

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Saturday League Captain (1st, 2nd, 3rd and 4th XI)

Reports to: Windsor Cricket Club Committee

General Description:

Manage the on and off field requirements of the Saturday league teams

Essential Job Functions:

- Manage and run their teams on a Match-day and all that entails
- Ensure that the match-day responsibilities are delegated (if necessary) and completed
- Attend monthly committee meetings, presenting a report on playing matters
- Attend weekly selection meetings
- Operate a fair and democratic approach to the selection and running of their team
- Notify players at earliest convenience of selection
- Notify Bar and Catering Managers of any changes to the fixture (e.g. abandonment, early tea/finish)
- Ensure the conduct of the players in their team is maintained at highest level and not to the detriment of Windsor Cricket Club
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

Match-day Responsibilities (to be delegated as required):

Pre-match

- Ensure all players have met at the appropriate time and required transport needs are met
- Arrange for any keys for changing rooms to be collected
- Ensure scorebook, match balls and team sheets are collected
- Meet and greet opposition and umpires to ensure they understand the facilities they have for the game
- Organise for all match infrastructure to be (stumps, sightscreens, boundary markers, chairs, scoreboard etc.)

During Match

- Ensure suitable umpires and scorers are maintained in order for the game to run smoothly
- Ensure changing rooms are kept secure during play and tea intervals
- Maintain level of conduct on the field

Post-Match

- Ensure pitch and changing rooms are returned to correct status (Sightscreens, flags, covers etc.)
- Ensure scorebook is completed and hold all records of the game. Once complete returned to the bar
- Arrange for appropriate match fees and availabilities are collected for the game
- Offer cover for bar if required

Additional Job Functions:

- Attend any Thames Valley League captains meetings
- To be available (if required) to work on any sub committees that are created
- To assist in arranging help for any ground maintenance days