



CRICKET SWITZERLAND BOARD COMMITTEES AND APPOINTEES – DESCRIPTION OF ROLES AND RESPONSIBILITIES WITHIN PORTFOLIOS

The current CS Constitution authorises the Executive Committee (EC) to create sub-committees, as required. Current practice will continue if a Board is elected.

The Board will approve the selection of Committee Chairs and holders of individual roles, based on the proposals made by Directors. Committee members will be appointed by Committee Chairs, subject to final Board approval.

In principle, Chairs and members of Committees, and those in individual roles, will be appointed for at least two years.

The following is a list of Committees and individual roles and their descriptions that are recommended by the current EC to the Board for adoption once the CS Board is elected.

Committees/roles in blue type are new or substantially changed, though in all but three cases, the functions are already performed by an EC member,

1. **Board**

a. Values and Ethics

Manager: CS Club Member

Role description: The Values and Ethics Manager shall be the principal interlocutor with Swiss Olympic to ensure that Cricket Switzerland complies with the obligations set by Swiss Olympic. He/she shall also ensure that the Cricket Switzerland ethics plan remains relevant and up to date.

b. Returns (nominations)

Manager: CS Club Member or non-member

Role description: The Returns Manager shall conduct the orderly processes of receiving nominations for the Board of Directors or any other elective process that the Board deems necessary. He/she shall ensure the eligibility of all nominations and their timeliness.

2. Deputy Chair

a. Audit Committee (Board)

Chair: Deputy Chair

Members: two additional Board Directors

Role description: The Audit Committee shall receive and review the annual audit reports, refer them to the full Board for its consideration and acceptance. The Committee shall initiate action on any issue that the auditors have recommended.

The Committee shall conduct quarterly reviews of annual budgets versus actual performance for the purpose of challenging / highlighting any deviance from ICC parameters – and where such deviance cannot be recovered, proactive reporting of the position to the ICC and enforcement of any ICC directive. The Committee shall also seek ICC permission as and when necessary, should any budget positions need to be repurposed.

b. Publicity/Website

Manager: CS Club Member

Role description: - He/she shall act as the prime contact for interaction with the CS website service provider to guarantee continuity and correctness of publications and review the contents of the website to ensure its completeness. Additional related tasks include liaising with CS member clubs to identify upcoming cricket-related events; monitoring and creating content on Swiss-centric platforms at national and cantonal levels; liaising with the Social Media Manager to ensure complementarity in content: preparing articles and posts based on inputs from CS member clubs and the CS EC; and developing press releases/ leaflets/brochures and website content.

c. Social Media

Manager: CS Club Member

Role description: He/she shall conduct an ongoing review of CS social media sites to ensure that they remain current and complete and update as appropriate. Related tasks are creating content and responding quickly to user comments; responding to social media posts and discussions; developing strategies in conjunction with the Website Manager to increase the CS audience; promoting social media use within the CS membership and tracking the effectiveness of CS campaigns.

d. Infrastructure and Facilities

Manager: CS Club Member

Role Description: The Manager shall conduct a detailed analysis of existing cricket facilities and infrastructure across Cricket Switzerland and outline key principles to improve and maintain the provision of infrastructure over the next 10 years. He/she shall investigate opportunities for creating new facilities, including a national cricket centre, by consulting with a range of stakeholders including government and sport authorities.

e. Results Co-ordinator

CS Club Member

The Results Co-ordinator will proactively collect results from all senior men's and women's competitions and provide the data to the Website and Social Media Managers for publication.

3. Secretary

a. National Development Plan Committee (Board)

Chair: CS Secretary

Members: Directors Competitions, Development, High Performance, Finance

Role description: The Secretary of the National Development Plan Committee shall, in conjunction with the other Committee members, prepare the annual three-year development plan for approval by the CS members and the ICC. He/she shall also review the progress against the agreed targets and submit them to the AGM.

b. Membership and Compliance Committee

Chair: Secretary

Members: Chair Competitions Committee, Chair Women's Committee, Assistant Secretary

Role description: The Chair of the Membership and Compliance Committee, along with Committee members, is responsible for managing the processes of admitting members to all levels of Cricket Switzerland membership. He/she shall also manage the processes for sanctioning non-Cricket Switzerland events within Switzerland and issuing No Objection Certificate.

c. Assistant Secretary

CS Club Member

Role Description: The Assistant Secretary shall assist the Secretary with the administration of cricket in Switzerland, including meetings management, and membership and compliance issues.

4. Finance

a. Budget Committee (Board)

Chair: Director Finance

Other members: Vice Chair, Secretary, Directors Competitions, Development and High Performance

Role description: In November annually, Budget Committee shall co-ordinate and evaluate all CS funding requests for the coming season, ensuring such requests are aligned with CS' then current goals and priorities, liaising with individual funding requestors as appropriate. Once Budget Committee consensus has been reached, a provisional CS budget will be submitted (by the pre-set deadline) for ICC review and approval. Taking onboard any final adjustments

that ICC may demand; affected stakeholders shall be informed as appropriate before a final CS budget is submitted in line with a final pre-advised deadline.

b. Fundraising Manager

CS Club member

Role Description: The Fundraising Manager shall proactively seek sponsorship for CS (and/or individual CS clubs as appropriate) for the development and support of cricket both domestically, and internationally. He/she shall liaise with both prospective and existing sponsors, with all CS members, and with all other relevant organisations to agree an optimum sponsorship solution that will enable both delivery of CS expectations and facilitate the realisation of sponsors' ambitions.

c. Major Spend: Tendering Committee (Board)

Chair: Vice Chair or Secretary (**Posts excludes Finance Director & 'Payments & Recovery' Manager**)

Members: Two additional Directors

Role description: Goods or services valued more than CHF10'000 represent a significant investment for CS and accordingly will be processed at Board level via the Tendering Committee. The Tendering Committee shall engage the service of the Procurement Manager when required.

Depending on value and nature of goods or services, the tendering process may range from simple submission of a minimum of 3 competitive proposals / quotations, on-site assessment or trial of alternate goods or services (e.g. cricket ball trials) before purchase, to a full competitive tendering process where a multi-year contract is to be awarded (e.g. selection of alternate clothing manufacturer).

d. Minor Spend Procurement Manager

CS Club Member (**Post excludes Finance Director & 'Payments & Recovery' Manager**)

Role Description: The Minor Spend Procurement Manager shall undertake the procurement of all goods and services as may be required by CS up to the value of CHF1'000 subject only to ensuring that adequate budgetary position exists, He/she should seek competitive quotes (no more than three) from potential suppliers to ensure CS purchases are made for the right quality and at the right price.

For goods and services of a value of CHF1'000 to CHF 10'000, the Manager shall follow the same process as above, however, a minimum of three (3) competitive quotes shall be mandatory and the purchasing recommendation shall be passed to the Tendering Committee.

e. Stock Control Manager

CS Club Member or non-member

Role description: Unless otherwise specified in the Purchase Order, the Stock Control Manager shall be the default delivery contact / address for all CS goods and materials. He/she will be responsible for goods' receipt, safekeeping, and eventual on-forwarding to the requesting user. Accordingly, the Manager must have access to sufficient storage facilities for the safe and secure holding of kit and equipment stocks (e.g. balls, umpire clothing, national team kit, etc).

f. E-shop management

CS Club member or non-member

Role description: CS mandates that all CSPL clubs, CSNL clubs (on a voluntary basis), and National Teams comply with CS standardised kit requirements. Once club designs have been agreed and supplied, such kit designs (in CAD format) should be added to CS e-shop through which individual replenishments or fan requests should be processed. The E-shop Manager shall maintain the e-Shop website to ensure kit designs and pricing remain current and complete, and to additionally ensure that e-Shop software remains current (with assistance, currently from Key & Eagle support).

g. Internal Auditor (Stock)

CS Club Member (excluding Stock Controller)

The Internal Auditor shall periodically conduct a physical count of all CS stock holdings (e.g. competition balls, banners & flags, national team & umpire kit & clothing, etc). The Auditor shall verify the physical stock count against computerised / paper purchasing records highlighting any discrepancies. All such discrepancies to be reported to Director Finance / Board to determine the corrective action to be taken.

5. Competitions

a. Senior Men's Competitions Committee

Chair: CS Club Member

Members: two additional CS Club Members

Role description: The Chair of the Competitions Committee, along with the Committee members, shall be responsible for organising the Cricket Switzerland senior men's Competitions, the registration of players for such competitions and keeping the participating clubs informed of the current state of the competitions.

b. Umpiring and Scoring Committee (swissFOCUS)

Chair: (Manager of Cricket Officials) CS Club Member

Members: Four additional CS Club Members (Umpire Allocations Manager, Scorers Manager and Secretary, Pathway and Development Manager, Finance Manager)

Role description: The Chair of the Umpiring and Scoring Committee (the current identity of swissFOCUS is to be retained) along with his/her Committee members shall ensure the promotion and development of cricket umpiring and scoring in Switzerland, and the attainment and maintenance of recognised standards of cricket umpiring and scoring. swissFOCUS is responsible for training umpires and scorers to officiate in the Swiss domestic tournaments and matches organised by Cricket Switzerland affiliated clubs.

c. Disciplinary Committee

Chair: CS Club Member

Members: (appointed by the Board) Three additional CS Club Members (one from swissFocus, ideally not an active club member), one from a Division 1 club and one from a Division 2 club, the latter two to alternate, depending on where the issue has arisen to avoid conflict of interest.

Role Description: The Chair of the Disciplinary Committee, along with the Committee members, is responsible for investigating and adjudicating on all competitions-related disciplinary issues that are brought to his/her notice by players, coaches, and officials. He/she shall ensure that the rules relating to disciplinary issues are current and disseminated widely to all participants.

6. Development

a. Juniors Committee

Chair: CS Club Member

Members: Nine additional CS Club Members (Tours and Tournaments, Secretary, Girls Cricket, Infrastructure and Facilities, Community Growth, Performance Pathway, Refugee Players, Safeguarding).

Role description: The Juniors Committee Chair shall be responsible for organising the promotion of junior cricket (boys and girls) in Switzerland and co-ordinating training courses and juniors' fixtures both in Switzerland and abroad (excluding under 19 men international fixtures).

b. Women's Committee

Chair: CS Club Member

Members: at least five additional CS Club members (League, Tournaments, Secretary, Community Liaison, Performance Pathway).

Role description: The Chair of the Women's Cricket Committee shall ensure the management of Cricket Switzerland's women's development cricket programs, including the CS Women's League and national cricket events.. He/she shall build knowledge of the game and drive participation and performance levels including in structured competitions.

c. Coach Development

Chair: CS Club Member

Members: At least four additional members (Course Development and Management, Allocations Manager, plus representatives from Juniors and Women's cricket

Role description: The Chair of Coach Development shall ensure the development and coordination of coaching courses and workshops run throughout Switzerland. He/she shall also ensure the improvement of communication and information among Swiss cricket coaches through coaching fora. He/she shall liaise with representatives of the portfolios responsible for delivering development programmes for juniors, women, and elite squads.

7. High Performance

a. International Men's Committee

Chair: CS Club Member

Members: Two national selectors from different geographic regions

Member in an advisory capacity: representative from Juniors Committee

Role description: The Chair of the International Men's Committee) shall manage all international matches involving Switzerland-representative teams either at home or away. He/she shall also organise and manage the coaching/training sessions. In addition, he/she shall be the Chair of Selectors of the teams. He/she shall consult with the Chair of the Coaches Committee on coaching needs and co-ordinate with the appointed coaches on coaching and tours.

(Notre: To be eligible, the Chair and Selectors are required to meet minimum selection criteria approved by the AGM.

b. International Under 19 Men's Committee

Chair: CS Club Member

Members: Two national selectors

Members in an advisory capacity: representative from Juniors Committee and U17-U19 coach).

Role description: The Chair of the Under 19 Men's Committee shall manage all international matches involving Switzerland-representative teams either at home or away. He/she shall also organise and manage the coaching/training sessions. In addition, he/she shall be the Chair of Selectors of the teams. He/she shall consult with the Chair of the Coaches Committee on coaching needs and co-ordinate with the appointed coaches on coaching and tours.

c. International Women's Committee

Chair: CS Club Member

Members: Two national selectors

Member in an advisory capacity: representative from Juniors Committee

Role description: The Chair of the National Women's Committee shall manage all international matches involving Switzerland - representative teams either at home or away. In addition, he/she shall be the Chair of Selectors of the teams. He/she shall also organise and manage the coaching/training sessions. In addition, he/she shall be the Chair of Selectors of the teams. He/she shall consult with the Chair of the Coaches Committee on coaching needs and co-ordinate with the appointed coaches on coaching and tours.
