

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 Consitution - Section 13.2):-
- **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);
 - issue Committee members with a copy of 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 16);
 - advise the Selection Committee of the financial status of players in terms of Fees Policy (Section 12).
- 1.6 **Recorder** will be required to:-
- ensure player registrations are submitted to the Association Recorder by due dates as advised by the Association;
 - compile and maintain accurate records of players statistics;
 - maintain and update the Register of players;
 - ensure match reports and publicity sheets are completed correctly and submitted to the Association Secretary/Recorder 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 14).
- 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.
- 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 (eg. Newsletter, Yearbook);
 - produce, distribute and coordinate any additional publications and communications (eg. 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 main tool for Club communications will be the regular newsletter. The newsletter should include:-
- match reports, competition points tables, player statistics etc;
 - what's happening/coming events on a regular and timely basis; and
 - articles as provided by the Selectors, Coaching Committee and Social Committee.
- 3.3 The Communications Committee shall appoint a **WebMaster**.
- 3.4 **WebMaster** will be responsible for and required to:-
- maintain and update the Club's internet site.

4. SELECTION COMMITTEE

- 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;
 - attend all selection meetings; and
 - attend pre-season and mid-week practice sessions.
- 4.2 The Selection Committee will be responsible for and required to:-
- 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;
 - advise players of their promotion or relegation as soon as possible and, where practicable, before the publication of team selections;
 - inform players of the reasons for promotion or relegation;
 - liaise with the Junior Delegate to ensure Junior Club players are being used appropriately;
 - submit articles of interest to the Communications Committee for inclusion in the Newsletter;
 - ensure at least one Selector is in attendance at an NWJCC match (chosen from Under 14 to Under 16) each round of the Junior competition; and
 - spread their time around as many grades as practicable.

5. SOCIAL COMMITTEE

- 5.1 The Social Committee will be responsible for and 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.
- 5.2 Executive and Committee members will nominate all social functions they wish to be involved with at the commencement of the season.

6. FINANCE AND SPONSORSHIP COMMITTEE

- 6.1 The Finance and Sponsorship 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;
 - 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 (eg. Newsletter, Yearbook etc) and functions; and
 - have a representative attend and provide a report to each Committee meeting.
- 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 responsible for and required to:-
- 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 responsible for and 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 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.
- 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 in terms of the Constitution (NWCC Constitution – Section 8).
- 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 at all times 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.

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- 12.4 Should a player be unable to pay their fees in terms of Section 12.3 it is their responsibility to approach any member of the Club Executive 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 U-List 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 U-List 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 U-List 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 A balanced team is to be selected to fill all grades.
- 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.
- 13.4.1 All available financial players are to be selected prior to the selection of Junior Club players where possible.
- 13.4.2 All available financial Junior Club players are to be selected prior to the selection of non-members or non-playing members where possible.
- 13.4.3 Junior Club players are to be selected on a rotational basis from a pool of names provided by the NWJCC Chairman to the Selection Committee.
- 13.5 Players are not to be held back from promotion at the request of a Captain if in the opinion of the selectors that player deserves promotion.
- 13.6 Captains, unless they are also Selectors, are to provide selection input, however, shall take no part in the actual selection of the team.
- 13.7 Round 1 team selections are to be announced at the commencement of the last pre-season practice session.
- 13.8 The selectors will notify **all** players promoted or relegated as soon as possible and, where practicable, before the publication of team selections. Selectors will inform such players of the reasons for promotion or relegation.

- 13.9 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.

14. CAPTAINS

- 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 particular season.
- 14.2 Criteria for Captains will be circulated with notice of AGM.
- 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 (eg. 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, 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.
- 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 (good & bad) 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 (eg. player surveys, questionnaires etc) as required.

16. TERMINOLOGY

Term	Explanation
NWCC	Narara-Wyoming Cricket Club Inc.
Club	Narara-Wyoming Cricket Club Inc.
Committee	Committee of Management of Narara-Wyoming Cricket Club Inc.
Executive	Executive of Narara-Wyoming Cricket Club Inc.
NWJCC	Narara-Wyoming Junior Cricket Club
Junior Club	Narara-Wyoming Junior Cricket Club
CCCA	Central Coast Cricket Association Inc.
AGM	Annual General Meeting of Narara-Wyoming Cricket Club Inc.

17. HISTORY OF REVISIONS

Version	Date Issued
5.0	6 February 2009
4.0	4 August 2005
3.0	7 September 2004
2.0	28 July 1997
1.0	12 August 1996