



# **Grade Cricket Club Administration Manual**

**2009-10**



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# INTRODUCTION

The WACA District Cricket Club Administration Manual is designed to help club administrators by providing them with an easy to understand guide to the rules and administrative requirements of the WACA district cricket competition.

The Manual should be read in conjunction with two other important documents:

1. The Club Cricket Council Rules
2. The Match Rules and Conditions of Play (contained in the WACA Fixture Book)

You will find numerous references throughout the Manual to various sections in these two documents. Should there be a discrepancy between the information contained in the Manual and the above documents, the latter will take precedence.

Clubs should also be familiar with the online competition management system, *MyCricket* (formerly known as ResultsVault), which has been in use by the WACA since the 2005-06 season for recording and lodgement of all match reports and scores in the WACA competition. A comprehensive *MyCricket* User Guide has been developed to help clubs with the requirements of using the *MyCricket* system.

As a club administrator, you play a vital role in the successful running of your club and of the overall competition. On behalf of the WACA, I express my thanks to you for volunteering your services to District Cricket. I hope that this Manual provides you with some assistance in the important role you play at your Club.

Derek Mott  
Grade Cricket Administrator

## **SECTION 2 (A) CLUB CRICKET COUNCIL ADMINISTRATION**

- 2. (A) 1**            ELECTION OF OFFICERS TO THE CLUB CRICKET COUNCIL
  
- 2. (A) 2**            CLUB CRICKET COUNCIL DELEGATES AND PROXIES
  
- 2. (A) 3**            CLUB ANNUAL RETURN
  
- 2. (A) 4**            ANNUAL SUBSCRIPTION FEE

**(CCC Rule 2:5)**

1. Nominations must be submitted in writing by noon fourteen days prior to the Annual General Meeting of the Club Cricket Council (usually scheduled for the first Monday in July).
2. Nominations must be submitted using Form 3.2.
3. The positions for which nominations are sought are:-
  - Chairman (1 required).
  - Deputy Chairman (1 required).
  - Representatives on the WACA Board (3 required).
  - Representative on the Statewide Cricket Committee (1 required).
  - Representatives on the High Performance Cricket Committee (2 required).
  - Tribunal (6 required).
  - Umpires' Appointment Board (2 required).
  - Appeal Board (5 required).
  - Boundary Sub-Committee under CCC Rule 2:17:2 (a) (1 person who is a Club Cricket Council delegate for a one-year-term).
  - Boundary Sub-Committee under CCC Rule 2:17:2 (b) (3 people who are not members of the Club Cricket Council but are members of the WACA). Election shall be for a 3 year term, with terms to end in rotation each year.

**(CCC Rules 2:20, 2:21, 2:22)**

1. The Club Cricket Council consists of:
  - One delegate from each District Club with full voting rights;
  - A Chairman who shall only have a casting vote;
  - A Deputy Chairman elected from the delegates, who when acting as Chairman, will have a deliberate (Delegates) vote as well as a casting (Chairman's) vote.
  - One representative from the WACA Board with full voting rights;
  - The Secretary who is an employee of the WACA and shall attend meetings in an advisory capacity only;
  - The Chairman of the District Junior Cricket Council or his appointee, who shall attend meetings in an advisory capacity only.
  
2. Each club is to nominate in writing their delegate to the Club Cricket Council.
  
3. Provision is made for this nomination to be included on the Annual Return. (Refer rule 2:9:2).
  
4. The seat of a delegate who absents himself/herself for three consecutive meetings without first obtaining leave of absence from the Council shall become vacant.
  
5. A delegate who is unable to attend a meeting of the Council may be represented by a proxy. Prior to the meeting, the delegate must notify the Secretary of the name of the proxy who will be attending the meeting on their behalf.

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2 (A) 3      ASSOCIATED CLUB ANNUAL RETURN

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**(CCC Rule 2:9:2)**

1. Annual Returns are required to be lodged, together with the subscription fee, not later than twenty-one days prior to the Annual General Meeting of the Club Cricket Council. Returns must be lodged using Form 3.1.
2. Any information (with the exception of advice of the Club Cricket Council Delegate and number of teams nominated) not available at the time of submitting the return is to be provided no later than 15<sup>th</sup> August.

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2 (A) 4      ANNUAL SUBSCRIPTION FEE

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**(CCC Rule 2:9:2 (v))**

1. As part of the affiliation process for District Clubs an annual subscription fee is required to be paid.
2. Currently the amount of the fee is \$300.00 per club.
3. The fee must be paid with the lodgement of the club's Annual Return in June.

## **SECTION 2 (B) JUDICIAL & DISCIPLINARY PROCEDURES**

- 2. (B) 1**            INFRINGEMENTS
  
- 2. (B) 2**            COMPLAINTS - OFFENCES
  
- 2. (B) 3**            PROTESTS
  
- 2. (B) 4**            HEARING OF OFFENCES, DISPUTES AND PROTESTS
  
- 2. (B) 5**            APPEALS
  
- 2. (B) 6**            HEARINGS OF THE APPEAL BOARD

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**2 (B) 1      INFRINGEMENTS**

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**(CCC Rules 2:3:2 and 2:23)**

1. An act or omission on the part of a club or player may be described in the Club Cricket Council rules as an infringement.
2. The following is a list of acts that are declared as infringements under the Club Cricket Council Rules along with the amount of the penalty, where one is prescribed.

<b>Description of Infringement</b>	<b>Rule Ref</b>	<b>Penalty</b>
Failure to lodge match or captains report on time	3:8	\$50 *
Failure to lodge scores for newspaper on time	3:5:17	\$25
Failure to comply with rules regarding use of covers	3:5:1:4(viii)	\$50
Incorrect attire by players (includes incorrect coloured helmets or caps, playing shirts with non-approved logos or non-spiked footwear)	3:7:1	\$50
Failure to comply with rules regarding overs bowled by under-age players	3:5:19:12	Unstated
Breach of Code of Conduct Level 1 Offences	3:7:3	Up to \$500
Breach of Code of Conduct Rules 5 or 6 of Section 1	3:7:3	Up to \$2,000
Failure to operate the scoreboard correctly (1 <sup>st</sup> Grade & SL only)	2:16:3:3	Unstated
Failure to provide the following facilities at ground during a home game; bowlers' markers, covers, stumps, crease markings	2:16:3:4	Unstated
Failure to provide name plates for use in 1 <sup>st</sup> Grade or Sunday League matches	2:16:3:5	Unstated
Failure to inform the opposition captain and umpires of the use of a replacement player or substitute fieldsman	2:40:4:1(vii)	\$50

\* + \$10 for each week the report remains outstanding.

3. The Club Cricket Council may also declare an act or omission on the part of a club or player to be an infringement.
4. Notice of an infringement can be given by the Secretary to the Council, or by an umpires' report lodged pursuant to rule 3:6 or by a match report lodged pursuant to rule 3:8.
5. The hearing of an infringement for which no automatic penalty is provided for in the rules shall be conducted by the Club Cricket Council or as directed by the Chairman of the Club Cricket Council.
6. A club or player has the right to request a review of any penalty imposed and to make submissions in respect of such request.

**(CCC Rules 2:24 and 3:7:3)**

1. A complaint in respect of an act or omission declared to be an offence under the Club Cricket Council rules shall be in writing and shall be made by either a club, the Club Cricket Council Secretary or an umpire.
2. A complaint shall describe the club or player alleged to be guilty of an offence and shall describe the date, place and manner of the alleged offence and make reference to the rule by which the alleged offence took place.

Code of Conduct Breaches (Rule 3:7:3)

3. If an umpire is to report a player or official of a club for a breach of the Code of Conduct (Rule 3:7:3), such complaint is to be lodged within 72 hours of the close of play on the day an offence is alleged to have occurred.
4. The complaint will be heard in the manner prescribed in rule 3:7:4.

Election to Forego a Hearing (Rule 3:7:5)

5. A player or official who has been reported under Rule 3:7:3 may choose to forego a hearing of the tribunal and accept a penalty determined by the Club Cricket Council Chairman.
6. An election to accept a predetermined penalty and forego a hearing must be made using the appropriate form by no later than 12 noon on the day after the Chairman has notified the reported person of the charge.
7. The Club Cricket Council Chairman may disallow an election to forego a hearing if he or any of the reporting umpires deem that the circumstances warrant a hearing of the tribunal.

Cautions (Rule 3:7:3)

8. If an umpire believes that an offence is committed but believes it does not warrant a report, he/she can issue a "caution".
9. A caution is written on the Umpires Report at the end of the match and is recorded by the Secretary.
10. If a player or official receives three cautions over a period of two seasons, the player or official will be required to attend a hearing of the Tribunal. This hearing will be conducted as per Rule 3:7:4.

**(Rule 2:28)**

1. A club may lodge a protest against an opposing club with respect to:
  - (a) the result of a match;
  - (b) any conduct which is alleged to have been calculated to obtain an unfair advantage in the course of the protested match by the opposing club or one of its members;
  - (c) the unfitness of a ground or pitch for play on any match day or part of a match day where the unfitness of the ground or pitch is alleged to have been caused either wholly or in part by an act or omission of; or circumstances within the control of, the home club.
  
2. A protest must:
  - (a) be lodged in writing with the CCC Secretary within 3 days of the protested match;
  - (b) be signed by the Secretary or the President of the protesting club;
  - (c) state:
    - (i) the date and place of the protested match;
    - (ii) the name and team of the opposing club;
    - (iii) the grounds for the protest;
    - (iv) a summary of the facts the protesting club will rely on at the hearing of the protest.
  
3. A protest lodged in the manner described above will be heard by the Tribunal.

**(CCC Rules 2:25; 2:27; 2:29 and 3:7:4)**

1. The Club Cricket Council or Tribunal shall not proceed to hear a complaint unless a copy of the complaint and notice of hearing have been received by the club or player concerned at least five days prior to the date set down for the hearing, or unless the club or player concerned consents to the hearing taking place without the five days notice having been given.
2. In special circumstances, the Tribunal can determine the hearing to be at a later date. All attempts will be made by the Tribunal to schedule the hearing before the commencement of the next fixture.
3. Parties concerned may appear in person or be represented by someone so authorised in writing.
4. In respect of authorised representatives, they shall not be legal practitioners or law clerks.
5. Witnesses called by a party shall be liable to cross-examination by the other party.

**(CCC Rule 2:32)**

1. Any Club, Player or Club Official aggrieved by a decision or an order of the Tribunal or CCC Secretary may appeal to the Appeal Board.
2. An Appeal must be commenced by a written Notice of Appeal.
3. A Notice of Appeal must:
  - (i) give particulars of the Tribunal or Secretary decision or order appealed against;
  - (ii) state the grounds of the Appeal;
  - (iii) give particulars of any fresh evidence the Appellant wishes to introduce in the Appeal;
  - (iv) be signed by the Appellant;
  - (iv) be lodged with the Secretary within 14 days of the date of Tribunal or Secretary decision or order appealed against; and
  - (vi) at the time of lodgement, be accompanied by a fee of \$200.00, which will be refunded to the Appellant:
    - (a) if the Appeal is upheld; or
    - (b) if the Appeal is dismissed and the Appeal Board determines that the Appeal was not frivolous.

**(CCC Rule 2:33)**

1. An Appeal shall be heard by way of a re-hearing.
2. The Appeal Board will receive a copy of the written decision or order of the Tribunal or Secretary the subject of the Appeal.
3. All parties that appeared before the Tribunal must appear in the Appeal hearing, unless otherwise determined by the Appeal Board.
4. The Appeal Board may instruct other parties to attend the hearing of an Appeal or other matter referred to it, but no Tribunal member or the Secretary may be compelled to attend the hearing of the Appeal or other matter.
5. The Appeal Board may allow new or additional evidence to be admitted at the hearing of the Appeal or other matter.
6. Unless the party concerned consents, the Appeal Board shall not proceed to hear an Appeal or other matter referred to it pursuant to these Rules if a party has not received copies of papers and notices concerning the Appeal which it is entitled to receive pursuant to these Rules, or if such papers and notices were received by the party less than 3 days before the hearing date of the Appeal.
7. The hearing of an Appeal or other matter must be conducted by the Appeal Board in accordance with the procedures outlined in Rule 2:33.

## **SECTION 2 (C) PLAYING REQUIREMENTS**

- 2. (C) 1** DISTRICT CRICKET INFO LINE
- 2. (C) 2** WET WEATHER PROCEDURE
- 2. (C) 3** PITCH COVERS
- 2. (C) 4** REQUIREMENTS FOR PLAYING FACILITIES
- 2. (C) 5** NEWSPAPER SCORE SERVICE
- 2. (C) 6** MATCH REPORTS
- 2. (C) 7** MAINTENANCE OF SCOREBOOKS
- 2. (C) 8** SPIKED FOOTWEAR
- 2. (C) 9** LOGOS ON PLAYERS' APPAREL
- 2. (C) 10** HOSTING OF FINALS

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2. (C) 1      GRADE CRICKET INFO LINE

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**(Telephone 1900 950 599)**

1.      During the season information of particular relevance to clubs is up-dated weekly, or more regularly if required.
  
2.      The types of information available through the service are:-
  - Retravision Shield and Sunday League fixtures.
  
  - Decisions regarding cancellation of play due to wet weather.
  
  - Advice regarding the non-use of covers on any particular occasion. This advice will be provided by **12.00pm Friday** prior to each day's play.
  
3.      The cost of calls is 82.5c per minute. (Possibly more if using mobile)

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## 2. (C) 2 WET WEATHER PROCEDURE

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1. In the event of wet weather before a match, each club's appointed Wet Weather Contact is to keep the Club Cricket Council Secretary fully informed of the state of their grounds, particularly on Fridays or Saturday mornings, and the prospect of play being possible. Similar arrangements need to apply on Sundays when clubs have home matches scheduled.
2. Initial contact with the CCC Secretary needs to be made by the club's Wet Weather Contact before 12.00pm on the day prior to a scheduled match day.
3. Advice as to the cancellation or otherwise of play for any day will be given on the Grade Cricket Info Line 1900 950 599.
4. In addition, the Club Cricket Council Secretary will endeavour to contact each club to advise that play on any day has been cancelled.
5. Under no circumstances is the WACA office to be inundated with enquiries from players or parents, etc. as this only helps to over-burden the staff at a very taxing time.

### **SPECIAL NOTES:**

The Club Cricket Council Secretary is the only person authorised to cancel, prior to the event, play in any match in any competition. Clubs are not to exercise this power in any circumstance.

#### One Day Matches

##### Rule 4:5:3 Unfinished Match

"If the team batting second has not received 25 overs and a result has not been achieved, the match shall be replayed. If the match cannot be replayed, the match will be a draw."

#### Day 1 of Two Day Matches

##### Rule 3:5:2 (ix)

"Should play on the first day of any round of a particular grade be entirely prevented due to the unfitness of the ground, pitch, weather or light, the following shall apply:

1<sup>st</sup> and 2<sup>nd</sup> grades – the round shall be played on the second day as a one day set of fixtures pursuant to the conditions provided in rule 4:5 (i.e. 50 overs per side).

3<sup>rd</sup> and 4<sup>th</sup> grades - the round shall be played on the second day as a one day set of fixtures pursuant to the conditions provided in rule 3:5:4 (i.e. 45 overs per side).

**Club Cricket Council Policy: If play on day one in more than half of the matches in any grade are called off by the ground authority and the CCC Secretary is advised of these decisions before the umpires assume control of the match, then play in all matches in this grade shall be called off by the CCC Secretary and the round be played as a one-day set of fixtures on day 2.**

#### Day 2 of Two Day Matches

Cricket Council will not call off play on the second day given that the match has already started and there is little prospect of making a decision which is fair for all teams.

#### Role of the Umpires

The umpires assume control of decisions regarding play in a rain-affected match (including use of covers) 30 minutes prior to the scheduled starting time for play.

Umpires are instructed to take the following approach:

1. Talk to the groundsman or Wet Weather Contact to get their views on whether or not the pitch is playable and how soon play can start.
2. Umpires make an assessment between themselves.
3. Umpires consult with both captains. One of two decisions are made:
  - (a) Abandon play
  - (b) Start play late
4. If both captains agree to abandon play, then play will be abandoned. The umpires are instructed not to intervene in these cases.
5. If in doubt about whether play should go ahead, the umpires can start and then re-assess conditions during play. If, as a result of this process, play is called off any wickets lost or runs scored still stand.

In the case of Saturday/Sunday matches it will be essential for clubs to advise as soon as possible on a Saturday whether play in any match on that day has been called off without a ball being bowled.

The Club Cricket Council Secretary will then be in a position to collate the information received and advise what will take place on the Sunday.

**(CCC Rule 3:5:1:4)**

1. Each club is to use covers for their pitches. The minimum specification for size and type of covers is given in Rule 3:5:1:4.
2. Ground curators are permitted to use the covers at their discretion during pitch preparation.
3. Covers must be laid on the centre wicket by dusk on the evening of the day prior to a match.
4. When used overnight the top cover and hessian underlay must be used together.
5. The Club Cricket Council Secretary has the power to instruct that covers need not be used on any specific day.
6. Such instruction will be issued through the WACA Grade Cricket Info line 1900 950 599. The Info Line will be updated with instructions for the weekend's games at approximately 12.00pm each Friday.
7. On match days when covers have been used they shall be removed in good weather conditions by no later than 8.30am
8. After 8.30am they shall be re-laid should conditions necessitate.
9. The umpires shall assume sole control 30 minutes prior to the scheduled starting time for play and make all decisions regarding the use of covers after this time.
10. The ultimate responsibility for the use of covers rests with the home club.
11. Failure to lay covers in the matter prescribed in the rules will result in a \$50.00 fine.

**(CCC Rule 2:16)**

Each club must provide the following:-

1.      At its First Grade ground a scoreboard of a design approved by the Club Cricket Council, together with provision for name plates of standard dimension (6" x 36") to be used for both home and visiting teams.

Responsibility for the adequate operation of the scoreboard (updated at least at the end of each over) during First Grade and Sunday League matches rests with the home club.

2.      Bowlers' markers.
3.      A suitable substance approved by the ground authority to facilitate play in the event of wet weather.
4.      Crease marking materials to the satisfaction of the umpires.
5.      A set of stumps and correct crease markings in place for the start of each day's play.
6.      If sightscreens are available and a batting side is desirous of using them it shall be that side's responsibility to provide any required adjustments and to ensure that there are no consequent delays in play.

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## 2. (C) 5 NEWSPAPER SCORE SERVICE

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It is the responsibility of the home team (or the 1st mentioned team in finals) to lodge match scores for publication in the newspapers after each day's play.

The WACA offices will be open from 5.30pm (5.00pm for early starts) each match day for lodgement of scores.

The deadline for lodgement of scores by clubs to the WACA is **7.00pm sharp**. Clubs who do not meet this deadline will be fined \$25.00 for each offence.

### 1. FIRST GRADE & SUNDAY LEAGUE

Full scoresheets (form 3.11) for all of the above matches are to be either e-mailed to [scores@waca.com.au](mailto:scores@waca.com.au) or faxed on 9221 1059 as soon as possible following the close of play.

### 3. SECOND, THIRD AND FOURTH GRADES AND COLTS

Clubs have three avenues for the submission of these scores. They can be e-mailed to [scores@waca.com.au](mailto:scores@waca.com.au), faxed to 9221 1059 on the appropriate form (Form 3.12) or they can be submitted by phone to 9265 7208 or 9265 7205 (leave scores details on voicemail if phone is busy or unattended).

A fine of \$25.00 applies to clubs who fail to lodge scores by **7.00pm** on the day of play.

In all cases the details to be provided are:

- Team scores (beginning with winning team or team that batted first, if no result has been achieved).
- The two best batsmen in the respective innings and their scores.
- The two best bowlers in the same innings and their bowling figures.

### 4. SATURDAY MORNING JUNIOR MATCHES (UNDER 17 & UNDER 15)

Clubs are requested to ensure that score details are lodged in any of the following ways:

- faxed using the abridged report form to 9221 1059
- phoned through on 9265 7208 or 9265 7205
- emailed on [scores@waca.com.au](mailto:scores@waca.com.au)

The 7.00pm deadline also applies to junior matches however clubs are urged to lodge these scores as soon as possible after the completion of the day's play. Details of scores can be left on voicemail if the phones are busy or unattended.

**5. SUNDAY AFTERNOON JUNIOR MATCHES (UNDER 14 & UNDER 13)**

The same requirements as Saturday morning juniors are required, except that the deadline for lodgement of scores is **10.00am Monday** following the match.

**(Rule 3:8)**

*Please also refer to the MyCricket User Guide*

1. Match Reports must be lodged on *MyCricket* after the completion of each match.

There are requirements on both the home and away teams following each match. These are summarised below:

Home Team

- Select team
- Enter match scores and result of match
- Enter individual player scores and opposition dismissals
- Enter Captains Report

Away Team

- Select team
- Confirm match scores and result of match
- Enter individual player scores and opposition dismissals
- Enter Captains Report (if different from home team's)

2. A match report, or any part thereof, not entered on *MyCricket* by **10.00am Tuesday** (for home teams) or **10.00am Wednesday** (for away teams) **after the completion of a match** will attract a fine of \$50.00 upon the club concerned.
3. For each week that a report or part of a report remains outstanding, a further penalty of \$10.00 is incurred.

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## 2. (C) 7 MAINTENANCE OF SCOREBOOKS

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1. Clubs are to ensure that their scorebooks are always accurately maintained. This applies more so to lower grades where there is often no regular scorer throughout the season.
2. Every endeavour should be made to appoint one person to act as scorer throughout a match.
3. Where this is not possible and players are required to score, the team's captain and club officials are to supervise the operation of the scorebooks from time to time.
4. Umpires' signals should always be acknowledged and umpires requested to view the scorebooks at the end of each session of play to confirm accuracy.
5. Should there be a discrepancy between the two books used in a match, such discrepancy should be rectified prior to the next session of play commencing.
6. At the end of a match, if both scorebooks do not agree and the result of the match is in doubt, if the matter can not be satisfactorily rectified by the umpires, the books should be delivered by the umpires to the WACA Cricket Operations Unit to allow the Club Cricket Council Secretary to adjudicate.

**(Rule 3:7:1)**

Part of the provisions of Rule 3:7:1 require players to wear spiked footwear at all times when on the field of play, not only when batting or bowling.

1. The rule applies to all District club players in Pennant, Sunday League and Colts matches. In the past, some clubs have promoted junior players into lower grade sides and those players have not necessarily worn spikes.

It is the responsibility of clubs to ensure that such junior players do wear spiked footwear upon promotion to senior ranks.

2. Only players who have a medical problem are permitted not to wear spikes. For such permission to be granted, the Club Cricket Council Secretary needs to sight a relevant medical certificate prior to the match in question.

Players are not to present medical certificates to umpires on the day of a match as the umpires' duty is merely to record on their report forms those players who did not play in spikes.

It is reiterated that the Club Cricket Council Secretary is the person authorised, prior to the match, to grant exemption from the wearing of spikes.

3. The Club Cricket Council has determined that players with a permanent disability do not need to seek exemption each season.
4. Once a player appears on the umpires' report form as having played in non-spiked footwear and that player had not previously been granted exemption by the Club Cricket Council Secretary, his club automatically attracts a fine of \$50.00.

It is a club responsibility to ensure that all players conform to the provisions of rule 3:7:1.

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2. (C) 9 LOGOS ON PLAYERS' APPAREL

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1. Sponsors' logos or club insignias may be displayed on the left breast pocket of shirts.
2. Logos or insignias must first be approved by the Club Cricket Council Secretary prior to them being worn in matches.
3. The permissible dimension is no larger than 70 mm in height or width, or in diameter if circular.
4. Logos should preferably be in club colours, though this may not be practical in all cases.

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## 2. (C) 10 HOSTING OF ELIMINATION FINALS, SEMI-FINALS AND FINALS

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1. Each season, clubs that wish to be considered as hosts for that season's semi-finals and finals need to apply in writing to the Club Cricket Council Secretary.
2. Such applications need to be received by a date in January to be advised by the Club Cricket Council Secretary.
3. Host Clubs are required to guarantee the following:-
  - the availability of a grounds person, particularly in the event of wet weather.
  - the availability of equipment for sweeping, rolling and marking of pitches.
  - the availability of covers.
  - the availability of stumps, bails and bowlers' markers.
  - the availability of numbers for the scoreboard.
  - the opening of change rooms.
  - the provision of kitchen facilities and utensils.
  - the availability of club personnel to service all off-field facilities.

## **SECTION 2 (D) PLAYER QUALIFICATIONS**

- 2. (D) 1**        REGISTRATION OF PLAYERS
  
- 2. (D) 2**        REGISTRATION/CLEARANCE/PERMIT RULE NUMBERS
  
- 2. (D) 3**        CLEARANCES OR PERMITS
  
- 2. (D) 4**        CLEARANCES FROM AFFILIATED ASSOCIATIONS
  
- 2. (D) 5**        OVERSEAS PLAYERS
  
- 2. (D) 6**        REPLACEMENT PLAYERS
  
- 2. (D) 7**        RELEGATION OF PLAYERS
  
- 2. (D) 8**        RELEGATION OF PLAYERS MORE THAN ONE GRADE
  
- 2. (D) 9**        QUALIFICATIONS FOR FINALS

**(CCC Rule 2:37)**

1. No player shall be qualified or eligible to play in matches unless he has been registered in accordance with rule 2:37.
2. Players participating in the grade cricket competition must be registered in a form approved by the Club Cricket Council, within seven days of having taken part in a match.
3. The Secretary of any club, or his/her representative, shall have access at all reasonable hours to this register, for reference purposes.
4. Players participating in the WACA Junior Age Group competitions only need to be registered on *MyCricket*. (refer to *MyCricket* User Guide).

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## 2. (D) 2 REGISTRATION/CLEARANCE/PERMIT RULE NUMBERS

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To assist clubs in the completion of player registration forms, the following explanatory notes are provided. Please refer to the Cricket Council Rules for full details.

<u>RULE NUMBER</u>	<u>EXPLANATION</u>
2:34:1	Residential qualification of at least nine consecutive months at a bona fide residence within the Club's boundary. Players under 17 years of age playing senior cricket are only registered for one season at a time.
2:34:1(v)	Common Boundary Rule. Player can elect to register with any club sharing a common boundary with the club to which he is residentially qualified. Can only be used once and only if the player has not played senior cricket for a district club.
2:34:1(vii)	Common Boundary Rule. A player who changes residence and becomes residentially qualified for another district club may register with a club which shares a common boundary with the club to which he has become residentially bound.
2:35:1	Resident in unallotted territory within WA (ie players from country WA)
2:35:2	Resident outside the State of WA (ie interstate or overseas players)
2:35:2(E)	Exemption from overseas or interstate player rules.
2:35:5	Father/son qualification.
2:35:6 (ii)	Automatic qualification for University Cricket Club.
2:35:6 (iii)	Non-automatic qualification to play for University Cricket Club in respect of Murdoch, Edith Cowan and Curtin Universities.
2:35:6 (iv)	Overseas player for University Cricket Club.
2:35:6 (v)	Qualification for University Cricket Club through membership of a University Cricket Club in another state.
2:35:6 (vi)	Automatic return from University Cricket Club to original Club.
2:36:1:1	Service transfer. At least ten years consecutive senior financial playing service.
2:36:1:2	Open transfer. From current club to another club.
2:36:2:1	One Year Permit. From current club to another club to play any grade. Only for players under 25 years of age.

2:36:2:2            1<sup>st</sup> Grade Permit. From current club to another club to play 1<sup>st</sup> Grade only for one season. If relegated during the season, player reverts to club which granted permit.

2:36:2:3            Three Year Permit. From current club to another club to play any grade. Only for players 25 years or over.

**(CCC Rule 2:36:3)**

1. A player who has played, or is residentially bound in terms of Rule 2:34:1, to a club shall not play for another club without first obtaining a permit or a clearance from the former club, approved by the Club Cricket Council Secretary.
2. Every application by a player for a permit or a clearance shall be forwarded to the Club Cricket Council Secretary for dating and recording.
3. The application shall then be forwarded to the club concerned who shall have fourteen days from the date recorded in which to respond to the application.
4. The application shall be returned to the Club Cricket Council Secretary either granted or refused. If refused, the reasons for such refusal must be shown.
5. Should a club not comply within the prescribed fourteen days the Club Cricket Council Secretary may grant the permit or clearance upon the request of the player.
6. The prescribed time of fourteen days in which to deal with a permit or clearance is applicable to applications received from 1<sup>st</sup> July preceding the season for which the permit or clearance is sought.

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2. (D) 4 CLEARANCES FROM AFFILIATED ASSOCIATIONS

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**(CCC Rule 2:36:6)**

1. Rule 2:36:6 indicates that clubs need to obtain clearances for players coming to their club from other associations in WA.
2. The Club Cricket Council has indicated that serious action could be taken against clubs that fail to satisfy the obligations of this rule.
3. Clearances can be obtained by using the Player Clearance function on *My Cricket* (refer to the *MyCricket* User Guide) or by completing the Inter-Association Clearance (Form 3.13). The clearance must be approved by the player's former club before the player is eligible to play for his WACA club.
4. This process can also be used for movement of players from District clubs to clubs in other associations.

**(CCC Rule 2:40:4:3)**

1. Each club is restricted to playing no more than one overseas player per grade per round (including Sunday League and Colts).
  2. An overseas player is defined as a non-Australian resident or, by virtue of their representation for another country, one who does not qualify for selection in an Australian representative team in accordance with ICC playing conditions.
  3. Players can be granted an exemption from the Overseas Player status if they can satisfy the Club Cricket Council Secretary that they have either:-
    - been transferred to WA in permanent full-time employment,OR
    - intend making permanent residence in WA for a minimum of two years.
  4. In terms of rule 2:40:4:2, no competing team can play in its First Grade or Sunday League team more than two players who are playing with the club under rule 2:35:2 (this rule includes Interstate and Overseas players).
- e.g. either one interstate player and one overseas player or two interstate players and no overseas players.

**(CCC Rule 2:40:4:1)**

1. For the purpose of this rule a representative player is one selected to take part in a First Class match or tour or other match or tour controlled by or with the sanction of Cricket Australia or the Western Australian Cricket Association.

2. A representative player named as a member of an eleven in a WACA grade match of which a day of play coincides with a scheduled day of a match or tour as in (i), may replace, or be replaced by, another player.

Where such replacement is requested after the commencement of the WACA grade match, the replacing player must be one of similar type approved by the Club Cricket Council Secretary, whereas before such commencement, no such condition shall apply.

If a representative player is omitted from a representative side after the commencement of a WACA grade match, this player may replace a like with like player within the first-grade team from the same club (consequential relegations can be made if the club wishes to make applications).

3. A club requiring a representative player to replace, or be replaced by, another player, where representative selection is known prior to a WACA grade match, shall notify the names of the two players involved to the Club Cricket Council Secretary prior to the commencement of the WACA grade match.

Where approval from the Club Cricket Council Secretary is required prior to the replacement taking effect due to representative selection not being known until after the commencement of a WACA District Match, application shall be made as follows:

(a) By **10.00am on the day prior** to the start of the replacement match where representative selection is known 36 hours before the replacement match.

(b) By such time as the Club Cricket Council Secretary deems reasonable in the particular circumstances where

representative selection is made within 36 hours or after the start of the replacement match.

- 4 A replacing player shall be subject to the provisions of the WACA Grade Competition Rules and Laws of Cricket as would have applied to the replaced player if he had continued playing in the match.
- 5 The principle and provisions of the foregoing clause of this rule shall apply to allow consequential replacement in all grades.
- 6 Where a replacement player has not been requested a substitute fieldsman shall be allowed for a representative player named in an eleven playing in a WACA grade match.
- 7 Before the start of a day's play the captain of the opposing side and the umpires shall be informed of the use of a replacement player or substitute fieldsman.
- 8 A representative player who, for any reason, withdraws from a match as in (i) shall not be allowed to take part in any WACA grade match being played at the same time, without approval from the Club Cricket Council Secretary.
- 9 Where Club Cricket Council Secretary approval is required an appropriate application form is provided. (Form 3.4)
10. The Club Cricket Council Secretary may approve the replacement of a player who has been injured in the course of playing for a representative team or does not play in a grade match due to the interests of the player's general well-being and the representative team's success, together with consequential replacements in lower grades, upon prior written application.
11. The provisions of Rule 2:40:4:1 also extends to members of teams of the District Club not participating in the District competition.
12. Where a player being replaced has batted and has been dismissed, the replacement player may not bat in that innings.
13. Where a player being replaced has begun his innings and is not out, the replacement player must continue the innings in his stead.  
  
Where a player being replaced has begun but not completed an over, the replacement player must complete the over in his stead.

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2. (D) 7 RELEGATION OF PLAYERS

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**(CCC Rules 2:40:1 and 2:40:2)**

1. After 31<sup>st</sup> January in each season, players who have played three or more matches during the season in a higher grade require Club Cricket Council Secretary approval before they can be relegated to a lower grade.
2. Written applications, using Form 3.5, must be made to the Club Cricket Council Secretary prior to the commencement of the match.

In exceptional cases a verbal application may be made. However, upon approval, the application must be confirmed in writing.

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2. (D) 8 RELEGATION OF PLAYERS MORE THAN ONE GRADE

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**(CCC Rule 2:40:3)**

1. Should a club wish to play a player at any time during the season in a grade which is more than one below the highest in which that player has played in that season, the approval of the Club Cricket Council Secretary must first be obtained.
2. Written applications must be made to the Club Cricket Council Secretary prior to the commencement of the match. (Refer Form 3.5).
3. In exceptional cases a verbal application may be made. However, upon approval, the application must be confirmed in writing.

**(CCC Rules 2:36:5:1, 2:36:5:2, 2:36:5:3)**

1. A player must have played three or more matches for the club in that grade, or a lower grade, during the season in order to be eligible to play in a final.
2. A player shall not be eligible to play in an elimination final, semi-final or final if he has played three or more matches in a higher grade after Round Nine.
3. A club can apply to the Club Cricket Council Secretary for approval to play a player who may not fulfil the criteria for eligibility if that club believes that the circumstances would warrant such consideration.
4. Written applications must be made to the Club Cricket Council Secretary no later than **12.30 pm Thursday** preceding the match. (Refer Form 3.5).

## **SECTION 2 (E) GENERAL**

- 2. (E) 1.** CODE OF CONDUCT & GUIDELINES FOR PENALTIES
- 2. (E) 2** UNDER AGE BOWLING RESTRICTIONS
- 2. (E) 3** APPROVED BALLS
- 2. (E) 4** PLAYER AVERAGES & AGGREGATES
- 2. (E) 5** LORD'S TAVERNERS SPIRIT OF CRICKET AWARD
- 2. (E) 6** CLUB ADMINISTRATOR'S AWARD
- 2. (E) 7** SUNDAY LEAGUE COMPETITION
- 2. (E) 8** STATEWIDE TWENTY20 COMPETITION
- 2. (E) 9** NATIONAL CLUB INSURANCE PROGRAM

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## 2. (E) 1 CODE OF CONDUCT & GUIDELINES FOR PENALTIES

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### (Rule 3.7.3)

#### SECTION 1: OFFENCES

Each of the rules for behaviour has a guideline. The guidelines are intended as an illustrative guide only and in the case of any doubt as to the interpretation of the Rule, the provisions of the Rule itself shall take precedence over the provisions of the guidelines. The guidelines should not be read as an exhaustive list of offences or prohibited conduct.

#### 1. Level 1 Offences

The offences set out at 1.1 to 1.5 below are level 1 offences. The range of penalties which may be imposed for a level 1 offence are set out in Section 2 of this code.

Players and, where applicable, officials must not:

No.	Rule	Guidelines
1.1	Abuse cricket equipment or clothing, ground equipment or fixtures and fittings	Includes actions outside the course of normal cricket actions such as hitting or kicking the wickets and actions which intentionally or negligently result in damage to the advertising boards, boundary markers or any part of, or contents of, any building or structure at the ground
1.2	Show dissent at an umpire's decision by action or verbal abuse	<ul style="list-style-type: none"><li>• Includes excessive, obvious disappointment with an umpire's decision or with an umpire making the decision and obvious delay in resuming play or leaving the wicket.</li><li>• This rule does not prohibit the bowler involved in the decision or a team captain from asking an umpire to provide an explanation for a decision, or the captain from commenting on the umpires' performance in their Captains' Report.</li></ul>
1.3	Use language that is obscene, offensive or insulting and/or the making of an obscene gesture	<ul style="list-style-type: none"><li>• This includes swearing and offensive gestures which are not directed at another person such as swearing in frustration at one's own poor play or fortune.</li><li>• The extent to which such behaviour is likely to give offence shall be taken into account when assessing the seriousness of the breach.</li></ul>
1.4	Engage in excessive appealing	Excessive shall mean repeated appealing when the bowler/fielder knows the batsman is not out, with the intention of placing the umpire under pressure. It is not intended to prevent loud or enthusiastic appealing. However, the practice of celebrating or assuming a dismissal before the decision has been given may also come within this rule.
1.5	Point or gesture towards the pavilion, or behave aggressively or derisively towards either batsman, upon the dismissal of a batsman.	Includes charging or running up to the batsman and getting "in his/her face".

## 2. Level 2 Offences

The offences set out at 2.1 to 2.8 below are level 2 offences. The range of penalties which may be imposed for a level 2 offence are set out in Section 2 of this code.

Players and, where applicable, officials must not:

No.	Rule	Guidelines
2.1	Show serious dissent at an umpire's decision by action or verbal abuse	<ul style="list-style-type: none"> <li>Dissent should be classified as serious where the dissent is expressed by a specific action such as the shaking of the head, snatching cap from the umpire, pointing at pad or bat, other displays of anger or abusive language directed at the umpire or excessive delay in resuming play or leaving the crease.</li> <li>This rule does not prohibit the bowler involved in the decision or a team captain from asking an umpire to provide an explanation for a decision, or the captain from commenting on the umpires' performance in their Captains' Report.</li> </ul>
2.2	Engage in inappropriate and deliberate physical contact with other players or officials in the course of play	Without limitation, players will breach this regulation if they deliberately walk or run into or shoulder another player, official or match official.
2.3	Charge or advance towards the umpire in an aggressive manner when appealing	Self explanatory
2.4	Deliberately and maliciously distract or obstruct another player or official on the field of play	<ul style="list-style-type: none"> <li>This is not intended to replace Law 42 (4) and (5) of the Laws of Cricket.</li> <li>Without limitation, players will breach this rule if they deliberately attempt to distract a striker by words or gestures or deliberately shepherd a batsman while running or attempting to run between wickets.</li> </ul>
2.5	Throw the ball at or near a player or official in an inappropriate and/or dangerous manner	This rule will not prohibit a fielder or bowler from returning the ball to the stumps in the normal fashion.
2.6	Use language that is obscene, offensive or of a seriously insulting nature to another player, official or spectator	This is language or gestures which are directed at another person. See comments under rule 1.3 above in relation to the seriousness of the breach.
2.7	Change the condition of the ball in breach of Law 42.3	Prohibited behaviour includes picking the seam or deliberately throwing the ball into the ground for the purpose of roughening it up and the application of moisture to the ball other than perspiration and saliva.
2.8	Attempt to manipulate a match in regard to the result, net run rate, performance points or otherwise. The captain of any team guilty of such conduct shall be held responsible	Prohibited conduct under this rule will include incidents where a team bats in such a way as to either adversely affect its own, or improve its opponent's performance points or net run rate.

## 3. Level 3 Offences

The offences set out at 3.1 to 3.3 below are level 3 offences. The range of penalties which may be imposed for a level 3 offence are set out in Section 2 of this code.

Players and, where applicable, officials must not:

No.	Rule	Guidelines
3.1	Intimidate an umpire whether by language or conduct	Includes appealing in an aggressive or threatening manner.
3.2	Threaten to assault another player, team official or spectator	Self explanatory
3.3	Use language or gestures that offend, insult, humiliate, intimidate, threaten, disparage or vilify another person on the basis of that person's race religion, colour, descent or national or ethnic origin	Self explanatory

#### 4. Level 4 Offences

The offences set out at 4.1 to 4.4 below are level 4 offences. The range of penalties which may be imposed for a level 4 offence are set out in Section 2 of this code.

Players and, where applicable, officials must not:

No.	Rule	Guidelines
4.1	Threaten to assault an umpire or referee	Self explanatory
4.2	Physically assault another player, umpire, referee, official or spectator	Self explanatory
4.3	Engage in any act of violence on the field of play	Self explanatory
4.4	Use language or gestures that seriously offends, insults, humiliates, intimidates, threatens, disparages or vilifies another person on the basis of that person's race religion, colour, descent or national or ethnic origin	Self explanatory

#### 5. Laws of Cricket and Spirit of the Game

No.	Rule	Guidelines
5	Players must obey the Laws of Cricket and play within the spirit of the game. The captain and team coach must use their best efforts to ensure that their team and individual members of the team comply with this rule	<ul style="list-style-type: none"> <li>• This is meant as a general rule to deal with situations where the facts of or the gravity or seriousness of the alleged incident are not adequately or clearly covered by the offences set out in rules 1-4 (inclusive) of the Code.</li> <li>• Conduct which will be prohibited under the clause includes time wasting and any other conduct which is considered "unfair play" under Law 42 of the Laws of Cricket.</li> <li>• This rule is not intended to punish unintentional breaches of the Laws of Cricket.</li> <li>• Reference may be made to any statement or explanation of the Spirit of Cricket published in conjunction with the Laws of Cricket.</li> <li>• Nothing in this Rule or the Code alters the onus on the captain to ensure that the Spirit of the Game is adhered to as stated and defined in the preamble to the Laws of Cricket.</li> </ul>

## 6. Unbecoming Behaviour

No.	Rule	Guidelines
6	Without limiting any other rule, players and officials must not at any time engage in behaviour unbecoming to a Grade cricketer or official that could bring the game of cricket into disrepute or be harmful to the interests of cricket	<ul style="list-style-type: none"> <li>This is also meant as a general rule to deal with situations where the facts of or the gravity or seriousness of the alleged incident are not adequately or clearly covered by the offences set out in rules 1-4 (inclusive) of the Code.</li> <li>It is intended to include serious or repeated criminal conduct, public acts of misconduct, unruly public behaviour and cheating during play.</li> </ul>

### SECTION 2: PENALTIES

Level of Offence	Penalty Range
1	Official reprimand and/or a fine up to \$500 and/or a ban of up to 1 match.
2	Ban of up to 1 or 2 matches
3	Ban of up to 2 to 4 matches
4	Ban of up to 5 or more matches or a life ban

- In the event the Tribunal decides that any person is guilty of breaching any of Rules 1-4 (inclusive) of section 1 of this Code of Behaviour, they will normally apply a penalty within the normal range of penalties for each level of offence set out in the table above. However, they may also apply any or all of the penalties set out in Rule 2 of this section where circumstances require a greater penalty than the guideline (such as in the case of a player having been found guilty of previous offences, whether in this or other competitions, or where the offence is particularly serious).
- Any part of a suspension imposed may be suspended.
- Without limiting the penalties in Rule 1 of this section, in the event the Tribunal decides that any person has breached any of Rules 5 or 6 of section 1 of this Code of Behaviour, the following penalties may be applied:
  - Ban the person from participating in any match;
  - Fine the person any amount up to \$2,000.00; and/or
  - Reprimand the person
- Without limiting Rule 1 of this section, when imposing upon a person who has breached this Code of Behaviour, the Tribunal may take into account any circumstance it considers relevant, including the following:
  - The seriousness of the breach;
  - The harm caused by the breach;
  - The person's seniority and standing in the game;
  - Remorse shown by the person and the prospect of further breaches;
  - The person's prior record;
  - The impact of the penalty on the person.

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**2. (E) 2 UNDER AGE BOWLING RESTRICTIONS**

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**(Rule 3.5.19)**

1. It is the responsibility of captains to inform the umpires and scorers of any under age players (under 17 and under 19) taking part in the match and the number of overs they have already bowled during the day.

<b>Age at 1<sup>st</sup> September</b>	<b>Maximum Overs in a Spell</b>	<b>Maximum Overs in a Day</b>
Under 19	8	20
Under 17	6	16

2. These restrictions only apply to pace bowlers. A pace bowler is defined as a bowler to whom the wicket-keeper would normally stand back from the stumps.
3. The penalties for breaching this rule are outlined in rule 3.5.19.12.

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2. (E) 3      APPROVED BALLS

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The following balls are approved for use in the WACA Grade Cricket competition.

Competition Name	Approved Balls
WACA First and Second Grades	Kookaburra Regulation
WACA Third and Fourth Grades	Kookaburra Regulation Kookaburra Club Match Kookaburra Invicta Kookaburra Senator Platypus Special Turf Duke International Gray Nicholls International Robinson Sport Recorder Supreme
WACA Sunday League	Kookaburra Regulation
WACA Colts	Kookaburra Regulation
WACA Women's A & B Grades	Kookaburra Red King (2 piece)
WACA Masters	Kookaburra Regulation Kookaburra Regulation Reject Kookaburra Club Match Kookaburra Invicta Kookaburra Senator
WACA Under 17, Under 15 and Under 14	Kookaburra Regulation Kookaburra Regulation Reject Kookaburra Club Match Kookaburra Invicta Kookaburra Senator
WACA Under 13	Kookaburra Special Test (2 piece) Kookaburra Red King (2 piece) Kookaburra Regulation 142g

All balls are to be 4-piece and red unless otherwise stated.

**(Rules 2:41 and 7:12)**

1. *MyCricket* will be used to determine details of player averages and aggregates for the season. Clubs are required to ensure that all player scores are entered after each match as part of their match report (refer to 2. (C) 6). Fines apply for non-compliance.
2. The qualification requirements set out in Rules 2:41 and 7:12 should be carefully noted, in particular the fact that performances in finals are taken into account.

Qualification for Batsmen:

	Seniors	Juniors
Innings	At least 8	At least 5
Runs	At least 200	At least 200
Average	25.00 or higher	20.00 or higher

Qualification for Bowlers:

	Seniors	Juniors
Wickets	At least 25	At least 15

3. Only performances during the qualifying rounds will be taken into account for the end of season awards.
4. Early attention to this matter is required to allow for the preparation of information for inclusion in the WACA Year Book (*The Western Cricketer*).

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2. (E) 5 LORD'S TAVERNERS SPIRIT OF CRICKET AWARD

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1. This award recognises the club that displays the best on-field behaviour. It is aligned with the Preamble to the MCC Laws of Cricket.
2. The umpires in each match of the grade competition will determine points to be awarded to each team based on the table below:

3 points	Excellent – epitomised the true spirit and traditions of the game
2 points	Played the game in good spirit
1 point	Uncompromising but incident free
0 points	Generally negative atmosphere created
- 1 point	Unacceptable behaviour – captain informed

3. Points will be recorded on the umpires' report form at the end of each match.
4. At the end of the season, the Lord's Taverners trophy will be presented to the club with the highest combined number of points for each grade. The award will be presented to the winning club at the Pennant Dinner.
5. There will be separate awards for clubs in the senior and junior competitions.

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2. (E) 6 CLUB ADMINISTRATOR OF THE YEAR AWARD

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1. The annual Club Administrator of the Year Award is presented by the WACA Club Cricket Council at the Pennant Dinner.
2. Clubs are requested to submit full written particulars in respect of any appropriate nominee that they may have.
3. Attention is drawn to the fact that the Award is designed for a person who has greatly contributed in some administrative way at club level, rather than with the Club Cricket Council or WACA.
4. Written nominations are required to be received no later than at the December meeting of the Club Cricket Council.

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## 2. (E) 7 WACA SUNDAY LEAGUE

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1. The Sunday League competition is a series of one-day matches, culminating in quarter-finals, semi-finals and the final.
2. All WACA District teams plus one team representing the WA Country XI, participate in the competition.
3. Teams are allocated into one of four divisions and play each of the other teams in their division during the qualifying rounds.
5. The top team in each division qualify for the finals.
5. All qualifying matches played between WACA district clubs also count towards their points in the Retravision Shield (pennant) competition.
6. The final is played under lights at the WACA Ground, whenever possible. Orange balls are currently used if the final is a day/night match.
7. The prize money allocation is as follows:
  - Winner : \$3,000
  - Runner-up : \$1,500
  - Losing Semi-finalists : \$750 each
  - Participating teams : \$1,000
8. Individual prizes of \$250.00 are allocated to the following categories:
  - . Player-of-the-Final
  - . Fastest fifty of the season (balls faced)
  - . Best bowling figures of the season
9. Clubs are required to advise the Club Cricket Council Secretary of the number of balls taken for any of their players to reach 50. Only the first 50 of a batsman's innings is taken into consideration for this award.

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2. (E) 8 STATEWIDE TWENTY20 COMPETITION

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1. The Statewide Twenty20 competition is played between 32 teams consisting of the 16 WACA district clubs, 9 teams from Cricket West member associations, 6 teams from country WA and a team representing the Indigenous XI.
2. The competition is a knockout format.
3. Rounds 2 onwards are generally fixtured on Sundays with two consecutive rounds at the same venue.
4. The semi-final and final are played on the same day at the same venue.
5. The prize money allocation is as follows:

Winners	\$2,500
Runners-Up	\$1,250
Losing Semi-Finalists	\$750

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## 2. (E) 9 NATIONAL CLUB INSURANCE PROGRAM

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1. The National Club Insurance Program (NCIP) is a joint initiative of Cricket Australia and the State/Territory Cricket Associations.
2. The program was developed to help clubs achieve appropriate and affordable insurance cover through a collective approach and greater purchasing power.
3. All WACA clubs are covered under the NCIP with annual premiums being paid by the WACA.
4. The program provides the following cover:

POLICY	COVER	EXAMPLE
Public liability	\$50 million; \$500 excess	Slip and trip
Errors and omissions liability (for coaches, umpires and managers only)	\$1 million; \$2,500 excess	Negligent advice by coach/trainer
Products liability	\$50 million; \$500 excess	Faulty products sold by the club
Club management liability * <ul style="list-style-type: none"> <li>• Directors &amp; Officers</li> <li>• Employment practices</li> <li>• Employee theft</li> </ul>	\$10 million; \$0 excess \$10 million; \$0 excess \$25,000; \$2,500 excess	Negligence in capacity of office bearers
Personal accident	85% non-medicare costs \$5,000 max; \$50 excess	Injuries sustained during club activities
Personal accident – loss of income	85% of net weekly income or \$500; 14 day excess	Income lost due to injury sustained during club activities

\* Cover for Club management liability is only available to incorporated clubs.

5. For further information about the NCIP, including how to lodge claims and obtaining a Certificate of Currency for your club, visit their website: <http://www.jltsport.com.au/CricketAustralia/>

## **SECTION 3      FORMS**

NOMINATION OF CLUB CRICKET COUNCIL OFFICERS

ELECTION TO FOREGO HEARING

REPLACEMENT PLAYER APPLICATION

RELEGATION OF PLAYER APPLICATION

ABRIDGED MATCH REPORT

DETAILED MATCH REPORT

**CLUB CRICKET COUNCIL**

**NOMINATION FORM**

I, \_\_\_\_\_, hereby nominate  
(FULL NAME OF PROPOSER)

\_\_\_\_\_ for the position of  
(FULL NAME OF NOMINEE)

\_\_\_\_\_ of the Club Cricket Council

for the \_\_\_\_\_ season.

Signed (PROPOSER) \_\_\_\_\_

Position held \_\_\_\_\_  
(Club President, Club Secretary or existing  
Club Cricket Council Delegate only)

Club \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, the person nominated  
(FULL NAME OF NOMINEE)

hereby indicate my willingness to undertake the duties of the position indicated, if elected. Brief particulars of my past administrative experience are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Western Australian Cricket Association**

WACA Ground  
Nelson Crescent  
East Perth WA 6892  
Tel: 08 9265 7222  
Fax: 08 9221 1059



## **Notification of Election to Forego Hearing by a Reported Player/Official**

This form is to be completed by players and officials against whom a charge has been brought and who have elected to forego a WACA Tribunal hearing for that charge in accordance with rule 3:7:5.

I, \_\_\_\_\_ of the  
\_\_\_\_\_

District Cricket Club hereby advise of my intention to have my charge determined without a hearing

of the WACA Tribunal and will accept a prescribed penalty of  
\_\_\_\_\_

\_\_\_\_\_  
Player/Official's Signature

\_\_\_\_\_  
Date

*An election to accept a penalty of suspension must be lodged in writing with the Cricket Council Chairman not later than 12.00pm on the day after the Cricket Council Chairman has caused the reported person or the club of the reported person to be notified that a charge has been laid against the reported person.*

**WESTERN AUSTRALIAN CRICKET ASSOCIATION (INC)**

**PERMIT APPLICATION**

**REPLACEMENT OF PLAYER (Rule 2:40:4:1)**

CLUB \_\_\_\_\_

NAME OF PLAYER FOR WHOM REPLACEMENT IS SOUGHT \_\_\_\_\_

GRADE \_\_\_\_\_ FIXTURE & DATE FOR WHICH REPLACEMENT IS REQ'D \_\_\_\_\_

CURRENT STATE OF MATCH \_\_\_\_\_

**DETAILS OF REPLACEMENT PLAYER**

TYPE OF PLAYER: -

BATTING \_\_\_\_\_

BOWLING \_\_\_\_\_

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VERBAL APPROVAL FROM CLUB CRICKET MANAGER ON \_\_\_\_\_

CLUB SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**

CONFIRMED ON \_\_\_\_\_ BY \_\_\_\_\_

**WESTERN AUSTRALIAN CRICKET ASSOCIATION (INC)**

**PERMIT APPLICATION**

**(Rules 2:36:5:2, 2:40:2, 2:40:3)**

CLUB \_\_\_\_\_

NAME OF PLAYER \_\_\_\_\_

TRANSFER FROM \_\_\_\_\_ GRADE TO \_\_\_\_\_ GRADE

FIXTURE AND DATE FOR WHICH PERMIT IS REQUIRED \_\_\_\_\_

SUPPORTING COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VERBAL APPROVAL FROM CRICKET COUNCIL SECRETARY ON \_\_\_\_\_

CLUB SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY:

CONFIRMED ON \_\_\_\_\_ BY \_\_\_\_\_



**ABRIDGED MATCH REPORT**

GRADE \_\_\_\_\_ ROUND # \_\_\_\_\_

MATCH \_\_\_\_\_ V \_\_\_\_\_

GROUND \_\_\_\_\_ DATE \_\_\_\_\_

**SCORES**

TEAM (WINNING TEAM OR TEAM THAT BATTED FIRST) \_\_\_\_\_

FIRST INNINGS - Score \_\_\_\_\_

(TWO BEST BATSMEN & THEIR SCORES) \_\_\_\_\_  
\_\_\_\_\_

(TWO BEST BOWLERS IN THIS INNINGS & THEIR FIGURES)  
\_\_\_\_\_  
\_\_\_\_\_

SECOND INNINGS - Score \_\_\_\_\_

(TWO BEST BATSMEN & THEIR SCORES) \_\_\_\_\_

(TWO BEST BOWLERS IN THIS INNINGS & THEIR FIGURES)  
\_\_\_\_\_  
\_\_\_\_\_

**VERSUS**

TEAM \_\_\_\_\_ FIRST INNINGS - Score \_\_\_\_\_

(TWO BEST BATSMEN & THEIR SCORES) \_\_\_\_\_

(TWO BEST BOWLERS IN THIS INNINGS & THEIR FIGURES)  
\_\_\_\_\_  
\_\_\_\_\_

SECOND INNINGS - Score \_\_\_\_\_

(TWO BEST BATSMEN & THEIR SCORES) \_\_\_\_\_

(TWO BEST BOWLERS IN THIS INNINGS & THEIR FIGURES)  
\_\_\_\_\_  
\_\_\_\_\_

MATCH WON BY \_\_\_\_\_

-----  
SIGNED

-----  
DATE

*This form is to be faxed to the Cricket Department on 9221 1059 no later than 7:00pm on the day of play. Alternatively details can be phoned through to 9265 7205 or 9265 7208.  
The information on this form is used by the WACA for the purpose of collating match results for distribution to various media.*



**DETAILED MATCH REPORT**

First Grade / Sunday League / Colts Round # \_\_\_\_\_ Toss won by \_\_\_\_\_ who elected to bat/bowl first

Match \_\_\_\_\_ v \_\_\_\_\_

Played at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_\_

1st Week Details \_\_\_\_\_ Score \_\_\_\_\_

Innings of \_\_\_\_\_

Batsman	How Out	Bowler	Score
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
FALL:		Sundries	
		Total	

**BOWLING** ..... **ANALYSIS of (team)**

Name	Overs	Maidens	Wickets	Runs

Result .....

*This form is to be faxed to the Cricket Department on 9221 1059 no later than 7:00pm on the day of play.  
Alternatively details can be phoned through to the WACA on 9265 7205 or 9265 7208.*

## **SECTION 4 POLICIES & PROCEDURES**

- 4.1**           INFECTIOUS DISEASES POLICY
  
- 4.2**           TRAVEL TO COUNTRY FOR MATCHES AGAINST COUNTRY XI
  
- 4.3**           PROCEDURE FOR HANDLING SUSPECT BOWLING ACTIONS
  
- 4.4**           GUIDELINES FOR SELECTION OF JUNIOR DISTRICT SQUADS

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## 4.1 INFECTIOUS DISEASES POLICY

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### Safe Drinking Practices

It is the home club's responsibility to provide on-field drinks for participating teams.

Home clubs to provide either of the following:

- Disposable drinking cups that are disposed of after one use.
- Glasses or cups that are washed between uses.

Clubs may wish to provide personalised drink bottles for each of their players. In this case it is still the home club's responsibility to provide safe drinking vessels for the visiting teams if required.

Drinks being served from a large container/bottle should be poured in all cases. At no time should the practice of "dipping" occur. To discourage this, there should be a minimum of two containers that can be served from.

All open cuts and abrasions must be treated immediately or as decided by the umpires.

### Team Areas

It is each club's responsibility to ensure that their dressing rooms are clean and tidy. Particular attention should be paid to hand basins, toilets and showers. Adequate soap, paper hand towels, brooms, refuse disposal bins and disinfectants must be available at all times.

All clothing, equipment and surfaces contaminated with blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately if soiling or spills occur.

Sharing of towels, razors, face washers and drink containers must not occur.

### Recommended Practices

The following practices are recommended by Sports Medicine Australia and the Centre for Disease Control and may reduce the risk of transmitting infectious diseases.

#### **Players**

It is every participant's responsibility to maintain strict personal hygiene at all times, in all activities on and off the field as this is an effective method of controlling the spread of disease.

It is strongly recommended that all participants involved in contact/collision sports and playing under adult rules be vaccinated against Hepatitis B.

All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.

#### **Team Areas**

Communal bathing areas (eg spas) should be strongly discouraged. These may be the source of other diseases as well as facilitating the spread of blood borne diseases.

Spitting and urinating in team areas must not be permitted.

When cleaning up blood and body substances:

- Gloves must be worn;
- If the spill is large, confine and contain the spill (ie try not to let it run everywhere);
- Remove the bulk of the blood and body substance with absorbent material (eg paper towels);
- Place the paper towels in a sealed plastic bag and dispose with normal garbage. Clean the spill site with a detergent solution;
- Wipe the site with disposable towels soaked in a 1:10 solution of bleach.

Routine laundry procedures are adequate for the processing of all linen.

Routine washing procedures using hot water and detergents are adequate for decontamination of most laundry items. Therefore, clothing with dried blood on it can, if necessary, be soaked in cold water only to release the blood prior to a normal hot detergent wash.

Gloves should be worn when handling or washing soiled linen. General utility gloves (ie rubber household gloves) can be used for this task. The gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discoloured, torn, punctured or have other evidence of deterioration.

Contaminated linen soiled with blood or body substance should be transported in a leakproof plastic bag to the laundry site simply to contain the body fluid and stop it spreading to other laundry items. Contaminated linen does not need to be segregated in the hot detergent wash.

It is strongly recommended that all personnel working in contact/collision sport team areas should be vaccinated against Hepatitis B.

Water containers should be available for each individual player and not shared by players as bleeding around the mouth is common in contact sports.

### **Referees and Game Officials**

It is strongly recommended that those who officiate in body contact and collision sports should be vaccinated against Hepatitis B.

All contaminated clothing and equipment must be replaced prior to the player being allowed to resume play.

If bleeding should recur, the above procedures must be repeated.

If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

### **Minimising the Risk of HIV and Viral Hepatitis Transmission**

The following are principles recommended by SMA and ANCARD to help further reduce the low possibility of HIV or Viral Hepatitis transmission while participating in sports which involve direct body contact or where bleeding may be expected to occur.

- Those attending to bleeding players should wear non-utility gloves (ie disposable latex or vinyl gloves) which must never be reused.
- These must be worn when : direct contact is anticipated with blood or body substances, mucous membranes, or non-intact skin, as when attending to first aid of a bleeding player or handling items or contact surfaces contaminated with blood or body substances.
- Gloves must be changed and discarded as soon as they are torn or punctured and after contact with each player.
- Hands must be washed after removal and disposal of gloves.
- Disposable resuscitation devices should be available and accessible. They should be used for anyone requiring mouth-to-mouth cardiopulmonary resuscitation (CPR). Any CPR training provided should include instruction in the use of resuscitation devices to prevent direct mouth-to-mouth contact between the injured person and the resuscitator.
- If a player has a skin lesion, he must be immediately reported to the responsible official and medical attention sought.
- If a skin lesion is observed it must be immediately cleansed with a suitable antiseptic and securely covered.
- If a bleeding wound occurs, the individual's participation must be interrupted until the bleeding has been stopped and the wound is both rinsed with plenty of water and if dirty, washed with soap and covered with a waterproof dressing.
- Separate first aid room should be available for the treatment and suturing of wounds.

### **ACTION TO BE TAKEN IN THE EVENT OF A BLOOD SPILL**

In an accident where bleeding occurs and if:

- Skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available, a 70% alcohol hand rub should be used.
- Clothes are blood stained, they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
- Blood gets on the skin, irrespective of whether they are cuts or abrasions wash well with soap and water.
- Eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or normal saline.
- A player is wearing contact lenses – leave lenses in while the eye is irrigated with water or normal saline, the lenses are acting as a barrier to the eye. When the eye has been adequately irrigated for several minutes, remove the contact lense and clean in the normal manner. They can then be reused. They do not have to be cleaned any differently than normal and they do not need to be discarded.
- Blood gets in the mouth, spit it out and rinse the mouth with water several times.

Where there is an additional concern about infection, medical advice should be sought from a physician or clinic where there is experience in the management of HIV infection.

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## 4.2 TRAVEL TO COUNTRY FOR MATCHES AGAINST COUNTRY XI

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District clubs that are required to travel more than once during a season to a country venue to play a grade fixture are eligible for a subsidy from the WACA.

The subsidy is based on 50% of the costs of transporting teams to the country venue up to a maximum of \$400.00.

Clubs are requested to submit copies of invoices or receipts to confirm their expenditure before payment by the WACA.

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### 4.3 PROCEDURE FOR HANDLING SUSPECT BOWLING ACTIONS

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1. If an umpire believes a bowler's action is suspect, he/she shall do the following:
    - Advise the captain of the bowler's side at the end of play on the final day of the match
    - Note it on the Umpires Report
  2. The WACA Grade Cricket Manager shall notify the WACA Umpiring Manager and the WACA High Performance Manager and advise the Coach and Secretary of the bowler's club as soon as possible following the conclusion of the fixture.
  3. The WACA High Performance Manager will arrange an initial assessment of the player, using available expertise and technology as required. The player concerned will be able to continue playing whilst this initial assessment is being completed. This assessment should be completed within a 3-week period and discussed with the player and the club concerned.
  4. If the assessment indicates there is no doubt regarding the player's action, the player, Umpiring Manager and Grade Cricket Manager will be advised. If the assessment indicates there is doubt regarding the player's action, the WACA High Performance Manager and the Club Coach shall agree on a plan of remedial action to correct the bowler's action. This plan should be time bound. This plan will include assistance from WACA staff if required. WACA umpires will be informed of the outcome of the assessment.
  5. At the end of the 6-week remedial period (which includes the initial assessment period of 3 weeks), the bowler shall be evaluated by the Club Coach and the WACA High Performance Manager or his representative. If the bowler is subsequently reported again and needs more remedial attention, the player will be unable to play as a bowler until another assessment of the legality of his bowling technique is concluded. The WACA umpires shall be informed of the outcome of the assessment.
- N.B. This procedure is not intended to take the place of Law 24.2 No Ball – Fair Delivery – the arm. It is for situations of uncertainty about the legality of a bowler's action.

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## 4.4 GUIDELINES FOR SELECTION OF JUNIOR DISTRICT SQUADS

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### **Purpose of this document**

All WACA clubs are strongly encouraged to develop and implement a written policy for the selection of their junior squads. The aim of these guidelines is to provide clubs with a template for this purpose. These guidelines are intended to be flexible so that clubs can make changes to the structure as they see fit.

### **1. Talent ID in Community Cricket (October – February)**

#### 1.1 Club Selection Policy

Sign off on club policy regarding junior grade selections (size of squad, review of squad during season, PSA players etc). Publicise selection process to relevant community clubs including selection criteria. Players, parents and coaches should also be aware of the policy.

#### 1.2 Personnel

##### 1.2.1 Talent Identification Officer

Appoint a Talent Identification Officer (TIO) from your club. The role of the TIO will be to work with the WACA Cricket Officer and coaches in community cricket to monitor the performance of talented players in community cricket.

##### 1.2.2 WACA Cricket Officer

Each district club now has allocated to them a Cricket Officer employed by the WACA. It is strongly recommended that your Cricket Officer be involved in the district junior squad selection process. The role of the Cricket Officer should be one of facilitator and independent advisor. They should attend any selection trials and can be used to independently assess the merits of players for district cricket. The Cricket Officer should compliment, not replace, the resources and processes at your club for selection of junior squads.

#### 1.3 Nominations from Clubs

Nominations from your 'feeder' clubs or schools. A nomination form is sent to all feeder clubs and is sent back to the Junior Delegate for your club. Your eligible district players should already be included.

Make contact with the Association Secretary to get statistics for **all eligible players** for that age group. This includes 'two year' players. This is important as a talented player may be missed through the club nomination process.

Do not rely solely on statistics. Sometimes they do not give an accurate impression of a player's ability. For example, a talented bowler, who regularly had catches dropped off his bowling, might be overlooked when viewing statistics.

#### 1.4 Other Sources of Players

Club boundaries do not apply to the WACA registration rules for junior district cricket. Therefore, clubs are not restricted on where they can source their players from. Whilst there may be some practical limitations regarding travel to and from practice and/or games, the following are some suggestions:

- Players who have missed out on selection at another district club;
- Country cricketers.

Note: Where players are being sourced from outside your district boundary, clubs are obliged to inform parents and players of the Cricket Council rules relating to senior player registrations, in particular how they may bind a player to a particular club.

## **2. Trials (February – March)**

Clubs should allow for 2-3 sessions of trials per age group. A better indication of a player's ability can be gauged over 3 sessions than a one off session. Include a mixture of net and centre wicket practice if possible.

Venues for trials should be booked with dates and times confirmed. Letters are sent to nominated players with these venues and dates, explaining selection process and any other relevant information your club wishes to include.

Selection policies should also be discussed and agreed upon by those involved in selecting a squad including the number of players for that age group.

### **March – April**

Initial trials are to be held at this time. Having trials now, as opposed to late August, allows:

- Players to use the skills they have developed over the season giving a clearer indication of their ability.
- Dates will not conflict as much with their winter sport commitments.
- Outdoor venues can be used giving better analysis of bowlers.
- An opportunity to pick a larger squad that can be reduced over winter by the start of the season.
- Trial matches to be possibly included along with the net sessions.

## **3. Selection of Final Squads**

Select squad for coming season and advise all players that tried out. Copy in community clubs. At this stage you may have 25 players for a 15 man squad (depending on the number of PSA players in squad). The squad may begin training together in August (or a date of your preference) to finalise the 15 or so players for the coming season.

### 3.1 Selection Criteria

Based on:

Ability	Natural ability of player, technique.
Performance	Statistical, performances under various situations
Attitude	Willingness to adhere to team environment, listen to instructions
Training	Attendance at training

Weighting can vary between these four categories depending on club policy.

### 3.2 PSA players

- Not available for all games
- Need to include enough non-PSA players in the squad to cover
- Ensure player rotation so that non-PSA players aren't just selected when PSA players are unavailable

It is recommended that clubs affected by PSA schools act as early as possible to cover any potential player shortages they envisage for the following season.

### 3.3 Private Coaching

Suggest to players (and parents) that they consider getting additional coaching to improve their game over the winter. This is especially beneficial to talented players who have yet to receive any specialist coaching. Recommend that individuals should be having fortnightly batting/bowling practice from June in preparation for the pre-season training.

## **4. Pre-season (August – September)**

Conduct pre-season meeting of parents and players, explaining team philosophies, rules etc. and seeking volunteer help.

Sessions at an indoor facility will have to be booked on dates that allow the whole squad (or close as possible) to attend. Look to run 3-4 sessions over this time to reduce the squad to an ideal number.

Begin pre season training in late August - September.

## **5. In-season**

Conduct at least one in-season review of squad and whether any changes should be made. Allow for freedom of movement of players from community cricket to district cricket at anytime during the season based on player performance and/or availability.

### Conclusion

These guidelines are intended to allow for flexibility between clubs. Areas such as Selection Policy, specialist coaches, letters to nominated players, talent ID and what happens at trials will vary from club to club. Your club's WACA Cricket Officer should play a key role in the implementation of your selection policy.