



2026/27

GUISELEY CRICKET CLUB



GOVERNANCE MODEL



07 February 2026

CHANGE CONTROL

Version	Date	Owner	Description of Change	Status
0.1	10/02/2026	Sean Yeates	New document defined.	DRAFT
0.2	16/04/2026	Sean Yeates	Changes to Head of Cricket and cricket committee responsibilities to include pitch and ground oversight.	DRAFT
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CONTENTS

Introduction.....	3
Organisation Structure	3
General Committee	3
Sub Committees	3
Governance Diagram	4
Officials:	5
Non-Executive Members	5
Roles and Responsibilities:.....	5
Officials	5
President of the Club	5
Club Secretary	6
Club Treasurer.....	7
Sub Officials	7
Club Welfare Officer(s) (Safeguarding Officer)	7
Head of Cricket	8
Junior Chair	9
Junior Vice Chairman.....	10
Ladies (Jets) Chair	10
General Committee Member	11
Committees.....	12
General Committee	12
Sub Committees	12
Junior Committee	12
Ladies (Jets) Committee	13
Cricket Committee	14
Joint / Social Committee	16

GUISELEY CRICKET CLUB - GOVERNANCE STRUCTURE

Introduction

This document explains the role & responsibilities of each of the club's governing Committees. How they should be run, and the individual role and responsibilities of each club official who sits on a committee.

Organisation Structure

Management of the Club is assigned by the Club constitution to the 'General Committee'. The effective running of the Club is then delegated to the Officials, and the General Committee Officials are voted for at the club AGM whilst General Committee members are co-opted in accordance with the club constitution. Sub Committees and sub-Officials are agreed or appointed at the discretion of the general committee and are tasked with the running of sections or projects as approved by the General committee.

Sub Committees or special projects (ground improvements, investments etc) should report progress to plan at the General Committee. Representatives of the sub committees are known in the constitution as 'sub-officials' and these are typically sub committee chairs or leads.

General Committee

Guiseley Cricket Club General Committee consists of 12 Members (who must be Members of the Club). There is also a President, Chairman, Secretary & Treasurer, who are elected annually at the AGM. All officials of the General Committee are elected annually (see the club constitution – www.guiseleycc.co.uk) whilst sub-officials and sub-committees are appointed by the general committee.

The General Committee typically meet monthly and provide authority on larger Club issues, for instance approval of budgets, ground development projects or Membership policies or matters impacting the Club as a whole. The running of the General Committee is managed by the Club Chairman and Secretary. All sub committee lead / chairs should attend the General Committee meeting reporting the latest progress in their sections. The General committee is responsible for upholding all club matters and activities ensuring these are executed with the best interests of the members and club. Large investments of £300 or more should be brought to the attention of the General committee or if the purchase is not listed in one of the activities of the sub committees. Emergency approval can be provided by the management (Officials) team (Treasurer, Secretary & Chairman) if an emergency committee meeting cannot be convened (decision has to be immediate).

Sub Committees

Sections defined currently include Cricket, Junior, Ladies (Jets) & Social / Joint Committees. **Note:** The selection committee reports into the cricket committee

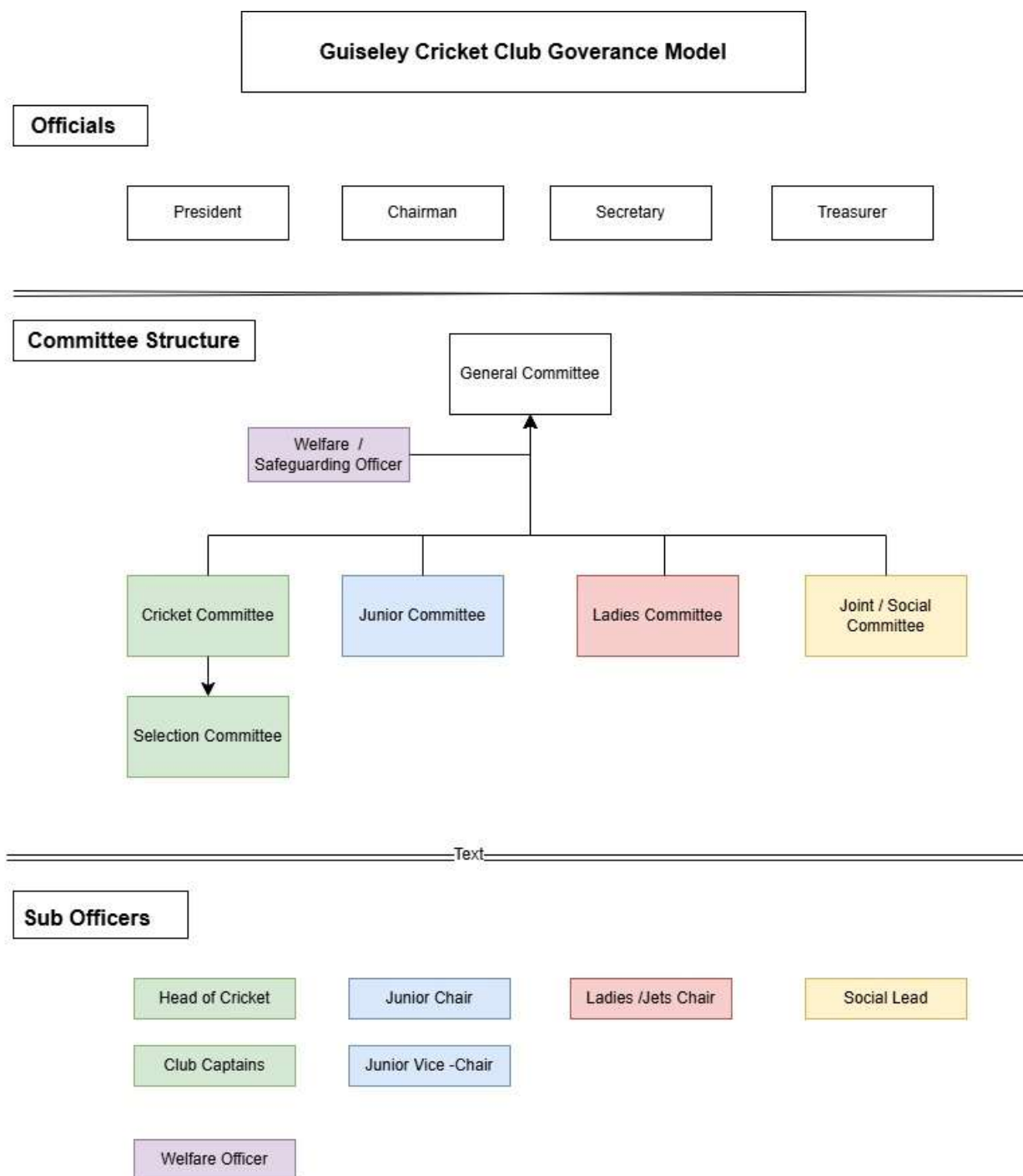
Sub Committees should have a chairperson who can uphold the club policies and standards, and drive lead the meetings and outputs. The chairperson should be independent (avoid conflict of



07 February 2026

interests) and represent their section at the General Committee meetings providing updates and requests for decisions on matters that cannot be decided within section.

Governance Diagram



Last reviewed: 10th February 2026
 Owner: Club Secretary

The Club Committee comprises of the following officers whose duties are outlined below:

Officials:

- **Chairman**, who shall preside over meetings of the Club
- **President**, who shall preside over all Club meetings in the absence of the Chairman.
- **Secretary**, who shall receive and transmit all correspondence, and summon all meetings.
- **Treasurer**, who shall receive all moneys and pay all accounts on behalf of the Club. He/she shall submit an audited Balance Sheet to the AGM, or as required by the committee.
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Non-Executive Members

- **Head Of Cricket**, who shall be responsible for adult cricket, and liaising between the cricket subcommittee and the main club committee on cricket matters.
- **Junior Chairman**, who shall be responsible for all junior cricket.
- **Vice Junior Chair** – Supports the Junior Chair with the day to day running of the section and strategy delivery.
- **Joint / Social Chair**, who shall be responsible for the clubhouse activities, stocking and staffing of the bar, and arranging function hire enquiries and events.
- **Welfare Officer (Club Safeguarding Officer)**, who shall hold the necessary certification to ensure that GCC is in compliance with ECB's Safe Hands policy
- **Captain** of each team who shall be responsible for selection of their team and completion of all activities required on match days.
- **General Committee Members (Members)** – *a selection of members who represent the club members and players at the General Committee meetings.*
- **Non-Official roles** e.g. project manager, fundraiser, web or social media manager may be invited to the meetings.

Roles and Responsibilities:

The Following roles and responsibilities are defined between Officials (voted at the AGM) and sub-Officials (appointed by officials or the general committee. This is as set out in accordance with the Club constitution.

Officials

President of the Club

- **Role:** Lead the club and provide strategic direction to take the Club forward.

Responsibilities

- Chair the monthly Governing meetings
- Motivate others in a coordinated and progressive way
- Represent the club on formal occasions and to external bodies

- Ensure the Governing Committee members discharge their responsibilities in line with their role descriptions

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Club Chair

- **Role:** Lead the club and provide strategic direction to take the Club forward

Responsibilities

- Lead the club to meet their vision, strategy and Club Development Plan.
- Chair the monthly Governing meetings (General Committee) and delegate sub-committee roles.
- Motivate others in a coordinated and progressive way that empowers others to deliver the clubs development and strategic plans.
- Ensure the club culture, discipline, DE&I and governance is to the highest standards.
- Represent the club on formal occasions and to external bodies.
- Ensure the Governing Committee members discharge their responsibilities in line with their role descriptions. Liaise with key stakeholders of the club (President, Treasurer, secretary and members) regularly.
- To be able to delegate any projects as and when necessary.
- To attract new sponsors to the Club.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Club Secretary

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

Responsibilities

- Deal with the day to day running of the club including all incoming and outgoing correspondence.
- Maintain all club official documents.
- Call committee & club meetings and AGM as detailed in the club constitution as well as preparing the agenda, attending and take minutes for all meetings.
- Respond to external requests for club information



07 February 2026

- *Keep accurate records of the membership of the club and to act as a first point of call for those looking to join or seeking information about the club.*
- Ensure the **Club Mark** criteria are adhered to and carry out (where applicable). The annual re-accreditation. Manage any affiliation activities (new or existing).
- Own and maintain the club policies and constitution.
- Administer the Club disciplinary process (in accordance with policy), record the minutes of any disciplinary meeting and minutes of any appeals meeting.
- Manage the membership policies, registration and tooling for all membership activities.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Club Treasurer

- **Role:** Oversee the financial running of the club, maintaining accurate and up to date financial records for all going concerns (Club and Joint activities).
-

Responsibilities

- Attend monthly Governing meetings & AGM and report on the financial status of the club.
- Ensure that all club funds are spent appropriately
- Prepare draft annual accounts for submission to the auditor/independent examiner
- Present the audited accounts at the AGM
- Establish and maintain club charging & banking arrangements
- Pay any bills incurred and Act as one of the cheque signatories
- Manage the club PAYE scheme and tax affairs.
- Prepare the annual budget for approval by the Governing Committee before the beginning of the new financial year

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Sub Officials

Club Welfare Officer(s) (Safeguarding Officer)

Role: To promote good practice and implement safeguarding practices in the Club

Responsibilities

- Promote and implement the clubs Safeguarding Children Policy. Act as a source of advice on current best practice and provide support to Club Management Committee and members of the Club on safeguarding issues and procedures.
- To attend Club Management Committee meetings as a member of the club management committee by right of role and to ensure that safeguarding is a mandatory standing item on the committee agenda. Advise the Management

07 February 2026

committee in establishing which roles within the club require the post holder to undertake the ECB CRB Vetting process and ensuring that such CRB applications are completed.

- To liaise with the Junior Cricket Manager and Club Lead Coach that all Coaches, Assistant Coaches have up to date First Aid & Safeguarding & Protecting Children qualification.
- To maintain accurate records of any incidents and to keep all documentation in a secure fashion.
- To ensure matters of possible child protection nature are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with the ECB procedures.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Head of Cricket

Role: Oversee all cricketing operations, focusing on high-quality coaching, player development pathways (from juniors to senior teams), and team selection. They bridge the gap between the cricket committee and the main committee, driving performance, recruiting players, and organising or ensuring high quality training, often acting as the lead coach for senior training.

Responsibilities

- To work with all Captains, Selection Chairman and Junior Chairman to develop a cricket strategy that is fit for purpose for the ongoing development of the club.
- Attend monthly Governing meetings and report on cricketing matters
- To review all opportunities for player development and recruitment to ensure the club is strengthened at all levels. Establish and ensure a viable pathway from the juniors to the senior teams that is transparent to members.
- To actively contribute and ensure adherence to the overall cricket strategy of the club. Work with the Club's management team to establish the best possible coaching and playing environment for both junior and senior members and help take the Club to the next level in terms of ability, organisation and management.
- Lead, inspire and motivate the coaching team, setting in place the standards and processes to ensure all our coaches are continually improving and delivering high quality coaching on a consistent basis.

07 February 2026

- Lead on working with the grounds person and ground volunteer team to ensure the optimal playing environments are maintained and improved. Own the ground improvement plan or input in the club development plan.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Junior Chair

Role: To be the focal point of the junior section, ensure the effective running of the junior section year to year and to decide on matters that need the chairman's input or intervention.

Responsibilities:

- Day to day running of the junior section including ensuring the Junior strategy and development plan is implemented and delivers results.
- Organise GCC Junior Committee Meetings.
- Organise junior membership activities, registration night and communications.
- Promote junior section volunteer's ensuring all positions and teams have the right level of support.
- Attend and represent GCC General Committee, Cricket Committee and Selection Committee Meetings (where appropriate). Update on the Junior section.
- Work with the Safeguarding / Welfare Officer on policies, compliance and issues / incident management.
- Identify/Appoint Team Managers for next season.
 - Influence / Decide on the number of teams in each age group and enter respective leagues. Coordinate with the groundsman to ensure sufficient time and space for all ground activities.
- Attendance (or delegate) at AWJCL and BJCL Meetings (where needed).
- Ensure all managers / coaches etc DBS Checked
- Ensure comms plan is delivered, write Chairmans Start / End of Season Newsletter content, working with the vice chairman to review and approve content in line with the communication plan.
- Review and decide on Junior player loans/arrangements with Third Party Clubs.
- Ensure those representing the club (players, managers, parents etc) follow the club policies and represent the club in the right way. Take action where necessary.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

Junior Vice Chairman

Role: To be the focal point of the junior section, ensure the effective running of the junior section year to year and to decide on matters that need the chairman's input or intervention.

Responsibilities:

- Day to day running of the junior section including ensuring the Junior strategy and development plan is implemented and delivers results.
- Organise GCC Junior Committee Meetings.
- Organise junior membership activities, registration night and communications.
- Promote junior section volunteer's ensuring all positions and teams have the right level of support.
- Attend and represent GCC General Committee, Cricket Committee and Selection Committee Meetings (where appropriate). Update on the Junior section.
- Work with the Safeguarding / Welfare Officer on policies, compliance and issues / incident management.
- Identify/Appoint Team Managers for next season.
 - Influence / Decide on the number of teams in each age group and enter respective leagues. Coordinate with the groundsman to ensure sufficient time and space for all ground activities.
- Attendance (or delegate) at AWJCL and BJCL Meetings (where needed).
- Ensure all managers / coaches etc DBS Checked
- Ensure comms plan is delivered, write Chairmans Start / End of Season Newsletter content, working with the vice chairman to review and approve content in line with the communication plan.
- Review and decide on Junior player loans/arrangements with Third Party Clubs.
- Ensure those representing the club (players, managers, parents etc) follow the club policies and represent the club in the right way. Take action where necessary.

Ladies (Jets) Chair

Role: To be the focal point of the Ladies (Jets) section, ensure the effective running of the junior section year to year and to decide on matters that need the chairman's input or intervention.

Responsibilities:

- Be the first point of call for all female queries. Promote Women's cricket in the club providing a pathway for Junior Girls to senior cricket.
- Day to day running of the Ladies section including ensuring the Junior strategy and development plan is implemented and delivers results.
- Organise GCC Ladies Committee Meetings.

07 February 2026

- Promote and organise Ladies membership activities, registration and communications. Coordinate with the membership secretary on annual subs and other club membership activities.
- Promote ladies section volunteer's ensuring all positions and teams have the right level of support.
- Attend and represent GCC General Committee, Cricket Committee and Selection Committee Meetings (where appropriate). Update on the Ladies section.
- Work with the Safeguarding / Welfare Officer on policies, compliance and issues / incident management.
- Identify/Appoint Team Captains for next season.
 - Plan number of teams playing each season.
 - Ensure the Grounds person is aware of the pitch requirements.
 - Liaise with all sections to secure pitch and training time.
- Attendance (or delegate) at WEST YORKSHIRE WOMEN & GIRLS CRICKET LEAGUE Meetings (where needed). Ensure all players are registered with the league.
- Ensure all Captains, managers / coaches etc DBS Checked
- Ensure effective comms plan is delivered to the members
- Review and decide on section player loans/arrangements with Third Party Clubs.
- Ensure those representing the club (players, managers, parents etc) follow the club policies and represent the club in the right way. Take action where necessary.
- Promote an inclusive and diverse culture across the section and teams.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

General Committee Member

Role: To provide support to the Committee Chair, Club Officials and other General Committee members to ensure the efficient operation of the Club. Members are 'co-opted' on to the General Committee by the committee chair or club officials or sub officials (for sub committees or projects).

RESPONSIBILITIES:

- To assist the Club Chair and Officials in their duties as required.
- Undertake tasks at the request of the General Committee Chair.
- Attend monthly club committee meetings.
- Participate in discussions and decision making of the committee.
- Represent members views. This may include canvassing members opinions where appropriate as advised by the Committee Chair.

The above list of tasks is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.

RELATIONSHIPS:

- Reports to the Chairman and / or officials

Committees

General Committee

The affairs of the club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the club and, or non-exec Officers. Only these members of the Committee shall be entitled to vote at Committee meetings. The general committee provides oversight and governance on all the club's activities in line with the club constitution.

The Committee is convened on a regular basis (Monthly) by the club secretary and is chaired by the club chairperson. Sub-committee chairperson should attend the general committee meetings to provide an update on their section.

A cricket club's general committee is responsible for leading and overseeing the club's strategic planning, financial position, and performance. They also ensure the club's assets are managed on behalf of the membership.

Some of the responsibilities of a cricket club General Committee include:

- Strategic planning: Overseeing the club's strategic planning and execution of the plan.
- Financial management: Monitoring the club's financial position and performance against an annually approved budget and financial forecast
- Asset management: Providing stewardship of the club's assets on behalf of the membership. Supporting resolving issues and voting on asset changes on behalf of the members.
- Sub-committees: Creating working sub-committees for special purposes that are in the interest of the club.
- The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- Disciplinary action: Taking appropriate disciplinary action, including the termination of membership
- Disbursements: Sanctioning all disbursements where appropriate.
- Do all other things reasonably necessary to advance the aims and objectives of the club.
- None of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Rules and the general law.

Sub Committees

Junior Committee

The Junior Committee is comprised of volunteers, but our aim is to deliver the following principles for the junior section:

1. To create a safe, inclusive, fun and enjoyable playing and practice environment for all players.
2. To provide the funding required to enable all age groups the opportunity to play matches, practice and receive coaching throughout the year.
3. To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

07 February 2026

4. To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy for Safeguarding Children' and any future versions of the Policy.
5. To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.
6. To ensure "The Guiseley Way" is embodied in all Junior activities (see junior strategy).

Responsibilities:

- To manage the Junior section of Guiseley Cricket Club. Promote the game of cricket in the local community. To encourage all junior (Boys & Girls) members to participate fully in the activities of the club.
- Create, manage and deliver the section development plan / strategy.
- Set and define junior membership, ensure membership is collected, advertise recruitment drives and to drive membership where it is needed,
- Appoint Team Managers, team registration into affiliated leagues, ensure attendance at league meetings and AGMs and compliance with league rules and pre-requisites.
- Ensure all coaches and managers are DBS checked and confirm to the safeguarding regulations and policies.
- Book and manage winter nets, coaching, matches facility allocation.
- Ensure all required equipment is available for practice and matches. Where larger purchases are required then the Junior Chair will seek approval from either the Treasurer (small purchases) or the General Committee for large purchases.
- Ensure junior selection is in line with club selection policy.
- Manage any junior disciplinary issues and hearings (committee decisions).
- To co-opt additional members of the Junior Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- The Junior Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-club members invited to advise on specialist subjects.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the constitution, committee responsibilities or club policies.

Ladies (Jets) Committee

- To manage the Ladies section of Guiseley Cricket Club. Promote the game of cricket in the local community. To encourage all Ladies & Girls members to participate fully in the activities of the club.
- Create, manage and deliver the section development plan / strategy.
- Set and define Ladies membership, ensure membership is collected, advertise recruitment drives and to drive membership where it is needed,
- Agree teams and league participation Appoint Team Managers & Captains, team registration into affiliated leagues, ensure attendance at league meetings and AGMs and compliance with league rules and pre-requisites.

07 February 2026

- Ensure all coaches and managers are DBS checked and confirm to the safeguarding regulations and policies. Ensure health & safety and first aid policies are in place and compliant.
- Book and manage winter nets, coaching, matches facility allocation. Work with other sections to achieve this.
- Ensure all required equipment is available for practice and matches. Where larger purchases are required then the Ladies Chair will seek approval from either the Treasurer (small purchases) or the General Committee for large purchases.
- Ensure all financial matters are managed in conjunction with the club treasurer (match subs etc).
- Ensure the club code of conduct and all ECB policies are communicated to the section. Manage, any Ladies disciplinary issues and hearings (committee decisions).
- To co-opt additional members of the Ladies Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- The Ladies Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-club members invited to advise on specialist subjects.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the constitution, committee responsibilities or club policies.

Cricket Committee

Role:

The Cricket Committee at Guiseley CC will oversee the strategic planning, operations, and development of cricket activities across all levels of the club. This includes team selection, player recruitment, facilities management, junior integration, coaching structure, and maintaining an inclusive and competitive environment.

The Committee will focus on creating a thriving cricket community that supports players' development and ensures the long-term success of the club. The Cricket committee shall include.

- Head of Cricket
- Playing representatives
- Senior Team Captains
- Ladies Representative
- Grounds Person
- Junior Representative

Responsibilities:

07 February 2026

- Cricket development plan that will dovetail with the club strategy and umbrella development plan. Set annual player budgets, forecasts and investment requests (large) for review by the general committee and club officials.
- Responsible for ensuring that the three parts of the cricket section (men's, women & juniors) work together.
- Player Recruitment - To implement a proactive and sustainable recruitment strategy that strengthens the club at every level working with the ladies and junior sections to maintain pathways to senior cricket. This will include working with the first team captain to oversee international recruitment.
- Selection, manage the selection committee and policy. Ensure selection meetings are taking place are making consistent and transparent decisions following the selection policy.
- Management and support of captains (including nominations). Manage the performance and discipline of captain and players in a way that is consistent with the strategy and development plan of the cricket committee.
- Player performance – monitor, manage and implement changes to plans, schedules, or coaching to improve development and match day performances. Responsible for ensuring that the relevant codes of conduct are followed by all playing members, coaches & parents of junior members. Deals with any escalation of non-welfare related cricket issues or complaints
- Junior Integration - to create a clear and supportive pathway for junior players to progress through the club (establish clear and viable pathway) and transition into senior cricket.
- Coaching Structure - To implement a comprehensive coaching framework that ensures all players receive high quality training and development opportunities. Ensure Coaching and mentoring is of the highest quality that can be provided. Manage the Head Coach (where appropriate) and work with them to implement coaching standards, development, equipment and practice requirements.
- Work with the Welfare Officer(s) to ensure all coaches are DBS checked, have the expected coaching certification and aware of ECB and Club safeguarding policies. Ensure sufficient training is implemented and ECB & League first aid requirements are met.
- Complete End of season reviews and recommend changes to the development plan / strategy or subsequent season planning.
- Ensure the ground (pitches, outfield and practice facilities) are maintained to the highest possible standard and always ready to fulfil our fixture commitments. Recommend and progress improvement plans (work with the General Committee and Treasurer).
- Appoint, manage and provide regular pitch feedback to the groundsman to carry out all pitch and outfield maintenance. Manage the quality of both in season and out of season maintenance is carried out in a timely manner identifying needs and improvements.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the constitution, committee responsibilities or club policies.

Joint / Social Committee

Role: To promote, organise and run the bar & social events at the club.

Responsibilities:

- Ensure the day to day running of the bar in conjunction with the Cricket & Football Constitution. Feedback changes and investments back to the General Committee securing approval for large investments.
- Manage insurance, health & safety, fire, legal and licensing matters.
- Manage kitchen hygiene requirements and regulations (laws).
- Bring all members together to develop and enhance relationships.
- Provide after cricket opportunities for members to improve the atmosphere and ensure that the clubhouse is kept busy even when there is no cricket being played.
- Ensure the bar is staffed and run properly. - help make the club a warm and welcoming place for all visitors.
- Organise one off event such as fireworks night, finals days, BBQ's, Christmas Party, Quiz nights etc.
- The treasurer is kept informed of all likely expenditure and that this is approved in advance of any spending commitments being made.
- Meetings should be documented and attended by the club steward / manager, designated member(s) of the general committee and the club chair.