

Results Secretary for Premier, A, B, C East & C West Divisions

Role Description and Personal Specification

Results Secretary

Following the decision of the current Result Secretary for the above 5 divisions to retire, the League wish to appoint a new officer. Expressions of interest are now invited for the post, with the successful applicant taking up the post prior to the commencement of the 2022 DCL season.

Purpose of this document

The purpose of this document is to provide the basic role description for the post. It also sets out the structure of the Tolchards Devon Cricket League, its League Management Committee and the working relationships involved in the post.

Role description

The main function of a Results Secretary is to check that clubs enter the Match Results and Full Scorecards onto Play Cricket by the deadlines set out in the DCL Playing Regulations (currently by 22:00 on the evening of the match being played in respect of Premier and A Division, and by 22:00 on the Monday following the match for all other Divisions.

When doing this, the Results Secretary should ensure that:

- a) The right points have been awarded
- b) The scorecards are complete with the full names of all players, runs, fall of wickets, bowlers' figures etc
- c) There are no Unregistered Players and, for C Divisions, that the Emergency Player Scheme has been implemented correctly
- d) The Regulations governing Category 2 and 3 players have not been breached.

If omissions or inaccuracies are found, the Results Secretary must ensure that the 'home' club makes the corrections within the timescale laid out above, except in the case of the 'away' team's players' names/ID (the 'away' club is responsible for the correct identification of its own players, and has until the Monday evening following the match (Premier and A Divisions) or Tuesday evening (B and C Divisions) to make any amendments), after which the Results Secretary 'locks' the Scorecards.

When difficult or more obscure situations arise, the Results Secretary should seek assistance/guidance from the Results Secretaries Representative on the LMC, the Registrations Officer or the Play Cricket Manager.

The successful applicant for the post can decide whether they become a member of the LMC, or simply fulfil the role without attending committee meetings.

Time commitment / remuneration

There is the possibility of a small financial recompense for the service rendered should the incumbent desire this.

The playing regulations and rules underwent a major overhaul in 2018. It is anticipated that such a major review will not need to be undertaken again for a further two years (2022/2023).

The major workload will occur during the cricket season (early-May to late-August), during which period the time commitment is likely to be in the region of 2-3 hours per week.

Qualities and Skills Required

In the execution of the role, the following skills would be helpful:

- a) Good IT skills with access to a computer/laptop and the internet
- b) Knowledge of the Play Cricket system
- c) Good organisational skills, attention to detail and an eye for accuracy
- d) Ability to work to a timescale to adhere to the various deadlines set out in the Regulations
- e) Good communication skills, both by email and phone, to deal with clubs and give them help when required

Relationships

The following represent the key relationships in the post.

- Results Secretaries Representative on LMC
- League Chairman
- League Secretary
- League Registrations Secretary
- League Playing Regulations & Rules Secretary
- League Play Cricket Manager
- League Fixtures Secretary

The League

The Tolchards Devon Cricket League is the largest provider of competitive league cricket in Devon. There were 71 clubs and 148 teams competing in the League in 2021. The Premier, A and B Divisions play their cricket countywide. Divisions C, and below, play in regionalised divisions (East and West). Following an agreement by member clubs, the League is now an 'All Through' (single tier) structure.

Management of the League

The League is managed by a single committee, the League Management Committee (LMC). A representative of the Results Secretaries sits on the LMC and reports to it; there are currently four Results Secretaries, covering the DCL's 15 divisions. The LMC meets as required throughout the year, but no more than nine times during the year. Its responsibilities include the following:

- Implementing control of finance, direction, and administration of policy on matters that affect the organisation of the DCL. This also includes the power to appoint sub-committees, as necessary, to appoint advisers, as required, to fulfil its business and co-opt additional people to the committee when considered appropriate.
- Acting on behalf and reporting to, as appropriate, the Devon Cricket Board Ltd and the England and Wales Cricket Board.
- The employment, control, and supervision of any paid staff.
- Conduct of matches, including the Disciplinary Regulations and procedures.
- Ground criteria
- The arrangement of League and Cup Competitions

This list is not exhaustive, and the full details are published on the League's play-cricket.com website at http://devoncl.play-cricket.com/website/web_pages/221672