



Section 3. Club Structure.

Part 1:

How does your club operate? How is your club organised and who organises it? What management roles do you have in your club?

Instructions: In the box below please complete a simple **Management Committee structure diagram** that demonstrates how your club operates. Include in this any sub committees that exist within your club.

Overall Club Committee managed by Club Chairman Ian Wheeler

Consisting of:	Vice Chairman – Fred Kerley	1 st XI Captain – Graham Gaiger	Treasurer – Pat Genever	2 nd XI Captain – Paul Clark
	Child Welfare Officer – Graham Gaiger	Fixture Secretary – Jim Sadler		3 rd XI Captain – Dave Evans
	Secretary – David Evans	Friendlies Captain – Neil Clark		4 th XI Captain – Steve Patten-Hall

Other Committee Members – Paul Clark, Mike Thurlow, Andy Morgan, Tony Poole

Split into Sub-Committees :-

Youth Sub-Committee – Chairman – Ian Wheeler

Consisting of:	U15 Head Coach	Paul Clark (UKCC Club Coach)
	U13 Head Coach	Fred Kerley (UKCC1)
	U11 Head Coach	Steve Patten-Hall (UKCC2)
	U9 Head Coach	Mike Thurlow (UKCC2)
	Girls U16 Head Coach	Andy Morgan (UKCC2)
	Girls U13 Head Coach	Graham Gaiger (UKCC Club Coach)
	Other Coaches	Ed Fruen, Sam Lumley, Neil Clark, Ben Mason, Aaron Kyte, Andrew Hillier, Emily Francis, Ryan Higgins, Kieron Chivers, Tim Gent, Owen Alsop, Paul Alsop (All UKCC1 or 2)
	Other Volunteers	Rocky Rose
	One-to-one tuition	Shane Cloete (UKCC3), Alan Crouch (UKCC4), Ollie Smith (UKCC Club Coach)

Fundraising Sub-Committee

Consisting of: Andy Morgan, Mike Thurlow, Ed Fruen

Club Development Plan Working Group

Consisting of: Graham Gaiger (Team Leader), Ed Fruen, Mike Thurlow, Paul Clark, Pat Genever

Ground and Facilities Sub-Committee

Consisting of: James Down, Graham Gaiger, Mervyn Underwood



Part 2:

How does your club function week to week? How often do the committees in your club meet?

Instructions: For each question asked below please complete a response that is correct for your cricket club.

Question 1: How often does each of your club committees meet per year / season? (Maximum 150 words)

1. The overall Club Committee meets 12 times per year
2. The Youth Committee meets 12 times per year
3. The Club Development Plan Working Group meets 4-6 times per year
4. The other Sub-Committees meet and discuss their issues within the overall Club Committee

Question 2: What written information is produced by each committee / sub committee / working group and who produces this written information? (Maximum 150 words)

1. Minutes are produced from all meetings and circulated to relevant committees. They detail all actions necessary - produced by Club Secretary (Youth and Club Development)
2. Club Treasurer produces monthly statements and yearly financial reports for presentation
3. Club Development Manager produces a twice-yearly update against the Club Development Plan

Question 3: How does each committee communicate to the other committees and to club members? (Maximum 200 words)

1. Club - The Club Secretary communicates directly with the sub-committee representatives who in turn communicate with their committees
2. Sub-Committees - All sub-committee Managers/Representatives are required to attend main club meetings to provide a two way means of communication of information
3. All communication is provided via post in the form of memos and minutes and also sent out via e-mail

Section checklist

Ask yourself the following questions...

- Is the content of this section **accurate** and **realistic**?
- Have you **cross referenced** other sections of the club development plan that impact on this section?
- Have you **scheduled** activity in a **logical** and **phased** pattern over a period of time during this section?
- Do you have the **capacity** and **resources** to deliver this section?
- Have you demonstrated **ownership** of this section?
- How will you **communicate** the actions in this section?