



# Ballarat Cricket Association Governing Procedure 4 PlayHQ Administration and Match Day Guide

## Objective

It is expected by the Association that all Clubs, teams, and competitions of the Ballarat Cricket Association (BCA) utilise the PlayHQ 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.

## PlayHQ

PlayHQ 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.

The benefits of PlayHQ for a Club and Association are as follows.

- There is no cost.
- 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 PlayHQ?

- 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 PlayHQ 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 Club 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 (as detailed below) 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.

## Minimum match day requirements of Clubs

For a detailed list of requirements and recommendations, check out our Match Day Guide (located in Appendix 1 at the end of this document).

TASK	DESCRIPTION
Player Registration	All players must be registered in PlayHQ 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.
Team Selection (Publication in Courier)	A full team of players (Senior & Junior) must be selected in PlayHQ 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. Junior teams <b>MUST</b> select a Coach as per CA regulations.
Team Selection (Match Day)	Senior teams must have their full and correct team selected no later than 1hr prior to the start of play for PlayHQ 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.
Match Results and Player Scores	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 PlayHQ by <b>12pm on Sunday of that weekends play</b> , or by 7:30pm where play has taken place on the Sunday. PlayHQ Live Score app highly recommended for all matches.
Match confirmation or Match disputes	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 PlayHQ giving full explanation. No dispute will be considered after this time.
Captain/Coaches Report (Umpire and Ground)	Each teams Senior Captain or Junior Coach must complete an appraisal on their BCUA appointed Umpire/s as well as opposition behaviour (including making reports). 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 PlayHQ 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@gmail.com">operations.ballaratcricket@gmail.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 PlayHQ 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 can 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, and then negotiate with the Club in good faith to resolve or refer the appeal to the Board or Appeals Tribunal at their earliest convenience.



## APPENDIX 1

# Ballarat Cricket Match Day Guide

The following guide is intended to assist the duties that accompany being responsible for leading a team as either a Captain, Coach or even Team Manager. To ensure that matches run as smoothly as possible, it is expected that those responsible for the management of each match follow these guidelines.

## HOME Team Requirements

### Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 8pm Thursday prior to the match (publication requirements). Changes to your team on PlayHQ can be made up until 1hr prior to the start of the match for Seniors and 2 hrs after the first days play for Juniors. Junior teams **MUST** select a Coach as per CA regulations.

### Equipment checklist

#### Essentials

- 2 x sets of stumps & 2 x sets of bails
- At least 1 spare stump & at least 1 spare bail (as above)
- 50 marker cones
- Measured string line for accurate and consistent pitch and boundary lengths
- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea for all involved in the game? We're all friends off the field!

#### Optional items

- Hard backed clipboard/table/chair for scoring
- Stump gauge (nobody likes crooked an uneven stumps)
- Rubber mallet for set up of stumps where no Umpire present/dropped catch punishment

### Match Day

Arrive early enough to have time to prepare and arrange the following before the start of play.



- Ensure playing surfaces are satisfactory then complete the JLT checklist on your ANDROID or APPLE device. It takes 2 minutes, and the checklist can be send via email instantly, no paper!!
- With a measuring tape or string line from the centre of the wicket, mark boundaries with your marker cones at least 1m inside any fence and no more than 10m apart.
- Provide both sets of stumps and bails to the wicket at least 30 minutes prior to start time for your Umpires to set up or have them set up where no Umpires are present.
- Complete your half of the Team Sheet located within your scorebook and then have opposition Captain complete theirs and give it to the Umpire at the coin toss. If no Umpire present it's recommended to leave it with the scorebook. A photo can be taken of the completed team sheet and submitted to [operations.ballaratcricket@gmail.com](mailto:operations.ballaratcricket@gmail.com) using your phone or tablet at the time, scanned after the match, and sent or hand delivered to the mailbox at BCA HQ at the Eastern Oval by 3pm on the Monday following the completion of the match.
- If you have access to a scoreboard, ensure it's available for use at the start of play.
- Provide a ball for the teams bowling innings
- Provide the team score book or iPad/Tablet, a suitable position and equipment for scorers.
- Instruct scorers to ensure all data is entered on the scoresheet. If they are unsure of names of bowlers or catchers, they need to ask.

#### During Days Play

- Encourage your opposition team to join you for morning/afternoon tea and where possible, provide an appropriate space, facilities or sheltered area to break for tea.
- Provide morning/afternoon tea for all involved in the match (including tea, coffee, water and appropriate food)

#### Post Days Play

- Ensure team scorebook is complete and accurate. If you aren't using the PlayHQ Live Score app ensuring the data from the scorebook is correct is essential as it will not translate into PlayHQ.
- If you are not using the PlayHQ Live Score app you need to manually enter Match Results and Player Scores into PlayHQ by **12pm on Sunday of that weekends play**, or by 7:30pm where play has taken place on the Sunday. PlayHQ Live Score app highly recommended for all matches.

#### Post-Match

- Complete Captain's/Coaches report on Umpire's and Ground conditions in PlayHQ by 3pm on the Monday following the completion of the match. This report is **COMPULSORY** for all matches with BCUA appointed Umpires and all matches played on turf. Not required if no Umpire appointed and match played on a hard wicket.



## AWAY Team requirements

### Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 8pm Thursday prior to the match (publication requirements). Changes to your team on PlayHQ can be made up until 1hr prior to the start of the match for Seniors and 2 hrs after the first days play for Juniors. Junior teams **MUST** select a Coach as per CA regulations.

### Equipment checklist

#### Essentials

- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea in case the home team doesn't supply?

#### Optional items

- Hard backed clipboard/table/chair for scoring

### Match Day

Arrive early enough to have time to prepare and arrange the following before the start of play.

- Complete your half of the Team Sheet provided by the Home team. Give it back to the Home team Captain to either hand to the Umpire at the coin toss or take care of and submit.
- Provide the team scorebook and equipment to complement either the Home team's iPad/tablet or scorebook.
- Instruct scorers to ensure all data is entered on the scoresheet. If they are unsure of names of bowlers names or catchers names, they need to ask.
- Provide a ball for the teams bowling innings

### During Days Play

- Be encouraged to have morning/afternoon tea with the Home team. Remember, we're playing the most social sport in the world and it pays to be friendly!
- Where a BCUA Umpire is present, ensure payment is made **no later than the tea/innings break**.

### Post Days Play

- Ensure team scorebook is complete and accurate. If the PlayHQ Scorer app is not being used, ensuring the data from the scorebook is correct is essential as it will not translate into PlayHQ.





- If the PlayHQ Scorer app is not being used, the HOME team is responsible for submitting ALL match data into PlayHQ by **12pm on Sunday of that weekends play**, or by 7:30pm where play has taken place on the Sunday. PlayHQ scoring app highly recommended for all matches.

### Post-Match

- Confirm Match Results in PlayHQ by 8pm on the Sunday of that weekend's play. If you feel there is incorrect information in the match data, Dispute the result **before 8pm on Sunday** outlining the errors. Any dispute not submitted prior to 8pm Sunday will not be accepted.
- Complete Captain's/Coaches report on Umpire's and Ground conditions in PlayHQ by 3pm on the Monday following the completion of the match. This report is **COMPULSORY** for all matches with BCUA appointed Umpires and all matches played on turf.