

NARARA-WYOMING CRICKET CLUB INC. (“NWCC” or “the Club”)

POLICY DOCUMENT, POSITION REQUIREMENTS AND DESCRIPTIONS

This document is a tool, to be used in conjunction with the Club Constitution and By-Laws (as amended), to give members a better understanding of their individual roles within the Club.

Policies, requirements and descriptions contained in this document are subject to amendment and should be reviewed at least annually prior to the Annual General Meeting, to ensure they are meeting the needs of the Club and its members.

Disputes arising from the contents of this document will be resolved by the Committee of Management.

It is the intention of the Committee of Management that this document will result in a better run Club which will in turn result in more enjoyment for the players and ultimately achieve winning results on the park.

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1. EXECUTIVE

1.1 The Executive will be made up of the following officers and shall be elected in terms of Constitution (NWCC Constitution - Section 12): -

- President
- Vice President
- Secretary
- Treasurer
- Recorder

1.2 President will be required to:-

- take responsibility for the overall administration of the Executive and Committee.
- take final responsibility for all decisions and actions of the Executive and Committee.
- establish and maintain a close liaison with the Chairman of the NWJCC to ensure that Junior Club players are developed to their maximum ability and receive the best opportunities available.
- represent the Club at association level; and
- promote at every opportunity the activities of the Club.

1.3 Vice President will be required to: -

- assist the President when required and fill in in their absence.

1.4 Secretary will be required to: -

- carry out the duties as per Constitution (NWCC Constitution – Section 15 and 30).
- administer the Club email account and address book
- ensure correspondence is directed to the relevant person(s) within the Committee to ensure matters are attend to
- record and arrange for Minutes of Meetings to be circulated to Committee members and posted on the Club website
- advise new Committee members where they will find all relevant Club documents including the Constitution, By-Laws and Policy Document, no later than the first Committee meeting following the Annual General Meeting.
- forward copies of the previous monthly meeting minutes to all Committee members prior to the next scheduled meeting.
- maintain and update a register of Life Members; and
- maintain and update a register of Sponsors.

1.5 Treasurer will be required to: -

- carry out the duties as per Constitution (NWCC Constitution – Section 27).
- advise the Selection Committee of the financial status of players in terms of Fees Policy (Section 12 below).

1.6 Recorder will be required to: -

- ensure player registrations are entered into the appropriate system as determined by the CCCA
- compile and maintain accurate records of players statistics.

- maintain and update the Register of players.
 - ensure match results and player performances are entered into the appropriate system as determined by the CCCA by due date/time; and
 - cross check the details of players eligible for Association awards/trophies.
- 1.7 Executive members not fulfilling their requirements will be relieved of their positions.

2. COMMITTEE OF MANAGEMENT (the "Committee")

2.1 Committee members shall be elected in terms of Constitution (NWCC Constitution – Section 12).

2.2 Committee members will be required to have the ability and commitment to:-

- assist with social functions where requested by the Social Committee.
- communicate effectively with players the Club policy and directions as defined throughout this document.
- bring feedback/concerns of players to the Committee room.
- be open and receptive to new ideas and views of players.
- assist the Executive in implementation of policy.
- report to the Committee on prospective new players or sponsorships.
- promote and develop the Club.
- bring their own ideas to the Committee room.
- follow up and complete allocated tasks.
- attend all Committee meetings or make an apology; and
- formulate and review policy to assist Sub-Committees perform their duties.

2.3 Committee members will be required to:-

- be financial members of the Club as defined in Constitution.
- be familiar with all relevant Club documents including but not limited to the Constitution, By-Laws and Policy Document.
- review the performance of Executive/Committee members and take appropriate action when necessary.
- critically assess applicants for the positions of Captain, Selector, Player Liaison Officer and Club Coach.
- seek new ideas/improvements to all areas of the Club from members.
- encourage member participation at Committee level by inviting ordinary members to Committee meetings; and
- formulate a calendar of events (ex-Social events) for publication by the Communications Committee prior to the commencement of each season.

2.4 Committee members will be responsible for: -

- implementation and review of policy; and
- resolving disputes arising from policy, which may not fall into the scope of Constitutional requirements for Disciplining of Members (NWCC Constitution – Section 8).

2.5 Committee members not fulfilling their requirements will be relieved of their positions.

3. COMMUNICATIONS COMMITTEE

3.1 The Communications Committee will be responsible for and required to: -

- produce and distribute all Club publications and communications (e.g. Newsletter, Yearbook).
- produce, distribute and coordinate any additional publications and communications (e.g. surveys, questionnaires etc) as requested by the Committee.
- forward appropriate publications and communications to sponsors, Life Members, Patrons and others as deemed appropriate; and
- report to the Committee on a monthly basis.

3.2 The Communications Committee shall appoint a Webmaster.

3.3 Webmaster will be responsible for maintaining and updating the Club's Website.

4. SELECTION COMMITTEE POLICY

4.1 Selectors will be required to:

- possess a thorough knowledge of the game;
- be approachable and able to effectively communicate with players;
- have or obtain through the season a good knowledge of the standard of all players; and
- attend all selection meetings, pre-season and mid-week practice sessions where practicable.

4.2 The Selection Committee will be responsible for and required to, where practicable:

- participate in the selection of Team Captains other than First Grade;
- appoint a Vice Captain for each team for each game;
- have a representative attend and provide a report to each Committee meeting;
- announce team selections for the first round at the final pre-season practice session;
- announce team selections for other rounds by 5pm on the day of the main midweek training session prior to each round (this could be by posting at training or publishing online);
- notify players of their promotion or relegation as soon as possible and before the publication of team selections;
- inform players of the reasons for promotion or relegation and the role they are expected to play in that team;
- inform Captains of the reasons for promotion or relegation of a player and the role they are expected to play in that team;
- liaise with the nominated Junior representative to ensure Junior Club players are being used appropriately;
- where possible have one selector attend an NWJCC match (chosen from Under 14 to Youth League) each round of the Junior competition; and
- spread their time around different grades.

4.3 Selectors that are also:

- Captains – are not entitled to vote on the final selection of their team or the team immediately above;
- Players – are not entitled to vote in relation to their own selection.

4.4 Captains are welcome to provide input to team selections either at or outside selection meetings.

5. SOCIAL COMMITTEE

5.1 The Social Committee will be required to:-

- formulate a calendar of social events for publication by the Communications Committee prior to the commencement of each season.
- establish a function group to organise each activity.
- co-opt Club members to assist with each activity if required; and
- have a representative attend and provide a report to each Committee meeting.

6. FINANCE COMMITTEE

6.1 The Finance Committee will, in conjunction with the Treasurer, be responsible for and required to:-

- oversee all monetary aspects of the Club's operations.
- formulate, review, and present budgets prior to the AGM to ensure the continued financial viability of the Club; -

6.2 A Fees Officer may be appointed to assist with the collection of fees.

7. PRACTICE/COACHING COMMITTEE

7.1 A Practice/Coaching Committee shall be formed by players from all grades where possible.

7.2 The Practice/Coaching Committee will be required to:-

- assist the Club Coach
- facilitate all practice sessions (pre-season and mid-week).
- facilitate coaching clinics for Junior Club players.
- encourage players to attend and participate in practice sessions.
- ensure individual drills contain a mix of players from all grades to develop player interaction.
- submit items of interest to the Communications Committee for inclusion in the Newsletter on occasions; and
- have a representative attend and provide a report to each Committee meeting.

8. CLUB COACH

8.1 Club Coach will be appointed at the August Committee meeting.

8.2 Club Coach must have qualifications as deemed appropriate by the Committee and in accordance with CCCA minimum requirements.

8.3 Club Coach will be responsible for and required to:-

- form, oversee and guide the activities of the Practice/Coaching Committee;
- develop a more professional and beneficial attitude towards our coaching and practice sessions;
- liaise with the Junior Delegate to ensure senior players are becoming involved with Junior Club practice; and
- attend, or have a representative attend, and provide a report to each Committee meeting.

9. PLAYER LIAISON OFFICER

9.1 The Player Liaison Officer cannot hold the position of Captain, Selector or Executive member.

9.2 The Player Liaison Officer will be responsible for and required to:-

- act as a player advocate.
- have a thorough knowledge and understanding of the functions and workings of the Club.
- refer any unresolved issues to the Executive for resolution; and
- provide a report to each Committee meeting.

10. JUNIOR DELEGATE

10.1 Junior Delegate will be required to:-

- attend all meetings of the NWJCC or make an apology.
- act as a liaison between the Club and the Junior Club.
- liaise directly with the Selection Committee to ensure Junior Club players are being used appropriately.
- liaise with the Club Coach to ensure senior players are actively involved with Junior Club coaching and development.
- coordinate at least two coaching clinics, with senior involvement, for Junior Club player development; and
- provide a report to each Committee meeting.

11. PLAYERS

11.1 Players are to be committed to being available to play all competition rounds and finals series matches.

11.2 If a player is unavailable for selection, they shall advise a member of the Selection Committee as early as possible but by no later than the Wednesday prior to the commencement of the next match.

11.3 Any player who makes them self-unavailable without acceptable reason or notice, as determined by the selectors, may upon their return be selected in at least one grade below where they were previously playing.

11.4 Player selection will be subject to Fees Policy (Section 12).

11.5 First and Second Grade players are to be committed to Junior Club player development through participation in coaching sessions as requested by the Club Coach.

11.6 All players will conduct themselves in a sportsman like manner at all times in accordance with the CCCA Code of Conduct and not bring the Club or the game into disrepute.

11.7 To encourage players to undertake development programs such as accredited coaching clinics and skills development courses, the club will reimburse up to 50% of the cost provided that, in the case of accredited coaching clinics, participants actively use their qualifications to organise and lead and/or assist with training sessions. Players are required to meet upfront course costs with reimbursements being made upon successful completion of the course.

12. FEES POLICY

12.1 Fees for the ensuing season will be set at the Annual General Meeting, where possible. Fees will be published in the Fee Payment Schedule in terms of the Constitution (NWCC Constitution – Section 7), which shall be available on the Club website. Members are to be notified once the upcoming season Fees have been finalised.

12.2 It is the responsibility of each player to remain financial at all times. Although the President, Treasurer or other Club official may approach a player regarding their financial status, the responsibility rests always with the player.

12.3 Fees will be payable in one lump sum prior to the commencement of the season or in accordance with the Fee Schedule set by the Committee. Failure to meet these requirements or make acceptable arrangements in accordance with Section 12.4 will result in the player being considered unfinancial in accordance with Section 12.5.

12.4 Should a player be unable to pay their fees in terms of Section 12.3 it is their responsibility to approach the Treasurer or President to make alternative arrangements. These arrangements shall include specific commitments to dollar amounts and dates. Failure to keep to these arrangements will result in the player concerned being considered unfinancial in accordance with Section 12.5. The President shall determine whether such an arrangement is acceptable.

12.5.1 Players deemed unfinancial shall be placed on an Unfinancial List (U-List). Players deemed financial shall be placed on a Financial List (F-List). The word "positions" refers to the number of playing spots available. The number of positions being equal to eleven times the number of teams.

12.5.2 Players on the U-List will be ranked by the number of games that they played while unfinancial (on the U-List).

12.5.3 When players on the U-List bring their fees up to date and are once again deemed financial, they shall be transferred to the F-List. They will, however, retain their UList ranking. If, by failing to keep their fees up to date, they are returned to the U-List, their previous ranking remains.

12.5.4 U-List players will only be selected if the number of F-List players is less than the number of positions.

12.5.5 If U-List players are required, the selectors will first be able to choose any U-List player with a nought (0) rank. If the pool of nought (0) rank U-List players is exhausted, and positions remain unfilled, then the selectors will be able to choose any U-List player with a one (1) rank. Similarly, if vacant positions remain, the selectors will be able to choose any two (2) rank U-List player.

12.5.6 Any U-List player who reaches a three (3) rank will be ineligible for selection.

12.5.7 The selectors shall have the option of selecting any Junior Club player ahead of UList players provided the following condition applies. The selected Junior Club player must be fully financial with the Junior Club, as indicated by the Junior Club Treasurer. Other selection policies regarding Junior Club players will continue to apply.

12.5.8 If a player is unavailable whilst on the U-List that game will accrue against their UList ranking, as if they had been available.

12.6 Guidelines for Fee Reduction - fees will only be reduced under the following circumstances:-

- genuine injury, illness or compassionate grounds, as determined by the Selectors.
- where a player is available for selection but misses a match due to an excess number of available players.
- joining or leaving the Club part way through the year subject to the discretion of the President.
- any other reason deemed acceptable and agreed to by the President. Any such reduction will NOT be determined on a pro-rata basis across the full fee requirement as there are fixed costs that must be met. The basis of fee reduction shall be determined by the Committee.

12.7 Any player who has not paid all fees by the completion of the final competition round will be listed with the CCCA as a defaulter.

13. SELECTION POLICY

13.1.1 A balanced team is to be selected to fill all grades taking into consideration the game format.

13.1.2 Where CCCA rules permit an extra player(s) to be included in a team, for example 12 players can be selected as long as only 11 players bat or bowl, selectors are only to select extra player(s) under limited circumstances (e.g. player arriving late or leaving early, men's T20 matches where lower grades are not impacted).

13.1.3 For the lowest graded team(s) in men's and women's competitions, respectively, a rotation policy should be applied to ensure maximum participation where there is an excess number of

players. (For example, if in the men's competition our lowest graded team is in 8th grade and we have excess players, the selectors should rotate the players that miss out on selection.)

13.2 Players will be selected in terms of Fees Policy (Section 12).

13.3 Any player who makes themselves unavailable without acceptable reason or notice, as determined by the selectors, may upon their return be selected in at least one grade below where they were previously playing, subject to any grade restrictions applied in terms of the CCCA Grading Policy.

13.4.1 All available financial players are to be selected prior to the selection of Junior Club fill-in players where possible.

13.4.2 All available financial Junior Club fill-in players are to be selected prior to the selection of other registered fill-in players where possible.

13.4.3 Junior Club fill-in players are to be selected on a rotational basis where possible from a pool of names of pre-graded players provided by the nominated Junior representative to the Selection Committee.

13.5 Players are not to be held back from promotion or relegation at the request of a Captain if in the opinion of the Selectors that player deserves promotion or relegation.

13.6 Captains, once appointed, will retain captaincy in that grade for the duration of the season unless the CCCA Competition Committee regrades them, they resign their position, or the Committee relieves them of their position.

13.7 The Selectors will endeavour to accommodate members who express a desire to play together with other specified players, however, players acknowledge that the Selectors can select them in other grades where they deem appropriate based on capability and performance.

13.8 Managing player withdrawals after team selections is challenging due to the limited time and potential need to contact multiple people impacted. Where practicable:

13.8.1 For 1st and 2nd Grades, if a player withdraws after publication of team selections the Selectors will fill the vacancy with an eligible fill-in player or shuffling up a player from the next lower grade.

13.8.2 For all other grades, playing with one less player than the competition permits will not be considered "playing short". (For example, if a men's team normally plays with 11 players then playing with 10 players will not be considered "playing short"; while if a women's team normally plays with 8 players then playing with 7 players will not be considered playing short.)

13.8.3 For all other grades, if a player is shuffled up to fill a vacancy in 1st or 2nd grade or withdraws after publication of team selections for an acceptable reason (e.g. injury, illness, work, family caring commitments, compassionate grounds) the Selectors will endeavour to assist by filling the vacancy with an eligible fill-in or shuffling players up to ensure a team is not "playing short" If required, player movement to achieve equalisation of team numbers can be undertaken to avoid disruption to player continuity in other sides.

13.8.4 For all other grades, if a player withdraws after publication of team selections without an acceptable reason the Selectors are not obliged to take any action unless the withdrawal would result in the side "playing short", at which time steps in 13.11.3 would be taken.

14. CAPTAINS POLICY

14.1 Criteria for Captains shall be applied separately to each grade in accordance with the needs and plans of the Club, as it sees appropriate for any season.

14.2 Criteria for Captains will be circulated with notice calling for applications to be submitted.

14.3 Captains will be required to:-

- have a thorough knowledge of the game and its tactics;
- attend captaincy workshops when requested;
- attend and participate in practice sessions or ensure a suitable replacement is in attendance;
- communicate effectively with players, Selectors, Executive, fellow Captains and Player Liaison Officer;
- identify and develop players with potential under their control;
- provide selection input;
- attend 100% of matches;
- attend general meetings when requested or provide a delegate; and
- be responsible for off-field duties (e.g. afternoon teas, umpires' reports, results sheets, publicity, line markings/flags, control of ground keys etc).

14.4 If deemed necessary, applicants will be interviewed by the Committee to determine suitability.

14.5 Captains are expected to provide reasonable opportunities for all players in the role they have been selected, as communicated by the Selectors, recognising that individual game situations may impact this but over a period of time this should be achievable.

14.6 Appointed Captains who do not continue to meet the criteria may, at the discretion of the Committee, be relieved of their positions.

15. VICE CAPTAIN

15.1 Vice-Captain will be appointed by the Selection Committee for each team for each grade.

15.2 Vice-Captain will be required to:-

- fill in in the Captain's absence.
- obtain feedback and encourage constructive criticism from fellow team members and convey that feedback directly to the Player Liaison Officer.
- coordinate the sale of tickets for social functions, fundraisers etc as required; and
- coordinate communication activities (e.g. player surveys, questionnaires etc) as required.

16. SPONSORSHIP AND FUNDRAISING COMMITTEE

The Sponsorship and Fundraising Committee will be responsible for and required to:-

- formulate new ideas for raising sponsorships.

- follow up opportunities for sponsorship.
- prepare and present appropriate packages to prospective sponsors.
- maintain relationships with existing sponsors to ensure their continued support.
- ensure all sponsors receive appropriate exposure in Club publications (e.g. Newsletter, Yearbook etc) and functions; and
- have a representative attend and provide a report to each Committee meeting.

17. ADDITIONAL POSITIONS AND POLICIES

The following roles and policies are available under individual listings on the Club Website

CHILD PROTECTION OFFICER

WORKING WITH CHILDREN POLICY

PROCESS FOR HANDLING CITATIONS UNDER THE CCCA CODE OF CONDUCT

SOCIAL MEDIA POLICY

INFECTIOUS DISEASES DECLARED UNDER A PANDEMIC (e.g., COVID-19)

18. TERMINOLOGY

Term	Meaning
NWCC or Club	Narara-Wyoming Cricket Club Inc.
Committee	Committee of Management of Narara-Wyoming Cricket Club Inc.
Executive	Executive (Office Bearers) of Narara-Wyoming Cricket Club Inc.
NWJCC or Junior Club	Narara-Wyoming Junior Cricket Club
CCCA	Central Coast Cricket Association Inc.
AGM	Annual General Meeting of Narara-Wyoming Cricket Club Inc.

19. HISTORY OF REVISIONS

Version	Date Issued
6.0	May 2021
5.0	February 2009
4.0	4 August 2005
3.0	7 September 2004
2.0	28 July 1997
1.0	12 August 1996