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**ACT CRICKET ASSOCIATION  
UMPIRES AND SCORERS COUNCIL  
(ACTCAUSC)**

**STANDING MINUTES**

(As at XX May 2010).

**INTRODUCTION:**

These Standing Minutes of the ACTCAUSC ('the Council') have been approved by the Council under the authority of clause 32B(13) of the ACTCA Constitution. They provide written guidance for the conduct of the Council's business, and are subject to the overall authority of the ACTCA Constitution ('the Constitution').

These Minutes should be reviewed at least annually (or as otherwise required). Any changes proposed may be approved by members at any meeting of the Council (including the Annual Meeting). Additional motions of a permanent nature passed by the Council should be considered for incorporation in these Minutes by the review(s) mentioned above.

The most current version of these Minutes is to be available on the Council's website for the information of Council members.

*Introduction Approved: XX Xxxxxx 2010.*

**NOTE:**

These Standing Minutes were passed en bloc at the xx Xxxxxx 2010 meeting of the Council. This version incorporates all amendments and new Minutes approved up to and including the Council's meeting held on XX Xxxxxx 2010.

All amendments and additions to these Minutes should be annotated after the applicable Minute with the date of the meeting which approved the amendment or addition.

*Note Approved: XX Xxxxxx 2010.*

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### **1. COUNCIL ORGANISATIONAL STRUCTURE**

*Standing Minute 1 Approved XX Xxxxx 2010*

#### **1.1 COMPOSITION OF COUNCIL EXECUTIVE**

The Executive of the Council is comprised of the officeholders set out in clause 32A(2)(a) of the ACTCA Constitution.

##### **1.1.1 Term of Office**

1.1.1.1 Clauses 32A(2)(a) and 32A(3) of the Constitution set out the procedures for the nomination, election and appointment of the permanent members of the Executive. Procedures for co-opting members of the Executive are set out in clause 32B(12)(b) of the Constitution.

1.1.1.2 Procedures for removal of the Chairman from office are set out in clauses 32A(2)(b)(iv) and (v) of the Constitution. The ACTCA Board may remove its representative under clause 32A(2)(v) of the Constitution at any time. The Council may remove any of its other officeholders by passing a resolution (of which at least fourteen days' notice has been given) at any meeting of the Council.

1.1.1.3 Nothing in these Minutes or the Constitution prevents a member from occupying more than one elected/appointed position on the Council at the same time.

1.1.1.4 In order to ensure a reasonable and regular rotation of Council members through the Council's elected and appointed positions, it is the preference of the Council that no member should occupy the same position for more than three consecutive terms or part thereof.

**NOTE:** Standing Minute 1.1.1.4 does not prevent a person exceeding this limit if such is agreeable to the Council's membership. It merely expresses a preference for a particular position.

##### **1.1.2 Duties of Executive**

The duties of the members of the Executive, in addition to those duties prescribed by the ACTCA Constitution, are as follows:

###### **1.1.2.1 Chairman**

- a. Chair meetings of the Council and its Executive.
- b. Serve as the senior representative of the Council at ACTCA meetings, exercise the Council's voting rights and report to Council as required.
- c. Provide leadership of the Executive between its meetings.
- d. Serve as, or appoint another person, to assist Council members of the in their appearances before any committee or body of the ACTCA, if such assistance is required.

###### **1.1.2.2 Deputy Chairman**

- a. Chair Council and Executive meetings in absence of Chairman.
- b. Represent Council on the Grade Cricket Committee and provide reports to Council.

###### **1.1.2.3 Secretary**

- a. Produce the agendas, and make such arrangements as are required for Council and Executive meetings and arrange for the publication of meetings documentation on the Council's website.

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- b. Take the minutes of Council and Executive meetings and arrange for their publication on the Council's website.
- c. Produce the newsletter, 'The Finger', including discussion questions on the laws.
- d. Arrange distribution of documents for membership perusal prior to and at meetings as appropriate.
- e. As required, attend the ACTCA's Secretaries' Meetings for the Council and provide reports.
- f. As required, maintain a register of decisions on the rules applying to ACTCA and other competition, and on the Laws of cricket.
- g. Maintain the list of contact details for Council members.
- h. Supervise the production of the Council's Annual Report. Council officeholders and members are to give the Secretary their fullest cooperation with the production of the Annual Report.
- i. Assist the Chairman as required with liaising between the Council and the ACTCA and any other relevant cricketing organisations.
- j. Liaise as required with the National Library of Australia regarding depositing and archiving of Council publications and records.

### **1.1.2.4 Finance Officer**

- a. Formulate the Council's budget.
- b. Represent the Council on the ACTCA's Finance Committee and in financial matters generally, and provide reports to the Council.
- c. Provide reports on expenditure versus budget to each Council and Executive meeting.
- d. Liaise with accounting staff at ACTCA and report to Council as required.

### **1.1.2.5 Scorers' Representative**

- a. Subject to Standing Minute 1.2.7, the SR is to chair meetings of the Committee.
- b. To represent the Scorers' Committee and the Council, and to report back to them on scoring-related matters.
- c. To arrange for scoring-related instructional sessions.
- d. To represent the views of those members of the Council who are in the Scorer category.
- e. Liaise with the Finance Officer to ensure that payments of expenses to Scorers are accurate and timely.

### **1.1.2.6 High Performance Manager**

The duties of the position of High Performance Manager (HPM) are as follows:

- a. Duties as directed by Cricket Australia (CA).
- b. To recommend to the Executive, in consultation with the Umpires' Observer and Appointments Manager, the membership of the State Panel.
- c. To be a member of the ACTCA Panel responsible for appointment of umpires to First Class and Senior Representative fixtures.
- d. To monitor performance of ACTCA umpires standing in First Class and Senior Representative matches.
- e. To consult as required with the Appointments Panel regarding the membership of the State Panel.
- f. Assist Umpires Observer, with a focus on First Grade.

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- g. Liaise with CA and provide information to Council on issues derived from the CA.
- h. To be an ex officio member of the Recruitment and Training Panel.
- i. When present at the conclusion of a match and it is appropriate to do so, the HPM is to facilitate any post match meetings where umpires and captains are involved.

Note: The ACTCA Board in consultation with Cricket Australia and the Executive of the Council appoints the HPM annually (clause 32F of the Constitution refers). The HPM is appointed by the Board as its representative to the Council (clause 32A(2)(a)(vi) of the Constitution refers).

### **1.2 Scorers' Committee**

1.2.1 The Scorers' Committee ('the Committee') is to advise the Executive in relation to the conduct, organisation and management of the Council's Scorer activities. This advice may be given at the Executive's request, or may be made on the Committee's own initiative. The Committee may also report to the wider Council on scoring-related matters, either at the Council's request, or on its own initiative.

1.2.2 The Committee consists of five members as follows:

- (i) the Scorers' Representative of the Council; and
- (ii) four (4) Members.

1.2.3 The Scorers' Representative and members of the Scorers' Committee are elected by the members of the Council from among those members who are qualified to act as Scorers, or Life Members who are also qualified to act as Scorers.

1.2.4 If a vacancy as a member of the Scorers' Committee occurs, the Executive may appoint another person from those members of the Council who are qualified to act as Scorers. The person so appointed is to hold office until the expiration of term of the member whose departure created the vacancy.

1.2.5 The Committee is to meet at least four times a year at such places and times as the Committee determines. In addition, the Scorers' Committee may meet (in person or by other appropriate means) if requested to consider any issue by the Executive.

1.2.6 Any three members of the Committee will constitute a quorum for the transaction of the business of that Committee.

1.2.7 In the absence of the Scorers' Representative at a meeting of the Committee, the Committee is to elect one of the remaining members of the Committee to chair the meeting.

1.2.8 The minutes of all Committee meetings will be taken by a member of the committee designated as the secretary of that committee. The minutes and a record of activities undertaken by the Committee are to be provided to the Executive.

1.2.9 Subject to the ACTCA Constitution, questions arising at a meeting of the Committee will be determined by a majority of the votes of the Committee members present. In the event of an equality of votes, the question will be resolved in the negative.

### **1.3 NON-EXECUTIVE POSITIONS**

In addition to the Executive there will be other positions that may be filled for either part or all of the financial year to perform specific tasks. The duties of the non-executive officeholders are set out below. The occupants of these positions are to report progress of their tasks to the Executive as required.

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### **1.3.1 Umpires Observer**

The Umpires Observer may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are contained in Standing Minute 9.

### **1.3.2 Expenses Officer**

The Expenses Officer reports to the Finance Officer, and may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are:

- a. Receive details of umpires standing in games to produce expenses 'bills'.
- b. Each month produce and supply to ACTCA billing documents for umpires expenses and invoices to clubs and other parties.
- c. Provide detailed statements to members for each payment of expenses.
- d. Ensure payments of expenses are accurate and timely.

### **1.3.3 Appointments Manager**

The Appointments Manager may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are as follows:

- a. Chair the Appointments Panel.
- b. Arrange for publication of appointments on the Council's website, the Canberra Times and other media.
- c. Liaise as necessary with the Director of Umpiring/High Performance Manager.

### **1.3.4 Appointments Panel**

1.3.4.1 The Appointments Panel is comprised of the following membership:

- a. Appointments Manager (as convenor of the Panel),
- b. Umpires Observer, and
- c. Elected Member.

Note: The High Performance Manager may be invited to attend meetings of the Appointments Panel on an as required basis.

1.3.4.2 The Appointments Panel has the following duties:

- a. Ascertain the general availability of members for grade and other fixtures that require umpires in the forthcoming season.
- b. Identify which umpires require field testing and appoint them with appropriately experienced colleagues in lower grades.
- c. Collect availability for non-Grade matches.
- d. Appoint umpires to grade matches. The Appointments Panel may decide not to appoint umpires whose performance does not merit further appointment.
- e. Provide list of final appointment details to all matches to the expenses officer to act as check of claim forms received.
- f. Advise Executive in respect of umpires whose performance does not merit further appointment to matches.

### **1.3.5 Recruitment and Training Manager**

The Recruitment and Training Manager may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are as follows:

- a. Chair the Recruitment and Training Panel and act as Law/Skills Education Officer and Law/Skills Testing Officer.
- b. Oversee recruitment efforts and Level 2 umpire training courses.
- c. Develop and conduct the Annual Seminar.



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- d. The Recruitment and Training Manager or a representative may attend the NSWCU&S Association Annual convention.

### **1.3.6 Members of the Recruitment and Training Panel (two positions)**

In addition to the Recruitment and Training Panel, there are two positions of member of the Panel. Their duties are as follows:

- a. Assist in the recruitment of umpires (one position may be designated by the Panel as the 'Recruitment Officer').
- b. Assist with the preparation of examination and revision papers.
- c. Assist to conduct the Annual Seminar.
- d. Assist in the teaching at the training courses.
- e. Aid in the marking of the examinations.

### **1.3.7 Recruitment and Training Panel**

The duties of the Recruitment and Training Panel are as follows:

- a. Develop annual revision paper and any other examination papers as may be required by Council policy. These tests and the exam for the new umpires' course can be wholly internally written, or in part of full obtained from whatever outside sources the committee deems acceptable.
- b. Mark revision paper.
- c. Develop and conduct new umpires training course.
- d. Develop and conduct the Annual Seminar.
- e. Prepare and mark examination papers from Umpire training course.
- f. As necessary, prepare and mark other examination papers.
- g. Recruit new umpires.
- h. Conduct Laws Session at Council meetings.

### **1.3.8 General Liaison Officer**

The General Liaison Officer may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are as follows:

- a. Liaises with media for propagation of material pertaining to cricket umpiring.
- b. Obtain stories, events etc. from members to be used for media publication purposes.
- c. Review material to be published with the Secretary prior to publishing.
- d. Liaise with clubs, and other interested organisations.
- e. Arrange advertisements and other publicity for training courses.
- f. Assist the Secretary as required in the performance of the secretary's duties.
- g. Act as Secretary when required to in the absence or inability of the Secretary.

### **1.3.9 Equipment Officer**

The Equipment Officer may be a co-opted member of the Executive under clause 32B(12)(b) of the Constitution. The duties of the position are as follows:

- a. Be responsible for, and make the Council's inventory of items available for sale to the members.
- b. Arrange for the physical custody of the Council's inventory of sale items (through the ACTCA or otherwise).
- c. Be responsible for the custody of the Council's items not for sale, and keep a register of detailing the items held by the Council and the member who has custody of them.

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- d. Arrange for the replenishment as required the Council's stock of items for sale and not for sale.
- e. Such other duties as may be directed by the Executive.

**1.3.10 Webmaster**

The duties of the position of Webmaster are as follows:

- a. Be responsible for the management and updating of the Council's website (as at Xxxxx 2010, <http://www.actumpires.com>).
- b. Review and recommend any improvements in the structure and content of the website that may be desirable.
- c. Other website-related duties as may be directed by the Executive.

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### **2. FINANCE**

*Standing Minute 2 Approved XX Xxxxx 2010*

#### **2.1 END OF FINANCIAL YEAR**

##### **2.1.1 Carry Forward of Monies**

Any monies left in the Council's accounts at the end of each Financial Year are to be carried forward to the Council's accounts for the following Financial Year, ACTCA accounting policies permitting.

#### **2.2 WRITE-OFF**

##### **2.2.1 Amount of Write-off**

The Executive is empowered to write-off amounts up to \$250 on any one item without specific approval from the members of the Council. Such write-offs are to be reported to the Council in the Finance Officer's normal reports.

#### **2.3 EXPENDITURE POWERS OF EXECUTIVE**

##### **2.3.1 Amount of Expenditure**

The Executive is empowered to spend the following amounts, subject to ratification at the next general meeting:

- a. For donations to charity, up to \$100 per time and up to a total of \$300 total in any Financial Year.
- b. The reimbursement of out of pocket expenses considered reasonable by the Executive (eg telephone, postage, use of car by the Umpires Observer) incurred by any member in conducting the legitimate business of the Council.
- c. During a financial year, the Executive may authorise the expenditure of funds for the general running of the Council. Such expenditure is to be advised to the Council as soon as possible after it is made, and is not to exceed the level of expenditure on similar items (if any) approved during the previous Financial Year.
- d. Convention fees for up to two members of the Council to attend the NSWCU&S convention.

##### **2.3.2 Annual Seminar Hospitality**

A maximum of \$250 may be expended on hospitality at the Annual Seminar. This amount is only to be spent on guests invited by the Chairman or the Executive.

#### **2.4 MERCHANDISE**

##### **2.4.1 Purchases**

The Executive is authorised to purchase, for sale to members, merchandise consistent with the business of the Council (such as Law Books, counters, etc) in quantities that are appropriate considering the number of members in the Council from time to time. If possible, preference in purchases is to be given to sponsors of the ACTCA and/or the Council.

#### **2.5. EXPENSES**

##### **2.5.1 Development Levy**

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An amount of \$1 per member for each day when expenses are received, is to be levied on Council members. The funds so raised are to be used for the development of the Council. All standing (that is, both umpiring and scoring) members are subject to this levy.

### **2.5.2 Payments**

Members are paid expenses, usually via direct credit to a nominated account, by the time of the December, February and April meetings each season. The Expenses Officer is to provide a statement to each member showing the expenses received by that member for that part of the season.

### **2.5.3 Early Payments**

**2.5.3.1** Individual members may request that the Executive approve an early payment of expenses to them. When the Executive is satisfied that exceptional circumstances exist, the Executive may direct the Finance Officer to arrange payment to a member all or part of the expenses owing to that member before a regular payment is due as set out in Standing Minute 2.5.2.

**2.5.3.2** Such payments will be recovered by deducting the amount from the regular payment due to the member at a monthly meeting as set out in Standing Minute 2.5.2.

### **2.5.4 Purchases by Credit**

Members may authorise the Finance Officer to deduct from expenses due to them any amount owed to the Council for merchandise purchases, Seminar expenses and the like. Should the amount authorised not be covered by expenses due, the debt will become payable as soon as demanded by the Finance Officer or other member of the Executive.

## **2.6 BONUS SCHEME**

### **2.6.1 Rules**

To encourage Umpires to stand for ACTCA competition matches, a Bonus Scheme will be agreed with the ACTCA each season. The details of the scheme are to be advised to members no later than the October meeting of each season or otherwise as required. As a guide, the bonus should equate to 2 days' expenses for a 1st Grade 2 day match.

## **2.7 SUBSCRIPTIONS**

### **2.7.1 Annual Membership Subscription**

The annual membership fee of the Council for Full Members is equal to one day's expenses payable for standing in a two day game in 4th Grade. New members joining the Council on or after the 1st of January in each season will be charged the applicable rate for Associate Members for that season. That amount must be advised to members of the Council as soon as possible after it is determined.

### **2.7.2 Annual Scorers' Subscription**

- a. The annual membership fee for Scorer-qualified members is \$10.00, payable on the same timeframes as the annual fee for umpiring members of the Council.
- b. Where a person is both a umpiring and scoring member of the Council, the only membership subscription payable by that person is for the umpiring category.

### **2.7.3. Associate Membership Subscription**

The membership subscription payable by Associate Members of the Council is \$10.00, payable on the same timeframes as the annual fee for umpiring members of the Council.

### **2.7.4 When Payable**

The annual membership fee is payable:

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- a. by the general meeting in November; or
- b. if the member so elects, and has not paid by the November meeting of the Council, the annual membership fee will be deducted from that member's first payment for umpiring duties.

A person elected as a Life Member of the Council or the ACTCA is exempt from payment of the annual membership fee.

### **2.7.5 Consequence of Non-Payment**

Any member who has not paid their subscription, or made an election under Standing Minute 2.7.4b, will cease to be a member of the Council in accordance with Standing Minute 3.4.1, provided that:

- a. the Executive may restore to membership any member whose subscription is paid after that date; or
- b. the Executive may grant leave of absence to any member and suspend payment of their subscription, for such period as it deems fit.

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### **3. MEMBERSHIP**

*Standing Minute 3 Approved XX Xxxxx 2010*

#### **3.1 MEMBERSHIP CATEGORIES AND QUALIFICATIONS**

##### **3.1.1 Honorary Vice Chairman**

Honorary Vice Chairmen may be elected from among the life members at any Annual Meeting, provided that the total number of Honorary Vice Chairmen may not at any time exceed three, and they will be entitled to all the rights and privileges of Financial Members. The duties (if any) of the Honorary Vice Chairmen will be as decided by the Council from time to time.

##### **3.1.2 Life Member**

3.1.2.1 At any meeting of the Council, any member of the Council who has achieved twelve years' active service may be nominated and seconded for life membership of the Council. The nomination is to include full details of the nominee's length of Council membership, their service in elected or appointed positions (if any), and the contribution the member has made to the Council and its membership.

3.1.2.2 'Active service' is defined as being an umpire and/or scorer who is available to officiate for more than half of the weekends throughout the ACTCA cricket season or who has served as an officeholder of the Council, or has been a member of a Council working group, committee or sub-committee.

##### **3.1.3 Full Member**

A person is qualified to be a Full Member:

- a. who has satisfied the Recruitment and Training Panel that he/she possesses sufficient knowledge of the game and the Laws of Cricket;
- b. whose general qualifications and capabilities render him/her fit to act as an Umpire and/or Scorer of the ACT Cricket Association Incorporated; and
- c. who has been approved for membership of the Council by the members.

##### **3.1.4 Trainee Member**

A person is qualified to be a Trainee Member:

- a. who has satisfied the Recruitment and Training Panel that he/she possesses sufficient knowledge of the game and the Laws of Cricket, or of scoring requirements and the Laws of Cricket;
- b. whose general qualifications and capabilities render him/her fit to act as an Umpire and/or Scorer of the ACT Cricket Association Incorporated in matches other than senior representative, and 1st grade;
- c. who has been approved for membership of the Council by the members; and
- d. who has been examined and gained the pass mark of 85% (may sit the exam again if does not pass).

##### **3.1.5 Associate Member**

An Associate Member is one who is financial, but non-practicing.

##### **3.1.6 Junior Member**

3.1.6.1 Umpires under the age of 18 will not be appointed to stand in their own right in ACTCA competitions until they have satisfied the Recruitment and Training Panel that they have achieved a sufficient level of experience, competence and confidence as umpires. To achieve this they may be appointed to:

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- Junior matches,
- Junior representative matches (of their age or less);
- Veteran's matches, initially as striker's end umpire only;
- Club trial matches pre-season, to non-striker's end only with the agreement of both captains; and
- Lower grade matches, initially as striker's end umpire only, also only with the agreement of both captains, and the other umpire must be one who is willing to be appointed on his own.

3.1.6.2 In representative and ACTCA competition matches they will be appointed only with an experienced umpire, who is to report on them (particularly with regard to their experience, competence and confidence), and the Captains are to be asked to report on this also, and to make an assessment of their suitability of standing in their own right.

### **3.1.7 Qualifications from another Cricket Organisation**

The Council may admit to any level of membership a person who holds an appropriate qualification from another cricketing organisation.

## **3.2 ADVANCEMENT**

### **3.2.1 Trainee Member to Full Member**

A person is eligible for advancement from Trainee Member to Full Member, if the member:

- a. has been field examined and achieved a minimum of five Satisfactory reports in grade matches,
- b. has satisfied the Recruitment and Training Panel as to field competence and knowledge of the Laws of Cricket,
- c. has been approved by the members, and
- d. has achieved Cricket Australia Level 2 Accreditation, which must be achieved before the start of the second full season after completing a training course run by the Council.

## **3.3 GAINING MEMBERSHIP OF THE COUNCIL**

### **3.3.1 Applications for Council Membership**

Any person wishing to become a member of the Council is to submit their name to the Recruitment and Training Manager so they may undertake a training course run by the Council, or have their already existing umpiring and/or scoring qualification recognised by the Recruitment and Training Panel.

### **3.3.2 Processing of Applications**

As soon as practicable after the nominee has undertaken the Council's training course or had their qualifications recognised and endorsed by the Recruitment and Training Panel or the Scorers' Committee, their name is to be referred to the Secretary who will make the necessary arrangements for the nominee to be confirmed as a member by the Council.

### **3.3.3 Membership Examination**

If applicable, applicants are to submit themselves for examination by the Recruitment and Training Panel or the Scorers' Committee at an appropriate time and place.

### **3.3.4 Approval of Membership**

The approval of membership of the Council will be by ballot or a show of hands at a General Meeting and no person will be elected unless a majority of the members voting

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at such a meeting do vote for that person. The Secretary will inform every applicant of the outcome of their application and will ensure that they have all relevant and necessary information made available to them. The applicant is to be requested to pay, within seven days of being notified, the sum payable under these Standing Minutes by a member the first year's annual subscription, unless they have elected to have their subscription deducted under Standing Minute 2.7.2.

### **3.4 TERMINATION OF MEMBERSHIP**

#### **3.4.1 Cessation of Membership**

A person ceases to be a member of the Council if the person:

- a. dies;
- b. resigns from membership of the Council;
- c. is expelled from the Council; or
- d. fails to renew membership of the Council.

#### **3.4.2 Resignation of Membership**

No member will be held to have resigned their membership until their resignation is received in writing by the Secretary.

#### **3.4.3 Recording Cessation of Membership**

Where a person ceases to be a member, the Secretary is to make an appropriate entry in the list of members' contact details recording the date on which the person ceased their membership of the Council.

### **3.5 NEW MEMBERS**

#### **3.5.1 Membership Kit**

New members of the Council, when accepted for membership in the Council, are to be presented, free of charge, with:

- a. a name badge,
- b. a wallet size 'ticket' indicating their class of membership,
- c. details on the Council's website and the materials available on it, and
- d. such other information as may be appropriate.

#### **3.5.2 Reports on New Umpires**

3.5.2.1 Umpires being field examined will be assessed from a panel of senior and experienced umpires (normally those regularly appointed to 1st or 2nd grade) who have undergone an appropriate briefing on the assessment requirements. Determination of this panel will be by the Recruitment and Training Panel, with input from the Appointments Panel, the High Performance Manager and the Umpires' Observer, and if needs be, the Executive.

3.5.2.2 There is no time limit on achieving the requirement of five Satisfactory match reports, but this should be achieved in one season, if at all possible.

3.5.2.3 If two or more Unsatisfactory reports are received before receiving five Satisfactory reports, then the Umpire's progress is to be reviewed under the direction of Recruitment and Training Manager, and if necessary appropriate counseling and / or remedial training is to follow.

3.5.2.4 The form of report is to be used is available on the Council's website. It is the new umpire's responsibility to advise his 'partner' prior to the start of a match that a



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report is to be completed on his performance. The completed report is to be forwarded to the Recruitment and Training Manager.

### **3.6 EXAMINATIONS**

#### **3.6.1 Revision Paper**

When applicable, the following is to apply to the Council's umpiring Revision Paper:

- a. Requirement - Prior to the commencement of each season the Recruitment and Training Panel may set and distribute to members a Revision Paper which is to be regarded as an 'Open Book' test of the Laws of Cricket, Experimental Laws and ACTCA Competition Rules.
- b. Pass Mark - The pass mark for the Revision Paper each year is to be determined by the Recruitment and Training Panel, taking into consideration the fact that it is an 'Open Book' examination and is to be advised to members when the paper is distributed. Unless otherwise decided by the Recruitment and Training Panel, the pass mark is to be 90%.
- c. Consequence of Failure - Members who do not achieve the required pass rate for the paper are not eligible for appointment. Members who do not achieve the required pass rate on the first attempt are not eligible for appointment to First Grade or the State Panel at the commencement of the season. If a pass is subsequently attained, the member is eligible, at the discretion of the Appointments Panel, for appointment to First Grade or for consideration for the Panel at the next normal review.
- d. Exemption - Those members involved in setting the Revision Paper are exempt from the requirement of having to complete and pass a Revision Paper to be eligible for appointment to either matches or the State Panel.

#### **3.6.2 State Panel**

If it is deemed appropriate, the Recruitment and Training Panel in conjunction with the HPM may set an exam for appointment to, or continuing membership of, the Council's State Panel.

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### **4. APPOINTMENTS**

*Standing Minute 4 Approved XX Xxxxx 2010*

#### **4.1 Minimum Age**

The minimum age for ACTCAUSC umpires standing in the ACTCA District Competition is 17 years.

#### **4.2 Duties and Operations of the Appointments Panel**

4.2.1 In conjunction with Standing Minute 1.3.4, the Appointments Panel will appoint umpires to the following categories of games/competitions:

- a. All ACTCA run or endorsed games/competitions.
- b. All Cricket Australia games/competitions as requested (eg Women's U 17 & U19, Boys U15).
- c. Other games/competitions as requested.

4.2.2 The Appointments Panel will make recommendations to the ACTCA and/or Cricket Australia as to:

- a. The most suitable umpires to appoint to Cricket Australia games/competitions and other Representative games/competitions (eg Prime Minister's XI, Men's U23, U19, U17 and Imparja Cup, and Women's National Cricket League and Twenty/20 Competitions).
- b. The makeup of the State Panel or any other Panel required by Cricket Australia

4.2.3 The Appointments Panel will, in conjunction with the Recruitment and Training Panel Manager, identify career pathways for newly graduated umpires and umpires showing potential for representative appointments.

4.2.4 The principles to be followed by the Appointments Panel in making appointments and recommendations are set out at Annex A to these Standing Minutes.

#### **4.3 Panels**

4.3.1 At the beginning of each season a 'State Panel' is to be formed from properly qualified members. The Panel is to be operated in accordance with these Standing Minutes.

##### **Selection Criteria**

4.3.2 Nominations for selection and appointments to certain matches and the State Panels are to be based on the following criteria:

- a. Only Full members of the Council are eligible,
- b. Umpires for semifinals and finals matches will be selected in order from the State Panel, then other available members.
- c. Normally only members of the State Panel will be eligible to nominate for appointment to the Prime Minister's match, International matches, 2nd XI (CA Cup 4-day) and equivalent, and any matches which are termed as First Class, or One-day equivalent.
- d. Members must be available for a majority of ACTCA matches.
- e. Members must also be available for a majority of ACTCA Grade Matches which occur on a Sunday.

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- f. attendance by potential members of the State Panel at the Annual Seminar (or similar as determined by the Executive) is mandatory unless an excuse considered satisfactory by the Executive is submitted.
- g. Such criteria (if any) as may be advised to the Council by Cricket Australia.

### **Power of Appointment**

4.3.3 The power of appointment to the State Panel is vested jointly in the Appointments Manager, the Umpires Observer and the High Performance Manager.

### **Composition**

4.3.4 The State Panel will be comprised of no more than ten members whose overall performance, knowledge of the Laws of Cricket and Competition Rules, fieldcraft and experience are of a satisfactory level. Subject to this Standing Minute, the exact number of members of the State Panel will be determined by the Appointments Manager, Umpires Observer and the High Performance Manager.

### **Operation**

4.3.5 As a general practice, the State Panel will operate as follows:

- a. For each home and away First Grade Match, panel members will be appointed, subject to individual umpire availability.
- b. The incidence of the same two umpires officiating together regularly, or an umpire having the same team in the same grade regularly, should be avoided.
- c. When not officiating at First Grade level, panel umpires will (if available) officiate in lower grades.
- d. Umpires considered to have 'State Panel' potential, may be appointed to those matches mentioned in Standing Minute 4.1.3c.
- e. Membership of the State Panel is to be reviewed by the Umpires Observer and the Appointments Manager prior to the commencement of each season and a review of such membership is to be undertaken at the 30th November and the 31st January in each season.

### **Removal from the State Panel**

4.3.6 Members of the State Panel who do not perform to the desired level will lose their position on the panel. Such action will be taken after the Umpires Observer and the Appointments Manager in consultation with the High Performance Manager agree that Captains' reports and the Observer's viewing of the member confirm that the Umpire's performance is less than satisfactory. Any member who is removed from a Panel is to be provided with an explanation of why the removal has occurred. A member may appeal to the Executive against being dropped from a panel, and the Executive's decision will be final.

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### **5. DRESS POLICY**

*Standing Minute 5 Approved XX Xxxxx 2010*

#### **5.1 GENERAL**

##### **5.1.1 Dress**

The dress policy is as follows:

- a. Shirts - Long sleeve shirts of a colour and style to be determined by the Executive each season, which may include sponsored shirts. Shirts can be buttoned at the wrist or rolled up, but both umpires' shirts should conform with each other.
- b. Trousers/Skirts - Dark (black) trousers or skirt, until otherwise decided by the Council.
- c. Coats/Jumpers - White
- d. Hats - Top surface to be white
- e. Footwear - To be predominantly white
- f. Council Badge - At all times the ACT Umpire badge is to be worn on the left breast of the outer garment.
- g. Name Plate - At all times the name plate is to be worn on the outer garment - shirt, jumper or jacket. The positioning is to be at the top or just above the badge.
- h. Sponsor's Logo - Where applicable, the logo is to be worn on the outer garment - shirt, jumper or jacket. The positioning is to be on the right breast with the top edge in line with the top of the ACT Umpire Badge.

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### **6. GENERAL MATCH ISSUES**

*Standing Minute 6 Approved XX Xxxxx 2010*

#### **6.1 REPORTING OF PLAYERS**

##### **Submission of Reports**

6.1.1 Procedures for reporting of players in matches under the jurisdiction of the ACTCA are set out in the ACTCA's Competition Rules, a link to which is on the Council's website. Members are to advise the Secretary of the Council, by telephone or other personal contact, of such reports with 24 hours after the occurrence of the reportable event.

6.1.2 The reporting umpire(s) may request assistance from the Chairman or other appropriate officeholder at any applicable hearing and/or in the preparation of the required documentation (reports etc).

6.1.3 In matches not under the jurisdiction of the ACTCA, the relevant Rules of the game concerned are to be followed by the reporting umpire(s). If appropriate, they may request assistance from a Council officeholder with the relevant hearing and/or in the preparation of the required documentation (reports etc).

#### **6.2 CANCELLATION OF MATCHES**

##### **Notification**

6.2.1 General cancellation or postponement of matches by the ACTCA is rare. Procedures for these events are set out in the ACTCA's Competition Rules, a link to which is on the Council's website.

6.2.2 If the club(s) concerned advise individual umpires or the Council (normally the Secretary, or other nominated person) no later than two hours prior to the scheduled start of that day's play, that the day's play has been abandoned, no expenses are payable.

6.2.3 In some circumstances, the Council may be advised earlier than two hours before the scheduled start of play, but members may not be able to be advised until later than two hours before the scheduled start of play. In these circumstances, no expenses are payable.

6.2.4 In all other circumstances, if a day's play is abandoned (even if a ball is not bowled) full expenses are payable, provided the umpire is in attendance.

#### **6.3 LIMITATION ON YOUNG FAST BOWLERS**

6.3.1 The ACTCA Competition Rules deal with limitations on young fast bowlers, including the overs bowled by such players, and should be referred to for further guidance.

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### **7. MEETING PROCEDURE**

*Standing Minute 7 Approved XX Xxxxx 2010*

#### **7.1 MONTHLY MEETINGS**

##### **7.1.1 Limit on General Business**

The intent of the Council is to spend only 45 minutes on general business at each monthly meeting, subject to the demands of matters requiring a decision. The idea is to provide as much time as possible for the discussion of matters relating to scoring issues, and to discussions on the Laws of the game and rules of relevant competitions.

##### **7.1.2 Time of Meetings**

7.1.2.1 Subject to the ACTCA Constitution, monthly meetings of the Council will be held on the third Monday of each relevant month.

7.1.2.2 Subject to the conditions of the ACTCA Constitution being satisfied, meetings are to commence at 6.00 pm. Amendments to these provisions for specific meetings may be made by simple majority at any monthly meeting.

##### **7.1.3 General Provisions relating to Council Meetings**

The ACTCA Constitution contains general guidance relating to the procedures to be followed in all Council meetings.

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### **8. FIELDCRAFT**

*Standing Minute 8 Approved XX Xxxxx 2010*

#### **8.1 GENERAL**

##### **8.1.1 Friendly Warning**

Bowlers encroaching on the danger area are to be given a friendly warning before implementing Law of Cricket 42.

##### **8.1.2 Hand Signals Between Umpires**

In the spirit of encouraging cooperation and teamwork between umpires, ACTCAUSC members are to use approved hand signals between umpires at all times where applicable.

#### **8.2 LAWS OF CRICKET / PLAYING CONDITIONS**

##### **8.2.1 Trees Near Boundaries**

As a general rule, where the trunk of a tree is within the boundary, a boundary four will be scored if the tree is struck by the ball (including when struck full pitch). Where the trunk of a tree is outside the boundary, any full pitch shot striking any part of the tree, including branches which overhang the boundary line will score a boundary six.

##### **8.2.2 Obstacles Inside Boundaries**

In amplification of Law 19.1, the following are known obstacles inside boundaries at grounds used by the ACTCA:

###### **8.2.2.1 MAJURA Oval:**

Numerous trees around the oval, the branches of which overhang the boundary.

###### **8.2.2.2 O'CONNOR Oval:**

Numerous trees around the oval, the branches of which overhang the boundary.

###### **8.2.2.3 QUEANBEYAN PARK Oval:**

- (i) Australian Rules Football Posts inside the boundary. When struck by a ball, either full pitch or otherwise, a boundary four is scored.
- (ii) Bicycle Track. The bicycle track is outside the boundary of the ground. Therefore, a struck ball pitching on the full on the bicycle track is a boundary six and a ball reaching the bicycle track, but not on the full, is a boundary four.

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### **9. UMPIRES' OBSERVER**

*Standing Minute 9 Approved XX Xxxxx 2010*

#### **9.1 FUNCTIONS AND RESPONSIBILITIES**

##### **9.1.1 Procedure**

The Umpires Observer:

- a. Should view (but not necessarily stand with) each current practicing member once per season and new members at least twice a season. The viewing frequency is to increase should any umpire(s) consistently be adversely reported on by Captains.
- b. Is to note, and as necessary, discuss with Umpires, their pre match preparation, on field performance and overall fieldcraft skills.
- c. Is to report back to individual members on their performance during the course of the season. This could be as simple as a quick word prior to meetings that all things are going satisfactorily.
- d. Is to note comments contained in Captains Reports on Umpires for matches other than First Class matches, and as is necessary, discuss comments with either the Captain who prepared the report or the Umpire to whom the report refers, or both.
- e. As necessary, is to discuss Captains Reports on Umpires with the Appointments Manager and should the Observer be of the opinion that any umpire appears to be deficient in his/her knowledge and application of the Laws of Cricket or Competition Rules, corrective action should be agreed by the Observer, Appointments Manager and Recruitment & Training Manager, and the respective umpire briefed accordingly.
- f. Is to maintain a record of grounds visited and umpires whose fieldcraft etc have been viewed and at the conclusion of the season, raise a report to show the numbers of umpires observed and in which grades during the season as part of the Council Annual Report.
- g. Should view all Captains Reports on Umpires so that periodically, during the season he can monitor reports and can compare umpires performances.
- h. Is to liaise with the High Performance Manager in any of the above duties and requirements as necessary.
- i. Is to report general issues back to Council at meetings.
- j. Is to liaise with Captains on issues raised in reports on umpires.
- k. Will be an ex officio member of the Appointments Panel.
- l. Where present at the conclusion of a match, the Observer is to facilitate post match meetings between umpires and captains.
- m. Or a representative may attend the NSWCU&SA Association Annual Convention.

#### **9.2 REPORT FORMS TO BE USED**

##### **9.2.1 Form of Report**

The form of report to be used by the Umpires' Observer is to be available on the Council's website.

##### **9.2.2 Issue of Report**

Current practicing umpires are to receive a copy of the report covering matches up to the end of December at the January meeting of the Council and the final copy, covering remaining matches of the season at the April meeting of the Council. These timeframes



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may be changed as required, but members are to be notified as soon as possible after such changes are agreed to.

### **9.2.3 Umpires Observer Expenses**

When the Umpires Observer is not officiating in a match, the ACTCA has agreed to pay the Umpires Observer daily expenses (in lieu of travel expenses) equivalent to that of an umpire officiating in a third grade two day match, provided he is carrying out the duties of Umpires Observer.

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### **10. SPONSORSHIP**

*Standing Minute 10 Approved XX Xxxxx 2010*

#### **10.1 GENERAL**

##### **10.1.1 Minor Sponsorships**

Where applicable, minor sponsorships are permitted subject to the following conditions:

- a. Recognition of sponsors on Annual Reports, Newsletters and Letterhead;
- b. Sponsorship is of ACTCAUSC, not individuals;
- c. \$100 minimum; and
- d. If member obtains sponsorship of \$150 or over, his/her membership fees will be refunded or waived for that season.
- e. Proposed sponsorships are to be discussed with the ACTCA before they are formally accepted, to ensure there are no conflicts between existing and proposed sponsors.

##### **10.1.2 Sponsor Gifts**

The provision of 'gifts' by various sponsors of matches or competitions is not a right, and Umpires are not to request or demand such items.

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### **11. MATCH REPORTS**

*Standing Minute 11 Approved XX Xxxxx 2010*

#### **11.1 GENERAL**

##### **11.1.1 Submission and Processing**

Members are to forward the Grade Match Report Form/Facilitation Report and other expenses claims forms to the ACTCA and the Finance Officer in accordance with the required timeframes to allow them to undertake their responsibilities. Forms may be mailed, faxed, emailed or personally delivered but all expenses incurred in forwarding reports are the member's responsibility.

##### **11.1.2 Form of Match Report**

The match report forms to be used for all games conducted under the auspices of the ACTCA (whether they are Grade matches or not) are to be made available on the Council's website. Members will be advised and fully informed of any changes before they are officially approved for use.

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### **12. FORMS OF RECOGNITION BY THE ACTCAUSC**

*Standing Minute 12 Approved XX Xxxxx 2010*

#### **12.1 ACTCAUSC AWARDS**

##### **12.1.1 Names of Awards**

12.1.1.1 The following awards are to be given by the Council at its Annual Dinner every year (or such other occasion as may be deemed appropriate by the Executive):

- a. McCarty Award - best first grade umpire.
- b. Brian Lawrence Award - best second grade umpire.
- c. Derek Gould Award - best first year umpire.
- d. Other Grades Umpire Award - best umpire in all other ACTCA grade matches including the women's competition.
- e. Founders' Medal - best off the field contribution by any member of the Council, over and above what would normally be expected of their role in the Council, be it as a member or an officeholder. There will normally only be one award each season.

12.1.1.2 The awards process is to be coordinated by the Adjudicating Committee. The Committee is to consist of three people (one of who is to be qualified as a scorer), and is to be elected at each October meeting every year, or at the first available meeting after then.

12.1.1.3 Individual awards may, with the agreement of the Council be sponsored, subject to such terms and conditions as may be agreed to between the Council and the proposed sponsor.

##### **12.1.2 Form of Awards**

The Awards will take the form of such recognition as may be decided by the Adjudicating Committee, subject to the McCarty Award being given in the form of a medallion and a cash amount if deemed appropriate.

##### **12.1.3 Awards Process**

12.1.3.1 The McCarty, Lawrence, Gould, and Other Grade Umpire awards are to be decided by the following process:

- a. The winners of the McCarty, Lawrence, Other Grade Umpire awards will be selected by their eligible peers.
- b. To be eligible an umpire must participate in half plus one of the home and away games in a particular grade.
- c. A list is to be prepared by the Appointments Manager of all umpires eligible for an award as detailed in this Standing Minute in each division by the Wednesday before the last day of the home and away season. Umpires will then have until the Friday to challenge the group they are included or not in.
- d. For the awards set out in this Standing Minute, each eligible umpire is to vote 3, 2 and 1 for the group they are in- but cannot vote for themselves. An independent vote counter (if possible, a scorer) is to manage the count. Votes are to be counted on the basis of points values (ie, the umpire scoring the most points will be the winner of the award in that category).
- e. This process must be completed in the week leading up to the semi-finals and if possible, the outcome is to be announced and the award given at the Council's Annual Dinner.

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f. If the Umpires Observer is a regular umpire, he or she is to be considered under the above process for any award(s) they may be eligible for.

12.1.3.2 In the Gould Award (best first year umpire (those umpires in their first full season) the committee is to make the decision, and must consult the Umpires Observer and the Recruitment and Training Manager before finalising the award.

12.1.3.3 The Committee is to consult the Chairman before making a decision on the recipient of the Founders' Medal.

### **12.2 Recognition Awards**

#### **12.2.1 First Grade Umpires or Scorers**

When an active umpire/scorer reaches a milestone of fifty days' service in ACT sanctioned games, and thereafter in multiples of fifty days, they are to be given a certificate signed by the Chairman recognising that service.

#### **12.2.2 Umpiring or Scoring Service in Other Grades**

12.2.2.1 Members who actively umpire or score in ACT sanctioned games in other than first grade will be given a certificate signed by the Chairman recognising that service when they achieve the initial milestone of 200 days' service, and thereafter in multiples of 100 days.

### **12.3 General rules for Recognition Awards**

12.3.1 These awards may only be presented to those umpires scorers who are active when these Standing Minutes come into force. However, if the Executive thinks it appropriate, they may also deem a member who was not active immediately prior to these Standing Minutes commencing to be eligible for whatever milestone they may have achieved in the Recognition Awards.

12.3.2 For recording purposes, days of umpiring/scoring are deemed to commence from the beginning of the expenses records held by the Council. However, if a member is able to substantiate service prior to the beginning of these records, then such service may also be counted.

12.3.3 To ensure records are maintained, each year the annual report is to include tables which show current members' total first grade matches umpired or scored along with a table of days umpired or scored.

12.3.4 Where a member is eligible for more than one category of recognition as outlined in Standing Minute 12.1.3 above, they may only be awarded the highest level of recognition for which they are eligible.

12.3.5 The following definitions are to apply for the purposes of the Council's Recognition Awards:

- a. Active Member - An umpire or scorer who is available to officiate on at least half of the weekends throughout the ACTCA cricket season.
- b. ACT Sanctioned games- any cricket game which requires appointment or nomination by the Appointments Panel or an ACTCA body, or appointment or nomination as a Scorer to one of those games.
- c. First Grade matches- any ACTCA First grade match including Konica and T20 games, Women's Premier league matches and Cricket Australia sponsored annual carnival games.

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### **12.4 APPOINTMENT CERTIFICATES**

#### **12.4.1 International Match Certificates**

Members appointed to international matches are to receive certificates which detail the names of the teams involved and the type of international match. The recognition certificate is to be signed by the Chairman, and is to be presented at the Council's Annual Dinner, or at such other appropriate occasion as decided by the Executive.

#### **12.4.2 Other Certificates**

Members appointed to matches of significance other than International matches, may be awarded a certificate which records the details of the match. The certificate is to be awarded under the signature of the Secretary of the Council and is to be presented at the Council's Annual Dinner, or at such other appropriate occasion as decided by the Executive. The Executive is to decide what matches are of enough significance to deserve recognition under this Standing Minute.

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**13. COUNCIL WEBSITE**

*Standing Minute 13 Approved XX Xxxxx 2010*

13.1. A website (currently <http://www.actumpires.com>) is to contain information of interest and relevance to umpires and scorers.

13.2 The website is to be managed and updated by the Webmaster under the authority of the Secretary. This includes the authority to make editorial changes to the website.

13.3 No material is to be added to the website without the permission of the Secretary, or in his absence, the Chairman.

13.4 Superseded material may be removed from the website with the agreement of the Secretary.

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## **ANNEXES**

Annex A  
to ACTCAUSC Standing Minutes

### **ACTCAUSC PRINCIPLES FOR UMPIRING APPOINTMENTS AND RECOMMENDATIONS**

1. The Appointments Panel will be advised on umpire qualifications by the Recruitment and Training Panel Manager. As a general principle:
  - a. Umpires who have successfully completed the Cricket Australia Level 1 course will be appointed to non-representative junior matches or matches of a similar standard.
  - b. Umpires who have successfully completed the Cricket Australia Level 2 course will be appointed to Grade matches or matches of a similar standard.
  - c. Only Cricket Australia accredited umpires will be appointed to Representative games and tournaments.
  - d. Experienced umpires with no formal training may be appointed to games suiting their standard if they are to undertake the next available training course.
  
2. The Appointments Panel will take into account the following attributes when grading and appointing umpires:
  - a. On-field performance (decision-making, fieldcraft, teamwork).
  - b. Interpersonal skills and relationship with captains, players, partner and scorers.
  - c. Knowledge and correct interpretation of the Laws, including the Spirit of Cricket, and knowledge and correct interpretation of Playing Conditions, including the Code of Conduct.
  - d. Availability (including history), reliability and commitment.
  - e. Fitness (physical and mental).
  - f. Resilience and ability to handle pressure.
  - g. Presentation.
  - h. Professional and positive attitude.
  - i. Willingness to improve, take the initiative, accept constructive feedback and attend training and Council meetings.
  - j. Off-field performance (including contribution to post match meetings and timely submission of paperwork etc).
  - k. Pathway considerations.
  
3. The Appointments Panel will consider the following issues when making appointments:
  - a. Perceived and demonstrated ability of the umpire.
  - b. Post match facilitation and captains reports.
  - c. Number of days umpired with a particular team and partner.
  - d. New umpires standing with suitable umpires.
  - e. Opportunities for emerging umpires.
  - f. Priority of games and requests from the Grade Cricket Committee.



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- g. Personal considerations such as compatibility, transport, location and willingness to stand alone.
  - h. Where Appointment Panel members are being considered for a particular appointment, they will not be involved in the decision making process for that appointment.
4. In cases where a vote is required to decide an appointment, the opinion of the Appointments Manager will prevail.
5. Appointments to semi finals and finals will be made on the basis of the Appointment Panel's season-long assessment of the performance and attributes of umpires summarised in paragraphs 2 and 3 above. Appointments will follow the principle of the highest ranking available umpires officiating in the highest grade.