

## **Annex A: Roles and responsibilities:**

### **Chairman**

- Overall organisation and running of the club including promotion and club development
- Conduct of tournaments and other social activities for the club
- Strategic Interactions with the SCF along with general secretary and other representatives chosen by management.
- Marketing efforts for the club
- Media coverage for club in collaboration with the media secretary
- Strengthening finance by bringing in Sponsors
- Uphold Club Constitution and SCF and RF regulations
- Delegating, leading, and motivating club volunteers towards club goals/objectives

### **General Secretary**

- Ensure the smooth running of the club's administrative requirements Including ground bookings
- Deal with the day to day running of the club including all incoming and outgoing correspondence
- Maintain correspondence files of all club documents
- Call committee & club meetings and AGM, prepare the agenda, attend and take minutes
- Respond to external/internal requests for club information
- Responsible for the SCF interactions
- Ground conditions maintenance
- Ground development work for the club along with finance representative and captains

### **Additional Secretary**

- Help and be co responsible with club general secretary
- Member registration on idrottsonline
- Support GS with his list of tasks

### **Treasurer**

- Attend Governing meetings & AGM and report on the financial status of the club
- Ensure that all club funds are spent appropriately
- Present the annual accounts at the AGM
- Establish and maintain club banking arrangements
- Deposit all fee's subscriptions and funds
- Timely Payment of any bills incurred
- Prepare the annual budget for approval before the beginning of the new financial year
- Prepare sponsorship material with help from general secretary
- Responsible for statement of accounts
- Ground development work for the club along with general secretary and captains
- Will update account online status at the end of every quarter.

### **Additional Treasurer**

- Co-responsible for club's accounting and statutory filings with Treasurer
- Support Treasurer with his list of tasks

### **Team A / B Captain's Job requirements and description.**

- Committed to the future of club
- Have good knowledge of cricket (e.g. field placements, ability to identify mistakes and give possible training tips etc)
- Aware of SCF rules and lead the team accordingly on field (times, break intervals)
- Be able to lead the team on the field
- Be able to keep the team united and motivated on and off the field, both at the time of win and on the time of losing.
- Be able to participate at trainings, to gain insight of each player
- Be able to participate in matches
- Make strategy for each game in collaboration with VC, communicate it to the team and implement it during the game. Can delegate tasks to his assistant captain or any other member of the team.
- Be able to give constructive feedback to the team and individuals. Since we don't have a coach, it is captain's responsibility to improve the physique, technique and game awareness.
- Follow, own and enforce "player's Code of conduct"
- Responsible for pre and post-match preparations with support from playing 11(kits, packing, ground preparation)
- Inventory management and procurement process of cricket equipment, in accordance with policy
- Accountable at the end of season about the progress.
- Team Captain is part of the management team
- Are obliged to work in accordance with KCC Stadgar

### **Team A /B V. Captain's Job requirements and description.**

- Co-responsible of Captains responsibilities
- Committed to the future of club
- Be able to assist the captain
- Be able to collaborate the game strategy and planning with Captain.
- Be able to assume the captain's job, in absence of captain
- Co-Responsible for pre and post-match preparations and all playing 11 should support in these activities. (kits, packing, ground preparation)
- Team V-Captain are part of the management team
- Function as KCC umpiring committee and ensure umpiring duties are distributed and umpires file in the match report
- Are obliged to work in accordance with KCC Stadgar

### **SC's Job requirements and description (2 members)**

- Committed to the future of club
- Be able to participate in at least 50% trainings, to gain insight of each player
- Be able to collaborate with Club management for any strategic planning
- Be able to collaborate with Club members to discuss their interest
- Be able to identify roles needed in team
- Be able to identify players suitable for identified roles
- Be able to ask for availability for matches

- Be able to select the team accordingly to general club's guidelines and forthcoming game situation

### **Media secretary**

- Be responsible for Social media management of KCC
- Management of periodic media coverage for the club a in collaboration with the chairman
- Be able to collaborate with Club management for any strategic planning
- Be responsible for development and maintenance of club website
- Be responsible for gathering club stats
- Maintain idrottsonline page with support from General secretary/Addl. Secretary
- Be additional support for communication activities

### **Kista Cricket Academy Manager:**

- Committed to the future of club
- Organise Kista cricket academy trainings with the help of volunteers and Be able to participate at 75% trainings
- Work for Strategic alliances for the academy with the help of general secretary and finance representatives
- Create long term vision of the academy with the aim to compete in tournaments organised by the SCF
- Responsible for grooming prospects for KCC senior teams
- Manage kids attendance registers and documentations needed by the SCF