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

**STANDING MINUTES**

(As at xx June 2012).

**INTRODUCTION:**

These Standing Minutes (SMs) of the ACTCAU&SC ('the Council') have been approved by the Council under the authority of By-Law 11.2 of the Cricket ACT By-Laws ('the By-Laws'). They provide guidance for the conduct of the Council's business, and are subject to the overall authority of the ACTCA Constitution ('the Constitution') and the By-Laws. The Constitution and the By-Laws will prevail in the event of any inconsistency between them and these SMs.

These SMs are to 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 SMs by the review(s) mentioned above.

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

**NOTE:**

These SMs were passed at the XX June 2012 meeting of the Council. This version incorporates all amendments and any new SMs approved up to and including the Council's meeting held on XX June 2012.

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### 1. COUNCIL ORGANISATIONAL STRUCTURE

#### 1.1 COMPOSITION OF COUNCIL EXECUTIVE

The Executive of the Council is comprised of the office holders set out in By-Law 11.0 of the By-Laws.

##### 1.1.1 Term of Office

1.1.1.1 Nothing in these SMs 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. The SM merely expresses a preference for a particular position, and people are free to stand for or be appointed to positions in the Council if they wish.

1.1.1.3 The following Executive positions will be elected biennially (every two years), in "even" years: Chairperson and Treasurer. In the event of a vacancy arising before the incumbent has served their full-term, an election for the vacant position may be held at any time.

1.1.1.4 The following Executive positions will be elected biennially (every two years), in "odd" years: Deputy Chairperson and Secretary. In the event of a vacancy arising before the incumbent has served their full-term, an election for the vacant position may be held at any time.

1.1.1.5 The following Executive positions will be elected annually: High Performance Manager and Scorers' Representative. The Council will advise both the ACTCA and CA of the person elected to the High Performance Manager position annually, or at any time there is a newly-elected person performing the role of High Performance Manager. In the event of a vacancy arising before the incumbent has served their full-term, an election for the vacant position may be held at any time.

1.1.1.6 No member of the Council Executive may occupy more than one position on the Executive concurrently. Members of the Executive **may** however also hold a non-Executive position(s), subject to the conditions of SM 1.1.1.7 below.

1.1.1.7 The following table outlines those positions on the Council that **should not** be occupied concurrently by the same Office Holder or Executive member. This is to avoid a conflict of interest and also to provide a broader range of input on some critical issues e.g. Council Executive Meetings, Appointments etc.

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Position 1	Position 2
Secretary	General Liaison Officer
Treasurer	Expenses Officer
Treasurer	Equipment Officer
High Performance Manager	Umpires' Observer
High Performance Manager	Appointments Manager
High Performance Manager	Appointments Panel
Umpires' Observer	Appointments Manager
Umpires' Observer	Appointments Panel
Appointments Manager	Appointments Panel
Recruitment & Training Manager	Recruitment & Training Panel

### 1.1.2 Duties of Executive

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

#### 1.1.2.2 Chairperson

- 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 in their appearances before any committee or body of the ACTCA, if such assistance is required.

#### 1.1.2.3 Deputy Chairperson

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

#### 1.1.2.4 Secretary

- a. Produce the agendas for Council and Executive meetings and arrange for their publication on the Council's website.
- b. Take the minutes of Council and Executive meetings and arrange for their publication on the Council's website.
- c. Oversee production of the Council's newsletter, '*The Finger*'.
- d. Arrange distribution of documents for membership perusal prior to and at meetings as appropriate.
- e. Maintain, in consultation with the Treasurer, the Council's membership lists with contact details for current members.

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- f. 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.

### 1.1.2.5 Treasurer

- a. Provide input towards the formulation of 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 the 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.

### 1.1.2.6 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 Treasurer and the Expenses Officer to ensure that payments of expenses to Scorers are accurate and timely.

### 1.1.2.7 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 High Performance Panel.
- c. To monitor the performances of ACTC&SC umpires standing in First Class and Senior Representative matches.
- d. To consult as required with the Appointments Panel regarding the membership of the High Performance Panel.
- e. Consult with the Umpires Observer, with a focus on First Grade umpires' performances and development.
- f. Liaise with CA and provide information to Council on CA-related issues derived from the CA.
- g. To be an ex officio member of the Appointments Panel.
- h. When present at the conclusion of a match, and where 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..
- 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.
- 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.



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

1.3.1 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 these 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 By-Law 11.0 of the By-Laws, any non-Executive office holders may be co-opted as a member of the Executive.

#### **1.3.1 Umpires Observer**

1.3.1.1 The duties of the position are contained in SM 8.

#### **1.3.2 Expenses Officer**

1.3.2.1 The Expenses Officer reports to the Treasurer. The duties of the position are:

- a. Receive details of umpires standing in games to produce expenses 'bills'.
- b. On alternate months 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.

#### **1.3.3 Appointments Manager**

1.3.3.1 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 ('ex officio').

1.3.4.2 The Appointments Panel has the following responsibilities:

- a. Ascertain the general availability of members for grade and other fixtures that require umpires in the forthcoming season.

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- b. Identify which umpires require field testing and appoint them with appropriately experienced colleagues in lower grades.
- c. Ascertain availability of members 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. In such cases, notify the Executive of those umpires whose performance does not merit further appointment to matches.
- e. Provide list of final appointment details to all matches to the Expenses Officer to act as check of claim forms received.

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

1.3.5.1 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 Examining Officer.
- b. Oversee recruitment efforts and Level 2 umpire training courses.
- c. In conjunction with the other members of the Recruitment and Training Panel, develop and mark the 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 Panel deems acceptable.
- d. Develop and conduct the Annual Seminar.
- e. The Recruitment and Training Manager or a representative may attend the NSWCU&S Association Annual convention, and the costs associated with their attendance will be reimbursed by the Council.
- f. Develop and conduct new umpires training course.

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

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

- a. Assist with the recruitment of umpires.
- b. Assist with the preparation of examination and revision papers.
- c. Assist with the 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**

1.3.7.1 Apart from the responsibilities listed at SM 1.3.5 and 1.3.6, the responsibilities of the Recruitment and Training Panel are as follows:

- a. Develop and deliver the new umpires' training course.
- b. Conduct Laws Sessions at Council meetings.

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### **1.3.8 General Liaison Officer**

1.3.8.1 The duties of the position are as follows:

- a. Liaise 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**

1.3.9.1 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 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**

1.3.10.1 The duties of the position are as follows:

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

### **1.3.11 Webmaster**

1.3.11.1 The duties of the position of Webmaster are as follows:

- a. Be responsible for the management and updating of the Council's website (<http://www.actumpires.com>).

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- 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

#### 2.1 WRITE-OFF

##### 2.1.1 Amount of Write-off

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

#### 2.2 EXPENDITURE POWERS OF EXECUTIVE

##### 2.2.1 Amount of Expenditure

2.2.1.1 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) 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 either or both of the Umpires Observer and the Recruitment and Training Manager, or their representatives, to attend the NSWCU&S Annual Convention.

##### 2.2.2 Hospitality

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

#### 2.3 MERCHANDISE

##### 2.3.1 Purchases

2.3.1.1 The Executive is authorised to purchase, for sale to members, merchandise consistent with the business of the Council (such as Law Books, "Tom Smith" books, apparel 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. Council merchandise shall be made available only to current financial members of the Council.

## **2.4. EXPENSES**

### **2.4.1 Development Levy**

2.4.1.1 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.

### **2.4.2 Payments**

2.4.2.1 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.

### **2.4.3 Early Payments**

2.4.3.1 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 Treasurer 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 SM 2.4.2.

2.4.3.2 Such payments will be recovered by deducting the amount from the regular payment due to the member as set out in SM 2.4.2.

### **2.4.4 Purchases by Credit**

2.4.4.1 Members may authorise the Treasurer 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 Treasurer or other member of the Executive.

## **2.5 BONUS SCHEME**

### **2.5.1 Rules**

2.5.1.1 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

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otherwise as required. As a guide, the value of the bonus should equate to 2 days expenses for a 1st Grade 2 day match.

### **2.6 SUBSCRIPTIONS**

#### **2.6.1 Annual Membership Subscription**

2.6.1.1 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.

#### **2.6.2 Annual Scorers' Subscription**

2.6.2.1 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.

2.6.2.2 Where a person is both an umpiring and scoring member of the Council, the only membership subscription payable by that person is for the umpiring category.

#### **2.6.3. Associate Membership Subscription**

2.6.3.1 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.

#### **2.6.4 When Payable**

2.6.4.1 The annual membership fee is payable:

- a. by the general meeting in November; or
- b. if the member 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.

#### **2.6.5 Consequence of Non-Payment**

2.6.5.1 Any member who has not paid their subscription, or made an election under SM 2.6.4b, shall cease to be a member as per SM 3.4.1, provided that:

- a. the Executive may restore to membership any member whose subscription is paid after that date; or

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- b. the Executive may grant leave of absence to any member and suspend payment of their subscription, for such period as it deems fit.



### **3. MEMBERSHIP**

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

##### **3.1.1 Honorary Vice Chairperson**

3.1.1.1 Honorary Vice Chairpersons may be elected from among the Life Members at any Annual Meeting in recognition of their contribution to the work of the Council over a period of years, provided that the total number of Honorary Vice Chairpersons shall not at any time exceed three. They will be entitled to all the rights and privileges of Financial Members, and their duties (if any) 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 for 12 years;
- b. after achieving 12 years' active service, a member may 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. Nominations of Life Members may be approved at a General or Annual Meeting of the Council.

3.1.2.2. For the purposes of SM 3.1.2.1a, an active member is an umpire or scorer who is available to officiate on at least 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-High Performance Manager, Umpires Observer, Manager of the Appointments Panel or Recruitment and Training Panel.

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

3.1.3.1 A person is qualified to be a Full Member:

- a. if they have satisfied the Recruitment and Training Panel that they possess sufficient knowledge of the game and the Laws of Cricket;
- b. if they have general qualifications and capabilities that render them fit to act as an Umpire and/or Scorer of the ACT Cricket Umpires' and Scorers' Council; and
- c. if they have been approved for membership of the Council by the members.

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

3.1.4.2 A person is qualified to be a Trainee Member if they have:

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- a. satisfied the Recruitment and Training Panel that they possess sufficient knowledge of the game and the Laws of Cricket, or of scoring requirements and the Laws of Cricket;
- b. general qualifications and capabilities render them fit to act as an Umpire and/or Scorer of the ACT Cricket Umpires' and Scorers' Council in matches other than senior representative, and 1st grade;
- c. been approved for membership of the Council by the members; and
- d. been examined and gained the pass mark of 90%, as determined in SM 3.6.1 (may re-sit the exam if they do not pass).

### **3.1.5 Associate Member**

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

### **3.1.6 Junior Member**

3.1.6.1 Under-age umpires, as determined by Cricket Australia, (currently, umpires under the age of 16), 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/her 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**

3.1.7.1 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**

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3.2.1.1 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 for membership of the Council 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**

3.3.1.1 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**

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

#### **3.3.3 Membership Examination**

3.3.3.1 If applicable, applicants shall present 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**

3.3.4.1 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 vote for that person. The Secretary will notify nominees of the approval and will ensure that nominees have all relevant and necessary information provided to them.

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### **3.4 TERMINATION OF MEMBERSHIP**

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

3.4.1.1 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**

3.4.2.1 No member shall be held to have resigned their membership until their resignation is received in writing by the Executive of the Council, and such resignation has been accepted.

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

3.4.3.1 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**

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

- a. name badge;
- b. details of the Council's website and the materials available on it;
- c. appropriate uniform items as stocked by the Council (at cost prescribed for that season). Minimum requirement is an on-field shirt. Other uniform items are at the individual's discretion but must conform to the Council's Dress Policy;
- d. details concerning the dissemination of information for Council members via the website such as Appointments, Minutes from various meetings, Match Forms etc; and
- e. any other information as considered appropriate at the time to ensure the member is able to discharge his/her duties effectively including, but not limited to, a copy of the Council's Standing Minutes.

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### 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. Composition 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 the Recruitment and Training Manager, and if necessary appropriate counseling and / or remedial training is to follow.
- 3.5.2.4 The form of the report 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

- 3.6.1.1 The following guidelines 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 this 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 will not be eligible for appointment. Members who do not achieve the required pass rate on the first attempt will not be eligible for appointment to First Grade or the State Panel at the commencement of the season. If a pass is subsequently attained, the member will be eligible, at the discretion of the Appointments Panel, for appointment to First Grade or for consideration for the Panel at the next normal review.

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- 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 High Performance Panel.

**3.6.2 High Performance Panel**

- 3.6.2.1 If it is deemed appropriate, the Recruitment and Training Panel may set an exam for appointment to, or continuing membership of, the Council's High Performance Panel.

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### 4. APPOINTMENTS

#### 4.1 Appointments Panel: Membership and Duties

- 4.1.1 The Appointments Panel will be informed of 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 commit to undertake the next available training course.
- 4.1.2 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.
- 4.1.3 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 High Performance Panel or any other Panel required by Cricket Australia
- 4.1.4 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 Criteria for Appointments

- 4.2.1 The Appointments Panel will take into account the following attributes when grading and appointing umpires:
- a. On-field performance:
    - i. Decision making

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- ii. Field craft
- iii. Teamwork
- b. Interpersonal skills and relationship with captains, players, partner and scorers;
- c. Knowledge and accurate 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 to umpiring;
- 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. Acceptance of constructive feedback
  - iii. Attendance at training and Council meetings
- j. Off-field performance:
  - i. Contribution to post match meetings
  - ii. Timely submission of paperwork etc
- k. Cricket Australia Pathway considerations.

4.2.2 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 umpires have 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

4.2.2.1 Where Appointment Panel members are being considered for a particular appointment, they shall not be involved in the decision making process for that appointment.

4.2.2.2 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.

4.2.3. 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 as set out in SMs 4.2.1 and 4.2.2 above. Appointments will follow the principle of the highest ranking umpires officiating in the highest grade. The



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McCarty Medallist will, if available, be appointed to the Final of the First Grade two day competition.

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**5. DRESS POLICY**

**5.1 GENERAL**

5.1.1 The dress policy is as follows:

- a. Shirts - Long sleeve shirts, in style and colour as determined by the Executive. 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, unless otherwise decided by the Council.
- c. Coats/Jackets – As determined by the Executive, but both umpires' coats/jackets should conform with each other.
- d. Hats - Top surface to be white.
- e. Footwear - To be predominantly white.
- g. Name Badge - At all times the name badge is to be worn on the outer garment - shirt, coat or jacket.

## **6. MEETING PROCEDURE**

### **6.1 GENERAL MEETINGS**

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

6.1.1.1 The intent of the Council is to spend no more than 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.

#### **6.1.3 General Provisions Relating to Council Meetings**

6.1.3.1 The ACTCA Constitution and By-Laws contain applicable guidance and requirements for the procedures to be followed in all meetings of the Council and any subordinate bodies.

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## **7. FIELDCRAFT**

### **7.1 GENERAL**

#### **7.1.2 Hand Signals Between Umpires**

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

## **8. UMPIRES' OBSERVER**

### **8.1 FUNCTIONS AND RESPONSIBILITIES**

#### **8.1.1 Procedure**

##### **8.1.1.1 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, or if requested by the umpire concerned.
- 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. 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 will be 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/she 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 another Council representative may attend the NSWCU&SA Association Annual Convention, in accordance with SM 2.2.1d.

#### **8.2.1 Report Forms to be Used**

##### **8.2.1.1 Form of Report**

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

### **8.2.2 Issue of Report**

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

### **8.2.3 Umpires Observer Expenses**

- 8.2.3.1 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**

### **9.1 GENERAL**

#### **9.1.1 Minor Sponsorships**

9.1.1.1 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;
- e. If a member obtains sponsorship of \$150 or over, his/her membership fees will be refunded or waived for that season; and
- f. Proposed sponsorships are to be discussed with the ACTCA before they are formally accepted, to ensure there is no conflict between existing and proposed sponsors.

#### **9.1.2 Sponsor Gifts**

9.1.2.1 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.

## **10. MATCH REPORTS**

### **10.1 GENERAL**

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

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

- 10.1.2.1 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**

**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. A medal for the best first year umpire; and
- e. Lower grade umpire - best umpire in all other ACTCA grade matches including Women’s Lower Grades, but excluding Meteor games and Women’s Premier League.
- f. Derek Gould Memorial Medal – best Womens’ Premier League umpire.

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

11.1.3 Depending on circumstances and the number of eligible umpires standing in a season, awards described at SM 11.1.1d and SM 11.1.1e may not be awarded.

**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 Chairperson.

**11.3 Annual Awards Selection Process**

11.3.1 Umpire awards listed at SM 11.1.1.a, SM 11.1.1c and SM 11.1.1e will be awarded in accordance with parameters set out in the table below:

**GRADE UMPIRE OF THE YEAR MEDAL AWARD STRUCTURE**

COMPONENT		
(1) ATTENDANCE AT MONTHLY MEETINGS/ ANNUAL SEMINAR	(2) CAPTAINS’ VOTES	(3) UMPIRES’ (PEERS’) VOTES
<ul style="list-style-type: none"><li>• Annual Seminar 8 points</li><li>• Sept meeting 1.5 points</li><li>• Oct meeting 1.5 points</li><li>• Nov meeting 1.5 points</li><li>• Jan meeting 1.5 points</li><li>• Feb meeting 2 points</li></ul>	<ul style="list-style-type: none"><li>• Captains in the top 3 grades to be approached in Feb and asked to rate a list of eligible umpires, who have umpired regularly in their grade during the season.</li></ul>	<ul style="list-style-type: none"><li>• Secretary of ACTCUSA to write to eligible umpires in 1<sup>st</sup> Grade and 2<sup>nd</sup> Grade in February</li></ul>

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<ul style="list-style-type: none"> <li>Members' attendance at monthly meetings and annual seminar to be recorded and tallied after Feb monthly meeting. Tallies to be passed from the Secretary to Ump Observer.</li> <li>Maximum points awarded if a member attends all monthly meetings and annual seminar = <b>16 points</b></li> </ul>	<ul style="list-style-type: none"> <li>Secretary to write to clubs to facilitate this, and outstanding captains' votes to be chased-up as necessary by Umpires Observer and Scorers representative.</li> <li>Umpires to be rated on the basis of 10 points to be allocated between all umpires, according to the captains' preference. Captains to award a maximum of 5 votes to each umpire, and must award votes to a minimum of 3 umpires, ie as per the D B Robin Medal voting system.</li> <li>Each captain's votes to be returned to the Scorers' Representative on the Awards Committee, who will tally the total votes received by each eligible umpire.</li> <li>Maximum points awarded to an umpire using this system = <b>40 points</b> (i.e. 8 captains awarding an umpire 5 votes each)</li> </ul>	<ul style="list-style-type: none"> <li>Each eligible umpire in those grades to be given a list of other eligible umpires in their grade, and asked to rate these umpires according to who are perceived as the well-performed umpires. An umpire may vote for any eligible umpire on the list, regardless of whether they have stood together during the season.</li> <li>Umpires to be rated on the basis of 10 points to be allocated between all umpires, according to the voting umpire's preference. Umpires to award a maximum of 5 votes to each umpire, and must award votes to a minimum of 3 umpires, ie as per the D B Robin Medal voting system.</li> <li>Each umpire's votes to be returned to the Scorers' Representative on the Awards Committee, who will tally the votes received by each eligible umpire.</li> <li>Maximum points awarded to an umpire using this system = <b>40 points</b> (i.e. 8 captains awarding an umpire 5 votes each)</li> </ul>
<p><b>GENERAL CRITERIA:</b></p> <ul style="list-style-type: none"> <li>To be eligible for the McCarty Medal, umpires must have stood in, or been available to stand in, a minimum of 50% of Grade matches during the season</li> <li>First Grade Umpire of the Year (McCarty Medal) and 2<sup>nd</sup> Grade Umpire of the Year (B F Lawrence Medal) to be decided based on tallying points scored in components (1), (2) and (3) above.</li> <li>Lower Grade Umpire of the Year to be decided based on tallying points scored by umpires in components (1) and (2) above.</li> </ul>		

11.3.2 The process for calculating the Captains component and the Umpires (Peers) components of the Umpire of the Year awards will include the following:

- a. The process is to be managed by an Awards Sub-committee consisting of three committee members, one of whom shall be a scorer, and another the Manager, Appointments.
- b. To be eligible an umpire must participate in half plus one days in a particular grade. A list is to be prepared by the Secretary, or his delegate, indicating to which category each eligible umpire has been allocated by 15 February each year. Following the circulation of the list, Umpires will have 4 (four) days in which to challenge their classification.
- c. 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

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- games count towards second grade and then third grade, until eligibility for an award is achieved.
- d. Any dispute shall be resolved by the Chairperson in consultation with the Manager, Appointments.
  - e. The Awards Sub-committee shall then arrange for each eligible umpire to be able to vote in his/her particular section. Umpires will not be permitted to vote for themselves.
  - f. Votes from umpires (for the Umpires/Peers component) and captains (for the Captains component) shall be returned to the Secretary or the Awards Sub-committee, which shall collate the results and liaise with the Chairperson 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.
  - g. Selection for the Best First Year Umpire Medallist shall be made by the Sub-committee acting on advice from the Manager, Appointments.
  - h. To be eligible to win the best first year umpire award, an umpire must be in his/her first *full* season since receiving accreditation.
  - i. A member of the Awards Sub-committee will be ineligible to win awards listed at SMs 11.1.1a, 11.1.1c, 11.1.1e and 11.1.1f.

### 11.4. Recognition Awards

11.4.1 There are two categories of 'milestone' recognition award:

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

11.4.2 First Grade Matches Umpires and Scorers Awards

- a. The Council acknowledges high achievers and as such provides an award when an umpire/scorer reaches the milestone of having officiated in any multiple of 50 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 are to be announced and presented at the Council's Annual Dinner.

11.4.3 Umpiring and Scoring Appointment Days Awards

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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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- 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 SM 1.3.10) to keep and maintain all records, including a register of all days in which an umpire has been appointed to an ACTCA sanctioned game. The Treasurer's records may 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 Chairperson, 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": For the purposes of paragraph e above, an umpire or scorer who is available to officiate on 50 per cent of weekends throughout the cricket season will be deemed an active member.

### 11.5 Other Certificates

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

## 12. COUNCIL WEBSITE

- 12.1. A website (currently <http://www.actumpires.com>) has been created 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 Chairperson.
- 12.4 Superseded material may be removed from the website with the agreement of the Secretary.

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**13. DISCIPLINARY MATTERS**

- 13.1. Members of the Council are expected to act with probity at all times when officiating or involved in matches.
- 13.2 Any member who acts inappropriately when officiating or involved in a match in any capacity, or when representing the Council in any official capacity, will be subject to the disciplinary provisions set out in By-Law 14 (Discipline and Penalties) of the By-Laws of Cricket ACT.
- 13.3 Should a member be considered to have brought the Council into disrepute by acting inappropriately in circumstances set out in SM 13.2, the Executive is empowered to investigate the alleged misconduct of the member, and refer the matter to the Discipline Committee of Cricket ACT under SM 13.2, if it considers this action necessary.