

HIGHLAND DISTRICT CRICKET ASSOCIATION

INCORPORATED



MEMBER REGULATIONS

July 2025

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HDCA MEMBER REGULATIONS

This section of the Highlands District Cricket Association (HDCA) Regulations is designed to assist Members in the administration of their clubs and with their participation in the Association's activities. Any proposals for rule changes (including all HDCA Regulations, scorebooks, other HDCA documents and processes must be lodged with HDCA Secretary by 5.00pm June 30th each year. Ideally the HDCA Secretary is to remind members of this requirement in the preceding February ordinary general meeting. Proposals received after 5.00pm June 30th will not be considered for implementation until the season commencing in the following year unless they are of an urgent nature or part of the MCC's Laws of Cricket.

PREAMBLE – HDCA BOARD DISCRETION

The Board of Directors of the HDCA has discretion to interpret and apply these regulations in a fair and equitable manner. In doing so, the Board must always act with impartiality and in a manner that will promote participation and enjoyment in local cricket.

1. MEMBERSHIP CRITERIA

- 1.1 The Association is an incorporated body operating under its Constitution which was adopted by members on July 3rd 2019. The Constitution provides for the following categories of members;
 - Clubs – must be incorporated bodies.
 - Affiliates – must be incorporated bodies.
 - Individuals.
 - Life Members.
 - Any such new categories as determined by the Board.
- 1.2 All membership parameters are contained in the HDCA Constitution.
- 1.3 Teams from non-HDCA member clubs may be allowed to participate in HDCA competitions, subject to approval by the HDCA and their Club's host Association (if applicable).

2. MEMBERSHIP CONDITIONS

- 2.1 Acceptance of new members and membership renewal is subject to the following requirements:
 - (a) Payment of the Association's fees which are determined by the HDCA Board and advised to members at least one month before the season commences and must be paid in accordance with the following timings:
 - HDCA membership fee due by 30th September.
 - 50% of the team nomination fee by the 31st October.
 - Final payment of the team nomination fee by 31st December.

Any Member who has not made the above payments or other payments as invoiced from time to time by the Association shall be deemed nonfinancial until payment is

made. During this period, the Club shall forfeit all competition points from matches played in all grades, both senior and junior. Late payment of fees will incur a penalty as per Annexure C of these Regulations.

Notwithstanding the above, no forfeiture of competition points or penalties can be enforced against a Club until such time as the HDCA has formally notified the Club of any arrears in payments due to the HDCA. Formal notification in this regard shall be by writing to the Club secretary at the Club's registered address and by email to the Club's registered email address and must confirm that there are monies overdue by the Club to the HDCA and that competition points may be withheld and that other penalties may be imposed should those arrears not be remedied within 7 days. A Club shall then have 7 days after receiving such formal notification to remedy the arrears before any forfeiture of competition points or penalties shall be permitted to be imposed by the HDCA.

(b) Completion and return to the Association Secretary the "Membership Conditions Checklist" as contained in Annexure A.

(c) Clubs need to be able to demonstrate to the HDCA the following;

- (i) Satisfactory compliance with the HDCA Code of Conduct Policy, Alcohol, Safe Transport and Smoking and Illegal Drugs Policies – applicable to all players and Club office bearers.
- (ii) Satisfactory efforts to promote increased participation in the senior cricket competition. The ideal being to have at least one team in each senior grade.
- (iii) Satisfactory efforts to promote increased participation in junior cricket competition. The ideal being to have at least one team in each junior Stage.
- (iv) Be financial.
- (v) Adherence to the ground user agreement conditions with the HDCA and Wingecarribee Shire Council.

(d) Approved teams from non-HDCA Member clubs shall be subject to fees and conditions as set by the HDCA taking into account individual circumstances.

2.2 HDCA Participation

All member clubs and affiliates are encouraged to participate in the running of the Association. Clubs/Affiliates are required to have at least one delegate attend all scheduled ordinary general meetings of the Association. *

Confirmation of these meetings is to be provided by the HDCA at least seven (7) days prior to the scheduled meeting date. Clubs/Affiliates can provide one or two delegates to General Meetings in accordance with Clause 5.1 of the HDCA Constitution. Clubs/Affiliates are encouraged to nominate a person/s for positions as a Director on the Board and/or in any of the HDCA Committees and/or support roles.

* Scheduled meetings are those listed on the HDCA meeting dates publication and communicated to all Clubs/Affiliates before the season starts.

It is expected and desirable that all HDCA Members will participate in supplying representatives to the Board. The tenure of Board Directors is contained in the Constitution.

3. CONDUCT OF COMPETITIONS

3.1 Competitions shall be held in as many Grades as the Association decides.

3.2 Clubs/Affiliates may not enter more than one team in a particular senior grade unless they also enter at least one team in the grade above unless given the approval to do so by the Board. This does not apply to entering more than one first grade side.

3.3 The Association generally conducts the following competitions:

- Juniors
 - Under 10
 - Under 12
 - Under 14
 - Under 16
- Seniors
 - First grade
 - Second grade
 - Third grade
 - Fourth grade
- Womens – Tina Macpherson Cup

Junior competition formats and playing conditions are primarily governed by the HDCA's participation agreement with Cricket Australia through CNSW.

Senior competitions can be two-day, one-day and T20 matches as determined by the Board. Separate Playing Conditions govern these competitions as written and approved by the HDCA before the commencement of each season, which are to be in line with Country Cricket NSW and CA pathway competitions.

3.4 The Association also fields representative teams in the Southern Districts and Greater Illawarra Cricket Zones. The Southern Districts and Greater Illawarra Cricket Zones decides age groups and competition formats and playing conditions.

3.5 COMPETITION DRAW

3.5.1 The HDCA shall determine the commencement and conclusion dates of the competition season each year. The concluding date, unless otherwise stated, shall be the last playing weekend in March with the proviso that if the last Saturday in March is the 31st then Sunday the 1st of April may be used. Applicable to all grades: if there is no play or play is abandoned with no result on the scheduled day(s) of the Grand Final, the Grand Final will be played on a back-up day(s), the date of which will be nominated by the HDCA prior to the commencement of the season. Note the back-up date cannot be extended beyond the last weekend of March.

3.5.2 The HDCA will be responsible for the competition draw and will determine the draw for each grade as soon as possible after the team nominations are made. See Rule 4.1.

3.5.3 Requests from clubs to change the venue or playing times of scheduled matches are to be submitted no later than seven (7) days prior to the match to the respective senior or junior director

of cricket.

3.5.4 The HDCA Director responsible for each competition (Senior/Womens/Junior Cricket) can modify/reschedule/postpone fixtures after the competition has commenced should extenuating circumstances arise such as extreme weather, natural disasters, representative fixtures etc. At least 14 days' notice must be provided to the affected teams. Note that this regulation does not apply to ground changes.

3.6 Forfeitures - Where a Club fields more than one senior side, any forfeit must first apply to the lowest grade. If this is not adhered to, all competition points gained by all senior teams by that Club on the day of forfeiture will be deducted. The team forfeiting shall also be penalised as per Annexure C of these regulations.

3.7 PRIZES

3.7.1 The HDCA will advise the value of prize money at the AGM in the year prior to the competition for the applicable senior and Women's competitions.

3.7.2 Prize money is payable within 7 days of the HDCA receiving an invoice from the applicable club.

4. TEAM NOMINATIONS

4.1 Each Club shall nominate its teams and the grade(s) that it wishes them to play. Nominations must also include contact details for at least two members or officials of those teams and must be submitted to the Association by the date specified each year.

4.2 No team will be admitted to the competition after the final date for team nominations as in Rule 4.1 unless approved by the respective junior or senior director of cricket.

4.3 Team nomination conditions for juniors are contained in each respective set of playing conditions.

5. PLAYER REGISTRATIONS

5.1 Every player must register following the terms and conditions on PlayHQ.

5.2 Defaulting members of a Club shall not be allowed to take part in any HDCA competition. Refer to section 5.10.

5.3 Any Club knowingly playing a defaulter shall lose the match or matches in which the defaulter plays and shall be penalised as per Annexure C of these regulations. The opposition team will receive maximum points for that round in that grade.

5.4 Subsequent additions to the Club/Affiliate player list must be registered on PlayHQ prior to or concurrent with entering or confirming the results of the first match in which that player participated.

5.5 Any Club playing a player in a HDCA competition, who has not completed registration on PlayHQ, or does not have a clearance from the player's former Association or HDCA member Club/Affiliate with which they last played, shall lose the match or matches in which such player took part and shall receive no points and be subject to a fine as per Annexure C of these regulations. The opposing team shall receive maximum points for that round in that grade.

5.6 Any player taking part in a competition match while not cleared from the Association with which they last played shall be liable to suspension or disqualification, and fines and penalties imposed as per Annexure C.

5.7 Once a player has played 5 or more games for a team within a grade, they cannot play for another club team in the same grade.

5.8 A forfeit or washed out game shall count as a qualifying game where the nominated team has been entered on PlayHQ for that match.

5.9 Games played in the Association's competitions (whether T20, one day or two-day matches) where competition points are to be allocated shall be deemed to be competition matches as per the relevant playing conditions for the purpose of qualification for finals.

5.10 DEFAULTING PLAYERS

5.10.1 Senior Players who have not paid their full club registration fees from last season or seasons previous to that Club, must be listed on the defaulters list (refer 5.10.2 and 5.10.3) and will not be allowed to take part in HDCA competitions until those outstanding fees are paid in full. Junior players who participated in the junior competitions only are exempted from this requirement. Persons Under 16 who played both junior and senior cricket in the previous season may be listed on the defaulters list.

5.10.2 By June 30th each year the HDCA Secretary will issue the current defaulters list to all members for updating. By July 15th each year members are to confirm to HDCA Secretary those persons who are to remain on the list. Failure to confirm by this date will result in automatic deletion.

5.10.3 By July 15th each year members must provide the names and details of all their defaulting players from the season just concluded to the HDCA Secretary. Details required are full name (including given name and surname), last known address and the amount of fees owing from last season. For each name submitted members must provide one copy of the correspondence from your club to the defaulter, confirming that that person has been advised of the date by which that amount must be paid. Only players names who have not paid their registration/membership fee can be submitted. HDCA will not list persons who owe clubs money for other reasons such as clothing, social events etc. Any requests for listing received after July 15th will not be accepted.

5.10.4 By August 1st each year HDCA Secretary will forward a combined list for the Association with accompanying documents to Cricket NSW for listing on CNSW Defaulters List and confirm previous listings where required.

5.10.5 The Association will issue to all members an updated list of defaulters by August 31st each year. Members must advise the Secretary the names of any persons who have since paid their fees and should be taken off the list. The Secretary will delete those names from the HDCA listing and instruct Cricket NSW to delete those names from their list.

6. PLAYER GRADINGS

6.1 A player's age at midnight on August 31st shall determine his/her eligibility for age-related Club/Affiliate Member and HDCA representative teams.

6.2 A senior cricket competitions cricket committee shall exist and be chaired by the director of senior cricket. It shall consist of at least three representatives of the Clubs that field teams in

the senior competitions and be ratified by the Board prior to each season. Decisions shall be made by majority vote, and in the case of a tied vote, matters shall be decided by the Board.

- 6.3 The senior competitions committee may grade any new player to the HDCA senior competition at their sole discretion after they have played three (3) matches.
- 6.4 Gradings will be the responsibility of the HDCA director of senior cricket and the Senior Competitions Committee, who will develop and manage the procedures and criteria for gradings. The Gradings Procedure is to take into account issues of player safety, participation and enjoyment.
- 6.5 The responsibility for obtaining a re-grade, prior to the match for which the player is required rests entirely with the club concerned.
- 6.6 Disputes over the grading of a player, by a club or player, may be lodged with the HDCA director of senior cricket. The Board will then review the matter and decide. Once determined by the Board, the decision shall be final and binding.
- 6.7 Players graded second or third grade shall be permitted to play in a higher grade. No player may play or act as a substitute or substitute fielder in a grade lower than their grading

A player will be graded to the grade 1 higher than the grade the player predominantly plays in.

- 6.8 For the sake of clarity, should a player be graded or regraded higher, and the player's current Club does not field a team in that higher grade, then the player will need to play for another Club in the HDCA that does.

7. PLAYER TRANSFERS

- 7.1 A player transferring from club to club or moving from another Association to a club within the HDCA must obtain a clearance in writing or via PlayHQ from his/her former Club. Should a player's written application for a clearance not be granted by a club within seven days from the application, the player concerned may apply to the HDCA for a clearance. The HDCA has the power to grant such clearance provided adequate information regarding the player involved has been obtained. The only permissible reason for a club withholding a clearance is for a player being indebted to the club concerned or for misconduct.
- 7.2 All clearances shall be submitted to the club Secretary via email through PlayHQ.
- 7.3 No player aged 18 or over shall play for more than one club in a season in any Association without written approval from both clubs and the HDCA. However, transfers within the HDCA may take place up to November 30th through the PlayHQ transfer process.
- 7.3.1 Requests for transfer after November 30th must be submitted to the Secretary of the HDCA for approval by the relevant director of cricket (Seniors, Juniors or Womens). The full circumstances surrounding each case are to be presented to the HDCA.

Transfers from outside the HDCA can take place at any time, subject to 7.3.

- 7.4 Juniors may play junior cricket for one club and senior cricket for another club within the HDCA.

8. PLAYER STANDARDS

8.1 All players playing in HDCA competition matches must wear the correct playing attire as follows;

- Clothing
 - Significantly white or cream shirt where a red or pink ball is being used, and significantly coloured shirt when using a white ball. Any colour used in the shirt should not compromise the colour contrast with the ball being used in that competition or impact on the ability of the batters to sight the ball out of the bowler's hand.
 - Long white or cream trousers / HDCA approved coloured clothing. (Shorts are acceptable for junior players).
 - Cricket cap or hat (optional).
 - White or cream sweater or jumper (optional).
 - Predominately white socks.
 - Predominately white boots or shoes for red ball matches. Coloured shoes for white ball matches.
- Helmets
 - It is **strongly recommended** that Club/Affiliate officials require batters in senior cricket to wear helmets.
 - All junior players while batting or keeping wicket up to the stumps, must wear a helmet as per Cricket Australia policy.

8.2 Boots or shoes to which spikes, studs or bars are fixed are not permitted on synthetic pitches. All players on turf pitches are requested to wear spikes (no rubbers).

8.3 Where authorised by the HDCA, clubs may wear coloured shirts after submission to HDCA for approval. For the sake of clarity, coloured playing shirts should not contain large areas of white patterns or significant areas of white writing.

8.4 The HDCA reserves the right not to approve playing shirts that may include sponsor's logos, under the following conditions;

- the sponsor conflicts with the HDCA values
- a manufacturer's logo shall be deemed as a sponsor's logo under these rules.

8.5 All club team playing shirts should be submitted to the HDCA for approval before the start of the season. The HDCA will accept no responsibility for any shirts, which have been ordered and supplied, which at final approval, do not comply with these rules.

9. UMPIRES

9.1 Official Umpires for the HDCA competition and representative games will normally be provided by the Highlands District Umpires Association (HDCUA). Match appointments are the responsibility of the HDCUA and are based on the best umpires available being appointed to 1st grade, followed by other grades. Members or teams do not have the right to object to the appointment of an official umpire. Each season, fees for Official Umpires provided by the HDCUA will be determined by the HDCA Board on advice from HDCUA.

9.2 Match fees for official umpires shall be paid by the HDCA via direct deposit following the receipt of completed match reports by the umpire.

9.3 Non-official and official umpires' fees for the finals will be paid by the HDCA. Non-official

umpires required for senior grade semi-finals, finals or grand finals shall be paid at the same rate for official umpires.

- 9.4 Official umpires are required to be members of the HDCUA and ideally should be Cricket Australia Level 2 accredited.
- 9.5 The HDCUA Secretary must be advised if a match is abandoned not less than two hours before the scheduled start time of the match. Failure to do so will see the payments for that day due and payable. This will also be the case if the HDCUA Secretary is not notified of the transfer of a match venue and the umpire is not able to rearrange suitable travel arrangements.
- 9.6 In senior semi-finals, finals and grand finals, in the absence of official umpires, the umpires (Maximum of 2) shall be provided by teams not involved. Clubs must be notified of the need to provide an umpire by no later than the Tuesday prior to the match. Failure to provide umpires for these games shall constitute a fine as per Annexure C of these Regulations
- 9.7 Official Umpires must wear attire as specified in the Constitution of the HDCUA.
- 9.8 Where there is an absence of an official umpire(s) at a match, the club or team is to supply an umpire while they are the batting team. When on-field, these non-official umpires carry the same responsibilities to carry out the role as the Laws of Cricket and HDCA Playing Conditions require. Additional guidance is provided in Annexure B.
- 9.9 Where a team has a scheduled Bye in a senior competition, the Club may, if available, supply umpires to officiate in games in a different grade to the one the player usually plays in. Payment shall be made to Player/Umpires as per the payment schedule for Umpires. The HDCA is not obligated to take up the offer to use these players as umpires

10. HDCA CODE OF CONDUCT

- 10.1 The HDCA takes the behavior standards and Spirit of Cricket seriously pertaining to all participants, clubs, office bearers and volunteers. We owe it to the game to promote and protect the traditions and spirit of fair play while showing respect for every person within it. The HDCA expects that all members adhere to the highest standards of behavior at all times, both on the field and off it.
- 10.2 The HDCA believes that the conduct of players is the responsibility of the captain of that team and the club in the first instance. Clubs are encouraged to select captains who have the appropriate leadership and people skills to manage their players and behavior. Should the captain or club not be able to do this, then the HDCA expects any appointed HDCUA umpire to lodge a report as per the standards and processes set out in the Code of Conduct.
- 10.3 The HDCA Code of Conduct and disciplinary process is a separate policy and can be found on the HDCA website. Through becoming a member of a Club, Affiliate or office bearer, there is acceptance to be bound by the Code and to be aware of its contents.

11. CHILD PROTECTION POLICY AND PROCEDURES

- 11.1 The HDCA Board adopts Cricket NSW (CNSW) and Cricket Australia (CA) policies in this area.

CNSW is committed to ensuring the safety, welfare, and wellbeing of children and young people is maintained at all times. The aim is to promote a safe environment for all children and to ensure that all participants in our programs are provided with the best possible experience.

CNSW, the HDCA, and its Affiliates have responsibilities under the Working With Children program. These cover three areas:

- Exclusion of prohibited persons
- Working With Children background checks
- Developing child-safe and child-friendly organisations

Cricket Australia's website has resources available to [assist](#) in Safeguarding Children and Young People within your cricket community. This includes a copy of the Policy, Statement of Commitment and Code of Behaviour. You can find these documents [here](#).

11.2 Exclusion of prohibited persons

Under the Commission for Children and Young People Act 1998 prohibited persons are prevented from working in child-related employment. People who have committed serious sex offences against children or adults, or serious physical assault, kidnap or murder offences against children are prohibited persons.

It is an offence to employ anyone in child-related employment without requiring them to disclose whether they are a prohibited person.

Any person (paid or unpaid) who will be working unsupervised with people under the age of 18 is required to complete a NSW Working with Children Check – Volunteer Declaration, e.g. coach, manager, umpire.

12. ALCOHOL, SAFE TRANSPORT AND SMOKING, ILLEGAL DRUGS AND SOCIAL MEDIA POLICIES

12.1 Southern Districts Cricket Zone and HDCA have policies which prohibits the consumption of alcohol by players and club/team officials during playing hours. The smoking of cigarettes on the field of play at any time during the course of the match, drinking alcohol or being obviously affected by excessive alcohol consumption or use of illegal or illicit drugs is prohibited.

12.2 The policies applies to all senior and junior club competition and representative matches and also extends to the hours during which member and representative practice/training sessions are conducted.

12.3 The HDCA has adopted the Australian Federal Government's Good Sports policies in these areas. It is a condition of membership that HDCA Clubs and Affiliates adopt and apply these policies. They can be found and referenced accordingly;

12.3.1 Alcohol Management Policy in Annexure D.

12.3.2 Safe transport and Smoke Free Policy in Annexure E.

12.3.3 Illegal Drugs Policy in Annexure F.

12.3.4 Social Media Policy in Annexure G.

13. COMPLAINTS AND COMPLAINT HANDLING PROCEDURE

- 13.1 All complaints by non-members are to be raised directly with one of the participating clubs, in writing. The complaint can also be copied to the HDCA Secretary for information and monitoring purposes. Such correspondence should be identified by the person submitting the complaint so that facts can be verified and a response replied back to the complainant.
- 13.2 All other complaints by Members will be processed via the HDCA Code of Conduct or Constitution procedures.
- 13.3 Only a Club is permitted to make a complaint or assertion in respect of another Club or player's alleged breach of Member Regulations or Playing Conditions. Individuals may not make such complaints unless the complaint relates to a breach of a personal nature where the privacy of the individual is desirable.
- 13.4 All parties to a complaint will be provided with the details of the complaint, including the details of who submitted the complaint, unless the complaint relates to a personal issue where the privacy of the complainant is desirable.
- 13.5 The HDCA will disregard and not investigate a complaint or allegation that has not come through the appropriate channels.
- 13.6 Up to two individuals from each member or affiliate are permitted to attend a review or hearing related to alleged breaches of these regulations or the playing conditions, but will not be permitted to speak at the meeting unless invited to by the Chair. The Chair can, at their discretion, ask such attendees to leave the review or hearing when the time comes for a vote.

14. REPRESENTATIVE CRICKET

ALL HDCA REPRESENTATIVE TEAMS:

Highlands District Representative Teams:

- 14.1 Each year all playing and financial members of the Highlands District Cricket Association will be invited to participate in training squads and/or trials from which representative teams will be selected.
- 14.2 The dates for selection will be notified to all club presidents and school coordinators at the start of each year to inform all players in their club or school.

Conduct of Competitions:

- 14.3 The conduct of competitions will be under the auspice of Southern Districts Cricket Zone (SDCZ) and other governing bodies relative to the particular match or matches being played.

The representative competitions are conducted in accordance with the schedule determined by Southern Districts Cricket Zone (SDCZ) or other governing bodies relative to the particular match or matches being played. Players wishing to play representative cricket will be expected to make themselves available for all matches.

Eligibility:

- 14.4 To be selected in a representative squad/team a player must play within the HDCA and be a financial member of a club or affiliated member of HDCA Inc.

If a representative player that has played representative cricket in the current season, wishes to play in another competition not governed by the HDCA they must seek permission from the HDCA to do so. At the discretion of the HDCA a fine may be imposed where this permission is not sought.

- 14.5 If a representative player that has played representative cricket in the current season, wishes to play in another competition not governed by the HDCA they must seek permission from the HDCA to do so. At the discretion of the HDCA a fine may be imposed where this permission is not sought.

Player Standards:

- 14.6 Players will have access to a uniform as determined by the HDCA board each year. Players are expected to wear the uniform provided at matches and maintain the uniform in an appropriate state.

- 14.7 Players are to attend all selection trials unless they provide a satisfactory reason to the selectors. Players are to make themselves available to all training sessions that are arranged by coaches.

- 14.8 Players are to make themselves available to play all matches. These will be listed prior to the commencement of trials. Players are also expected to make themselves available for any subsequent carnival formats, semi-finals or finals matches.

- 14.9 Available players who are selected for teams and then withdraw will be disqualified from playing in the Competition match set down for the day or days of the representative games. Failure to give satisfactory notice concerning the availability of players will result in a fine as prescribed in Annexure C.

Team Selection:

- 14.10 Teams will be selected by the appointed coaches and with any assistance they see fit from the appointed managers. The Director or Representative Cricket of HDCA will oversee the selection of the teams. If there is any dispute over selections the dispute will be mediated by the HDCA Director responsible for representative cricket, who will have the final decision.

- 14.11 Team selections are to be advised at least five days prior to each match where this

is possible.

14.12 The Players to give preference to representative sides over club fixtures.

14.13 Players selected to represent the HDCA will give preference to the representative sides over their club sides. Any player selected and not playing without furnishing a reasonable excuse or failing to notify the selectors of their unavailability three days prior to such match shall be subject to a fine to be determined by the HDCA.

Coaches and Managers:

14.14 Applications for coaches and managers for each side will be called for by the HDCA Director responsible for Junior and senior representative cricket who will consider all applications and submit them with his recommendations to the HDCA Board for approval.

14.15 Appointed coaches are expected to follow the Coach Code of conduct attached to these guidelines. Appointed managers are also expected to follow the same guidelines in principle.

14.16 Coaches are to liaise with the Director or Representative Cricket from time to time about their teams and individuals' performance. Coaches are required to provide an outline of plans for representative matches to the Director or Representative Cricket.

14.17 It is expected that coaches are to train and prepare sides for matches.

14.18 Each team representing the Association shall have a competent person to act as manager. The responsibility of the manager, in conjunction with the coach, is to ensure appropriate arrangements are made to cover such activities as:

- Pre-match meetings and Training sessions
- Arranging and attendance at selection trials
- Assist the coach in the selection process
- Availability of Players
- Transport
- Equipment
- Ground preparedness for home games
- Drinks and Meals
- Players Attire and Conduct
- Scoring
- Entering of match results
- Management of expenses.

14.19 Managers shall be required to submit to the Director responsible for Junior and senior representative cricket an itemised statement of expenditure after each representative fixture for approval. The director will submit an Expense Authorisation Form to the HDCA Treasurer for payment.

14.20 In the event of unforeseen circumstances that a coach or manager is not able to perform their role, a decision by the Director or Representative Cricket will be made on what is to occur. It may not necessarily mean that if a coach is unable to make a match that the manager of the same team will replace the coach.

Code of Conduct:

14.21 Players selected for representative honours will abide by the Laws of Cricket and the Code of Conduct of the Southern Districts Cricket Zone (SDCZ) or other governing bodies relative to the particular match or matches being played. The coach and manager of each team are also to abide by these rules and guidelines.

14.22 Parents of selected players are also expected to behave in a manner that reflects the HDCA Code of Conduct.

Child Protection:

14.23 The child protection policy of CNSW and HDCA will be followed at all times.

Alcohol and smoking policy:

14.24 The alcohol and non-smoking policy of the HDCA will be followed at all times.

Complaints and Complaint Handling:

14.25 All complaints regarding representative cricket are to be handled in accordance with Section 14 of the HDCA Member Regulations.

Southern Districts Cricket Zone Competition Requirements:

14.26 All matches are played under the auspice of SDCZ playing conditions and Code of Conduct.

14.27 All SDCZ requirements are to be met and strictly adhered to. These requirements will be confirmed before the start of each season and communicated to coaches and managers.

14.28 Regulations covering all SDCZ inter-zone competitions can be found on their website. www.sdcz.com.au

SENIOR REPRESENTATIVE CRICKET:

Representative Competitions:

14.29 Players have the opportunity to represent the Association in the Southern Districts Cricket Zone (SDCZ) or other governing bodies competitions as follows:

- Open Mens Burns Cup
- Open Mens Country Plate

- Open Womens
- Over 40's Mens Classics.

JUNIOR REPRESENTATIVE CRICKET:

Representative Competitions:

14.30 Players have the opportunity to represent the Association in the Southern Districts Cricket Zone (SDCZ) or other governing bodies competitions as follows:

- U/12
- U/13
- U/14
- U/16
- U/18 – Jeffrey Cup
- U/15 Female

14.31 Players must be the required age as at midnight on August 31st prior to the start of that season to be eligible for selection in that age group.

ANNEXURE A: Club and Affiliate Membership Form

HIGHLANDS DISTRICT CRICKET ASSOCIATION INC

Club / Affiliate Membership Form

To assist Clubs / Affiliates in meeting their obligations for HDCA membership, the following is a checklist of requirements to be completed prior to the commencement of the season.

The HDCA requests that all Clubs / Affiliates meet these requirements and return this form duly signed as confirmation to this effect.

Membership Checklist

1. HDCA invoice for membership (fee) has been received and payment made to HDCA.
2. Club / Affiliate insurance cover has been updated for the year. Please provide a copy of the Certificate of Currency to the HDCA.
3. The Club / Affiliate has held its AGM and that any change of Public Officer and/or Constitution has been notified to the NSW Office of Fair Trading.
4. Names and contact details of the Club's / Affiliates President, Secretary and Treasurer (along with email addresses and phone numbers) have been advised to the HDCA Secretary.
5. The Club / Affiliate's financial statement for the previous year has been lodged with the NSW Office of Fair Trading in accordance with its corporate obligations under the Associations Incorporation Act (2009).
6. Your Club agrees to and will use the risk management "Game Day Checklist" contained in the HDCA scorebook (required by CNSW / CA).
7. All volunteers who are connected with your Club / Affiliate and who participate with and around children have completed a NSW Working With Children Check (WWCC), and it is valid for this coming season (not expired).
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>
8. Details of all defaulting members within your Club have been provided to the HDCA Secretary for inclusion in its list and that of CNSW.
9. All Club/Affiliate members have been made aware of the HDCA website and facebook page and have been provided the opportunity to request that their images and likeness not be used on these platforms. Such information has been provided to the HDCA Secretary.

(Please note – School Members need only complete items 1,4, 6 and 7).

We confirm that all the checklist items on the preceding page will have been completed by our Club / Affiliate prior to the commencement of the season.

_____/_____/_____
Name / Position Club / Affiliate Date

HDCA MEMBER/AFFILIATE CONTACT INFORMATION FORM

(To be completed by HDCA member clubs/schools and returned the HDCA Secretary by email or posted to PO Box 999, Bowral NSW, 2576.)

Name of Club, Affiliate or School:

Postal address:

Website address:

Contact details:

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Mobile Number</u>
President			
Secretary			
Treasurer			
Woolworths Cricket Blast Coordinator			
Registrar			

Note: All general communication from the HDCA will be emailed to the President and Secretary (nominated above). Invoices will be emailed to the Treasurer or another primary contact unless otherwise instructed.

ANNEXURE B: HDCA Square Leg Umpire Guidelines

HDCA Player Square Leg Guidelines

THE DOs:

- When changing player square leg umpires do so quickly, plan ahead, be aware of drink breaks or if doing in 10 over stanzas, when the 10 overs is up, so as to cause as little interruption to play as possible.
- Wear clothing that will differentiate you to players (e.g. a Club supporters/training shirt) so as to minimise confusion for both batsmen and fielders, but not the same colour as the ball.
- Have a ball counter so can count balls bowled, and signal to the bowler's end Umpire when there are 2 legal deliveries remaining in the over.
- Be on the lookout for short runs, hit wicket, and position of the WK when up to the stumps.
- Assist the bowlers end umpire with the height of full tosses and short pitched bowling with a pre-determined signal.

THE DON'Ts:

- Bring a phone, I-pod, camera etc. onto the field.
- Come onto the field wearing thongs or bare footed – wear covered shoes.
- Stand more than 30 metres from the pitch, you need to be able to see the crease lines.
- Don't decide to leave the field of play until a replacement is standing on the boundary line, and ready to take his/her place.
- Stop to chat with the batsmen between each over, move quickly into position, so as not to hold up play.
- If playing on turf, don't walk over the pitch, walk around the protected area of the pitch.
- Offer opinions about decisions made – decision made and move on. If there is a concern about the decision made the Captain is the one to approach the officially appointed umpire (if there is one).

A couple of things for the player square leg umpire to remember:

- On the line is out – a batsman (or his/her bat grounded) must be behind the crease line to be not out from a stumping or run out attempt.
- The player square leg umpire's primary responsibility is to be a square umpire – not a batting coach or chief tactician.
- Assist the bowlers end umpire with boundaries when they are close call, and are closer to the ball – the position of boundary markers can make it difficult in some instances.
- When a catch is taken, assist the bowler's end umpire if the batsmen have crossed.

The fielding side needs to remember:

- That the player square leg umpire is to be treated the same as you would treat a qualified umpire: with respect.
- Abuse of player square leg umpires will not be tolerated, and could lead to being placed on report.
- If a fielding team wishes to make a comment about a player square leg umpire they are to do so via their captain to the umpire standing in the match.

ANNEXURE C: Fines and Penalties

Notes:

1. All monetary fines are to be paid within 14 days of receipt.
2. Unless otherwise noted, the penalties listed herein are MAXIMUM penalties that can be applied to a breach. The HDCA Board has discretion to determine the appropriate penalty on a case by case basis, with or without reference to previous breaches.
3. Any potential breaches must be brought to the HDCA's attention within 7 days of the alleged breach occurring.

Fees	
1. Membership and Team Nomination Fees	Set annually by HDCA Board
2. Protest (fee forfeited if grounds of protest are deemed frivolous)	\$100.00
3. Appeals (refundable if appeal is successful)	\$250.00

Fines (Both Junior and Senior Teams unless stated otherwise)	
1. Non Attendance at scheduled Association meetings	\$200.00
2. Failure to lodge match results on time (per result sheet)	Mandatory penalty as per competition rules 5.0. 5 points if not in by Tuesday 8pm; 10 points if not in by Friday 6pm
3. Failure to provide equipment, e.g. Stumps, bails or boundary markers.	Mandatory penalty: Loss of 5 points for Home team
4. Not used	
5. Failure to supply Umpires for Finals Series	\$250 per umpire
6. Late Payment of accounts	Late payment fee of 10%
7. Omissions of critical information from the Result sheet (team scores, batting and bowling figures, result)	As per competition rules 5.0 as per point 2
8. Club Penalty for playing an Ineligible Player	\$100.00 and Offending club gets no points, irrespective of result, non offending team to receive highest points achieved in all other legitimate / non-impacted matches in that round.

9. Failure to Cover the Turf wicket on match eve (unless instructed not to by curator or HDCA director) which causes the wicket to be unplayable for the match	\$100.00 and Offending club gets no points, opposition team to receive highest points achieved in all other legitimate / non-impacted matches in that round.
10. Forfeit of match	As per point 8, and:
First Grade	\$300.00
Second Grade	\$200.00
Third grade	\$150.00
Juniors	\$100.00
Tina McPherson Cup	\$100.00
11. Breach of the Association's no alcohol consumption and non smoking policy	Refer code of conduct and disciplinary process No. 23
12. Providing false information on player's PlayHQ website	\$250.00
13. Knowingly accepting false information on a player's registration	\$250.00
14. Failure to register a player on PlayHQ website	\$250.00 and points as per point 8
15. Knowingly playing a player in default	Fine of \$100.00 and points as per point 8
16. Knowingly playing an unregistered player or without the correct transfer clearance	Fine of \$100.00 and points as per point 8
17. Failure to produce or correctly record scorebooks when requested by the HDCA or other governing body.	\$100.00 and offending team receive no points
18. Playing a player without a proper clearance from a previous organisation/club	Player suspension / disqualification, a \$100.00 fine and points as per point 8

ALCOHOL MANAGEMENT POLICY

Highlands District Cricket Assoc. Inc.

PURPOSE

This policy outlines our procedures for a balanced and responsible approach to the supply, consumption and promotion of alcohol at club training, games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, and acknowledges the role that sporting clubs play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club training, games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our club, our sponsors and our partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.

RATIONALE

While **HDCA** does not sell alcohol, we acknowledge that alcohol may be consumed at club related events and activities including meetings, after training or games, end of season/presentation functions, sponsors' functions, trivia nights and other fundraising events. Our club may also hold functions at licensed venues (eg Mittagong RSL).

Accordingly, the following requirements will apply to all members, volunteers and visitors where alcohol is consumed.

GENERAL PRINCIPLES

Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of our club.

A risk management approach will be taken in planning events and activities involving the supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.

In addition, our club will promote additional services that are available to members to deal with alcohol related issues if they arise. Such avenues include encouraging the club member to:

- Contact a local community health provider eg your local GP.
- Visit the Alcohol & Drug Foundation's 'Help & Support' section on the website <http://adf.org.au/help-support/>.

CONDUCT EXPECTATIONS

Whilst engaging in club activities members, volunteers and visitors:

- Will accept responsibility for their own behaviour, use good judgment and take a responsible approach when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol only as an award to a player or official for any reason.
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.

INTOXICATED PEOPLE

For the purposes of this policy, a person is defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter our club premises.
- If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will be provided with water and options for safe transport home, where available.
- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave our club premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.

1.1 Underage Drinking

- Alcohol will not be provided to persons aged under 18 years.
- Our club will discourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.

1.2 Availability of Non-Alcoholic and Low Alcohol Drinks

Our club recognises that not all club members may drink alcohol. Our club actively encourages venues we use for club activities and functions to have:

- Non-alcoholic and low alcohol drinks available and to provide drinking water free of charge (where available).
- Non-alcoholic drinks clearly visible and adequate in variety and supply.

FUNCTIONS

Our club will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting 'all you can drink' functions.
- Not providing alcohol-only drink vouchers for functions.

Advertisements for functions will promote safe celebrations by:

- Not overemphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

SAFE TRANSPORT

Our club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, our club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they get home safely and avoid driving under the influence of alcohol.

CLUB TRIPS

Our club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and responsible alcohol consumption in accordance with the principles of this policy and the values of our club.

AWARDS/PRIZES

Our club will avoid providing [awards](#) (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL

Our club will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website and member regulations.
- Not advertise, promote or have alcohol served or consumed at junior events or activities.
- Actively demonstrate our attitude relating to the responsible use of alcohol and promote positive messages through our social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to maintain the highest Good Sports accreditation.

NON-COMPLIANCE

Club committee members will uphold this policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the committee of any breaches of this Policy (for example, individuals turning up intoxicated or bringing their own alcohol to a club activity).
- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.

- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to our club operations and reflects both community expectations and legal requirements.

SIGNATURES:

Signed: *Simon Taufel*

HDCA Chairman

Date: 2nd April 2020

Signed: *Tahlia Wellington*

HDCA Secretary Administrator

Date: 2nd April 2020

Visit: www.goodsports.com.au for information regarding the Good Sports program.

SAFE TRANSPORT & SMOKE-FREE POLICY

Highlands District Cricket Assoc. Inc.

PURPOSE

This policy outlines our procedures for safe transport after club games, special events, functions and other club-related activities where alcohol may be consumed. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with alcohol use and driving, and our role in minimising risk.
- Educates our members about standard drinks.

RATIONALE

Ensuring members, visitors and guests getting to and from club games, activities and events safely is an important part of being a responsible, healthy club.

While the **HDCA** wishes to avoid club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our club's duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

GENERAL PRINCIPLES

Our club recognises that:

- Drink driving is one of the main causes of road deaths in Australia.
- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.

Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. pre-arranged transport.
- Print safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

Where available, our club will also consider:

- Use of a club or community bus (such as council, school or tourist buses) and:
 - The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
 - The bus will not be used to transport members between licensed venues.
 - People who have consumed alcohol can get home safely from the bus drop off point
- Use a range of taxi or ride share strategies such as:
 - Free telephone calls to arrange a taxi to provide transport from the club or venue.
 - The club committee will pre-order taxis to arrive at a club or venue at the conclusion of a club event or function.
 - Encourage club members to utilise a ride share service.

2. CONDUCT EXPECTATIONS

Whilst engaging in club activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption.
- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi or ride share (where available) with friends.
- Consider arranging overnight accommodation.

SMOKING

Highlands District Cricket Assoc. Inc. is smoke free. We understand the harmful effects of smoking on health, fitness and performance in sport and that passive smoking (secondhand tobacco smoke) is also hazardous to health.

Non-smokers should be protected from the involuntary inhalation of tobacco smoke at our games, events, functions and other activities.

Our club will ensure:

- All events will be promoted as smoke-free, regardless of where they are held.
- Members, volunteers and visitors will know we are a smoke free club and will abide by our club policy.
- No-smoking signage and/or signage promoting events as smoke-free will be displayed around the club and at games, events or functions (where possible).

PROMOTING THIS POLICY

Our club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via our website, announcements etc.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SIGNATURES:

Signed: *Simon Taufel*
HDCA Chairman

Date: 2nd April 2020

Signed: *Tahlia Wellington*
HDCA Secretary Administrator

Date: 2nd April 2020

Visit: www.goodsports.com.au for information regarding the Good Sports program.

ILLEGAL DRUGS POLICY

Highlands District Cricket Assoc. Inc.

Introduction

The HDCA does not allow the use, distribution or selling of illegal drugs by any club member or any visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

Purpose of this policy

The purpose of this policy is to ensure the club committee and club members understand the club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

Extent of this policy

This policy refers to illegal drugs only, which is defined as "a substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs."

This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

This policy should be read and understood in conjunction with the club's code of conduct.

When does this policy apply?

This policy applies whenever the individual is taking part in activities under the Association's jurisdiction. This includes our club's facilities, games, matches, training, events and trips organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside our Association's jurisdiction; however, this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club or Association.

Who does this policy apply to?

All Association Members, Affiliates and other representatives of the HDCA.

Responsibilities

Our Association and Members will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club.
- Promote and role model expected standards of behaviours at all times.

- Appoint and support appropriate persons such as mentors to lead the initial response, investigation and action for all illegal drug-related incidents.
- Respond to breaches of this policy discreetly and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members and visitors.
- Review this policy every year.
- Educate members on illegal drugs.
- Have a list of health service providers in our area who would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert club officials with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.

Responding to illegal drugs

Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will remain confidential in line with our club's privacy policy.

The Privacy Policy of the HDCA is as follows:

- The HDCA will always act with discretion.
- Subject to its right to contact the Police if necessary, the HDCA will maintain the privacy of those involved as far as possible.
- Members will be informed about the incident on a need-to-know basis only.

Investigating the concern or incident

The committee will investigate all illegal drug-related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known, the president will recommend appropriate approaches and/or disciplinary measures to the HDCA or club committee based on the guiding principles outlined in this policy.

Response

When responding to an illegal drug-related concern or incident, the responses by the HDCA will focus on the safety and welfare of those directly and indirectly involved. All responses will reflect the HDCA's and Club's duty of care to members and visitors.

All illegal drug-related concerns or incidents should be discussed with the HDCA and club's president as soon as possible. The president will document the issue using the incident register and investigate the concern/incident further. In the event that the president is not available, another club official may substitute for them.

If illegal drugs are being distributed or sold on the club's premises by a member or visitor of any age, the President will contact the local police to seek their advice.

If illegal drugs are found within the HDCA's or club's jurisdiction the President will contact local police to seek their advice and expertise on how they can be disposed of safely.

Illegal drug use by a member under 18 years

Where the HDCA or club identifies that a person under the age of 18 years is involved in illegal drug use the HDCA will:

- Inform the individual that the president or relevant committee member may contact the parent or guardian to discuss the incident if it is appropriate and safe to do so.
- Contact the parent or guardian to discuss, unless, informing the parent or guardian would put the individual at risk of greater harm.

Non-compliance with policy

The HDCA and Club will respond to all breaches of this policy. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable and will focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the HDCA and club, other members, players, patrons, visitors and the community.
- Take into account the age and personal circumstances of the people involved.
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people.

Examples of breaches of policy:

1. If a member sells or distributes illegal drugs in the HDCA's or club's jurisdiction, the following will occur:
 - The HDCA or Club will contact the local police to seek their advice.
 - Consequences for the individual (s) will depend on the circumstances or severity.
 - Where applicable, the individual (s) may be referred to a local health service provider.
 - The club will appoint a senior person to act as a mentor to a suspended individual (s) for a nominated period of time and to assist them to reintegrate with the club, if applicable.
 - If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
 - In the case of a visitor, the HDCA or Club will inform the visiting club.
2. If a member is found in possession of an illegal drug, the following will occur:
 - The individual (s) will be asked to hand-over the substance and the club will follow the procedures for handling illegal drugs in its jurisdiction.
 - The HDCA or Club will contact the local police to seek their advice.
 - Consequences for the individual (s) will depend on the circumstances or severity.
 - Where applicable, the individual (s) may be referred to a local health service provider.
 - The club will appoint a senior person to act as a mentor to a suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club, if applicable.

- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
3. If a member is found using drugs, or is affected by the use of illegal drugs under the HDCA or club's jurisdiction:
- The HDCA or Club would ensure the safety and wellbeing of the individual is the first priority.
 - Seek out medical assistance, if required.
 - If required, contact next of kin.
 - If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
 - Ensure individual is safely transported to their home.
 - When the individual's health has returned to a normal state, the HDCA or Club president/committee members may investigate and take appropriate action.
 - Where applicable, the individual (s) may be referred to a local health service provider.

Managing media

All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the HDCA or club's official spokesperson.

Policy activated

SIGNATURES:

Signed: *Simon Taufel*
HDCA Chairman

Date: 2nd April 2020

Signed: *Tahlia Wellington*
HDCA Secretary Administrator

Date: 2nd April 2020

Visit: www.goodsports.com.au for information regarding the Good Sports program.

SOCIAL MEDIA POLICY – HDCA

Purpose

This policy has been developed to inform the HDCA community about using social media so they can positively communicate, engage and promote the association via social media, whilst being mindful of their responsibilities and obligations.

Social media offers the opportunity for people to interact in online communities of republished interest and create, republish or consume content. The HDCA recognises the benefits of social media as an important tool of engagement and communication for our clubs and members.

The HDCA, its member clubs, members, players, volunteers and other stakeholders are integral to the delivery, growth and development of cricket and it is important that the reputation of the sport and all its stakeholders are not negatively affected by any individual/s using social media inappropriately.

When someone identifies their association with the HDCA or an affiliated HDCA club and/or discusses their involvement with the association on social media, they are expected to act and express themselves appropriately and in the ways that are consistent with the HDCA's and Cricket NSW's stated values and policies.

The intent of this policy is to understand who is bound by this policy, outline some guiding principles to follow when using social media to ensure positive use of such platforms as well identifying breaches or potential breaches of this policy.

For the purposes of this Policy a stakeholder is a person or entity that is a Player, Player Support Personnel, Umpire, Match Referee, volunteer or office bearer of the HDCA.

Scope & Application of this Policy

This policy applies to all persons who are involved with the activities of the HDCA.

The HDCA Social Media Policy covers posting or republishing content on social media or digital platforms that has or will negatively affect those involved with the activities of the HDCA as well as anything that may negatively affect the HDCA as an organisation and/or the reputation of the Association.

This policy does not apply to the personal use of social media platforms by the HDCA community that make no reference to cricket or the Association.

Social Media may include, but is not limited to:

- social networking sites (e.g. Facebook, Myspace, LinkedIn, Bebo, Yammer including official and unofficial pages on social networking sites that are set up by individuals, groups, clubs and societies);
- micro-blogging and activity streaming sites (e.g. Twitter);
- geo-spatial tagging sites (e.g. FourSquare);

- video and photo sharing websites (e.g. Flickr, Instagram, YouTube, Snapchat);
- blogs, including blogging platforms, corporate blogs and personal blogs;
- blogs hosted by media outlets (e.g. comments or your say feature);
- wikis and online collaborations (e.g. Wikipedia);
- instant messaging, e.g. SMS, Viber, WhatsApp;
- podcasting (eg iTunes, Stitcher);
- forums, discussion boards and groups (e.g. Google groups, Whirlpool);
- vodcasting and podcasting; and
- any other web sites that allow individual users or companies to use simple publishing tools,
e.g. wikis or “comments” functions on public websites.

Guiding Principles & Conditions Of Use

The HDCA considers all members of the local cricket community are its representatives and ambassadors for the sport. It is therefore essential that each member of the HDCA cricket community makes a clear distinction between what they do, think or say in their capacity as a member of the cricket community.

When persons bound by this policy choose to go public with any comments or material in any way (i.e posting and sharing) on social media, they are solely responsible for such comments and materials.

Individuals should be aware that they can be held personally liable for any comments and material that may be deemed to be defamatory, obscene or proprietary. In essence, persons bound by this policy post comments and materials at their own risk.

Further, persons bound by this policy should at all times make it clear that any comments and materials are made in their individual capacity and that they do not represent HDCA, its sponsors or any other third party.

When using social media persons bound by this policy must not:

- Post, republish or include links to any material that contains material that could potentially be illegal, offensive (including language), defamatory, obscene, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, insulting, or otherwise inappropriate in nature;
- Post or republish any content online that they would not be happy for anyone to see, even if they feel confident that an individual would never see it. When using social media there is potential for content to become publicly available through a variety of means, even if it was intended to be shared privately;
- Question the integrity of HDCA, its officials or stakeholders;
- Post or share material which incites negative acts towards HDCA, its officials, stakeholders or the sport in general;
- Republish or post anything that is dishonest, untrue, misleading, factually incorrect or misrepresenting HDCA. If you are unsure, check the source and the facts before uploading or posting anything. If in doubt refrain from sharing or posting this information;
- Post or republish anonymously, using pseudonyms or false screen names;
- Post or republish any information or photos of a sensitive nature. This could include accidents, incidents, or controversial behaviour;
- Use social media platforms as a forum for disputes or grievances where activities are connected to the HDCA or retaliate in any way to content that is posted, sent or republished

directly relating to the person or their activities in the sport in a way that would breach this policy;

- Post any information without the relevant permission being granted;
- Post or republish information when you have been asked not to or consent has not been sought and given;
- Imply that you are authorised to speak on behalf of HDCA or a member club unless you have been given official authorisation to do so;
- Use the HDCA brand to endorse or promote any product, opinion, cause or political candidate and it must be abundantly clear to all readers that any opinion shared are those of the individual and do not represent or reflect the views of HDCA.

When using social media persons bound by this policy must:

- Look to promote the sport and its activities in a positive manner;
- Assume that all information posted online can be traced back to individuals when posted or shared on social media;
- Respect confidentiality and sensitivity and maintain the privacy of confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of the organisation;
- Seek permission on the use or publication of information that is directly related to an individual such as an image. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory;
- Seek advice from others including HDCA before posting any content if you are unsure if the content you are going to post or republish is appropriate. Or alternatively refrain from sharing the content if you are unsure;
- Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have;
- Contain material which is in breach of laws, court orders or breach applicable state or commonwealth laws including the privacy act and copyright laws;
- Keep in mind that a failure to abide by this policy could result in suspension or jeopardise the person's position on any committee within cricket;
- Follow the terms and conditions for any third-party sites in which you participate;
- Report any breaches or potential breaches of this policy to the HDCA and refrain from retaliating or communicating with individual/s who may have breached this policy.

Branding and Intellectual Property

When using social media all members must respect the branding and intellectual property of HDCA and Cricket NSW, its affiliated associations, clubs and members to ensure that the sport's intellectual property or its relationships with sponsors, stakeholders and others is not compromised.

It is important that any branding or intellectual property belonging to HDCA or any member club are not used in personal social media applications, except where such use can be considered incidental.

Breach of Policy

While the HDCA appreciates the value of social media especially with communicating, engaging and promoting cricket in a positive way, HDCA also understands that from time to time this policy may be breached or in risk of being breached.

In circumstances of a breach or suspected breach of this policy, HDCA may investigate and apply measures including but not limited to:

- Removing posts from its own social media pages posted by an individual/s that it considers to be in breach of this policy;
- Issuing an immediate take down notice to the individual/s who have posted or republished material on social media which has breached this policy, which may also include instructions to cease posting, communicating or republishing material regarding the issue;
- Either making a necessary public comment such as a correction, clarification, contradiction or apology in regards to a breach from HDCA or from the individual/s responsible for the breach;
- Following a breach of this policy disciplinary action from HDCA may be applied. A breach of this policy may also amount to breaches of other HDCA policies. Solely at the discretion of HDCA, this action may involve a verbal warning or written warning or in some cases suspension, removal from representative teams or removal from any committee or board or any other action deemed appropriate;
- Report a breach of any law to any local authority or wronged party;
- Exercise any of HDCA's available rights at law.

Reporting A Breach Of This Policy

Detected breaches of this policy should be reported to HDCA or the member club.

ANNEXURE H: Extreme Heat Policy

EXTREME HEAT POLICY - PARTICIPANTS

INTRODUCTION

This policy aims to ensure that decisions made during conditions of extreme heat are objective and automatic for the benefit of players, umpires and administrators.

It is recognised that HDCA matches are not resourced with medical and emergency support therefore it may be unsafe to continue play during conditions of extreme heat.

APPLICATION

This Policy shall apply to all junior and senior HDCA organised cricket matches.

TEMPERATURE THRESHOLD

Where a temperature threshold is stated, the following measurement shall apply.

The “**Feels like**” or effective temperature (taking into account wind and humidity) from the nearest weather station in degrees from the BOM Weather App shall be used. The “feels like” temperature may vary from the absolute temperature depending on the level of humidity and wind.

SMARTPHONE APP

BOM Weather shall be the official App for sourcing temperature data. The “feels like” temperature shall be the official temperature measurement. Weatherzone App may be used as a supplementary resource. Smartphone location settings must be enabled.



CESSATION OF PLAY

- **Level 1** – The umpires shall schedule additional drinks intervals in the event that the “feels like” temperature exceeds 37 degrees Celsius. The drinks interval shall be of 10 minutes’ duration. Players and umpires may leave the field of play during this

interval.

- **Level 2** – Play shall cease immediately in the event that the “feels like” temperature, at the location, reaches or exceeds 43 degrees Celsius.
- **Resumption of play** – Play shall resume if the “feels like” temperature drops below 43 degrees.

LOSS OF PLAYING TIME (DUE TO EXTREME HEAT)

Where there is any interruption(s) to play due to extreme heat:

- (a) The minimum quota of overs to be bowled that day is unaffected.
- (b) The finishing time is adjusted by the period of scheduled playing time lost.
- (c) Play will continue on each match day until the minimum quota of overs has been completed or until light no longer permits.

ADVANCE CANCELLATION OF AN ENTIRE DAY’S PLAY

The HDCA may determine to cancel a day’s play in the event that the forecast temperature, at 4:00pm on the day before scheduled play, is 45 degrees or more.

AMENDMENT TO PLAYING TIME

By monitoring 7-day temperature forecasts and seeking to maximise opportunities for play during times of extreme heat, the HDCA may determine to instruct teams to commence play at a cooler time of day.

The HDCA will seek to provide clubs with ample advance notice that an amendment to playing time may be imminent.

All participants in every match are to strive to maximise opportunities to play.

INCREASED DRINKS BREAKS, EXTENDED INTERVALS AND CESSATION OF PLAY

Forecast temperature exceeding 37 degrees

Prior to the start of play on any match day, the umpires and captains shall conduct a heat safety briefing -

- (a) to determine increasing the number and duration of drinks intervals, and;
 - (b) to determine whether to extend the duration of lunch and/or afternoon tea intervals.
- (For HDCA junior matches, the coaches of the teams are to be involved along with the captains in the above processes).*

AIR QUALITY POLICY - PARTICIPANTS

For all ground/weather and light issues, the matter of safety is paramount to our participants. For matches with an official umpire(s) present, they will continue to make such a decision. Where there are no appointed or present HDCA official umpires, it is the responsibility of both captains.

Under the Laws of Cricket 2.7.1 and 2.7.2 *“It is solely for the umpire to decide whether either conditions of ground, weather or light or exceptional circumstances mean that it would be dangerous or unreasonable for play to take place. Conditions shall be regarded as dangerous if there is actual and foreseeable risk to the safety of any player or umpire.”*

So as to improve the consistency of decisions in HDCA matches, we would like all HDCUA umpires, senior captains and junior coaches to download the AirVisual App below. This free App provides relatively up to date AQI data directly at your location.



The umpires, captains or coaches should make a normal assessment of the conditions and if they feel air quality is of a concern, then the App should be used to get a reading. It is important to note that the reading on the App may be somewhat behind what the current conditions on the ground may actually be. We therefore advise a degree of commonsense when deciding to play or suspend play.

The HDCA is not able to give a blanket approval for play to continue in the broad region, as conditions can deteriorate or improve quickly at a particular ground.

AQI	What action should people take?
VERY GOOD 0-33	Enjoy activities
GOOD 34-66	Enjoy activities
FAIR 67-99	People unusually sensitive to air pollution: Plan strenuous outdoor activities when air quality is better
POOR 100-149	AIR POLLUTION HEALTH ALERT Sensitive Groups: Cut back or reschedule strenuous outdoor activities
VERY POOR 150-200	AIR POLLUTION HEALTH ALERT Sensitive groups: Avoid strenuous outdoor activities Everyone: Cut back or reschedule strenuous outdoor activities
HAZARDOUS 200+	AIR POLLUTION HEALTH ALERT Sensitive groups: Avoid all outdoor physical activities Everyone: Significantly cut back on outdoor physical activities

If the air quality is above 200 (ie hazardous), the match should be suspended immediately. If the air quality is under 200 but above 150 - discretion is advised for senior matches and junior matches should be suspended immediately. For senior matches, consideration could be given to reducing overs, increasing the number and length of drinks breaks, having the players/umpires to leave the ground and go indoors whenever possible (including drinks breaks).

As per this policy, the following actions are to be taken with regards to training and matches should air quality readings reach the following levels;

US AQI Reading	Junior Games/Training	Senior Games/Training
0-33	Ok to play	Ok to play
34-66	Ok to play	Ok to play
67-99	Advise participants of risks to health	Advise participants of risks to health
100-149	Advise participants of risks to health	Advise participants of risks to health
150-200	All games & training are to be postponed until reading is at an acceptable level	Advise participants of risks to health
>200	All games & training are to be postponed until reading is at an acceptable level	All games & training are to be postponed until reading is at an acceptable level

Groups/individuals that are likely to be at a higher risk with poor air quality include:

- **People with asthma:** exposure to air pollution might worsen your symptoms or trigger asthma attacks. Use your reliever medicine and check you have an up to date asthma action plan.
- People with lung disease, such as chronic bronchitis (also called chronic **obstructive pulmonary disease or COPD**): exposure to air pollution might worsen your symptoms. Use your reliever medicine and see your doctor if symptoms don't resolve.
- **People with cardiovascular (heart) disease:** exposure to air pollution might induce symptoms such as palpitations, chest pain or shortness of breath. If your symptoms persist or are severe, you should seek urgent medical advice from your doctor or nearest Emergency Department.

- **Unborn babies (pregnant women):** exposure to high levels of air pollution over longer time periods (ie weeks to months) may be linked to adverse pregnancy outcomes such as reduced birth weight or preterm birth.
 - **Children** are likely to be more vulnerable to exposure to air pollution compared to adults for the following reasons:
 - o Their lungs are still growing and developing
 - o Their immune and metabolic systems are still developing
 - o They suffer from frequent respiratory infections
 - o They are more active outdoors than adults and therefore breathe in higher doses of outdoor pollutant
 - **Older adults:** Older people are more likely to be affected by air pollution, perhaps due to generally weaker immune systems, or undiagnosed respiratory or cardiovascular health conditions. As people age, their bodies are less able to compensate for the effects of environmental hazards. Air pollution can aggravate heart disease and stroke, lung diseases such as chronic bronchitis (also called chronic obstructive pulmonary disease or COPD) and asthma.
- Should there be any concerns regarding the implementation of this policy, please contact the HDCA senior, junior director of cricket or HDCA Chair. Contact details are available through the HDCA website.
- <http://www.highlandsdca.nsw.cricket.com.au/common/pages/public/entitydetails.aspx?>