



Berkshire Cricket

Chairman: Cecil Fright

Personnel and HR policy for Berkshire Cricket.
includes: County and District age groups and Youth League

In line with many organizations Berkshire Cricket is subject to Employment Law, other legislation, ECB guidelines (Safe hands – Cricket's Policy for Safe-guarding Children) and other Berkshire policy directives.

To ensure Berkshire Cricket complies with relevant legislation and the agreed guidelines to the best of our ability the following recruitment and selection procedure will be implemented from 1st August 2008.

All positions within the organization and structure will be openly advertised on the website, these include administration, squad managers, coaches, and other voluntary roles as appropriate..

Recruitment of personnel will be by application, and interview which will be based upon the core skills for the post .

Depending on the number of candidates will determine whether a paper sift for all applicants will be undertaken, against a criteria agreed by the Berkshire Cricket Board.

All applicants will be normally be notified of the results of the paper-sift and interview within seven days of each stage.

All appointees will be required to become full members of Berkshire Cricket.

No person will be excluded from applying for positions on the basis of gender, age, race, colour or creed.(May wish to consider including if appropriate that the Berkshire Cricket Board is an Equal Opportunities Employer.

All applications will be treated in accordance with best practice and promptly acknowledged.

Successful candidates will be confirmed by the Operational Management Group.

Appointments will be subject to vetting procedures when these are available from the Independent Safeguarding Authority.



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Managers appointments 2008 - 09

All current posts become vacant on 30th September each year and therefore it is proposed that the following timetable be implemented in 2008 to ensure we have the correct number of suitable managers in place for the new financial year commencing 1st October 2008.

Timetable	Who	By when
Opportunities identified to existing managers and parents plus other potential managers	EL	15.07.08
Application form – created and on web	EL / AM	01.08.08
All manager and assistant manager posts for 2009 identified	EL / AK	01.08.08
All job descriptions and person specifications agreed	EL/AM/AK	01.08.08
Application received by closing date	Admin	15.08.08
Applications paper-sifted	EL/AM/AK	20.08.08
Interviews will be completed by	EL/AM/AK	07.09.08
Applicants advised of appointments	EL / AK	14.09.08
Successful applicants take up post		01.10.08
Induction meeting	EL / AM	03.10.08



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Coaching appointments 2008 - 09

All current posts become vacant on 30th September each year and therefore it is proposed that the following timetable be implemented in 2008 to ensure we have the correct number of coaches in place for the new financial year commencing 1st October 2008.

Timetable	Who	By when
BCCA meeting	PA / EL	16.06.08
Opportunities identified to BCCA members	EL	16.06.08
Application form – created and on web	EL / AM	01.08.08
All coaching and assistant coaching posts identified	EL / PA	01.08.08
Job descriptions and person specifications agreed	EL / PA	01.08.08
Application received by closing date	Admin	15.08.08
Applications paper-sifted	EL/AM/PA	20.08.08
Interviews will be completed by	EL/AM/PA	07.09.08
Applicants advised of appointments	EL / PA	14.09.08
Successful applicants take up post		01.10.08
Induction meeting	EL / AM	03.10.08



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Role description: Squad Coach / Asst. Squad Coach Age group

The role of the squad coach is to work with the management team and assistant coach(s) to ensure the effective and efficient running of the teams affairs including:

- ◆ Support the agreed coaching programme for the team
- ◆ In consultation with the manager recommend players for team selection
- ◆ Liaise and communicate relevant coaching information with the parents
- ◆ Encourage individuals to maintain a performance record
- ◆ Keep a record of individual and squad coaching needs and progress
- ◆ Arrange winter training programme
- ◆ Liaise with younger and older age groups as appropriate
- ◆ Maintain a coaching code of conduct
- ◆ Work within the agreed Berkshire Cricket policies
- ◆ Submit an annual report of progress for the team and individual coaching profiles
- ◆ Maintain a squad coaching calendar of activity and events

Responsibility for any of the above tasks may be delegated to the assistant coach(s) but the coach remains responsible for the coaching of their respective County Squads and accountable to the Berkshire Cricket Board.

Skills required are:

- ◆ Planning and organizing
- ◆ Effective Communication
- ◆ Basic Financial awareness (Desirable not essential, although training will be given)
- ◆ Negotiation skills
- ◆ Coaching skills
- Inter Personnel Skills

Additional courses or qualification

- ◆ Relevant coaching qualification (should include the level of coaching award?)
- ◆ Member of the ECB Coaches Association and Berkshire Cricket
- ◆ Vetting check, (inc CRB check)
- ◆ Safeguarding and protecting children course
- ◆ First Aid for sport



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Appendix 1

Management Team - County First XI

The Management team will consist of:

Manager

The manager will be appointed by the OMG and will be subject to a three-year renewable contract commencing on the 1st October 2008.

Coach

The coach will be appointed by the OMG in consultation with the Manager. The First team coach will be subject to an annual renewable contract.

Assistant Coach

An assistant coach or coaches may be appointed with the agreement of the OMG in consultation with the Manager and Coach.

Scorer

A first choice Scorer will be appointed by the Manager and ratified by the OMG for each season. This appointment will be renewable annually.

Finance

The Manager will be accountable for the budget and may delegate responsibility for this to an Assistant Manager or another suitable person who will be responsible for the Financial control of the team budget and liaison with the County Treasurer.

Logistics

The County Secretary currently assists the Manager with logistical support i.e. booking accommodation. Should the Secretary not be able to fulfil this role for any reason then it would need to be re-assessed at that time.