**WINSTON HILLS CRICKET CLUB Incorporated**

**By Laws (or ‘Regulations’)**

# Definitions

1. **Winston Hills Cricket Club Inc.** is a club incorporated under the Associations Incorporation Act 2009 (NSW) and shall be hereinafter referred to as “the Club”.
2. **Object.** The objects of the Club are defined in the Constitution.
3. **Junior**. Players eligible for teams under the age of 17 years.
4. **Senior**. All other players.
5. **The Committee.** The term applies to the Committee composed of the Office Bearers as defined by the Constitution but also to any duly constituted subcommittee.

## NAME AND AFFILIATION

* 1. This group shall be named the **Winston Hills Cricket Club Incorporated**.
  2. The Club is affiliated with the Parramatta District Cricket Association Incorporated (PDCA) and shall enter teams in competitions conducted by that Association.
  3. The Club may also affiliate with other Cricket associations in order to enter teams in competitions conducted by such associations.

## COMPETITION General

* 1. Club colours shall be Black and Tangerine. All players must wear uniforms in accordance with the PDCA or the relevant affiliate’s rules. Caps, if worn, to be black or black with club coloured trim. Canvas hats, if worn, shall be white with club coloured trim, club and/or sponsor’s logo. It will be the duty of the Committee, coaches, managers and senior captains to ensure that uniforms worn are as approved by the PDCA or other relevant affiliate.
  2. The Committee will endeavour to promote communication within the Club and endeavour to publish match results after each match in any format and by any means as determined by the Committee.
  3. All match results must be completed after each match as directed at the start of each season in the manner prescribed by the relevant affiliated Cricket association. Post match changes to team lists or other statistics MUST be approved by the Committee before such change is effected. Any such proposed change MUST be approved by the Committee within 1 week of a match’s completion. Changes thereafter will NOT be permitted.
  4. Team selections shall be carried out by the Committee or persons delegated by them, under such methods as the Committee decides.
  5. The number of players constituting a team squad shall be determined by the Committee, and the number of teams to be fielded in any one year, shall be determined by the Committee.
  6. Team coaches, captains and managers must endeavour to provide equitable playing opportunities to all members in their squad, providing they have remained available for selection throughout the competition proper. However, in competitions with semi finals and finals, captains, coaches, and managers may field in their opinion their best squad of eligible players.
  7. In junior competitions without semi finals and finals, the Committee assumes that equal opportunity to play/participate will be given to each squad member as long as they have remained available for selection. Additionally, in other junior competitions where parents and team management value participation over playing to win and have directed the coach and manager accordingly, the coach/manager may select teams on the basis of players having the greatest opportunity to participate. This direction must come from the majority of parents.
  8. Eligibility rules for semi finals and finals are set by the PDCA or the relevant affiliated Cricket association. Notwithstanding this, a player may be stood down from any match if in the opinion of coach, captain, or manager, the player misconducts themself during training or match play, or if the player fails to attend training sessions without valid reason or excuse. Further, any Club member may report any action of a player to the Committee where such action may be deemed to have brought the Club or Cricket into disrepute. See **Section 7 – Discipline**.
  9. The coach, manager or Club member shall notify all facts to the Committee of a breach occurring relative to **Section 2.8** within 48 hours of being so requested by the President, the Committee shall then take such action as it deems necessary.
  10. Any Club member must be prepared to sign on request, for receipt of the Club’s property and be responsible for the care and maintenance of such property, while in their possession.

## COMPETITION - Junior

* 1. Wherever possible, when the Club enters more than one team in any one age group, the Club Committee should make every endeavour to have them play in different divisions of that age group.
  2. Each junior team must have a coach and a manager.
  3. Junior team coaches and managers shall be appointed by the Committee.
  4. In Junior competition once team gradings are complete, transfer between teams shall not be permitted unless team shortages occur and can be filled by another team. Such transfer may be subject to PDCA or the relevant affiliate competition’s gradings process.
  5. Any persons playing in the junior age groups are eligible for selection in senior teams. The Committee shall undertake the responsibility to promote and develop in senior ranks those players whom the appropriate coach and manager consider deserve the opportunity. The manager would provide to the Committee information in writing, on performance of such players once requested.
  6. While the Club will make every endeavour to select a player in a team, the Club reserves the right to refuse to register any player for whatever reason. In this case, all monies paid for membership fees shall be refunded.
  7. Protective batting helmets must be worn during match play, official training, and Gala Days by Junior players, that is, all age groups Under 17 and below.
  8. Players shall supply their own batting protectors and batting gloves.

## COMPETITION - Senior

* 1. Each senior team should have a coach, but they must have a manager who is typically the Captain. The Committee shall appoint the team Captain for the first three rounds after which time the players shall have the option of electing a Captain of their choosing.
  2. Competitions conducted by the PDCA and other affiliate competitions may be structured with a bye in each round. All teams which have a bye are required to umpire out of their grade during the round in question. There are also club obligations to umpire during semi finals and finals. Failure to provide an umpire renders the offending club liable to a fine determined by the affiliated association for each non attending umpire. Such fines shall be passed on to the team or player responsible, if deemed by the Committee.
  3. Senior teams may be selected, where necessary, on a round by round basis by a Selection Subcommittee, consisting of a nominated member of each team plus one other person nominated by Committee.
  4. While the Club will make every endeavour to select a player in a team, the Club reserves the right to refuse to register any player for whatever reason. In this case, all monies paid for membership fees shall be refunded.
  5. Players shall supply their own batting protectors and batting gloves.

## OBLIGATIONS of Club members, players, and supporters

* 1. All members, players and supporters of the Club are bound to the provisions and requirements of the Club’s published policies.
  2. Copies of all applicable policies are provided to members during the registration process which the member is required to read and acknowledge as part of the registration process.
  3. The Club’s policies are reviewed and may be amended by the Committee as required each year.
  4. Copies of policies are available from the Club’s website or by request to the Committee.
  5. The Club’s own Code of Conduct defines expected behaviours by all Club members, players, and supporters.
  6. Additional Codes of Conduct apply via the Cricket Associations the Club affiliates with and ultimately with Cricket NSW (CNSW) and Cricket Australia (CA).

## Life Membership

### The Committee, or any member, may at any time, nominate persons to the position of Honorary Life Member of the Club. Such nomination should be supported by evidence of the nominee’s service to the Club and to Cricket and should demonstrate extraordinary service. A vote on the nomination shall be passed by a 75% majority of the Committee or Annual General Meeting.

## Discipline

* 1. All members are bound to the codes of conduct as identified in **Section 5 - Obligations** in these By Laws and by the **Discipline** section within the Constitution.
  2. Any action which brings the Club or Cricket into disrepute constitutes a breach of the obligations.
  3. The Club may impose its own sanctions/penalties in addition to and independently of the sanctions imposed by the controlling bodies.
  4. Sanctions may include suspension from play, fines, or expulsion from the Club.
  5. Rights of appeal to PDCA, CNSW, and CA exist. Each organisation has its own processes for disciplinary matters, disputes, and appeal processes.

## Roles and positions

* 1. The Office Bearer roles are:
     1. **President** whose responsibilities include:
        1. Convene and chair general meetings.
        2. Call for Special Meetings.
        3. Call for investigations into breaches of acceptable conduct or disputes.
        4. Ensure Club’s compliance with Cricket NSW and Cricket Australia codes of conduct and behaviour.
        5. Ensure Club members compliance with published policies, the Constitution and these by-laws.
     2. **Vice President** whose responsibilities include:
        1. Act in the President’s role if the President is unavailable or if the President delegates specific powers and duties to the Vice President.
     3. **Secretary** whose responsibilities include:
        1. Act as the primary point of contact for the Club for Fair Trading NSW and other statutory bodies.
     4. **Treasurer** whose responsibilities include:
        1. Manage the finances of the Club.
        2. Provide reports for the Committee and AGM.
        3. Engage with auditors if/when they are required.
     5. Up to **four** other Committee positions are allowed for in the Constitution.
        1. Propose and vote on motions.
        2. Act in other Office Bearer roles if delegated.
  2. Subcommittees may be formed as necessary; the powers and limitations of subcommittees are governed by the **Delegations** section of the Constitution. Subcommittees may include but are not limited to:
     1. The Cricket Operations subcommittee is comprised of any and every role required to prepare for and conduct competition. See **Section 8.3** for role definitions.
     2. Grading subcommittee for Junior teams.
     3. Selection subcommittee for Senior teams.
     4. Special events subcommittee.
     5. Judiciary/dispute subcommittee to investigate breaches of behaviour by Club members and to propose penalties.
     6. Other subcommittees may be formed for any legitimate purpose in the interests of the Objects of the Club.
  3. The Cricket Operations subcommittee will be formed each season and roles include but are not limited to:
     1. **Senior Coordinator** – responsible for the coordination of Senior teams.
     2. **Mixed Junior Coordinator** – responsible for the coordination of Mixed Junior teams.
        + Subject to the number of player registrations, the Mixed Junior Coordinator’s role may be supported by the appointment of additional age group specific coordinators, or any other arrangement as decided by the Mixed Junior Coordinator.
        + **Stage 1 Coordinator** oversees Stage 1 teams, initial point of contact for Stage 1 activities.
        + **Stage 2 Coordinator** oversees Stage 2 teams, initial point of contact for Stage 2 activities.
        + **Stage 3 Coordinator** oversees Stage 3 teams, initial point of contact for Stage 3 activities.
     3. **Female Cricket Coordinator**
     + Responsible for the coordination of Female teams.
     + Initial point of contact for Female Cricket activities.
     1. **Blasters Coordinator**
     + Responsible for the coordination of the Blasters programme or equivalent introduction to Cricket programmes.
     + Initial point of contact for Blasters programmes.
     1. Support and Administration roles also exist. Role titles are indicative of the responsibilities.
        1. **Sponsorship Coordinator**
        + Seeks and manages relationships with sponsors.
        + Leads Sponsorship subcommittee.
        1. **Grounds keeper**
        + Liaises with Councils where the Club is a tenant, usually via the PDCA or other relevant affiliate.
        + Coordinates ground and facility allocation for training across the club.
        1. **PDCA representatives**
        + 2 required to represent WHCC at PDCA AGM and votes on rule changes on behalf of the Committee.
        + Reports on PDCA initiatives, however, general communication with the PDCA is expected to be managed by either Senior or Junior Coordinator(s).
        1. **Gear and equipment coordinator**
           + Ensure club gear and equipment is a minimum quality and quantity for Cricket.
           + Distribute team kits and supplies for junior and senior Cricket.
           + Respond to gear and equipment needs across the season.
        2. **Uniforms and apparel coordinator**
        + Ensure uniform stock sufficient to meet needs of the club.
        + Coordinate club apparel and training shirts. Coordinate sale and distribution of uniform and apparel for commencement of season and as required.
        1. **Registrar**
        + Set up and maintain PlayHQ system for registration.
        + Respond to and cultivate enquiries for registration of all programmes.
        + Work closely with programme coordinators to manage team and players numbers.
        + Facilitate exemptions and player needs through the year.
        1. **Communication coordinator**
        + Manages and coordinates the communications platforms used to communicate with the Club’s current and potential membership.
        + Platforms includes: WHCC official website, social media, email and any other form of communication.
        1. **Club Coach**
        + Facilitate grading across Junior female and Senior Cricket as required.
        + Facilitate coaching opportunities for the club across the season.
        1. **Event and Function coordinator**
* Lead event coordination and delegate as required for events which include:
* Season Launch
* Junior and Senior Presentation.
* Back to Winsto
* Women of Winsto
* Colour Blast Challenge
* Senior captains, coaches and managers thank you dinner.
  + - 1. **Technology coordinator**
* Coordinate the Club’s use of Frogbox across all playing programmes.
  + - 1. **PlayHQ support**
* Support the membership in maintaining data in the PlayHQ system.
  + - 1. **Yearbook coordinator**
* Coordinate and produce the annual yearbook following the season’s completion.
  + - 1. **Member Protection Officer**
* Ensures that the best interests of members are served by:
* Ensuring compliance with Working with Children obligations as prescribed by Cricket Australia and Cricket New South Wales.
* Maintaining Club policies such as:
* the code of conduct
* permission to use of photos/video on social media
  + 1. Plus any other roles as the Committee deems necessary from time to time.
  1. Members may occupy multiple roles on the Cricket Operations subcommittee.

## Funds Management

* 1. The Club will operate one trading account for day to day operation of the Club and as many financial instruments as decided by the Committee to maximise the value of available funds.
  2. Changes to banking arrangements must be proposed, voted upon and minuted by the Committee.
  3. Special Purpose funding is defined within the Constitution along with the circumstances under which those funds may be made available.
  4. At least three signatories are required to operate banking activities. The Club’s bank may set terms of use such that there is a master signatory and impose limits on the number and powers of other signatories. Changes to the signatories or number of signatories must be formally proposed to the Committee, voted upon and minuted as evidence to the Club’s bank that the change is legitimate. The By Laws must be changed to reflect any change of the number of signatories.
  5. Reimbursements must be approved by three members of the Committee. The number of approvers will be equal to the number of signatories but approvers do not need to be signatories to approve reimbursements.