



Inc.

The Rules of Operation of the Newtown and Chilwell Cricket Club Inc.

(Incorporated in 1984)

Certificate of Incorporation Reg. No. A1785H
ABN no. 69 553 132 190

PREFACE

On Monday, July 18, 1984 the Newtown and Chilwell Cricket Club, after 56 years, ceased to exist.

On that day the Newtown and Chilwell Cricket Club Inc. was accepted for registration under the Victorian Government's Associations Incorporation Act of 1981. This means that the Constitution of the N.C.C.C. has made way for the STATEMENT of PURPOSES of the N.C.C.C. Inc.

Only minor modifications were been made to the old constitution to satisfy the regulations of the Act.

This booklet contains the full Statement of Purposes of the N.C.C.C. Inc. and includes the By-Laws (our own laws) carried over.

Should you have any queries regarding any of the material contained in this booklet, you are invited to contact the Club at any time.

**Newtown and Chilwell Cricket Club Inc.
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Queen's Park,
Newtown, 3220.
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Affiliated with Geelong Cricket Association.

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NEWTOWN AND CHILWELL CRICKET CLUB INCORPORATED

RULES AND REGULATIONS

- 1) The name of the incorporate association is Newtown and Chilwell Cricket Club Incorporated (in these rules called "the Association").
- 2) 1. In these rules, unless the contrary intention appears:-
 - "Committee" means the Committee of management of the Association.
 - "Financial year" means the year ending on 30th June.
 - "General Meeting" means a general meeting of members convened in accordance with Rule 11.
 - "Member" means a member of the Association.
 - "Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 21.
 - "The Act" means the Association Incorporation Act 1981.2. In these Rules, a reference to the secretary of an Association is a reference –
 - a) where a person hold office under these Rules as secretary of the Association – to that person; and
 - b) in any other case, to the public officer of the Association.3. Words of expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts of Interpretation Act 1958 and the Act as in force from time to time.

Qualification of Membership

- 3) 1. A natural person approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription payable under these rules.
2. A person who is not a member of the Association at the time of the incorporation of the Association (or who was such a member at that time but has ceased to be a member) shall not be admitted to membership unless his admission as a member is approved by the Committee.
3. The secretary shall, upon payment of the annual subscription enter the nominee's name in the register of members kept by him and, upon the name being so entered, the nominee becomes a member of the association.
4. A right, privilege or obligation of a person by reason of his membership of the association –
 - a) is not capable of being transferred or transmitted to another person.
 - b) terminates upon the cessation of his membership whether by death or resignation or otherwise.

Entrance fee of Subscription

- 4) The annual subscription will be determined each year by General Committee and is payable in advance on or before the 1st day of December in each year.

Register of members

- 5) The secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.

Registration of member

- 6) 1. A member of the Association who has paid all moneys due and payable by him to the Association may resign from the Association by first giving one month's notice in writing to the secretary of his intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
2. Upon the expiration of a notice given under sub-clause (1), the secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

Expulsion, suspension or fining of members

- 7) 1. Subject to these rules, the Committee may by resolution –
 - a) expel a member from the Association;
 - b) suspend a member from membership of the Association for a specified period; or
 - c) fine a member in accordance with the regulations –
 - if the Committee is of the opinion that the member –
 - d) has refused or neglected to comply with these rules; or
 - e) has been guilty of conduct unbecoming a member or prejudicial to the interest of the Association.2. A resolution of the Committee under sub-clause 1. –
 - a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-clause 3. confirms the resolution in accordance with this clause; and
 - b) where the member exercises a right of appeal of the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.3. Where the Committee passes a resolution under sub-clause 1., the secretary shall, as soon as practicable, cause to be served on the member a notice in writing –
 - 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 and not later than 28 days after service of the notice;
 - c) stating the date, place and time of that meeting;
 - d) informing the member that he may do one or more of the following;
 - i) Attend that meeting;
 - ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - iii) Not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that he wishes to appeal to the Association in general meeting against the resolution.

4. At a meeting of the Committee held in accordance with sub-clause 2, the Committee –
 - a) shall give to the member an opportunity to be heard;
 - b) shall give due consideration to any written statement submitted by the member; and
 - c) shall by resolution determine whether to confirm or revoke the resolution.
5. Where the secretary receives a notice under sub-clause 3., he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.
6. At a general meeting of the Association convened under sub-clause 5. –
 - a) no business other than the question of the appeal shall be transacted;
 - b) the Committee may place before the meeting details the grounds for the resolution and the reasons for the passing of the resolution;
 - c) the members shall be given an opportunity to be heard; and
 - d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
7. If at the general meeting –
 - a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
 - b) in any other case, the resolution is revoked.

Annual general meetings

- 8) 1. The Association shall in each calendar year convene an annual general meeting of its members.
2. The annual general meeting shall be held on such day as the Committee determines.
3. The annual general meeting shall be specified as such in the notice convening it.
4. The ordinary business of the annual general meeting shall be –
 - a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting.
 - b) to receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - c) to elect officers of the Association and the ordinary members of the Committee; and
 - d) to receive and consider the statement submitted by the Association in accordance with Section 30 (3) of the Act.
5. The annual general meeting may transact special business of which notice is given in accordance with these rules.
6. The annual general meeting shall be an addition to any other general meetings that may be held in the same year.

Special General Meetings

- 9) All general meetings other than the annual general meeting shall be called special general meetings.
- 10) 1. The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
2. The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members, convene special general meeting of the Association.
3. The requisition for a special general meeting shall state the objects of the meeting and shall be signed by members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one of more of the members making the requisition.
4. If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
5. A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

General meeting notice

- 11) 1. The Secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at his address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
2. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
3. A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

Procedure

- 12) 1. All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting shall be deemed to be special business.
2. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
3. 15 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
4. 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 date in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the 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 2) shall be a quorum.

Chairman

- 13) 1. The President, or in his absence a Vice-President, shall preside as Chairman at each general meeting of the Association.
2. If the President and the Vice-Presidents are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

Adjournment

- 14) 1. The Chairman of a general meeting at which a quorum is present may, with the consent of 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 the business left unfinished at the meeting at which the adjournment took place.
2. Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
3. Except as provided in sub-clause 1. And 2., it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting

- 15) A question arising at a general meeting of the Association 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 a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- 16) 1. Upon any question arising at a general meeting of the Association, a member has one vote only.
2. All votes shall be given personally or by proxy. The Chairman shall not have a deliberative vote but in the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.
- 17) 1. If at a meeting poll on any question is demanded by not less than three members, it shall be taken at the meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
2. A poll that is demanded on the election of a Chairman or on a question of an adjournment be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
- 18) A member is not entitled to vote at any general meeting unless all moneys due and payable by him to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

Proxies

- 19) 1. Each member shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
2. The notice appointing the proxy shall be in the form set out in Appendix 2.

Committee – Powers

- 20) 1. The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 21.
2. The Committee –
- a) shall control and manage the business and affairs of the Association.
- b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
- c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

Constitution

- 21) 1. The officers of the Association shall be –
- a) a President;
- b) a Senior Vice-President;
- c) two Junior Vice-Presidents;
- d) a Treasurer; and
- e) a Secretary.
2. The provisions of Rule 23 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mention in sub-clause (1).
3. Each officer of the Association shall hold office until the annual general meeting next after the date of his election but is eligible for re-election.
4. In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.
- 22) 1. Subject to Section 23 of the Act, the Committee shall consist of –
- a) the officers of the Association; and
- b) not less than 6 ordinary members.
Each of whom shall be elected at the annual general meeting of the Association in each year.
- c) Club Coach
- d) Club Captains
- e) Club delegates to controlling Cricket Associations.
2. Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of his election but is eligible for re-election.
3. In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his appointment.

Election of Committee members

- 23) 1. Nominations of candidates for election as officers of the Association or as ordinary members of the Committee –
- a) shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination): and
 - b) shall be delivered to the secretary of the Association not less than 24 hours before the date fixed for the holding of the annual general meeting.
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 the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
4. If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
5. The ballot for the election of officers 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.

Grounds for Termination of Office

24. For the purpose of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member-
- a) ceases to be a member of the Association;
 - b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
 - c) resigns his office by notice in writing given to the necessary.

Quorum and procedure at meeting

25. 1. The Committee shall meet at least 3 times in each year at such place and such time as the Committee may determine.
2. Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.
3. Notice shall be given to members of the Committee of any special meeting specifying the general nature of business to be transacted and no other business shall be transacted at such a meeting.
4. Any 5 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
5. No business shall be transacted 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 shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
6. At meetings of the Committee-
- a) The President or in his absence a Vice-President shall preside; or
 - b) if the President and the Vice-Presidents are absent, such one of the remaining member of the Committee as may be chosen by the members present shall preside.
7. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
8. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (excluding the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a casting vote.
9. Written notice of each committee meeting shall be served on each member of the Committee by delivering it to him at a reasonable time before the meeting or by sending it by pre-paid post addressed to him at his usual or last known place of abode at least two business days before the date of the meeting.
10. Subject to sub-clause 4. The Committee may act notwithstanding any vacancy of the Committee.

Minutes

- 26) The Secretary of the Association shall keep the minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.

Treasurer

- 27) 1. The Treasurer of the Association –
- a) shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
2. The accounts and books referred to in sub-clause 1. shall be available for inspection by members.

Removal of Committee members

- 28) 1. The Association in general meeting may by resolution remove any member of the Committee before the expiration of his term of office and appoint another member in his stead to hold office until expiration of the term of the first-mentioned member.
2. Where the member to who a proposed resolution referred to in sub clause 1. makes representation in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that they be read out at the meeting.

Signing of negotiable instruments

- 29) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

Common seal

- 30) 1. The Common Seal of the Association shall be kept in the custody of the Secretary.
2. The Common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signature either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

Alteration of Statements of Purposes and Rules

- 31) 1. A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.
2. Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

Winding up

- 33) In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

Custody of books and other documents

- 34) Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Association.

Sources of funds

- 35) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Committee determines.



By- Laws of the Newtown and Chilwell Cricket Club Inc.

Playing Membership

B/L 1 A playing member shall be any person who causes himself to be registered with the Secretary as a playing member, and pays the subscription due by him as a playing member. All other members of the Club shall be non-playing members.

Membership Subscription

B/L 2 A playing member shall have all the privileges of a member of the Club, including the right to play in any team of the Club, if selected. A non-playing member may at any time become a playing member of the Club upon causing himself to be so registered with the Secretary, and paying to the Club such further sum (if any) as may be necessary to bring the amount of his subscription for the current financial year to that fixed as the subscription for a playing member.

Member Spectator Rights

B/L 3 All members of the Club shall, so far as this Club is empowered, have the right to view any match in which any team of the Club is participating free of charge.

General Committee Absenteeism

B/L 4 Any member of the General Committee who absents himself for three consecutive meetings of the Committee without acceptable excuse forwarded to the Secretary prior to the commencement of each meeting, may be deprived of his seat at the discretion of the General Committee, which may thereupon elect another person in his stead. The General Committee shall have the power to fill any casual vacancy on the Committee.

Club Patrons

B/L 5 The members of the Club, in General Meeting or the General Committee shall have the power at any time to appoint patrons of the Club.

Life Membership

B/L 6 The Club may elect Honorary Life Members to the Club, such membership to be awarded to those who have rendered special service to the Club or game. Life Members shall be elected by a three-fourths majority of those present at the Annual General Meeting. Life Members shall have the privileges of non-playing members.

Honorary Scorer/s

B/L 7 The General Committee may at any time, and from time to time, as occasion may arise, appoint an Honorary Scorer or Scorers to the Club, and any Scorer so appointed shall have all the privileges of a non-playing member.

Club Colours

B/L 8 The colours of the Club shall be Navy Blue and Cambridge Blue, and the General Committee shall have power to decide on the official Club apparel, and the conditions and qualifications upon which members are entitled to obtain and wear same.

Club Rules Entitlement

B/L 9 Any member of the Club shall be entitled to receive a copy of the Statement of Purposes and Rules, and By-Laws of the Club on payment of such sum as the General Committee shall from time to time decide upon.

Club Moneys

B/L 10 All Club moneys shall be banked through the Treasurer, or Assistant Treasurer, into a central account. All outgoing moneys shall be paid by cheque and must be passed for payment by the General Committee. Exceptions to this manner of payment shall be only at the direction of the President or Treasurer.

Purchasing Power

B/L 11 Three (3) persons shall be permitted to purchase equipment on behalf of the Club, they being the President, Treasurer and a third member as appointed by the General Committee, from time to time.

Animals in Clubrooms

B/L 12 No animals, excepting those of physical impairment assistance, shall be permitted in the clubrooms.

Average Awards

B/L 13 Qualifications for Club Batting and Bowling Average Awards shall be determined by the General Committee from time to time. The concept of the Average Award winner being defined as recognition of a player's contribution to the team's performance of that season.

Member Expenses

B/L 14 Any expenses incurred by members of the Club in the course of Club business (eg. travelling, mailing, telephone) shall not be borne by the member concerned. Consideration shall be given by the General Committee to any submission of such expenditure and reimbursement made as the General Committee sees fit.

Premiership Photographs

B/L 15 The Club's policy on premiership photographs being paid for by the Club shall be governed by the financial situation of the Club at the time, as judged by the General Committee.

Club Newsletter Entitlement

B/L 16 All members shall be entitled to receive a copy of the Club's newsletter, the "Two Blue-Tribune", produced from time to time as the General Committee sees fit.

Annual Report Entitlement

B/L 17 All members shall be entitled to receive a copy of the Annual Report into the activities of the Club during the immediately completed season, as presented at the Annual General Meeting and available thereafter.

Honorary Statistician

B/L 18 The General Committee may, at any time, and from time to time, appoint an Honorary Statistician, who shall keep all statistics as directed by the General Committee and maintain all scorebooks and records in order to do so. Any Statistician, so appointed, shall have all the privileges of a non-playing member.

Club Playing Attire

B/L 19 All members representing the Club in Pennant Matches shall in accordance with the rules of cricket be attired in all white. Coloured attire may be worn in other official games as deemed so by the General Committee. Only Club caps shall be permitted to be worn on the field.

Club Coach, Assistant Appointments

B/L 20 The General Committee shall be empowered to appoint a Club Coach or Coaches, and Assistant Coach, so appointed, shall have all the privileges of a non-playing member.

Team Selection Committee

B/L 21 The Club's Team Selection Committee shall consist of all Team Captains, Club Coach/es and Assistant Coach/es and a Chairman of Selectors who shall be appointed by the General Committee. Any Selection Committee member may direct a deputy to sit in his absence. Each member of the Selection Committee shall have one vote and the Chairman shall not vote on any question, save and except when voting is even, when he shall have the casting vote.

Temporary (Visiting Players/Officials) Rights

B/L 22 Opposition players and officials involved in official club games (Pennant or other as deemed by the General Committee) shall be regarded as "Temporary Members". Temporary Members shall be regarded as non-playing members for the duration of the match in which they are involved and any ensuing social activity. Players and officials participating in official representative games sanctioned by the GCA, Cricket Victoria, VCCL or the Cricket Australia shall be regarded as Temporary Members. Temporary Members shall have no voting rights.

Volunteer Recognition Policy

B/L 23 Aim

To celebrate, recognise and acknowledge the significant contribution of those people who are involved at N&CCC in non-playing roles and to give these people appropriate support where possible.

Implementation

These volunteer positions will include: Coach, Team Manager, Scorer, Administrator, Assistant Coach, Wicket Preparation / Curator, Equipment / Clothing / Apparel Coordinator, Kitchen Manager / Assistant and other various roles as determined by the committee. As a volunteer each person will adhere to the 'code of conduct' as applicable to the position held.

The committee will ensure that the correct resources and equipment required will be available at all agreed times.

Effective monitoring of volunteers will ensure that correct processes are adhered to and adequate club support is forthcoming

The club secretary will be responsible for the administration of recognition for these people.

Acknowledgements

The committee after effective consultation will provide services which could include:

- Social membership for the season/s of service
- Home delivery of the newsletter
- Name acknowledged and listed in the newsletter and end of season booklet (Annual Report).
- After three seasons, permanent recognised on the N&CCC Volunteers Roll
- Recognition and invitation to the end of season presentation evening.
- Club Apparel will be given to coaches when appropriate or required.
- To allow opportunity for further recognition through the processes in place within the club.
- Presentation of Cricket Victoria volunteer initiatives including 10 year recognition certificates.

Racial Vilification Policy

B/L 24 The Victorian Country Cricket League (V.C.C.L.) Policy as adopted with amendment.

No player, Club, Coach, Official or Umpire shall act towards or speak to any other person in a manner or engage in any conduct which threatens, disparages, vilifies or insults another person.

Application of Policy

General

This policy shall apply to all V.C.C.L. Members, their Club's, registered players and to all Club officials, Coaches, Umpires and Members of Clubs. The Policy shall also apply to Association and Regional practice squads, representative teams and to all members, Coaches and officials of the V.C.C.L. representative teams as well as to V.C.C.L. Regional officials and selectors, and to V.C.C.L. officials and selectors.

Complaints Officer

For the purposes of this Policy the Complaints Officer shall be the Secretary of the Controlling Body (**Geelong Cricket Association**) where that Body has not appointed a separate Complaints Officer.

Controlling Body

Generally the Controlling Body (**GCA**) shall be –

- 1 For all intra-Association Complaints the Controlling Body shall be the Member Association.
- 2 For all inter-Association Complaints the controlling Body shall be the respective Region (Barwon, region 4).
- 3 For all Complaints arising from V.C.C.L. fixtures (eg. Country Week or Light Ice Cup matches, trials etc.) or inter-Region matches, fixtures, promotions or activities, the Controlling Body shall be the V.C.C.L.
- 4 Where jurisdiction is unclear, the Secretary of the V.C.C.L. may determine the Controlling Body to whom the matter is to be referred and the Body so nominated shall act accordingly.

Notification of Complaint or Incident

In the event that it is alleged that a person has contravened the V.C.C.L. Racial and Religious Vilification Policy (Clause 1 above), an Umpire, Club, player, Coach or official may be 5.00pm on the second working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Complaints Officer of the Controlling Body.

Privacy Policy

B/L 25 At the N&CCC we take your privacy very seriously.

In December 2001, there was an amendment to the Privacy Act, 1988. This privacy amendment established a set of National Privacy Principles (NPPs), which set out how private sector organisations should collect, use, secure and disclose personal information.

Below is a summary of how this applies to you. These are essentially the relevant principles, which have been customised to your Membership.

- The Club will only collect personal information that is necessary for the core Membership function or associated functions.
- The Club will only ever use fair and lawful ways to collect information.
- At the time of collecting information, where necessary, the Club will make the Member aware of why it is collecting this information, whom else may use it and any other specified matters.
- Members are under no obligation to provide information that is deemed by a reasonable person to be of a sensitive nature.
- The Club will use your information for the primary purpose of collection – which is to facilitate your Membership.
- The Club may also use your personal information for a purpose that is within your reasonable expectations relating to your Membership. This may include being made an offer through the Club from one of its sponsors.
- The Club will take reasonable steps to ensure the personal information collected from you is reliable, accurate and up to date.
- The Club will take reasonable steps to protect your personal information from misuse or unauthorised disclosure.

If you, as a Member, would like to view information connected to your personal record, you may do so.

Requests can be made to David Barnes at barnso@deakin.edu.au.

Junior Coaches/managers

B/L 26 The General Committee shall be empowered to appoint junior coaches, assistant coaches and managers. So appointed they shall have the privileges of a non playing member.

Such coaches and managers will be required to consent to a police reference (character) check prior to appointment.