



Cornwall Seniors Terms of Reference

Purpose

Cornwall Seniors exists to enable those aged 50+ to represent Cornwall and play competitive cricket in a variety of national county championship competitions. Through its Friendly XI it enables players to play matches against local and touring sides.

Cornwall Seniors are part of the Cornwall Cricket Board (CCB) and as such adhere to its various policies and codes of conduct.

Scope

The Cornwall Seniors management team is responsible for overseeing and controlling the running of Cornwall Seniors ensuring compliance with all legal and regulatory governance associated with being a part of Cornwall Cricket Board and ensuring compliance with the rules, regulations and playing conditions of all the competitions it's various teams participate in.

The scope of the Cornwall Seniors management team is to fulfil their legal duties, manage, lead and govern Cornwall Seniors representative cricket in Cornwall by:

- Acting in the best interests of Cornwall Cricket players aged 50+
- Setting the strategy and vision for Cornwall Seniors cricket in Cornwall
- Managing the Cornwall Seniors resources responsibly.
- Implementing appropriate financial controls.
- Reviewing and managing Cornwall Seniors major risks.
- Taking appropriate advice when required.
- Outlining roles and responsibilities and empowering the management team to implement these.

The role of the Cornwall Seniors management team is to:

- Create and implement the purpose, strategy and vision of Cornwall Seniors
- Apply the organisations assets exclusively to the pursuance of the purpose and vision of Cornwall Seniors representative cricket
- Develop a strategic plan

- Comply with corporate governance requirements and other laws that apply to being a part of Cornwall Cricket Board and the competitions in which Cornwall Seniors participates.
- Be accountable to its members for the funds and assets it generates and manages.

The Cornwall Seniors management team is collectively responsible and accountable for the long-term success of Cornwall Seniors Cricket and have ultimate responsibility for:

- Creating and agreeing a strategy for the sustainability and development of Cornwall Seniors representative cricket in Cornwall.
- Creating and presenting to members at the AGM the annual financial plan including fees and expenses.
- Agreeing operational plans and monitoring progress against these.
- The monitoring of the strategic plan.
- Regularly evaluating the operational results and assessing outcomes and impacts.
- Annually reviewing the Cornwall Seniors performance against the strategy.
- Periodically reviewing the financial plan and performance against annual budget.
- Periodically reviewing Cornwall Seniors major risks.
- The discussion of, and engagement with, stakeholder proposals and concerns.
- Undertaking an individual and collective annual evaluation of each individual team management person's skills and performance.
- Undertaking an evaluation of the Cornwall Seniors management team as a collective (minimum of once every four years).
- Setting and championing the values and ethos of Cornwall Seniors representative cricket in Cornwall.

Membership

The Cornwall Seniors management team aim to ensure that fellow management team members are representative of all sections of the society that they serve.

The Cornwall Seniors management team welcomes and embraces the different perspectives, backgrounds, and cultures individuals bring to the organisation and is committed to ensuring its operations reflects this, through inclusive practices that positively promote respect, equal opportunities for all, and dignity.

The Cornwall Seniors management team aim to ensure that members of the management team are equipped to develop Cornwall Seniors representative cricket across the geographical area of Cornwall.

They must be equipped and capable to grow, strategise, develop and appropriately govern all areas of representative Cornwall Seniors cricket inclusive of but not limited to participation, coaching, officiating, female, male, gender inclusive, age inclusive, disability and ability inclusive.

The Cornwall Seniors management team will consist of a minimum of 4 members from the following:

- Chair
- Head of Finance
- Head of O50s teams
- Head of O60s / O70s and Friendly XI teams
- O50s 1st XI Captain
- O60s 1st XI Captain
- Head of Administration

Tenure and Elapse

Cornwall Seniors management team are re-elected on annual basis at the organisation's AGM. Terms of tenure limits are six years in any position but this could be extended by a further three years.

Quorum

The quorum for the management team shall be four of the management team members. The quorum for the AGM will be 25% of the paid up membership.

Meetings

Cornwall Seniors management team will aim to meet at least twice per calendar year either in-person or virtually.

These will be usually in early October to review the season and discuss and agree plans for the November AGM and in March to discuss the season ahead.

Other meetings will be held as and when required.

Where the Chair is unable to attend a meeting the Chair will delegate someone within the management team to chair the meeting.

A minimum of 28 days notice shall be given to all management team plus playing and officiating members for the AGM.

The minutes of the AGM shall be made available to the members and placed on the Cornwall Seniors web pages within 7 days of the AGM.

Appointment of Management Team

All positions will be advertised to paid up members four weeks before the AGM indicating if the incumbent is looking to continue in post for the following year/season. Any paid up member can put themselves forward for any position.

If at the AGM there is more than one candidate for a particular position those standing will be invited to address the members and then a vote by show of hands or ballot, depending on which is deemed most appropriate, will be taken.

Delegating authority

Where appropriate the management team may delegate authority to:

- A sub-group eg fundraising
- An individual playing or officiating member with a core skill eg social media
- An individual management team member

Other delegations may occur as and when needed. All delegations of authority must be agreed by the management team and recorded in full within the minutes of the meeting.

Review

The Cornwall Seniors terms of reference will be reviewed annually by the Cornwall Cricket Board's People Governance and Risk Committee.