



## BY-LAWS OF THE BALLARAT CRICKET ASSOCIATION LTD

1. The Association shall consist of such Clubs, sections, divisions and competitions as the Board of Directors in its absolute discretion deems to be appropriate from time to time.
2.
  - (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 it may from time to time determine
  - (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 shall see fit.
  - (d) No Club shall be admitted to the Association unless all its accounts to the Association in respect of the previous season have been paid up to the 31<sup>st</sup> day of May in that year.
  - (e) The Association Board shall specify in writing to all Clubs each year the minimum requirements for Affiliation in the 1<sup>st</sup> Grade Turf competition
  - (f) The Association Board shall determine the opening and closing dates for Player Clearances each year.
3.
  - (a) 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; failing to do so without satisfactory reason being given to the Selection Committee, they shall be struck off the list of players for such time as the Selection Committee shall determine
  - (b) 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. Any Club or member of a Club shall be liable to disqualification or suspension during the pleasure of the Board of Directors in the event of such Club or member violating the Rules of the Association or neglecting to comply with the lawful directions of the Association or any of its Committees
5. Any Club 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.
6. No member of any affiliated Club shall knowingly play in any Cricket match in which any disqualified or suspended player plays.

7. The Association may endorse the suspension or disqualification of any member or player of a Club imposed by any recognised controlling body in Victoria, or imposed by any registered body outside the State of Victoria.
8. Any player 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 such time as may be decided upon by the independent tribunal
9. 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 or by circular voting resolution of all affiliated members after the completion of a season and prior to the commencement of a season

#### **PENNANT COMMITTEE**

10. The duties of the Pennant Committee shall be:-
  - (a) To manage all competition matches.
  - (b) To deal with all applications, permits and clearances and refer appeals against clearance refusals to the BCA Appeals Committee
  - (c) To appoint Umpires for all matches under the auspices of the Association
  - (d) To submit to the Association proposed rules and changes for the management of all matches
  - (e) To inspect all grounds under the direction and control of the Association and furnish reports as to the condition of the playing areas and the accommodation provided for the players and the public
  - (f) To report on the condition of the ground of any Club applying for admission to the Association or on the condition of any ground in respect of which a complaint in writing has been lodged with the Association
  - (g) To impose fines as approved by the Board of Directors
  - (h) To refer all appeals arising out of decisions of the Pennant Committee to the Appeals Committee
  - (i) Undertake any investigations as referred by the Board of Directors and make recommendations as to matters that should be referred to the independent tribunal
  - (j) Develop and maintain the process of reporting players for on or off field misconduct including bringing the game of cricket into disrepute
  - (k) Adjudicate on any matters relating to the Player Point system
  - (l) Maintain Minutes of PC meetings and regularly report and make recommendations to the Board of Directors

#### **INDEPENDENT TRIBUNAL**

11. The Board of Directors shall appoint an Independent Tribunal and such Tribunal shall consist of 3 members sitting at each Tribunal Hearing

- 12.. The duties of the Independent Tribunal shall be:-
- (a) To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on all players reported by umpires
  - (b) To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on all players and officials as referred by any pennant committee investigation
  - (a) To adjudicate and impose such sanctions and penalties, including fines, as it sees fit on all players and officials as referred by the board of directors

#### **APPEALS COMMITTEE**

11. The duties of the Appeals Committee shall be:-
- (a) To deal with all Umpires Match reports
  - (b) To deal with all appeals arising out of the decisions of the Pennant Committee
  - (c) To deal with all matters referred to it by the Board of Directors of the Association
  - (d) To deal with all appeals arising out of the decisions and penalties imposed by the independent tribunal

#### **SELECTION COMMITTEE**

13. The duties of the Selection Committee shall be:-
- (a) To administer all senior representative games in which the Association is involved
  - (b) To select players to practice for and represent Ballarat in senior representative cricket matches
  - (c) To select the Captains of all senior representative Ballarat teams
  - (d) To maintain, store and protect all Association equipment and clothing relative to senior representative matches
  - (e) To make recommendations to the Board of Directors

#### **JUNIOR CRICKET COMMITTEE**

14. All Clubs with Junior teams shall have one representative on the Junior Cricket Committee and the duties of that Committee shall be:-
- (a) To administer all Junior representative games in which the Association is involved
  - (b) To maintain, store and protect all Association equipment relative to all representative junior matches
  - (c) To provide a forum for all club junior delegates/coordinators to make suggestions including rule changes
  - (d) Maintain Minutes of JC meetings and regularly report to and make recommendations to the board of directors

## **GROUNDS COMMITTEE**

15. The duties of the Grounds Committee shall be:-
- (a) Liaison with any relevant Club Ground Managers and turf curators
  - (b) Monitoring of ground conditions
  - (c) Determination of ground improvement programme
  - (d) To make recommendations to the Board

## **OPERATIONS OFFICER**

16. The duties of the Operations Officer shall be:-
- (a) To perform the clerical work of the Association and carry out all the directions of the Board
  - (b) To keep and maintain all correspondence, minute books and any other necessary records of the Association
  - (c) To receive all moneys for and behalf of the Association and pay same to the Honorary Treasurer
  - (d) To delegate whatever duties he/she thinks fit and reasonable to other officers of the Association
  - (e) Further duties as per Position Description as updated from time to time
  - (f) Maintain and promote the Association's social media platforms
  - (g) Be the conduit for communication between Clubs and the Board
  - (h) Be the conduit for communication between the external stakeholders and the Board
  - (i) Develop and maintain sponsorship packages including delivery of undertakings to sponsors
  - (j) Liaison with all media, particularly local press, TV and radio
  - (k) Arrange advertising in Fixtures booklet or scorebooks
  - (l) Distribution of periodic information to affiliated Clubs

## **THE HONORARY TREASURER**

17. The duties of the Honorary Treasurer shall be:-
- (a) To pay all monies on behalf of the Association into such Bank or Banks as the Association may from time to time determine to the credit of accounts in the name of the Ballarat Cricket Association
  - (b) To prepare a statement 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.

- (c) To pay all accounts after they have been passed by the Board of Directors of the Association
- (d) To issue receipts to all parties which may forward moneys to the Association
- (e) To collect fines, levies, affiliation fees and other moneys due to the Association
- (f) To ensure that appropriate Insurances are affected as determined by the Board of Directors of the Association

## **CONDUCT OF MEETINGS**

19. At all meetings of the Board of Directors, the Order of Business will include the following :-

- Apologies
- Minutes of the Previous Meeting
- Action Items from Previous Meeting
- Treasurer's Report
- Pennant Committee Report
- Operations Officer's Report
- Junior Cricket Report
- Umpires Report
- Marketing & Sponsorship
- Strategic Direction work
- General Business (as tabled)

20. 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 Chairman of the meeting.

21. Further, and specifically, in terms of motions to be moved at meetings of the Association, the following will be the process followed:-

- No motion shall be discussed until it is seconded, and when seconded shall not be withdrawn without leave of the meeting
- No notice of motion which shall have been entered on the Agenda shall be proceeded with in the absence of the member by whom such notice shall have been given, unless in that on behalf some other member produces written authority from such first-named member
- When a motion shall have been moved and seconded, any representative shall be at liberty to move an amendment motion, which 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 shall have been disposed of 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 negatived, then a further amendment (if not to the same effect as that already negatived)

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 Chairman, every question shall be in writing, and, after all the answers have been given by the Chairman, 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 Chairman, 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 MEETINGS**

22. 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 Chairman, 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.
23. The Chairman 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.
24. Any club representative may call the attention of the Chairman to any other club representative being out of order, or to any point of order.
25. Every point of order shall be taken into consideration immediately upon its arising, and shall be decided by the Chairman.