

Roles and responsibilities

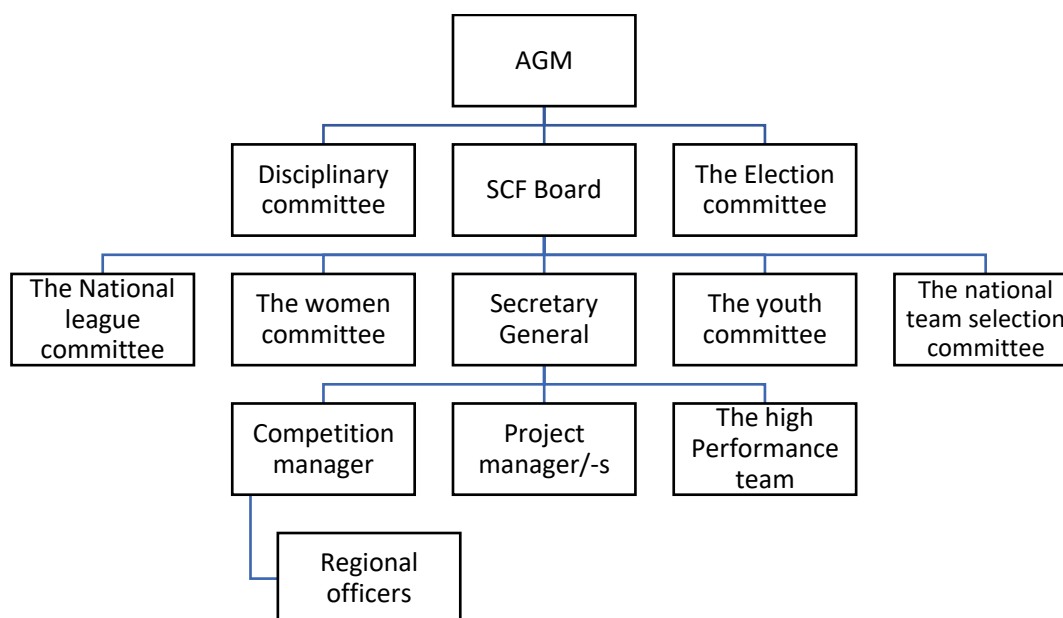
SWEDISH CRICKET FEDERATION

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The organization structure of the Swedish Cricket Federation

The organization structure of the Swedish Cricket Federation is shown below. The Annual General Meeting elects the SCF board, the election committee and the disciplinary through a democratic process and for a period that's defined in the SCF's constitution.



The Disciplinary committee

The Disciplinary Committee, which consists of the chairman and four other members elected by the AGM, tries punishment cases according to ch. 14 RF's statutes, SCF Code of Conduct and Sports regulations on unauthorized betting and manipulation of sporting activities.

The Election committee

The nomination committee consists of the chairman and two other members elected by the AGM. The selection committee consists of both women and men. The election committee prepares the elections before the AGM and must continuously monitor this work the work of the board, committees and auditors.

The nomination committee's mission includes to:

- no later than four months before the AGM, ask those whose tenure expires and if they wish to run for the next term of office,
- no later than three months before the AGM, notify organizations entitled to vote who are in it turn to resign and the names of those who have declined re-election as well as solicit proposals for candidates, and
- no later than three weeks before the confederation's meeting, notify organizations entitled to vote in writing proposals regarding each election prepared in accordance with ch. 3. § 6 and notify the names of those candidates in general as proposed to the selection committee.



Responsibility of the SCF Board

Following are the joint responsibility of the board:

- Long term Strategic Plan and Business Plan for the year. The Business plan is to be created by Secretary General and reviewed and approved by the board.
- Annual budget approval. The draft of the budget is to be created by the Secretary General and reviewed/approved by the board.
- Follow up Quarterly financial forecast report from the office and provide feedback.
- Board delegates responsibility to Chairman to establish Salary and working conditions for the GS.
- Review and approve project directives, outcome, budget and timeline for the office.
- Approve working principle, policy, and procedures for the federation.
- Submit proposals and amendments to RF/SISU and SCF constitutions.
- Decide in matters submitted by GS or decision-making power is not delegated to GS.
- Employment, development plan and dismissal of GS.
- Appoints chairmen of committees and working groups
- Appoints members of committees and working groups
- Determines proposals for the annual meeting on: Activity report, annual report, business plan and budget
- Responsible for the implementation of the business plan decided by the annual meeting and that the budget is followed

Role description for each board's position, the delegation order:

The Chairman:

- leads the board's work
- is a spokesperson for the federation
- represents the federation at the annual meetings and exercises voting rights in organizations where SCF is member: International Cricket Council, The Swedish Sports Confederation (RF).
- ensures that the board's work is carried out efficiently and that the board fulfills its duties obligations. The chairman shall in particular: organize and lead the board in such a way that the best possible conditions for the board's work is created
- ensures that the new board member undergoes the required introductory courses as well as the education in general that the chairman of the board and the member jointly deem appropriate
- after consultation with the secretary and GS determine proposals for the agenda for the board's meetings as well as

The Secretary

- Coordinates with the board, determines and plans dates for board meetings.
- Sends out agendas and the invitation for the board meetings.
- Adjusts the meeting minutes.

The Treasurer



- reviews the financial reports sent by GS
- follows up the cost units and the budget
- is one of the signatory and explains the pros and cons of the agreements

The vice chairman

- checks that the board's decisions are implemented.
- In absence of the chairman, have mandate and takes the responsibility above.
- ensures that the board continually updates and deepens its knowledge of Swedish Cricket Federation
- ensures that the board receives satisfactory information and the basis for its decisions work

The board member:

- must independently assess the matters the board has to deal with and request the information that the member considers necessary for the board to be able to make well-informed decisions.
- must continuously acquire the knowledge of the SCF activities, organization and more that are required for the assignment.
- is responsible for being able to set aside the necessary time for the board assignment with consideration of the member's other assignments and commitments.

Responsibility of the Secretary General

GS is the head of the SCF office and responsible for day-to-day management of SCF's affairs within the framework of the established budget and in accordance with the guidelines and instructions issued by the board. Within the framework of this assignment, GS is subordinate to the board, but not individual board members.

GS shall:

- Plan, lead, develop and control the activities within the office in accordance with the Board's decisions and keep the Board continuously informed about the activities.
- Implement decisions made by the board.
- Develop the organization of the office and its employees.
- Responsible for ensuring that the SCF accounts are fulfilled in accordance with current regulations and that the management of funds is managed in a secure manner.
- For proposals by the Board, prepare proposals for annual reports with annual reports and with proposals for appropriations at such a time that complete accounting documents for the past financial year can be submitted to the auditors within the stipulated time.
- For each period between the AGMs, prepare proposals for the business plan to be submitted to the Board.
- Based on the Board's decision on the strategic plan or business plan for the Federations activities, prepare a budget proposal for the coming financial year for decision by the Board.
- Submit a quarterly financial forecast report to the Board in writing on the outcome, including relevant key figures and control points.



- Annually report to the board a summary of employed personnel.
- Resolve employment issues within the framework of an established budget.
- Responsible for ensuring that the unions' obligations as employers are observed both towards the employees and trade unions and towards the authorities.
- Hold the employer's employer responsibility for work environment issues.
- Represent federation in RF, ICC, authorities, and other institutions together with Chairman. Responsible for coordination and follow-up of decided project activities.
- Matters of special importance or outside GS's decision-making power shall be referred to the Board for decision.
- In good time before the Board meeting and in consultation with Chairman, take the initiative for the matters to be addressed at the Board meeting, prepare agenda, supporting documents and distribute to board.
- Document and publish board's meeting minutes.
- Allocation of resources within office for the approved strategic plan, business plan, budget and decisions.
- Allocation of anläggningsstödbidrag.
- GS has right to delegate his/her decision power to direct reporting employee. GS own the responsibility for delegated decision power.
- Competence and personal development of direct reporting employee.
- Recruitment of short- and long-term employee through grandfather principle for the projects and budget approved by board.

The competition manager:

- **Operational Planning:** The Competition Manager is responsible for the day-to-day operational planning and execution of matches and events within the league.
- **Logistics and ground Management:** They coordinate logistics for matches, including ground bookings and coordination with kommun where ever as necessary
- **Team Liaison:** The manager serves as the primary point of contact for participating teams, addressing their needs, concerns, and facilitating any data updates in cricclubs (or any equivalent software chosen) as necessary
- **Player and Team Support:** They provide support to players and teams during the league, assisting with accommodations, travel arrangements, and any other logistical requirements, for playoff events
- **Medical and Safety Measures:** The manager ensures that necessary medical facilities and safety protocols are in place during matches to handle emergencies and ensure player well-being.
- **Disciplinary Matters:** The manager sorts the cases and direct the disciplinary cases to the disciplinary committee while the league related cases are handled with the league management.
- **Fixture Scheduling:** The manager designs the league schedule, taking into account availability of venues.
- **Scorekeeping and Data Management:** They oversee accurate scorekeeping, data management, and match statistics.



The Regional officers

- **Umpire and Match Officials:** The manager ensures the availability and coordination of umpires and match officials for each game, along with their proper training and support (in conjunction with umpiring panel)
- **Fixture Execution:** They oversee the implementation of the fixture schedule and any schedule changes due to unforeseen circumstances (in accordance with defined rules of the league)

National League Committee

- **Overall Strategic Planning:** The committee is responsible for setting the overall strategic direction of the league, including its vision, mission, and long-term goals.
- **Rulemaking and Governance:** They establish and update the league's rules, regulations, and policies, ensuring fairness, consistency, and adherence to international cricket standards. Committee is also responsible for ensuring that rules and regulations are followed.
- **Second instance:** The committee will act the second instance when the decisions, in the league cases, are appealed before RIN.

Women Committee

- Work for the development of Swedish women's/girls' cricket, closely with the board and the office.
- Be a voice for the women's national team and for the lady/girl team
- Be a contact for women/girls who want to start cricket and support them to find an association in their local area
- Ensure that women leagues are run as planned.
- Make suggestions and recommendations regarding ladies/girls cricket regarding leagues, rules, structure and etc.
- Conduct surveys to highlight and meet the needs of girls/women

Youth Committee

- Study, evaluate and come up with suggestions for improving the current structure for youth competitions
- Conduct surveys to highlight and meet the needs of young people
- Ensure that youth leagues are run as planned.

The national team selection committee

The selection committee consists of 1 chairman and two members and selected for a period of 2 years. The selection process is carried out in accordance with the predefined guidelines (document: National Team Selection Guidelines). The committee together with SCF's high performance staff is:

- responsible for the selection of the squad that represents the national team in the international competitions.
- responsible to follow of the player's performances
- responsible for recommending the possible upgrade in the current selection rules/criteria. The recommendations after being granted by the board will be valid for the next season.



The High performance team

The high performance team consists of the headcoach, assistant coaches and the team managers and work closely with the national team selection committee. The high performance team has the responsibility for:

- management of the national teams (men, women and u19)
- delivering the Strategic Coach education, primarily via online webinars in the off-season period.
- running the coach clinics
- other High Performance-related education for relevant target group
- delivering agreed KPI of the Elite Performance strategy from ICC and SCF
- Developing and executing HP strategy for SCF for Talent ID, Scouting, HP camps, Club Development & National team delivery.
- Budgeting the activities for the HP
- marketing the SCF brand and contribute to /provide sponsors
- Providing a year around plan & schedule for the development of the National Teams as well as the High-Performance activities on the pathway to National Team
- Supporting Competition & Event Manager and planning for overall structure of JPL, SPL & LPL
- Development plan for Player, Coach & Umpire
- International contacts (primarily with Nordic Federations)
- Participating in official SCF events when requested