



**THE RYMAN
SURREY CHAMPIONSHIP**

**League Representatives and Club
Responsibilities**

Ownership: Virginia Edwards

This document is an aide-memoire of the responsibilities of League Representatives and Member Clubs.

League Representatives on the League’s governing Council are collectively responsible for the affairs of the League. In addition, they form the vital line of communication between Clubs and the League Executive without which the League cannot function properly and efficiently. It is important that, if necessary, **League Representatives pass on communications to the relevant club member/s** to note or for action. However, once passed onto the club member/s, the League Representative must monitor the action, and chase up when necessary, until the information has been provided or acted upon.

Moreover, the regulatory and legal framework under which recreational cricket is now played produces additional demands that the League and Member Clubs together must face up to. League Representatives’ responsibilities therefore go well beyond the simple requirement that they should attend meetings of the League during the year.

Each League Club must make certain that it has mechanisms in place to ensure that all communications from the League are promptly dealt with or referred immediately to the Club Management Committee or appropriate officer for action/information. Deadlines must always be adhered to, including those set by the Treasurer for the payment of League invoices. Persons nominated as League Representatives must not only be capable of carrying out their League Management roles but they must also be properly equipped to handle the vital communications tasks that flow from this in a competent and timely manner.

To aid efficiency and speed of communication, all League business and correspondence is now carried out by electronic means, it follows that Clubs’ nominated Representatives must have access to an internet enabled computer, capable of receiving E-mails and attachments.

READ ALL THE RULES – they are printed in the Year Book and available on the website. The Year Book details the various sub-committees and all Executive Committee members. **It is recommended that you allocate all of your club officials a copy of the Year Book.**

MONTH	ITEM	OFFICER(S)
At all times	<ul style="list-style-type: none"> ➤ All sums invoiced by the Treasurer should be paid within 21 days or by the date requested on the invoices. ➤ Undertake any work in the club to ensure that all information required by the League will be available by the target dates set. ➤ <u>Requirements of Clubs regarding Grounds and Facilities</u> Clubs are required to advise: <ol style="list-style-type: none"> 1. The <u>Secretary</u> of any proposed merger with another club. 2. The <u>Grounds & Facilities Sub-Committee</u> of: <ol style="list-style-type: none"> a. Any plans to build a new, or upgrade, current Club House and changing rooms. This should be undertaken at the start of any considerations. b. Nothing should be undertaken or committed to until the 	Club Treasurer Club Committee/ Representative. Club Chairman or Club Member responsible

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	<p>Grounds & Facilities Sub-Committee have been consulted and have approved the plans.</p> <p>c. Change of ground. Providing details of why the change is being made, where the new ground will be and include details of the facilities.</p> <p>d. No agreement must be signed with other clubs for shared use of the ground until the Grounds & Facilities Sub-Committee has been advised of the proposals and the effect this change would have on all XIs of the <u>Surrey Championship</u> club. <i>(See Grounds & Facilities Strategy paper issued 25 March 2013).</i></p>	
December/January	<p>The Club Information Sheet (CIS) - requesting the details to be used in the Year Book and on the website, to be submitted. The date for the return will be included on the Club Information Sheet but submission before this date would be appreciated. CIS form sent to clubs should be used and not the previous years form. <i>Please check the form and ensure it has been completed correctly before returning it.</i></p> <p>We ask that all Clubs hold their AGMs in time to be able to return the Club Information Sheet by the deadline of 1 February each year.</p> <p>Please ensure that the Surrey Championship Secretary is immediately informed of any changes in the details of the officers of your club as printed in the Year Book or listed on the website.</p>	<p>Club Representative</p> <p>Club Representative/ Secretary</p>
January	<ul style="list-style-type: none"> ➤ Attend the AGM. (Fourth Monday in January). <i>Fines are incurred for non- attendance.</i> ➤ Receive the order form for the cricket balls for the coming season. This is to be completed and returned to the nominated officer no later than the date requested. <i>The balls order should include the number of balls required for the relevant League Matches together with orders for any additional balls for friendly matches etc. Note: The balls for the Twenty20 Competition will issued directly by the Surrey Championship as the Competition progresses.</i> 	<p>Club Representative</p> <p>Club Representative or nominated person.</p>
1 February	<ul style="list-style-type: none"> ➤ Deadline for the return of the Club Information Sheet. <i>(Fines apply for missing the deadline).</i> 	Club Representative
March	<ul style="list-style-type: none"> ➤ Annual subscriptions are due to the Treasurer by 1 April. <i>Points can be deducted for late payments.</i> 	Club Treasurer
April	<ul style="list-style-type: none"> ➤ Take action to register players in accordance with instructions issued by the Registration Secretary. Fines can be incurred for playing a player before being registered. <i>(See Surrey Championship Rules and Playing Conditions for details. Details for Premier & First Division 1st XIs on how to register onto Play-Cricket can be found in the Play-Cricket Registration Guide.)</i> ➤ Collect the Year Books and balls. Date will be advised by the League Secretary. <i>Fines are incurred for non-attendance</i> 	<p>Club Registration Officer / Representative or other nominated person.</p> <p>Club Representative</p>

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	<ul style="list-style-type: none"> ➤ Complete any outstanding issues relating to registration of players to ensure that the Playing Condition regarding registration has been met. (Full details are contained in the Year Book.) ➤ If not already undertaken, disseminate information about matters affecting competition rules etc for the coming season. This includes the ECB Guidelines on junior and young players. (See Surrey Championship Rules and Playing Conditions for details.) 	<p>or nominated person.</p> <p>Club Registration Officer / Representative or other nominated person.</p> <p>Club Representative</p>
<p>April - May</p>	<ul style="list-style-type: none"> ➤ All overseas and contracted players to be registered before they play but no later than 31 May. 	<p>Club Registration Officer /or nominated person.</p>
<p>April - September</p>	<ul style="list-style-type: none"> ➤ All players in the 1st XIs of the Premier and First Division to be registered on Play-Cricket before they play and no later than the 2100 hours on the Wednesday before they play. ➤ League and Cup match results to be communicated promptly to the Results Secretary as instructed. Provide details of missing information immediately upon request. <i>Fines are incurred for non-compliance</i> (See Surrey Championship Rules and Playing Conditions for details.) ➤ To conform with our Premier League accreditation all Premier Division 1st XI clubs must place their summary result on Play-Cricket no later than 8.00pm on the Sunday following the match. This should be undertaken by the home XI and the summary result consists of: the toss, runs, overs, wickets and result of the match. ➤ 4th XI Results: Summary results, containing scores, wickets, overs and results to be placed on Play-Cricket by noon on Sunday. Full scorecard to be input by 1100pm on Monday. ➤ Sweeping and Re-Marking – Premier, First, Second, Third and Fourth Divisions - 1st XIs only. <i>Fines are incurred for non-compliance</i>. (See Surrey Championship Rules and Playing Conditions for details.) ➤ Scorers - Failure to have a competent scorer for any 1st XI match. <i>Fines are incurred for non-compliance</i>. ➤ Premier, First, Second, Third and Fourth Divisions - 1st XIs only. Ensure that the Captains Marking Report on umpires is completed and returned to the Umpires Co-ordinators within 	<p>Club Registration Officer / or nominated person.</p> <p>Captains or nominated persons.</p> <p>Captains or nominated persons</p> <p>Captain of the relevant XI.</p> <p>Club Committee</p> <p>Captain of the XI</p> <p>Club Committee /Match Captain</p>

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	<p>10 days of the match. <i>Fines and/or points deductions are incurred for non-compliance.</i> (See Surrey Championship Rules and Playing Conditions for details.)</p> <ul style="list-style-type: none"> ➤ All reports relating to disciplinary matters, facilities shortcomings etc to be acted upon promptly. ➤ Home Club to update Play-cricket with the full score card by 2300 on Monday following the match. Away club to confirm the score card by 2300 Wednesday following the match. See document on updating Play-Cricket. <i>Fines are incurred for non-compliance.</i> ➤ Check that the League tables and results details, published on the Surrey Championship website weekly, are correct. Queries to be addressed to the Surrey Championship Results Secretary. ➤ Any player transferring after 31 May must complete a player transfer which is submitted to the Registration Secretary for approval. The player cannot play until three weeks after the transfer has been approved. <i>Fines and/or points deductions are incurred for non-compliance.</i> (See Surrey Championship Rules and Playing Conditions for details.) 	<p>Club Committee or nominated person</p> <p>Match Captain or nominated person/s</p> <p>Club Committee or nominated person</p> <p>Match Captains or nominated person.</p>
<p>May - July</p>	<ul style="list-style-type: none"> ➤ Twenty20 matches to be arranged as per the draw and to meet the time scale. ➤ Home team to telephone the result of the match to the Results Secretary at the end of the match. 	<p>Match Captains or nominated person.</p>
<p>August</p>	<ul style="list-style-type: none"> ➤ In the last 4 games, clubs must seek permission from the Executive before playing any player who has played in 12 matches or more in a higher XI. <i>Points deductions are incurred for non-compliance.</i> (See Surrey Championship Rules and Playing Conditions for details.) ➤ If your club holds a trophy this needs to be cleaned and returned to the League Secretary to enable engraving to be undertaken ready for presentation at the League Dinner. 	<p>Club Committee/Captain or nominated person.</p> <p>Club Representative</p>
<p>August/ September</p>	<ul style="list-style-type: none"> ➤ Numbers of those attending the Annual Dinner to be obtained and communicated to the nominated League Officer. (This MUST include the mandatory number of tickets already paid for). Even though you have had to pay for these mandatory tickets you still have to book these places. <u>If you do not book no place will be reserved.</u> ➤ Once the numbers are known, money for the outstanding amount has to be sent to the League Treasurer whose details will have been advised to all clubs by the nominated League Officer. 	<p>Club Committee or nominated person.</p> <p>Club Treasurer</p>
<p>September</p>	<ul style="list-style-type: none"> ➤ All Clubs with sides in the Surrey Championship must prepare a report of the season for inclusion in Year Book. An email request will be sent out giving the details of who these reports are to be returned to. <i>Fines are incurred for</i> 	<p>Captains of relevant XIs or nominated club</p>

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	<p><i>non-receipt.</i></p> <ul style="list-style-type: none"> ❖ All reports should be completed on this document and attached to the email. ❖ All the reports should be in one document. Please do not send in separate reports for each XI. ❖ Please do not put your reports within the body of an email. ❖ Please review all reports prior to submission to ensure good English is used and that there is consistency within the club's reports. ❖ The spelling of all names should be checked. ❖ The report should be about the performance of the team. ❖ Do not use the report to criticise other teams or people. <ul style="list-style-type: none"> ➤ I also remind divisional winners and runners up to send their team photographs to the Editor. ➤ Please ensure that you obtain the relevant permissions to print the pictures and the names of any young persons involved. 	member.
October	<ul style="list-style-type: none"> ➤ Annual Dinner. This is normally the first Friday in October. (See Surrey Championship Rules and Playing Conditions for details.) ➤ Council Meeting normally third Monday in October. This may include a preliminary discussion of items for the AGM. <i>Fines are incurred for non-attendance.</i> ➤ Any proposals for items to be discussed at the AGM to be submitted to the Secretary at least six weeks before the date of the meeting. 	<p>Club Committee or nominated person.</p> <p>Club Representative.</p> <p>Club Committee or nominated person.</p>

The above are reminders only and are not intended to replace the Rules & Playing Conditions as published or any alterations to such made in an interim period. These reminders do not over-ride nor obviate Member Clubs' responsibilities to those Rules & Playing Conditions.