

## **'TO DO'**

(Club Development Forum, 26.09.2015. KNCG)

### **CLUB AGM & PRH RESPONSIBILITIES**

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|---------------------------------------------------------------------------|-----------------|
| 1. Hold a club AGM in accordance with your club's registered Rules.       | 22 Jan - 31 Mar |
| 2. Submit copy of AGM Minutes (naming incoming Committee) to FCA.         | By 15 Apr       |
| 3. Update PRH (and Bank if need be) of any changes to Committee or Rules. | By 15 Apr       |
| 4. Create & Maintain a formal Club Membership List (names & addresses).   | By 30 Apr       |
| 5. Provide each member with a copy of your club's registered Rules.       | By 30 Apr       |

### **FCA MEMBERSHIP/VALO RESPONSIBILITIES**

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|-----------------------------------------------------------------------------------|----------------|
| 1. Ensure Chair/Committee representative attends FCA AGM in April.                | By 31 Mar      |
| 2. Find out about & make your members aware of Anti-Doping Regulations.           | By/at Club AGM |
| 3. Ensure sufficient club fees/revenues are received in anticipation of invoices. | By 30 Apr      |
| 4. Ensure FCA Membership fees (and other invoices) are fully paid on time.        | By due date    |
| 5. Ensure members obtain correct VALO Licence (A or H) using personal email.      | By 30 Apr      |

### **PLANNING AHEAD - CRICHQ, UMPIRING, COACHING, CAPTAIN**

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|---------------------------------------------------------------------------------|-----------|
| 1. CRICHQ: Appoint Club Admins & have device ready with updated App.            | By 31 Mar |
| 2. CRICHQ: All club's player profiles (& picture) on CricHQ (using VALO name).  | By 30 Apr |
| 3. Review number of qualified umpires needed and ensure coordination of duties. | By/at AGM |
| 4. Review club's coaching capacity, qualifications and training programme.      | By/at AGM |
| 5. Appoint a 'Head Coach' (qualified or not) to organise training.              | At AGM    |
| 6. Appoint/Elect formal 'Club Captain' for your First XI League team.           | At AGM    |

### **COMMUNICATIONS & VOLUNTEERING**

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|---------------------------------------------------------------------------------|-----------|
| 1. Ensure club's generic email functions and is actively monitored by committee | By 31 Oct |
| 2. Encourage members to assist with KNCG work or FCA activity/admin             | Ongoing   |

### **GROUND & FACILITY BOOKINGS**

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|------------------------------------------------------------------------------|-----------------|
| 1. Arrange formal access to suitable ground/facilities & storage for summer  | By 31 Oct       |
| 2. Inform LSC of anticipated ground availability for League fixtures         | By 31 Oct       |
| 3. Submit ground reservation applications for summer matches/training        | By 15 Dec (Hel) |
| 4. Submit indoor facility reservation applications for winter training/needs | By 15 Apr (Hel) |

## **BASIC FCA CLUB MANAGEMENT STANDARDS**

1. Copy of AGM Minutes to FCA by 15 April as indicator that clubs are doing this properly.
2. Club Chair/formal representative, as the person who deals with the FCA, attends the FCA AGM and participates in the Club Forum.
3. Club payments of FCA Invoices (and any other invoices) are made before deadlines.
4. Club members' correct VALO licence obtained (with own e-mail) and paid by 30 April.
5. Completes the summer season without any CricHQ failures/penalties.
6. Completes the summer season without any umpiring duty failures/penalties.
7. Appoints a 'Head Coach' (qualified or not) through whom training is organised.
8. Completes the summer season without any Captain's Report failures/team penalties.
9. Actively assists with KNCG work or FCA activity/administration.
10. Committee actively monitors and responds to a generic club email address.
11. Secures (directly or via a partner club) and organises appropriate ground and facilities (with on-site storage for wicket/equipment) within own municipality.

Draft management standards for formulation as a proposal at FCA AGM in April.