

***Riverton Rostrata Cricket Club  
Incorporated***



**CLUB BY-LAWS**

(From 7 October 2024)

**ABN: 45 304 167 954**

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**PART 1 – CLUB INFORMATION**

**1. Club Name & Colours**

- (1) The name of the club shall be **RIVERTON ROSTRATA CRICKET CLUB INC.**
- (2) The club colours are dark green, red and white.
  - (a) For club branding and promotional purposes, the green is Pantone (PMS) 560C and the red is Pantone (PMS) 1788C.

**PART 2 – COMMITTEE MEMBER DUTIES****2. Office Holders of the Club**

- (2) Section 28(3) of the club constitution dated 28 September 2017 states that the following are the office holders of the Club:
  - (a) the chairperson (President).
  - (b) the deputy chairperson (Vice President).
  - (c) the secretary.
  - (d) the treasurer.
- (3) The positions of Chairperson, Secretary and Treasurer are defined in the club constitution. The following are definitions of other positions (when filled) on the club committee.

**3. Vice President**

- (1) The Vice President (also referred to as 'Director of Cricket') deputises for the President of the club and assists in the fulfilment of club administrative functions.
- (2) The duties of the Vice President include:
  - (a) Assist the President in ensuring all day-to-day tasks are running smoothly.
  - (b) Chair meetings when the president is unavailable.
  - (c) Act as President when President is unavailable or absent.
  - (d) Assist in managing the committee.
  - (e) Represent the club at association meetings when required.
  - (f) Oversight on team gradings, team selections, coaching appointments, player recruitment and payments/incentives, captaincy appointments and training (including pre-season).
  - (g) Act as the conduit for communication between the coach, the captains and the committee.
  - (h) Take on other tasks as assigned by the President or committee.

**4. Registrar**

- (1) The Registrar shall:
  - (a) Ensure that all players are properly registered with the controlling Association before playing for the club.
  - (b) Be responsible for the attaining of clearances for new players when necessary.
  - (c) Be responsible for the correct preparation of match reports in the manner prescribed by the Association.
  - (d) Be responsible for the maintaining of players records, and the calculation of players aggregates and averages at the end of the season.
  - (e) Have custody of all relevant books, documents, records, and registers of the club.

**5. Facilities & Property Officer**

- (1) The Property Officer shall:
  - (a) Be responsible for the correct marking of all the wickets and ovals for which the club is responsible and to keep such markings in the condition in which the controlling Association requires.

- (b) Ensure that all the club's cricket equipment is maintained in a usable condition and to replace and/or purchase any equipment which may from time to time be required, upon consultation with the Director of Cricket.
- (c) Prior to the commencement of each season make enquiries as to which cricket equipment wholesaler/retailer shall offer the best deal as to the price of equipment and service, and present to the Committee the results of enquiries and his/her recommendations for the Committee's consideration and approval.
- (d) Cricket Equipment is defined as any item owned by the club that can be utilised for the function of the game of cricket, including but not limited to scheduled games, practice games, training and specialised drills. These items can be traditional 'cricketing' items (e.g. bats, balls, umpire counters, stumps, cones, protective equipment etc) or other training aids (e.g. baseball mitts, whiteboards, net timer, bowling machine, etc.).
- (e) Coordinate merchandise development and ordering. Responsible for distribution of merchandise to members (or delegate to responsible party).
- (f) Be responsible for the organisation of club storage areas.

## **6. Junior Liaison Officer**

- (1) The Junior Liaison Officer shall:
  - (a) Use their best endeavours to promote and maintain a relationship with the Riverton Rossmoyne Junior Cricket Club.
  - (b) The main aim of this relationship is to assist the junior club and its players for the benefit of both the game of cricket and the club.
  - (c) If so desired, request assistance from the club committee in pursuing this outcome.

## **7. Social Coordinator**

- (1) The Social Coordinator shall:
  - (a) Prior to the season, develop a social calendar which will outline the functions the club will hold throughout the season.
  - (b) Identify possible additional social activities that may arise throughout the season.
  - (c) Ensure the committee is involved in the implementation of the social calendar.
  - (d) If considered appropriate, form sub committees to assist in the planning and running of social activities.
  - (e) Coordinate the promotion of upcoming social activities using channels such as social media, flyers, emails, etc.

## **8. Bar Manager**

- (1) The Bar Manager shall:
  - (a) Be responsible for maintaining and running the club bar.
  - (b) Ensure that the club complies with the bar opening hours as approved by Racing, Gaming & Liquor.
  - (c) Ensure that the club observes liquor licencing requirements and regulations.
  - (d) Arrange and coordinate additional bar staff and ensure that the staff have completed (as a minimum) a Responsible Service of Alcohol (RSA) training course.
  - (e) Ensure that copies of RSA certificates are maintained in a folder on the premises, along with other documentation such as Liquor License and an Incident Register.

- (2) The Bar Manager must have completed the Approved Manager training course to enable compliance with liquor licencing requirements.



**PART 3 – LIFE MEMBERSHIP GUIDELINES**

**9. Life Membership**

- (1) The club can award Life Membership to any member who has rendered special and outstanding service to the club.
- (2) At the end of each season, the 'active' Life Members in the club shall form a quorum to determine whether Life Membership is to be awarded.
- (3) The Office Holders of the club will select an 'active' Life Member who shall lead the discussion regarding the awarding of Life Membership.
- (4) A Life Member needs to meet one of the following conditions to be considered an 'active' Life Member:
  - (a) Office bearer or committee member of the club.
  - (b) Current playing member of the club.
  - (c) Ceased playing no more than five years prior to the commencement of the current season.
  - (d) As determined by the Office Holders of the club, exceptional ongoing support of the club as demonstrated by strongly supporting functions, attending training and watching matches regularly.
- (5) There needs to be a minimum of four (4) 'active' Life Members to form a quorum.
- (6) If this minimum number is not met, the Office Holders of the club and the 'active' Life Members shall meet to determine whether Life Membership is to be awarded.
- (7) Where a player plays 200 games for the club over a period of 20 years or more, the committee may refer them to the 'active' life members for consideration for life membership.
- (8) In addition to the above process, life membership shall also be awarded where a player plays 250 games for the club.
- (9) The holder of Life Membership shall be entitled to all privileges of an ordinary member, shall be exempt from subscriptions, but shall pay any levies and capitation fees.

## PART 4 – CLUB AWARDS

### 10. Fielder Medallist

- (1) The Fielder Medallist is awarded to the player achieving the most points under the following system:

<u>Batting:</u>	Each run scored	1 point
<u>Bowling:</u>	Every unassisted wicket	15 points
	Every assisted wicket	10 points
<u>Fielding</u>	Every catch or stumping	5 points
	Unassisted run out (1 player)	20 points
	Assisted run out (2 players)	10 points per player

- (2) Where a player declines to play in a grade as determined by the selection committee, they will be subject to a points reduction for the games played in the lower grade(s).
- (3) The selection committee will inform the player immediately of the applicable points reduction.
- (4) Should the player make themselves available to play in the higher grades, the points reduction will cease to apply.
- (5) The points reduction is set at 50% of the points they accumulate in the lower grade(s).
- (6) In the event of a tie, there will be multiple winners.

### 11. A.F. Newman Medallist

- (1) The A.F. Newman Medallist is awarded to the best player in the club's top grade as determined by the association umpires.
- (2) At the conclusion of each game, the umpires shall award votes on a 3, 2, 1 basis.
- (3) The player with the most votes at the end of the season is the winner.
- (4) In the event of a tie, there will be multiple winners.

### 12. A.J. Grigg Best Clubman Award

- (1) The A.J. Grigg Best Clubman Award is determined by the committee members of the club each year.
- (2) It shall be awarded to the club member who has made a considerable off-field contribution to the operation of the club.
- (3) Committee members are automatically eligible to receive this award.
- (4) In addition to sub rule (3) above, the committee will identify other eligible recipients from outside of the committee.
- (5) Each committee member shall award votes on a 3, 2, 1 basis.
- (6) The club member with the most votes is the winner.
- (7) In the event of a tie, there will be multiple winners.

### 13. Kenna Award (Formerly Cricketer of the Future)

- (1) The Kenna Award is awarded to the club member who has demonstrated and/or improved their cricketing skills during the season.
- (2) The eligibility criteria are:

- (a) Aged 23 years or younger at the commencement of season.
- (b) Played no more than three seasons for the club.
- (c) Not won the award previously.
- (d) Each committee member shall award votes on a 3, 2, 1 basis.
- (e) The club member with the most votes is the winner.
- (f) In the event of a tie, there will be multiple winners.

#### **14. Buckman Medal**

- (1) The Buckman Medal is awarded to the best player in a winning grand final team of any grade.
- (2) At the conclusion of the game, the members of the team (including the 12<sup>th</sup> man) will be given a voting slip and asked to award votes on a 3, 2, 1 basis.
- (3) This is to be chosen by the team members, as they are aware of any team plans/drivers for the grand final which the umpires will have no knowledge of. This ensures that a possibly lesser performance that was crucial to the victory will be rewarded.
- (4) These slips will be collected immediately after votes are cast, with the Buckman Medal being presented at the club's Annual Windup.
- (5) In the event of a tie, there will be multiple winners.

#### **15. Milestone Trophies**

- (1) Milestone Trophies will be awarded after 200 games and every hundred games thereafter (e.g. 200, 300, 400 games, etc).

**PART 5 – GRADE AWARDS****16. Trophy Qualifications**

- (1) To qualify for grade averages and aggregates, a player must have played a minimum of eight (8) playing days in that grade.
- (2) If no player meets the eight-playing day qualification in a grade, the club committee shall determine the awarding of trophies.

**17. Batting Average**

- (1) To qualify for the grade batting average, a player must have scored a minimum of 200 runs.
- (2) If no player meets the 200 run minimum, the winner of the batting average will be based on a minimum of eight (8) playing days and 150 runs.
- (3) If this alternate minimum is not met, the committee shall determine the awarding of trophies.

**18. Batting Aggregate**

- (1) To qualify for the grade batting aggregate, a player must have scored a minimum of 200 runs.
- (2) If no player meets the 200 run minimum, the winner of the batting aggregate will be based on a minimum of eight (8) playing days and 150 runs.
- (3) If this alternate minimum is not met, the committee shall determine the awarding of trophies.

**19. Bowling Average**

- (1) To qualify for the grade bowling average, a player must have played a minimum of eight (8) playing days in that grade and taken a minimum of 20 wickets.
- (2) If no player meets the 20 wicket minimum, the winner of the bowling average will be based on a minimum of eight (8) playing days and 15 wickets.
- (3) If this alternate minimum is not met, the committee shall determine the awarding of trophies.

**20. Bowling Aggregate**

- (1) To qualify for the grade bowling aggregate, a player must have played a minimum of eight (8) playing days in that grade and taken a minimum of 20 wickets.
- (2) If no player meets the 20 wicket minimum, the winner of the bowling average will be based on a minimum of eight (8) playing days and 15 wickets.
- (3) If this alternate minimum is not met, the committee shall determine the awarding of trophies.

**21. Player Incentives**

- (1) Player incentives are focused on the top-grade team. The club is measured by the performance of its top grade, with all players encouraged to strive for first team selection.
- (2) Due to a variety of financial reasons, the incentive structures may change regularly.
- (3) From the 2024/25 season, the following incentive structure will apply for the top-grade team only and will include finals. These rates have been adjusted to reflect the new 'First Past the Post' system in association One-Day matches, and may be modified in future seasons if that system is discontinued:

**Batting**

Season runs above 200*	\$ 1.00
Season runs above 400	\$ 1.50
Season runs above 500	\$ 8.00
50 runs in an innings	\$ 25.00
100 runs in an innings	\$ 100.00

**Bowling**

Season wickets above 15*	\$ 10.00
Season wickets above 25	\$ 20.00
Season wickets above 30	\$ 30.00
4 wickets in an innings	\$ 25.00
5 wickets in an innings	\$ 50.00
Hat-trick	\$ 50.00
6 wickets in an innings	\$ 100.00
7 wickets in an innings	\$ 150.00

**Fielding**

Season catches above 20*	\$ 10.00
Season catches above 30	\$ 15.00
Season catches above 40	\$ 20.00
5 catches in an innings	\$ 25.00
6 catches in an innings	\$ 50.00

\*Incentive payments will include runs, wickets and catches attained up to and including this threshold (for example 201 runs will receive \$201; 199 runs will receive \$0).

**Game Wins**

Club-wide incentives to be determined by the committee prior to the commencement of the season, based on what was in place in the season prior.

**Additional Incentives**

Any further incentives will be at the discretion of the committee.

- (4) Exceptions to the above include:
- At the discretion of the President and Vice President (Director of Cricket), 'marquee' players may be identified who have a standalone incentive structure, different to that laid out above. Once identified, the proposed standalone structure will need to be approved by a committee vote.
  - Where a club record batting partnership is broken; a club record high score; or club record bowling figures are achieved. The player(s) responsible shall receive \$100 each, irrespective of the grade.

**PART 6 – GENERAL STATISTICS GUIDELINES****22. Forfeits**

- (1) Where an opposition team forfeits a game, the chosen RRCC team as recorded on the prescribed Association match reporting system (currently PlayHQ) will not be credited with a game.
- (2) There are two exceptions where a forfeit will count as a game for statistical purposes:
  - (a) Where a team forfeits after the commencement of the game.
  - (b) Where a team forfeits at the coin toss due to having insufficient players to commence a game.

**23. Weather Affected Games**

- (1) Where a game is cancelled after the commencement of play, the game shall count for statistical purposes (e.g. batting & bowling averages, games played, catches taken, etc.).
- (2) Where a game is cancelled due to weather prior to play commencing, the game shall not count for statistical purposes.

**24. Recording of Full Names for Players**

- (1) The use of electronic databases and recording systems makes it imperative that, where possible, the middle initial of a player's name be recorded in club records.
- (2) Electronic databases rely on the capture of given name initials only (e.g. J. Smith instead of John Smith). The recording of a middle name initial will assist where there are multiple players with the same surname and first initial (e.g. J.A. Smith & J.E. Smith).
- (3) Where possible, action should be taken to also amend the players name in PlayHQ to include this middle initial. This enables the accurate download of games from PlayHQ to the club database.

**25. Naming of Captain and Wicketkeeper in PlayHQ**

- (1) Where possible, the captain of the selected team should be recorded in PlayHQ when completing the selected teams.
- (2) Where possible, the wicketkeeper of the selected team should be recorded in PlayHQ when completing the selected teams. It is acknowledged that this is more complex as wicketkeepers can interchange during a match/innings.
- (3) The identification of captain and wicketkeeper provide information for reports in the club database.

## PART 7 – MEMBERSHIP & MATCH FEES

There are two fees payable by members each year – membership fees, which provide the status of club membership, and match fees, that are payable on match days.

### 26. Membership Fees - Players

- (1) Membership fees become due on 1<sup>st</sup> September each year.
- (2) The final date for payment of membership is 31<sup>st</sup> October each year.
- (3) Where a member joins after 31<sup>st</sup> October, membership fees need to be paid two weeks from the date they play their first game for the season.
- (4) Full membership fees are payable for all members joining the club prior to 31<sup>st</sup> December.
- (5) A member joining from 1<sup>st</sup> January will be required to pay 50% of the season membership fee.
- (6) If membership fees are unpaid by the last game of the season, the unfinancial player will be ineligible to play finals, or to receive season awards and/or incentives until fees are paid.

### 27. Membership Fees - Non-Players

- (1) If the club has non-playing memberships (e.g. social membership), the fee payable should be paid within two weeks of requesting membership.

### 28. Match Fees

- (1) Match fees are to be paid during the regular season.
- (2) Match fees are not payable where the club qualifies for a semi final or grand final in any format (1 day or 2 day finals).
- (3) They should be paid prior to the commencement of play each week.
- (4) Failure to pay match fees may lead to exclusion from teams until the match fee areas are paid or arrangements to pay have been made.
- (5) Where a player wishes to pay match fees via electronic transfer, this must be done prior to the commencement of play, with the transfer transaction shown to the team member collecting match fees.

### 29. Membership Fees & Match Fees Structure

- (1) For the 2024/25 season the Membership Fees and Match Fees are as follows
  - (a) Option 1: Up-front payments with no Match Fees:

	<b>One-off Payment</b>
<b>Senior Member</b>	\$450.00
<b>Full-time Student</b>	\$400.00
<b>Life Member</b>	\$300.00

- (b) Option 2: Up-front payment and Match Fees:

	<b>One-off Payment</b>	<b>Weekly Match Fee</b>
<b>Senior Member</b>	\$130.00	\$20.00
<b>Life Member</b>	\$0.00	\$20.00
<b>Fill-in player</b>	\$0.00	\$20.00
<b>Junior Member</b>	\$0.00	\$0.00

- (c) Notes on Option 1: The committee shall determine when the payments are due and communicate this to players as they register.
- (d) Notes on Option 2: Fill-in players are defined as those players who play in four games or less throughout the season. Once those players play in more than four games, they revert to a Senior Member and must pay the appropriate fees.
- (e) Notes on Option 2: Junior members are defined as players who concurrently play Junior cricket for a recognised association or team



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**PART 8 – COACH, CAPTAINS, & VICE CAPTAINS**

**30. Coach**

- (1) Each year, the club will endeavour to secure a club coach.
- (2) The duties of the coach and the remuneration package to be paid to the coach by the club will be outlined in an agreement signed by both the coach and the club President.
- (3) Where a coach cannot be secured, the club committee will take appropriate action to develop training guidelines that encourage senior players to take lead roles in training drills and providing guidance around batting and bowling skills.

**31. Captains**

- (1) Captains shall be selected by the committee before the commencement of the first fixture.
- (2) The committee shall have the power to censure or replace any captain where the captain has acted in a manner considered detrimental to the interests of the club.
- (3) Should such action be considered, the disciplinary guidelines as prescribed in Division 2 of the club constitution shall apply.

**32. Vice Captains**

- (1) Vice Captains can be chosen by either the Captain or via a selection process conducted by the team members.
- (2) Vice Captains should be willing to participate on the selection committee should the captain be unavailable.

## PART 9 – TRAINING EXPECTATIONS

### 33. Training Attendance

- (1) Club training is held on a Tuesday and Thursday afternoon during the season.
- (2) It is expected that players shall attend at least one training session each week.
- (3) Failure to do so could impact on their team selection for that week.

### 34. Training Participation

- (1) If a player is not involved in net batting and bowling, it is expected that they will actively participate in oval training drills. Standing around gazing at the nets is not appropriate, particularly when other players are doing the right thing and participating in drills.
- (2) Players who do not train, but instead wish to spend their time at the clubroom, are not deemed to be training. Furthermore, it is the right of the coach or club captain to seek clarification from these players as to their playing intentions, given they are not training.
- (3) If the coach or club captain seeks clarification under sub rule (2) above, any subsequent selection will consider the views of the coach and club captain regarding the players non training explanation.

**PART 10 – SELECTIONS COMMITTEE, POLICY, & COMMUNICATION****35. Selection Committee**

- (1) The selection committee shall comprise of the team captains and an appointed chairman of selectors.
- (2) If not appointed to the position of chairman of selectors, the club coach will be encouraged to also be involved in selections to communicate their thoughts on training and game performance, emerging talent claims and thoughts on team balance.
- (3) The chairman of selectors will be responsible for ensuring that selections reflect the selection policy contained in section 36 below.

**36. Selections Policy**

- (1) The club acknowledges that it is not a simple process of having a rigid selection policy – there are always exceptions and other drivers that impact on selections. Nevertheless, the selections committee will endeavour to apply the following selection guidelines:
  - (f) Teams to be chosen on merit with the best players playing in the higher grades.
  - (g) Team balance across all grades is a consideration (e.g. spread of frontline bowlers across multiple grades).
  - (h) Strong performances in lower grades to be rewarded with selection in higher grades, as determined by the selection committee.
  - (i) Young players showing potential to be provided with consecutive games in a higher grade with their expected role explained to them prior to the announcement of selected teams.
  - (j) Training performance will be considered when selecting teams.
  - (k) Financial status will also be considered.

**37. Selections Prioritisation & Rotation**

- (1) Should player numbers be so excessive that players who are available will not be selected, the following provides guidance for selections in these circumstances:
  - (a) Preference given to players who train consistently.
  - (b) Players who always are available to play will be given preference over players who only make themselves available intermittently. The exception to this is FIFO workers who would normally be a regular player, but for work reasons are only available intermittently.
  - (c) Financial players will be chosen ahead of unfinancial players.
  - (d) Player skill will be taken into consideration, in the interest of player safety and the club's duty of care. A decision may be made to not select a player whose level of skill is inconsistent with what is reasonably expected in that grade, and whose selection would pose an unacceptable risk to their safety and wellbeing.
- (2) If a player is not chosen, the club will endeavour to select that player in the following game, in accordance with the conditions set out in rule 37(1).
- (3) As best as possible, the rotation of players should be implemented so that it is done fairly (e.g. the same player does not always miss selection).
- (4) Where players will not be selected due to excess numbers, it is imperative that a selections committee member speak directly to the omitted player and explain the reasons for their omission.

### 38. Selections Communication

- (1) The selection committee will aim to have selections completed and announced no later than 7.30pm on Thursday night.
- (2) The teams will be announced to the players present at the clubroom.
- (3) The selected teams will be updated on the club's website and/or social media after they are announced.
- (4) **It is imperative that if a player is chosen but is unavailable, they advise their captain immediately.**

**PART 11 – BAR TRADING**

**39. Bar Trading**

- (1) There shall be no bar trading outside of the hours prescribed in the Club Restricted (Liquor) Licence.
- (2) Any person serving alcohol shall hold a valid responsible service of alcohol (RSA) qualification.
- (3) All qualifications related to bar trading (e.g. Approved Manager and RSA) shall be kept on file with physical copies accessible at the licenced premises.
- (4) All persons must vacate the premises not longer than 15 minutes after the advertised hour for the cessation of trading.
- (5) Any person can and will be refused bar service, in accordance with the responsible service of alcohol guidelines, if, in the opinion of the person responsible for the service of alcohol, or any member of the Office Holders of the Club, consider that further service is unwarranted.
- (6) Any person asked by the person on bar duty or any member of the Office Holders of the club to leave the premises, shall do so without question.
- (7) No person shall enter the area behind the bar unless properly authorised to do so.
- (8) No person shall remain in or obstruct free access to that area set aside for service only.
- (9) Any breach of these rules may lead to the suspension of the offending member or members.

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**PART 12 – GENERAL BYLAWS**

**40. Club Property**

- (1) All members and guests are required to treat all club property and facilities with proper care.
- (2) Members shall be required to pay for any of the club's property they destroy or damage.
- (3) The cost of replacing or repairing such loss or damage shall be determined by the committee, whose decision shall be final.

**41. Removal of Club Property**

- (1) No member shall take away from the club any of its property other than as authorised by the club committee.

**42. Notices**

- (1) No notices or advertisements may be posted on the clubhouse notice boards or elsewhere in the club, except by or with authority of the club committee.

**43. Business Activities**

- (1) No member shall carry on their profession or business in the club without the express permission of the Office Holders of the club; or appoint the use of the clubhouse by advertisement or otherwise as a business address or facility.
- (2) Advertising of, or for any commercial product or enterprise, is not permitted at any time except with the approval of the club committee.

**PART 13 – SOCIAL MEDIA POLICY****44. Policy Intention**

- (1) The club is committed to high levels of professionalism and ethical behaviour in delivering a comfortable environment for its members. This policy is intended to provide guidance to all club members and stakeholders about their responsibilities and the clubs expectation with the use of social media.

**45. Definitions**

**‘Members’** means all persons who are affiliated with the club.

**‘Social Media’** means any facility for online publication and commentary, including blogs and social networking sites. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram.

**‘Stakeholders’** means any person who may interact with or be impacted by the club.

**46. Policy Principles**

- (1) The popularity of social media creates opportunities, challenges, and risks for the club and its members. This policy is to provide guidance about engagement in social media.
- (2) There is no such thing as a ‘private’ social media site, regardless of the privacy settings. Posting information online is no different from publishing in a newspaper. If a member makes any comment about the club on a social media site, they are making a public comment.
- (3) Members are advised not to post anything to social media sites they would not be comfortable with if:
  - (a) Quoted in the media or displayed to the wider community.
  - (b) Asked about by their parent.
  - (c) Having to justify to the club committee.
- (4) Everything posted or received on social media as a public posting is the property of the social media platforms. Once something is published online, control is lost forever. Search engines can find posts years after publication. Comments, even when sent to friends only, can be forwarded, copied, quoted, or misquoted. Archival systems can cache information even if deleted. Once it is posted online it cannot be withdrawn.
- (5) The club expects the following from members:
  - (a) To be responsible for their own actions. Sound judgement and common sense should be exercised always, even when posting material anonymously, or using an “alias” or pseudonym.
  - (b) To follow all club policies.
  - (c) To ensure that they understand and comply with club policies regarding personal use of social media.
- (6) When in doubt, do not post. Remember, the internet is permanent.
- (7) Inappropriate photographs or comments on social media sites are a risk to both members and the club. Liking or following inappropriate comments, sites or groups is equally a risk.
- (8) While the club accepts that posts on a member’s personal blog or social media sites in their personal capacity will not usually be the club’s concern, nevertheless, even in such contexts the member must ensure that any information or comments that are posted will not tend to bring the club, its members and/or stakeholders into public disrepute, or harass or injure the reputation or breach the right to privacy of other members.

#### 47. Personal Use of Social Media

- (1) Members are responsible for content published in their personal capacity on any form of social media platform and should avoid acting in any way contrary to the interests of the club. Members should be aware of and understand potential risks and damage to the club that can occur, either directly or indirectly, from their personal use of social media.
- (2) Members are increasingly able to share ideas and information through email and instant messaging systems. It is important that communication platforms remain open and welcoming places for everyone. Caution should be exercised with the use of memes with communications. If in doubt that they may be perceived as offensive or inappropriate, do not use them on any forum related to the club.
- (3) The Club expects that members are mindful of the following:
  - (a) Members must always be polite and respectful of the opinions of others.
  - (b) Be mindful that communications may be read by people from a variety of backgrounds who may not share your sense of humour, culture, religion, or sexuality.

#### 48. Unacceptable Conduct

- (1) Examples of conduct that breaches this policy includes, but is not limited to:
  - (a) Posting material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, or is otherwise inappropriate or unlawful, even if that person is not named.
  - (b) Implying that you are authorised to speak on behalf of the club or giving the impression that the views you express are those of the club.
  - (c) Using or disclosing any confidential information obtained in your capacity as a member/stakeholder of the club, including any information discussed in meetings.
  - (d) Making any comment or posting any material that might otherwise cause damage to the club's reputation or bring it into disrepute.
  - (e) Using social media to post derogatory comments about the club or another member/stakeholder or using it to engage in derogatory discussions.
  - (f) Use of memes that are perceived to be offensive or inappropriate.
  - (g) Posting material or making comments to or about a member/stakeholder that are, or might be considered as, offensive, inappropriate, threatening, discriminatory, defamatory, or otherwise inappropriate or unlawful.
- (2) Failing to adhere to this policy may result in disciplinary action up to and including termination of membership.

#### 49. Unacceptable Use of Club Platforms

- (1) Club members are not to disseminate any information on a club related platform that may offend or be inappropriate. The club committee has the right to delete any material which is deemed inappropriate.
- (2) No external advertisement is to be placed on a club forum without prior approval from the Social Coordinator or President. Exceptions may include club sponsors or charitable causes.
- (3) The club committee reserves the right to remove anyone from having access to a club forum if it is deemed appropriate, or if a member is no longer seen as an active member/stakeholder of the club.



## 50. Reporting Policy Breaches

- (1) All policy breaches or general grievances with regards to content on a social media platform are to be brought to the attention of the club committee for due consideration and action to take place.

**PART 14 – GUIDELINES FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE****51. Endorsement**

- (1) The Club acknowledges the Australian Cricket Policy for Safeguarding Children and Young People (issue date July 2022), available online from the Cricket Australia website. This policy should be read and acknowledged by all Club committee members once elected to their position at the Annual General Meeting.
- (2) The above-mentioned policy and its supporting documents have been used as a basis for developing these guidelines.

**52. Definitions**

- (1) Per the Association by-laws, the minimum age for a player to qualify for registration in the Association is 14 years old.
- (2) For the purpose of these guidelines, Children or Young People are those Club members who are under 18 years old.

**53. Child Safety Officer**

- (1) The Child Safety Officer (CSO) will champion a culture of child safety where everyone takes responsibility and Children and Young People feel safe, empowered and included.
- (2) The CSO can be appointed outside of the Club committee, but may be expected to attend committee meetings if required.
- (3) The duties of the CSO are in line with those detailed in Australian Cricket Looking After Our Kids Action Plan, available online from the Cricket Australia website.
- (4) If a CSO is not appointed, the duties shall be carried out or delegated appropriately by the President.

**54. Working With Children (WWC) Checks**

- (1) The following club roles shall complete a WWC check:
  - (a) President.
  - (b) CSO.
  - (c) Coaching staff: head coach and assistant coach(es).
  - (d) All team captains.
- (2) Where working directly with Children or Young People, the commencement of such work in the above roles shall be contingent on WWC checks being submitted prior.

**55. Forms**

- (1) The following forms shall be completed by Children and Young People registering to play for the Club each season, and shall be kept on record for the duration of the season:
  - (a) Image Consent and Release Form.
  - (b) Live-streaming Consent and Release Form.
  - (c) Parent/Guardian Transportation/Pick up Approval.
- (2) All members registering to play for the Club shall, at the commencement of each season, complete an Australian Cricket Member Protection Declaration. This shall be returned to the Club and kept on record for the duration of the season.

- (3) It shall be the duty of the Registrar to follow up with players and parents/guardians to have these forms completed.

**PART 15 – AMENDMENT OF BYLAWS**

**56. Authority to Amend Bylaws**

- (1) The club committee is authorised to amend Bylaws prior to the commencement of the season.
- (2) The only exception to this is where the application of an existing Bylaw will, as determined by the committee, result in an outcome detrimental to the club.
- (3) Any amendment to the Bylaws under sub rule (2) above will come into effect immediately it has been approved by the committee.

**57. Communication of Bylaws**

- (1) As a minimum, the Bylaws applicable to the season must be communicated to all playing members prior to the commencement of the season.
  - (2) It is at the discretion of the committee whether Bylaws are provided to retired life members who have minimal involvement with the club. However, if they request a copy of the Bylaws, they will be provided with them.
  - (3) Where Bylaws have been amended as per rule 56 above, the committee will communicate the change to playing members within 7 days of the change.
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