

Caroline Springs Cricket Club Inc.

HANDBOOK

Season 2008/09

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- Team playing times and venues

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- Supporting our child

SUPPORTING THE CLUB

- What can you offer the club?
- What sponsorship can you attract for the club?
- What fundraising are you willing to be involved in?

WHO DO I CONTACT WITH A PROBLEM

CSCC – CODE OF CONDUCT

PAYMENT OF FEES

In line with Caroline Springs Cricket Clubs Constitution Clause

4. Membership, Entry Fees and Subscriptions

4.12 The membership fee for playing members shall be an amount approved by the Committee and payable prior to the player playing their first game within the current season.

All players will be required to adhere to this ruling.

UNIFORMS

- TRAINING

Junior Players are required to attend training in a tracksuit or shorts and white T-shirt. The club has a training shirt, shorts and tracksuit that can be purchased if you wish.

Senior Players are required to attend training in club training shirts or tracksuit.

Each team will be advised of their training venue but predominately training will take place at the Brookside Oval No.2 (Cnr Caroline Springs Blvd and Rockbank Middle Road).

All players are required to bring a hat, sunscreen and bottle of water with them. If these items are not brought to training then the player may not be able to train.

Players that have their own cricket equipment must have them clearly marked with their name and contact details so that they can be returned if lost. It is the responsibility of each player to look after their own equipment. The club will not replace or be responsible for any lost or damaged equipment.

The Club has supplied each team with access to a bag of equipment for use by all players at both training and on game days. If players use this equipment it is expected that they treat it with respect. Any misuse or damage caused to the equipment may result in that player being prohibited from further use.

As the Clubs equipment, especially helmets, is for communal use it would be highly appreciated if any instances of head lice be immediately reported to the team coach. Any information will be handled with complete discretion.

All players are required to wear a groin protector at training and on game days. Groin protectors can be purchased through the Club.

- GAME DAY

All players are required to attend games in cricket whites. A white pair of cricket pants and a white cricket shirt with club logo and sponsor logo is required. (One Club shirt is provided as part of Registration Fees)

If possible players must wear white runners. All players are required to bring their club hat or wide brim white hat, sunscreen and bottle of water with them.

A match fee of \$5.00 for juniors and \$10.00 for seniors is to be paid each week to the Team Manager.

TRANSPORTATION OF PLAYERS

It is the responsibility of all players to get to and from the ground on training and game days. It is the responsibility of all parents of junior players to transport their own child/children to and from the ground for training and games.

A fixture will be distributed to all players at the beginning of the season and all players must meet at a time designated by their team coach at the Brookside Oval 2. If a player prefers to go straight to the ground on game day then they must contact their coach to advise them of the change.

If a player is unable to arrange a lift then they must contact their coach, at least two days prior to their game to arrange alternate transportation.

If a player is transported by another parent to their game, it is the responsibility of the child's parent to ensure that they are at Brookside Oval 2 to collect the child at the designated time.

TRAINING TIMES

Specified times for training will be decided by the team coaches and all players will be advised prior to the start of the season.

It is important for parents to bring their child to and from training and wait for direction from the Coach.

If the weather is inclement then a parent must wait at the ground for direction from the Coach as to whether training is to continue.

Do not drop your child off and drive away if it is raining, as it is possible training could be cancelled.

PLAYING TIMES AND VENUES

At the beginning of the season all players will receive a fixture.

If a player at any time is unsure of where or when their games are then they must contact their coach.

Contact details will be made available once training commences.

SUPPORTING YOUR CHILD/CHILDREN AND THEIR TEAM

CLUB TEAM COACHES

The Team Coaches have an extremely important role within the Club.

The Team Coach is required to administer and manage the team and care for the welfare of all team members at training and competition.

Responsibilities and Duties:

- Co-ordinate the team at training and competition
- Ensure safe practices adhered to at all times
- Liaise with players, parents and committee
- Adjudicate any problems that may arise amongst players, parents and supporters
- Ensure all equipment is safe
- Liaise with scorer on game day
- Submit results of game into Results Vault
- Have a sound knowledge of rules/regulations of the competition
- Current First-Aid Certificate (preferred)
- Supply Club with a Working with Children Check (club to cover cost)
- Level 1 Coaching Accreditation preferred by not essential

ASSISTANT COACH/TEAM MANAGER

The Assistant Coach/Team Manager co-ordinates the team on game day and assists the Team Coach as required.

Responsibilities and Duties:

- Assist the Coach and contact players regarding their availability to play games as required.
- Collect monetary fee on game day.
- Organise oranges and drinks for game day.
- Communicate with parents.
- Communicate any club activities to players and members.
- Assist Team Coach as required.

SCORER

The scorer is responsible for scoring on game day.

The scorer is also required to assist the Team Coach as required. The Team Coach will submit all scores to Results Vault.

Responsibilities and Duties:

- Have a sound knowledge of rules/regulations of the competition
- To score the game on game day.
- To keep accurate records of achievement to be handed to Registrar.
- To liaise with Team Coach to ensure that the rotational system occurs (Under 11's only).
- To ensure that if unavailable, to arrange for another scorer prior to game day.

SUPPORTING YOUR CHILD

(A parent's role)

It is important for all parents to support their child/children in their sporting endeavours.

Where possible the club encourages all parents to attend their child's training and games. The look on a child's face when they know that their parent is supporting them is priceless.

All involved in the club are volunteers, often they are parents of children playing. The more hands that help the less the workload is and the responsibilities are thus shared.

We understand that with many family commitments, it is at times difficult to attend all games, but remember this is a sport that your child has an interest in.

If the Club does not receive sufficient support then the Team Managers will draw up a roster and you will be required to assist on your designated day. If a parent is unable to comply with the roster, it is their responsibility to change with another parent to cover their time.

SUPPORTING THE CLUB

- **What can you offer the club?**

With the constant growth of the Club there is always a need for help. Often we think that because everything seems to be progressing well that your help is not needed. This is not the case. There are many jobs that need doing. You can help with your child's team, with club fundraising or helping at club events. Many hands make light work. Remember everything you do helps the kids and the club.

- **What sponsorship can you attract for the club?**

The Club is always looking for sponsorship. If you know of someone who would be willing to help or if indeed you or your company can make a donation then please contact our Sponsorship Co-ordinator – **Russell Pereira (0433 203 454)**. It should be noted that previous Major Sponsors have been gained from Members of the club contacting their employers to request a sponsorship

A 10% membership discount is offered to any member who introduces a new sponsor to the club.

- **What fundraising are you willing to be involved in?**

Throughout the season the Club will be running a variety of fundraising events. You can help by simply offering to sell tickets or assisting in the co-ordination of the events. Please contact our Fundraising Co-ordinator – Charlie Cassar (0422 779 249).

If you are able to help in any of these ways then you are not just helping your child but also with the growth of the club.

The children/players and the committee will always be grateful for any contribution you can make.

If you have any questions about this handbook or anything else please do not hesitate to contact - Junior Co-ordinator – Fabian Morgan (0433 977 500).

Who do I contact with a problem?

Any parent or player who has a grievance is encouraged to contact a member of the club's Executive Committee.

President

Vanessa Pereira (M) 0418 546 808 vapereira@bigpond.com.au

Vice-President

Wendy Vine (M) 0471 378 185 Wendy.Vine@maribyrnong.vic.gov.au

Secretary

Nicki Moore (M) 0417 378 185 nicki.moore@lendlease.com.au

Treasurer

Brenda Lyons (M) 0488 844 364 brenda.lyons@vu.edu.au

If you have any questions about this handbook or anything else during the season please do not hesitate to contact a member of committee.

**HAVE A GREAT SEASON
CAROLINE SPRINGS CRICKET CLUB COMMITTEE**

Code of Conduct

1. Caroline Springs Cricket Club (CSCC) is responsible for the conduct of their members, players, parents of player's officials and spectators who support them.
2. All persons attending matches and CSCC functions in which CSCC is involved, does so with the permission and licence of CSCC and not otherwise.
3. At the time of registration or at some other time, all members, players, parents of players, officials and other persons, are to be handed a copy of this code.
4. All such members, players, parents of players, officials and other persons, agree to be bound by this code as part of the registration of their child or themselves.
5. No member, players, parents of players or official shall persistently undermine, slander, or degrade the CSCC or any player, parent of a player or official of the CSCC.
6. No member, player, partner of a player, parents of a player, official or spectator for CSCC attending a match or a club function in which CSCC is involved in shall;
 - i. Consume alcohol, smoke tobacco, use any drugs or other substances, (other than prescription medicines) while a match is in progress. This includes drinks, lunch and/or tea breaks.
 - ii. The consumption of alcohol is only permitted at endorsed club functions, in accordance to the current liquor licensing agreement
 - a) Use Offensive language to any player, umpire, official or other spectator.
 - b) Dispute the decision of the umpire.
 - c) Enter the field of play during the course of the match without prior approval of the umpire.
 - d) Assault or act with aggression towards any person.
 - e) Behave in a manner contrary to the spirit of the game.
 - f) Behave in a manner that disturbs anyone's enjoyment of the match.
 - g) Behave in a manner so as to bring discredit upon CSCC.
 - h) Behave in a manner so as to exhibit racial intolerance by language or conduct to any other person.
 - i) Behave in a manner so as to exhibit sexual harassment or discrimination by language or conduct to any other person.
 - j) Refuse to accept the reasonable directions of the umpire, CSCC official or other officials.
7. Any member, player, parents of player, official or spectator of CSCC contravening Rule 5 of this code will be made aware by a CSCC official that they are contravening this code.
8. The CSCC official will note on the back of the team sheet the time and nature of the offence/s.

9. In the event that the offending member, player, parent of player, officials or spectator does not desist from the offending conduct, such person will be asked by the CSCC official to leave the venue immediately.
10. The request to leave the venue and the time thereof will be noted on the back of the team sheet and/or an incident report, whichever is applicable.
11. In the event that a person refuses to obey the direction of the CSCC official, the official may request the umpire terminate the match.
12. In the event that the match is terminated, the fact will be reported to the Association which may, in its absolute discretion and against which there will be no appeal, award points for the match to the team other than that which the offender is associated with, or declare that neither side will receive any points for the match.
13. In line with the Discipline, Suspension & Expulsion rules within the CSCC Constitution, Office Bearers may at their own discretion, impose the following disciplinary measures:
 - a) A written warning and/or;
 - b) Suspension and/or;
 - c) Fine of up to a maximum of \$500 and/or;
 - d) Suspended sentence and/or;
 - e) De-registration from Caroline Springs Cricket Club.
14. Upon being given notification any person who allegedly breaches any section of the 'Code Of Conduct' must be given the opportunity to present any mitigating or aggravating factors or contest the accusations as a whole before the CSCC Office Bearers' and before any penalty is handed down. In the event that the alleged offence is committed by a person under the age of 18 years, then a parent or guardian may act on their behalf.