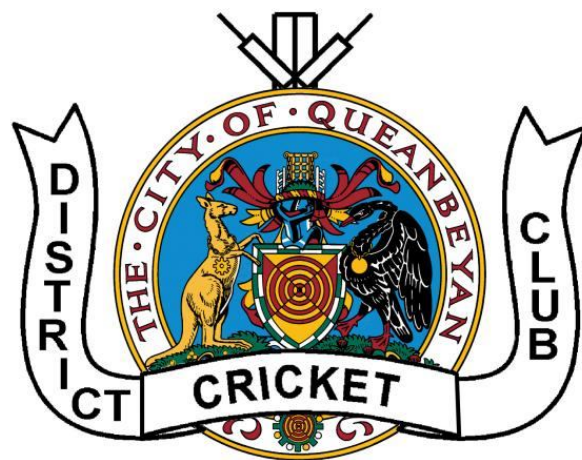


QUEANBEYAN DISTRICT
CRICKET CLUB Inc



www.queanbeyan cricket.com

Handbook

2009/10

Sportsmanship, Tradition & Success

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Roles and Responsibilities

Introduction

All members of the club will have an expectation to meet the requirements, personal qualities, and standards set out in this document.

Whilst it is not compulsory for you to do so, it is recommended that you should read through the club's constitution (available for downloading from our homepage) to provide you with an understanding of how the club operates.

Club History

Become aware of Queanbeyan District Cricket Club's (QDCC) history and your place in it:

- ❖ Oldest club in Southern NSW (formed in 1921)
- ❖ Most Premierships
- ❖ Honour roll of former players
- ❖ First class and International players

Role of the club

- To provide an environment and facility which encompasses all types of people, races, abilities, disabilities, genders, ages and beliefs
- To provide an environment and facility that encourages and supports players who strive for individual and team development and achievement
- To be a distinguished member of the Queanbeyan District community
- To promote team and club spirit, and support the people who drive the six key principles and qualities of the club
- To develop players abilities to the full and assist them in gaining representation in Cricket ACT squads
- To provide players for Cricket ACT representative squads.

Club Principles

The six key qualities expected of players and members of the club are:

- Respect – for club, all individuals treated equally
- Honesty – to yourself and club
- Integrity – to yourself and club
- Friendship – within the whole club
- Pleasure – for you and your club mates
- Commitment – to yourself, team-mates and the club

Each club member will apply these principles in regard to:

- Training times/days and standards
- Personal behaviour
- Club mates, hard work and achievements
- Captain's and coaches expectations
- Club decisions and attendance at club functions

Contribute

There is nothing better at a Club than lots of players who are prepared to just show initiative and help around the place. When we arrive there are always jobs to do.

When training is over there are always jobs to do. It is really satisfying as Coach to come out and see things done, and done properly. On the other hand it is really sad to see players just heading off from training without taking a few minutes to care about their environment, or indeed, their Club or Teammates.

This is your club, you will only get out of it, what you put into it.

Role of Each Team

Standards for All Grades

- Provide enjoyment for players
- Player attitude will rule over talent. (If player 1 has 15% more talent but 20% less attitude than player 2, then player 2 gets a game first!! Player 1 will be advised of the perceived deficiency).
- Promote player and team unity. Recognise actions that work against team unity and respond in appropriate manner.
- A team ethos which embraces the 6 club principles
- Players leaving early or arriving late need a legitimate reason (as verified by the Captain or Coaching Coordinator)

1st Grade

- Sets the club standard in all forms of cricket and club events
- Selected by perceived level of ability and current form
- Players selected for efforts, performances and attendances at training
- Support, develop and encourage young players
- Act as mentors for all club players
- Training attendance is compulsory. A phone call to the Coaching Coordinator or Captain must be made if unavailable for training

2nd Grade

- Depicted by perceived level of ability, and current form
- Major breeding ground for future cricketers to allow them to learn on the best grounds available
- Youth policy, where young talent is nurtured for the future. Show belief in their ability to do the job required in any situation and provide them with that opportunity.
- Provide balance between players available for 1st grade and future player development
- Training attendance compulsory once a week. Phone call to Captain or Coaching Coordinator if unavailable for training

Women's Team

- To provide an avenue for all females to enjoy and compete in the game of cricket
- Support, develop and encourage young players
- Training attendance compulsory once a week. Phone call to Captain or Coaching Coordinator if unavailable for training

3rd Grade

- Depicted by perceived level of ability and current form
- Fundamental, that the Captain of 3rd grade encourages individual development and player aspirations
- Two or three senior players who may remain as 3rd graders for majority of the season, to act as mentors for the team
- Training attendance compulsory once a week. Phone call to Captain or Coaching Coordinator if unavailable for training

4th grade

- Depicted by perceived level of ability and current form. For the more talented “social cricketer” and for promising junior players
- Will play hard and enjoy team and individual success
- In general, will provide the first introduction for the more talented junior cricketer to enter grade cricket to improve and learn the skills of cricket

5th grade & Lower

- To provide an avenue for the “social cricketer” who has no aspirations of playing at a higher level and has limited ability to attend training.
- Will play hard and enjoy team and individual success but is more concerned with the social benefits of cricket
- Will provide an introduction into grade cricket for junior cricketers.

Club selection and player policy

(Detailed fully in Appendix 1)

- Encourage young and inexperienced players – promote their own belief in their ability
- Training attendances – For 1st, 2nd & 3rd grades, it is mandatory that players notify the Coaching Coordinator or Captain if unavailable to attend
- Players will be held accountable for actions that are against the club principles as presented in this document
- Players will be rewarded for outstanding performances

Child Protection Policy

QDCC recognises that it has many under age players. Consequently the club has instituted a child protection policy to ensure the welfare of its under age players.

All coaching staff and captains accept responsibility under the **Child Protection (Prohibited Employment) ACT 1998** and are required to sign the Prohibited Employment Declaration form. Further information can be found at www.dsr.nsw.gov.au or www.det.nsw.edu.au.

In addition to the above, all captains are responsible for adhering to bowling restrictions for under age bowlers, the necessity to wear helmets when batting (as per Cricket ACT policy) and ensure the behaviour of older players is appropriate.

Club Leadership

The most imperative part of having a club policy document is that the leaders within the club enforce the set policy. The leaders within the club range from each committee person to the on field leaders. It is expected that they will enforce the policies outlined in this document.

Cricket Leadership Structure

Management Committee

- Responsible for the running of the club
- Enforces policy and acceptable standards

Coaching Coordinator

- Enforce policy and acceptable standards
- Responsible for training standards
- Needs to be at most training sessions
- Figurehead
- Member of Selection Committee
- Available to all players
- Runs drills (with senior players)
- Assists with game plans
- Provides input and feedback (as appropriate) on match days
- Will attend 1st to 4th grade and women's games whenever possible

Chairman of Selectors

- Enforce policy and acceptable standards
- Needs to be at most training sessions
- Figurehead
- Involved in team selections for all grades

Net Captain

The net Captain will:

- Work in conjunction with Coaching Coordinator
- Gather lists of training attendance
- Ensure enough batters and bowlers for nets
- Co-ordinate net changeovers
- Assist in running drills

Remember

The Net Captain is in charge, not you. If you need something specific, you should ask politely. If you do not ask politely, you will be declined (*orders of the Coaching Coordinator*). If you do ask politely, on occasion you may still be declined. BUT, if you do not ask, you will neither be declined nor have the opportunity to receive. Respect for yourself and others.

1st Grade and Women's Captain

- Figurehead
- Implement game plan (with input from Coaching Coordinator)
- Set club standards
- Maintain training standards
- Match day strategy and attitude
- Spokesperson for 1st and Women's grades

Lower Grade Captains

- Ensure respective team meets club standards and principles
- Player/individual development at the forefront of decision making
- Enforce team rules
- Help set training standards
- "Go to person" for each grade

The role of QDCC Captains is fully articulated in Appendix 4.

Player Responsibilities

This section provides a synopsis of your responsibilities. All players (and those associated with the club) are referred to the Code of Conduct (Appendix 2).

You are expected to be in the best possible condition at training and on match days for your team and club. For example turning up to a game drunk or hung over on match day lets your teammates down and significantly affects your personal performance.

To give the best you can at the time and help your teammates gain the maximum enjoyment from playing the game.

This club is lucky to have players who range in age and sex. Consideration must be given to the diversity of our playing group. For example swearing in front of minors is not condoned and is unnecessary. QDCC is considered a family club. Maintenance of such areas will allow it to be considered so into the future.

To understand that:

Cricket is a game. A game that is bigger than the individual. A game that is bigger than our club. A game that is bigger than any region, state or territory. A game that is bigger than our country.

Disciplinary actions

The Club will not tolerate misconduct on the field, nor at any time when representing The Club. You should refer to the disciplinary protocol document provided in Appendices 2 & 3.

Club contact details

Club Contacts are available on our website.

Appendix 1 – QDCC Selection Policy Guidelines

Background

Listed below are the policies, as endorsed by the Management Committee, to ensure all players are aware of their requirements and are also aware of the basis for the selection of sides.

These policies were developed as guidelines for the Selection Panel to work within and from. They are provided to players to help ensure transparency of process and for referral.

The Management Committee refers players to the QDCC Code of Contact (Appendix 2) and it is to be noted that the Selection Policy is highly integrated with this Code of Conduct.

Selection Policy:

This policy will apply for all sanctioned Cricket ACT competition games.

- 1) The Selectors will meet no later than the Wednesday preceding the start of the round of matches in order to have teams named at training on Thursday night. 1st grade team needs to be provided to the club's publicity officer by 9am Thursday for publishing in the Friday's Queanbeyan Age. Team selections will also need to be provided to the Club's Webmaster, for publishing on the club's website, no later than midday Friday.
- 2) The Selectors will decide grades from 1st to 4th through careful and judicial process.
- 3) The Selectors will also select any other grade team(s), in conjunction with said team Captain(s), unless otherwise instructed by the Management Committee.

After the higher grades have been selected, said Captain(s) and selectors will select team(s) from the list of remaining eligible players, taking into consideration factors including, but not limited to -

- Club Participation
 - Position on the Table
 - Opposition
 - Team stability (ie casuals should not get a game over regular players)
 - Balance of Team
 - Rotation Policy (ie minimum number of games for players)
 - Captains/selectors may need to check player's records to determine if a player has played in the minimum number of games.
- 4) The Selectors will also select the women's team if this is deemed necessary by the Management Committee.
 - In the event of team selection being the Women's Captain prerogative, the Captain must provide a copy of the women's team before each match in time for publication (see point 1).
 - The Selection Committee has final say for anyone selected for the women's team should any dispute arise or if circumstances occur which are deemed to be to the detriment of QDCC.
 - Should such situations arise the Selectors will decide the women's team through the same careful and judicial process as for the men's teams.

- 5) The Selectors will consider all “Selection Facets” listed below (**see Part 11**) and taken into account any financial and/or discipline matters within the QDCC. In all cases players will be selected where their ability and form warrants (there will be very limited exceptional circumstances as approved by the Management Committee that any player will be permitted to play in a grade outside these conditions).
- 6) For all matches and on all selection occasions the Coaching Coordinator (other coaching staff as applicable) and Captains of relevant grades will be involved in initial discussions and need to advise the Chairmen of Selectors of unavailability or any issues relating to the Selection Policy, which may impinge on a decision on any player.
- 7) Only those players who have paid their fees as determined by the Management Committee by the required date for the season, or have come to a payment arrangement with the Treasurer which has been approved by the Management Committee, will be considered for selection. The Treasurer will provide an updated list of unfinancial players to the Chairmen of Selectors after this date.
- 8) As with QDCC tradition and culture the 1st Grade Captain (or his proxy if unavoidable circumstances occur) will be allowed to present his team for the upcoming round to the Selection Committee. He will have considered all of the facets in QDCC policies before he makes his decision and will also have consulted with the Coaching Staff prior to his decision. As with previous years the Selection Committee will hold his selection in good faith; however the final selection of the 1st grade side will be made by the Selection Committee and be announced by the Chairmen of Selectors.
- 9) Once the 1st grade has been decided the teams for all lower grades will be determined in order.
- 10) All matters discussed by the Selection Committee, or members thereof, are to be held within the confines of that group unless specific instruction has been made to advise or discuss with an individual player an issue at hand. Should any discussion be required (and in all cases where a player has been dropped to a lower grade or omitted) there should be an endeavour to discuss the situation with the player by the Chairmen of Selectors or relevant Captain(s). This is a critical part of the selection process and the Management Committee will look to the professionalism of the Selection Committee to be absolutely without question.
- 11) As per direction from the Management Committee the “Selection Facets” to be considered for each match and for each grade will be (without any weight being placed on any given category):
 - Form and ability – both current and previous where applicable
 - Training attendance, participation and attitude (noting 1st-3rd and women’s grades are expected to attend a minimum of one training a week)
 - Future development of QDCC
 - Structure of each grade
 - Financial parameters placed by QDCC Management Committee
 - Discipline parameters placed by QDCC Management Committee
 - Timeliness and state of players for attendance at matches
- 12) Should any player feel the need to discuss selection issues outside the Selectors, Captain or the Coaching staff they should approach a Member of the Management Committee, normally the Honorary Secretary in the first instance, or the player’s representative as determined at the AGM.

Appendix 2 – Code of Conduct

The QDCC Code of Conduct detailed below was approved by the QDCC Management Committee in 2006. This Code of Conduct applies to **any** occasion when a person is representing the club.

The QDCC Code of Conduct is modelled on the accepted Cricket ACT Code of Conduct as detailed in the Grade Cricket Handbook provided by the Cricket ACT each year. In all instances outlined by the Cricket ACT, where Players, Officials, Supporters or Members of the QDCC are involved, the Code of Conduct is the guideline for behaviour. The Cricket ACT has in place disciplinary procedures for breaches of this Code of Conduct and all matters will be referred through this process.

In addition to this Code of Conduct, the QDCC also reserves the right to review any behaviour deemed to be detrimental to the QDCC and will enforce any disciplinary measures the Management Committee feels necessary for the values of QDCC to be upheld.

The following are additional parameters set by the QDCC Management Committee which fall within this behaviour:

1) Captain's Direction:

Captains are appointed by the QDCC Management Committee and it is expected that all players will adhere to requests, instructions and directions of Captains at all times.

2) Players:

All players are expected to be available to play and/or train in a condition that is comparable to the best of your ability. Players who are adversely influenced by alcohol and/or drugs will not be allowed to participate in any training session or match and will be subject to any disciplinary action the Management Committee deems necessary.

3) Attire:

It is expected that all players will wear authorised QDCC clothing when training, playing or in attendance of matches.

4) Timeliness:

All players are expected to be punctual to matches and training. For 1st and 2nd Grade this is as least 75 minutes prior to the commencement of each match and for lower and women's grades it is usually 45 minutes however your Captain will determine this. Players should also note that when there is a break in play you are also required to be able to take the field at least 5 minutes prior to commencement or again at a time designated by your Captain.

5) Club Support:

It is expected that players will attend all after match functions and other such functions that are held throughout the season. This includes attendance at junior training sessions (upon request), attendance at Supporter functions and general support of the Kangaroos Football Club (current major sponsor).

6) Selections:

The process of selection of sides is subject to the Selection Policy of QDCC. Once sides are selected it is expected all players will accept those decisions and be available for the grade in which they are chosen. There is a process for any player who feels they have been unfairly judged and any player acting outside those guidelines can be subject to disciplinary action.

7) Remember the three (3) R's:

- RESPECT – your team-mates, yourself, your Captain and your club
- RESPONSIBILITY – for your actions
- RESPOND – to any challenge that presents itself

The adoption of the Code of Conduct by the QDCC, as accepted by the Cricket ACT, is to ensure the spirit and traditions of the game of cricket are observed. By their adoption the QDCC undertake that they will act appropriately to ensure that the spirit and traditions of the game of Cricket are maintained. In this regard, the QDCC formally recognises the Preamble – The Spirit of Cricket to be an integral part of the QDCC Code of Conduct.

The Preamble – The Spirit of Cricket

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action, which is seen to abuse this spirit, causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the Captains.

There are two Laws that place the responsibility for the team's conduct firmly on the Captain Law 4.1 & 42.1 (see appendix 4).

Responsibility of Captains

The Captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.

1. Player's Conduct

In the event of a player failing to comply with instructions by an umpire, or criticising by word or action the decisions of an umpire, or showing dissent, or generally behaving in a manner which may bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's Captain and instruct the latter to take action.

2. Fair and unfair play

According to the Laws the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time and it is the responsibility of the Captain to take action where required.

3. The umpires are authorised to intervene in cases of:

- Time wasting
- Damaging the pitch
- Dangerous or unfair bowling
- Tampering with the ball
- Any other action that they consider to be unfair

4. The Spirit of the Game involves RESPECT for:

- Your opponent
- Your own Captain and team
- The role of the umpires
- The game's traditional values

5. It is against the Spirit of the Game:

- To dispute an umpire's decision by word, action or gesture
- To direct abusive language towards an opponent or umpire
- To indulge in cheating or any sharp practice, for instance:
 - (a) To appeal knowing the batsman is not out
 - (b) To advance towards an umpire in an aggressive manner when appealing
 - (c) To seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side.

6. Violence

There is no place for any act of violence on the field of play.

7. Players

Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to this.

Appendix 3 – QDCC Disciplinary Procedures

Preamble

The Laws of Cricket require players to not only play within the laws themselves but to also participate in the spirit of good sportsmanship that has been part of the game since its inception.

The QDCC completely embraces the fundamental essence of this facet of the Laws and as such expects the highest standard of behaviour from its players. Offensive behaviour to opposition players, teammates, officials, spectators or umpires will not be tolerated. Players who breach the expected standard of behaviour are considered to have injured the good reputation of the club.

The following, approved by the Management Committee in season 2005/2006, states the procedures to be followed when a player is reported either by an official umpire, an opposing Captain, an opposing club official or an official of QDCC.

Any player who is subject of a written report to the Cricket ACT in relation to their behaviour will also be subject to internal review by the Club. This review will be in the shape of a formal disciplinary hearing. Appearance before an Cricket ACT disciplinary hearing does not mean that the club will not conduct its own disciplinary hearing and instigate its own penalty, indeed this can be considered the norm.

Pre-hearing procedures

At the start of each season the Management Committee will appoint a five (5) man Disciplinary Committee, three (3) of which will form the panel for any investigation. Upon receipt of a written report, the Management Committee will inform the Disciplinary Committee and direct it to conduct an investigation.

The hearing will be set at a time convenient to the Disciplinary Committee and the player concerned and in general it would be expected that the hearing would take place within one (1) week of the receipt of the complaint. Every allowance will be made in relation to the availability of the player or witnesses in setting the time of the hearing. However, the Disciplinary Committee, after reasonable efforts have been made to set a hearing time suitable to all involved, reserve the right to hold the hearing without the player or witnesses being present and make a final decision on the complaint.

Format of hearing

The hearing will be conducted in accordance with the following steps:

1. The charge will be read against the player;
2. The player will then be allowed to respond to the charge;
3. Any relevant witnesses will be called by the player and the Disciplinary Committee;
4. Decision of Disciplinary Committee. This may be interim or final; and
5. Report by panel to Management Committee.

The Disciplinary Committee panel may withhold their final decision to discuss what penalty to impose on a player if found guilty. The player will normally be informed of the final decision within 48 hours of the hearing.

Penalties

In the event of a player being found guilty, the Disciplinary Committee will determine a penalty appropriate to the player's offence. The previous disciplinary performance of a player, including previous appearances and penalties imposed by the Cricket ACT and/or QDCC, will be considered in deciding on the player's penalty. The intention of any penalty is twofold by both seeking to correct the behaviour of the player concerned while also reminding the remainder of the Club of the expected standards of behaviour.

A player found guilty of any form of misconduct may be subject to a formal reprimand, playing suspension, a fine to a maximum of \$50 or expulsion from the club. If fined, a player will not be allowed to represent the club until their fine is paid. The outcomes of all disciplinary hearings, including details of offences and penalties imposed, will be made available to all club members.

Cricket ACT Disciplinary Hearing

The Disciplinary Committee will note any penalty incurred to the player by the Cricket ACT. Upon its discretion alone it will decide whether any penalty imposed by the Disciplinary Committee will be concurrent with that applied by the Cricket ACT or will be cumulative.

Appeals

A player may appeal the decision of the Disciplinary Committee to the Management Committee only if new evidence in defence of the player is provided. The Management Committee who will decide if the new evidence is credible to the outcome of the matter and determine whether an appeal should be heard will review the validity of any new evidence.

Where the Management Committee considers that an appeal hearing is warranted then they shall form an Appeal Committee to reconsider the matter. The members of the Appeal Committee will not include any person who was involved in the original hearing.

The Appeal Committee will consider the new evidence tendered in light of the findings of the original Disciplinary Committee. The Appeal Committee has absolute discretion to make its own determination of the guilt or otherwise of the player or set aside or amend any penalty imposed by the Disciplinary Committee. The findings of the Appeal Committee will be final and no further avenues of appeal exist.

Appendix 4 – Role of Captain

Preamble

QDCC is one of the oldest clubs in Southern NSW. It has a rich heritage of achievements both on and off the field. Many of our players have gone on to representative honours, included playing for the country at the highest level. We are a club that is highly respected both within the cricket fraternity and in the local community as a whole. The club is a leader in player development and has a reputation of being a very family friendly club.

Captains are the public face of Queanbeyan Cricket. Their words, deeds and actions, not only reflect upon themselves, they also reflect upon the team, the other Captains within the club and the Club itself.

Taking this into account, the following provides guidelines to the expectations and responsibilities of a Captain of QDCC team. These guidelines are not exhaustive and may be considered to represent a minimum standard. By agreeing to become a QDCC Captain, that person also agrees to abide by these guidelines and other requests/directives of the Management Committee.

Laws of Cricket

Captains are expected that you have a good knowledge of the laws of cricket and any local by-laws or conditions. Captains should especially note the two Laws that place the responsibility for the team's conduct firmly on the Captain.

Law 4.1 - Responsibility of Captains

The Captains are responsible at all times for ensuring that play is conducted within the spirit and traditions of the game as well as within the Laws.

Law 42.1 – Fair and Unfair Play – responsibility of Captains

The responsibility lies with the Captains for ensuring that play is conducted within the spirit and traditions of the game, as described in The Preamble – The Spirit of Cricket, as well as within the Laws. Captains should also note Law 42.18 – Players' conduct and the actions required by a Captain should a player fail... to comply with the instructions of an umpire, or criticising his decisions by word or action, or showing dissent, or generally behaving in a manner which might bring the game into disrepute.

Availability

Barring representative duties and unforeseen circumstances, Captains are expected to be available to play on every match day. Captains are also expected to be in attendance for the whole game.

Punctuality

Captains should be, if possible, at the ground at **least** 1 hour before the start of play for home games and 45 minutes for away games.

Training

Captains are expected to regularly attend training sessions and inform the Coaching Coordinator if they are unable to do so.

Team Selections

Captains are part of the Selection Committee and must be available to discuss team selections with the rest of the committee and the Chairmen of Selectors.

Player Management and Development

Captains are responsible for all the members of their team. It is the Captains role to lead and encourage all members of the team and to inform all players as to what their role is within the team and what is expected of them.

Captains are responsible for ensuring that all members of the team have the opportunity to develop their skills and abilities. This can involve individual tutoring, or liaising with the Coaching Coordinator to organise coaching sessions.

Contacts

The Captain is the first point of contact for players in that grade/team. Team members must contact the Captain to advise of any circumstance, which prevents them from either being on time, or not being able to play. In the event of games being called off (for whatever reason), the Captain is to arrange for all players in the team to be advised accordingly.

After the days play

Match report

Captains are responsible to ensure that the match report is completed correctly. Captains or their delegate are also expected to provide a brief match report for the publicity officer.

Match Results & Scorecards

It is the Captain's or delegate responsibility to enter the match result into MyCricket (when nominated team) or confirm the result (when not). It is the Captain's or delegate responsibility to enter there teams scorecard for every game. (*Deadlines do apply and the team could be docked points for late results*)

Player Fees

Where applicable, it is the Captains responsibility for the collection of match fees. (This task can, and should be, delegated to a member of the team). Captains are also responsible to have the monies handed over to the treasurer (or their representative) at the conclusion of every game.

After Match Social Activities

The club is not only about what happens on the field, we are a social club as well. Captains are expected to make every effort to attend after match social activities and to encourage everyone in their team to do likewise.

Appendix 5 – Club Contacts 2009/10

Selectors

Chairman Stephen Cross	0412 776 695
Greg Dawes	0420 389 894

Captains

1st Grade Jonothan Dean

2nd Grade Ben Stensrud

Women's Em Preston (Manager: Peter Baker 0418 248 516)

3rd Grade Lea Hansen (succeeded by Rohan Ditton)

4th Grade Peter Solway

5th Grade Peter Jensen