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**ACT CRICKET ASSOCIATION  
UMPIRES AND SCORERS COUNCIL  
(ACTCAU&SC)**

**STANDING MINUTES**

(As at **XX 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 April 2010**.*

**NOTE:**

These Standing Minutes were passed en bloc at the **XX April 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 April 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 April 2010**.*

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

*Standing Minute 1 Approved XX April 2010*

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

The Executive of the Council is comprised of the office holders set out in the ACTCA Constitution.

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

1.1.1.1 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.

1.1.1.2 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:** SM 1.1.1.2 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 for Council and Executive meetings and arrange for their publication on the Council's website.
- b. Arrange room bookings for General and Executive meetings.
- c. Take the minutes of Council and Executive meetings and arrange for their publication on the Council's website.
- d. Produce the newsletter, *'The Finger'*.
- e. Arrange distribution of documents for membership perusal prior to and at meetings as appropriate.
- f. Liaise with members, Cricket ACT officers, ACTCA members, NSWCU&SA, CA, et al.
- g. Maintain, in consultation with the Finance Officer, the Council's membership lists of contact details for current financial members.

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- h. Supervise the production of the Council's Annual Report. Council office holders and members are to give the Secretary their fullest cooperation with the production of the Annual Report.
- i. Liaise with National Library of Australia and/or ACT Heritage Library regarding lodgment of copies of Council annual reports, *The Finger*, and other archive material.

### **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. Monitor accurate and timely payment of expenses by Expenses Officer..
- d. Provide reports on expenditure versus budget to each Council and Executive meeting.
- e. Liaise with accounting staff at ACTCA and report to Council as required.

### **1.1.2.5 Scorers' Representative**

- a. Chair meetings of the Scorers 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 and Expenses Officer to ensure that payments of expenses to Scorers are accurate and timely.

### **1.1.2.6 High Performance Manager**

- 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.
- 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).

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### **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 to be elected by the members of the Council from among those members who are qualified to act as Scorers, or Life Members who are 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 shall meet at least four times a year at such places and times as the Committee shall determine. 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 shall 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. In accordance with the ACTCA Constitution, any of these non-Executive office holders may be co-opted as a member of the Executive.

#### **1.3.1 Umpires Observer**

The duties of the position are contained in Standing Minute 9.

#### **1.3.2 Expenses Officer**

The Expenses Officer reports to the Finance Officer. 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.

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### **1.3.3 Appointments Manager**

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 High Performance Manager, officers of Cricket ACT, et al.

### **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.
- c. Elected Member.
- d. High Performance Manager (invited, 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, and any other fixtures as required. 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 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.
- 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 to 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:



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- 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 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. Serve as the Assistant Secretary when required to in the absence or unavailability of the Secretary.

### **1.3.9 Equipment Officer**

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.
- 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 Records Officer**

The duties of the position are as follows:

- a. Maintain records of all first grade matches (see definition in para 12.4.3.1.2) umpired and scored;
- b. Maintain records for all days umpired/scored based on appointments made by the Appointments Panel;
- c. Maintain records of years of active service for all members;
- d. Provide up-to-date records for publication in the Council Annual Report; and
- e. Provide advice to the Awards sub-committee about those members eligible for recognition awards and possible nomination for Life membership.

### **1.3.11 Webmaster**

The duties of the position of Webmaster are as follows:

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- a. Be responsible for the management and updating of the Council's website (<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 April 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 office holders, or their representatives, 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.

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### **2.5. EXPENSES**

#### **2.5.1 Development Levy**

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 value of 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**

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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:

- 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, shall cease to be a member as per 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 April 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 shall 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 . Life membership may be conferred on the basis of the following criteria:

- a. a member must have been active (see 3.1.2.2) for 12 years;
- b. after achieving 12 years active service, a member must be nominated and seconded for Life membership. The nomination must include a resume of the nominated member's service, including active service other than umpiring/scoring. This can include membership of the Executive; holding another Council office, such as Umpires' Observer; and/or membership of a working group or sub-committee;
- c. the nomination must be approved at a General or Annual Meeting of the Council.

**3.1.2.2.** An active member is an umpire or scorer who is available to officiate on 50 per cent of weekends throughout the cricket season, or a member who is on the Executive or holder of one of the following positions-Umpires Director, Umpires Observer, Manager of the Appointments Panel or Recruitment and Training Panel, or a life member.

##### 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

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3.1.6.1 Umpires under the age of 18 shall 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:

- 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 shall be so 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 NOMINATIONS FOR MEMBERSHIP**

### **3.3.1 Method of Nominations for Membership**

Any person desirous of becoming a member of the Council shall 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/scoring qualification recognised by the Recruitment and Training Panel.

### **3.3.2 Processing of Nominations for Membership**

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 to make the necessary arrangements for the nominee to be confirmed at the appropriate level by the Council.

### **3.3.3 Membership Examination**

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

### **3.3.4 Election to Membership**

The election to membership of the Council shall be by ballot or a show of hands at a General Meeting and no person shall be elected unless a majority of the members voting at such a meeting do vote for that person. The Secretary will inform every nominee of the approval and will ensure that the nominee has all relevant and necessary information available to them. The nominee shall 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 the member has 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 shall 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 shall make an appropriate entry in the membership list recording the date on which the member ceased to be a member.

## **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 Council pocket badge,
- b. a Council Sponsor's pocket badge (when appropriate),
- c. a name badge,
- e. a wallet size 'ticket' indicating their class of membership,
- f. details on the Council's website and the materials available on it, and
- g. 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.



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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 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**

The following applies 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 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 April 2010*

#### **4.1 Minimum Age**

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

#### **4.2 Appointments Panel: Membership and Duties**

**4.2.1** The Umpire Appointments Panel will be responsible for all appointments and talent identification in consultation with the Recruitment and Training Panel and other relevant individuals/groups. It will consist of four members:

- a. Manager.
- b. Member.
- c. High Performance Manager.
- d. Umpires Observer.

**4.2.2.** 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.

**4.2.3.** 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.

**4.2.4.** 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 Ministers XI, Men's U23, U19, U17 & Impaja 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

**4.2.5.** 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.

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### **4.3 Criteria for Appointments**

**4.3.1** The Appointments Panel will take into account the following attributes when grading and appointing umpires:

- a. On-field performance:
  - i. Decision making
  - ii. Field craft
  - iii. 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:
  - i. Physical
  - ii. Mental
- f. Resilience and ability to handle pressure
- g. Presentation
- h. Professional and positive attitude
- i. Willingness to improve:
  - i. Take the initiative
  - ii. Accept constructive feedback
  - iii. Attend training and Council meetings
- j. Off-field performance:
  - i. Contribution to post match meetings
  - ii. Timely submission of paperwork etc
- k. Pathway considerations.

**4.3.2** 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
- 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 shall not be involved in the decision making process for that appointment
- i. In cases where a vote is required to decide an appointment, the Manager of the Appointments Panel will have a casting vote resolve a tied vote.

**4.3.3.** 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 summarized in paragraph 6 above. Appointments will follow the principle of the

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highest ranking umpires officiating in the highest grade. The recipient of Umpire of the Year Award will, if available, be appointed to the final of the first grade two day competition.

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### **5. DRESS POLICY**

*Standing Minute 5 Approved XX April 2010*

#### **5.1 GENERAL**

##### **5.1.1 Dress**

The dress policy is as follows:

- a. Shirts - Long sleeve white 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.
- i. Council Ties - May be worn for all senior ACT Representative matches and above, if agreed to between the umpires standing. This includes Colts, Under 19 and Under 17 Representative matches and any National Championships. For all other matches it is left to the individual umpire to decide whether or not to wear a tie. The Executive may direct that ties are to be worn by the umpires standing in a match, taking into account the status of the game, and the expected environmental conditions that will apply (including heat, humidity etc).

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## **6. MEETING PROCEDURE**

*Standing Minute 7 Approved XX April 2010*

### **6.1 GENERAL MEETINGS**

#### **6.1.1 Limit on General Business**

The intent of the Council is to spend only 45 minutes on general business at each General Meeting, subject to the demands of matters requiring a decision. The intention is to provide as much time as possible for discussions on the Laws of the game and rules of relevant competitions.

#### **6.1.2 Time of Meetings**

6.1.2.1 Subject to the ACTCA Constitution and any relevant decisions of the Executive, monthly meetings of the Council will be held on the third Monday of each month from September until April.

6.1.2.2 Subject to the conditions of the ACTCA Constitution being satisfied and any relevant decisions by a majority of members attending a General Meeting and/or the Executive, meetings are to commence at 6.00 PM.

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

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

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### **7. FIELD CRAFT**

*Standing Minute 8 Approved XX April 2010*

#### **7.1 GENERAL**

##### **7.1.1 Friendly Warning**

Bowlers encroaching on the danger area are NOT to be given a friendly warning before implementing Law of Cricket 42.

##### **7.1.2 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.

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### **8. UMPIRES' OBSERVER**

*Standing Minute 9 Approved XX April 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. Shall, as is necessary, 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. Shall 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. Shall liaise with the High Performance Manager in any of the above duties and requirements as necessary.
- i. Shall report general issues back to Council at meetings.
- j. Shall liaise with Captains on issues raised in reports on umpires.
- k. Shall 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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### **9. SPONSORSHIP**

*Standing Minute 10 Approved XX April 2010*

#### **9.1 GENERAL**

##### **9.1.1 Minor Sponsorships**

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. No logos, badges of any kind permitted on on-field uniform (as this is an ACTCA prerogative);
- d. \$100 minimum; and
- e. If member obtains sponsorship of \$150 or over, his/her membership fees will be refunded or waived for that season.
- f. 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.

##### **9.1.2 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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### **10. MATCH REPORTS**

*Standing Minute 11 Approved XX April 2010*

#### **10.1 GENERAL**

##### **10.1.1 Submission and Processing**

Members are to forward the Grade Match Report Form, expenses claims forms, and other forms that may be required from time to time to the Cricket ACT 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.

##### **10.1.2 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 from time to time before they are officially adopted for use.

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

*Standing Minute 12 Approved XX April 2010*

#### **11.1. Annual Umpiring Awards**

**11.1.1.** The following 5 awards will be made:

- a. McCarty Medal - best first grade umpire;
- b. Founders Medal - best clubman who is adjudged to have contributed “over and above” what is normally expected of their role within the organisation: (this award is in recognition of the 3 founding members, namely Charles Morrison, Austin Selleck, and ‘Ned’ Custance);
- c. Lawrence Medal - best second grade umpire;
- d. Gould Medal - best first year umpire; and
- e. Lower grade umpire - best umpire in all other ACTCA grade matches including Women’s, but excluding Meteor games and Women’s Premier League.

**11.1.2.** The Council may from time to time pursue sponsorship, and consequently change the award names.

#### **11.2. Conferring of Annual Awards**

- a. The awards shall be presented at the Council’s Annual Dinner.
- b. Each award shall consist of an engraved tankard, or an equally appropriate award for a female umpire or scorer, and a certificate signed by the Chairman.
- c. As a “one off”, awards will be issued at the 2011 annual dinner to catch up on milestones already achieved.

#### **11.3. Annual Awards Selection Process**

- a. Each grade winner is to be selected by his/her eligible peers.
- b. The process is to be managed by a sub-committee consisting of three committee member, one of whom shall be a scorer, and another the Manager, Recruitment & Training.
- c. To be eligible an umpire must participate in half plus one days in a particular grade. A list is to be prepared by the Manager, Appointments, or his delegate, indicating to which category each eligible umpire has been allocated by the Friday before the last home and away game of the season. Following the circulation of the list, Umpires will have until the following Tuesday to challenge their classification.
- d. Where an umpire has participated in various grades, his/her classification will be determined by counting downwards: that is, if ineligible for first grade, then those games count towards second grade and then third grade, until eligibility for an award is achieved.
- e. Any dispute shall be resolved by the Chairman in consultation with the Manager, Appointments.

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- f. The Awards sub-committee shall then arrange for each eligible umpire to receive a voting slip for his/her particular section. Umpires shall vote 3 (for the best), 2 & 1 for whom they consider is the best umpire in their section for the season. Umpires cannot vote for themselves.
- g. Umpires votes shall be returned electronically to the independent scorer representative on the sub-committee by the following Tuesday. This member shall collate the results and liaise with the Chairman regarding selection of the Founders Medal and purchase of appropriate gifts. The Manager, Appointments will also be advised of the winners of the McCarty and Lawrence Medals.
- h. Selection for the Gould Medal shall be made by the sub-committee acting on advice from the Manager, Recruitment & Training.
- i. To be eligible to win the best first year umpire award, an umpire must be in his/her first *full* season since receiving accreditation.

### **11.4. Recognition Awards**

There are two categories of ‘milestone’ recognition award:

- a. ACTCA first grade matches; and
- b. total days of Council appointments.

#### **11.4.1 First Grade Matches Umpires and Scorers Awards**

- a. The Council intends to acknowledge high achievers and as such provides an award when an **umpire/scorer** reaches the milestone of 50, 100, 150, 200 etc, of ACTCA competition first grade matches.
- b. “Competition first grade match” shall be defined as a first grade ACTCA competition game which may be 2 day, 1 day or T/20 duration, and/or Women’s Premier League matches played after the commencement of the 2009-10 season<sup>1</sup>.
- c. The award shall consist of a certificate to be presented after 50 games; followed by an engraved tankard after 100 games. The tankard is to be re-engraved after each multiple of 50 games. These awards to be announced and presented at the Council’s Annual Dinner.
- d. The Council will identify a member to keep and maintain all records, including a register of all first grade matches. (Adam Morehouse’s records will be used as a starting point for the current standing umpires.)

#### **11.4.2 Umpiring and Scoring Appointment Days Awards**

- a. The awards shall consist of a framed certificate after 200 days, followed by an engraved tankard after 300 days with re-engraving after 400 days. A special award shall be made for 500 days **umpired/scored**.
- b. The Council shall designate a Records Officer (see 1.3.10) to keep and maintain all records, including a register of all days in which an umpire has been

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<sup>1</sup> The ACT Meteors were admitted to the Women’s National Cricket League (WNCL) from the commencement of the 2009-10 season.

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appointed to an ACTCA sanctioned game. Andrew Kopras' records will be used as a starting point for the current standing umpires. These records commence from the 1998/99 season.

- c. Where a current standing umpire has service prior to the agreed starting point (1998/99), then upon submission of evidence to the Chairman, additional games may be added to his/her records.
- d. "ACTCA sanctioned games" shall be defined as ACTCA grade competition games, championship games, and representative games which have resulted from appointment by the Council's Appointments Panel.
- e. This award is only available to members who were active (see definition at paragraph g) at the adoption of this award in 2009-10.
- f. To ensure records are maintained, each annual report from 2010-11 onwards will include tables which show current members total first grade matches umpired/scored, along with a table of days umpired or scored. The table will also include years of active service.
- g. Active Member: an umpire or scorer who is available to officiate on 50 per cent of weekends throughout the cricket season, or a member who is on the Executive or holder of one of the following positions-Umpires Director, Umpires Observer, Manager of the Appointments Panel or Recruitment & Training Panel, or a Life Member.

### **11.5. Other Certificates**

Certificates may be awarded at the Council's Annual Dinner to members appointed to international matches.

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**12. COUNCIL WEBSITE**

*Standing Minute 13 Approved XX April 2010*

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

12.2 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.

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

12.4 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