

RMIT
RED
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RMIT CRICKET CLUB HANDBOOK

2021-22

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1. Structure of the club

The club shall consist of the Committee, Captains, and the Club Members. The following constitutes the RMIT Cricket Club Committee.

- President (core)
- Vice President (core)
- Secretary (core)
- Treasurer (core)
- Executive (non-executive)
- Student liaison officer (non-executive)
- Media officer (non-executive)

Everyone else that is part of the club is known as the club member.

1.1. The committee

The committee shall consist of seven members and are elected from the members of the club. The committee is responsible for how and club is run, for conducting yearly elections and for sorting out any complaints from the club members. It is also mandatory for the committee to make sure that there is someone from the committee or the club for the meetings held by Cricket Associations and RMIT.

President: To stand up for President, you should be member of the club for at least 2 seasons. He will be responsible for:

- Chairing meetings of the committee and club.
- Preparing a business plan
- Setting up a calendar (events to be taken place throughout the year) before the pre-season training starts
- Adding/amending policies of the club (In case of a dispute of a policy the decision shall be taken through voting by the club members)
- Arrange Trips/excursions/GM's/AGM's/Meetings
- Overlooking the selection process

Vice President: To stand up for Vice-President, you should be member of the club for at least 1 season. He is responsible for:

- Chair meetings of the committee and club in the absence of the President.

- Helping the President in his duties.
- Stepping up as the President in case the President resigns or is not available. ☐ Maintaining Web Master.

Secretary: To stand up for Secretary, you should be member of the club for at least 1 season.

He is responsible for

- Co-ordinate with Sport and Recreation Co-coordinator
- Co-ordinate with Cricket Associations
- Take minutes of the meetings and distribute them among the committee and club members (if applicable)
- Attend Association meetings (or arrange for someone on his behalf to attend)
- Attendance of the meetings GM/AGM/Excursion Trip etc.
- Arrange Trips/excursions/GM's/AGM's/Meetings
- Ensure that any new players attain clearances from other associations if needed

Treasurer: To stand up for Treasurer, you should be member of the club for at least 1 season.

He is responsible for

- Setting the budget for the club
- Raising funds
- Club purchases and expenditures
- Coordinating fund raising
- Keeping track of club finances

Executive: To stand up for Executive member, you should be member of the club for at least 1 season. He is responsible for

- Helping other committee members in their day-to-day roles and responsibilities
- Promoting the club

Positions apart from those of the committee will not have any executive committee powers

1.2. Captains

To stand up for captains' position, you should be a member of the club for at least 1 season.

Captains are responsible for:

- Preparing a document with training requirements before the start of preseason training, to be given to the committee. This document must be created in consultation with all the captains.
- Conducting training to the best of their abilities to maximize the improvements of the players.
- Teams will be discussed after training by captain(s) and head coach. The team selection will be posted out by Thursday afternoon.
- Filling all obligations that are required by the association in time. In case there are any fines on the club then these must be borne by the captain unless the committee makes an exception.
- Responding to the Committee for any grievances or complaints made against him by a player.
- Ensuring that selection is as per Selection Policy.
- Ensuring the match fee is collected before the start of the game.
- Ensuring the team performs a warmup before the start of each game.
- Sending out team availability by Monday afternoon.

2. Membership

Any person can become a member of the club by paying membership fees. You shall remain a member of the club for that season if you do not have any dues left. If you have any dues, you can be fined, or your membership revoked. As a club member you are responsible for the following:

- Promoting the club
- Supporting the captain and the committee if and when needed
- To be a part of the GM's and AGM's. Any member, who cannot attend a meeting/GM/AGM/Excursion Trip, needs to inform the Organizing member of the committee as to why he cannot attend.

3. Fees & Charges

All members are required to pay a Membership Fee for each season which runs from September to March. The fee structure is as follows:

Membership Type	Membership Fee	Match Fee
Standard	\$300	\$10 per week
RMIT Student	\$150	\$10 per week

- Each member that generates \$500 or more for the club during a season will be **exempt** from paying the membership fee.
- Membership fee is due on an agreed upon date by the committee every year and the \$10 match fee is to be paid on every match day before the start of the game.
- RMIT Cricket Caps and T-shirts can be purchased separately if required.
- All payments are to be made either to RMIT bank account or in person to the
- Treasurer only. (**Bank Details: RMITCC BSB 063262 A/c NO. 10269200**)
- If a player does not partake the minimum number of matches required to qualify for the finals in any format or any team, he shall be reimbursed half of his membership fees.

4. Hand Over Procedure

The hand over will take place after the close of season after the AGM. The handover procedure shall include:

- Budget
- Cash Flow
- General Report
- AGM Minutes
- Council Contacts
- Website passwords
- Introduction to the Union

5. Training

- Players should wear track pants or shorts with a light-coloured top, Jeans/denims are not acceptable.
- Players must wear appropriate shoes.
- Training sessions will be run by the **Head Coach, Captains** or by the **Vice-captains**. In the absence of the Coach, Captains and Vice-captains, a club official will take the charge.

- Helmets, Box guard for batting is mandatory and everyone must have their own box and inners as the club will not provide with this personal item.
- All players should attend training as regularly as possible.
- Players unable to attend training or running late should inform a club official.
- Players are required to warm up (1-2 laps, stretches etc) prior to training, in order to avoid injury and increase fitness & flexibility.
- All players are responsible for the club gear and are required to maintain and pack up the kits before and after training. This includes people who do not use the club gear directly but use the stumps, catching aids, training balls, etc.
- Players must follow the batting, bowling and fielding instructions as specified by the Captains or Club Officials in the absence of Captains.
- It is recommended that players bring their own bottle of water to training.
- If a player is injured this should be reported immediately to the club official present at training, and it is recommended that the player stops training at that point and seek medical advice.
- All players are expected to bat, bowl (if a bowler) and field at all training sessions.

6. Selection Policy

6.1. Eligibility

Only registered members are eligible for selection. All players must have paid any money owed to the club prior to selection in order to be eligible for selection. Players joining from other associations/clubs must have all necessary documents such as clearance from old club to be eligible to play for RMIT CC. Other eligibility criteria are followed as per policies of the association being played under.

6.2. Training attendance

Players that attend regular training will be given preference over non attending members. It is expected that players attend training at least once a week to be eligible for selection. However, in some circumstances players will be unable to attend training for a short period. In such instances the captain(s) need to be notified. However repeated absences from training will reduce the chances of that player's selection.

6.3. Selection Committee

The Captain(s) and Head Coach will be responsible for selecting their teams but will be answerable to the committee for the selection if any issues arise. The captain(s) must try to give opportunity to as many players as possible. Notwithstanding, selections will be made in the best interests of the club first, and then the team concerned.

6.4. Selection Criteria

Teams will be selected in order of the highest-ranking team based on the league they compete in. Commencing firstly with the First XI considered highest ranking team and then the Second XI next highest-ranking team in the league. The Third and Fourth XI will follow the same process for their respective leagues. Selection will be made in the best interests of RMIT Cricket Club and decisions will not be based on personal relationships.

Player selection as per Team(s):

First XI (Vic Kyte Shield) – To comprise of the strongest XI across the entire club.

Second XI (Clint McKay) – To comprise of prospective First XI players, as well as those who are on the verge of First XI selection, as well as younger players who, in the Captains and Coach(s) opinion, have the potential to play First XI cricket.

Sunday:

Third XI (Musgrove) – Considered the highest-ranking team on Sunday will choose the best possible team for its league. Will ideally have a balance of youth and experience, providing young players an opportunity to develop their skills in an encouraging and supportive environment.

Fourth (Musgrove) – Will also comprise of youth and experienced players, providing players an opportunity to develop their skills in an encouraging and supportive environment.

T20 - To comprise of the strongest XI across the entire club.

6.5. Selection Day

The selection of teams will happen on Thursday afternoon (before the game). All selected players will need to update their availability on my cricket by Wednesday noon before training. Failure to do so will enable the captains to fetch replacements from other eligible players who have updated their availability. The captains are not expected to have to contact registered players for their availability. The higher-grade Captain will have the preference of selecting the players.

6.6. Availability

Players **must** update their availability through my cricket link provided on their emails by Wednesday noon before training to be eligible for selection on Thursday afternoon. This must be done on a weekly basis and is the **only method** of making yourself available. If any captain insists on selecting a player who has not updated the availability on My Cricket link, it is the sole responsibility of that captain to ensure that such a player is available. If such a player becomes unavailable before the game, the captain of that team will not be allowed to pick a player from any other selected team.

6.7. Player Preference

It is expected that all players who make themselves available do so for all teams. No player has a guaranteed spot in any team except the captains. If a player chooses not to play for a certain team, he will not be eligible to play that weekend unless fill-ins are required. The Captain(s) can be dropped from the team based on performance, but cannot play for a different team on the same day.

6.8. Captain's Responsibility

Captains are answerable to the highest-ranking member of the committee who is not participating as captain, over selection and to the Committee over any game-based decisions. It is the expectation of the committee and coach that captains will give fair chance to players picked as batsman or bowler. In an event where a player and captain disagree over a role of player in the team, the issue should be raised with the committee. Based on the findings the committee has the power to instruct the captain or player to do what is deemed to be right.

6.9. Performance

Performance of the players will be assessed on a regular basis and selection will be based on player's performance at training and games.

6.10. 12th Man:

Every selected team will be of a total of 12 players unless the total number of available players is not enough to have 12 players in each team. The 12th man will get a **guaranteed** spot in the next match's playing XI in one of the teams. As a 12th man, he must perform all his duties as advised by the captain for this guarantee to be valid.

6.11. Attitude & Conduct

This refers to players' attitude towards the club, fellow members and administrators. This will focus on effort at training and match days, timeliness of attendance and their contribution to team spirit & performance. Players that breach the code of conduct as specified in this document may not be considered for selection based on the level of misconduct. This is at the discretion of the club officials.

6.12. Withdrawal & Replacements

If a player, who has made himself available, withdraws from a team after selection has been completed on Thursday night, he will be **fined twice the match fee** of that day and may also receive a one-match ban from the committee. The Captain of that team is entitled to select a replacement from any remaining available players. Any replacement from other selected teams can only be made with consent of the other team's captain.

6.13. Injury

It is the responsibility of the players to ensure that they are fit to play. Any injured players are expected to seek advice from a physio and/or GP before deciding to play.

6.14. Not Enough Players

In the event that there are not enough players available than required, all efforts will be made to field a full squad in order of First XI, Second XI and so on. This will be with consent of all Captains. Non-club substitutes will only be allowed in the event that any team is unable to field 11 players. All registered members **must** be selected before any non-club substitutes. If any team is unable to field a minimum 7-member team, then it will result in a forfeit. The Captains and the Committee will take all possible steps to avoid any forfeit for any team.

7. Complaints & Grievances

- If any player has any complaints or would like to discuss their own selection (not other player's) they are encouraged to contact the Captain of the team in the first instance.
- If the concerns are not resolved with the Captain, the committee might be approached to get a satisfactory outcome.
- All concerns must be brought forward before or after the match, and not during a match.

8. Code of Conduct

- The captains are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws.
- Players are responsible at all times ensuring that they abide with the Captain's decision.
- Players and Team Officials must at all times accept the Umpire's decision. Players must not show dissent at the Umpire's decision or react in a provocative or disapproving manner towards an Umpire at any time.
- Players and Team Officials shall not intimidate assault or attempt to intimidate or assault an Umpire, another player, or a spectator.
- Players and Team Officials shall not use crude and/or abusive language (known as sledging) nor make offensive gestures or hand signals nor deliberately distract an opponent.
- Players and Team officials shall not make racially abusive comments nor indulge in racially abusive actions against fellow players, officials, members, and supporters. The RMIT Cricket Club operates an active open door membership policy whilst respecting player qualification regulations and welcome members irrespective of ethnic origin.
- Players who have confirmed their availability for game days need to be present on all game days. If the player cannot make it due to an emergency, he needs to first gain permission from the captain. Any absent player without such permission will incur a fine or suspension from the club.

9. Game Participation

- For **home** games, all players (including 12th man) are required to be at the home ground at least **1 hour** prior to the game's scheduled start time.
- For **away** games all players (including 12th man) are required to be at the away ground at least **45 minutes** prior to the game start time.
- Players that are unable to make it on time as above must inform the captain or vice captain of the team of the delay.
- At home games, all players are required to participate in preparation of the wicket, grounds and afternoon tea, as directed by the captain and vice-captain of the team.

- All players are required to pay the match fee prior to the start of the game to the designated match fee collector on the day.
- If a player is selected to play, the player must make every effort to inform the captain or vice-captain of the team if the player cannot make it to the game at least the day before the game.
- Players selected as 12th man for a team are required to perform 12th man duties for the entire duration of the game.
- All players must arrive on the ground in their polos. When playing the match all players are required to change into their match jerseys. All players are required to wear the training jersey during training.
- All players (including 12th man) must warm-up together as a team before start of play and gather in to form a huddle at the end of play for Captain's wrap up.
- It is recommended that all players bring their own bottle of water to the game, sunscreen and have their nails clipped for safety.

10. Player Awards

At the end of each season, the following awards will be presented at the AGM:

- **Best Batsman:** The player with the highest number of runs in each team. (Minimum 250 Runs)
- **Best Bowler:** The player with the highest number of wickets in each team. (Minimum 20 Wickets)
- **Player of the Season:** The player with the best all round performance, batting, bowling, and fielding in each team. To be selected at the discretion of the captains and the committee
- **Most Improved player:** The player that has shown most Improvement during the season. To be selected at the discretion of the captains and the committee

10.1. Conditions

- No player shall be awarded more than one award
- Awards shall only be awarded to registered members
- Each team will have a minimum of 3 awards
- The finals will be included in consideration of all awards

11. Penalties for misconduct

- Players will be given a one or more match suspension for the following offences at the discretion of the committee:
 - Not attending a match, they are selected for without giving sufficient notice to the captains
 - Players that physically or racially abuse any other player, umpire, or spectator
 - If there is any fine during the match because of player misconduct the respective player/s need to pay the fine or else his membership from the club will be terminated. In case of a dispute the committee will make a decision.
- Players that are repeat offenders of the following will also be given a one or more match suspension at the discretion of the club officials:
 - Arriving late to games without informing the captains
 - Not following the captain's guidance
 - Verbally abusing other players, umpires, and spectators
 - Players that bring any disrepute to the game of cricket
 - Non-racial discrimination against others

12. Covid-19 Guidelines (please review)

- All participants will keep their physical distance of at least 1.5m from one another
- All participants must wash hands/equipment before and after use
- Participants with any COVID -19 symptoms (e.g., excessive coughing, sore throat), or anyone who is at a higher risk of developing COVID -19 (recent exposure to a confirmed case or returned from overseas within the last 14 days) are NOT allowed to attend the game.
- Should any participants show any COVID -19 symptoms during the course of the game, the game will be cancelled immediately, and an incident form filed to RMIT Sports
- Leader and COVID officers will ensure that directions are given out to all participants
- All guidelines conveyed by cricket Victoria regarding covid-19 and the guidelines that are required to be followed will be conveyed to the club. Failure to comply with Covid Guidelines may result in you being asked to leave club events

- The club will ensure that a QR code will be available at club associated events in accordance with the states covid-19 guidelines
- It is advised that members of the club get vaccinated before taking part in community sports.

13. Contacts & Google Groups

Everyone must sign up to the RMIT Cricket Club at Google groups in order to receive official communication from the Captains and the Committee. It is player's responsibility to check emails and communicate on to the relevant group. We currently have the following groups:

GROUP	MEMBERS	CONTACT
RMIT Cricket Club	All registered members	rmitcc@googlegroups.com
RMIT CC Captains	Captains & President	rmitcc-captains@googlegroups.com
RMIT CC Committee	Committee members	rmitcc-committee@googlegroups.com

Please note that these groups are there for a purpose and each member is expected to use, not abuse, these communication tools. If the issue is team-related, you can contact captains and not post to the entire club. If the issue is personal, you can contact the person involved directly and not post to any of the groups. Only issues that are raised to the correct group will be addressed. You are all expected to use your common sense before posting a message. The group owner will block any person who breaches the code of conduct. The contact details for committee and captains are updated regularly on the RMIT CC website.

(rmit.cricketvictoria.com.au)