

Stockholm Cricket Club

Junior Committee Charter

Background and Governing Documents

The purpose of the Junior Committee is to coordinate of the junior section activities within the Stockholm Cricket Club (SCC), while ensuring that the operations of the junior section are in line with club policies.

The Junior Committee is established by the Board of the Stockholm Cricket Club (SCC) through this charter in accordance to its mandate and authority to manage the club.

Duties and Responsibilities

The committee has the following main responsibilities:

- Coordinate activities across the Junior Section teams, including:
 - Entry of teams into tournaments, and coordination of league fixtures with the SF and/or SDF as required.
 - Management of team equipment
 - Managing team duties at home fixtures for the 1XI teams
 - Providing input to the club newsletter and social media channels
 - Provide input to the board when requesting training times. Then allocate training times based on ground bookings.
- Coordinate coaching across the Junior section, including:
 - Identifying and recruiting new coaches
 - Determining education needs of coaches and working with the Clubs Education Officer to determine a training plan.
 - Planning skill specific master classes, as determined necessary.
- Coordinating officiating across the Junior section, including:
 - Recruit and maintain a list of umpires available to the club, sharing this list with teams
 - Liaise with the SDF and/or SF umpire and scorer trainer(s), to identify training resources and clinics and let club members/parents know
- Provide assistance to the board when applying for grants, and the collection of information for subsequent final reports.
- Holding fundraising activities for Junior Section
- Organising junior section events, such as; end of season awards party, team photo day, Ungdoms Cricket Festival and other projects.
- Provide input to the annual SCC budgeting process
- Provide input to the annual review of the SCC Cricketing Policy

The Chairman of the Junior Committee has the additional responsibilities:

- Provide a monthly written report on the activities of, and decisions made by, the Junior Committee to the SCC Board

Membership

The committee is appointed by the SCC Board. The duration of their appointment is for 1 year from and is determined at the time of their selection.

The Chairman of the committee will be a designated SCC Board member.

The remaining members will be representatives from each Junior Section team in the club. Each team shall nominate one representative.

If a committee member resigns before the duration of their appointment is complete the Board may at their discretion fill the empty position. If a committee member is seen to act against the interests of the Stockholm Cricket Club the Board may at their discretion remove the committee member from the committee.

The committee shall consist of at least three (3) people.

The committee has no rights to delegate its authority

Voting Members

The Voting Members of the committee are the people appointed to the Committee.

The committee can elect their own Vice-Chairman.

The Committee will be chaired by the Chairman, or in his/her absence by the Vice-Chairman. The Vice-Chairman shall be the committee secretary for the Committee.

Other Attendance

Other attendants will participate as appropriate.

Quorum and Voting Rules

The committee is quorate when half the total number of members with voting authority are present, one of whom must be Chairman or Vice-Chairman.

The Committee's decision is the standpoint that has the support of at least half of those voting at the meeting, or in the event of a tied vote, the standpoint supported by the Chairman (Simple majority, voting).

The voting authority cannot be delegated if a voting member is unable to be present in person at a meeting.

In order to maintain impartiality in decision making Committee members with direct or indirect links to one or more of the parties involved in an issue that has been brought in front of the committee will abstain from voting for that specific issue. This will be recorded in the minutes.

Members that disagree with a decision are entitled to have a reservation entered in the minutes.

Meetings

Committee meetings will be held on a regularly scheduled basis as determined by the Chairman or Vice-Chairman. It is recommended that the committee meet at least 6 times in a calendar year.

Meetings will be structured with the use of an agenda and supporting documents.

Minutes

Formal minutes will be kept at the meetings and shall be filed by the Committee Secretary. After the meetings the Secretary shall circulate the minutes for approval (e-mail signature is sufficient) by two voting members.

Reporting

On a monthly basis the Chairman of the Junior Committee shall provide to the SCC Board Secretary:

- Minutes from the Committee meetings held. This is for archiving reasons and will be available upon request.
- Summary report on the status of the Junior Section, this will include decision made by the committee and requested for decisions or support from the board.

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Asset Description

Version	01	Status	Final	First date of issue	2023-01-24
Author:	Karl Langston				
Asset Owner:	Board of the Stockholm Cricket Club				

Revision table:

Effective date (current version): 2023-01-24			
Approved by: SCC Board			
Date	Version	Reason	Description
2023-01-24	01	Creation of document.	Final version.