



Junior Administration Manual
2009-10

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INTRODUCTION

The WACA Junior Administration Manual is designed to help coaches and managers in the WACA's junior grades by providing them with an easy to understand guide to the rules and administrative requirements of the WACA junior competitions.

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 two documents, the latter will always take precedence.

Clubs should also be familiar with the online competition management system, *MyCricket* (formerly ResultsVault), which is used for recording and lodgement of all match reports and scores in WACA competitions. A comprehensive *MyCricket* User Guide has been developed to help clubs with the requirements of using the *MyCricket* system.

On behalf of the WACA, I express my sincere thanks to you for volunteering your services to District Cricket and to the development of our junior cricketers. I hope that this Manual provides you with some assistance in the important role you play at your Club.

I would like to extend my best wishes for all clubs for the season and I hope that players and official alike enjoy their cricket!

Derek Mott
Grade Cricket Administrator

SECTION 1 ADMINISTRATION OF DISTRICT JUNIOR CRICKET

1.1 DISTRICT JUNIOR CRICKET COUNCIL (DJCC)

1.2 WACA CRICKET DEPARTMENT KEY CONTACTS

1.3 CALENDAR OF EVENTS

1.1 DISTRICT JUNIOR CRICKET COUNCIL

(CCC Rule 2:6:10)

1. The Club Cricket Council (CCC) is the body responsible for the administration of District Cricket in WA.
2. The District Junior Cricket Council (DJCC) has the power to consider, determine and act on all those matters, in accordance with the rules of the Club Cricket Council, relating to WACA Junior Cricket (i.e. Under 17 years); in particular all matters relating to those competitions referred to as:
 - Saturday morning WACA Under Age (Under 17 and Under 15);
 - McKenzie Shield (Under 14); and
 - Inverarity Shield (Under 13).
3. The DJCC consists of:
 - One delegate from each District Club;
 - A Chairman (elected at the first DJCC meeting after the CCC AGM);
 - A Deputy Chairman elected from the delegates;
 - The Secretary who is an employee of the WACA and shall attend meetings in an advisory capacity only.
4. Each club is to nominate in writing their delegate to the District Junior Cricket Council.
5. Provision is made for this nomination to be included on the Annual Return. (Refer rule 2:9:2).

1.2 WACA CRICKET DEPARTMENT KEY CONTACTS

WESTERN AUSTRALIAN CRICKET ASSOCIATION (INC)

ABN: 44 026 744 769

POSTAL ADDRESS: PO BOX 6045, EAST PERTH, WA 6892

Phone: (08) 9265 7222

Fax: (08) 9221 1059

Staff email: firstname.surname@waca.com.au

NAME	POSITION	PHONE	MOBILE
HIGH PERFORMANCE & COACHING			
Doug HARRIS	High Performance Manager	9265 7203	0409 112 181
Lindsay FLINN	High Performance Coach	9265 7209	0411 056 591
Derek MOTT	Grade Cricket Administrator	9265 7205	0411 056 595
TBA	Cricket Operations Coordinator	9265 7269	0433 509 599
UMPIRING			
Barry RENNIE	Umpiring Coordinator	9265 7216	0411 056 587
GAME DEVELOPMENT			
David CLEAR	Game Development Manager	9265 7207	0411 056 596
TBA	Competitions Administrator	9265 7217	0411 056 573
Simon ALLISON	In2Cricket Coordinator	9265 7218	0414 274 935
Lisa GIOLITTO	Game Development Administrator	9265 7212	
CRICKET OFFICERS (METRO)			
Steve PHILIPPE	Cricket Officer Coordinator	9265 7204	0411 056 597
Jenny WALLACE	Cricket Officer - Female	9265 7208	0411 056 594
Tim DAYMAN	Bayswater-Morley District		0411 056 593
Chris BRABAZON	Fremantle & Claremont-Nedlands Districts		0411 056 588
Jess MOYES	Gosnells District	9265 7213	0411 056 598
Denver D'CRUZ	Joondalup District		0433 509 591
Ross MACAULEY	Melville District	9265 7293	0433 273 097
Alan SINGER	Midland-Guildford District	9265 7226	0419 856 482
Rob WASS	Mount Lawley District		0411 056 592
Tim LEES	Rockingham-Mandurah District		0411 056 578
Adrian ABBOTT	Scarborough & Subiaco-Floreat Districts	9265 7314	0411 056 590
Peter WAITE	South Perth & Perth Districts	9265 7224	0411 056 584
Aaron HAMILTON	Wanneroo District		0411 056 582
Jake SNADDEN	Willetton District		0419 938 669
CRICKET OFFICERS (REGIONAL)			
Adam FALLS	Central Districts	adam.falls@sportshouse.net.au	0427 193 385
Michael GOSS	Goldfields	michael.goss@dssr.wa.gov.au	9022 5811 0428 423 809
Sam NEWBURY	Great Southern	aam.newbury@sportshouse.net.au	9892 0158 0417 175 767
Simon BARRAS	Mid West	simon.barras@sportshouse.net.au	9956 2187 0429 107 963
Andy COTTAM	South West	andy.cottam@sportshouse.net.au	9721 4854 0422 939 172
Wayde McLEAN	Wheatbelt	wayde.mclean@waca.com.au	9690 2442 0429 201 216

WACA Junior Cricket Calendar of Events 2009-10

September

30 Pre-season junior umpires, coaches and managers' meeting

October

3 & 4 Round 1 (Under 17s & Under 15s)
11 Round 1 McKenzie Shield (Under 14)
25 Round 1 Inverarity Shield (Under 13)

November

December

Nov 30 – 10 National Under 19 Male Championships (Canberra)
21 – 23 "Terry Alderman" Under 14 Zone Carnival

January

3 – 14 National Under 17 Male Championships (Adelaide)
4 – 8 Junior Country Week
13 – 15 "Tom Moody" Under 15 State Carnival
25 – 28 "Wayne Clark" Under 16 Zone Carnival

February

TBA City Under 16s v Country Under 16s

March

14 McKenzie Shield (Under 14) Final
21 Inverarity Shield (Under 13) Final
27 Under 17 & Under 15 Finals
29 Junior Awards Function

SECTION 2 TEAM ADMINISTRATION

2.1 NEWSPAPER SCORES

2.2 MATCH REPORTS

2.3 MAINTENANCE OF SCOREBOOKS

2.1 NEWSPAPER SCORES

Scores from all WACA matches must be lodged by clubs to the WACA where they are collated by WACA staff and forwarded to various media outlets for publication.

Scores from WACA junior matches are published in the *Sunday Times* and *West Australian* newspapers.

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

Under 17 and Under 15 teams are encouraged to lodge their scores as soon as possible after play has finished for the day. The deadline for lodgement of scores with the WACA is **7.00pm sharp**.

Clubs incur a fine of \$25.00 for late or non-submission of scores to the WACA.

Scores can be lodged with the WACA in one of three ways:

- faxed using the Abridged Report form to 9221 1059
- phoned through on 9265 7208 or 9265 7205
- emailed on scores@waca.com.au

If phoning scores through and the line is busy or unattended, leave a voicemail message with the score details and your contact name and number in case WACA staff need to contact you.

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.

SUNDAY AFTERNOON JUNIOR MATCHES (UNDER 14 & UNDER 13)

Need to follow the same requirements as Saturday morning juniors except that the deadline for lodgement of scores is **10.00am Monday** following the match.

2.2 MATCH REPORTS

(Rules 7:11, 8:3:4 and 9:3:3)

Also refer to the *MyCricket User Guide*

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

There are tasks for 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 (Coaches) Report

Away Team

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

Coaches Reports:

Age Group	Umpire Assessment	Pitch and Ground Rating	Player of the Year Votes
U17 & U15	Required	Not Required	Required
U14 & U13	Required	Not Required	Not Required

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 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.

2.3 MAINTENANCE OF SCOREBOOKS

1. Clubs are to ensure that their scorebooks are always accurately maintained.
2. Every endeavour should be made to appoint one person (an adult) from each team to act as scorer throughout a match.
3. Umpires' signals should always be acknowledged and umpires should view the scorebooks at breaks in play to confirm accuracy.
4. Scorers should confirm the score with each other at the end of each over and at the fall of each wicket.
5. Scorers should note the provisions of rule 8:3:3 which relates to keeping record of scores after each over in an unfinished match (Under 13s and Under 14s only).
6. Should there be a discrepancy between the two books used in a match, the discrepancy should be rectified as quickly as possible before the end of the match.
7. 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 to allow the Club Cricket Council Secretary to adjudicate.

SECTION 3 MATCH DAY ISSUES

- 3.1 WET WEATHER PROCEDURE

- 3.2 UMPIRES

- 3.3 PLAYING ATTIRE

- 3.4 SIZE OF TEAMS AND USE OF SUBSTITUTES

- 3.5 UNDER AGE BOWLING RESTRICTIONS

- 3.6 APPROVED BALLS

3.1 WET WEATHER PROCEDURE

1. In the event of wet weather in the days 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 will over-burden the staff at a very taxing time.

SPECIAL NOTES:

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

Day 1 of Two Day Matches

Rule 7:6:2:9

"If play on the first day of any match is entirely prevented on that day due to unfitness of the ground, wicket, weather or light, the match shall be played on the second day as a one day match pursuant to the conditions provided in sub-rule 7:7 and a toss taken on the first day shall be void and captains shall toss prior to the commencement of play on the second day."

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 given sufficient notice 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) to abandon play
 - (b) to start 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.

3.2 UMPIRES

1. The WACA is responsible for the appointment of umpires to stand in all junior matches, subject to availability.
2. Each club shares the cost of the first appointed umpire in WACA junior matches. Clubs are invoiced for this cost by the WACA at the end of each season. The WACA covers the cost of the second appointed umpire in junior matches and both umpires in finals.
3. Where only one official umpire is in attendance, the **fielding side** shall provide the square leg umpire. This can be the coach or another suitable adult with a sound knowledge of the laws and match etiquette.
4. Square leg umpires shall not **direct** players on the ground. They are permitted to discuss field placements and bowling changes with the fielding captain but this should only be done **between overs or during breaks in play**. Under no circumstances is this to cause delays in play. Captains in junior matches should be encouraged to develop captaincy skills on their own.
5. If coaches need to speak to an umpire about a playing condition or a decision, this should be done during a break in play. Coaches and club officials should not enter the field of play to discuss decisions or rule interpretations, neither should they call out to the umpires from the boundary.
6. If no WACA umpires are appointed, the participating teams must each provide an umpire who will alternate between the non-striker's end and square leg.

Cricket Australia Level 1 Umpiring Program

7. In the absence of WACA-appointed umpires, clubs are encouraged to source suitable people to be trained to officiate as umpires in junior matches. Further details about the Cricket Australia Level 1 Umpiring Program can be obtained by contacting the Cricket Officer for your district or the WACA Umpiring Coordinator, Barry Rennie (see contacts on page 6).

3.3 PLAYING ATTIRE

(Rule 7:10)

Normal playing attire for players in all WACA junior competitions is considered to be:

- White or cream coloured long pants or shorts;
- White or cream shirts preferably with collars;
- Only approved club or sponsor logos can be displayed on shirts (clothing brand logos such as “Adidas” or “Kookaburra” are okay);
- Predominantly white shoes and socks;
- Caps, hats and helmets to be white or in club colours;
- White jumpers or club jumpers;
- If visible undergarments are to be worn (eg Skins), these should be white or cream in colour.

Clubs will be fined \$50.00 for each breach of the rules relating to attire, as noted in the Umpires’ Report for the match.

Spiked Footwear

Whilst it is not compulsory for players in the WACA junior competitions to wear spikes while playing, it is strongly encouraged in the interests of pitch maintenance.

3.4 SIZE OF TEAMS & USE OF SUBSTITUTES

(Rules 7:6:1 & 8:1:2)

Team Size

- Teams consist of 12 players, only 11 of whom shall be allowed to bat.
- All 12 players may bowl.
- Only 11 players from the fielding team are permitted on the field at any one time.

Substitute Fieldsmen

- The normal Laws of Cricket (Law 2) shall apply to the use of Substitute fieldsmen in all junior matches. (i.e. a substitute fieldsmen can only be used if a player becomes sick or injured during the match and only with the Umpires' permission).
- Substitute fieldsmen in junior matches shall also be permitted for players who are required to leave the match early in order to play in a senior WACA grade match.

3.5 UNDER AGE BOWLING RESTRICTIONS

(Rules 3:5:19, 7:9:2, 8:2:2)

Age at 1st September	Maximum Overs in a Spell	Maximum Overs in a Day	Minimum Break Between Spells
Under 17 & Under 15	6	16	30 mins
Under 14 & Under 13	4	8	20 mins

1. In Under 17s and Under 15s, a break of at least 30 minutes must be taken between spells. In Under 14s and Under 13s, the minimum length of the break is 20 minutes.
2. These restrictions apply to all bowlers other than genuine wrist or finger spinners.
3. The penalties for breaching these rules are outlined in rule 3.5.19.12.

3.6 APPROVED BALLS

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.

SECTION 4 PLAYER QUALIFICATIONS

4.1 REGISTRATION OF PLAYERS

4.2 JUNIOR CLEARANCES

4.3 QUALIFICATIONS FOR FINALS

4.1 REGISTRATION OF PLAYERS

1. The residential rules of the WACA District Cricket competition do not apply to players in the WACA Junior Age Group competitions. Junior players can play for the club of their choice and are not restricted by where they live. Residential qualifications only apply when players register to play senior WACA cricket.
2. Players participating in the WACA Junior Age Group competitions only need to be registered on *MyCricket*. (refer to *MyCricket* User Guide).
3. Clubs must enter the following information when registering their junior players on *MyCricket*.
 - Full name of player;
 - Address;
 - Date of Birth;
 - Contact phone numbers.
4. As well as being a useful database for clubs, this information on *MyCricket* is also often used by the WACA to contact players (eg for state and/or zone squads).

4.2 JUNIOR CLEARANCES

(CCC Rule 2:36:3)

1. Any player who has played district cricket for one club requires a clearance if he wishes to play for another district club.
2. Clearance applications for junior players should be lodged using the Junior Clearance Form (Form 3.10). This form can be downloaded from the WACA website: <http://www.waca.com.au/cricket/district/forms>
3. Every application by a player for a clearance shall be forwarded to the Club Cricket Council Secretary for dating and recording.
4. 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.
5. The application shall be returned to the Club Cricket Council Secretary either granted or refused. Junior clearance applications can only be refused on the basis that the player is unfinancial with the club he wishes to leave.
6. Should a club not comply within the prescribed fourteen days the Club Cricket Council Secretary may grant the clearance upon the request of the player.
7. The prescribed time of fourteen days in which to deal with a permit or clearance is applicable to applications received from 1st July preceding the season for which the permit or clearance is sought.

4.3 QUALIFICATIONS FOR FINALS

(Rules 7:6:2:14 & 8:3:8)

Under 17s and Under 15s

A player is ineligible to play in a finals match (elimination, semi or grand final) unless they have played **three** or more matches during the season for that team in the Saturday morning competition or unless they have received the permission of the Cricket Council Secretary.

Under 13s and Under 14s

A player is ineligible to play in a finals match (elimination, semi or grand final) unless they have played **two** or more matches during the season for that team in that competition or unless they have received the permission of the Cricket Council Secretary.

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.

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 5 GENERAL

5.1 CODE OF CONDUCT & GUIDELINES FOR PENALTIES

5.2 PLAYER AVERAGES & AGGREGATES

5.3 PLAYER AWARDS

5.4 JUNIOR AWARDS FUNCTION

5.5 LORD'S TAVERNERS SPIRIT OF CRICKET AWARD

5.6 NATIONAL CLUB INSURANCE PROGRAM

5.1 CODE OF CONDUCT & GUIDELINES FOR PENALTIES

(Rule 3:7:3)

Coaches and players should familiarise themselves with the Code of Conduct and Guidelines for Penalties outlined in Rule 3:7:3 in the Fixture Book.

These apply to all WACA competitions.

5.2 AVERAGES & AGGREGATES

(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. 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 for publication in the WACA Yearbook.

Qualification for Batsmen

	Juniors
Innings	At least 5
Runs	At least 200
Average	20.00 or higher

Qualification for Bowlers

	Juniors
Wickets	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*).

5.3 PLAYER AWARDS

The following player awards are presented in the WACA Junior Age Group Competitions. These awards are presented at the Junior Awards Function held at the end of the season.

Under 17 and Under 15

Club Champion : the player from each club who obtains the most votes from coaches during the season (excluding finals).

Player of the Year : the player in each age group who obtains the most votes from coaches during the season (excluding finals).

Batting Average & Aggregate : separate awards given to the players with the highest batting average and the leading run scorer in each age group during the qualifying rounds. To qualify for the highest batting average award, players must have batted not less than 5 times and scored at least 200 runs.

Bowling Average & Aggregate : separate awards given to the players with the best bowling average and the leading wicket taker in each age group during the qualifying rounds. To qualify for the best bowling average award, players must have taken at least 15 wickets.

Under 14 and Under 13

Player of the Round : the player who scores the highest number of points in each round. Points are allocated on the following basis; 1 point per run, 15 points per wicket and 10 points per catch or stumping.

Player of the Year : the player who scores the highest number of points during the season (excluding finals).

5.4 JUNIOR AWARDS FUNCTION

1. The annual WACA Junior Awards Function is held at the end of each season.
2. At this function, the following awards are presented:
 - Premiership teams (all age groups);
 - Player of the Round (Under 14 & Under 13);
 - Club Champions (Under 15 & Under 17);
 - Batting & Bowling Averages and Aggregates (Under 15 & Under 17);
 - Player of the Year (all age groups);
 - Junior Coach of the Year;
 - Media Guild Award;
 - Lord's Taverners Spirit of Cricket Award.
3. Attendance to the Awards Function is by invitation only. Each Junior Delegate will be provided with a list of players from their club who will receive an award and are invited to attend.
4. It is expected that the Junior Delegate will ensure that all invited players/coaches from their club are notified of their invitation and are encouraged to attend to receive their award.
5. Parents and other family members are welcome to attend the Awards Function.

5.5 LORD'S TAVERNERS SPIRIT OF CRICKET AWARD

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 all junior age group competitions 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 age group. The award will be presented to the winning club at the Junior Awards Function.
5. There will be separate awards for clubs in the senior and junior competitions.

5.6 NATIONAL CLUB INSURANCE PROGRAM

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"> • Directors & Officers • Employment practices • Employee theft 	\$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/> or contact Derek Mott at the WACA on 9265 7217 or 0411 056 573.

SECTION 6 POLICIES & PROCEDURES

6.1 INFECTIOUS DISEASES POLICY

6.2 PROCEDURE FOR HANDLING SUSPECT BOWLING ACTIONS

6.3 GUIDELINES FOR SELECTION OF JUNIOR DISTRICT SQUADS

6.1 INFECTIOUS DISEASES POLICY

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 leak proof 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.

6.2 PROCEDURE FOR HANDLING SUSPECT BOWLING ACTIONS

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.

6.3 GUIDELINES FOR SELECTION OF JUNIOR DISTRICT SQUADS

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.