

CLUB PROCEDURES of ROSANNA CRICKET CLUB INCORPORATED (Amended 2014)

Words and terms used will have their ordinary meaning unless otherwise defined in this document.

CLAUSE 1

The Club Procedures Generally

- 1.1 This document (“these Club Procedures”) is to be used by the Committee of the Rosanna Cricket Club Incorporated (“the Club”) to manage the cricketing affairs of the Club.
- 1.2 These Club Procedures will be governed by the Model Rules for an Association, which have been adopted by the Club, as outlined by the Associations Incorporation Reform Regulations 2012 under the Association Reform Act 2012 (“the Model Rules”) and the laws of the state of Victoria.
- 1.3 These Club Procedures will have effect only after having been adopted by the Club at an AGM or Special Meeting and can only be changed through an AGM or Special Meeting conducted in accordance with the Model Rules.

CLAUSE 2

The Committee

- 2.1 The Club will hold an Annual General Meeting (AGM) in between cricket seasons each year, generally in early August, within the parameters as set out by the Model Rules.
- 2.2 At the AGM, the Club will elect members to the Committee to fill the following roles, as defined by the Model Rules:
 - President;
 - Vice President;
 - Secretary; and
 - Treasurer.These members will form the Executive sub-committee (“the Executive”) to ensure the good management of the Club between committee meetings.
 - together with not less than 3 other people to form the Committee.
- 2.3 The role of the Committee will be to manage, until the next AGM, the proper conduct of the affairs of the Club having regard to these Club Procedures and the legal requirements as specified in the Model Rules.
- 2.4 Details as to the individual roles to be performed by the members of the Committee are as set out in clause 5.
- 2.5 In addition, the AGM may appoint Committee members to the cricket roles outlined below or during the year the Executive may recommend changes to the roles for ratification by the Committee (“Committee Role”). Details as to these Committee Roles are set out in Clause 5:
- 2.6 A Committee Member may be appointed to more than one Committee Role or be appointed as an Assistant Member.

- 2.7 The Committee will establish and approve a management structure for the club at the beginning of the cricket season to conduct the day to day cricket operations. An example management structure is provided in Annex A.
- 2.8 The Executive may appoint a coach or coaches (“Coaching Staff”) and the Executive may permit the Coaching Staff to attend and to be heard at meetings of the Committee but the Coaching Staff will have no voting rights.
- 2.9 The Committee will meet at least 4 times per year as set out in the Model Rules. Life Members not elected to the Committee may attend and be heard at meetings of the Committee. Life Members will have no voting rights at meetings of the Committee.
- 2.10 The Committee may not exercise its usual powers at a meeting of the Committee without a quorum being present as set out in the Model Rules.

CLAUSE 3

Sub-Committees

- 3.1 The Committee may, from time to time, appoint a sub-committee to perform certain tasks (“Sub-Committee”), as set out in the Model Rules, which may include any members of the Club.
- 3.2 A person appointed to a Sub-Committee who is not a member of the Committee may be permitted by the Committee to attend meetings of the Committee and to be heard but will have no voting rights.
- 3.3 The membership, authority, purpose, role, reporting procedure and leadership of a Sub-Committee will be determined by the Committee as appropriate and in accordance of the Model Rules and a Sub-Committee must, at all times, operate within the limits of such determination.

CLAUSE 4

General Obligations of Members of the Committee

- 4.1 In addition to anything else contained in the Model Rules and these Club Procedures, all members of the Committee are required to:
- attend meetings of the Committee;
 - act generally in the interests of the Club;
 - where dealing with money on behalf of or in relation to the Club, do so only as directed by the Treasurer and to make full disclosure to the Treasurer of all such dealings;
 - avoid any conflict of interest as between personal and family interests on the one hand and the interests of the Club on the other hand ("Conflict of Interests") and to declare to the Committee circumstances that may give rise to or be reasonably interpreted by other members of the Club as giving rise to a Conflict of Interests; and
 - not use their position as a member of the Committee or the Club generally to unreasonably promote, advance or disseminate or to encourage or permit others within or associated with the Club to promote, advance or disseminate personal interests or beliefs including religious, racial, sectarian or political interests or beliefs.

CLAUSE 5

The Committee Roles

The following activities, responsibilities and obligations augment those set out in the Model Rules. These positions must attend to and to be responsible to the Committee for:

5.1 President

- representing the Club publicly as the spokesperson for the Committee and the Club generally; and
- being responsible to the Committee for the operations of the Executive.

5.2 Vice-President

- assisting the President in all of the President's duties; and
- substituting for the President in the President's absence.

5.3 Secretary

- dealing with all correspondence to the Club;
- acting generally as agent for the Club in its dealings with parties external to the Club;
- being responsible for the compilation, production and distribution of an annual report as to the affairs of the Club ("the Annual Report");
- maintaining details as to those members of the Club who are duly registered to represent the Club in cricket matches; and
- executing documents on behalf of the Club where necessary or as directed by the Executive.

5.4 Treasurer

- opening, monitoring and conducting accounts with banks or other financial institutions in the name of the Club ("the Bank Accounts");
- depositing into the Bank Accounts all monies received by the Club;
- making payments to creditors of the Club;
- maintaining proper financial records as to the financial affairs of the Club;
- reporting to the Committee and Executive as to the financial status of the Club as required;
- producing an annual report as to the finances of the Club for inclusion in the Annual Report; and
- co-operating with the Auditor.

5.5 Junior Manager

- all matters relating to under age cricket within the Club.

5.6 Assistant Secretary

- taking minutes and recording minutes of meetings of the Committee;
- circulating minutes of the proceedings of prior meetings of the Committee; and
- assisting the Secretary in all functions of the Secretary.

5.7 Social Manager

- co-ordinating the social activities of the Club, whether fund raising or otherwise.

5.8 Property Manager

- all matters relating to the acquisition, maintenance and use of training and playing equipment required by the Club.

5.9 Cricket Department Manager

- matters relating to on field player performance and conduct;
- training;
- liaising with the Coaching Staff; and
- conveying to the coaching staff and players the policies, requirements and expectations of the Committee.

5.10 Chairman of Selectors

- team selection and the implementation of any selection policies determined by the Committee.

5.11 Marketing Manager

- matters relating to advertising, sponsorship and fund raising not related to social activities; and
- marketing and promoting the Club.

5.12 Beverage Manager

- matters relating to bar facilities and beverage provision generally;
- relevant health controls;
- liquor licensing issues; and
- coordinate financial activities associated with bar facilities as directed by the treasurer.

5.13 Canteen Manager

- matters relating generally to the management of canteen facilities and relevant health controls.

5.14 Club Statistician

- the management, generation and maintenance of statistics and statistical reports relating to players and teams representing the Club;
- the publication of such statistics and statistical reports (including in Annual Reports);
- providing statistics to associations with whom the Club is affiliated and governing bodies, sporting or otherwise; and
- monitoring and recording playing milestones.

5.15 Facilities Manager

- matters relating generally to the good management, maintenance and upkeep of playing venues, club rooms and other facilities occupied, utilised or owned by the Club.

5.16 Club Delegate

- where directed by the Committee or Executive, to represent the Club at meetings, seminars, conventions or the like external to the Club, including those conducted by government, local government, and semi government bodies, community groups, clubs or sporting associations; and
- reporting back to the Committee or Executive as the case may be.

5.17 Assistant Member

- assisting the Executive or General Committee Members as may be required from time to time.

CLAUSE 6

Auditor

- 6.1 The Committee will appoint a suitability qualified Accountant or Bookkeeper to audit the financial and accounting transactions and practices of the Club ("Auditor").
- 6.2 All Committee Members are to provide the Auditor with all assistance reasonably required by the Auditor.
- 6.3 The Auditor will report to the Committee and the audit outcome recorded in the Financial Statements presented to the AGM.
- 6.4 The Auditor will be engaged, inter alia, to implement financial and accounting standards and practices usual and appropriate within Australia for a club of the nature and scale of the Club.

CLAUSE 7

Powers of the Committee

- 7.1 The Committee will have the power and authority to make such regulations, laws, rules or by-laws and to take such action as may reasonably be considered necessary by it to give effect to its role as set out in the Model Rules and these Club Procedures and to generally ensure the good management of the Club.

CLAUSE 8

Attendance at Meetings of the Committee

- 8.1 Any member of the Committee who fails to attend three consecutive meetings of the Committee or engages in conduct which, in the reasonable opinion of the Committee, is inappropriate in all of the circumstances, may be removed from the Committee by the Committee in accordance with the Model Rules.
- 8.2 The Committee may reinstate such person upon receipt of a satisfactory explanation as to the person's absence or the conduct in question.

CLAUSE 9

Annual Subscriptions

- 9.1 The Committee at its first meeting after the AGM will establish a fee or fees payable for any person to be a member of the Club ("Annual Subscriptions") in accordance with the Model Rules. Annual Subscriptions may vary as between different categories of members of the Club. In determining Annual Subscriptions payable, regard should be had to setting an Annual Subscription that is appropriate for various categories of members of the Club including:
 - senior playing members who are not full time students;
 - senior playing members who are full time students whether secondary or tertiary;
 - life members, who no longer play cricket for the Club;
 - junior playing members;
 - non playing (social) members; and
 - members who make financial or other contributions to the Club.

- 9.2 The AGM will determine the rate of Annual Subscriptions prior to the start of each playing season and, in doing so, regard will be had to the recommendations of the Treasurer.
- 9.3 Annual Subscriptions are to be paid in full by not later than 31 October each year or such later date as the Treasurer may permit. In the case of a member seeking to join the Club after 31 October, Annual Subscriptions are payable at a rate and by a date to be determined in each particular case by the Treasurer, within the guidelines set out in the Model Rules.
- 9.4 Any member of the Club who has not paid Annual Subscriptions by 30th November may, at the discretion of the Treasurer, be deemed ineligible for selection in any or all teams representing the Club.
- 9.5 Any member of the Club not having paid Annual Subscriptions due from the previous year will be deemed ineligible for selection in any team representing the Club unless, in the opinion of the Treasurer, compelling circumstances exist for that member of the Club to be deemed eligible for selection.

CLAUSE 10

Appointment of Captains

- 10.1 All captains of senior teams representing the Club will be appointed by the Committee but regard will be had to the recommendations of the Cricket Department Manager and the Chairman of Selectors.

CLAUSE 11

Team Selection

- 11.1 Selection of senior teams representing the Club will be the responsibility of the Chairman of Selectors in conjunction with the appropriate senior team captains and the senior coach.
- 11.2 The Chairman of Selectors may, with the consent of the Executive, form a sub-committee to assist with such matters or delegate the selection of specific teams to a particular individual.
- 11.3 Selection of junior teams will be the responsibility of the relevant team coaches in consultation with the Junior Manager.

CLAUSE 12

Awards

- 12.1 Awards including trophies will be made at the discretion of the Committee.
- 12.2 The criteria for such awards will be determined from time to time by the Committee and details of such criteria are to be published on the internet and made readily available to all members of the Club.
- 12.3 Any changes to the named awards must be approved by a 75% majority vote at an AGM or Special General Meeting.

CLAUSE 13

W. P. Luby Award

- 13.1 The W P Luby Award will be awarded annually by the Executive to a person making an outstanding contribution to the Club's activities off the field.
- 13.2 Nominations may be made by any member of the Club and must be made to the President by 1 March each year and the recipient of the award will be determined by the Executive.

CLAUSE 14

Life Membership

- 14.1 The Committee may appoint people as members of the Club for the duration of that person's life ("Life Members").
- 14.2 Club members may nominate a person to be made a Life Member by notice in writing to the President to be received by 30th April.
- 14.3 A sub-committee of three Life Members will be appointed by the Committee to consider nominations received.
- 14.4 This sub-committee will report its recommendations to the Committee.
- 14.5 If a majority of those permitted to vote at the Committee meeting vote in favour of a nominee becoming a life member, then life membership will be bestowed upon the nominee.

CLAUSE 15

Interpretation of these Club Procedures

- 15.1 In the event of a dispute as to the interpretation of these Club Procedures, the Committee may provide a ruling as to its interpretation, which interpretation will be binding.
- 15.2 Concern by a member of the Club as to the interpretation of these Club Procedures may constitute an appropriate Purpose for the convening of a Special Meeting (as detailed in the Model Rules).

CLAUSE 16

Financial Issues

- 16.1 The financial year of the Club and financial obligations of the Club are set out in the Model Rules.
- 16.2 All Bank Accounts will be maintained with three signatories being members of the executive.
- 16.3 All financial transactions require the authorisation of two of those signatories.

CLAUSE 17

Model Rules adopted by the Club and these Club Procedures to be Available

17.1 A copy of the Model Rules and these Club Procedures is to be made available on the internet and is available on request to members of the Club.

CLAUSE 18

Amending these Club Procedures

18.1 These Club Procedures may only be altered by a majority vote at an AGM or Special Meeting, and proposed changes must be provided to members prior to the meeting as set out in the Model Rules.

CLAUSE 19

Club Colours

19.1 The colours of the Club are Green and Gold.

CLAUSE 20

Honorary Member

20.1 Honorary membership is granted on game day to all members, players and officials of the visiting club for that day only.

20.2 Honorary members have full membership rights however do not have voting rights of any kind within the club and cannot stand for office.

CLAUSE 21

Additional Rules

21.1 The following club rules exist to support the operation of a Liquor Licence:

- No payment of any amount is to be made to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale and disposal of liquor.
- A visitor to the club must not be supplied with liquor in the club premises unless the visitor is:
 - a guest in the company of a member of the club; or
 - an authorized visitor admitted in accordance with the rules of the club.
- A record of guests is to be maintained within the club.

CLAUSE 22

Precedence

22.1 Should a provision of the Club Procedures be inconsistent with the Model Rules, the Model Rules shall prevail.