

Chiba Sharks Cricket Club

Constitution

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Chiba Sharks Cricket Club Constitution

1. Name

The name of this club is Chiba Sharks Cricket Club (the “**Sharks**”). The Sharks are affiliated with the Japan Cricket Association (“**JCA**”) and other cricket organizations. The Sharks were founded by Mr. Hasib Rehman.

2. Aims and objectives

The Sharks’ aims and objectives include the following:

- (i) to provide people who live in Japan with opportunities to play cricket;
- (ii) to provide opportunities for social interaction and friendship;
- (iii) to foster the sport of cricket in Japan;
- (iv) to ensure that all members, playing and non-playing, participate in accordance with the Chiba Sharks Cricket Club Code of Conduct, the Spirit of Cricket, the Laws of Cricket, and the playing conditions for each match played by the Sharks;
- (v) to encourage all members to participate fully in the Sharks’ activities; and
- (vi) to ensure that its members act in a way that reflects well on the Sharks both on and off the cricket field.

3. Membership

- 3.1 Membership of the Sharks is open to anyone interested in the sport of cricket regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, the Sharks may limit membership on a non-discriminatory basis according to available facilities and playing opportunities.
- 3.2 The Sharks may have different categories of membership on a non-discriminatory and fair basis. The Sharks will keep membership fees at levels that will not pose a significant obstacle to people who participate in the Sharks.
- 3.3 A person who wishes to participate in the Sharks (a “**Prospective Participant**”) applies for membership by contacting the Personnel Officer or President (defined below; the same applies throughout the Chiba Sharks Cricket Club Constitution (this “**Constitution**”). Upon request by the Personnel Officer or President, the Prospective Participant provides information necessary for registration with the JCA and other institutions with which he or she needs to be registered, such as a sports insurance organization. The Prospective Participant will pay, as required and without unreasonable delay, relevant membership fees as determined at each Sharks’ Annual General Meeting (an “**AGM**”).
- 3.4 The Management Committee (defined in Article 9; the same applies throughout this

Constitution) may refuse a Prospective Participant’s membership or terminate a member’s membership only for good cause; an example of good cause in this instance is if a member’s or a Prospective Participant’s conduct or character is likely to bring the Sharks or cricket into disrepute. If the Management Committee terminates a member’s membership, the member may appeal to the Management Committee against the termination, and if the member makes an appeal, the Management Committee will appoint an appeals committee to hear the appeal (the “**Appeals Committee**”; other details of the Appeals Committee’s operations are provided for in Article 15.4).

- 3.5 All members are governed by the provisions of this Constitution. By joining the Sharks, a Prospective Participant or member acknowledges that he or she accepts this Constitution and any codes of conduct that the Sharks adopt.
- 3.6 The “Chiba Sharks Cricket Club Membership Regulations” provided for separately (the “**Membership Regulations**”) identify members who are eligible to vote at a general meeting. Details concerning eligibility or nomination for any office or exercising of voting rights at a general meeting are provided for in this Constitution based on the condition that these details are to be understood in light of the provisions of the Membership Regulations.

4. Categories of membership

- 4.1 Categories, rights, and fees related to membership of the Sharks are provided for separately in the Membership Regulations.
- 4.2 A list of members in each membership category will be maintained by the Manager and the Treasurer (defined below; the same applies throughout this Constitution).

5. Information management

The Sharks will endeavor to store personal information belonging to members in a safe and secure manner.

6. Organization

- 6.1 The Sharks have the following officers (not in any order of priority; “**Officers**”):
 - (i) First XI Captain
 - (ii) Second XI Captain
 - (iii) President
 - (iv) Manager
 - (v) Treasurer
 - (vi) Webmaster
 - (vii) Personnel Officer

- (viii) Appointed Selector x 2
- (ix) Skills Adviser
- (x) Reporter
- (xi) Chiba Development Officer
- (xii) Social Coordinator
- (xiii) Umpiring Coordinator
- (xiv) Sponsorship Officer

- 6.2 Each Officer's duties and responsibilities are set out in Appendix 1.
- 6.3 The Management Committee may temporarily create any new Officer position for the Sharks in addition to those set out above if the Management Committee determines that such an Officer position is required. Such a position is valid until a subsequent AGM. If it is deemed necessary to make permanent any new Officer position established during the previous year, the Sharks will attempt to officially incorporate the new position into this Constitution through the proposal of an amendment at the subsequent AGM in accordance with the provisions of this Constitution.

7. Communication

- 7.1 The President, Manager, and other Officers will use email as the main form of communication for official Sharks announcements.
- 7.2 Members will reply promptly to announcements when required. Replies may be sent to the President, Manager, or the appropriate Officer by email, or when appropriate, posted in the Sharks Forum on the Sharks' website (www.chibasharks.com) (the "**Website**").
- 7.3 The Webmaster will establish mailing groups to aid communication within the Sharks. Mailing group details are set out in Appendix 2.
- 7.4 Details concerning other contact details for the Sharks are also set out in Appendix 2.

8. Election or Appointment of Officers

- 8.1 Each Officer will be a Sharks member.
- 8.2 Officers are elected by the members of the Sharks at an AGM, apart from the following Officers, who are appointed by the Management Committee (those Officers, "**Appointed Officers**"):
- (i) First XI Captain
 - (ii) Second XI Captain
 - (iii) Appointed Selector x 2
- 8.3 The Appointed Officers are appointed by the newly elected Management Committee

after each AGM. The appointments are decided by the newly elected Management Committee based on recommendations made by the previous Management Committee. In principle, the newly elected Management Committee will adopt, “as is,” the recommendations made by the previous Management Committee, unless there are compelling reasons to diverge from the recommendations made by the previous Management Committee. In determining recommendations for appointments (in the case of the previous Management Committee) and deciding on appointments (in the case of the newly elected Management Committee), the Manager in each case will have a tie-breaking vote if required.8.2 All Officers will be elected or appointed for a period of one year, but will be eligible for re-election or re-appointment to the same office or to another office in the following year in accordance with this Constitution and the Membership Regulations.

8.3 Details concerning the election process for Officers are set out in Article 10.

9. Management committee

9.1 A management committee will conduct the affairs of the Sharks (the “**Management Committee**”). The Management Committee consists of five Officers (“**MC Members**”). The President and the Manager are MC Members. The remaining three MC Members (“**Elected MC Members**”) will be elected at an AGM from among the Officers elected at the AGM.

9.2 Members nominate candidates as Elected MC Members at an AGM from among the Officers elected at the AGM. Nominations must be seconded by another member. An Officer may nominate himself or herself. If there are more than three Elected MC Member candidates, the members present at the AGM in question will hold a secret ballot to determine the Elected MC Members via a method decided by the President. If the Sharks are unable to form a Management Committee consisting of the President, the Manager, and Elected MC Members who are Officers, all members will become eligible for nomination and election to the Management Committee.

9.3 The term of office for an MC Member terminates at the end of the AGM that follows the AGM at which he or she was elected.

9.4 If an MC Member is unable to carry out his or her Management Committee responsibilities for an extended period, he or she will resign from the Management Committee.

9.5 An MC Member ceases to be such if he or she ceases to be a member of the Sharks, resigns by written notice, or is removed by the Management Committee after agreement by an absolute majority of the remaining MC Members for good cause after the corresponding MC Member has been given the chance to put his or her case to the Management Committee. Appeal against removal may be made to the Appeals Committee. The Management Committee will fairly decide time limits and formalities for these steps.

9.6 Another Officer will be appointed in the place of a resigning or removed MC Member by the remaining MC Members, via a method decided by the President. If the

President is the resigning or removed MC Member, the Manager will decide the method used to elect the replacement MC Member. If the remaining MC Members are unable to appoint another Officer to replace the resigning or removed MC Member, other Sharks members will become eligible for election to the Management Committee. If an MC Member is appointed as a replacement for a resigning or removed MC Member, the term of office of the newly-elected MC Member terminates at the end of the subsequent AGM.

9.7 The Management Committee will have the following duties:

- (i) control the affairs of the Sharks on behalf of the members;
- (ii) accurately record the minutes of all general meetings and Management Committee meetings, and make these minutes available to Sharks members upon request; and
- (ii) keep accurate accounts of the Sharks' finances through the Treasurer, which includes the following processes:
 - (a) accounts will be available for reasonable inspection by any member on request by that member and will be audited before every AGM;
 - (b) the Sharks will maintain a bank account; and
 - (c) the Treasurer will manage the bank account, and will provide the President and the Manager with access details for the bank account; under ordinary circumstances, neither the President nor the Manager will access the bank account.

9.8 Only MC Members are entitled to vote at Management Committee meetings.

9.9 Once a year, the President will convene an Annual Committee Meeting (an "ACM"). The Management Committee will meet in person (or via teleconference, etc. if an in-person meeting is not possible), hold discussions, and make decisions about issues relating to the Sharks that arise during the course of the cricket season. All MC Members will endeavor to attend this meeting. The President will endeavor to convene the ACM at the midpoint of the cricket season each year (preferably in July or August).

9.10 The President may convene Extraordinary Committee Meetings ("ECMs") as necessary. If the President convenes an ECM, the Management Committee will meet in person (or via teleconference, etc. if an in-person meeting is not possible), hold discussions, and make decisions about issues as required. If it is not possible for MC Members to meet in a timely manner, then they may discuss and make decisions by email or another appropriate form of communication.

9.11 If not all MC Members are available to attend or participate in an ACM or ECM, a quorum of three MC Members is required to make decisions.

9.12 The Management Committee makes decisions at an ACM or ECM by a simple majority of votes. If there are an equal number of votes both for and against a decision, the President, if in attendance, will have the tie-breaking vote, and if the President is not in attendance, the Manager will have the tie-breaking vote. A

decision will not be made if there are an equal number of votes both for and against the decision and neither the President nor the Manager is in attendance.

- 9.13 The Management Committee is entitled to carry out the activities set out below. A decision must be made at an ACM or ECM before carrying out these activities.
- (i) Acquiring and providing the following: a ground; equipment; coaching, training, or playing facilities; a clubhouse; and transport, medical, or related facilities
 - (ii) Taking out any insurance for the Sharks, employees, contractors, players, guests or third parties
 - (iii) Raising funds by appeals, fees, and sponsorships
 - (iv) Cooperating with or affiliating with any organizations regulating or organizing the sport of cricket, any club or organization involved with cricket, and with government and related agencies (however, this does not include the organization of friendly matches with other teams)
 - (v) All other activities the Sharks reasonably deem necessary to advance the aims and objectives of the Sharks set out in Article 2
- 9.14 None of the entitlements provided for in Article 9.13 may be exercised for any reason other than to advance the aims and objectives set out in Article 2.

10. General meetings

- 10.1 The Sharks will convene an AGM in January or February each year. The President will give the members written notice of the AGM by email at least four weeks before the date of the AGM. Members must give the President written notice at least two weeks before the AGM if there are any items for decision or other topics for discussion that they wish to put forward at the AGM. The President will give members written notice of the AGM agenda at least one week before the AGM.
- 10.2 The Sharks may convene Extraordinary General Meetings (“EGMs”). The President will convene an EGM if he or she receives written notice of a request to convene from seven members of the Sharks. The President will give all members at least 14 days advance notice by email of an EGM.
- 10.3 The Sharks will carry out the following agenda activities at the AGM:
- (i) confirm the minutes of the previous AGM and any EGMs held since the last AGM;
 - (ii) briefly announce the details of any ACM or ECM convened since the preceding AGM;
 - (iii) receive the accounts for the year from the Treasurer;
 - (iv) receive the Management Committee’s annual report from the President or the Manager;
 - (v) elect the Officers of the Club subject to election at the AGM;

- (vi) elect MC Members in accordance with Article 9;
 - (vii) review the Chiba Sharks Cricket Club Membership Regulations and make any necessary amendments for the forthcoming year; and
 - (viii) discuss or decide items raised by members in accordance with Article 10.1.
- 10.4 The Management Committee will appoint a chairperson for each general meeting before each general meeting begins, and the appointed chairperson will chair the general meeting for which he or she is appointed.
- 10.5 A quorum for a general meeting is ten members (which, for the sake of clarity, means members who have paid their membership fees for the season in question), which will include at least one Officer.
- 10.6 Members nominate candidates for election to office at the AGM. Nominations must be seconded by another member. A member may nominate himself or herself. A member may concurrently hold more than one office. If there is more than one candidate for an office, the members present at the AGM will hold a secret ballot to determine the member elected to that office via a method decided by the chairperson.
- 10.7 Members attending a general meeting will make decisions by a simple majority of votes cast by members attending the general meeting. In the event of equal votes, the President is entitled to cast an additional vote.

11. Proxy voting and nomination in absentia

- 11.1 Proxy voting may be used at any general meeting. A member attending a general meeting (an “**Attending Member**”) may hold a maximum of two proxy voting rights, in addition to that Attending Member’s vote.
- 11.2 Proxy voting rights are not included when determining if a quorum for a general meeting has been reached.
- 11.3 Any Attending Member who holds a proxy voting right for any member not attending a general meeting (a “**Non-Attending Member**”) must present written evidence when prompted by the chairperson at the beginning of a general meeting to prove that the Non-Attending Member has assigned to the Attending Member his or her proxy voting right. The written evidence must clearly state the scope of that proxy voting right. The Management Committee will determine what constitutes appropriate written evidence and inform the members a reasonable amount of time before the general meeting.
- 11.4 A proxy voting right may only be exercised by an Attending Member.
- 11.5 A Non-Attending Member may nominate himself or herself in absentia for office. In this case, the Non-Attending Member will inform the President of his or her nomination in absentia before the general meeting. The Non-Attending Member may also nominate himself or herself in absentia for election to the Management Committee and this nomination will be accepted if the Non-Attending Member is elected into office.

12. Amendment to this Constitution

Any proposed amendment to this Constitution may only be considered at an AGM or EGM that has been convened after the required written notice of the proposal has been given. Any amendment must be proposed by a member of the Sharks and seconded by another member. If a quorum has been established at an AGM or EGM, the Sharks will pass an amendment if not less than two-thirds of voting members present at the General Meeting vote in favor of the proposed amendment.

13. Finances

- 13.1 The Sharks will bank all Sharks monies in an account in the name of the Sharks.
- 13.2 The Treasurer is responsible for the Sharks' finances and for providing a report on the financial position as required by the Management Committee.
- 13.3 The Treasurer will maintain a petty cash reserve, and he or she may use it to carry out the activities of the Sharks.
- 13.3 The Treasurer ensures that the Sharks maintain adequate and appropriate insurance to cover the activities of the Sharks.
- 13.4 The Sharks' financial year will end on 31 December.
- 13.5 The Treasurer will present an audited statement of annual accounts at the AGM.

14. Property and funds

- 14.1 The Sharks must not use the Sharks' property or funds for the direct or indirect private benefit of a member other than as reasonably allowed by this Constitution. The Sharks will reinvest all surplus income or profits into the Sharks.
- 14.2 The Sharks may carry out the following activities to the extent that these activities are relevant to the Sharks' aims and objectives:
 - (i) sell and supply food, drink, and related sports clothing and equipment; and
 - (ii) indemnify the Management Committee and members acting properly in the course of the running of the Sharks against any liability incurred in the proper running of the Sharks (but only to the extent of the Sharks' assets).

15. Discipline and appeals

- 15.1 Any member making a complaint regarding the behavior of another member must lodge a written complaint with the President or the Manager.
- 15.2 The Management Committee will appoint a disciplinary sub-committee that will meet to hear complaints no later than seven days after a member has lodged a complaint. Any member requested to attend a disciplinary sub-committee is entitled to be

accompanied by a friend or other representative and to call witnesses. The Management Committee (or its sub-committee) has the power to take appropriate disciplinary action, which will be either termination of membership or suspension from matches.

- 15.3 The Management Committee will provide the member who made the complaint and the member against whom the complaint was made with written notice of the outcome of the disciplinary hearing no later than seven days after the hearing.
- 15.4 If the disciplinary sub-committee decides to discipline a member, the member may appeal against the decision made or penalty imposed by the disciplinary sub-committee. The Management Committee will appoint an Appeals Committee (a maximum of three persons) which will not include members involved with the initial disciplinary hearing, but may include non-members of the Sharks. The Appeals Committee will consider the appeal no later than seven days after the President or the Manager has received the appeal. The member who submits the appeal may be accompanied by a friend or other representative and may call witnesses. The decision of the Appeals Committee is final and binding on all parties.

16. Selectors and selections

- 16.1 The Sharks have a selection committee that consists of four selectors (the “**Selection Committee**”). The First XI Captain and the Second XI Captain will be two of the selectors, and the remaining selectors will be the Appointed Selectors (defined in Appendix 1; the same applies throughout this Constitution).
- 16.2 The Selection Committee has a chairperson of selectors, who is one of the Appointed Selectors and manages the Selection Committee.
- 16.3 The chairperson of selectors is responsible for ensuring that the Selection Committee selects the team and provides information about team selections in a clear and timely manner. The selectors must actively cooperate with the chairperson of selectors.
- 16.4 Procedures and policies for the selection process are set out in the “Chiba Sharks Selection Policy” provided for separately.

17. Awards

- 17.1 The Sharks will present awards to deserving members at an awards ceremony held at the end of each year.
- 17.2 Awards and award criteria are set out in the “Chiba Sharks Awards Criteria” provided for separately.

18. Life membership

- 18.1 “**Life Member**” is an honorary title given to a person who, as determined by the Management Committee, has served the Sharks’ interests in an exemplary manner.

- 18.2 A person who has been a member of the Sharks for five years or more is eligible to become a Life Member.
- 18.3 The status of Life Membership grants the Life Member the rights of any non-playing or free membership status made available by the Sharks and entitles the Life Member to be an Officer and to hold a voting right at each general meeting (if not already granted by the aforementioned non-playing or free membership status). If a Life Member decides to participate in the Sharks under any other category of membership, his or her membership fee for that year will be reduced by 2,000 yen.

19. Dissolution

- 19.1 If at any general meeting of the Sharks, a Sharks member officially proposes the dissolution of the Sharks and has adequate written evidence to support his or her proposal for dissolution, a quorum at the meeting has been reached, and at least three-quarters of the Sharks in attendance vote in favor of dissolution, the Management Committee will then proceed to realize the assets of the Sharks and discharge all debts and liabilities of the Sharks. The Management Committee will then be responsible for the orderly conclusion of the Sharks' affairs.
- 19.2 After settling all liabilities of the Sharks, the Committee will dispose of any net assets remaining by donation to a charity chosen by the Management Committee.

20. Declaration

The Sharks adopt and accept this Constitution as a current operating guide regulating the actions of all members.

Sharks President

Signature: _____

Name: _____

Date: _____

Sharks Manager

Signature: _____

Name: _____

Date: _____

Witness

Signature: _____

Name: _____

Title: _____

Date: _____

Appendix 1 (Officer Duties and Responsibilities)

Officers of the Sharks carry out the individual responsibilities and duties set out below. If an Officer is temporarily unable to carry out one or more of his or her duties, he or she will ensure that the Sharks are not inconvenienced by this inability to carry out duties or responsibilities by gaining the assistance of another member who carries out the responsibility or duty in the Officer's place.

An Officer ceases to be such if he or she ceases to be a member of the Sharks, resigns by written notice, or is removed by the Management Committee after agreement by an absolute majority of MC Members (or the remaining MC Members if the Officer subject to removal is an MC Member) for good cause after the removed Officer has been given the chance to put his or her case to the Management Committee. Appeal against removal may be made to the Appeals Committee. The Management Committee will fairly decide time limits and formalities for these steps.

Another member will be appointed to office in the place of a resigning or removed Officer by the Management Committee (remaining MC Members if the Officer subject to removal is an MC Member), via a method decided by the President. If the President is the resigning or removed Officer, the Manager will decide the method used to appoint the replacement Officer.

Officers will proactively carry out their responsibilities and duties to enable the smooth administration of the Sharks.

Duties and responsibilities

First XI Captain

- Together with the Second XI Captain, lead the Sharks on the cricket field
 - Decide matters relating to the performance of the team
 - Provide leadership so that the Sharks play in accordance with the Spirit and Laws of Cricket, the Chiba Sharks Cricket Club Code of Conduct, and the playing conditions for each match played by the Sharks
- Together with the Second XI Captain, lead the Sharks off the cricket field, by ensuring that the Sharks act in a manner becoming of the aims and objectives of the Sharks set out in Article 2 of the Constitution
- Together with the Second XI Captain, represent the team (where possible) at official cricket functions
- Assist the President and the Manager with organizational activities as required
- Engage with the JCA, other cricket organizations, and other team captains to organize cricket-playing opportunities for the Sharks
- Select teams for Sharks matches together with the Second XI Captain and the

Appointed Selectors

Second XI Captain

- Together with the First XI Captain, lead the Sharks on the cricket field
 - Decide matters relating to the performance of the team
 - Provide leadership so that the Sharks play in accordance with the Spirit and Laws of Cricket, the Chiba Sharks Cricket Club Code of Conduct, and the playing conditions for each match played by the Sharks
- Together with the First XI Captain, lead the Sharks off the cricket field, by ensuring that the Sharks act in a manner becoming of the aims and objectives of the Sharks set out in Article 2 of the Constitution
- Together with the First XI Captain, represent the team (where possible) at official cricket functions
- Assist the President and the Manager with organizational activities as required
- Engage with the JCA, other cricket organizations, and other team captains to organize cricket-playing opportunities for the Sharks
- Select teams for Sharks matches together with the First XI Captain and the Appointed Selectors

President

- Together with the Manager, represent the Sharks in a general capacity
- Ensure that each Officer fulfils his or her duties and responsibilities
- Oversee administrative duties for the Sharks, with a particular focus on non-match-related matters
 - Organize the AGM, ACM, and any EGMs or ECMs
 - Represent the Sharks in communication with the JCA, etc. as required
 - Ensure the Sharks' participation in non-match activities required by the JCA, etc.
 - Maintain the Sharks' documentation (including this Constitution, the Membership Regulations, etc.)
 - Monitor membership-related issues (payment of fees, etc.) together with the Treasurer
 - Maintain contact lists (ensure syncing of contact details with the Manager; maintain intra-club emailing groups)
- Communicate with the Sharks (primarily via email) about events and other administrative organizational matters apart from the Sharks' cricket matches
- Oversee introduction of new players to the Sharks together with the Personnel Officer
- Oversee organization of the Sharks' social activities together with the Social

Coordinator

- Oversee sponsorship-related matters together with the Sponsorship Officer
- Oversee activities conducted on social media
 - Delegate activities to other Sharks members as required
 - Monitor social media activity

Manager

- Together with the President, represent the Sharks in a general capacity
- Aid the President to ensure that each Officer fulfils his or her duties and responsibilities
- Oversee administrative duties for the Sharks, with a particular focus on organizational tasks for Sharks cricket matches
 - Establish and monitor a means for ascertaining the availability and playing status of players for matches
 - Ensure the selection process is appropriately conducted in a timely manner
 - Ensure that players have satisfied requirements for playing in competitions (registration, insurance, etc.)
 - Monitor provision of uniforms and ensure the supply or readiness of other equipment needed for matches
 - Confirm that competition-related administrative duties required of match-day captains (reports, etc.) have been conducted
- Communicate with the Sharks (primarily via email) about the match schedule for the Sharks
 - Inform the members of the playing XI selected by the Selection Committee
 - Seek replacements in the case of late withdrawals from playing XIs
- Arrange transport or decide upon transport arrangements as required for travel to matches, and inform the Sharks
- Inform the competitions as necessary regarding the Sharks' representatives in competitions (Sharks captains, etc.)
- Collect and manage a tally of votes in confidence for the purpose of determining recipients of Sharks awards (see "Chiba Sharks Awards Criteria" provided for separately)

Treasurer

- Maintain a bank account in the Sharks' name for membership fees paid by the members, and supervise handling of money paid by members

- Propose a membership fee schedule for members, to be decided on at the AGM
- Collect membership fees at matches as required
- Pay umpires fees as required
- Cooperate with the Personnel Officer to carry out necessary registration and insurance application procedures for new members
- Maintain updated information on the accounts of the Sharks and make this information available upon request by Sharks members
- Provide an annual accounting report at the Sharks AGM

Webmaster

- Act as administrator of the Website and any affiliated email addresses
- Update the Website on a timely basis, including player statistics; post match reports on the website preferably no later than one day after receiving them from the Reporter
- Oversee any necessary payment of fees in relation to running the Website
- Create and manage the Sharks' email groups

Personnel Officer

- Receive messages from Prospective Members via the chibasharksinfo@gmail.com address, and respond to enquiries
- Provide the President and Manager with information relating to Prospective Members who respond to the Personnel Officer's initial reply
- Cooperate with the Treasurer to carry out necessary registration and insurance application procedures for new members

Appointed Selectors

- Together with the First XI Captain and the Second XI Captain, discuss and decide on team selections for each Sharks match
- One of the Appointed Selectors will act as chairperson of selectors to ensure that selections are made in an efficient and timely manner, in accordance with the Chiba Sharks Selection Policy provided for separately
- Among other duties, the Appointed Selector who is not the chairperson of selectors will provide the Selection Committee with a list of available members for each match

Skills Adviser

- Propose and execute methods for improving the cricketing ability of the members of

the Sharks

- Oversee trainings and warm-up exercises at matches
- Provide members with assistance in relation to technique if requested

Reporter

- Oversee the preparation of a match report for each game
- Provide the Webmaster with match report text and photos preferably no later than two days after the completion of a match

Chiba Development Officer

- Supervise the Sharks participation in cricket development activities in Chiba
- Actively develop ties with other groups, teams, or the like playing or promoting cricket in Chiba
 - Represent the Sharks in regional associations involved in cricket in Chiba
- Facilitate the entry into the Sharks of potential players (of all ages, male or female) living in Chiba
- Supervise the search for facilities and grounds in Chiba where cricket can be played
- Facilitate and supervise the hosting and playing of matches in Chiba by the Sharks (including the “Chiba Cup”)

Social Coordinator

- Organize opportunities for the Sharks to socialize on a regular basis
- Organize the end of year awards ceremony at the end of the Japanese cricket season, and assist with the organization of other events, such as the *Umi-no-Hi* barbecue

Umpiring Coordinator

- Oversee umpiring appointments for umpiring duties that must be fulfilled by the Sharks
 - Ascertain the Sharks’ umpiring duties for the season
 - Appoint umpires and ensure appointees have all necessary information regarding the matches they will umpire
 - Ensure all necessary administrative work, etc. related to umpiring duties (completion of umpiring reports, payment of umpiring fees, etc.) is completed on time
 - Ensure that the competitions are informed (either directly from the Umpiring

Coordinator or via the Manager) as necessary regarding the Sharks' representatives in competitions

Sponsorship Officer

- Supervise the Sharks' arrangements and dealings with sponsors and actively seek out new potential sponsors
- Maintain sponsor relationships together with the President

Appendix 2 (Emailing Groups and Contact Details)

Outline

To aid communication within and outside the Sharks, the Sharks and the Webmaster will establish and maintain the following contact details and emailing groups. The President may assist the Webmaster with management of these emailing groups.

Groups

Management Committee Emailing Group

Email address: sharks-mc@googlegroups.com

Members: The five MC Members (see Article 9)

Selection Committee Emailing Group

Email address: sharks-selectors@googlegroups.com

Members: The four members of the Selection Committee (see Article 16), the Manager, and the President

Contact details

First Contact (managed by the Personnel Officer)

Email address: chibasharksinfo@gmail.com

General Contact (managed by the President)

Email address: chibasharks@gmail.com

Webmaster

Email: chibasharkswebmaster@gmail.com

Chiba Sharks Cricket Club Code of Conduct

1. The Sharks will maintain the highest standards of behavior and conduct. This Chiba Sharks Cricket Club Code of Conduct (this “**Code of Conduct**”) incorporates the Spirit of Cricket, as set out in Attachment 1. It applies to all matches played by the Sharks and the conduct of the Sharks in general.
2. The First XI Captain, the Second XI Captain, and the captains of opponent teams are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws and the playing conditions of each match played by the Sharks. The Sharks will support each captain in this regard.
3. The Sharks must at all times accept the umpire’s decision. Players must not show dissent toward the umpire’s decision or react in a provocative or disagreeable manner towards another player or a spectator.
4. The Sharks will not intimidate, assault, or attempt to intimidate or assault any player, official, scorer, member, or supporter.
5. The Sharks will not use crude or abusive language or comments of a personal nature to distract an opponent.
6. The Sharks will not make racially abusive comments or commit racially abusive actions against any player, official, scorer, member, or supporter. The Sharks will operate an inclusive membership policy in accordance with Article 3 of the Chiba Sharks Cricket Club Constitution and welcome players and members irrespective of ethnic origin.
7. The Sharks will take adequate steps to ensure the good behavior of all players, officials, scorers, members, and supporters associated with the Sharks towards other players, officials, scorers, members, and supporters.

Attachment 1 (The Spirit of Cricket)

1. Preamble

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws, but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.

2. Responsibilities

There are two Laws which place the responsibility for the team's conduct firmly on the captain.

Responsibility of Captains: The captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.

Player's Conduct: In the event of any player failing to comply with the instructions of an umpire, criticizing his decision by word or action, showing dissent, or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, requesting the latter to take action.

3. Fair and unfair play

According to the Laws, the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time and it is the responsibility of the captain to take action where required.

4. Umpire's authority

The umpires are authorized to intervene in cases of:

- i. time-wasting;
- ii. damaging the pitch;
- iii. dangerous or unfair bowling;
- iv. tampering with the ball; and
- v. any other action that they consider to be unfair.

5. Respect

The Spirit of the Game incorporates respect for:

- i. your opponents;
- ii. your own captain and team;
- iii. the role of the umpires; and
- iv. the game's traditional values.

6. Breaches

It is against the Spirit of the Game to:

- i. dispute an umpire's decision by word, action, or gesture;
- ii. direct abusive language towards an opponent or umpire; or
- iii. indulge in cheating or any sharp practice, for example:
 - a. appeal knowing the batsman is not out;
 - b. advance towards an umpire in an aggressive manner when appealing; or
 - c. seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side.

7. Violence

There is no place for any act of violence on the field of play.

8. Players

Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to acting in accordance with this tone.