

# AUSTRALIAN CRICKET CLUB SUPPORT GUIDE



# AUSTRALIAN CRICKET

## CLUB SUPPORT GUIDE 2019-20

This guide is for everyone running a cricket club or association.

Broken into 8 sections, this guide provides an outline of what actions clubs and associations should take and when to take them to ensure that your club or association is thriving.

We know that not every cricket club runs over a conventional October to March season, so these timings are just a guide.

Want more? Subscribe to the Club and Association News [here](#), or join our MyCricket Community on Facebook, Instagram or Twitter for all the latest.



## CLUB SUPPORT

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# #1

## PREPARATION FOR THE SEASON AHEAD

### Risk Management and Governance

- Paperwork time – review your club insurance policies and premiums.
- Get all National Police Checks and Working with Children tasks done.
- Endorse and Adopt Australian Cricket's Policy for Safeguarding Children and Young People Framework.

### Culture and Planning

- Complete your **Club Health Check**. Is your club season ready?

## POST AGM

### Club Information Handover

- Share the knowledge! Talk to new committee members about their roles.
- New Treasurer? Make sure they are trained on the club's financial system.

### Post AGM Process

- New Secretary? Depending on your State or Territory, you may need to notify your local consumer affairs or fair-training body of a new secretary.

### Follow up

- Prepare and share the minutes of the AGM with your members.
- Within a month, lodge your club's **Annual Financial Statement requirements**.
- Lodge any rule or constitution changes according to your relevant Consumer Affairs or Fair-Trading body in your State or Territory.

## SETTING YOUR VISION FOR THE YEAR

### Strategic Plan/Goal Priorities

- Review your club's strategic plan and objectives. What's your vision for the season ahead? Commit to 2 or 3 specific goals that will get you there.

## COMMUNICATION

### Website Content

- Ensure the latest versions of following documents can be accessed from your club's website.
  - Club Rules and Constitution
  - Child Safe Policy
  - Policies and Procedures
  - Strategic Plan featuring your goals and objectives
  - Social Media Policy
  - Code of Conduct
  - Complaints Procedure
- A clear communications plan is important. The use of social media can be a powerful tool to speak directly to our community.
- Spend some time planning out when and what you'll communicate for the year.
- Click **HERE** for more information and a social media template.

# #2

## PRE-SEASON CHECKLIST

### CLUB ADMINISTRATION



#### Online Registration

- Set-up your club's registration forms and programs. Visit **MyCricket Support** for step-by-step instructions.



#### Certificate of Currency

- Activate your certificate of currency from June 30 via the **JLT / Marsh website**.



#### Activate WWCB centre

- Get your Woolworths Cricket Blast Centre active and open for registrations on the PlayCricket website. Need help? It can be found **here**.



#### Committee Meeting Schedule

- Set the dates for your committee meetings. Map out when the agenda and meeting minutes will be sent out for each meeting.



#### First Aid Training/Liquor Licencing

- How many First Aiders do you have? Do you need more? If so now's the time to book in training with a first aid provider.
- Check your Club complies with all liquor licensing requirements, i.e. signage and RSA Training.

### VOLUNTEER RECRUITMENT



#### Member Protection Information Officer

- Appoint and train a member protection information officer (MPIO).



#### Committee Positions

- Identify and recruit all key roles within your club, including president, secretary and treasurer.
- Make sure you have communications roles too, i.e. website communication, newsletters, social media. Brief them of club communication policies.



#### Treasurer Role

- Your treasurer may need training on how to use your accounting systems so they can present budgets, and cash flow statements to your committee.

### COACHING/COORDINATORS



#### Recruitment and Training

- Appoint coaches for the upcoming season and review their coaching accreditation. At a minimum have they completed their CCA and WWCC (or equivalent)?



#### Coordinator Training

- Have they completed the online accreditation module for Woolworths Cricket Blast? Great! Find out when face-to-face training is available from your local cricket manager.

### WOOLWORTHS CRICKET BLAST



#### Online Shop

- Visit your Centre Management to log into the online shop and redeem or purchase your equipment for the upcoming season.

# #3

## START THE SEASON CHECKLIST

### SAFETY



#### JLT Match Day Checklist

- Ensure team captains and coaches are familiar with the **JLT Game Day Checklist** and know to complete before every match.



#### Incident Reporting

- Do all team managers, coaches and captains understand their reporting obligations of an incident? Including at the club, during play, training and other club activities.



#### British Standard Helmets

- Has your association mandated the use of British Standard Helmets when batting, fielding in close or wicketkeeping? Great! This is important to make all players safe. More information can be found [here](#).



#### Endorse and Adopt Australian Cricket's Safeguarding Children & Young People Framework

- This confirms your club's compliance with working with children requirements and checks. Have you received confirmation of these checks for your volunteers?

### COMMITTEE RESPONSIBILITIES



#### Player & Member Inductions

- Who on your committee will welcome and induct new players and members to your club?



#### Facility Cleaning

- Identify who on the committee will be responsible for cleaning and general maintenance of all facilities including pavilion, playing and training venues.



#### First Aid Qualifications

- Decide who on the committee will ensure each team and playing venue has a person with current first aid qualifications present.

### MYCRICKET



#### Online Registration & Live Score

- Save your club time and effort by offering Online Registration to your players this season. **Click [here](#) for more information.**
- Assign someone to setup all your teams in MyCricket. This happens regardless of how you'd like to score.
- To further save you time set up **MyCricket Live Score** on your tablet or mobile device. Complete the MyCricket Checklist located on your club home page when you sign in to MyCricket Admin.

### FINANCIAL MANAGEMENT



#### Cash Handling Procedures

- Your Treasurer must train anyone who will be handling cash in cash management procedures, controls and banking processes for the year.

### WOOLWORTHS CRICKET BLAST



#### Woolworths Cricket Blast App

- Here coordinators can set up their sessions and communicate with parents directly.



#### Scoring

- Score your Master Blaster matches through the Cricket Blast App, or on the MyCricket Live Score App.

# #4

## MID-SEASON PROGRESS

### FINANCIAL MANAGEMENT



#### Cash Management Controls

- The treasurer must review the cash management procedures, controls and banking processes being used to ensure they're working.



#### Financial Reporting

- All revenue and payments should be reviewed by the Treasurer. If these have not been received this should be noted in your accounting system and a follow up plan made.



#### Budget Reflection

- Now's a good time for the treasurer to update cash flow projections and budgets to predict the cash position of the club for the remainder of the season.

### COMMITTEE MEETINGS



#### Committee Meeting Review

- Review the frequency and outcomes of committee meetings and adjust if needed.

### COMMUNICATION



#### Club Website

- Review your club website to ensure it's up to date.



#### Communication Plan

- Review your club's communication plan for the season and revise as required.



#### Social Media Strategy

- Review your club's social media plan for the season and update it if needed.



# #5

## WIND DOWN SEASON

### CLUB RULES & CONSTITUTION



#### **Creating an Annual Financial Report**

- Decide who will draft this year's financial report.



#### **Requirements of the Annual Report**

- Define and communicate the reports required for the Annual Report. Decide who will be writing each and their due dates.

### FINANCIAL MANAGEMENT



#### **Financial Account Audit**

- If accounts need to be review or audited, appoint or contact an auditor or accountant to schedule an audit.

### VOLUNTEER MANAGEMENT



#### **Volunteer Recruitment/Retention**

- Open the conversation with old and new committee members. Try to recruit or retain volunteers for roles prior to your AGM.



# #6

## SEASON'S END

### Financial Review

- At the end of season have your Treasurer review all revenue to check it has been collected and all payments have been made or scheduled.

## ROLES AND RESPONSIBILITIES

### Succession Planning

- Connect with your committee to get a sense of who's likely to return next year.
- For any outstanding roles get recruiting. Do you have key communications roles filled? i.e. website management, email newsletter production and updating the club's social media.

### Female Participation

- Cricket is a sport for all. Having equal representation of men and women across your volunteers and leadership really helps. So actively promote involvement to women you might know.

## PREPARING YOUR ANNUAL REPORT

### Annual Reporting

- Identify who will be responsible for creating this year's Annual Report.
- Define and communicate what reports will be required for the Annual Report, who will be writing each report and when they're due.
- If accounts are to be reviewed, appoint or contact an auditor or accountant to schedule the audit.

## PROGRAM TRANSITIONS

### Junior Program Transition

- Identify the kids that are ready to make the leap from Junior Blasters to Master Blasters and Master Blasters to Junior Cricket. Ask your local cricket manager for advice on managing this process.



# #7

## POST-SEASON REVIEW

### FINANCIAL MANAGEMENT



#### Financial Review

- Have your treasurer conduct a review to ensure that all revenue has been collected and any required payments made.



#### Financial Statement

- Next the treasurer should prepare the club's financial accounts, ready for the AGM.
- If required by your club's rules or constitution, have the financial accounts reviewed and audited.



#### Exit Interview

- Conduct exit interviews with departing coaches, team managers and volunteers to get feedback and to show appreciation for their contribution over the season.

### PREPARING FOR THE AGM



#### Details of the AGM

- Confirm date and location.



#### Membership Database

- Ensure the club's membership database is updated for AGM invitations.



#### AGM Notifications

- Review your club's rules and constitution and tee up a date for AGM notifications to go out to members.



#### Committee Nominations

- After reviewing your clubs' rules and constitution, confirm when nominations for committee positions will open, and the nomination process.



#### Last Year's AGM

- Locate the Annual Report, financial report, minutes and agenda of last year's AGM for comparison to this year.



#### Presentation to Members

- Identify if there are going to be any resolutions to be presented to members. If so, review your club's rules and constitution, and the associations incorporation Act 2015, regarding notification and voting requirements relating to resolutions.



# #8

## ANNUAL GENERAL MEETING

### PRIOR TO THE AGM



#### **AGM**

- Let your members know about your AGM in accordance with the club rules, constitution and incorporation act.
- Finalise the procedure for any votes to be undertaken at the AGM, in accordance with club rules and constitution.
- Prepare and print the Agenda, Minutes of the previous year's AGM, this year's Annual Report and Financial Report for members.
- Promote the AGM widely to ensure you have at least the minimum number of members required.



#### **Committee Recruitment**

- Seek nominations for the committee roles in accordance with club rules and constitution.

### RUNNING THE AGM



#### **Host your AGM**

- Host the Annual General Meeting in accordance with the club rules, constitution or the relevant incorporation act.
- Hold all elections of committee roles as per the club rules and constitution.
- Present the minutes of the previous year's AGM to the members.
- Vote on any general or special resolutions in accordance with the club rules, constitution and relevant incorporation act.



#### **Committee Elections**

- Present the Annual Report and financial statements to the members.
- Ensure complete minutes of the AGM are recorded and a register of attendees is made.



# NEED MORE?

## CHECK OUT THE LINKS BELOW

### **Risk Management, Safety and Governance**

- National Police Check
- JLT Match Day Checklist
- Working with Children Obligations
- Incident Reporting
- Australian Cricket's Safeguarding Children and Young People Framework
- British Standard Helmets

### **Culture and Planning**

- Club Health Check
- Succession Planning
- A Sport for All Action Plan
- Volunteer Recruitment

### **Communication**

- Social Media Templates, Strategy or Policy Support

### **Club Administration**

- Activate Woolworths Cricket Blast Centre
- Online Registration
- Policies and Procedures
- Live Score
- Strategic Plans, goals and objectives
- Annual Financial Report
- Code of Behavior
- Annual General Meetings
- Liquor Licencing

### **Visit**

- [www.community.cricket.com.au/clubs](http://www.community.cricket.com.au/clubs)
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AUSTRALIA