



BY-LAWS OF THE BALLARAT CRICKET ASSOCIATION LTD

1. The Ballarat Cricket Association ('Association') shall consist of Clubs, Sections, Divisions and Competitions as the Board of Directors, in its absolute discretion, deems to be appropriate.
 - a. Each Club shall pay such affiliation fee as the Association shall determine. No team shall be admitted to the Association unless such affiliation fee accompanies its application for admission.
 - b. The Association shall have the right to make levies on the Clubs as required from time to time.
 - c. All accounts must be paid within 30 days of receipt of the invoice. Failure of any Club to comply with this By-Law shall render it liable to a fine, suspension, loss of premiership points, or expulsion as the Board of Directors sees fit.
 - d. No Club shall be re-affiliated (or admitted) to the Association unless all its accounts to the Association (or the Association they are coming from) from the previous season have been paid (up to the 31st day of May in that year).
 - e. The Association Board shall specify (in writing) to all Clubs annually the minimum requirements for Affiliation in the 1st Grade Turf competition
 - f. The Association Board shall determine the opening and closing dates for Player Clearances each year.

2. The players chosen by the Selection Committee for representative games shall hold themselves at the disposal of the Association in preference to any other engagement when called upon. When failing to do so, without satisfactory reason being given to the Selection Committee, they shall be struck off the list of players for a period of times as the Selection Committee deem appropriate.

3. No Club will be permitted to take part in any match with any other Club (other than pre-season practice matches) or Association without first obtaining the approval of the Board of Directors.

4. Suspensions and disqualifications.
 - a. Any Club or player/coach/official/member of a Club can be disqualified or suspended by the Board of Directors if they violate the Rules or policies of the Association or neglects to comply with the lawful directions of the Association or any of its committees.
 - b. Any Club or player/coach/official/member, while under disqualification or suspension, shall forfeit all the rights and privileges held under the Association, and its members shall be debarred from competing in any match played under the auspices of the Association.
 - c. No player/coach/official/member of any affiliated Club shall knowingly play in any cricket match in which any disqualified or suspended player plays.
 - d. The Association may endorse the suspension or disqualification of any player/coach/official/member of a Club imposed by any recognised controlling body in Victoria or imposed by any registered body outside the State of Victoria.
 - e. Any player/coach/official/member reported for disputing an Umpire's decision on the cricket field during a match, or otherwise misconducting himself/herself, shall be liable to be disqualified for a period as decided upon by the independent tribunal.

5. Playing Rules for the management and control of matches, presented by the Board of Directors, will be submitted for adoption by the Association at a general meeting at the



completion of a season, and prior to the commencement of a season. If not at a general meeting, they can be adopted by circular voting resolution of all affiliated members.

6. The Board of Management shall consist of 9 directors (as per constitution), with the following positions forming the executive. These positions shall be filled at the first Board meeting following the Association AGM each year.
 1. President
 2. Vice President
 3. Immediate Past President
 4. Honorary Treasurer (see Appendix 1)

7. The Board of Management shall have the following subcommittees, or other subcommittees as the board sees fit from time to time. The president is an ex officio member of all subcommittees. All directors are expected to be a member of at least one subcommittee. The positions on these subcommittees shall be filled at the first Board meeting following the Association AGM each year. The Charters for these subcommittees are in Appendix 2, which the board may alter from time to time.
 1. Pennant Subcommittee
 2. Junior Subcommittee
 3. Grounds Subcommittee
 4. Rules Subcommittee
 5. Marketing and Sponsorship
 6. Female Subcommittee

8. The Board of Management shall have the following operational subcommittees when required. These subcommittees may be appointed in a monthly meeting or via circular resolution with the board. The charters for these subcommittees are in Appendix 3, which the Board may alter an update from time to time. Details for the Conciliation and Conciliation Appeals Committees are located in BCA Procedure 6A – Vilification Complaints Process.
 1. Independent Tribunal
 2. Appeals Subcommittee
 3. Selection Subcommittee
 4. Conciliation Committee
 5. Conciliation Appeals Committee

9. The Board of Management shall have the following portfolios, or other portfolios as the Board sees fit from time to time. These portfolios will be designated to individual board members at the first Board meeting following the Association AGM each year.
 1. Strategic Plan
 - This role shall lie with the President.
 - Monitor and update the BCA Strategic Plan, in conjunction with input from the entire Board.
 - Provide regular reporting on strategic plan status at board meetings, with feedback requested from directors.
 2. Policies
 - Maintain and update a policy review register.
 - Provide regular reporting on the policy updates at board meetings, with feedback requested from directors.
 3. Strategic Partnership
 - Initiate, foster and consolidate strategic partnerships between the BCA and external organisations (eg. City of Ballarat) for the benefit of the Association and its members.
 - Provide regular reporting to the board at board meetings.



4. Umpire Liaison

- Act as a conduit between BCA and BCUA (Ballarat Cricket Umpires Association).
- Attend BCUA meetings and provide information/feedback at the BCA board meetings (and vice versa).

10. The Board of Management shall appoint an Operations Officer with the duties to include the following list.

- To perform the clerical work of the Association and carry out all the directions of the Board.
- To keep and maintain all correspondence, minute books and any other necessary records of the Association.
- To receive all moneys for and behalf of the Association and pay same to the Honorary Treasurer.
- To delegate duties they see fit and reasonable to other officers of the Association.
- Be the conduit for communication between Clubs and the Board.
- Be the conduit for communication between the external stakeholders and the Board.
- Develop and maintain sponsorship packages including delivery of undertakings to sponsors.
- Maintain and promote the Association's social media platforms.
- Liaison with all media, particularly local press, TV and radio.
- Arrange advertising in Fixtures booklet or scorebooks.
- Distribution of periodic information to affiliated Clubs.
- The operations officer is required to sign the Director Code of Conduct.
- Further duties as per the Position Description. The maintenance and updating of this Position Description is a role of the Board.

BOARD OF DIRECTORS CODE OF CONDUCT

11. Board of Directors will abide by the Code of Conduct for all meetings and dealings as directors of the Association. They will also comply with all BCA policies and procedures. This code of conduct is in Appendix 4.

CONDUCT OF BOARD MEETINGS

12. At all meetings of the Board of Directors, the Order of Business will include:

- Welcome to Country
- Apologies
- Conflict of Interest
- Minutes of the Previous Meeting
- Outstanding Actions Arising
- Ongoing Issues
- Correspondence
- Reports
 - Treasurer's Report
 - Operation Officer's Report
- All Subcommittee reports
- All Director Portfolios
- General Business



CONDUCT OF EXTRAORDINARY MEETINGS

13. At each extraordinary general meeting of the members of the Association, the meeting is to be held in accordance with sections 6 (clauses 6.1 to 6.7) and 7 (clauses 7.1 to 7.11) of the Constitution of the Company. These sections of the Constitution set the conduct of meetings, the quorum required and method of voting, and the powers of the Chair of the meeting.
14. Further, and specifically, motions to be moved at meetings of the Association will follow this process
 - No motion shall be discussed until it is seconded. When seconded, it shall not be withdrawn without leave of the meeting.
 - A member who enters a motion on the agenda must be present for the motion to proceed unless that member produces written authority in their absence.
 - When a motion has been moved and seconded, any member shall be at liberty to move an amendment motion. The amended motion shall not be discussed until it be seconded. Such amendment must be stated in writing.
 - No second amendment shall be taken into consideration until the previous amendment has been completed but notice of further amendment may be given.
 - If an amendment be carried, the question as hereby amended shall become the question before the meeting, whereupon any other amendment upon it may be moved.
 - If an amendment, either upon the original motion or upon any amended motion, shall be rejected, then a further amendment (if not to the same effect as that already rejected) may be moved to the motion to which such first named amendment was moved, and so on, provided that no more than one question and one proposed amendment thereon shall be before the Association at one time.
 - That, except by the permission of the meeting Chair, every question shall be in writing, and, after all the answers have been given by the meeting Chair, no discussion shall be allowed, except upon a motion after notice (as provided by By-Law 29) having reference to the subject matter of such question.
 - No representative shall speak twice on the same question, unless in explanation and then only with the permission of the Chair, provided always that any representative having previously spoken on the original question, shall be entitled to speak once on each amendment, and that the mover of the original question shall have the right of final reply.
 - No representative shall speak upon any motion or amendment for a longer period than five (5) minutes without the consent of the Chair.

CONDUCT OF MEMBERS AT ALL ASSOCIATION MEETINGS

15. The following conduct is expected at all association meetings.
 - No representative shall make any offensive personal reflections upon or impute any improper motives to any other Member or Officer, and any Member so offending shall, immediately upon being thereto required by the Chair, withdraw such offensive expressions, and retract any such imputation of motive. Any representative refusing to withdraw such offensive expressions or imputations shall not be allowed to further address the Chair at that or any other meeting of the Association until he/she shall have complied with such requirement, nor shall his/her vote be recorded upon any question.



- The Chair shall preserve order and may at any time call to order any representative, whom he may deem to be out of order, and when two or more representatives rise to speak at the one time, he/she shall decide which representative be heard first.
- Any club representative may call the attention of the Chair to any other club representative being out of order, or to any point of order.
- Every point of order shall be taken into consideration immediately upon its arising and shall be decided by the Chair.

ABILITY TO CHANGE BY LAWS

16. The duly elected BCA board can make changes to any By Law, or introduce new By Laws, that does not contravene the BCA Constitution. These By-Laws must be approved by Ordinary Resolution in a general meeting of the company (AGM).



APPENDIX 1

ROLE OF HONORARY TREASURER

- ✓ Complete any financial acquittals required from time to time e.g., Grants, Strategic Partnerships.
- ✓ In conjunction with the BCA Executive prepare an annual budget and report actual results against budget.
- ✓ Be a member of the BCA Executive.
- ✓ To coordinate the collection of umpires fees from clubs and disbursement to the BCUA.
- ✓ Undertake payroll and associated records for BCA
- ✓ Prepare and lodge BAS and payroll returns with the ATO. Ensure retention of records for taxation purposes.
- ✓ Provide general financial information to the BCA Board as part of discussions of proposed actions.
- ✓ To pay all monies on behalf of the Association into bank account(s) in the name of the Ballarat Cricket Association.
- ✓ To prepare a verbal or written report of the financial position of the Association for each meeting of the Board of Directors, and a profit & loss statement and balance sheet at the balance date of the Association.
- ✓ To pay all accounts after they have been passed by the Board of Directors of the Association.
- ✓ To issue receipts if required to all parties which may forward moneys to the Association.
- ✓ To collect fines, levies, affiliation fees and other moneys due to the Association.
- ✓ To ensure that appropriate Insurances are affected as determined by the Board of Directors of the Association.



APPENDIX 2

PENNANT SUBCOMMITTEE

Chair	BCA Board Director or BCA Appointed person.
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • 1 x Chair • 4 x other members, as appointed by the Board (can be Board members) • Operations Officer to be a non-voting member
Purpose	<ul style="list-style-type: none"> • Enforce and implement the current BCA rules as approved from year to year • Support turf cricket for the top-level Senior & Junior grades in the BCA • Approval of season fixtures and team grading • Manage the process and approval of clearances • Approval of age exemptions in Junior grades • Determine player eligibility • Approval of player movement between grades • Approval of ground allocations for home and away season, liaise with the Grounds Committee as required. • Approval of ground allocations for finals • Determine pitch suitability • Determine if play is possible due to inclement weather conditions. Eg. Heat (40 degrees) or too wet • Determine play around COVID policy • Adjudicate on disputes – clearances, match results, fixtures etc • Report directly to the BCA Board through representation at Board level • Issue penalties and fines for a variety of breaches by Clubs and officials • Refer matters to the Tribunal, Appeals Committee or BCA Investigations Officer. • Areas of Responsibilities of the Committee Members: <ul style="list-style-type: none"> ➤ Grounds ➤ Age Exemptions ➤ Weather & Ground Conditions ➤ Board Information ➤ Rules and Regulations ➤ Umpires
Process	<ul style="list-style-type: none"> • Committee meet every two (2) weeks with the scope to meet more frequently if required • Communication to Clubs via Operations Officer regarding decisions • Prepare a collective stance on matters and communicate to BCA Board • Maintain minutes of meetings



JUNIOR SUBCOMMITTEE

Chair	BCA Board Director
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • 1 x Board Member (minimum) • 1 x representative from each Junior Club within the Association
Purpose	<ul style="list-style-type: none"> • To oversee and promote junior cricket in the BCA • To establish opinions and stances on junior issues within the BCA to be presented to the BCA Board • To act in the best interests of the junior cricketers in Ballarat • Be the liaison between the club's junior representative and the BCA Board in relation to junior cricket
Process	<ul style="list-style-type: none"> • Sub-committee meet once monthly or when deemed necessary. • Communication to Clubs via Operations Officer regarding decisions. • Prepare a collective stance on matters and communicate to BCA Board. • Maintain minutes of meetings.

GROUNDS SUBCOMMITTEE

Chair	BCA Board Director
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • 1 x Board Member • 2 other members, as delegated by the Board (can be Board members) • Operations Officer to be a non-voting member
Purpose	<ul style="list-style-type: none"> • Develop a hard wicket grounds and practice facilities register, detailing all grounds and review dates with level of urgency of required maintenance. • Maintain a thorough understanding of the quality of grounds. • Assess grounds for damage or risk where required. • Assess turf pitches for damage or risk where required. • Assist turf Clubs with turf pitches if damaged. • Assist the Pennant Committee and BCA Board with finals ground allocations.
Process	<ul style="list-style-type: none"> • Communication with Clubs via Operations Officer regarding turf pitches. • Communication with Council via Strategic Partnerships Director regarding Council owned grounds. • Communication with Pennant Committee regarding ground changes and finals grounds. • Report to BCA Board regarding ground issues and finals grounds. • Maintain minutes of meetings.



RULES SUBCOMMITTEE

Chair	BCA Board Director
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • Chair to be appointed by the BCA and to be a current BCA director • One other BCA director • One representative from the Pennant committee • One representative from the BCUA • Other independent person/s as determined by the chair
Purpose	<ul style="list-style-type: none"> • Review all junior and senior playing rules and administration rules on an annual basis • Outline and update process in line with BCA constitution and Bylaws • Reflect rule changes to any change in playing structure e.g. 4th XI playing split innings • Facilitate club, umpires, BCA board and Pennant Committee input and suggestions
Process	<ul style="list-style-type: none"> • In accordance with Admin Rule 2, request all clubs to provide rule change suggestions by 1st of May each season • BCUA and Pennant committee request to provide rule change suggestions by 1st of May each season • Committee to meet as required to consider all rule change submissions • Prepare a list of recommended rule changes to the BCA Board • BCA board to review and endorse proposed changes • Distribution to clubs for voting (in lieu of Annual General Meeting) • Results and final adoption by the BCA board • Communication to clubs including section on BCA website of current season changes • Maintain minutes of meetings.



MARKETING AND SPONSORSHIP

Chair	BCA Board Director
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • 1 x Board Member • 2 other members, as delegated by the Board (can be Board members) • Operations Officer to be a non-voting member
Purpose	<ul style="list-style-type: none"> • Attract sponsors to the BCA • Approach and liaise with businesses regarding potential sponsorship • Communicate the BCA Sponsorship Packages with potential sponsors • Work with businesses to determine level of Sponsorship • Work with the Operations Officer to compile a Sponsorship contract • Work with the Operations Officer to ensure all requirements of the Sponsorship Package is met for each Sponsor • Ensure potential sponsors align with BCA values and ethics.
Process	<ul style="list-style-type: none"> • Develop and update Sponsorship Packages • Communicate with Operations Officer and Treasurer for administration • Report to BCA Board • Maintain minutes of meetings.

FEMALE SUBCOMMITTEE

Chair	BCA Board Director/rotating chair
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> • 1 x Board Member (minimum) • Remaining members to be decided following registration of interest
Purpose	<ul style="list-style-type: none"> • To oversee, promote and develop female cricket in the BCA • To establish opinions and stances on female issues within the BCA to be presented to the BCA Board • To act in the best interests of female cricket and participants in Ballarat and district. • Be the liaison between the club's female representatives and the BCA Board in relation to female cricket
Process	<ul style="list-style-type: none"> • Sub-committee meet approximately x5-6 per year. • Communication to Clubs via Operations Officer regarding decisions. • Prepare a collective stance on matters and communicate to BCA Board. • Maintain minutes of meetings. • Organise junior representative cricket as required.



APPENDIX 3

INDEPENDENT TRIBUNAL

Chair	BCA Board to appoint the Chair
Responsible To	BCA Board of Management
Composition	Three independent members including Chair
Purpose	<ul style="list-style-type: none"> • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players reported by umpires and referred directly by the Match Review Officer • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players who dispute the Match Review Officers decision arising from an umpire's report • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players reported by umpires and referred directly by the Match Review Officer • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players, coaches, members, or club officials as referred by the pennant committee. • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players, coaches, members, or club officials as referred by the board of directors. • To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on players, coaches, members or club officials as referred by the BCA Investigations Officer. • To ensure as reasonably practicable, that tribunal members are independent of the clubs involved in the matters to be decided.
Process	<ul style="list-style-type: none"> • Maintain minutes of meetings.

APPEALS COMMITTEE

Chair	BCA Board to appoint the chair
Responsible To	BCA Board of Management
Composition	Three independent members including Chair
Purpose	<ul style="list-style-type: none"> • To deal with all appeals arising out of the decisions of the Pennant Committee • To deal with all matters referred to it by the Board of Directors of the Association • To deal with all appeals arising out of the decisions and penalties imposed by the independent tribunal • To deal with any disputed player clearances • To ensure as reasonably practicable, that members are independent of the clubs involved in the matters to be decided.



Process	<ul style="list-style-type: none"> Maintain minutes of meetings.
---------	---

SELECTION COMMITTEE

Chair	BCA Board to appoint the chair
Responsible To	BCA Board of Management
Composition	<ul style="list-style-type: none"> 1 x Board Member 2 other members, as delegated by the Board (can be Board members)
Purpose	<ul style="list-style-type: none"> To administer all senior representative games in which the Association is involved. To select players to practice for and represent Ballarat in senior representative cricket matches. To select the captains of all senior representative Ballarat teams. To maintain, store and protect all Association equipment and clothing relative to senior representative matches. To make recommendations to the Board of Directors. Assist with the organisation of Melbourne Country Week
Process	<ul style="list-style-type: none"> Meet as required. Maintain minutes of meetings.



APPENDIX 4

DIRECTORS CODE OF CONDUCT

All Board members should:

- Keep the BCA Vision, Values and Strategic Pillars in consideration when performing all duties as Board Members.
- Fully participate in Board of Directors meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others. Responsiveness and attentive listening in communication is expected.
- Prepare in advance of Board meetings and be familiar with issues on the agenda.
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Demonstrate honesty and integrity in every action and statement.
- Declare any conflicts of interest in either board meetings or dealings as a director of the Association.
- At all times, act in the best interest of cricket, including all stakeholders.
- Participate in scheduled activities to increase team effectiveness and review Board policies and procedures, such as this Code of Conduct.
- Practice civility and respect in discussions and debate. The dignity, style, values, and opinions of each Board Member shall be respected. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action.
- Honour the role of the Chair in maintaining order. It is the responsibility of the Chair to keep the comments of Board Members on track during meetings. Board Members should respect efforts by the Chair to focus discussion on current agenda items.
- Avoid personal comments that could offend other Board Members.
- Demonstrate practical problem-solving approaches.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors acts, Board Members should commit to supporting said action and not to create barriers to the implementation of said action.

I, _____ (board director's name), have read and agree to abide by the Ballarat Cricket Association's Board of Directors Code of Conduct.

Signed (director)

Date