

HOWICK PAKURANGA CRICKET CLUB INC

POLICIES & PROCEDURES: GOVERNANCE & MANAGEMENT

APPOINTMENTS

To meet the Club's Mission and best implement the Strategic Plan, the Board may deem it appropriate to employ.

Appointment of the applicant most suitable to the vacant position will enhance the quality of the operation and the corporate life of the Club. The State Sector Act 1988 provides that the person best suited to the position shall be appointed.

Equal employment procedures will be followed, appointments will be made without prejudice to age, race, gender, gender identification, marital status, dependents, ethical and moral beliefs, attitudes or physical disabilities.

For each appointment, the Board will establish the Person Specification criteria.

For each appointment, the Board will establish an Appointments Committee. The Appointments Committee will consist of a minimum of 3 Board Members and will be chaired by the Board Chairperson.

When the position is funded by NZC or the ACA, the funding body's requirements of the position, will be followed.

A Police Vet, as per NZC and the ACA requirements, is a prerequisite of all appointments to paid positions at the Howick Pakuranga Cricket Club Inc.

Board approved Appointment Procedures will be read in conjunction with this policy.

The Appointment Committee may make it's selection from the written applications, or may choose to make it's selection following interviews.

If in the Appointment Committee's opinion, there is not a suitable applicant, the vacancy will be re-advertised. Applicants have the right to withdraw their application, to have their application automatically reconsidered for the re-advertised vacancy, or they may submit a new application for the re-advertised position.

All applications are confidential and accordingly, all discussion and procedures pertaining to appointments are deemed to be in committee.

The Board will confirm the Appointment Committee's selection.

Terms and conditions of employment and remuneration, will be negotiated, set out and ratified in a mutually agreed Employment Contract and Job Description.

Appropriate records of all vacancies, applicants and appointments will be kept.

APPOINTMENT PROCEDURES

1. The Board determines if it is going to employ.
2. The Board prepares a Person Specification and advertisement for the position.
3. The Board appoints the Appointments Committee.
4. The Manager prepares an Appointment Checklist with dates:
Advertised; Closing date for applications; Appointment Committee meeting/s, Interviews (if required), Selection, Confirmation of appointment, Acceptance of appointment, Commencement date
5. The Manager places the advertisement.
6. The Manager prepares Appointments Documents: Application Information, Application Forms, Correspondence.
7. The Manager receives and processes Applications. No late Applications will be received.
8. Appointment Committee meets:
Notes advertisement and Person Specification.
Reads Application Forms and CVs to assess each applicant's claims for appointment.
Individual members indicate prior knowledge of applicant/s.
By consensus determines if there is a suitable applicant or if the vacancy should be re-advertised.
By consensus determines to make an appointment without an interview or with an interview.
If an Interview is to be conducted
Confirms the interview questions.
Chairperson advises short listed applicants by telephone and in writing.
Club Manager advises non short listed applicants in writing and returns CVs and references.

9. Interviews conducted
 - Approximately 30 minutes, private rooms, circle format.
 - A Board member to welcome, host and at the appropriate time introduce each applicant to the Appointments Committee.
 - By consensus Committee determines if there is a suitable applicant or if the vacancy should be re-advertised.
 - By consensus Committee recommends appointment.
 - By consensus Committee ranks, if suitable, other applicants.
10. Club Manager processes the Appointments Documentation (paper and electronic)
 - Advice of intention to re-advertise, Advice of appointment and return of CV and references; Advice of non appointment and return of CV and references.
11. Board confirms Appointment Committee's decision.
12. Chairperson advises successful applicant of appointment by telephone and in writing.
13. Chairperson receives successful applicant/s acceptance in writing within one working day.
 - Chairperson receives successful applicant/s non acceptance in writing within one working day.
 - Chairperson advises second ranked applicant of appointment.
14. Chairperson advises unsuccessful shortlisted applicants by telephone.
15. Club Manager advises unsuccessful shortlisted applicants in writing and returns CVs and references.

ASSET PROTECTION

Assets will not be unprotected, inadequately maintained or unnecessarily risked.

The grounds, buildings and other Club facilities will be maintained in a safe, tidy, functional, clean and hygienic condition.

Furnishings and other equipment will be maintained in a safe, clean and workable condition.

All Club assets will be insured.

Unauthorised personnel or groups will not handle Club funds or Club property.

Plant and equipment will not be subject to improper wear and tear or insufficient maintenance or inappropriate use.

A Monitored alarm system, video surveillance, flood lighting and controlled entry, will contribute to the security of the clubrooms and Club resources.

An accurate and up to date asset register for all items of furnishing, plant, machinery, equipment, playing and practice gear, costing more than \$500.00 will be maintained.

Intellectual property, information and files will be protected from loss or significant damage or unauthorised access or duplication.

Funds will not be received, processed or disbursed under controls that do not comply with current required accounting standards.

Funds will not be invested in, or operating capital held in, insecure accounts.

Funds will not be invested in, or operating capital held in, non-interest bearing accounts except where necessary to facilitate ease in operational transactions.

COMPLAINTS AGAINST EMPLOYEES

Even with clearly documented areas of responsibility and lines of communication, in the operation of any large organization there will be occasions of conflict, differences of opinion and interpretation and instances of misunderstanding between members of the body as a whole.

COMPLAINTS AGAINST EMPLOYEES PROCEDURES

All complaints will be treated sympathetically, with sensitivity and seriously.

The Chairperson will manage all complaints, using procedures that are consistent with current and applicable Employment Agreements and Contracts and the Labour Relations Act for the management of complaints.

CONFLICTS OF INTEREST

A conflict of interest has the potential for compromised judgements and actions and impropriety. The perception of a conflict of interest can also have the appearance of compromised judgements, actions and impropriety.

Board members, Club employees and Club members will have other professional and personal interests and roles. These could include their role as a parent or other family/whānau relationships, their membership of other Clubs or societies, or their involvement in a business. The Club will manage these situations to ensure any decisions it makes, are transparent, accountable and in the Club's best interest.

Conflicts of interest in a Club arise where a Board Member's, or an employee's, or a member's duties or responsibilities could be influenced by some other interest or duty that the Board Member or employee or member may have. The other interest or duty might exist because of:

- the persons' own financial or business affairs
- a relationship or other role that the person has
- something the person has said or done
- any undisclosed criminal convictions

Types of potential conflicts include:

- holding another public office
- pursuing a business opportunity
- being a member of another Club, society, or association
- having a professional or legal obligation to someone else
- having a beneficial interest in a trust
- owning or occupying a piece of land
- owning shares or some other investment or asset
- having received a gift, hospitality or benefit from someone
- being an employee, advisor, director, or partner of another business or organisation

If a Board member or employee has an interest outside their position or work for the Club, it does not necessarily follow that they have a conflict of interest. A conflict of interest only occurs if something arises in that position or at work that overlaps with the best interests of the Club.

CONFLICTS OF INTEREST PROCEDURES

Board Members and employees must inform the Chairperson of the Board, of any actual, or potential conflict of interest that may impair, or could be reasonably perceived to impair, their official duties.

When a conflict of interest has been identified, the Chairperson will determine the seriousness of the conflict of interest; and the range of possible options to reduce, or manage, that risk.

Managing a conflict of interest often requires the Board member/employee to withdraw, or be excluded from involvement in the Board's work on that particular matter. In the interests of openness and fairness, the Board will err on the side of caution.

If the potential conflict of interest involves a Board member and a matter arises at a formal meeting, the member will declare to the meeting that they have an interest in the matter as soon as it is introduced to the meeting, before any discussion takes place. They will then leave the meeting, or refrain from contributing to or voting on that particular issue.

INTELLECTUAL PROPERTY AND BRANDING

The Howick Pakuranga Cricket Club Inc name, colours, crest, mascot, logos, acronym and playing, practice, travel and dress uniforms, are the proprietary property and the public appearance and brand of the Club and must be protected and managed at all times.

Any proposed changes or additions to The Howick Pakuranga Cricket Club Inc name, colours, crest, mascot, logos, acronym and playing, practice, travel and dress uniforms, must first be approved by the Board and second by the Club at an AGM.

The Board must approve any proposed use of The Howick Pakuranga Cricket Club Inc name, colours, crest, mascot, logos and acronym in any publicity, promotional, advertising, signage and sponsorship documents.

The Board must approve any proposed inclusion of advertising/promotion/naming on any Howick Pakuranga Cricket Club Inc playing, practice, travel or dress uniform.

POLICIES

The Howick Pakuranga Cricket Club Inc operates on a unique set of beliefs which are outcomes of the nature of cricket and the Club community. Goals are established on the basis of these beliefs and are addressed in the Strategic Plan. As part of this process, it is necessary for the Board to identify key issues in, and for the Club, and to formulate policies for them.

Club Policies will provide simple, documented statements to inform staff, members, parents/caregivers and the community of the Club's position.

Club Policies will provide reference statements for all Club personnel to help ensure consistency in practices.

Policy formulation will be a shared process within the Club's community.

Club Policies will be consistent with New Zealand Law, Government, local bodies' NZC and ACA regulations.

While seeking standards of quality and excellence, the expectations outlined in policy statements will be realistic and achievable.

Club Policies, in conjunction with the Howick Pakuranga Cricket Club Inc Constitution, will be limited to key issues and their interpretation and where necessary, implementation will be further documented in Board Procedures and Programmes as required.

Club Policies will provide a clear framework for guidance and decision-making.

Club Policies will be written in tabulated form using clear and simple language.

Club Policies will be reviewed as the need arises and will remain in force until reviewed.

Club Policies will be approved by The Board.

Club Policies will be published on the Club's website.

PRIVACY

The Board is required to comply with the Privacy Act 1993 in all aspects for employees and in its role as the body with the overall responsibility for the governance of the Club.

The Board will promote and protect individual privacy with regard to:

- the collection, use and disclosure of information relating to individuals
- access by each individual to information relating to that individual held by the Club

The Board will appoint one Board Member to act as Privacy Officer.

The Board and staff will adhere to the principles contained in the Privacy Act 1993 which specify requirements in terms of:

- Purpose of collection of personal information
- Source of personal information
- Collection of information from subject
- Manner of collection of personal information
- Storage and security of personal information
- Access to personal information
- Correction of personal information
- Limits on use of personal information
- Accuracy, etc. of personal information to be checked before use
- Agency not to keep personal information for longer than necessary
- Limits on disclosure of personal information
- Unique identifiers

PROTECTED DISCLOSURES

DEFINITION

A protected disclosure is a declaration made by an Employee/Member where they believe serious wrongdoing has occurred.

Employee/Members making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings relating to the disclosure.

Serious Wrongdoing includes:

An unlawful, corrupt, or irregular use of funds or resources of the Club

An act or omission or course of conduct that constitutes a serious risk to public health or public safety or the environment

An act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation and detection of offences and the right to a fair trial

An act, omission, or course of conduct that constitutes an offence

An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

CONDITIONS OF DISCLOSURE

Before making a disclosure the Employee/Member should be sure the following conditions are met;

The information is about serious wrongdoing in or by the Club

The Employee/Member believes on reasonable grounds the information to be true or is likely to be true

The Employee/Member wishes the wrongdoing to be investigated and

The Employee/Member wishes the disclosure to be protected

WHO CAN MAKE A DISCLOSURE

Any Employee/Member of the Club can make a disclosure. For the purposes of this policy an employee includes: Current employees, Former employees, Contractors supplying services to the Club

PROTECTION OF EMPLOYEE/MEMBERS MAKING DISCLOSURES

An Employee/Member who makes a disclosure and who has acted in accordance with the procedure outlined in this policy -

May bring a personal grievance in respect of retaliatory action from their employers

May access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers

Are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure; and will, subject to the above, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to Employee/Members making allegations they know to be false, or where they have acted in bad faith.

MAKING A DISCLOSURE

The Employee/Member should submit the disclosure in writing

The disclosure should contain detailed information including, the nature of the wrongdoing; the name or names of people involved and surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

A disclosure must be sent in writing to the Chairperson, the person who has been nominated by the Board under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose, OR if the person making the disclosure, believes that the nominated person is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then they can make the disclosure to the President of the Club.

INVESTIGATING A DISCLOSURE

On receipt of a disclosure, the nominated person must, within 20 working days, examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted.

If warranted a full investigation will be undertaken by the nominated person, or arranged by him/her as quickly as practically possible, through an appropriate authority.

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the nominated person will make every endeavour possible, to not reveal information that can identify the disclosing person, unless that person consents in writing or if the nominated person receiving the protected disclosure or identifying information is essential

To ensure an effective investigation

To prevent serious risk to public health or public safety or the environment

To have regard to the principles of natural justice

At the conclusion of the investigation the nominated person will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board.

The Board will decide to what other agencies/authorities, if any, the Report will be sent to.

The Board will decide to what other actions, if any, need to be taken, as a result of the Report

DISCLOSURE TO AN APPROPRIATE AUTHORITY IN CERTAIN CIRCUMSTANCES

A disclosure may be made to an appropriate authority (including those listed below) if the Employee/Member making the disclosure has reasonable grounds to believe:

The (last resort person) in the Club responsible for handling the complaint is or may be involved in the wrongdoing; or

Immediate reference to another authority is justified by urgency or exceptional circumstances; or

There has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate Authorities include

Commissioner of Police

Controller and Auditor General

Director of the Serious Fraud Office

Inspector General of Intelligence & Security

Parliamentary Commissioner for the Environment

Ombudsman

Police Complaints Authority Solicitor General

State Service Commissioner

The head of every public sector organization

DISCLOSURE TO MINISTERS AND OMBUDSMAN

A disclosure may be made to a Minister or an Ombudsman if the Employee/Member making the disclosure:

Has made the same disclosure according to the internal procedures and clauses of the policy

Reasonably believes that the person or authority to whom the disclosure was made;

has decided not to investigate; or

has decided to investigate but not made progress with the investigation within reasonable time; or

has investigated but has not taken or recommended any action; and

continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES

GENERAL

The Howick Pakuranga Cricket Club Inc is an amateur, community entity, with the purpose of providing *Enjoyable social and competitive cricket for the East Auckland Community*.

The Howick Pakuranga Cricket Club Inc is a member of the Auckland Cricket Association and accordingly, is bound by its and New Zealand Cricket's policies, procedures, rules and regulations.

The Howick Pakuranga Cricket Club Inc is a Registered Charity and an Incorporated Society and accordingly, is bound by those body's policies, procedures, rules and regulations.

To implement its mission and guide planning and budgeting, the Board prepares and approves a strategic plan.

To guide its operation The Howick Pakuranga Cricket Club Inc has a member agreed constitution and set of policies and procedures.

The Howick Pakuranga Cricket Club Inc is a large organization with a membership approaching 1000 and significant assets that it owns or is responsible for. Three distinct but linked groups – Board, Staff, Volunteers - are responsible for its successful operation. Each has defined individual and collective roles, responsibilities, delegations and authorities, that it performs and is responsible for.

THE BOARD

The Board of The Howick Pakuranga Cricket Club Inc is responsible for the direction, leadership and the overall control of the activities, revenue, property and operation of the club. The Board elects its own Chair from among the members elected at the Annual General Meeting.

Detailed planning, documented procedures, detailed roles, responsibilities, delegations and authorities, complete and accurate recording keeping, and regular reporting will meet the Board's responsibilities for the governance, finance, resources and operation of the Club.

The key functions of The Board of The Howick Pakuranga Cricket Club Inc are:

- Establish and approve the club's mission and values.

- Write and approve the club's strategic plan, policies and procedures and monitor their execution and implementation.

- Approve the budgets for operational and capital expenditure.

- Identify staff requirements and appoint and support the Key Permanent Staff (General Manager, Director of Cricket, Administrator) necessary to implement the club's mission, strategic plan, policies and procedures. Prepare Employment Agreements and Job Descriptions for the Key Permanent Staff. Liaise with the General Manager about the Employment Agreements and payment of the Key Permanent Staff.

- Prepare and present at the AGM, an Annual Report and a set of audited Accounts for the previous 12 months.

- Oversee the maintaining of the club's property and other assets.

- Oversee the club's compliance with legal, statutory and regulatory requirements.

- Ensure that the club is well managed and accountable.

- Approve and document the delegations and authorities for individual staff members and volunteers.

In addition, The Board retains for itself and does not delegate to any Staff Position or Volunteer, the following responsibilities:

- Commitment of non-capital expenditure for any invoice in excess of \$10,000 and where any one item of expense would result in the budget allocation for that expense account being overspent.

- The commitment of capital expenditure and the approval of any property related or other non-regular expenses and of special grants received, for which prior board approval has not been given through the budget or agreed motion.

- The disposal of fixed assets with a cost price in excess of \$2,000.

- The termination of employment of any paid employee.

- Formal communication and agreements with the any Minister of the Crown or Member of Parliament.

- Responses to any permanent head of a Government Department which was initiated by a report, written communication, request for information or required declaration, received from such persons and addressed to the Board, Board Chairperson or Club President.

- The initiation of any legal actions and any communications in relation to these actions.

- Signature of any formal or legal agreement which is in the name of the Club.

Board members are each responsible for contributing to the Board's efforts to fulfill these functions in a manner that enables the Howick Pakuranga Cricket Club Inc, to fulfill its mission and serve, to the fullest possible extent, the community and current and future members.

Board members must:

Carry out their functions with integrity, independence, good faith and the prudence of a reasonable individual. Act, individually and collectively, in the best interests of the club as a whole.

Distinguish between matters of strategy and policy (Board responsibility) and matters of management and administration (Staff responsibility). Matters of strategy and policy are defined as: values statements; general rules or principles; statements of direction or intent; policy and procedure statements. These matters provide the framework and guidance for staff to complete their management and administration responsibilities.

Maintain the confidentiality of Board deliberations both in committee and during closed meetings and of documents considered in closed meetings, forever.

Make full disclosure of all real, potential and apparent conflicts of interest.

Stand united in public, in all decisions taken by the Board.

Recognize that the only spokesperson to the media for Board matters is the Chair of the Board or the Chair's express delegate.

In addition, Board Members may volunteer/be selected, to undertake addition Board roles: Chairperson, Treasurer, Secretary, Minute Secretary.

The Board will conduct its affairs at monthly meetings -

At least three days prior to a scheduled meeting, Board Members will receive copies of: The Meeting Agenda, Draft Minutes of the Previous Meeting, the Manager's Report, The Director of Cricket's Report, The Treasurer's Report and any other Special Reports or Papers to be considered at the meeting.

Members will be expected to have read and be familiar with the Reports and the papers prior to the meeting.

Reports and papers will usually take the form of a brief outline of what has happen and an evaluation of what has happen, with recommendations for immediate action and issues for future/strategic decisions and planning.

THE STAFF

The Howick Pakuranga Cricket Club Inc is a large organization and for it to operate efficiently and successfully, requires a number of full time, part time, casual and relief staff. The Board is responsible for identifying staffing needs.

Staff undertake management, administration and coaching responsibilities, the routine decisions and administrative work related to the daily operations of the club. Management, administration and coaching decisions and activity, support and implement the mission, values and strategic plan. Staff also undertake coaching responsibilities.

The Howick Pakuranga Cricket Club Inc's usual requirements of full time, part time and casual staff is General Manager, Director of Cricket, Women's Coach, Schools Out Reach Programme Coaches, Bar Staff.

Each staff member will have an agreed and signed employment agreement and job description.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: GENERAL MANAGER

Manage and oversee the implementation of The Cricket Programme.

Prepare the Annual Calendar of club events and activities. Organize and stage the events and activities on the Annual Calendar.

Prepare for the Board, draft budgets for operational and capital expenditure.

Transfer money between any Board cheque account and/or Board term deposit account and/or Board on-call deposit account, for efficiency of financial management and fiscal advantage for the club.

Order and purchase fixed assets for which the capital expenditure has been approved in the budget.

Approval of any orders and certification of invoices for goods and services provided such an order will not exceed the Board approved budget allocation for the expenditure item involved.

Manage and document the receipt and banking of all monies received by the club. Authorize and process expenditure within the limits of the approved budgets. Inform the Board for its approval, of any operational and capital expenditure additional to the approved budgets that becomes necessary.

Process receipt and spending of and complete and return documentation as required, for funds received from trusts, charities and foundations, including audit and accountability reports, return of surpluses.

Liaise and communicate with companies, contractors and suppliers, including signing contracts and agreements as part of management responsibilities.

Prepare and implement repairs and maintenance programmes and replacement schedules for the club's assets and resources, including furniture, catering equipment, caretaking equipment, uniforms, playing gear and practice gear.

Manage player registration, team entry, receipt of subscriptions, payment of fees and levies and ground bookings.

Identify staff requirements and appoint and support the Casual and Relief Staff, provided such appointments are within the budget allocation for the particular positions and necessary to implement the club's mission, strategic plan, policies and procedures. Prepare Employment Agreements and Job Descriptions for the Casual and Relief Staff. Manage the payment of all Staff.

Sign on behalf of the Board as the employer, of Individual and Collective Employment Contracts/Agreements; Job Descriptions and Performance Management Documents; authorization of salary and wage payments as specified in Individual and Collective Employment Contracts/Agreements, for which the Board approved positions exists and budget allocation has been made.

Liaise and communicate with Auckland Cricket, attend monthly Club Managers Meetings, complete and forward documentation required by Auckland Cricket, process correspondence received from Auckland Cricket, raise matters of concern with Auckland Cricket.

Liaise and communicate with officials, representatives of cricket clubs and organisations as part of the delivery of the Cricket Programme.

Manage the club's communications, including correspondence, notices, flyers, the website, facebook, newspapers, with players, parents/caregivers, members, schools, agencies and authorities.

Liaise with the Club's Grade co-ordinators.

Liaise and communicate with local schools' Principals about the Schools Outreach Programme.

Organize staff rosters, including bar, catering and cleaning for club activities and functions.

Promote and manage the Club's compliance with legal, statutory and regulatory requirements.

Promote and manage health and safety in accordance with the Club's Health and Safety Policies and Procedures.

Manage and supervise the operation of the Club's bar, including staff, compliance and stock.

Promote and manage the use of the Clubs facilities - the clubrooms and indoor centre. Liaise and manage relationships with leaseholders of the club's facilities.

Implement any requirements specified by Act of Parliament, any other permanent head of a Government Department and Auckland City by-law and regulation.

Manage and balance the summer high time requirement/winter lower time requirement workload of the General Manager's position.

Prepare a written General Manager's Report and a Monthly Financial Report for each Board Meeting, Attend Board Meetings.

Collate and circulate Board Meeting documents and papers to Board Members, 3 days prior to the meeting.

Collate and archive Howick Pakuranga Cricket Club Inc cricket, governance and management documents.

Assist with the preparation of the Annual Accounts and Reports and assist with the Annual Audit of the Club's Accounts.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: DIRECTOR OF CRICKET

Design, document, manage and oversee the implementation of The Cricket Playing Programme.

Prepare and oversee the delivery of all the Club's Summer Coaching Programmes.

Provide guidance, support and level appropriate training for all Summer Coaches.

Select the Premier and Premier Reserve Men's Teams.

Contribute as required, to the selection of all other adult men's teams.

Coach and train the Premier and Premier Reserve Men's Teams.

Contribute as required, to the selection of all adult women's teams.

Prepare and oversee the delivery of all the Club's winter Coaching and Training Programmes, including identifying new talent, communicating with overseas based players, promoting skill development and junior and youth levels. As required, be a coach in the Club's winter Coaching and Training Programmes.

Identify Coaching Staff requirements and appoint and support Coaching Staff, provided such appointments are within the budget allocation for the particular positions, necessary to implement the club's mission, strategic plan, policies and procedures. Prepare Employment Agreements and Job Descriptions for the Coaching Staff. Liaise with the General Manager about payment of the Coaching Staff.

Design, document, manage and oversee the delivery of the Schools Outreach Programme. Communicate with schools about the Schools Outreach Programme.

Provide guidance, support and oversee The Manukau Age Group Coaches.

Manage and balance the summer high time requirement/winter lower time requirement workload of the Director of Cricket's position.

Manage and audit and provide the Board with guidance on the replacement of and purchase of senior grades playing equipment, playing facilities, practice equipment and practice facilities.

Prepare a written report for each Board Meeting, attend Board Meetings when there are no coaching commitments.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: CLUB ADMINISTRATOR

Assist the Club Manager with the preparation of the Annual Calendar of club events and activities. Assist the Club Manager with the Organizing and staging of the events and activities on the Annual Calendar.

Assist the Club Manager to document the receipt and banking of all monies received by the club. Assist the Club Manager to process payment of accounts within the limits of the approved budgets.

Assist the Club Manager with player registration and receipt of subscriptions.

Assist the Club Manager to liaise and communicate with officials, representatives of cricket clubs and organisations as part of the delivery of the Cricket Programme.

Assist the Club Manager to manage the club's communications, including correspondence, notices, flyers, the website, facebook, newspapers, with players, parents/caregivers, members, schools, agencies and authorities.

Be The Midgets Grade, Grade co-ordinator.

Liaise and communicate with local schools' about the Schools Outreach Programme.

Manage and supervise the operation of the Club's bar, including staff, compliance and stock.

Assist the Club Manager to Promote and manage the use of the Club's facilities - the clubrooms and indoor centre.

Liaise with long term users of the club's facilities.

Assist the Club Manager to Collate and circulate Board Meeting documents and papers to Board Members, 3 days prior to the meeting.

Assist the Club Manager to Collate and archive Howick Pakuranga Cricket Club Inc cricket, governance and management documents.

Assist the Club Manager with the preparation of the Annual Accounts and Reports and assist with the Annual Audit of the Club's Accounts.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: WOMEN'S COACH

Select the Premier and Premier Reserve Women's Teams.

Coach and train the Premier and Premier Reserve Women's Teams.

Contribute as required, to the selection of all adult women's teams.

Audit and provide the Director of Cricket with guidance on the replacement of and purchase of playing equipment, playing facilities, practice equipment and practice facilities for women's cricket.

Report to the Director of Cricket.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: COACHES

Implement the Schools' Outreach Programme.

Contribute to the Summer Coaching Programme. Contribute to the Winter Coaching Programme. Contribute the coaching of Manukau Age Group Teams.

Contribute to and support Midget and Junior Cricket.

Undertake minor maintenance, caretaking and general activities as requested by General Manager or Director of Cricket, when not engaged in coaching.

Report to the Director of Cricket.

SPECIFIC ROLES, RESPONSIBILITIES, DELEGATIONS, AUTHORITIES: BAR STAFF

Hold current registration and certification required to operate and serve liquor in the club's bar.

Operate and serve in the club's bar at times scheduled by the General Manager.

Operate the bar and process bar takings and stock management as per the Club's Bar Operational Manual.

Comply with the Club's Health and Safety Policy and Programmes.

VOLUNTEERS

Volunteers are an essential part of the successful operation of The Howick Pakuranga Cricket Club Inc.

Research tells us that Volunteers in amateur sports clubs

- Are most likely to be former members wanting to give something back, or parents/caregivers of current youth or junior players

- are more likely to be male

- are more likely to be a coach of a youth or junior team

- enjoy volunteering and feel positive about volunteering, but believe the experience could be improved by better support.

Members and potential members will be encouraged to volunteer for roles to support the successful operation of the Club.

Howick Pakuranga Cricket Club Inc Volunteers will be supported by:

- There being clear guides to their role and responsibilities

- The provision of the equipment and resources necessary for Volunteers to undertake their role and meet their responsibilities

- Training, guidance and support being provided

- Regular communication about general club operation and matters pertaining to club volunteers

- Club and community acknowledgement of the important contribution volunteers make to The Howick Pakuranga Cricket Club Inc. The awarding of trophies to recognise the contribution of volunteers.

SPONSORS, CHARITIES, TRUSTS AND FOUNDATIONS

To minimize the cost to members, to meet the Club's Mission and to best implement the Strategic Plan, the Board will seek sponsors and apply to trusts, charities and foundations for funding for facilities, resources, equipment and activities.

All sponsorship arrangements, for the Club, for teams and for activities must be negotiated, approved and recorded in a Sponsorship Agreement by the Board. All Club communication with sponsors, must be authorised by the Board.

The Board may receive a goods and/or services contribution, in lieu of cash as sponsorship.

Where possible, sponsors will be sourced from non-competing companies/individuals to existing sponsors. Existing and long term sponsors will have the right of counter proposal, when a new and potentially conflicting sponsorship proposal is received.

The Club and members, will be encouraged to support sponsors. With their approval, sponsors support will be acknowledged in Club media, in the clubrooms and at functions. Sponsors will be invited to and hosted at Club functions.

A Sponsorship Register will be maintained by the Manager on behalf of the Board and will detail the name, the level and the duration of the sponsorship. It will also record any correspondence between the Club and the sponsor and a list of the type and the date of any acknowledgements of the sponsor.

Applications for funding for facilities, wages and salaries, equipment, maintenance and programmes, will be made to appropriate trusts and charities according to their priorities.

All planned applications will be approved by the Board in advance and will include all the required, signed official Club documents and undertakings.

The Club will thank each trust/charity/foundation for grants received, and with their approval, will acknowledge in Club media, in the clubrooms and at functions, their support and generosity.

All required records and audit procedures for the receipt and spending of grants received, will be completed accurate and correctly according to the Department of Internal Affairs and the particular trust/charity requirements.

STAFF LEAVE

As a good employer, the Board will approve all non-discretionary staff leave in accordance with current collective agreements and contracts and to consider and grant discretionary staff leave in an equitable manner.

The continued and successful operation of the Club is a key issue when considering applications for discretionary leave.

The Board will apply all applicable clauses of current collective agreements and individual agreements in granting non-discretionary leave.

Applications for discretionary leave will be considered according to Club priorities. Applications for discretionary leave will be considered and decisions made will be fair, consistent, equitable and in accordance with guidelines in applicable collective agreements and individual agreements.

The Manager has the authority to approve applications for discretionary leave with or without pay for one day. The Board Chairperson, Club President and Manager, will consider all applications for longer periods.

Applications for discretionary leave must be received in sufficient time for the application to be considered. Except in the case of sudden illness or accident, no staff member shall be absent from duty without the authority of the Manager or Chairperson.

THEFT AND FRAUD PREVENTION

The Board has a responsibility to protect the physical and financial resources of the Club. This includes preventing and detecting theft and fraudulent actions by persons who are employed or contracted by the Club, or who are service recipients of the Club, or who are members of the Club. These actions may include, but not confined to:

unauthorised debt or liability is incurred; generally accepted accounting practices or principles are not followed; tagged/committed funds are used for purposes other than those approved; more funds than have been allocated in the fiscal year are spent without prior Board approval; money owed to the Club is not collected in a timely manner; payment to staff and other creditors is not made in a timely manner; unauthorised sale or purchase of property or items; government returns are not completed and forwarded on time; the Club's financial transactions, including electronic and credit card, and delegations authority procedures, are not followed; the requirements of the payroll system are not met

Staff members who are formally delegated responsibility for the custody of physical and financial resources shall be competent and be held accountable for carrying out those responsibilities.

All staff shall be made aware of their responsibility to inform the Chairperson, should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, members or other persons associated with the Club.

In the event of an allegation of theft or fraud the Chairperson shall decide either to immediately report the matter to the New Zealand Police or proceed to investigate in accordance with PROCEDURES FOR INVESTIGATING ALLEGATIONS OF THEFT AND FRAUD below.

To protect the privacy of the person(s) under investigation, those who are party to proceedings shall keep all details strictly confidential. An improper disclosure of information shall be investigated as a breach of confidence and the Chairperson shall decide if further action is required.

The Board shall ensure that any allegation of theft or fraud will be subject to due process, equity and fairness. If a case is deemed to exist then the due process of the law shall apply to the person or persons implicated.

Any disclosure or written statement made on behalf of the Club about any instance of supposed or actual theft or fraud shall be made after consultation with the Board, by the Board Chairperson.

Any allegation concerning the Chairperson shall be made to the President who shall conduct an investigation in accordance with PROCEDURES FOR INVESTIGATING ALLEGATIONS OF THEFT AND FRAUD below.

Sources of Evidence will include: Fixed Asset Register, Records of Disposals and/or Transfers, Financial Systems and Control Manual, Audit reports, Confirmation of notification to current staff by email, written statements and records of procedures relating to any investigation, Minutes of the Board, Employment orientation checklist

PROCEDURES FOR INVESTIGATING ALLEGATIONS OF THEFT AND FRAUD

Where the Chairperson decides to conduct an investigation the following shall be actioned:

- A. So far as it is possible and within 24 hours -
 - i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii. Request a written statement from the person who has provided the information, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft or fraud.
 - iii. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other Board Members about the person who is the subject of the allegation.
- B. On the basis of advice received and after consultation with the Club President, the Board Chairperson shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
- C. The Chairperson shall continue the investigation if a prima facie case is thought to exist -
 - i. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - ii. Lay a complaint with the New Zealand Police;
 - iii. If necessary, commission an independent expert investigation;
 - iv. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - v. Inform the Club's insurers and seek legal advice;
 - vi. Inform the Club's auditors.
- D. Once all available evidence is obtained the Chairperson shall consult the Club President as to what further action is required.

- E. If a case is considered to exist against a person or persons other than a staff member, the Chairperson shall proceed as follows:
- i. inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii. obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting and the accuracy of those minutes should be attested by all persons present).
 - iii. advise the person in writing of the processes to be involved from this point on.

TREATY OF WAITANGI

The Howick Pakuranga Cricket Club Inc recognizes The Treaty of Waitangi as the founding document of our nation and that it provides a framework for equal partnership.

The Howick Pakuranga Cricket Club Inc recognizes Maori as Tangata Whenua of Aotearoa, New Zealand.

To fulfil their role as Tangata Whenua, Maori must contribute equitably in the life of The Howick Pakuranga Cricket Club Inc, by encouraging a strong bond between Maori, the Board, the Staff and all members and their whanau.

The Howick Pakuranga Cricket Club Inc recognizes and practices the values/principles -

Rangatiratanga/Authority and Responsibility: Maori have authority over and responsibility for, learning relating to the Maori dimensions of knowledge.

Wakaritenga/Legitimacy: Each partner has a legitimate right to be here, to speak freely in either language, and to put its resources to use for the betterment of all.

Kaitiakitanga/Guardianship: The Howick Pakuranga Cricket Club Inc, accepts responsibility as a critical guardian of knowledge.

Nohotahi/Co-Operation: A spirit of generosity and co-operation will guide all the actions of both partners.

Ngakau Mahaki/Respect: The Howick Pakuranga Cricket Club Inc and Maori will value each partner's heritage, customs, needs and aspirations.

The Howick Pakuranga Cricket Club Inc will seek to have Maori representation on the Board.

The Howick Pakuranga Cricket Club Inc will consult with the Maori community.

The Howick Pakuranga Cricket Club Inc, club operation, will reflect Maori perspectives.

WEBSITE AND SOCIAL MEDIA

Society, business and government are increasing their use of the electronic environment in the delivery of their core business and management. The Club will maintain its own Website and Social Media Sites. These sites are critical for the Club's effective communication with its members, the Club's community, prospective members and the wider cricket community and for efficient management. They will also allow members and prospective members to complete registration, purchases, payment and bookings online.

The official registered domain name at the Howick Pakuranga Cricket Club Inc is HPCC.org.nz

All websites and social media utilizing the name and/or intellectual property and/or branding of the Howick Pakuranga Cricket Club Inc, must be approved by the Board. The Board will appoint Administrators for each Howick Pakuranga Cricket Club Inc approved portal.

An Administrator's Register for all Howick Pakuranga Cricket Club Inc approved portals, will be maintained by the Manager on behalf of the Board.

All content on the Howick Pakuranga Cricket Club Inc Website and Social Media Sites will uphold the values of the Club. Offensive, inaccurate or defamatory content must not be displayed.

With their approval, sponsors and donors support will be acknowledged on the website. With their approval, links to their individual platforms will be provided as an advertising medium.

With their approval, donors support will be acknowledged on the website.