of resources.
- Have an awareness of Health and Safety regulations. Possess a sound understanding of legislation relating to chemicals and dangerous substances. Promote and by example ensure safe-working practices at all times and control and safe use of all potentially dangerous substances and equipment. Ensuring that staff and volunteers are instructed in their safe use and use of relevant safety equipment.
- Ensure the safe use, storage, calibration and disposal of pesticides and other similar substances. Promote the Health and Safety of self and others. Be able to respond in an emergency.
- Supervision as required of work undertaken by contractors to ensure compliance with the terms and conditions of the Health and Safety Act and insurance advisors' advice
- Preparation of appropriate reports and correspondence, and attendance at meetings as necessary.
- Development of other ground staff, enabling them to meet the standards of work required by BCC.
- Collect and record data on the playing surface environment. Manage soil and grass to ensure turf is always in a good condition.
- Deal with members of the public in a professional manner.
- To provide a helpful and professional service to players, managers and other users of the grounds.
- Produce cricket "pitch plan" in-line with fixture lists in advance of season.
- Manage cricket square to ensure pitches are used in line with pitch plan agreed by BCC Grounds and Facilities Maintenance Sub- Committee or the Management Committee
- Communicate with BCC Grounds and Facilities Maintenance Sub-Committee and the Management Committee for improving the best use of resources and playing surfaces. Support the efficient use of resources.
- Produce practice pitches and junior pitches as required.
- Ensure all pitches produced are compliant with WCL regulations and playing conditions for relevant club competitions, including boundary dimensions and fielding restriction markers.
- Attendance on site at all reasonable times for representative fixtures and as reasonably required pre and post club cricket fixtures.
- Any other reasonable request made by the Management Committee

Pre-season work:

Unless otherwise agreed in writing by the Management Committee

- Pitch Allocation: when fixture list is completed and confirmed, each pitch to be assigned a number of fixtures, according to seniority, wear and rate of recovery for further use if possible. The square is a finite resource.
- Rolling of square; drag brushing of square to remove worm casts, weak rooted grass, and break up

fungal mycelium on grass leaves; mowing of square and outfield as required; marking out the square i.e., squaring the square itself.

- Monitoring for grass diseases: Fusarium, Anthracnose, Dollar Spot etc. and spraying for same if required; monitoring for pests; Leather jackets, Worms, Cut worms, etc. and spraying for same.
- Painting back and front lines at either end of square.
- Core samples of square to indicate condition of square.
- Fertiliser application if conditions are suitable and required for square/outfield.
- Weed Control: Spraying for weeds if conditions suitable.
- Machinery Checks: Inspect machines to make sure they are safe and fit for purpose. Daily and weekly checks for, oil, water, batteries, fuel, heights of cut, filters.
- Debris: Removal of debris off ground.
- Covers: Cleaning tops of roll-on covers. Testing covers and hoses for leakage. Moving roll on covers back out on to ground.
- Rope: If agreed, moving of rope out on to ground perimeter.
- Ordering: Paint/brushes for pitch marking, string for straight lines, 8 ft. length of timber for marking out, cable ties for sight screen covers, fertilisers for square/outfield, chemicals for pest/disease control, various miscellaneous items.

During the playing season:

Unless otherwise agreed in writing by the Management Committee

- Mowing of square at such agreed periodic times as weather/conditions permit; mowing of outfield 2-3 times a week as weather/conditions permit; mowing of individual pitches as required; mowing of perimeter 1 or 2 times a week as weather/conditions permit.
- Drag brushing of square periodically; drag brushing of individual pitches.
- Squaring of individual pitches as they come into play; marking of individual pitches as they come into play; remarking of used pitches.
- Covering of individual pitches as they come into play, and as is necessary.
- Marking out of zonal areas of individual pitches as they come into play. That is the inner and outer zones relating to an individual pitch.
- Irrigation of a used pitch for re-use.
- Repairs to a used pitch for re-use; repairs to a pitch as it is removed from play. Pitch may/may not be used again later in the season; repairs to outfield after weekend matches. This includes bowlers run ups.
- Fertilising of square; as a rule of thumb once a month, but if heavy rainfall more regular.
- Square Weed Control; continually monitoring, if spraying needed, no more than once a month.
- Ensuring that the grass bags/containers with grass cuttings adjacent to the garage are emptied regularly.

Practice area nets

Unless otherwise agreed in writing by the Management Committee

- Erection of netting prior to first practice session of the season
- Remarking of the nets as required.
- Such maintenance of the nets as may be required to keep them operational during the season.
- Removal of the netting at the end of the season.
- Repair of nets during the off season.
- Reseeding of the run ups as soon as the season ends.

Grass nets

- Where practicable, provision of a grass net for use by senior BCC teams

Artificial wickets

- Regular rolling, remarking, brushing and cleaning of the artificial pitch as required.

Perimeter areas and landscapes

Unless otherwise agreed in writing by the Management Committee

- Arranging for surrounding landscapes to be cut and maintained.
- Area outside the rope is kept cut to the same height as the outfield.
- Arranging for maintenance (where required) of the surround fence.
- Arranging for maintenance/painting of the sight screens if relevant and storage areas on the grounds.

End of season work:

Unless otherwise agreed in writing by the Management Committee

- Completion of end of season work on the square and outfield of the ground in accordance with agreed plans. This may involve taking core samples to indicate the condition of the square. Square renovation needs a period of sustained good weather and good warm soil temperatures (mid-September is ideal for warm soil conditions, but if weather is wet, work cannot go ahead).
- Renovation of outfields: This will be done in line with available budget.
- Fertilise square according to needs as, ascertained by core samples; fertilise outfields as needed.
- Remove rope and any seating from grounds.
- Remove roll on covers from grounds.
- Drag brush square as often as is possible to reduce disease, worm casts and remove unwanted grasses.

- Cut squares and outfielders at regular intervals, to maintain maximum tillering of grass plants. Ideally the outfielders should be cut to maintain stripes throughout the year.
- Monitor squares for disease such as Fusarium.
- Machinery servicing by groundsman: Change oil, change air filters, change spark plugs, grease grease points, clean out air fins, and clean-up of machine.
- Arranging machinery servicing by competent service company in line with BCC's policy.
- Maintenance and repair of practice areas.

Covers

- Arranging for maintenance as required.
- Covering the pitches and bowlers run ups as required in the light of actual and forecast weather conditions, particularly the run ups, for the club's 1st team fixtures and other major cricket fixtures.
- Arranging for storage of covers when not in use on the ground and during the off season.

Equipment

- Ensuring that the ground equipment is kept in good working order through arrangement of maintenance and repair on a timely basis. Daily/weekly checks for all regularly used machines. If machines need an oil change, change of spark plug, change of air filter, greasing of grease points, adjusting of height cut, etc. Machinery Cleaning: Daily for all regularly used machines.
- Informing the Management Committee when equipment requires to be replaced and assisting in the sourcing of such equipment.
- Ensuring proper storage of equipment when not in use.

Working Relationships:

- Hon. Secretary/Chairman of the Management Committee
- Worcestershire County League (**WCL**) Grounds Representative(s)

Qualifications and Experience:

- Be in a possession of a valid UK driving licence.
- Possess an understanding of current Health and Safety guidelines
- Possess an understanding of Worcestershire Cricket Board Ltd.'s and WCL's Regulations and Directives in relation to pitches and match regulations.

Personal Qualities

- Understand the seasonal nature of the role and the need for flexibility with regards to working during normal working hours. Be on site at all agreed times during senior fixtures.
- Ability to work under pressure, and to work alone when required.

Key Performance Indicators

- Improve the standard of the pitches and practice facilities at Belbroughton Cricket Club and improve year on year our standings in the league tables issued by the WCL based on scores/feedback from umpires and captains.

Honorary Roles and Officers

Chairman

Job description

Tasks

- Lead the club to meet their vision
- Chair meetings of the cricket club and to co-ordinate all club activities
- Motivate others in a co-ordinated and progressive way
- Unless otherwise agreed or delegated to another person or other persons represent the club on formal occasions and to external bodies and be the primary communications interface with the Club's Trustees
- Act as ex-officio member of the Grounds and Maintenance and Bar and Catering Sub-committees
- Support all other officers, Management Committee members and other representatives of the club in their roles
- Chair any appeals meetings which arise from grievance or disciplinary matters
- Ensuring the Management Committee/Sub-Committee members discharge their responsibilities in line with the role descriptions

The above list of tasks is not exclusive or exhaustive

Vice-Chairman

Job description

Tasks

- Assist the Chairman with leading the club to meet their vision
- Attend Management Committee Meetings
- Chair meetings of the Cricket club and to co-ordinate all club activities in the absence of the Chairman
- Assist the Chairman to motivate others in a co-ordinated and progressive way

- Deputise in the Chairman's absence to represent the club on formal occasions and to external bodies
- Manage ad hoc projects at the request of the Chairman

The above list of tasks is not exclusive or exhaustive

Hon. Treasurer

Job description

Tasks

- Maintain accurate and up to date financial records for the club
- Ensure that funds are spent appropriately
- Attend monthly Management Committee Meetings and AGM and report on the financial status of the club
- Report financial position to the committee at monthly meetings
- Prepare draft annual accounts for submission to the auditor/independent examiner
- Present the audited accounts to the AGM
- Liaise with independent audit/Chairman of the Bar and Catering Sub-Committee to audit bar stock
- Establish and maintain club bank accounts and banking arrangements
- Except for cash payments for Food or Beverage sales and electronic payments of any kind, deposit all fees, subscriptions and funds
- Liaise with relevant Chairmen of Sub-Committees to ensure funding opportunities for the club
- Pay any bills incurred
- Act as one of the cheque signatories
- Review 3rd party contracts to ensure cost effectiveness and appropriateness of the terms and conditions, including , Utility providers, Broadband and Card payment devices
- Prepare the annual consolidated budget if requested for approval by the management committee before the beginning of the new financial year
- Prepare budgets for specific projects
- Maintain an accurate record of all subscription payments

The above list of tasks is not exclusive or exhaustive

Hon. Secretary

Job description

Role: To ensure the smooth running of the club administrative requirements

Tasks

- Deal with the day to day running of the club including all correspondence
- Deal with outgoing and incoming correspondence
- Distribute incoming correspondence to other club officers and members when appropriate
- Maintain correspondence files of all documents
- Call committee and club meetings and AGM, as detailed in club constitution, prepare
- Prepare agenda, attend, take minutes and provide officers with copies
- Sit on disciplinary committee and take minutes at all relevant meetings
- Respond to external requests for club information
- Assist with drafting of member communications when required
- Apply for grants and other similar forms of financial assistance
- Attend meetings organised by the Worcestershire County League and/or the ECB
- Act as club's play-cricket administrator
- Coordinate the Club's periodic Clubmark application and ensuring the Club's Clubmark status is maintained
- Draft and refresh Club Development Plan(s)
- Attend Management Committee meetings and AGM.
- Attend League AGM Meetings
- Call meetings with appropriate Committee members and players when required, to facilitate delivery of cricket
- Register players in relevant leagues (at the beginning of season and then any more during the season)
- Liaise with Groundsman when necessary
- Welcomes new members to the club
- Review 3rd party contracts to ensure cost effectiveness and appropriateness of the terms and conditions
- unless delegated to a specific Sub-Committee or person or persons in each case agreed in writing by the Management Committee, sourcing and engaging contractors to carry out building electrical plumbing and/or other similar building or facilities management work approved by the Management Committee
- Act as a first point of contact for those looking to join or seeking information about the club
- Maintain the Club's Membership database with all required personal details
- Update members details upon payment of their annual membership fee, or when advised of change of address, etc.
- Provide current membership numbers and analysis as required
- Distribute all email Cricket Club member communications
- Arrange for production and distribution of membership lists as required
- Update website with new Junior Member details

- Ensure the club adheres to its legal requirements, including data protection and the ECB AD code
- Direct the club's engagement with the local community, including Parish Council

The above list of tasks is not exclusive or exhaustive.

Junior Cricket Coordinator

2022 JCC Specification/operational check/action list

Send pre-season information requested by the WCBL and/or WCCC
Attend Winter WCBL seminar(s)-October
Complete Indoor competitions entry form-November
Complete Entry Form for Boys/Mixed competitions -December
Complete Entry Form for Girls competitions in consultation with W+G Coordinator-December
Issue U11-U14 Sunday County League Fixtures and request Managers to check for availability pinch-points in April and Mid-July-Aug- Jan
Agree dates for all U10-U17 home/away league and cup fixtures (circa 50 in total in 2022)between Feb-Ap aiming for 90% plus target of confirmed dates by 31/3 and 99% by mid-April
Agree Sunday dates/times for 15 U9 Boys and Girls and U11 Girls festivals after liaising with fixtures secretary/Hon. Secretary .Feb-April
Book Indoor training sessions and complete paperwork +any RA- Sep
Book external coaches for indoor training -Dec/Jan
Issue Winter Coaching Rota (Jan) and Summer Coaching Rota (Mar)
Book external coaches for summer coaching programmes including All Star Activators (Mar/Ap)
Request BCC volunteers to mail shot school/other networks with our coaching programmes-Mar
Draft/refresh Junior Cricket Dev/Action plans reflecting Club's Dev Plan objectives/SWOT etc-Mar
Prepare Junior Cricket Youth Budget after liaising with Treasurer (Mar/Ap)
Check financial performance v budget with Treasurer's/Secretary Subs/periodic reports Ap-May
True up budget with Treasurer by 30/6
Review W&G 7- year plan and agree key annual objectives/actions with W&G Coordinator and WCBLW&G Development Officers and/or other WCBL representatives-Mar
Dovetail W&G objectives/ actions into Junior Cricket Dev/Action plans
Complete Annual Insurance Statement disclosures v Insurer's Ts and Cs (e.g., all coaching meeting ECB guidance etc) and any consequential RAs/Codes/Protocols to meet Insurer/Broker requirements-Mar. Deadline 10/4.
Review/audit online membership apps v Treasurer's Subs reports and issue updates to managers and shirt ordering details to parents-Mar-Jun
Issue reports to managers/requests for payment to parents re: non-payers. Mar-June
Check and approve external coaching invoices and update Treasurer-Feb-Aug
Activate BCC All Stars website by submitting insurance etc details, populating the mandatory fields and itemising programme dates-Feb
Review/refresh/input data on All Stars/Young Tons/U10-U16 Year 5-13 girls databases-Ap-May
Register new Junior members with the WCBL-Ap-Jun
Issue squad details to managers for sign off to facilitate play-cricket data inputs/lifts and shifts-Ap
Check play-cricket team data with Secretary/Play-cricket Admin to ensure play-cricket/WCBL rule compliance -Ap
Prepare All Stars mailshot enclosing welcome letter, AS Participation and AS Consent Forms-May

Manage Club's All Stars accounts-Apr-July
Agree AS session plans with external coaching team and set up or nominate volunteer(s) to set up All Stars coaching stations 5-6pm on each Friday of the programme-May-Jul
Agree Friday session plans for YTs/others with external coaching team and deploy coaching resource-Apr-Jul
Send out Plans & Planning note to BCC Bar & Catering team and other Friday night volunteers-Apr-Jul
Reschedule postponed fixtures on an on-going basis-May-Aug
Issue JCC update periodically identifying matches which need to be/have been re-scheduled and available dates-May-Aug
Respond to membership/other requests for information from parents-Apr-Jun
Issue What's on updates every two weeks to GC/Managers-Apr-Aug
Order match balls and distribute-Mar-Apr
Prepare periodic BCC Junior Cricket Reports and attend GC/other meetings-Jan-Nov
Prepare report/submit data for Club's annual report-Dec
Prepare end of season report-Sep
Check junior player /parents' Codes and applicable Club's codes/policies and refresh to reflect ADC/GDPR and the like and liaise with Play-cricket Admin(s)(P/C) and bcc.co.uk Admin(s)-Mar-Sep
Prepare BCC Junior Cricket Overview for parents and issue pre-season-Mar/Apr
Audit bcc play-cricket action centre/dashboard to ensure manager/opposition team compliance and send remedial action requests-May-Sep
Respond to JCC /Manager requests for information from other clubs via E:/WA-Apr-Aug
Audit Docs and Policies section of bcc.co.uk and refresh/replace MAFs/Consent Forms/Codes-Apr
Revise hard copy MAFs/CFs and AS PFs/CFs to reflect then current subs/what's included. Mar
Liaise with bcc.co.uk Admin(s) regarding changes to be made to online documents (e.g., change in Subs)-Mar
Book and Organise coaching for Easter and Summer Camps-Mar/Jun
Send out camp booking forms to parents and liaise with Treasurer re: payments/credits-Apr/Jul
Prepare a redacted version of competition rules for new/recent managers-Apr
Agree/appoint team managers for all teams U9-U15.
Provide information /support to Secretary/Fundraising Volunteer team where requested for grant app purposes
Organise or agree logistics/nominate volunteers for AS and other presentation events
Provide information/support to Chairman of Fundraising & Social Events Sub-Committee for fundraising and communications purposes-Feb-May