



## BCA POLICY 14 - MyCricket Administration

Updated - July 2017

### Objective

- It is expected by the Association that all Clubs, teams and competitions of the Ballarat Cricket Association utilise the MyCricket system to its full capacity to manage their player details, match results, player statistics and other useful components that the system provides.
- Failure of Clubs to meet the Association requirements may see sanctions by way of fines, loss of points or suspensions as deemed appropriate by the BCA Pennant Committee.

### MyCricket

MyCricket is Cricket Australia's online admin and competition system used by over 90% of Clubs and Associations in Australia. The system is designed to assist with day-to-day running of a Club and/or Association.

What are the benefits of MyCricket for a Club and Association:

- FREE!!!
- It helps spread the workload on Club/Association volunteers
- Public viewing of fixtures, results, ladders, player stats
- An easy to use system that is connected nationwide
- Individuals can manage their own personal details
- Financial management
- Reporting

What can I expect to do using MyCricket:

- Competition, player and Umpire management
- Publish player statistics and scorecards online
- Online player registration and payments
- Insurance registration
- Electronic and digital housing of all Club members
- Email and SMS communication tools
- Ability to build substantial Social media following and engagement
- Delivery of a dedicated Club website which can be locally customised

The MyCricket system works on a user based platform requiring each individual wishing to access the administrative functions to have their own unique login/account. This assists each Club in providing access to certain functions of the system for certain roles within a Club and ensures safety with digital tracking.

To request administrative access for your Club, contact your [Secretary](#) to have an account created.

### Procedure

- All Senior and Junior teams are expected to meet their minimum requirements regarding each match.
- Clubs not meeting their minimum requirements for each match will receive a penalty sanction deemed appropriate by the Pennant Committee.
- Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal through the official process.



# Ballarat Cricket Association

## Minimum match day requirements of Clubs

For a detailed list of requirements and recommendations, check out our [Match Day Guide](#)

TASK	DESCRIPTION
<a href="#">Player Registration</a>	All players must be registered in MyCricket to be eligible to play. New Senior players can be registered up until 1pm Friday prior to the commencement of the match. New Junior players can be registered no later than 2 hours following the completion of the first day of the match.
<a href="#">Team Selection</a> (Publication in Courier)	A full team of players (Senior & Junior) must be selected in MyCricket for each round no later than <b>8pm on the Thursday</b> prior to commencement of the match. This is to ensure those teams are published in the local paper. <a href="#">Junior teams MUST select a Coach as per CA regulations.</a>
<a href="#">Team Selection</a> (Match Day)	Senior teams must have their full and correct team selected no later than 1hr prior to the start of play for MyCricket Live Score app to be utilised. Junior teams must have their full and correct team selected no later than 2hrs following the completion of the first day of the match.
<a href="#">Match results &amp; Player scores</a>	Senior 1 <sup>st</sup> & 2 <sup>nd</sup> XI to be scored live by the Home team. Away team is required to score using a scorebook. All other Match results and Player scores must be completed by the Home team in MyCricket by <b>12pm on Sunday of that weekends play</b> , or by 7:30pm where play has taken place on the Sunday. MyCricket Live Score app highly recommended for all matches.
<a href="#">Match confirmation or Match disputes</a>	Away teams are responsible for confirming the results and scores of each match upon completion. Where the away team considers incorrect information entered, they have until <b>8pm on the Sunday</b> of that weekends play to dispute the match in MyCricket giving full explanation. No dispute will be considered after this time.
<a href="#">Captain/Coaches Report</a> (Umpire & Ground)	Each teams Senior Captain or Junior Coach must complete an appraisal on their BCUA appointed Umpire/s. This report also contains a section to complete a ground appraisal, which is important to notify the BCA of any issues that need addressing. This report is compulsory and must be completed by <b>3pm on the Monday</b> following the completion of the match.
Team Sheets	While team sheets are not part of the MyCricket process, they must be submitted to the Operations Officer of the Association by <b>3pm on the Monday</b> following the completion of the match. A clear and legible photo or scanned copy can be sent to <a href="mailto:operations@ballaratcricket.com">operations@ballaratcricket.com</a> or delivered to BCA HQ within the Eastern Oval complex.

### Audit Process

- Club administrative requirements for each match will be audited using the 'Exception Reports' through the MyCricket system. These reports consist of the following:-
  - Players playing while unregistered
  - Matches missing team lists
  - Unsubmitted/unconfirmed match results
  - Match results entered late
  - Player scores entered late
  - Teams changed after result made official
  - Unsubmitted Captain/Coach reports
- Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal through the official process.

### Appeals Process

- Clubs are able to appeal a sanction within 7 days of the official email notification.
- An appeal can be submitted via return email of the official notification in the space provided.
- The Pennant Committee will consider the appeal in the first instance and respond with their decision, negotiate with the Club in good faith to resolve or refer the appeal to the Board or Appeals Tribunal at their earliest convenience.