



Western Suburbs Cricket Club By-Laws

ABN: 75 901 604 455

Dated: 21 June 2023

Table of Contents

1. Board Meetings.....	3
2. Executive Roles + Responsibilities.....	3
3. Non-executive Roles + Responsibilities.....	4
4. Sub-committees.....	4
5. Selection Committee.....	5
6. Sponsorship Committee.....	5
7. Bar + Social Committee.....	5
8. Finance.....	6
9. Direction of Cricket.....	6
10. Grounds.....	6
11. Women's Cricket.....	6
12. Appointment of Captains and Vice Captains.....	6
13. Members' Rights.....	7
14. Fees and Subscriptions.....	7
15. Awards and Records.....	7
16. Local Councils.....	9

PART 1 – BOARD SPECIFIC

1. Board Meetings

- 1.1. The Board of Directors shall meet regularly for the purpose of conducting the affairs of the Club. The order of business, unless otherwise decided upon by the voting members of the Board, shall be:
 - 1.1.1. Attendance record, including apologies
 - 1.1.2. Minutes of previous meeting and follow up action
 - 1.1.3. Presidents report
 - 1.1.4. Treasurers report, including debtors, creditors and bank balances
 - 1.1.5. Secretary's report, any correspondence, clearances /registrations
 - 1.1.6. Sponsorship
 - 1.1.7. Ground reports
 - 1.1.8. Property report, including buildings and equipment
 - 1.1.9. Social report, including calendar of events
 - 1.1.10. Match results and ladders, including grade and club championship
 - 1.1.11. Coaching and training report
 - 1.1.12. Junior Development
 - 1.1.13. General Business
 - 1.1.14. Schedule Next Meeting

2. Executive Roles + Responsibilities

2.1. President

- 2.1.1. Fulfil all requirements set out in the constitution and any others deemed fit by the executive or the board.

2.2. Vice-President

- 2.2.1. Assist the President in any duties as seen fit.

2.3. Treasurer

- 2.3.1. Accounts
- 2.3.2. Audit/Reporting Requirements
- 2.3.3. Debtors
- 2.3.4. Invoicing in + out

2.4. Secretary

- 2.4.1. Agenda + Minutes
- 2.4.2. Regulatory compliance
- 2.4.3. Sub-committee reporting to the Board

2.5. Chairman

- 2.5.1. The Chairman shall preside over Board Meetings and any business seen fit by the board.

3. Non-executive Roles + Responsibilities

3.1. The following non-executive positions shall include but are not limited to:

- 3.1.1. Ordinary Committee members
- 3.1.2. Bar Manager
- 3.1.3. Social Coordinator
- 3.1.4. Registrar
- 3.1.5. IT Officer
- 3.1.6. Immediate Past President (IPP)

3.2. Ordinary Committee Members

- 3.2.1. Oversee any business or projects as the board sees fit.

3.3. Bar Manager

- 3.3.1. Ensure the Bar is stocked and staffed at all times.
- 3.3.2. Process bar stock orders
- 3.3.3. Attend Bar + Social committee meetings

3.4. Social Coordinator

- 3.4.1. Prepare a social calendar
- 3.4.2. Attend Bar + Social committee meetings

3.5. Registrar

- 3.5.1. Ensure compliance with WASTCA match-day reporting requirements
- 3.5.2. Process player transfer requests/permits

3.6. IT Officer

- 3.6.1. Ensure the website contains current and relevant information

3.7. Immediate Past President (IPP)

- 3.7.1. Assist with strategic planning of the club
- 3.7.2. Provide advice to the committee when requested
- 3.7.3. The IPP is not required to attend meetings or functions

4. Sub-committees

4.1. Each Sub-Committee shall be appointed by the Board of Directors.

4.2. Sub-Committees do not have the power to incur any expense or to involve the Club in any liabilities and must at all times be responsible to the Board of Directors, unless approved by the Executive or Board of Directors. Upon request of the Secretary, each sub-committee must submit a report to the Board of Directors.

4.3. The number and purpose of each sub-committee shall be determined by the board as it sees fit. The sub-committees are inclusive but not limited to:

- 4.3.1. Selection Committee
- 4.3.2. Sponsorship
- 4.3.3. Bar + Social
- 4.3.4. Finance
- 4.3.5. Direction of Cricket
- 4.3.6. Grounds
- 4.3.7. Women's Cricket

5. Selection Committee

5.1. The Selection Committee shall be responsible for the selection of teams in all grades for fixtures, including representative Club teams to play in matches other than normal fixtures, with consideration given to:

- 5.1.1. Availability of players
- 5.1.2. Ability of players
- 5.1.3. Improvement of players and their potential
- 5.1.4. Balance of each individual team
- 5.1.5. Players past performance
- 5.1.6. Financial status of players
- 5.1.7. Membership status of players
- 5.1.8. Improving the position of the Club in each of the affiliated associations, by winning games

6. Sponsorship Committee

6.1. Membership

- 6.1.1. President, Vice-President, OCM and any others as seen fit.

6.2. Duties

- 6.2.1. Acquiring/searching for new sponsorship opportunities
- 6.2.2. Maintaining existing stakeholder relationships

7. Bar + Social Committee

7.1. Membership

- 7.1.1. Bar Manager, Social Coordinator, Treasurer and any others as seen fit.

7.2. Duties

- 7.2.1. Drink stocking + sales
- 7.2.2. Events Calendar
- 7.2.3. Social Media promotion of events
- 7.2.4. At minimum, the following events must be held:
 - 7.2.4.1. Past Players' Day
 - 7.2.4.2. Gibbney Night
 - 7.2.4.3. Presentation Night

8. Finance

8.1. Membership

8.1.1. Treasurer, Chairman, OCM and any others as seen fit.

8.2. Duties

8.2.1. Accounts

8.2.2. Debtors

8.2.3. Creditors

8.2.3.1 Purchase

8.2.3.2 Invoices

8.2.4. Audit

9. Direction of Cricket

9.1. Membership

9.1.1. Chairman, President, Director of Cricket, Head Coach, Head of Training, OCM(s)

9.2. Duties

9.2.1. Coaching

9.2.2. Training

9.2.3. Equipment

10. Grounds

10.1. Membership

10.1.1. Chairman, OCM, Captains + any others as seen fit.

10.2. Duties

10.2.1. Prepare and execute a plan to ensure our grounds and specifically the pitches/training decks are of the highest quality.

10.2.2. Liaise with the curator to follow through with the plan.

11. Women's Cricket

11.1. Membership

11.1.1. Head Coach, Head of Training, Women's Representative on the Executive Committee

11.2. Duties

11.2.1. Coaching

11.2.2. Training

11.2.3. Equipment

12. Appointment of Captains and Vice Captains

12.1. The Captains and Vice-captains of all teams shall be appointed by the Board of Directors.

PART 2 – PLAYER SPECIFIC

13. Members' Rights

- 13.1. Members of all classes shall be entitled to be present at all General Meetings and all financial members except junior playing members under the age of 15 as at 30 September shall be entitled to vote.
- 13.2. Any member of the Club may request an inspection of the records and documents of the Club and the Treasurer must produce the requested document(s) for inspection within 14 days.

14. Fees and Subscriptions

- 14.1. The annual members' subscription and other fees and levies shall be determined by the Board of Directors from time to time.
- 14.2. Each member shall be declared unfinancial, and the defaulting member liable to forfeit the privileges of membership, if they fail to pay:
 - 14.2.1. Subscription before the commencement of their third game
 - 14.2.2. Match fees for two consecutive games
- 14.3. The payment of the annual subscription under Section 9.1 shall imply that the member accepts and will be bound by the Constitution of the Club, and decisions of the Board of Directors.

15. Awards and Records

- 15.1. Trophies shall be awarded for the following performances in each grade:
 - 15.1.1. Batting - award shall be determined using the formula set by the WASTCA. Performances in finals matches will be included.
 - 15.1.1.1. Best Average
 - 15.1.1.2. Best Aggregate
 - 15.1.2. Bowling - award shall be determined using the formula set by the WASTCA. Performances in finals matches will be included.
 - 15.1.2.1. Best Average
 - 15.1.2.2. Best Aggregate

- 15.1.3. If no player reaches the formula set by WASTCA then the formula will be adjusted to ensure an award is given. The player receiving this award must have played at least 50% of the seasons matches.
- 15.1.4. Fielding – award shall be determined by points for each game allocated by the captain, provided no other trophies in that grade.
- 15.1.5. Grade Champion – award shall be determined by points allocated for player performances by grade, as determined by the management committee.
- 15.2. A player eligible for a similar award in different grades shall only be considered for the higher grade. Special circumstances may be adjudicated by the Captain, President and Secretary.
- 15.3. A player eligible for both Average and Aggregate awards, shall receive only one trophy
- 15.4. Other awards
 - 15.4.1. Player of the Year Award (William (Bill) Gibbney Trophy)
 - 15.4.1.1. Votes will be cast by players at the conclusion of each match, on such basis as is determined by the management committee.
 - 15.4.1.2. Votes are held by the team manager, and handed to the captain for announcement at the “Player of the Year Award Function”, held after the last fixture before finals.
 - 15.4.2. Club Champion (Peter (Stormy) Gale Memorial Trophy)
 - 15.4.2.1. Points shall be allocated for player performance as per Grade Champion calculations, and be cumulative across all grades
 - 15.4.2.2. Players from one-day division sides are eligible for the award, subject to number of games adjustment to compare to two-day players
 - 15.4.3. Best Clubperson Trophy (Graeme (Chinners) Chinnery) Cup
 - 15.4.3.1. Award shall be selected by current holder of the award, or by a nominee selected by current holder, and approved by the Executive of the Club
- 15.5. Players must be fully financial and play where selected to be eligible for awards

- 15.6. Special awards may be awarded at the discretion of the management committee, for other events conducted by the club throughout the season.

16. Local Councils

All meetings with senior local council executives are to be attended by at least 2 WSCC executives (President and Secretary or Proxy) and items raised recorded as meeting minutes and distributed to WSCC executives.