



CONSTITUTION

May 2010

Dapto Cricket Club

Constitution Index May 2010.

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Dapto Cricket Club Incorporated

THIS IS THE ANNEXURE OFPAGES
(Insert No. of Pages)

MARKED
(Identifying Mark; A, B, C etc)

SIGNED BY ME AND DATED.....
(Date Form 1 signed)

SIGNATURE.....
(Applicant)

STATEMENT OF COMPLIANCE

“ THE RULES OFINC.
(Insert Name of Association)

HEREIN ARE IN ACCORDANCE WITH SECTION 11 AND CONTAIN THOSE MATTERS
SPECIFIED IN SCHEDULE 1, OF THE ASSOCIATIONS INCORPORATION ACT 1984.

SIGNED.....
(Applicant)

Dapto Cricket Club Incorporated

OBJECTIVES

The objectives of the Dapto Cricket Club are:-

- 1) To provide access for members to competitive District competitions / carnivals as nominated by the ruling body of the day (currently Cricket Illawarra) at both the Senior and Junior levels.
- 2) To provide machinery to implement New South Wales Cricket Association Junior development and coaching programs.
- 3) To develop and support Cricket Initiatives in the region.
- 4) To review and evaluate the program of Senior / Junior cricket annually.

SCOPE AND SERVICE

Senior players (over the age of 16 years) and Junior players (up to the age of 16 years) as per the date set in the by laws of the NSW Cricket Association each season shall be eligible to participate in competitions or carnivals, for which the Dapto Cricket Club has entered a suitable team into. This is given that players are eligible for club membership (as per clause 5).

Dapto Cricket Club Incorporated

CONSTITUTION

PART 1 - PRELIMINARY

NAME AND AFFILIATION

1. (a) This body shall be known as the Dapto Cricket Club (or D.C.C.) and incorporates both Senior and Junior members.

(b) The administration and organisation of the Dapto Cricket Club lies with the duly elected Committee. This Executive has the duty to respond to the views and directions expressed by the members of the Dapto Cricket Club and to act in the best interests of the club and its members at all times.

(c) The Dapto Cricket Club shall be affiliated with the Cricket Illawarra Senior and Junior competitions and the New South Wales Junior Cricket Union.

INTERPRETATION

2. (1) In this constitution, except in so far as the context or subject matter otherwise indicates or requires:

(a) Words importing the singular include the plural and vice versa;

(b) Words importing one gender include any other gender;

(c) "Ordinary member" means a member who is not an office bearer;

(d) "Office bearer" means a person elected or appointed to the position of President, Vice-President, Secretary or Treasurer of the club in accordance with the provision of clause 13 of this constitution;

(e) "Secretary" means the person who holds office of secretary of the club in accordance with the provisions of clause 14 of this constitution or, where no person holds that office, the public officer of the club.;

(f) "The act" means the Associations Incorporation Act 1984;

(g) "The regulations" means the regulations made in accordance with the provisions of the Associations Incorporation Act 1984.

2. (2) In this constitution:

(a) A reference to a function includes a reference to a power, authority or duty;

and

(b) A reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

HEADINGS

3. Headings to clauses of this constitution are intended for ease of reference only and are not to be taken to affect the constitution or the interpretation of such clauses.

REGION (BOUNDARIES)

4. The region in which the Dapto Cricket Club is based shall be the town of Dapto as defined by the Department of Local Government in New South Wales.

PART II - MEMBERSHIP

MEMBERSHIP

5. (1) (a) Membership of the Dapto Cricket Club shall be open to all persons who wish to play with the club. No impediment will exist to stop players living outside the Dapto area to joining the club.

(b) All current-playing members, must be eligible to play Cricket as per the rules and regulations of the ruling body. This means that the person has not been banned or who has disciplinary procedures pending or in force from any other Cricketing Association or sporting body.

(c) It is also recommended that all players, at this time, over the age of 18 years to be current financial members of the Dapto Leagues Club.

(d) The parent or legal guardian of a financial junior member shall be deemed to be a financial member and thus have full membership rights. This is restricted to One parent or guardian, should their partner wish to be a member they should become financial as a non playing member.

(2) *LIFE MEMBERS:*

(a) Members or past members of the club may be made Life members of the club.

(b) Nominations for Life membership must be forwarded to the Secretary no later than Twenty-eight (28) days prior to the Annual general Meeting and be signed by at least two (2) members of the club. This must be with the consent of the nominee.

(c) Voting shall be by ballot and to be elected, the nominee must receive three fourths of the vote cast in the ballot.

(d) The secretary shall maintain a record of Life Members.

(e) All persons accepted as life Members of the Dapto Cricket Club at the date of adoption of this constitution shall automatically attain Life Membership of the club.

(f) Persons being nominated for Life Membership should have demonstrated outstanding, meritorious service to the club, be it either Junior or Senior, over a long period of years.

CESSATION OF MEMBERSHIP

6. A person shall cease to be a member of the club, if the person: -

- (a) dies;
- (b) Resigns his membership;
- (c) Is expelled from the club.

note: membership entitlements are personal and not transferable.

RESIGNATION OF MEMBERSHIP

7. (1) A member of the club is not entitled to resign that membership except in accordance with this clause.

(2) A member of the club may resign from the club by first giving notice (being not less than one month or not less than such other period as the committee may determine) in writing to the Secretary of the members intention to resign and, upon the expiration of the period of notice, the member shall cease to be a member.

(3) Where a member of the club ceases to be a member pursuant to paragraph (2) of this clause, and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

FEES AND SUBSCRIPTIONS

8. (1) A member of the Club must, on admission to membership, pay to the Club a nominal fee of \$1.00 or, if some other amount is determined by the Committee, that other amount.

(2) In addition to any amount payable by the member under clause (1), a member of the Club must pay to the Club an annual membership fee of \$5.00 or, if some other amount as determined by the Committee in regard to Playing fees and membership, that other amount :-

(a) Except as provided by paragraph (b) before 1st July in each calendar year,
or

(b) If the member becomes a member on or after 1st July in any calendar year - on becoming a member and before 1st July in each succeeding calendar year.

By dint of fees paid to attain club membership, that person is by default a member of the Incorporated body to which the club is affiliated.

REGISTER OF MEMBERS

9. (1) The public officer and the Secretary of the club shall establish and maintain a register of members of the club specifying the name and address of each person who is a member of the club together with the date on which the person became a member.

(2) The register of members shall be kept by the elected secretary of the club and shall be open for inspection, free of charge, by any member of the club. This is with the proviso that just cause for such perusal be presented to that official and that it is relevant and suitable.

(3) Should a doubt exist as to the suitability of the request then consultation should occur with 2 or more members of the Executive committee to seek such approval.

(4) At all times such access to club records and documents must be appropriate and consider the privacy aspects of the members. At no time are personal details to be recorded or copied and removed from the archive.

MEMBERS LIABILITIES

10. The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club or the costs, charges and expenses of the winding up of the club, is limited to an amount of \$1.00. Every person who becomes a member of the club is deemed to have undertaken to pay such an amount, if so required, in the event that the club is wound up while he is a member or within a period of one year after ceasing to be a member thereof.

DISCIPLINING OF MEMBERS (See also Appendix D)

11. (1) Where the committee, as described in Part three hereof, is of the opinion that a member of the club: -

(a) Has persistently refused or neglected to comply with a provision or provisions of this constitution; or

(b) Has persistently and wilfully acted in a manner prejudicial to the interests of the club; or

(c) Has neglected to comply with any requirements or direction of the club or the committee,

(d) That continued duties performed by the member on behalf of the club may bring the club into disrepute;

Note: This action is to be taken in the most serious of instances only, not as a standard procedure for all disciplinary actions. Refer to Appendix D first in most cases.

Also the principles of fair justice must be applied in all dealings unless physical evidence of an irrefutable and compelling nature exists. The process under the constitution still applies but an immediate resolution may be made and advised in this instance.

The committee may, by resolution

(i) Expel the member from the club; or

(ii) Suspend or disqualify the member from membership of the club for a specified period.

Note: The resolution must be made by at least a quorum composed of Executive and General Committee members and must be passed with a 75% majority.

(2) A resolution of the Committee under paragraph (1) of this clause shall be of no effect unless the Committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice in accordance with paragraph (3) of this clause, confirms the resolution in accordance with this clause.

(3) Where the Committee passes a resolution in accordance with paragraph (1) of this clause, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member:

(a) Setting out the resolution of the committee and the grounds on which it is based;

(b) Stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;

(c) Stating the date, place and time of that meeting; and

(d) Informing the member that the member may do either or both of the following:

(i) Attend and speak at the meeting;

(ii) Submit to the committee at or prior to the date of that meeting written representations relating to the resolution.

(4) At a meeting of the committee held as referred to in paragraph (3) of this clause, the committee shall:

(a) Give to the member an opportunity to make oral representations;

(b) Give due consideration to any written representations submitted to the committee by the member at or prior to the meeting; and

(c) By resolution determine whether to confirm or to revoke the resolution.

(5) Where the committee confirms a resolution under paragraph (4) of this clause the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of the fact and of the member's right of appeal under clause (12) Twelve.

(6) A resolution confirmed by the committee under paragraph (4) of this clause does not take effect:

(a) Until the expiration of the period within which the member is entitled to appeal against the resolution, Where the member does not exercise the right of appeal within that period; or

(b) Where within that period the member exercises the right of appeal, unless and until the association confirms the resolution pursuant to clause 12 (4).

RIGHT OF APPEAL OF DISCIPLINED MEMBER (See also Appendix D)

12. (1) A member may appeal to the club in general meeting against a resolution of the committee which is confirmed under clause 11 (4) within seven days after notice of the resolution is served on the member, by lodging with the secretary a notice in writing to that effect.

(2) Upon receipt of a notice from a member under paragraph (1) of this clause the committee, which shall convene a general meeting of the club to be held within 21 days after the date on which the secretary received the notice.

(3) At a general meeting of the club convened under paragraph (2) of this clause:

(a) No business other than the question of the appeal shall be transacted;

(b) The committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and

(c) The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(4) If at the general meeting the club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

(5) If the resolution is confirmed in accordance with paragraph (4) of this clause the member may, within seven days of the date of the meeting of the club at which the resolution was confirmed, lodge with the Secretary of the club a further appeal to Cricket Illawarra and the Secretary shall forthwith send such appeal to the Secretary of Cricket Illawarra for their consideration.

(6) The decision of the Cricket Illawarra on any such appeal shall be final and no further appeal shall be made to any other body or court other than on a point of law.

PART III - THE COMMITTEE

POWERS OF THE COMMITTEE (See also Appendix D)

13. The committee shall be called the committee of management of the club and, subject to the Act, the Regulations and this Constitution and to any resolution passed by the club in general meeting:

(a) Shall control and manage the affairs of the club;

(b) Exercise all such functions as may be exercised by the club other than those functions that are required by this constitution to be exercised by a general meeting of the members of the club;

(c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.

CONSTITUTION AND MEMBERSHIP OF THE COMMITTEE

14. (1) Subject, in the case of the first members of the committee, to Section 21 of the Act the committee shall consist of:

(a) The executive office bearers of the club as set out in sub-paragraph (2)(a) of this clause; and

(b) The other elected officers, as per sub-paragraph (2)(b) of this clause, each of whom shall be elected from ordinary members of the club at the Annual General Meeting of the club in accordance with clause 15 of this Constitution.

(2)(a) *The Executive office bearers and the Sub Committee they chair shall be:*
i/ the President;
ii/ the Vice-President – Chairperson of the Playing Sub Committee;
iii/ the Vice-President – Chairperson of the Junior Sub Committee;

- iv/ the Secretary (Public Officer)– Chairperson of the Communications Sub Committee;*
- v/ the Treasurer – Chairperson of the Finance Sub Committee.*

(b) The Management Committee Members and the Sub Committee they reside in shall be:

- i/ the Registrar - Playing;*
- ii/ the Leagues Club Board Member - Finance;*
- iii/ the Publicity Officer - Communications;*
- iv/ the Cricket Illawarra Representatives (two required, a proxy desirable) - Communications;*
- v/ the Social Organiser - Finance*
- vi/ the Gear Steward - Finance;*
- vii/ the Sponsorship Liaison Officer - Finance*

(3) Each member of the committee shall, subject to this constitution, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.

(4) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the club to fill the vacancy and the member so appointed shall hold office, subject to this constitution until the conclusion of the Annual General Meeting next following the date of the appointment.

(5) The duties of each of the Office Bearers shall be defined by the executive of the Dapto Cricket Club and incorporated in the constitution (as per the Duty Statement at Appendix C).

(6) The management committee shall be responsible to the executive committee in all matters.

(7) The club shall consist of both Senior and Junior bodies. The Senior Committee is to be responsible for the direction and running of the club in all major matters. The Vice President – Junior Sub Committee shall be elected at the Annual General Meeting (AGM). They will then ensure a Junior Sub-Committee shall be elected at the Junior Sub Committee AGM and manage the everyday running of the Junior section of the club. The Junior Sub-Committee shall be responsible to the Senior executive in all matters. The Junior sub committee AGM should be held after the Senior AGM. The Junior Sub Committee must ensure that all minutes, notices and relevant communications are communicated to the senior committee as is proper.

(8) The Dapto CC Playing Sub Committee and Junior Sub Committee President will appoint the Junior Development Officer(s) by whatever selection method the Sub Committees decide are fair.

ELECTION OF MEMBERS

15. (1) Nominations of candidates for election as office - bearers of the club or as ordinary members of the committee:

(a) Shall be made in writing, signed by two members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination at appendix B); and

(b) Shall be delivered to the secretary of the club not less than 7 days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

(2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

(3) If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be casual vacancies.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

(6) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the Annual general Meeting in such usual and proper manner as the committee may direct.

(7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for and elected to another office at the same election.

(8) If at the close of the election a position remains vacant and no candidates for election are received by the next meeting then, and only then, may a position holder accept the duties of a vacant position to facilitate club business. This may take place where there is no conflict, perceived or real, in those roles assumed. BUT the persons primary role is the one to which they were initially nominated and elected.

SECRETARY

16. (1) The Secretary of the club shall, as soon as practicable after being appointed as secretary, lodge notice with the Cricket Illawarra and Dapto Leagues Club any change in club committee or management. Also to advise Department of Fair Trading in regards to any change in the position of Public Officer.

(2) It is the duty of the secretary to keep minutes of:

(a) All appointments of office bearers and members of the committee;

(b) The names of members of the committee present at a committee meeting or a general meeting; and

(c) All proceedings at committee meetings and general meetings.

(d) Any Executive or extraordinary meetings as they occur.

(e) All minutes must be complete, advised and an accurate record of events, resolutions and discussion at that meeting.

(3) Minutes of proceedings at a meeting shall be signed by the chairman of the meeting or by the chairman of the next succeeding meeting as being a true and correct copy of that meeting.

TREASURER

17. It is the duty of the Treasurer of the club to ensure that:

(a) All monies due to the club **are** collected and received and that all payments authorised by the club are made;

(b) Correct books and accounts are kept showing the financial affairs of the club including full details of all receipts and expenditure connected with the activities of the club.

(c) At the end of each financial year prepare all such statements as are required to be presented to the Annual General Meeting in accordance with the provisions of section 26(6) of the Act.

(d) Ensure that a suitable financial audit of the accounts for the year's business is undertaken by a suitably qualified person. This is to be signed off, as appropriate, and includes the financial dealings of any sub committee.

CASUAL VACANCIES

18. For the purpose of this constitution, a casual vacancy in the office of a member of the committee occurs if the member:

(a) Dies;

(b) Cease to be a member of the club;

(c) Becomes an insolvent under administration within the meaning of the Companies (NSW) code;

(d) Resigns office by notice in writing given to the secretary;

(e) Is removed from office under clause 19;

(f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;

(g) Is absent without the consent of the committee from two consecutive meetings of the committee; or

(h) Is absent without the consent of the committee from three or more meetings of the committee in any period of three calendar months.

REMOVAL OF MEMBER

19. (1) The club in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and shall by

resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

(2) Where a member of the committee to whom a proposed resolution referred to in paragraph (1) of this clause relates, makes representations in writing to the secretary or chairman (not exceeding a reasonable length) and requests that the representations be notified to the members of the club. The secretary or chairman may send a copy of the representations to each member of the club or, if they are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

MEETINGS AND QUORUM

20. (1) The committee shall meet at least once in each calendar month at such a place and time as the committee may determine as required for the effective conduct of business.

2) Additional meetings of the committee may be convened by the chairman or by any two members of the committee.

(3) Oral or written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under paragraph (3) of this clause shall specify the general nature of the business to be transacted at the meeting via an advised agenda, and no business other than that business shall be transacted at the meeting, except business which the committee members present at the meeting agree to treat as urgent business.

(5) Any (five) 5 members of the club constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business shall be transacted by the committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for such a meeting, the meeting shall be dissolved.

(8) At a meeting of the committee:

(a) The President or, in the President's absence, the Vice-President shall preside;

or

(b) If the President and the Vice-President are absent or unwilling to act as such, one of the remaining members of the committee as may be chosen by the members present at the meeting shall take preside.

DELEGATION BY COMMITTEE TO SUB-COMMITTEE

21. (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:

(a) This power of delegation; and

(b) A function, which is a duty, imposed on the committee by the Act, by any other law or by this constitution.

(2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.

(3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as time or circumstances, as may be specified in the instrument of delegation.

(4) Notwithstanding any delegation under this clause, the committee may continue to exercise any function delegated.

(5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.

(6) The General committee may, by instrument in writing, revoke wholly or in part any delegation under this clause. This is in consultation with the membership and as endorsed by the members.

(7) A sub-committee may meet and adjourn, as it thinks proper but with due regard to the sub committees business at hand.

VOTING AND DECISIONS

22. (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee shall be determined by a majority of the votes of members of the committee or sub-committee present at the meeting. This to be decided by a show of hands.

Note: This is in regard to issues requiring an immediate response to determine club policy and direction. Any issues requiring further discussion, qualification and aspects of research to provide a correct response are to be dealt with at the next meeting and will be included on the advised agenda for that meeting. Unless there is another agreed means of advising the membership.

(2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote. Persons present at the meeting but deemed to be un-financial or not of good standing with either the Dapto Cricket Club or the Cricket Illawarra are not entitled to vote.

(3) Subject to clause 20(5), the committee may act notwithstanding any vacancy on the committee.

(4) Any act or thing done or suffered, or purporting to have been done by the committee or by a sub-committee appointed by the committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

(5) A vote by ballot or division may be immediately demanded by not less than three persons present and entitled to vote. This is to be utilised where discretion is required on a sensitive issue or some adverse conditions or perceptions may arise due to a show of hands.

PART IV - GENERAL MEETINGS

ANNUAL GENERAL MEETINGS

23. The Annual General Meeting of the club shall be held not later than 31 May of each year.

24. The regular business of the Annual General Meeting shall be:

(a) To confirm the minutes of the last preceding Annual General Meeting and of any special general meeting held since that meeting;

(b) To receive from the committee reports on the activities of the club during the last preceding financial year;

(c) To elect office-bearers of the club and ordinary members of the committee (as defined at clause 14 (2) (a) and (b))

(d) To consider any article of the constitution that has been proposed to be added, repealed or amended.

All other business at an Annual General Meeting shall be special business and follow the notification requirements of Section 26 of this constitution.

OTHER GENERAL MEETINGS OF THE CLUB

25. (1) (a) Ordinary general meetings of the club shall be scheduled by the committee as required (usually once a month. See Section 20(1)) with a drafted and advised agenda issued prior to the meeting.

(b) Fourteen (14) days minimum notice of a meeting shall be given to all members of the Dapto Cricket Club.

(2) All general meetings other than Annual General Meetings and ordinary general meetings shall be special general meetings.

SPECIAL GENERAL MEETINGS - CALLING OF

26. (1) The committee may, whenever it thinks fit, convene a special general meeting of the club to discuss business of a 'special' nature and that which requires a resolution from the wider club membership.

(2) The committee shall, on the requisition in writing of not less than 5(five) members, convene a special general meeting of the club.

(3) A requisition of members for a special general meeting:

(a) Shall state the purpose or purposes of the meeting;

(b) Shall be signed by the members making the requisition;

(c) Shall be lodged with the secretary; and

(d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

(4) If the committee fails to convene a special general meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may cause to convene a special general meeting to be held not later than three months after the date.

(5) A special general meeting convened by a member or members as referred to in paragraph (4) of this clause shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the club for any expense so incurred.

NOTICE

27. (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the Secretary shall, at least 7 days before the date fixed for the holding of the General Meeting, cause to be sent by pre-paid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting in the form of an Agenda. Alternately, an attempt must be made to orally contact the members.

(2) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in paragraph (1) of this clause specifying, in addition to the matter required under paragraph (1) of this clause, the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a special general meeting shall be transacted at the meeting.

PROCEDURE

28. (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.

Note: An 'informal' meeting to discuss issues may be held if a quorum is not present, but no votes or resolutions are to take place.

(2)a/ The attendance of one or more of the executive committee and one or more of the management committee plus three or more ordinary members constitute a quorum for the transaction of business at a general meeting.

b/ The attendance of three or more of the executive committee members constitutes a quorum for the transaction of business at an Executive meeting.

(3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than five) shall constitute a quorum but if 5 members are not so present the meeting shall be dissolved.

PRESIDING MEMBER

29. (1) The President or, in the President's absence, the Vice-President, shall preside as chairman at each general meeting of the club.

(2) If the President and Vice-President are absent from a general meeting or unwilling to act, the members shall elect one of their number to preside as chairman at the meeting.

ADJOURNMENT

30. (1) The chairman of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than business left unfinished at the meeting at which the adjournment took place.

(2) Where a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting via an advised agenda.

(3) Except as provided in paragraphs (1) and (2) of this clause, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

MAKING OF DECISIONS

31. (1) A question arising at a general meeting of the club shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairman that a resolution has, on show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minutes of the club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the club, a poll may be demanded by the chairman or by not less than three members present in person or by proxy at the meeting.

(3) Where a poll is demanded at a general meeting, the poll shall be taken:

(a) Immediately in the case of a poll which relates to the election of the chairman of the meeting or to the question of an adjournment; or

(b) In any other case, in such manner and at such time before the close of the meeting as the chairman directs,

And the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

SPECIAL RESOLUTION

32. A resolution of the club is a special resolution if:

(a) It is passed by a majority which comprises not less than three-quarters of such members of the club as, being entitled under this constitution so to do, vote in person or by proxy at a general meeting of which not less than 21 days written notice specifying the intention to propose the resolution as special resolution was given in accordance with this constitution; or

(b) Where it is made to appear to the Commissioner that it is not possible or practicable for the resolution to be passed in the manner specified in sub-paragraph (a) - the resolution is passed in a manner specified by the Commissioner.

VOTING

33. (1) Upon any question arising at a general meeting of the club a member has one vote only.

(2) All votes shall be given personally or by proxy vote but no person may hold more than five proxies.

(3) In the case of an equality of votes on a question at a general meeting, the chairman of the meeting is entitled to exercise a second or casting vote.

APPOINTMENT OF PROXIES

34. (1) Each member shall be entitled to appoint another person as proxy by notice given to the secretary prior to the time set down for the commencement of the meeting in respect of which the proxy is appointed. Any person so appointed as a proxy must be a member of the club, association or body which elected the member of the club for whom the proxy is to act and the document appointing such proxy must be countersigned by the Secretary or other authorised officer of such club, association or body.

(2) The notice appointing the proxy shall be in the form set out in the appendix A of this constitution.

PART V - MISCELLANEOUS

INSURANCE

35. (1) In respect to the insurance required to be maintained by the club pursuant to section 44 of the Act, it shall be a function of the committee to ascertain whether or not the club is covered by a policy held by the New South Wales Cricket Association (or Cricket Illawarra) every year and, if not so covered, to effect such insurance forthwith and ensure that the club maintains such insurance either on its own account or by a policy held by the New South Wales Cricket Association (or Cricket Illawarra).

(2) In addition to the insurance required under paragraph (1) of this clause the committee may effect and maintain such other insurance as it deems necessary either on its own account or through policies held by the New South Wales Cricket Association (or Cricket Illawarra).

FINANCE

36. (1) All funds shall be deposited in the name of the club in an interest bearing account with a recognised bank or building society.

(2) All monies received by the club shall, as soon as practicable, be deposited without deduction to the credit of the club's bank / credit union account.

(3) The club shall, as soon as practicable, after receiving any monies, issue an appropriate receipt.

(4) The funds of the club shall be used solely in pursuance of the objectives of the club in such a manner as the committee and/or membership determines.

(5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members jointly of the designated office bearers being President, Secretary and Treasurer.

(6) The club shall be responsible for raising and controlling its own finance, other than monies received from sponsors or the Dapto Leagues Club.

(7) The Dapto Cricket Club shall be required to submit a balance sheet and financial statement to Cricket Illawarra each season, duly audited by a suitable accredited auditor (See Section 17, Duties of Treasurer).

FINANCIAL YEAR

37. The financial year of the club shall end on 31st March in each and every year.

ALTERATIONS OF OBJECTS AND RULES

38. The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the club.

COMMON SEAL

39. (1) The Common Seal of the Club must be kept in the custody of the Public Officer.

(2) The Common Seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal must be attested by the signatures either of two members of the Committee or of one member of the Committee and of the Public Officer or Secretary.

CUSTODY OF BOOKS, ETC

40. Except as otherwise provided by this constitution, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the club for

the current year. Records and documents may also be kept in a designated archive area where such records, books and documents may be safely kept. A person may be nominated to maintain documentary records at the discretion of the committee.

INSPECTION OF BOOKS ETC

41. The records, books and other documents of the club shall be open to inspection, free of charge, by a member of the club at a pre-arranged time convenient to all parties. This is unless aspects of privacy of the members may be compromised. The person wishing to inspect the documents must also declare their intent and the reason for the request (as per Section 9 (2), Register of Members).

SERVICE OF NOTICES

42. (1) For the purpose of this constitution, a notice may be served by or on behalf of the club upon any member either personally or by sending it by post to the member at the member's address shown in the register of member's. A verbal notice is acceptable in certain situations as determined by the Committee, as is a 'registered' email showing the relevant dates and details.

(2) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of this constitution to have been served on the person at the time at which the letter would have been delivered in the ordinary course of the post.

BY-LAWS

43. The by-laws of the Cricket Illawarra are those to be adopted by the Dapto Cricket Club and as such the Dapto Cricket Club agree to be bound by such by-laws as authorised by the Cricket Illawarra.

PROTESTS AND DISPUTES

44. (1) All protests and disputes shall be adjudicated on in the first instance by the committee or a sub-committee thereof provided that any party to such protest or dispute may lodge an appeal or appeals as follows: -

(a) In the first instance to the club with the secretary of the club within 7 days of the date on which the committee or sub-committee hands down its decision on such protest or dispute.

(b) In the second instance to the Cricket Illawarra and with the Secretary of the club within 7 days of the date on which the club hands down its decision as in clause 44 / (1) (a). The secretary shall forthwith send such appeal to the Secretary of Cricket Illawarra for consideration by that body in accordance with the articles of the New South Wales Association.

(2) The decision of the Cricket Illawarra on any such appeal shall be final and no further appeal shall be made to any other body or court other than on a point of law.

SURPLUS PROPERTY

45. In the event of the winding-up or cancellation of the incorporation of the club, all the surplus property of the club pursuant to section 53 (2) of the Act shall vest in the Cricket Illawarra Junior sub committee.

COMPETITION RULES

46. (1) Competition rules shall be those adopted from time to time and endorsed by the National Cricket Association and Cricket Illawarra.

(2) Such rules may be altered or amended at any Cricket Illawarra meeting up to and including the August General meeting each season provided written notice of the motion has been submitted.

(3) Any proposed rule change must be tabled at a club committee meeting and a majority vote of those eligible members in attendance taken. If the motion is carried then the Cricket Illawarra delegates must present the proposed change at the next meeting of that body. The delegates must report back to the club members as soon as possible.

NOTE: Cricket Illawarra shall determine regulations and conditions for the organisation and control of competitions within its authority and prepare such by-laws as are necessary for this purpose, including qualification and registration of players, protests, disputes and disorderly conduct.

AMENDMENTS TO CONSTITUTION AND BY-LAWS

47. (1) Any article of the constitution may be repealed or amended, or by further articles added by a three-fourths majority of those members entitled to vote at any Annual General Meeting.

(2) Notice of motion to repeal, amend or add to the constitution must be provided in writing to all members and officers of the Dapto Cricket Club at least (14) fourteen days prior to the Annual General Meeting, or a Special General Meeting called for such purpose.

APPENDIX A

APPOINTMENT OF PROXY

I,..... of
(Full Name) (Address)

Being a member of the Dapto Cricket Club Inc, hereby appoint

..... of
(Full name of proxy) (Address)

As my proxy to vote for me and on my behalf at the general meeting (annual general

Meeting or special general meeting, as the case may be) to be held on

..... day of, 20 and at any adjournment of that

Meeting.

* My proxy is authorised to vote in favour of / against (delete as appropriate) the
resolution (insert details)

* To be inserted if desired

.....
Signature of Member

.....
Date

APPENDIX B

DAPTO CRICKET CLUB INCORPORATED

NOMINATION OF OFFICE BEARER

We the undersigned hereby nominate.....
(Full Name)

of.....
(Address)

Post Code..... for the position of

to be determined at the next Annual General Meeting of the Club.

.....
(Print Name) (Signature)

.....
(Print Name) (Signature)

.....

FORM OF CONSENT

I hereby consent to my
(Full Name)

Nomination as set out above.

.....
Signature

APPENDIX C

Duty Statements For Elected Executive Committee and Sub Committee Members

The recommended Sub Committees and goals are as follows:

- **EXECUTIVE COMMITTEE GOALS**

- Review and if necessary revise the Club's Constitution, Rules, By Laws, policies and procedures to ensure they are focused on the achievement of the Club's Vision and Goals
- Lead Sub Committees for Playing, Finance, Communication and Junior cricket.
- Review and if necessary revise goals and budgets for each sub-committee by June each year.
- Cause such revisions to goals and budgets to be approved in the proper manner
- Ensure Sub Committees conduct their affairs to the highest possible standard and transparency.
- Ensure that Club member's funds are used and invested appropriately with the highest possible regard to the member's best interests.
- Establish a review schedule and a report format for the performance reporting of the Executive Committee and each Sub Committee by June each year.
- Ensure the Business Plan is followed, improved after review and the performance against the club KPI's is reported at each AGM.
- Ensure the Cricket code of conduct, Rules, By Laws and Regulations are adhered to throughout the club
- Ensure the executives are role models for the behavior expected from all club members
- Persist with the SLC process to have the amenities upgraded at Reed Park.
- Carry out regular Risk Assessments of the facilities and forward issues to the relevant authorities (ICA).
- Develop and implement a tree planting program to enhance the perimeter of the oval

- **FINANCE SUB COMMITTEE GOALS**

- Take full responsibility for the **Financial Development** section of the Business Plan
- Liaise with each sub committee and establish a financial budget for the Executive Committee and each sub Committee by June each year
- Analyse and make recommendations to the Executive Committee on business plans and budgets presented by all Sub Committees and the Executive Committee
- Achieve or improve on budgeted surplus for the Club (Executive Committee) by April each year

- Establish a Canteen Management plan and budget by June each year then implement and achieve the plan by October each year.
- Establish a Social Events Management plan and budget in conjunction with other sub committees (including Juniors) by July each year then implement and achieve the plan by Oct each year.
- Establish a Sponsorship/Fund Raising Management plan and budget in conjunction with other sub committees (including Juniors) by June each year then implement and achieve the plan by October each year
- Establish playing and membership fee structures by June each year.
- Report to the Executive committee at least monthly on progress toward all Sub Committee goals
- Establish and maintain administrative procedures that ensure all financial transactions are carried out in accordance with proper accounting guidelines and the appropriate levels of transparency are maintained.
- Conduct an independent audit on the financial management of the club by June and publish the audit results in the annual report.
- Invest the club funds responsibly so as to maximize the return on investment
- Ensure ground signage is consistent with Sponsorship packages.
- Establish a plan to ensure the Friday night raffle at Dapto Leagues Club is carried out each week with minimal loss of revenue whilst ensuring the membership plays their role in this important fundraising opportunity.
- **COMMUNICATION SUB COMMITTEE GOALS**
- Take full responsibility for the **Collection and Maintenance of the Club's Heritage** section of the Business Plan
- Production of the Club Newsletters on a scheduled basis throughout the year – combining news and events from all sub committees and associated groups (NSW Cricket, Cricket Illawarra Seniors and Juniors)
- Establishment and maintenance of a Dapto Cricket Club Web Site for Juniors and Seniors.
- Establishment and maintenance of a “*contact communication tree*” (phone and e-mail) for all club members
- Produce and disseminate flyers and invitations (electronically and hard copy) and programs for all special events.
- Electronic distribution of minutes from all meetings within 14 days
- Standardise minute format for all committees to ensure the committee goals become agenda items with the action plans itemized with responsibilities and completion dates clarified

- Produce and display the Goals and objectives of all sub committees within the Club to promote the goal achievement. Also to maintain and update those displays as required.
- Establish and maintain local media contacts that will facilitate publicity for special events
- Establish and maintain an administration procedure for the dissemination of incoming and outgoing correspondence
- Report monthly to the executive committee on progress towards all the Communication Committee goals
- Publish the annual report for the AGM
- Publish an introduction to the club that clearly sets out the goals for each upcoming year by the AGM
- **PLAYING SUB COMMITTEE GOALS**
- Take full responsibility for the **Player Development and Amenities** section of the Business Plan.
- To ensure skill deficiencies of individual players, coaches and teams are identified and action plans are implemented to address any deficiencies
- Implement a Cricket Code of conduct for all players to follow.
- Ensure a team selection policy consistent with accepted values and goals is established and implemented equitably.
- Ensure all coaches, managers and selectors understand their responsibilities and are provided with the resources to fulfill their responsibilities
- Appoint the club coach and captains each season.
- Establish a network of external consulting experts in the different aspects of Laws, Fitness, Diet, batting, bowling fielding, tactics etc and that the experts are used in correcting identified weaknesses
- Ensure all players are registered and financial
- Develop and recommend to the Executive Committee policies regarding the support of disadvantaged players and player payment if appropriate
- Ensure all Coaches conduct benchmark testing on skills and fitness of players at regular intervals throughout the year and develop and implement team and individual training programs to improve on those benchmarks
- Ensure all players, officials and supporters comply with the Club's cricket code of conduct
- Ensure any person in breach of the Club's cricket code is brought before the Cricket Committee for counseling in the case of minor breaches and in the case of major breaches before the Executive Committee for disciplinary action as per constitution and documented accordingly.

- Establish and disseminate realistic improvement targets for positions on the competition standings for all competition teams and for the club championship with the aim of continuous improvement across the grades.
- Liaise with the Treasurer to ensure reward mechanisms (dinners, prizes, BBQ, special training etc) are in place that publicly recognise the achievement of individual and team goals and milestones (i.e. consecutive wins, position on the ladder, improvements in stats, representative honors, players player.)
- Liaise with the Social Committee to ensure events are organised to assist in celebrating the achievement of key predetermine goals and milestones for the club.
- Monitor and direct adherence to the ideals set out in the 'Pathways to Grade' Document.
- Appoint the Junior Development Officer(s) each season with assistance from the VP Juniors
- Ensure pitch covers are free of holes, folded and stored correctly and treated as an asset.
- Carry out boundary marking of all grounds at Reed Park before the season commences.
- Ensure grounds, buildings, Practice nets, gardens, fences and fixtures are maintained.
- **JUNIOR SUB COMMITTEE GOALS**
- Take full responsibility for the **Pathways to Grade** section of the Club Handbook.
- Implement a Cricket Code of conduct for all players to follow and ensure all players, officials and supporters comply with the Club's and Cricket Illawarra's code of conduct.
- Ensure a team formation policy consistent with accepted values and goals is established and implemented equitably and without favor.
- Ensure all coaches, managers and selectors understand their responsibilities and are provided with the resources to fulfill their responsibilities
- Appoint the team coaches each season with reference to the guidelines set out in the Pathways to grade Document.
- Ensure all players are registered and financial
- Participate in the creation of the Sponsorship/Fund Raising Management plan and budgets in conjunction with the Finance sub committee by June each year then implement and achieve the plan by October each year
- Ensure all Coaches, Managers and officials are fully aware of their duty of care to the junior players under their auspices.
- Ensure all Coaches, Managers and officials complete the "Working with Children" forms and are aware of their responsibilities to the junior players in this regard.
- Conduct 'day to day' business to progress Dapto Junior Cricket with due regard to Cricket Illawarra and Dapto Cricket Club objectives and targets.

APPENDIX D

Major revision changes highlighted.

Dapto Cricket Club **Disciplinary Procedures**

Disciplinary procedures for transgressions of acceptable Club behavior and responsibilities will be addressed by the procedures in the following document. This document and the Code of Conduct should be used as references when issues occur that can be considered as detrimental to the well being of the club as a whole.

examples are:-

- 1/ A large number of unfinancial players in any given season.
- 2/ The lack of “in place” procedures for performance feedback and assessment
- 3/ The lack of responsibility assumed by some club members in performance of standard club duties
- 4/ The ability of the Committee to maintain control over Club norms and to address issues as they arise
- 5/ Standardisation of procedures for current and future Committees.
- 6/ Breaches of the Code of Conduct.
- 7/ Perceived or reported infringements against club policy.

The procedures are as follows: -

1/ During the course of the season, a member will have to appear at the next meeting of the Committee for failure to: -

a/ Become a fully financial member of the club by prescribed cut off dates, as nominated by the Committee. This appearance before the Committee may take the form of appeal for financial hardship reasons (in confidence) in which case an agreement may be entered into for week by week payment or other such agreements as deemed proper by the Committee for reasonable recovery of players fees etc.

b/ Adverse reports of behavior (on the field or in circumstances that may reflect on the Dapto Cricket Club)

1. In this instance a **Breach of Code of Conduct Report Form** will be submitted and the process to be followed will be as per section 4 below.

c/ Not fulfilling Club responsibilities appertaining to the individuals position within the club. For instance: -

i/ Not performing Raffle duties without giving the appropriate amount of notice to the appropriate people or not arranging a swap for your turn. Incidentally, any persons swapping and not fulfilling their swap turn will result in both Club members appearing before the Committee.

ii/ Persons with specific responsibilities i.e.: Captains, Committee members, Vice-Captains etc not performing duties inherent with the position as per the Duty statements held by the Committee. Persons in such positions are charged with furthering the Club's interest at all times and any failure to do so may also result in an appearance before the Committee.

iii/ Repeated lateness, late unavailability advice or unadvised absences from the game for which that person has been selected.

Note: All absences from Raffle duties or games must be advised to the appropriate person at least 24 hours prior to the event. The responsibility falls upon the individual to arrange either a swap or a replacement for raffle duties.

Disciplinary Measures Available to the Committee

2/

It should be noted that reports of poor behavior or breaches of the Code of Conduct can be dealt with as soon as 48 hours after the alleged offence. I.e. an offence where a number of complaints are received about the same behavior or Breach or if there is a complaint of a serious nature (physical, sexual or verbal assault), then once the committee has reviewed the complaint a suspension can be issued immediately and then the transgressor is notified as per section 11 of the Constitution.

a/ All appearances before the Committee will be advised in writing to the alleged transgressor (or if a current address is not held then a phone call or advice from a responsible person will be deemed as adequate notice). Note: In writing is deemed either by post or by email.

b/ All alleged transgressors will be required to appear before the Committee at the NEXT meeting. Any failure to appear will result in automatic suspension until such times as an appearance to the Committee occurs. Any viable reason why a person cannot appear before the Committee at their next sitting must be advised in writing (to a Committee member) at least 24 hours prior to the commencement of the meeting. The Committee will decide on the viability of the application on a case by case basis.

c/ In each appearance before the Committee, the Committee may apply suspensions of periods to be determined by the Committee and/or NOMINAL fines (maximum of \$20.00) as deemed proper and fair by the Committee (the proceeds from such nominal fines are to be entered into Club finances in a proper manner for the benefit of the Club and will be shown on Statements as provided by the Treasurer). This disciplinary action is to be in conjunction with any disciplinary action undertaken by the Association or other approved affiliated body (such as the Dapto Leagues Club etc). Note: Any fines not paid by the start of the next round of Cricket automatically result in suspension for that round despite the value of the fine.

The member being disciplined may opt to receive a fine and/or suspension if found guilty by the Committee. But the limit of the nominal fines is \$20.00 and a suspended round of Cricket is valued at \$10.00. Note: For club offences only.

d/ In situations where members do not uphold their responsibilities and are not acting in the club's best interests then the Committee may undertake a "performance assessment". This in effect allows

the member to present his case and reasons to the Committee and the Committee will also reinforce its expectations of that member. This may be deemed to be sufficient or the Committee may give a “trial period” (length to be determined by the Committee) to assess that members performance. Repeated transgressions or “non-improvement” after performance assessment may mean that disciplinary action will be considered necessary.

In circumstances where the member is a position holder within the Club the continued occupation of that position is subject to the member meeting the Committees expectations. The Committee has the right to “strip” an individual of his position and standing within the Club but not to expel the member from the Club. Any action taken to expel Club members must be strictly performed by the letter of the Constitution. In addition, any action in this regard must be fully advised and documented accordingly.

Appeals Against Committee Decisions

3/

a/ Any appeal against a nominal fine or suspension imposed by the Committee is to be advised to the Committee at the time of the Committee decision. All members present (including the Committee) will then take a secret ballot and the result shall be advised to the appellant at that time.

b/ A member appearing before the Committee is entitled to bring another member of the Club to advise and consult with the member. The member may request that person to speak on his behalf but all conversation is to be held with the appellant only unless the appellant requests permission for the accompanying member to speak. The accompanying member is primarily there to witness events and to advise the appellant. Note: the accompanying member may apply to halt the proceedings via the presiding committee member should he wish to advise the appellant but this may only be on the point and aspect being discussed.

c/ Any further appeal must be undertaken by the appellant as per Rule 12 (Right of Appeal of Disciplined Member) that is: -

i/ The member must give written notice of appeal to the Secretary within (7) seven days of the decision.

ii/ A general meeting will be called for and will convene within 21 days after the secretary received the notice.

All other criteria as laid down by the Rule and the Constitution will be met.

(Please see Secretary for copies of the Constitution, if required)

NOTE

This document is not to replace current procedures as defined at Rule 11 (Disciplining of Members) and Rule 12 (Right of Appeal of Disciplined Member) of the Constitution, but is to be read in conjunction with those rules in the spirit of the Constitution. Measures available to the Committee will be limited by the powers within the Constitution and the actions as stated above in 2/a-d. The Committee undertakes to impose such measures in the spirit of the Constitution and in the best interests of the Dapto Cricket Club’s objectives and goals. All measures will be applied in an equitable manner and a process for appeal is also laid out in this statement (as above) and as per the Constitution.

Breach of Code of Conduct Reporting Process

4. Procedural notes for how the report should proceed.

1. Report received after the cooling off period of 48 hours.
2. Details in report filled out fully. If no, return to reporter for review
3. If yes, forward report to all Committee members for review
4. Committee to review and reply whether action required and if immediately or not (within 7 days).
5. If no action is required notify interested parties that matter is closed
6. If action required proceed to issue notice to appear as per section 11 and Appendix D
7. Copy of summary of complaint to be sent to party reported for their information.
8. Party reported appears at committee meeting and matter dealt with
9. Party fails to appear or pleads guilty, penalty set and notice given.
10. Party appealing decision may, if their appeal is rejected, have their suspension or fine increased at the discretion of the committee.

Appendix E Breach of Code of Conduct Report Form
Dapto Cricket Club Inc.

Report Relating to Behavior and Conduct

- Note: – Reports must comply with the Dapto Cricket Club Code of Conduct and shall be communicated verbally and/or lodged in writing by submission of this form by fax or mail or email to the Secretary of the DCC no earlier than 48 hours of the alleged incident and no later than 1 week after the incident occurring.

Time/Date of Incident	
Person(s) Being Reported <i>Full Name:</i>	
Nature of Offence(s):	
Location of where offence occurred:	
<p>Summary Details of Offence(s) Please include a fully detailed report in the next column.</p> <p><u>Reporter Guidance Notes</u></p> <p>Example: If reporting Bad Language/abuse/dissent, please detail:</p> <ul style="list-style-type: none"> • <u>Exact</u> words said; • <u>Who</u> the words were directed to; <p><u>Who</u> else witnessed the offence;</p> <p><u>Where</u> this occurred;</p> <p><u>When</u> this occurred;</p> <p><u>Other</u> relevant facts regarding the offence.</p>	

Possible witnesses to verify this version of events. List in the next column.	If witnesses do not wish to be identified then write 'Declined to be Identified', they are not obligated to be further identified Secretary should keep records of this but it does NOT have to be disclosed to the person being reported
--	--

Report Submission Details

Please enter details of the club member submitting this report.

Reporter Name:	
Position:	
Signature:	
Date:	

Secretary/Office Use

The following details are to be completed by the Secretary on receipt.

<i>Report Receive Status</i>	<i>Date</i>	<i>Time (am / pm)</i>	<i>Received by</i>
Verbal / Email			
Written			
Forwarded to Committee			
Committee Review			

Procedural notes, how the report should proceed.

TICK BOX

Report received after the cooling off period of 48 hours.

Details in report filled out fully. If no, return to reporter for review

If yes, forward report to all Committee members for review

Committee to review and reply whether action required and if immediately or not. (at least within 7 days)

If no action is required notify interested parties that matters is closed

If action required proceed to issue notice to appear as per section 11 and Appendix D

Copy of summary of complaint to be sent to party reported for their information.

Party reported appears at committee meeting and matter dealt with

Party fails to appear or pleads guilty, penalty set and notice given.

Periods for suspensions should be handed down with reference to the peak body's standard.

e.g. Cricket Illawarra judiciary standards or

Cricket Illawarra / South Coast District Cricket Associations Junior Competition Code of Behavior.

Appendix F Committee Summary Report Form

DCC – Committee Disciplinary Summary Report

The Committee at a hearing conducted on

<i>Committee Hearing Reference</i>	<i>Details</i>
Date:	
Venue:	
Starting Time:	

has reviewed the case and determined the following decision:

<i>Committee Decision Reference</i>	<i>Details</i>
Name of Person Reported:	
Decision: (Guilty / Not Guilty)	
Offence Committed:)	
Penalty Incurred: (Nil or Suspended)	
Suspension Period: Weeks / Months / Life (State start & finish dates)	
Fine Imposed: (state amount)	
First / Subsequent Offence: (future reference)	
Other Recommendations:	
Appeal Made:	

Signed:

<i>President</i>	<i>Signature</i>

Note: An appeal may be lodged in writing against the decision of the Committee to the Secretary within 7 days of the Committee hearing notification. (Section 12). The effect of this decision remains in force until the outcome of any appeal is upheld.

Copies: Person Reported Report Initiator Secretary Files

APPENDIX G

Dapto Cricket Club

Team Manager/Coach Responsibilities and Duties (Juniors U10's to U16's, as applicable)

- 1/ Provide Club kit with adequate safety equipment (Sunscreen, protective equipment and medical equipment as provided).
- 2/ Ensure protective equipment is being worn/utilised by players (including hats).
- 3/ Umpire batting teams innings providing advice to boys regardless of club affiliations and encourage players in a positive manner (avoid criticism and practice positive reinforcement wherever possible).
- 4/ Promote team environment and foster competitive but fair sportsmanship at all times.
- 5/ Ensure a short session of stretching and light jogging is undertaken prior to the game (to allow players to get into habit of 'warming-up').
- 6/ Set up boundaries and stumps at home games.
- 7/ Ensure scorers have scoresheets and pens etc to score.
- 8/ Strive to avoid any practices which may result in injury to players due to "horseplay" or incorrect techniques etc (to the best of your ability)
- 9/ Enlist help of spectator parents to assist players in "padding-up" and adequate supervision whilst you are engaged in umpiring on the field of play.
- 10/ Inform coach of absences, adverse behaviour and any equipment shortages at the earliest opportunity.
- 11/ Endeavour to be fair and equitable in all dealings with players at all times. Try to include players and parents in decision making process wherever possible.
- 12/ Ensure that all children depart the ground with their parents or guardians. Do not leave children unattended at the ground.
- 13/ Should a serious injury occur then take every measure to provide or obtain professional medical assistance.
- 14/ Encourage players to shake hands with the other team and ENJOY their sport.
- 15/ Should anything occur during play that would constitute a medical emergency or possible problem, then please immediately contact any of the following club executives:
Secretary
- 16/ When disciplining a player the following Three-stage system must be employed: -

a/ Minor infringements requiring only the Coaches input, constitute a verbal warning. Three verbal warnings from the Coach will result in a written warning (using the Incident Reporting form, to be handed to the Committee).

b/ Incidents or offences of a more serious nature will result in an immediate written warning, again, using the Incident reporting Form, which is to be forwarded immediately to the Committee.

c/ Incidents or offences of a very serious nature and receipt by the Committee of two or more Incident Reporting Forms involving the same player will result in that player fronting the Committee for official disciplining.

17/ All disciplinary ACTION must be advised as per the Incident Reporting Sheet (handed to you at the beginning of the year). If the problem is minor and can be handled “in house” then that is fine and this type of solution is encouraged (as per No. 16 above). But consistent misbehaving, aggressive behaviour or the like must be advised to the Junior Coaching Co-ordinator and Committee. Also should there be problems between Coach and Manager this also must be resolved in a private situation with, in extreme cases, consultation to the Committee should a mutual agreement not be possible.

At no time should a public argument or disagreement occur.

18/ All Juniors **MUST** get equitable access to competition cricket. If a team has more than the allotted number of players then a “roster” system must be employed, despite any competition standing’s, to ensure all juniors get a game.

19/ Parents must be encouraged to help participate in training, assist by filling official positions in games (scorer, umpire, warming the kids up etc) and by having input (“a say”) in the child’s development. They must also be encouraged to help the kid’s train at home by giving them exercises etc for the kids to do.

APPENDIX H

Dapto Cricket Club

OFFICIALS/ MANAGERS/ COACHES REGISTRATION DETAILS FORM

POSITION:.....

FULL NAME:.....

ADDRESS:.....

.....

.....**POSTCODE:**.....

PHONE NUMBERS: (h) (.....).....

(w) (.....).....

DATE OF BIRTH:.....

OCCUPATION:.....

COACHING QUALIFICATIONS (Level, What sport, Any Representative honours + dates of course etc).....

.....

.....

.....

PREVIOUS EXPERIENCE (With Dapto or other clubs, includes playing experience).....

.....

.....

.....

TEAM BEING COACHED/MANAGED (LEVEL/AGE GROUP):.....

.....

OTHER POSITIONS HELD WITHIN CLUB(if any):.....

.....

.....

.....

OWN CHILDREN PLAYING FOR CLUB (Age, which team child plays for).....

.....

Signature:

Date:/...../.....