

<b>Description</b>	<b>Terms of Reference: Cricket Committee Committee</b>
<b>Document owner</b>	<b>Chief Executive Officer South Western Districts Cricket</b>
<b>Approved by</b>	<b>Board of Directors SWD Cricket</b>
<b>Effective Date</b>	<b>29 January 2015</b>
<b>Revision Date</b>	<b>May 2017</b>

## **TERMS OF REFERENCE: CRICKET COMMITTEE**

### **1. NAME OF COMMITTEE**

Cricket Committee

### **2. OVERVIEW**

This Terms of Reference sets out the roles, responsibilities, composition and structure of the Committee. The Committee is appointed by the Board of Directors of SWD Cricket with the Board delegating certain responsibilities which require reporting back to the Board.

The Committee will serve for a period of three (3) years

### **3. BUSINESS OF THE COMMITTEE**

The main business of the Committee is to:

- a) Provide leadership to ensure the successful implementation of the Cricket South Africa (CSA) Presidential Amateur Plan and Operational Model for South African cricket with specific reference to Presidential Amateur Plan matters.
- b) Deal with the contracting of the provincial squad and receive reporting on the progress and outcomes of the senior provincial team.
- c) To address applications of new clubs that apply for membership to the Board and make recommendations to the Board regarding this matter
- d) Oversee the senior League Competitions of SWD Cricket in terms of league structures and playing conditions.
- e) Formulate directives and guidance in terms of stadium development
- f) Provide guidance and implement standards for the running of semi-professional cricket in the province
- g) Provide structures and monitor the performance of the senior provincial team coaching staff and report to the Board regarding this matter.
- h) Provide guidance in terms of the Policy as Applicable to the Annual Awards Function and serve as the committee responsible for the Nominations for the Annual Awards.
- i) Provide guidance and leadership for the operations of Associate Members of SWD Cricket (i.e. SWD Cricket Umpires Association, SWD Cricket Scorers Association, SWD Women's Cricket Association and SWD Schools Cricket)>

#### 4. REPORTING/PERFORMANCE OF DUTIES

- a. To interact, and consult with the all relevant Committees and/or members of staff in relation to matters covered by paragraph 3 (a) – 3(h)
- b. To advise, guide and give direction in relation to issues where appropriate or necessary whether of its own accord or where requested to do so;
- c. To convene meetings, workshops, seminars or Indabas where necessary or appropriate to give effect to the issues covered by paragraph 3(a) – 3 (h) above;
- d. To assist, advise and guide the Board and/or CEO, Affiliates, and Associates members where necessary or upon request on all or any issues pertaining paragraphs 3(a) to 3 (h)
- e. To co-opt where necessary or appropriate any person/s on the committee either on an ad hoc or permanent basis.”
- f. The committee shall report to the SWD Board on a regular basis and when required by the Board or when the Committee considers it necessary to report on a specific matter in advance of the next scheduled reporting date. In particular, the Committee shall ensure that the Board is aware of matters which may impact significantly on the financial condition of SWD Cricket.
- g. The Committee shall also report to the Board of Directors on an annual basis on the results of any self-evaluation or self-assessment that the Committee undertakes of its own performance and achievements.
- h. All matters discussed, papers prepared and materials disclosed as part of the Committee’s activities are strictly confidential and shall not be disclosed to any third party (other than directors of the Board) without the consent of the Chairperson unless it is required by law or such information is already within the public domain, such obligation remaining even after any relevant period of appointment has expired.
- i. All information provided to the Committee shall, unless otherwise agreed with the Chairperson in advance, become and remain the property of SWD Cricket even after any relevant period of appointment has expired.
- j. In performing their duties and functions described in these Terms of Reference, each Committee member will act in the best interests of the game of cricket, in accordance with their fiduciary duties and accordance with their individual responsibilities under the Code of Ethics.

## **5. MEMBERS AND INDEPENDENCE**

The Committee is appointed by the Board in accordance with the directives as stipulated in Clause 24 of the MOI.

The Committee is to consist of:

- a) The appointed Chairperson
- b) Two additional members
- c) The CEO (to also fulfill secretarial duties)

The Secretary is to attend all meetings to ensure minutes are taken

Members of management may attend meetings of the Committee at the Invitation of the Committee Chairperson, but must not be appointed members of the Committee.

The Committee may appoint independent external advisers to assist in the execution of its duties and responsibilities.

## **6. POLICY FRAMEWORK**

- a. SWD Cricket Memorandum of Incorporation
- b. Cricket South Africa Presidential Amateur Plan
- c. Operational Model for South African Cricket
- d. Long Term Participant Development program (From Grassroots to Protea's)
- e. Strategic Plan for SWD Cricket

## **7. DELEGATION OF AUTHORITY**

This committee will have no delegation of authority.

## **8. MEETINGS PROCEDURES**

- a. The Committee will meet at least six times per year and at such additional times as the Committee Chair or any member of the Committee may request and deem necessary to fulfill their role.
- b. Any Committee member may convene a meeting of the Committee or request the Secretary of the Committee to do so, provided the Chair and Secretary have been given reasonable prior notice.
- c. Where the Chair is absent from a Committee meeting, a Chair for the meeting will be appointed by the members of the Committee present.
- d. Any Committee member may require business to be included in the agenda, provided the Chair and Secretary have been given reasonable prior notice of that business.

- e. Meetings of the Committee will be conducted in accordance with those provisions of the SWD Cricket's MOI which relate to the proceedings of meetings, to the extent not inconsistent with this Terms of Reference.
- f. A quorum shall be 50% plus one member.
- g. Committee meetings may be held by telephone or other electronic means.
- h. Reports and other papers of the Committee shall be made available to all directors upon request, provided no conflict of interest exists.
- i. All committee members and other attendees at Committee meetings as officers and/or fiduciaries are required to keep all information presented (whether written or oral) or discussed at Committee meetings confidential and only use and disclose this information in the proper discharge of their duties to SWD Cricket NPC
- j. **Minutes**
  - i. Minutes of meetings of the Committee shall be prepared by the Secretary, approved by the Committee Chair in draft and circulated to all members of the Committee and to the Board with 14 days.
  - ii. Minutes of meetings of the Committee shall be confirmed at the next meeting of the Committee and then signed by the Committee Chairperson.

## **9. REPORTING**

### **Procedures**

- a. The Committee Chair will provide a report on the actions of the Committee to the Board at the first meeting of the Board of Directors directly following the meeting of the Committee.
- b. The report shall include any material matters arising from the Committee meeting and any recommendations requiring approval and/or action from the Board of Directors.
- c. Copies of Committee papers and reports, together with minutes of each Committee meeting will be circulated to all Board members.

## 10. ANNUAL REVIEW

### Process

- a. The Committee will conduct an annual review of its performance and effectiveness by reference to this Terms of Reference and current best practice.
- b. This review process will include a review of the appropriateness of the terms of this Terms of Reference for current circumstances.
- c. Where considered necessary, the Committee may propose amendments to the responsibilities, functions or membership of the Committee and recommend to the Board of Directors the formal adoption of a revised Terms of Reference for future operations of the Committee.