



Ballarat Cricket Association Governing Procedure 8 Communication with the BCA Board

Introduction

The Ballarat Cricket Association Board of Management has a role in the strategic direction and operational management of the Ballarat Cricket Association. They make decisions as a group based on what is best for cricket in our region both now, and into the future. With so many participants and volunteers within the Association, there will be decisions that may need some clarification, clubs with individual or broader needs, and many other general enquiries that may need to be addressed by the board.

As such, we would like a streamlined approach to this information flow to ensure our responsiveness is clear, consistent, and fair across all clubs within our fold.

Process

The following process must be followed to communicate with the board.

All communication must be:

- In writing (in either word or .pdf format) and attached to an email addressed to the operation manager (operations.ballaratcricket@gmail.com)
- All correspondence must be on club letterhead and signed off from a club executive.
- Communication must be clear and concise, with objectives clearly outlined, and an indication of what is required from the board in a response.
- Emails to individual board members, or from individuals within the cricket community not on club letterhead, will not be responded to.