



Registered as an Incorporated Association under the
Associations Incorporation Reform Act 2012 (Victoria)
Reg No A0097119Q (Veterans Cricket Australia (Inc))
ABN 31130956773

ADMINISTRATIVE MANUAL



CONTENTS

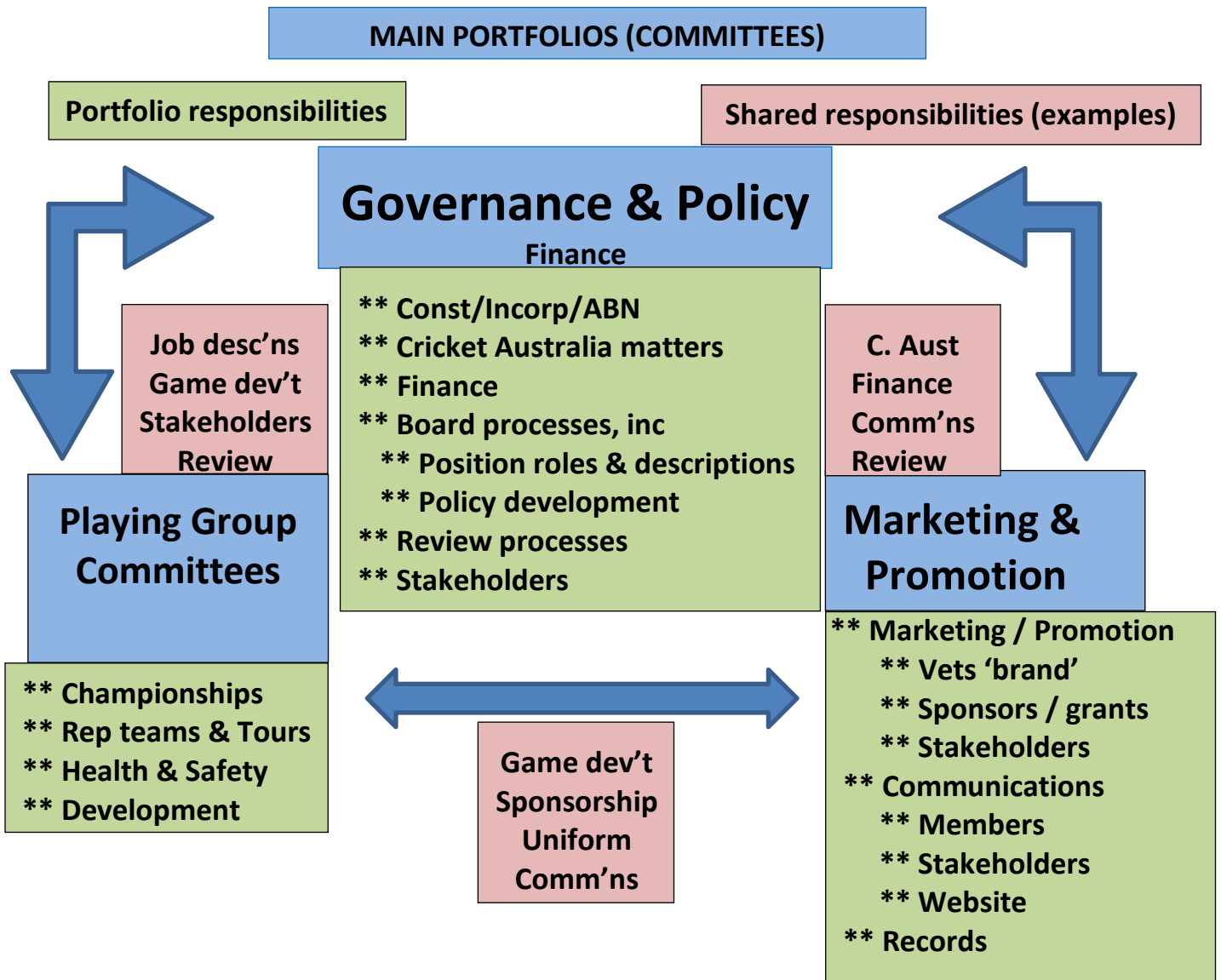
Pg 2	COMMITTEE STRUCTURE
	• And STRATEGIC PLAN 2018 – 2022
Pg 9	COMMITTEE TERMS OF REFERENCE
Pg 7	COMMITTEES and SUB COMMITTEES
	• ROLES, OPERATION and PROCEDURE
Pg 12	OTHER ORGANISATIONAL MATTERS
	• WEBSITE & MYCRICKET POLICY
	• BOARD MEMBERS' EXPENSES
	• IMPORTANT VCA (Inc) DOCUMENTS
Pg 14	ROLES AND RESPONSIBILITIES

(Revised May 6, 2021)

WITHIN THE CONTEXT OF THE VCA (Inc) CONSTITUTION Cl 19. Role and powers

1. The business of VCA Inc is to be managed by and under the direction of the Board.
2. The Board may exercise all the Powers of the Association.
3. The Board may—
 - a) appoint and remove staff as it considers appropriate; and
 - b) establish committees and sub-committees with terms of reference it considers appropriate.
 - c) appoint appropriate people to its committees and sub-committees.
 - i. Such people may be either Board members or others considered appropriate to the task of the committee or sub-committee.
 - ii. All committees of the Board shall be chaired by a Board member.

VETERANS CRICKET AUSTRALIA - COMMITTEE STRUCTURE



Strategic Plan 2018 -2022 Review 2/05/19

Foreword: “Veterans Cricket Australia (VCA) has grown rapidly from its beginnings in 2006 when three states and the ACT competed in an Over 60’s Carnival in Canberra to the present day when Men’s Over 50’s, 60’s and 70’s and Veterans Women’s Championships will be conducted during 2021, subject to the COVID-19 Pandemic, with all states and the ACT represented. Overseas tours commenced in 2011 and are now eagerly awaited to be recommenced in all Playing Divisions.

Administratively, VCA has grown from early discussions in 2009 to establishing a formal structure in 2012. Since 2016 it has been a fully Incorporated Board and operates under the terms of an MOU with Cricket Australia.

The Board now seeks to plan and consolidate its position into the future. This Strategic Plan aims to provide leadership and direction to ensure all veteran cricketers will enjoy Cricket- A Sport for Life.”

Vision: **Cricket- a Sport for Life**

Mission: **Enabling our members to embrace the spirit of cricket in a competitive, social and healthy environment.**

Values:
Sportsmanship
Promoting relationships
Opportunity for All
Respect
Total enjoyment

Goals:

- 1. Maximize opportunities for all to participate.**
- 2. Promote physical, social and emotional wellbeing in a positive safe environment.**
- 3. Provide good governance**
- 4. Grow investment in Veterans Cricket.**

Goals	Strategies	Strategy Execution	Accountability	Review 2 May	Review July 2021
Goal 1: Maximize Opportunities for all to Participate	<p>1 Develop additional. championships, venues and events based on abilities, playing profiles, social cricket</p> <p>2. Ensure International tours are available at all levels</p>	<p>1. Each Playing Sub Committee to consider need for additional levels and formats such as: -Lower Divisions for less talented -Splitting playing groups in halves e.g.65's Alternatives to championships</p> <p>2. Each Playing Sub Committee to plan for international tours by: -Developing a 5-year program for International Tours -Liaising with states and other Playing Committees to develop a 3-year program for social tours -Establishing a data base of efficient tour operators to arrange such tours</p>	<p>1. Playing Committee Chair- Annually</p> <p>2. Playing Committee Chair- Annually</p>	<p>Over 70's: 1. Rapid drop in standard due to ageing 2. Thoughts of Over 75's in Qld/NSW</p> <p>Over 60's: 1. NSW allowing 67+ to play in Over 70's 2. NSW running 67+ carnival in New England area.</p> <p>Summary: Underway but actions need to be taken and documented prior to 15/09/2019. Readjust imbalance of 60's & 70's Champs team Nos.</p> <p>Over 70's: 1. Possible NZ tour in Feb 2020 2. UK tour in July/Aug 2020 3 Some issue that 5-year program to far out, 3yrs??</p> <p>Over 60's: 1. UK tour underway in June 2019 2. UK touring here in Nov 2019 3. Possible NZ here in Feb 2020 4. World Cup Dec 2020, Melbourne? Sunshine Coast?</p> <p>Over 50's: 1. World Cup SA in Feb 2020 2. UK maybe 2021?</p>	<p>Playing Groups discussing options. 60's numbers are ballooning but disparity exists in solutions. 50's looking at introducing a 55's National Championship in 2022.</p> <p>NSW successfully running 65's Regional Tournaments</p> <p>Increased numbers catered for in 60's Nationals in 2021 in Qld and 2022 in Vic, but 60's will become an issue after that re grounds to cater for increased numbers.</p> <p>COVID-19 has essentially stopped all International Tours including scheduled 50's and 60's World Cups.</p> <p>Numerous attempts to restart tours with New Zealand have been hampered by COVID-19.</p> <p>Inter-State Tournaments have also been severely restricted</p>

<p>3. Encourage New Zealand and Northern Territory into full membership of VCA</p>	<p>3. Board is to continue to pursue and encourage current dialogue with NZ and NT</p>	<p>3. President - Annually</p>	<p>Social Tours: Remains with states but VCA needs to know</p> <p>Summary: Underway but documents needed by 15/9/19</p> <p>NZ: Awaiting final reply from NZ re VCA invitation. CA will review MOU to ensure this complies with CA charter.</p> <p>NT: SA has made attempts and see little interest. CA Chair will investigate.</p>	<p>NZ Affiliation not progressed. Board needs to review whether or not NZ affiliation is still a priority. They have developed to the stage of running their own Nationals. With pressure from the States for increased team numbers at our Nationals, it may be time to develop more Tours between Australia and NZ.</p>
<p>4. Develop female participation of teams and individuals</p>	<p>4. States are to seek out past players and encourage involvement initially as individuals</p>	<p>4. State Presidents. Aim for 1 team/state by 2020</p>	<p>WA has included an Over 40's comp in with Over 50's, Qld, NSW, Vic & WA to go, possibly Tas. Other states are making effort. R Sims has offered to develop this Goal. See Item 7.02 General Meeting minutes.</p>	<p>Invited Veterans Women's representative to Board participation. Jessica Henry has accepted that role. Assist where needed with National Tournaments. Encouraged all States to have a Veterans Women's representative</p>
<p>5. Develop participation from interested parties other than players</p>	<p>5. States are to facilitate and encourage others such as local clubs, media, scorers, umpires, managers & partners to get involved</p>	<p>5. State Presidents lead process - Annually</p>	<p>ACT have had BBQ's inviting past players SA have run sponsored guest speaker nights NSW Vets team invited now to join "baggy blues" tours. Qld setting up own umpires' group & training for scorers</p>	<p>VCNSW President has initiated contact with well known mental health fund raiser and media personality, Gus Warland.</p>

	6. Create, develop and support programs with member organisations to attract new and previous participants in cricket, welcoming women, Aboriginal and Torres Strait Islander and people from Culturally diverse backgrounds.	6. Seek resources & funding to conduct skill development programs with support of partners in targeted areas and playing groups to create pathways to competitions including new and existing formats to increase participation.	6. Successful grant applications to Sport Aus. Move It Aust. Better Ageing to employ a National Manager to deliver 4 pilot programs leading to an increase in participants.	Application submitted to Better Ageing, but unsuccessful Feedback provided re unsuccessful application. Contact made with Norfolk Island regarding possible tour	Veterans Women's representative invited to participate in Board Meetings
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Goals	Strategies	Strategy Execution	Accountability	Review 2 May	Review July 2021
Goal 2: Promote Physical, Social and Emotional Well Being in a Safe and Positive Environment	<p>1. Develop a social, sporting and community hub environment for all participants</p> <p>2. Partnerships in place with community organisations to promote a healthy, active lifestyle including through involvement in cricket on all promotions and programs.</p> <p>3. Recruit nationwide health insurer to provide competitive rate for fitness & Wellness plans/packages</p>	<p>1. All venues to be reviewed to ensure provision of a positive inclusive environment with good facilities promoting social interaction & wellbeing as part of VCA activities.</p> <p>2. All programs, events and activities to include appropriate fitness programs and healthy lifestyle information from key partners.</p> <p>3. Marketing chair to work with CA to approach BUPA as first option</p> <ul style="list-style-type: none"> • Diet & nutrition • Gym plans etc. 	<p>1. Event and program coordinators to provide & promote hospitality.</p> <p>2. Information provided to all participants with States developing/sourcing relevant resources.</p> <p>3. Marketing Chair to report to AGM 2018</p>	<p>1. Ongoing for all states</p> <p>2. Physio on site during 2018 Over 70's championships to assist in providing advice and treatment</p> <p>3. Chair is to present report on Friday</p>	<p>Implementation of CA and State Association COVID-19 playing policy</p> <p>As above</p> <p>No progress. Need to appoint a Marketing Chair and review our marketing/promotion</p>

	<p>4. Develop and prepare suitable health & fitness plans for members in various playing groups</p> <p>5. Develop relationships with community organizations relevant to health such as Movember, Beyond Blue, Cancer Council, Heart & Stroke Foundations, et</p>	<p>4. Request one State Association to develop suitable fitness programs for each playing group.</p> <p>5. VCA to take lead in a national approach to supporting its preferred charities with 2 partners selected and promoted annually.</p>	<p>4. President to report to AGM 2018</p> <p>5. Chair Marketing - Annually</p>	<p>4. No progress to date on this strategy.</p> <p>5. Some states reporting they have their own charities WA proposing to support its charity (Wheelchairs 4 Kids) from Over 50's championships Lords Taverners Victoria seeking VCV support</p> <p>Acknowledged VCA should investigate nominating a charity from each championship as strategy</p>	<p>No progress other than to follow Community Cricket and State Association policy,</p> <p>No progress at the National level. Some States making contact with specific charities.eg NSW and Mental Health.and Drought Appeal</p>
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Goals	Strategies	Strategy Execution	Accountability	Review 2 May	Review July 2021
Goal 3: Provide Good Governance	1. Build closer links with CA through enhanced Administrative and organizational support for Championships.	<p>1. (a) Prepare case for enhanced CA support f as well as stakeholders incl. Fed. Govt, Sponsors.</p> <p>1. (b) Commence MOU 2 discussion</p>	1. Pres /ongoing	<p>1. Progress being made. About to commence at this conference Subsequent meeting with CA Chair 17 June resolved to:</p> <ul style="list-style-type: none"> • CA now to re-engage with states • Insurance will be followed up • Chair to approach Cricket CEO's -Tas, NSW & NT. 	<p>CA link continues through Scott Tutton.and review of MOU. Two Meetings with CA Board Chair Earl Eddings</p> <p>Nationals Insurance cover a continual issue.</p>

	<p>2. Continue to build & maintain closer links with State Associations.</p> <p>3. Implement IT Strategy</p> <p>4. Board has appropriate skill sets to suit its needs taking into account changes to board membership and subsequent succession planning</p> <p>5. Board enhances its efficiency & effectiveness</p>	<p>2. Each President establishes direct point of contact with their State Association</p> <p>3. Pres/Sec to seek board approval for implementation of IT Strategy.</p> <p>3. Pres/Sec develop matrix of skills required and financial implications for the board:</p> <p>(i) Appoint CEO subject to finance</p> <p>(ii) Board appoints relevant interim persons to fill skills void</p> <p>5. Review and update all Policies & Procedures.</p> <ul style="list-style-type: none"> - Roles & Responsibilities for Board members. - Member Protection Policy -Member Code of Conduct - Conduct regular electronic meetings - Succession Planning 	<p>2. State Presidents ongoing</p> <p>3. President to report to AGM</p> <p>4. Pres/ ongoing</p> <p>5. Pres/ annually</p>	<p>2. Qld has obtained affiliate status, SA, ACT and WA are all recognized by state associations.</p> <p>AGREED all states to confirm their status with Kerry</p> <p>3. IT Strategy approved but little implementation as yet. AGREED to seek funding for this in 2019/20 budget</p> <p>4. Not yet commenced other than general discussions today</p> <ul style="list-style-type: none"> • Player levy to fund P/T administrator • CA admin assistance (Next MoU to include) • CA funding for P/T administrator • Amount of time needed to do the admin role <p>5. Ongoing: Pres/Sec to develop from QVC manual Pres/Sec to develop from QVC manual Not yet commenced Underway with 3 held to date in 2018/19 On agenda at this conference (NSW to assume Pres/sec)</p>	<p>All States & Territories have affiliation with their State Bodies. Nationals not covered by State Insurance. Players notified</p> <p>IT strategy in place. Social Media promotion introduced through VCA Face Book group. Discussions with CA re use of “Frog Box” and Live Streaming as a means of marketing & Promotion</p> <p>No progress, but still seen as a priority. Questioned whether Board has appropriate skills to cover current SP expectations.</p> <p>Board member Roles and responsibilities updated. VCA Policies reviewed Social Media Co-ordinator to be appointed. Regular Zoom Meetings</p>
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Goals	Strategies	Strategy Execution	Accountability	Review 2 May	Review July 2021
Goal 4: Grow investment in Veterans Cricket	<p>1. Market to a high range of high probability targets</p> <p>2. Liaise with CA regarding increased financial support.</p> <p>3. Discuss and arrange ‘non-dollar’ initiatives with CA/year</p> <p>4. Source sponsorship funds to support international tours here and overseas.</p> <p>5. Market to the broader community</p> <p>6. Ensure fiscal stability is sustainable.</p>	<p><i>Chair of Marketing oversees achievement of Strategies 1-4</i></p> <p>1-Sign 1 major sponsor or partner per year.</p> <p>2. Double existing funding within 3 years.</p> <p>3. Provide 2 ‘non-dollar’ initiatives/year</p> <p>4. Through CA sponsors initially</p> <p>5. Produce Marketing Video</p> <p>6. Treasurer to report on member profile & opportunities for revenue raising, cost reduction & funding reserves policy</p>	<p>1.Chair Marketing AGM</p> <p>2 Pres/VP liaise with CA-Target \$60k</p> <p>3. Chair Marketing AGM</p> <p>4. Chair Marketing AGM</p> <p>5. V/Pres</p> <p>6. Treas. – AGM</p>	<p>1. Chair is to present report on Friday</p> <p>2. Appropriate time for this approach to be determined</p> <p>3. Chair to present report on Friday</p> <p>4. Chair to present report on Friday</p> <p>5. Video to be reviewed by board on Friday for final check</p> <p>6. Ongoing with reports presented as required</p>	<p>COVID-19 had a severe impact on funding & Sponsorship opportunities. Ability of VCA to attract sponsors outside of National Championships limited.</p> <p>CA Funding impacted by their Financial position through COVID. Negotiating an increase to \$20,000 in new MOU to cater for support of Veteran Women’s National Championship</p> <p>CA prepared to look at promotional support through “Cricket tales” on Social Media and provide assistance with establishment of new Website after MyCricket.</p> <p>Commercial marketing viability of VCA questioned. Relatively small membership numbers not attractive to major sponsors. Video available to all States. Good Television coverage on Greg Johnson (Front Bar) and Doug Crowell (7.30 Report)</p> <p>Neville recently transferred \$30k to the VCA Investment Account.</p>

	7. Research opportunities for funding of programs with broader health and wellbeing outcomes in the government and non-government sectors.	7. Submit one grant application annually for innovative initiatives promoting VCA programs and increasing membership.	7. Working group established to develop, deliver & monitor applications	7. Application submitted for Better Ageing grant but unsuccessful.	No progress. Needs attention Mental Health funding opportunities should be investigated.
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VCA COMMITTEE TERMS OF REFERENCE

GOVERNANCE AND POLICY

- 1) To develop and oversee all aspects of governance of VCA (Inc) and its Board
- 2) To oversee and review all VCA policy
- 3) To review all practices of VCA (Inc) and its Board
- 4) To manage all VCA financial matters
- 5) To coordinate all matters between VCA (Inc) and Cricket Australia
- 6) To plan for the future well-being of VCA (Inc) and its members

CRICKET PLAYING GROUP COMMITTEES

- 1) To manage all “on-field” aspects of veterans cricket in their particular playing group.
 - a. To develop maintain a schedule for the staging of National Championships in relevant playing groups, and to oversee their organisation.
 - b. To develop and maintain a schedule of home and away tours for representative teams in relevant playing groups and to oversee all arrangements relating to these representative teams.
 - c. To review all practices relating to National Championships and representative teams and tours.
 - d. To plan for and oversee all matters relating to the health and safety of players participating in National Championships and representative matches and tours.
- 2) To seek opportunities to develop veterans cricket within Australia and overseas.

MARKETING & PROMOTION

- 1) To identify the “Veterans Cricket brand” and our current stakeholders.
- 2) To seek ways to promote the “Veterans Cricket” image and brand to our existing and potential stakeholders, beyond our present reach within Australia, and overseas.
- 3) To seek sponsors and sources of grants relevant to veterans cricket and its stakeholders.
- 4) To communicate as extensively as possible with the VCA membership and with our stakeholders via the internet, social media and traditional forms of media.
- 5) To maintain all VCA records.

VCA COMMITTEE MANAGEMENT

NOTE: COMMITTEES ARE INSTRUMENTS OF THE BOARD, ARE APPOINTED BY THE BOARD AND ARE DIRECTLY RESPONSIBLE TO THE BOARD

Whereas sub-committees are established by and responsible to Board Committees.

ROLES OF COMMITTEE & SUB-COMMITTEE CHAIRS

- To establish priorities within their areas of responsibility
- To create sub-committees and/or appoint officers according to these priorities
- To fully involve all members of their committee / sub-committee
- To conduct meetings as necessary
 - And as per documented meeting procedure set down by the Board
- To consider reports and recommendations from sub-committees and appointed officers
- To pass on recommendations to the VCA Board / Board committee responsible
- To maintain clear communications with the VCA Board / Board committee responsible

MEMBERSHIP OF SUB / COMMITTEES

- Membership of VCA Board committees is determined by the Board.
- Membership of VCA sub-committees
 - is by invitation of the Chair of that sub-committee and subject to the approval of the Chair of the responsible Board committee and the VCA President.
 - ceases one calendar month after the date of the VCA (Inc) AGM, or in the event of on the completion of the sub-committee's purpose. In this case, members will be advised by the Chair of the relevant Board committee.
- The VCA President is a member of all Board committees.

VCA SUB / COMMITTEE MEETING PROCEDURE

● **NOTICE OF MEETINGS**

- Board committees shall operate using the same procedures as the Board itself. Refer to Division 4 – Meetings of the Board - of the Constitution.
- For sub-committees - no less than 7 days before the meeting is scheduled to take place, this notice to include an agenda of business to be dealt with, and
 - the form of the meeting – ie venue, teleconference, etc., and
 - minutes of any previous meeting.

● **MEETINGS**

- Attendance at all meetings of the VCA Board, committees and sub-committees shall be restricted to those members of the Board or relevant committee/sub-committee or their nominated proxies or any previously advised non-members invited for a specific purpose
- Board committee meetings are to be chaired by a Board member.
- Sub-committee meetings are to be chaired by the appointed sub-committee Chair.
- In all cases, if the regular Chair is unavailable the members present are to select one of their number to chair the meeting.
- Proxies and substitute delegates are permissible. Any sub/committee member unable to attend the meeting is to advise the Chair prior to the start of the meeting of the name of the proxy or substitute delegate.
- Quorum - more than half the members of the sub/committee in person or by proxy.
- Members must vote in favour of discussing business not on the Notice of Meeting.
- Motions must be moved and seconded.
- The method of voting is to be decided by the Chair and agreed to by the meeting.
- Decisions may be arrived at either by resolution or a simple majority of those present. If votes are equal, the motion is defeated.
- Unless otherwise decided, the Chair of the sub/committee shall have a vote.
- Recommendations:
 - Sub-committee recommendations are to be referred to the Chair of the relevant committee.
 - Committee recommendations are to be referred to the full Board through the VCA President.
- Sub/committee members are to be advised by their Chair regarding the outcome of their recommendations.

● **MINUTES**

- Any previous minutes are to be formally moved for adoption passed.
- Those present, all motions, details of voting and decisions made are to be noted.
- A member of the sub/committee may request anything else to be minuted.
- Minutes are to be circulated to sub/committee members within 7 days of the meeting.
 - Any member present at the meeting has 7 days after receiving them to make a request through the Chair for the minutes to be altered.
- Minutes of any sub/committee meeting are to be provided to any VCA Board members on request through the relevant Committee Chair.
- Minutes are to be retained by the sub/committee Chair and passed on to the VCA Secretary at the next VCA AGM.

OTHER ORGANISATIONAL AND ADMINISTRATIVE MATTERS

BOARD MEMBERS' EXPENSES

Board members should be compensated for all reasonable expenses associated with attending Board events including airfares and accommodation. Additional expenses caused by a member's decision to vary the basic arrangements should be at the member's expense. It is expected that Board members will take all reasonable steps to keep expenses to a minimum.

For specific detail, refer to the Board paper entitled 'Policy of Reimbursement of Board Members Expenses' dated 9 January 2018, circulated prior to the Board meeting held in Melbourne on Feb 9, 2018, and approved as amended (Minuted item 5.02, Treasurer's Report) at that meeting.

WEBSITE AND MYCRICKET PROTOCOLS

- 1) The Principal User of the VCA website (www.veteranscricketaustralia.com.au) shall be appointed by the Board and shall be a member of the Board.
- 2) The Board shall appoint suitably qualified people to be:
 - Site Administrator of the VCA website, and
 - Administrator of the VCA Mycricket siteIdeally each of these should be able to act as support to the other should that be necessary.
- 3) All content of both the website and Mycricket must first be approved by the relevant VCA Board Committee Chair before being forwarded to an Administrator.
- 4) Access to either site may only be given with the prior approval of the Principal User, for official VCA purposes, and / or for a specified period of time.
- 5)

MyCricket Principal Users

Hello MyCricket Principal Users, as Co-ordinator of Veterans Cricket Australia (VCA), I have been asked by the Executive of VCA, President Kerry Emery, Secretary Ross Chapman and Treasurer Neville Crane, to develop a reporting system of player details that are required by Cricket Australia (CA) as part of the Memorandum of Understanding (MOU) that CA and VCA have agreed to.

CA requires an accurate, annual report of State based player age numbers and locality of the Veterans Cricket Playing Groups.

I have done some extensive research as well as liaison with CA's MyCricket people and come up with a system of "Custom Person Lists" that achieve the desired results. These will enable VCA to access the information very quickly when required.

The accuracy of the information created by the Custom Person Lists is dependent on each state/territory having their Veteran player records up to date and in the desired format. VCA request that each state/territory update their player records on MyCricket when time permits.

(It is recognised that NSW and Victoria may need to gather and enter a substantial amount of data. If assistance is required please contact me and I will try to help out where I can)

The format needed is:

VCA (Inc) ADMIN MANUAL (Oct 29, 2019)
Reviewed August 2021

All CURRENT veterans' players to have "Roles" listed as Player, with a "Sub Role" listed as Veteran on either their States or States Child organisation MyCricket site.

All CURRENT veterans' players to be entered on the "Registered Players" list for either their States or States Child organisation MyCricket site annually.

As all administrators at a State and Local level also require an accurate data base to assist them, it is planned that this 'MyCricket' initiative will satisfy requirements for all users at all levels. Once the precise information has been entered for each player for the 2018/19 season, it will only need ongoing updates, not annual 'redo's'.

Note: If there is some else in your organisation who this email should be directed to, please let me know. Also if you have any questions please email or call me on 0474067848.

Kind Regards

Ross Madsen VCA MyCricket Co-ordinator

October 2018

VETERANS CRICKET AUSTRALIA (Inc) CONSTITUTION

The VCA Constitution (February 2018) may be viewed on the VCA website (www.veteranscricketaustralia.com.au)

OTHER VCA (Inc) POLICY DOCUMENTS

- 1) VCA (Inc) Championship Manual (February 2018)
- 2) VCA (Inc) Representative Teams and Tours Manual (February 2018)

These may be viewed on the VCA website (www.veteranscricketaustralia.com.au)

INCORPORATION

VCA was incorporated under the Associations Incorporation Reform Act 2012, Victoria (No. A0097119Q) on Sept 27, 2016.

** Useful links include the following. It should be noted however that access is only available via the MyCAV account holder, normally either the VCA President or Secretary.

- <https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/running-an-incorporated-association>
 - Rules
 - Annual statement
 - Update details
 - Secretary, committee, office holders, and delegates
 - Meetings
 - Membership
 - Resolving disputes
 - Responsibilities of Association Secretary

** An annual statement is to be submitted within one month of the AGM. As a Tier 1 association we are only required to submit a financial statement. An official form is available for this purpose.

** Changes to Rules (the Constitution,) Office Bearers, addresses, etc not occurring at the AGM are to be advised within 14 days.

The Association applied for and was granted an **Australian Business Number** (ABN:31130956773) on Nov 1, 2016.

MEMO OF UNDERSTANDING with CRICKET AUSTRALIA

The Association has entered into a Memo of Understanding with Cricket Australia which shall remain in effect until June 30, 2022. Details of the MoU may be made available through either the Chair of the VCA Governance Committee or the Manager of Club Cricket at Cricket Australia.

Veterans Cricket Australia Inc.

Roles and Responsibilities and Desirable Attributes of Board Members– September 2019

Position	Role and Responsibilities (Subject to amendment by the Board from time to time as appropriate)	Skills, Attributes Desirable for this Position (Subject to amendment by the Board from time to time as appropriate)
<p>1. President (Elected at AGM)</p>	<ul style="list-style-type: none"> • Over-arching responsibility for the running of the Organisation including the role of Chair of Governance. • Arranging of Board meeting dates and venues. • Ensuring actions required by all motions passed at all meetings are undertaken appropriately. • Liaison with Cricket Australia (CA). • Carrying out the roles required by BOVCA board. • Implement ICT Policy. • Liaison with Committee Chairs to ensure each Committee is meeting its obligations. • Liaison with Secretary and Treasurer to ensure both officers are meeting their obligations. • Represent VCA at all official CA functions and events. • Be the sole spokesperson for all matters pertaining to VCA. • Liaison with counterpart in other nations. • Prepare newsletters for regular distribution throughout Australia. • Liaison with Chairs of national selectors regarding approvals and announcements of selections, replacements etc. 	<ul style="list-style-type: none"> • Extensive experience in cricket administration at state, association and club levels. • Previous experience as chairman of organisation/s or head of department within commercial/government sectors. • Outstanding ability to listen, reason and debate with high levels of Cricket Australia officials and senior officers from the commercial/government sectors. • Proven ability to provide leadership and encouragement to other members of organisations served. • Demonstrated passion for the betterment of Veterans Cricket in Australia. • Demonstrated ability to communicate by all electronic means used by VCA.
<p>2. Vice President (Elected at AGM)</p>	<ul style="list-style-type: none"> • Liaison with President on all strategic and operational matters outlined above. • Undertake role of President in absence of President. • Understudy to President. • Assist in liaison with Cricket Australia 	<ul style="list-style-type: none"> • Extensive experience in cricket administration at state, association and club levels. • Previous experience as chairman of organisation/s or head of department within commercial/government sectors. • Demonstrated passion for the betterment of Veterans Cricket in Australia • Demonstrated ability to communicate by electronic means.

<p>3. Secretary (non-voting role) (Elected at AGM)</p>	<ul style="list-style-type: none"> • Act as chief officer as per Rules of Association. • Record minutes of meetings. • Deal with correspondence of an official nature. • Ensure AGM is held as per Rules of Association. • Submit Annual Return to Consumer Affairs Office after each AGM. • Provide advice and make recommendations to the President on the running of the Association. • Prepare and keep updated the VCA playing program. • Undertake the role of Member Protection Officer. 	<ul style="list-style-type: none"> • Experience in cricket administration at state, association and club levels. • Previous experience in management of organisation/s or head of department within commercial/government sectors. • Extensive experience with modern day technology for communications, record keeping and information transfer. • Demonstrated ability to successfully train and encourage others in the use of this technology. • Previous experience as Secretary of an Incorporated Organisation. • Demonstrated ability to serve Board Members and all members with understanding and compassion. • Demonstrated ability to actively support the Board's decisions.
<p>4. Treasurer (non-voting role) (Elected at AGM)</p>	<ul style="list-style-type: none"> • Receive and receipt all monies paid to the Association. • Make all payments on behalf of the Association. • Keep an accurate record of all receipts and disbursements made by the Association in order to meet the requirements of the Association's auditor. • Keeping an accurate record of all petty cash expenses made by the president, secretary and himself/herself as well as ensuring such expenses are legitimately able to be made by the Association. • Present a balance sheet to each and every meeting of the Board. • Arrange for auditing of financial records in time for presentation to the AGM. • Make recommendations and give advice to the Committee on financial matters. • Liaison with the Uniform Manager regarding payments made for uniform purchases and the keeping of true and accurate records of income and expenditure for VCA uniforms. 	<ul style="list-style-type: none"> • Tertiary qualifications as an accountant preferable. • Experience in cricket administration at state, association and club levels, preferably as a Treasurer. • Extensive experience with modern day technology for communications, record keeping and information transfer. • Demonstrated ability to actively support the Board's decisions.
<p>5. Chair of Marketing, Sponsorship and Promotion (Appointed by Board at General Meeting following AGM)</p>	<ul style="list-style-type: none"> • Establish committee members (minimum of 3) after each AGM and obtain Board approval for its composition. • Provide written report to each Board meeting and for section in President's Annual Report. • Prepare documents outlining VCA position with respect to seeking funding for its operations. • Liaise with President regarding establishing contacts within CA to obtain its 	<ul style="list-style-type: none"> • Previous commercial experience in the business world. • Demonstrated ability to promote the benefits of VCA to a wide range of potential sponsors. • Demonstrated ability to think laterally with practicality and to communicate those thoughts with purpose to potential sponsors and benefactors. • Experience in cricket administration at state, association and

	<p>assistance in this portfolio.</p> <ul style="list-style-type: none"> Establish and maintain contacts with organisations that do/could assist in the advancement of VCA's strategies Maintains close contact with current sponsor/s and actively seeks out new avenues for sponsorship. Ensures each championship event complies with sponsorship agreements. Develops sponsorship agreements with new sponsors for submission to the Board for approval. Develops and maintains a close liaison with state counterparts to ensure VCA approach aligns nationally. 	<p>club levels.</p> <ul style="list-style-type: none"> Previous experience in management of organisation/s or head of department within commercial/government sectors Extensive experience with modern day technology for communications, record keeping and information transfer. Tertiary qualifications in marketing preferable, although extensive experience in advertising and marketing may well suffice.
<p>6. Past President (As of right; ex-officio role only with no voting rights)</p>	<ul style="list-style-type: none"> Provides advice on past decisions and policies. Provides assistance to President as required. Continues in role at VCA until its AGM unless determined otherwise by Management Committee. 	<ul style="list-style-type: none"> Immediate Past President of the Board.
<p>7 Chairs Over 70's; Over 60's; Over 50's Committee (3 positions) (Appointed by Board at General Meeting following AGM)</p>	<ul style="list-style-type: none"> Establish committee members (minimum of 3) after each AGM and obtain Board approval for its composition. Provide written report to each Board meeting and for section in President's Annual Report. Arrange regular meetings of committee and document those meetings for distribution to committee members and President. Act as Chair of selection panel. Arrange for selectors to be nominated to Board for approval in accordance with Sect 4 of Rep Teams and Tours Manual Arrange for selections made by selectors to be forwarded to the Board for its final approval. Ensure Championships are carried out by the host state in accordance with Board Policy. Make arrangements for international matches and tours both within Australia and overseas. Prepare a 5-year program of international tours. Responsible for bringing forward issues and solutions to the Board for the playing division. Provide assistance to other committee positions as requested by the President/committee. Liaise with playing division members. 	<ul style="list-style-type: none"> Extensive experience in cricket administration at state, association and club levels. Previous experience as chairman of organisation/s or head of department within commercial/government sectors. Previous and current experience as a cricket player within the VCA organisation. Demonstrated ability to communicate with and understand other cricketer's desires and aspirations. Demonstrated ability to ensure the game is played within the Spirit and Rules of Cricket as a "Game for Life". Demonstrated ability to oversee major events are conducted successfully in accordance with VCA policies. Demonstrated ability to communicate with counterparts within Australia and overseas. Extensive experience with modern day technology for communications, record keeping and information transfer.

Non-Board Member Positions

Position	Role and Responsibilities (Subject to amendment by the Board from time to time as appropriate)	Skills, Attributes Desirable for this Position (Subject to amendment by the Board from time to time as appropriate)
1. Umpire Liaison Manager	<ul style="list-style-type: none"> • This position will be appointed by the Board and shall report directly to the President on behalf of all Chairs of Cricket Playing Divisions • Maintain register of Umpires from each State who are able to officiate at VCA championship and carnival matches. • Make recommendations to Championship Chairs to allocate Interstate Umpires for VCA championships. • Make recommendations to the Board regarding Rules for Championship matches and Veterans Cricket in general. • Liaison with State Umpire Liaison Officers. • Prepare and distribute regular articles on umpiring matters in conjunction with President. 	<ul style="list-style-type: none"> • Desirable to have attained the standard of “Representative Officiating” Umpire during the course of umpiring career. • Demonstrated ability to communicate clearly with umpires regarding their roles within VCA matches. • Extensive experience with modern day technology for communications, record keeping and information transfer.
2 Uniform Manager	<ul style="list-style-type: none"> • This position will be appointed by the Board and shall report directly to the Treasurer. • The Treasurer shall stipulate the method of record keeping for payments for uniforms prior to issue. • He/she shall maintain close scrutiny of stock on hand. • Make recommendations for the ordering of new items and or styles stock. • Ensure purchases are made in accordance with any supply agreements made by the Board. • Search out new suppliers/designs as and/or required by the Board. 	<ul style="list-style-type: none"> • Past experience in accounting, stock control essential. • Demonstrated ability to communicate with current and future providers of clothing for VCA teams. • Demonstrated ability to successfully negotiate satisfactory terms and conditions for the supply of VCA merchandise. • Demonstrated ability to provide merchandise to players in a timely and friendly manner. • Extensive experience with modern day technology for communications, record keeping and information transfer.
3 Web Site Administrator	<ul style="list-style-type: none"> • This position will be appointed by the Board and shall report directly to the IT Manager. • Maintain and further develop the VCA website to encourage ready accessibility for all members and the general public. • Liaise closely with MyCricket Administrator to ensure overlaps are minimized. • Liaise with each State’s website personnel to ensure compatibility throughout the VCA “family”. 	<ul style="list-style-type: none"> • Tertiary qualifications in IT preferable. • Extensive experience in website building and maintenance. • An understanding and interest in cricket highly desirable.

	<ul style="list-style-type: none"> • Provide advice and recommendations to IT Manager relevant to this position. 	
4 MyCricket Administrator	<ul style="list-style-type: none"> • This position will be appointed by the Board and shall report direct to the IT Manager. • Develop and maintain close liaison with CA’s MyCricket Manager. • Liaise closely with Website Administrator to ensure overlaps are minimized. • Liaise with each State’s MyCricket Administrator to promote use and better understanding of capability of MyCricket and ensure compatibility throughout the VCA “family”. • Provide advice and recommendations to IT Manager relevant to this position. 	<ul style="list-style-type: none"> • Extensive experience with computer-based software programs. • Demonstrated high level of knowledge of CA’s MyCricket. • Demonstrated ability to successfully train and encourage others in the use of this technology. • An understanding and interest in cricket highly desirable.
5 IT Manager	<ul style="list-style-type: none"> • This position will be appointed by the Board and shall report directly to the Chair Governance. • Provide recommendations and advice to the Board on all matters relating to Information Technology. • Develop and maintain close working relationships with Website Administrator and MyCricket Administrator. • Establish VCA email contacts for all Board positions to dispense with current practices of “personal” emails. • Arrange for teleconferencing as and when required by President and Committee Chairs. 	<ul style="list-style-type: none"> • Tertiary qualifications in IT preferable. • Extensive experience in the commercial and business world with regard to IT installations, servicing and management. • An understanding and interest in cricket highly desirable • Demonstrated ability to successfully train and encourage others in the use of IT. • Demonstrated ability to communicate successfully with Board members in the explanations of all IT matters.

Adopted Date: 24/09/2019

Reviewed August 2021