



Registered as an Incorporated Association under the  
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ABN 31130956773

## **NATIONAL CHAMPIONSHIPS MANUAL POLICIES AND GUIDELINES.**



*VCA acknowledges the kind work of the Australian Country Cricket Championship in production of this document. Excerpts have been taken from the ACCC Manual.*

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## FOREWORD

Veterans Cricket until 2007 was played amongst teams from Regional centres and in general it was played amongst players who had finished grade cricket and were looking to maintain their interest in their game of choice. Generally, cricket at the veteran's level catered for players who were in the 40s+ age demographic. At this stage of their life, Veteran players realise their best cricketing years are almost forgotten but they still have a desire to play the game that they may have played 20 or 30 years ago. What better way is there to enjoy the game than taking the field with your former buddies, renew old friendships and meet new people who share a similar interest?

In 2006 Mr John Hammer from Victoria changed the whole outlook when he set about organising an event in Canberra that catered, not for over 40s, rather he set out to do something for the Over 60s when he realised that they could no longer cut it with their newly retired over 40 colleagues. The event featured teams from ACT, TAS, NSW, VIC 1 & 2 and a combined side.

As a result of John Hammer's vision, the current Veterans Cricket Australia (VCA) Championships have grown to feature 30 State teams being played in over 50's and 40 plus teams in over 60's, 24 Teams in Over 70's and an anticipated 10 Teams in Veterans Women Championships.

Despite the impact of the COVID-19 Pandemic, which has interrupted the 2020 and 2021 Championships, the growth of Veterans Cricket has seen over 4,000 Veterans taking to the field on a regular basis across Australia. This represents a 100% increase in numbers over the last 4 years. A staggering growth rate. The 50's and 60's Men's Playing Group Committees are currently looking at options to split their National Championships as a result of increased numbers and Team nominations.

VCA has a **Memorandum of Understanding** with Cricket Australia. CA has acknowledged the growth of Veterans cricket, sanctioning and providing financial support to VCA, to organise and conduct the National Championships.

The Annual Veterans Cricket Championships acknowledge the high level of interest across all States and provides an opportunity for Australia's ageing cricket population to gather and celebrate all that is great about its National Sport - CRICKET. Veterans are living and supporting the CA Vision to make Cricket "Australia's favourite Sport and a Sport for life".

This document is designed to specify requirements and provide guidance and information to State Convenors with the organisation and conduct of a successful Veterans Cricket Championship. Some of the content is futuristic and may not apply currently.

Kerry Emery  
Chair, VCA Cricket Committee (2017)  
David Head  
VCA President (2021)

## **1. CHAMPIONSHIP ORGANISING COMMITTEE.**

**VCA National Championships are the prime responsibility of the relevant VCA Board Playing Group Committee. The Chairman of this Committee shall be a member of the VCA Board and is to act as an intermediary between the Board and the host state's Organising Committee.**

**1.1** The Host State/Territory will appoint an Organising Committee at the selected location, to convene the overall organisation and staging of the Championship. The Committee will be appointed at least 18 months prior to the Championship and will be directly responsible and report regularly, to the executive of the Host State. Membership of this Committee must include a Chairman, Secretary and Treasurer, and sufficient members to ensure the successful staging of the Championship.

**1.2** The Host State/Territory will submit a list of members of the Organising Committee and their contact details to

- the President of Veterans Cricket Australia (VCA)
- the Chair of all VCA Committees
- interested parties within their respective State or Territory.

**1.3** For all Championships, the Host State, in conjunction with the Organising Committee, will submit the proposed Championship dates and draft budget to the VCA Board through the responsible Playing Group Committee. This is to be done at the AGM in the year prior to the Championship, usually in November and should occur for all Championships.

**1.4** Within six weeks of the conclusion of the Championships, either the Organising Committee or the Host State must provide a written report on the Championships to the VCA Board through the Chair of the relevant Playing Group Committee. The purpose of this report is to inform both the VCA Board and future Organising Committees and must include:

- a review of the cricket played – numbers of teams & players, winners of each division, suitability of venues used, umpiring, etc.
- a review of the Championship organisation. All aspects should be critiqued but particular mention only need be made of particular strengths and weaknesses. It should also include:
  - a review of all aspects of Championship sponsorship, and
  - recommendations for the organisation of future championships.
- a review of social functions held, their success or otherwise, level of support by players and accompanying partners, venues, cost, etc.
- audited financial accounts if available. If they are not available these must be forwarded to the National Treasurer and the Chair of the relevant Playing Group Committee as soon as possible.

## **2 CHAMPIONSHIP ORGANISING COMMITTEE RESPONSIBILITIES.**

The Organising Committee will arrange a venue which will house the personnel and equipment necessary for the conduct and management of the Championship. It will be staffed as required during the Championship and will be the main location / contact point for all Championship officials.

### **2.1 Functions and Responsibilities**

- Management and conduct of the Championship.
- Collation of match results and allocation of points daily.
- Input of match results into MyCricket.
- The progressive updating of points tables.
- Dissemination of match scores, results, and reports to the news media and on relevant Internet web sites.
- The provision of match progress scores on request.
- Liaison with local and national news media.
- Ensure they are familiar with and cater for the needs of any sponsor as per their endorsed agreement with VCA.
- The provision of daily updated information to Team Managers, national selectors and other interested parties.
- Ensuring that all equipment is available at the grounds prior to commencement of play (eg. balls, stumps, bails, boundary markers, scorebooks etc.)
- Any other duties allocated by the responsible Playing Group Committee.

### **2.2 Equipment and Facilities**

These will vary from one venue to another depending on geographical location. However, the following must be available:

- Whiteboards or notice boards
- Telephone
- Communications facilities at centres/grounds for the passing of scores, results etc. (e.g. mobile phones, two-way radio)
- Tables, chairs and work benches for use by managers, umpires etc
- Furniture to cater for all staff
- Computer equipment with Internet access
- The Organising Committee will determine the scale of equipment.
- An Automatic External Defibrillator (AED) is to be provided at each venue.
- An appropriately stocked First Aid Kit is to be provided at each venue.

### **2.3 Staffing**

The Organising Committee should ensure that sufficient staff is available to undertake all functions at the appropriate times.

### 3 VETERANS CRICKET AUSTRALIA (VCA) CHAMPIONSHIP ROTATION.

The VCA Championships are conducted annually, generally in November and are hosted on a rotational basis as outlined below.

	2021	2022	2023	2024	2025	2026	2027
Over 50	SA	QLD	VIC	TBC	TBC	TBC	TBC
Over 60	Not held	VIC	TAS	WA	ACT	NSW	SA
Over 70	TAS	WA	ACT	NSW	SA	QLD	VIC
Women	Not held	NSW	TBC	TBC	TBC	TBC	TBC

A state or territory may negotiate for another state or territory to replace it as Championships host.

### 4. FIXTURES

**4.1** The Organising Committee is authorised to issue invitations to all members for the participation of authorised State teams in the Championship. Following consultation with the Chair of the VCA Playing Group Committee, non-member organisations such as the Northern Territory and New Zealand and non-state teams may also be invited by the Organising Committee.

A list of all nominated teams and the recommended placement of such teams in the Championships Draw must be submitted to the Chair of the VCA Playing Group Committee for approval.

**4.2** Fixtures will be played over 5 or 6 days. A 5-day Championship will schedule matches on Days 1, 2 and 4. Day 3 is a scheduled rest day and Day 5 will be used for the playing of finals. A 6-day Championship will schedule matches on Days 1, 2, and 5. Days 3 & 4 are scheduled rest days and Day 6 will be used for the playing of finals.

**4.3** The Organising Committee will arrange participating teams in all Divisions in two pools based on the positions occupied by the teams at the conclusion of the previous year's Championship. Pool A will comprise the teams that finished 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup> & Pool B will comprise teams that finished 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup> & 7<sup>th</sup>.

**4.4** The organisers may, with the permission of the Chair of the VCA Playing Group Committee, vary this arrangement on the following grounds:

- to allow teams which have not played one another in recent Championships to be pitted against one another
- to place teams from the same State in different Pools.

**4.5** The Rules of Play and Playing Conditions are the responsibility of the Playing Group committee and will be approved by the VCA Board for each Championship.

### 5. SPONSORSHIP & MEDIA LIAISON

**5.1** The Organising Committee should appoint a Media and Sponsor Liaison Officer (MSLO) to act as a single point of reference and intermediary between all elements of Media and Sponsors, the Chair of the VCA Marketing and Promotions Committee, the VCA Sponsor Liaison Officer/s, the Host State/Territory and the Organising Committee. The MSLO should also coordinate all media &

sponsors' requirements with all other elements of the Championships, ensure that they are met, and communicate any difficulties in achieving this to all parties involved.

**5.2** The Marketing & Promotions Committee of VCA in consultation with Cricket Australia (CA) will endeavour to attract a major sponsor for the Championship, either on a short or long-term basis.

**5.3** The Organising Committee will make every effort to attract sponsorship to assist with defraying the cost of the Championship.

**5.4 Levels of Sponsorship.** All matters relating to the sponsorship of VCA-related events are the responsibility of the VCA Marketing and Promotions Committee and ultimately of the VCA Board. With the approval of the Chair of the VCA Marketing and Promotions Committee sponsorship packages may be produced for the various elements of the Championship (Refer to Appendix C for details):

- National Championships Naming Rights Sponsor
- State Supporting Partner
- Local Sponsor
- Service Partner (e.g. Transport, Accommodation, Dinner etc)

**5.5** Care must be exercised to ensure that any National Championships Naming Rights Sponsor, State Supporting Partner or Local Sponsorship does not conflict with existing CA or VCA sponsorships and partners.

<https://www.cricketaustralia.com.au/about/partners/commercial>

The Chair of the VCA Marketing & Promotions Committee and, if necessary, the VCA President must be consulted in determining whether a conflict exists. Should a conflict exist, CA and / or the VCA partner/s shall be approached and given first right of refusal. All proposed State Supporting Partners and Local Sponsorships must be approved by CA and VCA prior to being finalised.

**5.6** The Organising Committee through the MSLO must ensure that sponsors are appropriately recognised according to the terms of their agreements. Examples of relevant recognition include:

- Ground Signage
- Advertising in Championship Handbook & any Daily Championship Newsletter or Communication
- Signage at Presentation Dinner
- Recognition in Media Releases

## **6. TRANSPORT & ACCOMMODATION**

All accommodation and transport arrangements to and from Championship Centre to Match Venues and to Functions are the responsibility of the participating States.

The Organising Committee is expected to provide lists of mini-bus hire companies and appropriate accommodation centres to each State in an effort to ensure proximity to venues and other facilities eg, restaurants, shops. This information should be provided in the first communication with States about the Championship, usually 8-9 months prior to the event.

## 7. PLAYING VENUES

**7.1** The provision of high quality turf pitches and playing surfaces are the prime consideration in the organisation of the Championship. These factors should override the availability of off field facilities such as pavilion/dressing rooms, spectator accommodation etc. Temporary arrangements can be provided to adequately cater for these requirements (e.g. tents or portable accommodation).

The following equipment and accommodation *should* be provided at all venues:

- Weatherproof pitch area covers with hessian undercover
- Sight screens – adaptable to facilitate either a red, coloured or white ball.
- Scoreboard - readable and prominently positioned
- Covered seating for players and umpires
- Separate table and covered accommodation for the scorers
- Curating equipment for use during matches
- Drinks trolley or another suitable container
- Boundary markers (rope, witches' hats, discs etc.)
- Security arrangements for players' wallets and valuables
- Stumps and bails including spares
- Facilities for displaying sponsor signs
- Ice or ice packs for use in the event of injuries
- Area for the preparation of food and on-field drinks (unless other delivery arrangements have been organised)

**7.2.** Arrangements should be made for personnel to undertake the following tasks at the grounds:

- Manager to oversee the general running of the match. Telephone communication with Championship Director & Championship Referee is essential
- A person to undertake any curating requirements (these duties could be combined with a management role or other duties)
- A person to undertake a Risk Assessment of the playing venue prior to the commencement of each day's play using a Game Day Checklist available at Cricket Australia's preferred insurer, JLT. Copies of the checklist are available at:  
<http://www.jltsport.com.au/cricketaustralia/files/checklist.pdf>
- Two scorers. Ideally Match Scores to be recorded electronically.
- Scoreboard attendant (in cases where scorers are unable to do it.)
- Sightscreen attendants if possible
- Person(s) to set up and remove sponsor signs
- Person(s) to provide drinks and appropriate food for players and officials



## **8. GROUND CATERING**

### **8.1 Lunches**

These are to be provided at each ground or at an adjacent venue during matches. The following should be catered for at each match:

- 24 players
- 2 umpires
- 2 scorers

Additional lunches may be provided on request. Payment for these lunches will be the responsibility of the person making the order.

All grounds are encouraged to have tea coffee available on arrival and during matches.

### **8.2 Drinks**

Water must be available for on-ground consumption throughout the matches and including scheduled breaks.

Pre and post play drinks should be available to all players/officials throughout the duration of a match at cost to players.

## **9. GROUND SECURITY – RISK ASSESSMENT**

Prior to the Championship, the Organising Committee should consult with host clubs and, if necessary, the local Police and security organisations with a view to assessing such matters as ground security, the possible threat of vandalism at proposed grounds, etc.

Teams should be advised accordingly.

## **10. UMPIRES, SCORERS, AND CHAMPIONSHIP REFEREE**

### **10.1 Umpires**

- As per the VCA Strategic Plan, Championship Organisers are expected to facilitate and encourage others such as local clubs, media, scorers, umpires, managers & partners to participate in National Championships. VCA is committed to the engagement of other parties, particularly Umpires and Scorers from other States/Territories. (Refer Appendix F)
- The Organising Committee in consultation with the Host association and the VCA Umpires Liaison Manager, is responsible for the appointment of umpires to officiate in all matches.
- Umpires should be appointed and provided with current copies of the VCA Match Rules & Playing Conditions, at least six weeks prior to the commencement of the Championship.
- Preference should be given to umpires who are full members of their respective State/Territory Cricket Umpires Association.
- Selected umpires should have a Level 2 Cricket Australia Umpire Accreditation.
- The Host association/Organising Committee will negotiate with the respective Cricket Umpires Association(s) regarding remuneration.
- All Umpires are required to attend a pre-Championship briefing.

## **10.2 Scorers**

Each team is responsible for providing a scorer for each match.

Scorers should be isolated from the players and public and not be interrupted at any stage.

## **10.3 Championship Referee**

A Championship Referee is to be appointed by the Organising Committee, for the duration of the Championship.

A copy of the VCA Rules & Playing Conditions shall be provided to the appointee, at least six weeks prior to the commencement of the Championship.

The Organising Committee shall ensure that the Referee is easily contactable from one hour prior to the commencement of play until one hour after the end of all matches (telephone/mobile).

A copy of the Championship Referee's duties is attached as Appendix B.

## **11. CHAMPIONSHIP HANDBOOK.**

The Organising Committee is responsible for the design and production of the Championship Handbook.

The handbook must include the following as a minimum:

- Relevant welcome messages
- Championship Draw
- Playing venues
- Event Committee
- Championship Referee
- Match result submission detail
- Advice re AED availability
- Emergency contacts
- Police
- Doctors
- Physiotherapist
- Dentist
- Hospital
- Taxi
- State/Territory Squads
- Umpires
- Previous Championship and Trophy Winners
- Championship Rules and Playing Conditions (Optional provided such information must be conveyed to each State/Territory in a separate document.)
- Advertising materials, including acknowledgement of all sponsors
- Duckworth Lewis Method details

Sufficient copies of the Program to cover all participants and other significant persons must be produced unless otherwise decided by the VCA Board.

## **12. MEDICAL SERVICES AND FACILITIES.**

Arrangements must be made with the following medical services and their details included in the pre-championship newsletter and championship handbook.

### **12.1 Doctors and Hospitals**

One or more Doctors and the local hospital(s) should be informed of the Championships and requested to provide their services if required.

### **12.2 Dental Services**

Local Dentists should be approached and advised of Championship details with a view to securing their services on a request basis.

### **12.3 Ambulance Services**

Advice of the Championship dates and match venues should be conveyed to the appropriate Ambulance Service(s).

### **12.4 Physiotherapy**

An approach should be made to one or more local Physiotherapists requesting that they make their services available to Championship participants.

The details of the above services should be prominently displayed at match venues and provided to all ground managers.

**12.5** Payment Arrangements for these services will be at the players' cost.

**12.6** AEDs are available at each playing facility.

It is the responsibility of all team managers to ensure that everyone in their touring party is aware of these arrangements.

**12.7** All individuals attending National Championships are strongly recommended to have COVID-19 vaccinations.

## **13. TEAM PHOTOGRAPHS (OPTIONAL)**

The Organising Committee will arrange a photographer to take individual team photos.

The time and venue for photographing should be co-ordinated with the Team Managers.

It is suggested that photographs should be taken prior to the commencement of matches at a time and venue arranged by the Organising Committee. A time slot of five minutes per team should be adequate.

The cost to the players of the photograph should be kept to the minimum possible. Photographs of the teams may be made available to the public (supporters etc.) at a reasonable commercial price. The CA and VCA logo and that of any National and / or Championships Naming Rights Sponsors must be present on the Team photos that are produced.

## **14. OFFICIAL FUNCTIONS**

### **14.1 Welcome Function.**

The Welcome function should be staged on the afternoon or evening prior to the commencement of the first fixture. This event should, if possible, be timed to commence after the expected arrival of the last of the teams. The Venue for such event needs to be large enough to cater for all players, partners, officials, sponsors and supporters. Costs should be kept to a minimum; cash bar should be available and food service is not necessary. Tickets (if necessary) to the event are pre-sold.

The order of proceedings, speeches etc., will need to be co-ordinated by the Organising Committee in consultation with the VCA President. It will feature short addresses from key persons such as the Local Cricket Association, Local Council, Lord Mayor or their advisers. Invitations should be solicited for CA, Championship sponsors and any other cricket dignitaries that are able to attend.

### **14.2 Presentation Dinner**

Unless otherwise decided by the VCA Board, this is the final event of the Championship and must be arranged to take place on the evening of the final playing day. It is desirable that it is a sit-down dinner with table service provided. Apart from sponsor recognition and obligations to Host organisers, the focus of the evening is on players, partners and their teams. Winning teams must be acknowledged. If possible, they should be brought on stage and trophies presented to the winning Captains.

A printed program/menu should be produced and a Master of Ceremonies (MC) appointed.

Presenters of Awards should be included in the Order of Ceremonies/Menu.

Official invitations should be sent to official guests in a timely manner.

A seating plan for officials, teams and other guests should be produced. Tickets to this event are pre-sold. Tickets should be priced with the view of the event being self-funding. Every effort should be made to obtain sponsorships in order to keep the cost to the individual as low as possible.

When selecting the venue, consideration should be given to its location with respect to the provision of transport to/from the teams' accommodation. The cost of such transport is a State cost and should not be included in the price of the ticket.

All efforts must be made to ensure an appropriate recognition of championship sponsors is made on the night including provision for signage at the venue if supplied by the sponsor.

The Organising Committee must ensure that there is CA signage at these events provided that CA provides this signage.

### **14.3 Other functions.**

Such functions are arranged at the discretion of the Organising Committee. Attendance is voluntary.

## **15. TROPHIES & AWARDS**

The following awards are presented at each Championship:

### **Over 50s Championships**

1. Over 50s Division 1 WINNER – Harry Solomons Kingsgrove Sports Centre
2. Over 50s Division 2 WINNER - Harry Solomons Kingsgrove Sports Centre

### **Over 60s Championships**

1. Over 60s Division 1 WINNER – John Hammer Cup.
2. Over 60s Division 2 WINNER – John Beaton Trophy.
3. Over 60s Division 3 WINNER - Brendan Lyons Shield.
4. Over 60s Division 4 WINNER – Graham Horlin-Smith Memorial Trophy

### **Over 70s Championships**

1. Over 70s Division 1 WINNER Doug Turbil Shield
2. Over 70s Division 2 WINNER Robert “Dutchy” Holland Shield.

### **Veterans Women’s Championships**

TBD

### **VCA Player of the Year Awards**

These should be presented at each Playing Group National Championships

## **16. DISPUTES and DISCIPLINARY COMMITTEE**

**16.1 The Disputes and Disciplinary Committee** consists of the Championship Referee (CR) and 2 other persons being the National President or his nominee and the Championship Chairman or his nominee neither being from the State involved in the dispute.

### **16.2 The Championship Referee**

The organising Committee will appoint a Championship Referee who will be responsible for the resolution of all disputes.

In the context of this clause, the CR duties will include

- i) Receiving all reports both written, verbal or electronic
- ii) Advising other members of the Disciplinary Committee and the Championship Chairman of the report
- iii) Convening and chairing a prompt meeting of the Disciplinary Committee at a suitable venue if necessary
- iv) Consulting other members of the Disciplinary Committee where appropriate on
  - (1) Any issues relating to the dispute
  - (2) Previous practice and interpretation of VCA rules and guidelines
  - (3) VCA Board expectations regarding standards and behaviour
- v) Determining penalties as seen fit for any indiscretions

### **16.3 Reports**

Either umpire or either Captain can make a report by notifying both

- i) The captain or team manager of the team to which the report relates, and
- ii) The Championship Referee

The report must be made initially verbally to the Championship Referee within one hour of the conclusion of the match. A written report is to be provided to the Championship Referee and both teams management by 7 o'clock on the day of the match.

The report shall be in the format of the attached Report Form or in a format containing all essential details required in the Report Form.

### **16.4 Procedure**

On receipt of the report the Championship Referee may determine the matter in either of the following ways

- i) If the conduct is deemed by the Championship Referee to be a LEVEL 1 offence under the Cricket Australia (Code of Behaviour Offences) he may issue a penalty and invite the player reported to accept a penalty or go to a hearing.
- ii) If the player elects a hearing or if the offence is more serious than LEVEL 1 the Championship Referee shall convene a hearing of the Disputes and Disciplinary Committee. It will be held as soon as possible and all parties will be given a chance to be heard. The reported player will be ineligible to play until such time as the hearing is determined.

After determination of the dispute and penalty, if any, the Championship Referee shall advise the relevant team management, the Chairman of the Organising Committee and the National Secretary of the result of the hearing.

## **17. GENERAL ISSUES**

### **17.1 Championship Officials Uniform.**

If possible, by way of sponsorship, or other acceptable arrangement approved by the Chair of the Playing Group Committee, all Championship officials should be provided with "polo shirts" etc., with the CA and VCA and Sponsors' Logo on them so that they can be readily identified. The provision of simple name tags could also be a consideration.

### **17.2 Promotion of Host Region.**

A kit containing information regarding the local area facilities, entertainment, eating houses etc., for distribution to the players and officials may be worth considering. The local tourist authority may be able to supply these.

### **17.3 Pre-Championship Briefing.**

A pre-Championship briefing will be arranged at a suitable venue for the day/evening preceding the Championship. Organising Committee Member(s), Team Captains and Managers, the Championship Referee, Umpires and Scorers will attend the meeting. The purpose of the briefing is to ensure that all concerned have a thorough knowledge of the rules and playing conditions.

#### **17.4 Veterans Cricket Australia Board Meeting.**

The VCA AGM is normally held at one of the National Championships. The Organising Committee should check with VCA to see whether or not they will need to arrange a suitable venue for the conduct of this meeting.

#### **17.5 Veterans Cricket Australia Selectors Meetings at Championship.**

Depending on the Future Tours program, appointed National selectors may meet during the Championships to select the National representative teams as required during the following year. Such meetings may necessitate a venue being provided.

#### **17.6 Insurance Cover.**

The Organising Committee and each State must ensure that adequate insurance cover (public liability, product liability etc.) is provided for all Championship personnel, events and venues through JLT Insurance. The following websites are helpful:

<https://cricket.jltsport.com.au>

Public Liability cover is provided by the Host States Certificate of Currency.

Note: individual Player and Officials Accident and Illness Insurance is not covered in Nationals through the State Insurance Policy. If required, individuals will take out private Medical/Health Insurance.

**17.7 Provision of Automated External Devices. (AEDs)** The Organising Committee is responsible for providing one operational defibrillator at each venue. It should survey all States and, if necessary, use local sources to ensure that there are sufficient or contact States to bring additional AED's.

#### **17.8 Pre Championship Newsletters.**

The Host association will keep the VCA Board and participating members informed of Championship organisational matters through the periodic circulation of Newsletters. Usually, 4 to 6 Newsletters should be provided during the period from the appointment of the Organising Committee to commencement of the Championship. These newsletters should be distributed as per the suggestions in Appendix H

The newsletter shall provide information regarding, but not limited to, the following items:

- Team Nominations and Team Nomination Fees
- Accommodation
- Transport
- Contacts
- Venues
- Format/Draw
- Finances (Levy requirements)
- Sponsors
- Functions/Events
- Official Commitments (i.e. meetings)
- Organising Committee requirements from competing teams (i.e. playing lists)

The VCA Board will provide sample copies of Newsletters on request.

### **17.9 Daily Championship Newsletters. (OPTIONAL)**

The Host shall provide daily Newsletters during the running of the Championship.

The newsletter shall include, but not be limited to, the following information:

- . Results
- . Ladders
- . Next day's draw
- . Upcoming Functions/Events

### **17.10 Official Championship Scoresheet.**

The Organising Committee will provide scorebooks for all matches. Electronic scoring is strongly recommended in accordance with our MOU with CA.

Scorers will be required to maintain an up-to-date paper copy of the Scorebook at all times. Copies of original scoresheets must be made available for the official match recorders.

Refer to the current Championship Rules and Playing Conditions and to the official Championship Handbook for scoring requirements and submission of Results. (Refer to Appendix D).

### **17.11 Championship Playing Shirt - Logo Placement**

The following logos may be produced on all State and Territory playing shirts. Logos may be no greater than 64cm<sup>2</sup> (as per ICC guidelines).

- CA logo
- VCA logo
- State/Association logo (can include association sponsor if appropriate)

These logos must appear in one (1) of the following four (4) positions.

- Left breast
- Right breast
- Left sleeve
- Right sleeve

Teams may use the remaining position as advertising space provided the logo does not exceed 64cm<sup>2</sup>.

Apparel labels are exempt from these guidelines.

Player numbers on the back of playing shirts are encouraged but not compulsory.



## **18. FINANCIAL MANAGEMENT**

**18.1** Successful management of National Championship must include sound Financial Management practices. From the outset, and as identified in Section 1, the Organising Committee must formulate a Budget for the event as one of its key tasks and this must be submitted to and endorsed by the Board of VCA. In accordance with the VCA Constitution, the Championship accounts must also be provided to the VCA Board when they are completed after the Championships. The VCA Treasurer must be contacted for advice and any support regarding the budget at least 6 months prior to the event.

**18.2** An important part of the lead up is to ensure that the Budget is monitored and adjusted at least on a monthly basis. The Organising Committee is to ensure that a copy of the most recent budget is forwarded to the VCA Treasurer 3 months prior to the Championships commencing.

**18.3** The VCA Board has determined that it is reasonable for the Organising Committee to build into the Budget an operating surplus. However, as the National Championships are conducted on a user-pays basis, the sharing of Championship profits is subject to review by the VCA Board. It was determined at the November, 2017, Board meeting, that a profit sharing (franchise fee) be introduced after 2017/18 Championships of 30% VCA and 70% Host state.

- The completed Championship accounts are to be provided to the VCA Treasurer 3 weeks prior to the February Board meeting so he can include them in his Financial Report and budget for the following year.
- Once these accounts have been approved and the profit sharing arrangement confirmed, the host state will be invoiced accordingly.

**18.4** VCA permits the organisers to Invoice participating members and teams as follows:

- Team Nomination Fee usually payable 6 – 8 months prior to the Championships.
- Levies as may be determined from time to time by VCA
- An individual player levy to include costs of cricket, M&G, Dinner is collected by each State Treasurer and is payable into the nominated account of the Host State. This account must be settled by the participating State to the satisfaction of the Organising Committee one month prior to the staging of the Championship.
- National Championships encourage the attendance of partners and Host States must ensure that partners are catered for at all functions.

## Appendix A – Standard Financial Statement (and Budget) for Championships

Financial Statement for Championships

HOST CITY:		YEAR:	
Income	\$	Expenses	\$
Donations		Advertising	
Grants		Administration	
Handbook Advertising		Bank Fees & Charges	
Interest		Balls	
Merchandise Sales		Entertainment /MC	
Presentation Dinner		Ground hire& Wicket	
Raffle proceeds		Preparation	
Sponsorship		Handbook Production	
Team Levy /Registrations		Lunches	
Team Nomination/ Player Rego		Merchandise	
Team Photographs		Team Photographs	
Welcome Function		Miscellaneous	
Accompanying partner activities		Photos	
		Plant & Equipment	
		Presentation Dinner	
		Security	
		Transport & Freight	
		Travel-local	
		Trophies & Awards	
		Umpires	
		Welcome Function	
		Accompanying partner activities	
		Scorebooks	
		Honorariums	
		Volunteer costs	
		Raffle prizes	
Total Income	\$	Total Expenses	\$
		Nett Profit/Loss	\$

## **APPENDIX B – Championship Referee Duties**

### **DIMENSIONS**

To manage the on-field responsibilities of the following group of people in order to ensure the smooth conduct of the Championships:

- Directly – Umpires, Players and Team Officials
- Indirectly – Ground authorities i.e. ground staff, scorers, security personnel, host associations etc.

### **PRINCIPAL ACCOUNTABILITIES**

- To uphold the spirit of the game
- To ensure that all matches are conducted according to the laws of cricket and the standard playing conditions as determined by VCA for these championships.
- Participate in a pre-series meeting with umpires, captains, team management to spell out the guidelines pertaining to the championships
- To liaise with the ground authorities to ensure that all aspects of player safety are looked into
- Assist umpires in making rulings on disputes as appropriate
- To settle any disputes that might arise from matches and referred to the Champ Referee. (see Section 16)
- Assist as required by the Host Organising committee in the assessment and appointment of umpires
- Provide Host Association with a final report at the conclusion of the championships.

### **RESOURCES**

At all times the Championship Referee shall have in their possession the following:

- Copy of current VCA Playing Rules and Conditions relevant to the particular Playing Group.
- Copy of The Laws of Cricket 2017 Code (2<sup>nd</sup> edition 2019)
- Copy of the Cricket Australia Playing Conditions (current season edition)
- Copy of Duckworth Lewis Method calculator
- Mobile Phone
- the VCA National Championships Manual
- the Championship Handbook.

When called upon to settle disputes, the Championship Referee's attention is drawn to Section 16 of this Manual.

## **APPENDIX C – Media and Sponsorship Responsibilities**

**SPONSORSHIP** - Refer to Section 5 for levels of Sponsorship.

VCA Championship Sponsorship Parameters- some guidelines

### **National Championships Naming Rights Sponsor:**

The Naming Rights Sponsor of the Championships is entitled to:

- Logo incorporated into VCA Championships logo. If a VCA Naming Rights Sponsor is secured, VCA needs to distinguish between the Naming Rights Sponsor & any Championship Naming Rights Sponsor.
- At all times the championships are referred to as the (Championships Naming Rights) National Championships of (National Naming Rights Sponsor's) Veterans Cricket Australia.
- Protection within the sponsor's business category. i.e. no other sponsors who compete within this category can be appointed
- Recognition in all VCA communications relating to the Championships.
- Other benefits as may be negotiated between the Host Organising Committee and the sponsor and approved by the Chair of the VCA Marketing and Promotions committee.

### **State Supporting Partner is entitled to:**

- Acknowledgement as the "State Supporting Partner of the (Championships Naming Rights) National Championships of (National Naming Rights Sponsor's) Veterans Cricket Australia.
- Development and subsequent use of a combined VCA and Partner Championships logo.
- Protection within the sponsor's business category.
- Other benefits as may be negotiated between the Host Organising Committee and the sponsor and approved by the Chair of the VCA Marketing and Promotions committee.

### **Local Sponsors & Service Partners are entitled to:**

- Acknowledgement as a "Local Sponsor of the (Championships Naming Rights) National Championships of (National Naming Rights Sponsor's) Veterans Cricket Australia.
- Protection within the sponsor's business category.
- Other benefits as may be negotiated between the Host Organising Committee and the sponsor and approved by the Chair of the VCA Marketing and Promotions committee.

## **MEDIA**

### **Prior to the Championships**

- Interviews should be sought with local, Regional and National TV networks, radio stations and newsprint media with a view to promoting the Championship.
- Requests for TV coverage of matches should be solicited as well as radio/print media interviews with participating players and officials.
- If possible, posters promoting the Championship should be produced and displayed in business houses, shops and other prominent positions in the locality.

NOTE: Any promotional material produced carrying the VCA and / or CA and / or sponsors' logos must be forwarded to those organisations for approval prior to production and distribution.

- Arrangements could also be made to have the Championship Shields and Trophies displayed in shopping centres and sporting clubs during the Championship.

**During the championships:**

The MSLO should ensure that progress scores and results are communicated daily to

- the media outlets mentioned above.
- established sports programs such as ABC Grandstand, the TV network broadcasting the coverage of Tests and One Day Internationals, which take place during the Championship, and included on the appropriate Internet site.
- close of play details should be passed via the internet to Australian Associated Press (AAP).
- In order to ensure maximum reach, all media releases should be forwarded to the Cricket Australia Public Affairs department.

The MSLO is responsible for the production and distribution of the daily Championship Newsletter to players, officials, sponsors, supporters, and other interested parties. (Optional)

## **APPENDIX D – MYCRICKET GUIDELINES**

*(Prepared by Ross Madsen and adopted by VCA August 2017)*

*Guidelines for Organising Committees and those responsible for teams participating in National Championships regarding the entry of teams, match results and scores on MyCricket.*

### **Prior to Championship:**

- 1a. Each participating State or Invitee to forward the name and contact details of their MyCricket coordinator to the VCA MyCricket coordinator.
- 1b. VCA MyCricket coordinator contacts participating State or Invitee MyCricket coordinators to confirm they have the required access for entry of player statistics to MyCricket as well as to confirm contact details.
- 2a. Host venue Organising Committee appoints local volunteers, one per division, to enter match summary results on MyCricket each day of the Championships.
- 2b. Host venue Organising Committee forwards the name, phone number, email and designated division of the local MyCricket volunteers to the participating States or Invitees for distribution to the appropriate teams.
- 2c. Each participating State or Invitee is to forward the requirements of the daily Match Result Summary (see below) to team Captains or team representative.
- 2d. Host venue Organising Committee to forward the name, phone number and email of their local MyCricket volunteers to the VCA MyCricket coordinator.
- 2e. VCA MyCricket coordinator to allocate temporary user logins to the local MyCricket volunteers so they have access to enter daily match results. (Access to be removed after the Championships)

### **During the Championship:**

1. Captains or team representatives of the winning team to telephone, email or text match result summary to appropriate local MyCricket volunteers by 6:30 pm at the latest on the day of the match.

Match Result Summary details; Winner of match, Winner of toss, Team batting first, Each team's runs, Each team's wickets lost, Each team's innings closure, ie Compulsory Close, End of Match or All out. Each Team's overs faced with part overs, eg., 6.4, Each Team's number of Byes, Leg Byes, Wides, No Balls

In case of washed out/abandoned matches, teams appearing first on the draw shall forward the results.

2. The local MyCricket volunteers responsible for daily results enter Match Results Summary into MyCricket by 7:30 pm at the latest on the day of the match.
3. VCA MyCricket coordinator edits the MyCricket Finals Round draw after Round 3 to indicate teams for Finals Playoffs. To be completed by 8:30 pm on the night of Round 3

**After the Championship:**

1a. To enable completion of player statistics entry by Opposition teams, Participating State or Invitee MyCricket coordinators, and or their delegated assistants are requested to complete the 'select team' section in MyCricket to confirm the players that played each game, ASAP after the Championships.

1b. Participating State or Invitee MyCricket coordinators, and or their delegated assistants, are to complete the entry of player statistics for their players within one month of the completion of the Championships. Note, entry of Opposition statistics is possible and appreciated.

## APPENDIX E – Umpire Liaison Manager Guidelines

### Umpire Liaison Manager Guidelines Over 60's & 70's National Championships

*Formally approved VCA Teleconference Meeting Minutes Tuesday 13 November 2018*

*(For inclusion VCA Championships Manual update)*

1. The Annual General Meeting of Veterans Cricket Australia, held 15 September 2018, agreed to establish the role of Umpire Liaison Manager (ULM) in response to a lack of coordination of Interstate and Local Umpires at National Championships.
2. The Role of the ULM will be:
  - To establish a member list of Interstate Umpires who will participate at National Championships.
  - To receive a CV from all Interstate Umpires in a format prescribed by the ULM and collect relevant data.
  - To make recommendations to the VCA Board about Rules and Umpires.
  - To make recommendations to the Championship Organiser (CO) in relation to appointments.
3. Interstate Umpires have officiated at National Veterans Cricket Championships since such events commenced. Interstate Umpires make a valuable contribution to Veterans Cricket.
4. The VCA Strategic Plan seeks to “*develop participation from interested parties other than players*”. This includes the involvement of Interstate Umpires (and Scorers).
5. Championship organizers will ensure that Interstate Umpires are invited to officiate at National Championships. For all Championships this will be done by notifying the Umpire Liaison Manager.
6. Home states are to manage matters of payment for respective umpires at an interstate event.
7. A date must be set by which Interstate Umpires must nominate for Championships – preferably at least three months before the date of the Championships. After this date, the Championship Organizer should then communicate with the local Umpires Association to obtain the balance of Umpires.
8. For all Championships the Umpire Liaison Manager is to be included in the mailing list for all VCA Newsletters. This will ensure that State Presidents and the ULM receive advice in a timely manner in order to ensure State Veteran Umpires are provided with relevant details.

Umpire Liaison Manager (ULM) Mike Gandy's Mob: 0417 309 644 email: [gandyd@netspace.net.au](mailto:gandyd@netspace.net.au)

#### Umpire Qualifications

1. All Umpires (Local & Interstate) should be practicing Officials with State Premier League and Community Cricket Associations.
2. Ideally umpires will qualify as Veterans (Over 50's) in their own right.

#### Payment of Umpires at National Championships

1. The payment of Umpires for National Championships is a matter which will be determined by each State Organizing Committee.



## APPENDIX F – VCA Players Code of Behaviour.



### VCA- Players Code of Behaviour.

- Play by the rules.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire in an appropriate manner during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## APPENDIX G – VCA Championship Behaviour Report Form



REPORT IS TO BE SUBMITTED TO:

Championship Referee

(Refer Ch'ship Manual)

Other referrals:

Date:

### *Code of Behaviour Report Form*

HOME TEAM..... AWAY TEAM:.....

DIVISION.....

Date of Breach: .../.../.....: Home Team Captain:.....

Away Team Captain.....

Umpire 1: .....Signature: ..... Umpire 2: ..... Signature:

.....

OR Captain Home Team

.....Signature.....

Captain Away

Team.....Signature.....

Home team captain notified? Yes/No: Date and time notified: Time- .....Date- ...../...../.....

Away team captain notified? Yes/No: Date and time notified: Time- .....Date- ...../...../.....

**NAME of PLAYER or OFFICIAL REPORTED:** ..... MyCricket ID:..... **TEAM:**

.....

**BREACHES:**..... Time of Breach/s:

.....

Player or Official Notified? Yes/No: Date and time notified: Time- .....Date- ...../...../.....

Copy of Report Supplied? Yes/No: Date and time supplied: Time- .....Date- ...../...../.....

**Indicate the nature of all breaches by ticking [✓] or highlighting the box against the relevant *Code of Behaviour* offence:**

**Level 1 Offence:**  1.1 Abuse cricket equipment or clothing, ground equipment or fixtures and fittings.

1.2 Show dissent at an umpire's decision by action or verbal abuse.

1.3 Use language that is obscene, offensive or insulting and/or the making of an obscene gesture.

1.4 Engage in excessive or unnecessary appealing.

1.5 Point or gesture to the pavilion in an aggressive manner upon the dismissal of a batter.

1.6 Breach any regulation regarding approved clothing or equipment.

**Level 2 Offence:**  2.1 Show serious dissent at an umpire's decision by action or verbal abuse.

2.2 Engage in inappropriate and deliberate physical contact with other players or officials

2.3 Charge or advance towards the umpire in an aggressive manner when appealing.

2.4 Deliberately and maliciously distract or obstruct another player or official on the field of play.

2.5 Throw the ball at or near a player or official in an inappropriate and/or dangerous manner.

2.6 Use language that is obscene, offensive or of a seriously insulting nature to another player, official or spectator.

- 2.7 Change the condition of the ball in breach of Law 42.3
- 2.8 Without limiting Rule 8, attempt to manipulate a match in regard to result, net run rate, bonus points or other.
- 2.9 Seriously breach any regulation regarding approved clothing or equipment.

**Level 3 Offence:**  3.1 Intimidate an umpire or referee whether by language or conduct.

- 3.2 Threaten to assault another player, team official or spectator.
- 3.3 Use language or gestures that offend, insult, humiliate, intimidate, threaten, disparage, or vilify another person on the basis of that person’s race, religion, colour, descent or national or ethnic origin.
- 3.4 Make Public, Media or Social Media comment detrimental to the interests of the game.

**Level 4 Offence:**  4.1 Threaten to assault an umpire or referee

- 4.2 Physically assault another player, umpire, referee, official or spectator
- 4.3 Engage in any act of violence on the field
- 4.4 Use language or gestures that seriously offends, insult, humiliate, intimidate, threaten, disparage, or vilify another person on the basis of that person’s race, religion, colour, descent or national or ethnic origin.
- 3.4 Make Public, Media or Social Media comment detrimental to the interests of the game.

**Umpire/s must inform the Championship Referee (refer Championship Manual for contact details) by telephone within 1 hour of match completion to notify that a breach has occurred and a report has been completed or is pending.**  
**Umpire/s should complete this form in detail and ensure that it is provided to the Championship Referee by 7.00pm on match day.**

FULL DETAILS OF ALL BREACHES ARE TO BE DETAILED HERE; (If insufficient space please attach additional pages)

.....

.....

.....

.....

.....

.....

Submitted by: Umpire 1 ..... And Umpire 2 .....  
 Date: ...../...../.....

And signed:.....

Received by VCA Championship Referee: Date and time: ...../...../..... @ .....  
 VCA President or nominee advised by Referee: Date and time: ...../...../.....@ .....

## Appendix H Information Bulletins Timeline

A suggested structure and timetable for a 4 Newsletter program could look as follows:

Newsletter 1 9 months prior to the Championships

- Invitation for Team Participation & State contact details – due 8 months prior
- Proposed Daily Program
- Host State Organising Committee details
- Other e.g. Grounds, Accommodation, Tourism, Sponsors

Newsletter 2 6 months prior to the Championships

- Proposed Participating Teams
- Proposed Functions/Events
- Championship Shirts offer
- Call for Umpires to States
- Team registration \$ 250 – payment due 5 months prior – Bank details
- Other – updates on Grounds, Accommodation, Tourism, Sponsors

Newsletter 3 3 months prior to the Championships

- Final Participating Teams & Division Fixtures
- Final Costings for Player Registration, Dinner and Shirts – payment due 5 weeks prior
- Refer Appendix “H” Player Cost Template
- Umpires list as finalized with VCA Umpires Co-Ordinator
- Other – updates as above

Newsletter 4 5 weeks prior to the championships

- Final Program of Events
- Final Match Fixtures for each Division
- Final Grounds details and Back-Up Grounds
- Other final arrangements e.g. Managers Meeting, Umpires Meeting
- MyCricket obligations
- Trophies from the last Championship
- Other e.g. Sponsors and Organising Committee members

Newsletters sent to: Age Group Committee Members, State/Territory Contacts, VCA Board Members