

Lower Plenty Cricket Club Inc.



## **Rules of the Lower Plenty Cricket Club Inc**

- 1.1 The name of the Incorporated Association is Lower Plenty Cricket Club Inc. herewith called "the Club".
- 1.2 The Club colours will be Maroon and Gold.
- 1.3 The Lower Plenty Cricket Club is family oriented, aiming to provide a community environment which is inclusive to all.
- 2.1 In these rules, unless the contrary intention appears:
  - "Committee" means Committee of Management of the Club.
  - "Financial Year" means the year ending 30 April.
  - "General Meeting" means a general meeting of members convened in accordance with Rule 11.
  - "Member" means a member of the Club.
  - "Ordinary Member of the Committee" means a member of the Committee who is not an Executive of the Club under Rule 20.
  - "The Act" means the Association Act 1981.
  - "The Regulations" means regulations under the Act.
  - "Players" means playing members of the Club.
  - "DVCA" means Diamond Valley Cricket Association.

### **Applications for Membership**

- 3.1 A person wishing to become a member of the Club will be deemed a member after paying the scheduled fee, either playing or social membership, as set by the Committee in accordance with 4.1.
- 3.2 The Committee has the right to accept or reject the membership of a person. In the event of the Committee rejecting a person's membership, a letter will be sent outlining the reason for rejection. The person has 48 hours to appeal the decision of the Committee, which will be heard in accordance with 7.2.
- 3.3 The Secretary will keep a current list of all financial members of the Club.
- 3.4 All opposition Club and Association members and officials will be deemed to be Club Members for a 24 hour period to meet Liquor Licensing requirements.
- 3.5 All visitors to the Club will sign the visitor's book, which will be displayed within the pavilion.

### **Annual Subscription**

- 4.1 The Annual Subscription will be set by the Committee by 31 August and is payable by 1 November each year. In the event of the subscription not being paid, the person concerned may be overlooked for selection until the subscription

is paid in full. Club Members facing financial difficulties may discuss this with a member of the Executive Committee and a special subscription may be set.

- 4.2 Life Members will be exempt from paying the Annual Fee.
- 4.3 Any player joining the Club midway through the season will be liable for a subscription as set by the Committee.

### **Register of Members**

- 5.1 The Secretary will maintain a register of members including the full name, date of birth, address, mobile phone, email address and date of joining the Club. This information will only be made available to Committee Members, Senior Captains/Coaches and Junior Coaches.

### **Resignation and Expulsion of a Member**

- 6.1 A person is considered to have resigned from the Club if the Annual Subscription has not been paid by the due date.
- 7.1 Subject to these rules, the Committee may by resolution:
  - a. expel a Member from the Club
  - c. suspend a Member from membership of the Club for a specified time
  - c. fine a Member in accordance with the Regulations (not exceeding \$100) if the Committee is of the opinion the Member:
    - I. has refused to comply with these Rules
    - II. has been guilty of conduct unbecoming a Member or prejudicial to the interests of the Association.
- 7.2 At a meeting of the Committee held in accordance with 7.1, the Committee:
  - a. will give the Member an opportunity to be heard
  - b. will give due consideration to any written statement submitted by the Member, and
  - c. will by resolution, determine whether to confirm or revoke the resolution.

### **Annual General Meeting**

- 8.1 The Club will convene an Annual General Meeting of its Members each year.
- 8.2 The Annual General Meeting will be held in May each year.
- 8.3 The ordinary business of the Annual General Meeting will be:
  - a. to confirm the Minutes of the last preceding Annual General Meeting and any General Meeting held since that Meeting
  - b. to receive reports from the Committee regarding transactions of the Club during the last financial year

- c. to elect Executive of the Club and Ordinary Members of the Committee; and
- d. to receive and consider the statement submitted by the Club in accordance with Section 30(3) of the Act.

8.4 The Annual General Meeting may transact special business, provided notice is given in accordance with these rules.

8.5 The Annual General Meeting will be in addition to any other General Meetings that may be held in the same year.

### **Special General Meeting**

9.1 All General Meetings other than the Annual General Meeting will be called Special General Meetings.

10.1 The Committee may convene a Special General Meeting of the Club and where more than 15 months would lapse between Annual General Meetings, will convene a Special General Meeting before expiration of that period.

10.2 The Committee will, on the requisition in writing to Members representing not less than 5% of total members, convene a Special General Meeting of Members.

10.3 If the Committee does not cause a Special General Meeting to be held within one month after the date on which requisition is sent to the Secretary, the Members making the requisition may convene a Special General Meeting to be held no later than three months after that date.

### **Notice of Meeting**

11.1 The Secretary of the Club will notify each Member of the Club, via email or other appropriate electronic messaging, of the place, date and time of the meeting and all nature of business to be transacted at the meeting at least 14 days before the date fixed for holding a General Meeting of the Club.

11.2 No business other than that set out in the notice convening the meeting will be transacted at the meeting.

11.3 A Member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who will include that business in the notice calling the next General Meeting after the receipt of the notice.

### **Proceedings at Meetings**

12.1 No item of business will 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.

12.2 Five (5) 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.

- 12.3 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 will be dissolved and any case will stand adjourned.
- 13.1 The President, or in their absence, the Vice-President, will preside as the Chairperson at each General Meeting of the Club.
- 13.2 If the President and the Vice-President are absent from a General Meeting, the Members present will elect one of their number to preside as Chairperson at the meeting.
- 14.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting which the adjournment took place.
- 14.2 Where a meeting is adjourned for 14 days or more, a like notice of the adjourned Meeting will be given as in case of the General Meeting.
- 15.1 A question arising at a General Meeting of the Club will be determined on a show of hands. A declaration by the Chairperson that a resolution has, on a show of hands, been carried unanimously or by a particular majority, or lost, and an entry to that effect in the Minutes of the Club is evidence of the fact.
- 16.1 Upon any question arising at a General Meeting of the Club, a Member has only one vote.
- 16.2 All votes will be given personally or by proxy.
- 16.3 In the case of equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second, or casting vote.
- 17.1 A Member is not entitled to vote at any General Meeting unless all monies due and payable to the Club by him/her have been paid, other than the amount of the Annual Subscription payable in respect of the current financial year.
- 18.1 Each Member will be entitled to appoint another member as his/her 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.

### **Committee of Management**

- 19.1 The affairs of the Club will be managed by a Committee of Management.
- 19.2 The Committee:
- a. will control and manage the business and affairs of the Club
  - b. may, subject to these Rules, the Regulations and the Act, exercise all powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by General Meetings of the Members of the Club

- c. subject to these Rules, the Regulations and the Act, has the power to manage the business and affairs of the Club.

20.1 The Executive of the Club will be:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Assistant Secretary
- f. Assistant Treasurer

20.2 The Provisions of Rule 22 apply to and in relation to an election of persons to the Executive.

20.3 Each Executive Member of the Club will hold office until the Annual General Meeting next after the date of election, but is eligible for re-election.

20.4 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/her appointment.

21.1 Subject to Section 23 of the Act, the Committee will consist of:

- a. the Executive of the Club and
- b. up to eight (8) Ordinary members;

each of whom will be elected at the Annual General Meeting of the Club in each year.

21.2 Each ordinary member of the Committee will, subject to these Rules, hold office until the next Annual General Meeting after the date of election, but is eligible for re-election.

21.3 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 Club to fill the vacancy and the Member so appointed will hold office, subject to these Rules, until the conclusion of the next Annual General Meeting following the date of his/her appointment.

21.4 In the event of a Senior Coach being appointed, he/she may be deemed a Committee Member with full voting rights.

### **Election of Executive and Vacancy**

22.1 Nomination of candidates for election as Executive of the Club or as Ordinary Members of the Committee will be made at the Annual General Meeting.

- 22.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated will be deemed to be elected.
- 22.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be deemed to be elected.
- 22.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.
- 22.5 The ballot for the election of Executive and Ordinary Members of the Committee will be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- 23.1 For the purposes of these Rules, the office of an Executive of the Club or an Ordinary Member of the Committee becomes vacant if the Executive or Member:
- a. ceases to be a Member of the Club
  - b. becomes an Insolvent under the Administration within the Companies (Victoria) Code
  - c. resigns office by notice in writing given to the Secretary.

#### **Proceedings at Meetings**

- 24.1 The Committee will meet at least three times in each year.
- 24.2 Special Meetings may be convened by the President or any four (4) of the Members of the Committee.
- 24.3 Notice will be given to the Members of the Committee of any Special Meeting specifying the general nature of the business to be transacted and no other business will be transacted at such a Meeting.
- 24.4 Any four (4) Members of the Committee constitute a quorum for the business of a Committee Meeting.
- 24.5 No business will be transacted unless a quorum is present and, within half an hour of the time appointed for the Meeting a quorum is not present, the meeting will stand adjourned.
- 24.6 At meetings of the Committee:
- a. the President or, in his/her absence, the Vice-President will preside, or
  - b. if the President and Vice-President are absent, one of the remaining Members of the Committee as chosen by the Members will preside.
- 24.7 Questions arising at a meeting of the Committee or any sub-committee appointed by the Committee will be determined on a show of hands or, if demanded by a Member, a poll taken in such a manner as the person presiding at the meeting may determine.

24.8 Each Member present at a meeting of the Committee or sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote. The person presiding may exercise a second or casting vote.

24.9 Written notice of each Committee Meeting will be provided to each Committee Member at least two business days before the date of the meeting.

### **Secretary**

25.1 The Secretary of the Club will keep resolutions and proceedings of each General Meeting and each Committee Meeting in electronic with a record of persons present at the Committee Meetings.

### **Treasurer**

26.1 The Treasurer of the Club:

- a. will collect and receive all monies due to the Club
- b. will keep correct accounts and books showing the financial affairs of the Club with full details of all financial activities of the Club.

26.2 The accounts and books referred to in Rule 26.1 will be available for inspection by Members.

### **Removal of Member of Committee**

27.1 In a General Meeting the Club may, by resolution, remove any Member of the Committee before the expiration of his/her term of office and appoint another Member in his/her stead to hold office until the expiration of the term of the first mentioned Member.

27.2 Where the Member to whom a proposed resolution referred to in 27.1 makes representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and requests that they be notified to the Members of the Club, the Secretary or the President may send a copy of the representations to each Member of the Club, or if they are not sent the Member may require that they be read out at the next meeting.

### **Cheques**

28.1 All cheques and other negotiable instruments will be signed by two Members of the Executive.

### **Alteration of Rules and Statement of Purpose**

29.1 These Rules and the statement of purpose of the Club will not be altered except in accordance with the Act.

### **Notices**

30.1 A notice may be served on behalf of the Club by any Member either personally or by sending it to the Member at the address shown in the Register of Members.



- 31.1 Where a document is properly addressed to a person, the document will be deemed to have been given to the person, unless the contrary is proved.

### **Winding up or Cancellation**

- 31.1 In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club will be distributed to a fund with similar objects or to a fund exclusively for charitable purposes.

### **Custody of Records**

- 32.1 Except as otherwise provided in these rules, the Secretary will keep and control all records, documents and securities of the Club.

### **Funds**

- 33.1 The funds of the Club will be derived from the annual subscriptions, sponsorships, donations and such other sources as the Committee determines.

### **Appointment of Coaches and Team Leaders**

- 34.1 The current Committee will have the right to appoint a coach for the following season at any time.
- 34.2 The Captains and Vice-Captains for each senior team will be proposed by the coach to the Committee, who will then decide on these appointments.
- 34.3 A Captain is expected to carry out the trust shown by the Committee and has full authority over Players during the course of play. The Captain has the right to discipline Players on the field and, if necessary, send the offending Players from the field. A written report is then to be sent to the Secretary, who will notify the President and Coach, who will decide if a penalty will be imposed.

### **Appointment of Junior Team Leaders**

- 35.1 The Committee will appoint a Coach for each Junior Team fielded that season. The Coach will have the responsibility of appointing the Captain and Vice-Captain in his/her care.

### **Selection Committee**

- 36.1 The Selection Committee will consist of all Senior Grade Captains, plus an independent representative appointed by the Committee as Chairperson of Selectors. These appointments will be for 12 months only.
- 36.2 In the event of a non-playing coach being appointed, he/she will become a Member of the selection committee.
- 36.3 The President will be responsible for carrying out any General Committee directives on Player ineligibility due to breach of any Rule.
- 36.4 All eligible Players who have trained at least once a week must be given precedence over those who have not trained, or those who have not trained satisfactorily.

- 36.5 The top three senior teams will be selected on merit. Fully financial senior Members will be given preference in other senior grades before juniors are selected.
- 36.6 Any complaint regarding selection by a Member will be directed to the Chairperson of Selectors. If the Chairperson of Selectors feels the complaint justifies such action, he/she will report the matter to the Executive Committee for discussion.
- 36.7 Junior teams will be selected by the Junior Coaches.

### **Life Membership of the Club**

- 37.1 The qualifications for Life Membership of the club are:
- a. Ten years as a Senior Player
  - b. Ten years active service as a Member of the Club in, or as a combination of, a Player or in an administrative capacity, or for services rendered in social or other activity which have been beneficial for the Club during the period of service.
- 37.2 Under exceptional circumstances where a Member has fulfilled certain accepted qualifications, as outlines in sub-clause (1.b), but is compelled to leave the Club, having not given ten years' service, will still be considered for Life Membership if at least eight years' service has been given.
- 37.3 Final decisions regarding the nomination will be the responsibility of the Committee, who will evaluate all known facts before conducting a secret ballot on the nomination. If necessary, the Chairperson will have the casting vote.
- 37.4 Qualifications as stated in sub-clause (1) and (2) do not automatically entitle Life Membership and act as a guideline for nominations.
- 37.5 Life Membership will be conferred on no more than two Members per season.
- 37.6 Recipients of Life Membership will be presented with a letter signed by the Executive of the Club with a suitable memento for the occasion as decided by the Committee.
- 37.7 Life Members will enjoy the privileges of Membership, attend all meetings and speak on motions but, with the exception of Special General and Annual General Meetings, do not have voting rights.

### **Delegates to the DVCA**

- 38.1 The Committee will, before August 1 each year, appoint two Delegates to the DVCA.

### **Conduct, Protests and Disputes**

- 39.1 Verbal, online or physical abuse or vilification to any Members of the Club must be reported to the Committee who will act if necessary.

- 39.2 Players have the right to approach the Committee if objections arise regarding a Coach or Captain's manner of handling players. This will be the only accepted method of objection. Players on the field must not indulge in verbal or physical abuse of opponents, umpires, team mates etc.
- 39.3 In the event of a dispute arising from Club play, the person or persons involved will bring the matter to the attention of the Executive Committee, who will discuss the matter at the next General Meeting.
- 39.4 All Members are bound by the Executive Committee decisions on fines or suspensions after the hearing of any evidence.
- 39.5 Any appeals must be made to the President in writing within 72 hours of the Executive Committee decision.

### **Rules of Play**

- 40.1 The Club will use the Rules of Cricket as laid down by the DVCA.

### **Awards**

- 41.1 The Club will award a batting and bowling average trophy for all grades each season, where a player has qualified as follows:
- a. in grades where matches are played over 80 overs or more per day, a bowler must play at least five matches and have bowled 500 balls and taken 20 wickets
  - b. in any subsequent Senior Grade, a bowler must play at least five matches and have bowled 360 balls and taken 15 wickets
  - c. in grades where matches are played over 80 overs or more per day, a batsman must have played at least five matches and made at least 250 runs
  - d. in any subsequent Senior Grade, a batsman must have played at least five matches and made at least 200 runs
  - e. In Under 18 and Under 16 Grades, the qualification for batting averages will be at least four matches played and at least 150 runs, while bowling qualification will be at least four matches and either 300 balls bowled or 20 wickets taken.

If no player qualifies in a) – e) above, the batsman to have made the most runs and/or bowler to have taken the most wickets will receive the award.

- 41.2 A Captains Award will be awarded each season in each Senior team, and a Coach's Award will be awarded to all Junior teams.
- 41.3 A Most Promising Award will be awarded each season, as decided by the Committee after nomination by the Senior Coach.
- 41.4 The Watson-Jenkin Best Club Person Award will be decided by the Committee each season.

41.5 The Club Champion Award will be awarded to the highest point scorer in A-Grade and highest Junior Age teams only. The point system is:

- a) 2 points for an unassisted wickets
- b) 1 point for an assisted wicket
- c) 1 point for a catch
- d) 1 point for a stumping
- e) 1 point for a runout
- f) 0.1 point for every run.

41.6 A Junior Rising Star Award will be awarded each season, as decided by the Committee after nomination by the Junior Coordinator.

41.7 Trophies will be awarded where the following are achieved:

Centuries/Hat-tricks

10 wickets in a match

7 wickets in an innings

50<sup>th</sup>, 100<sup>th</sup>, 200<sup>th</sup>, 300<sup>th</sup> Senior Match

50<sup>th</sup>, 100<sup>th</sup> Junior Match

41.8 Special Awards may be awarded at the discretion of the Committee for contribution during the current season.

41.9 The Peter 'Tex' Tyrrell Best & Fairest Award will be awarded to the Senior player who receives the most votes during the current season. Votes will be awarded 3,2,1 by either the Captain or a nominated delegate and provided in confidence to the Secretary at the completion of each match.

- a) in the event different grades play different numbers of games, e.g. certain grades play predominantly one-day matches, votes will be pro-rated to ensure equal opportunity for all players.