

Description	Terms of Reference: Cricket Pipeline Committee
Document owner	Chief Executive Officer South Western Districts Cricket
Approved by	Board of Directors SWD Cricket
Effective Date	27 January 2015
Revision Date	May 2015

TERMS OF REFERENCE: CRICKET PIPELINE COMMITTEE

1. NAME OF COMMITTEE

Cricket Pipeline Committee

• 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

2. OBJECTIVE OF THE COMMITTEE

The main objective of the Cricket Pipeline Committee is to:

- a) provide specific guidance and 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) To ensure the successful implementation of development programs with the aim to grow cricket participation and support
- c) Set the standards for successful grass roots development, talent identification and high performance and elite programs in the province in accordance with the pipeline development program
- d) Ensure that structures are in place to ensure that skills are taught to take talented players from mass participation to provincial teams
- e) Retain players at all levels
- f) Provide a clear pathway upwards.
- g) Provide guidance and implement standards for the education program and development of Umpires, Scorers and Groundsmen
- h) Provide structures and monitor the coaching education and skills development program.

3. RESPONSIBILITIES AND DUTIES

The committee is largely responsible for:

- a) The successful implementation of the CSA Presidential Amateur plan and Operational model in conjunction with management
- b) The creation of a standard pipeline that will:
 - i. Ensure mass participation (KFC Mini Cricket)
 - ii. Mass participation, skills development and talent identification at School's level.
 - iii. Mass participation, talent identification, skills development, retention of youth players and capacity building at club and tertiary level.
 - iv. Ensure the establishment and implementation of a high performance program – including a provincial cricket academy
 - v. Ensure a coaching acceleration program to upskill all coaches
 - vi. Develop Winning Teams at all levels
 - vii. Maximise the utilization of Facilities and Infrastructure
 - viii. Ensure effective regional programs at all levels – including RPC's and Hubs.
- c) Review and assessments regarding the implementation of the Operational Model for South African cricket with specific reference to abovementioned responsibilities.
- d) The committee will deal with recommendations from cricket management with regards to:
 - i. Appointment of all provincial age group coaches
 - ii. Selection of the annual Academy Intake
 - iii. Specific programs and projects related to pipeline matters
 - iv. Nomination of Level III coaches
 - v. Appointment of Junior Selection Committee's
 - vi. Nominations for Women's cricket appointments
 - vii. Nominations for Officials (umpires and scorers) to attend CSA National tournaments

4. 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) Three additional members
- c) The Amateur Manager (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.

In fulfilling its responsibilities, the Committee will:

- a) ensure it has sufficient information for informed decision-making;
- b) ensure it receives regular reports from management;
- c) has authority, within the scope of its responsibilities, to seek any information it requires from any employee or external party.

5. 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

6. DELEGATION OF AUTHORITY

This committee will have no delegation of authority.

7. MEETINGS PROCEDURES

- a. The Committee will meet at least six time 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 three members.

- 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.

8. 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.

9. 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.