



**White Knights Baldvis
Cricket Club Incorporated**

By-Laws

Contents

1 FOREWORD 3

2 FEES 3

3 SPONSORSHIP POLICY 3

4 PURCHASING/EXPENDITURE POLICY 5

5 ANCILLARY POSITIONS 5

6 CLUB CAPTAINS 8

7 CLUB AWARDS 8

8 CLUB COLOURS AND LOGOS 9

9 CESSATION OF CLUB 9

1 FOREWORD

- 1.1. These By-Laws are to be used for the procedural and administrative matters associated with the conduct of business pertaining to the “White Knights Baldivis Cricket Club Incorporated” which for the purposes of this document shall herein be referred to as “the Club”.
- 1.2. All By-Laws are to be consistent with Rule 10.1–10.5 of the Club Constitution.

2 FEES

- 2.1. All Senior and Junior Fees – As determined by the committee annually dependent on a range of factors including but not limited to Senior Affiliation fees, Junior Affiliation fees and known Club expenditure.
- 2.2. Social Member - \$50 per annum
- 2.3. Associate Member - \$0
- 2.4. Ordinary Member - \$0
- 2.5. A Club member as defined in Rule 7 may be entitled to a discount on the annual membership fee.
- 2.6. A member is only entitled to one discount in any year.
- 2.7. Discount applied to fees are calculated as a percentage reduction of the annual membership fee rounded up to the nearest \$5 amount. For example, if a member was entitled to a 10% reduction on the annual fee \$340 they would be entitled to a \$34 discount which is rounded up to \$35. They are then liable for \$305 as their annual membership fee. The exception to this rule is for Playing Life Members and Full Time Students who have set discounts of \$100.
- 2.8. Fee discount entitlements are:
 - a. Life Member – 100%;
 - b. Playing Life Member – \$100 flat discount;
 - c. Full Time Student (Playing Seniors) – \$100 flat discount;
 - d. Senior Captains – 25%;
 - e. Committee Member – 25%;
 - f. Member gaining sponsors:
 - i. Major Sponsor – 100%;
 - ii. Gold sponsor – 25%;
 - iii. Silver sponsor – 20%;
 - iv. Bronze sponsor – 15%;
 - v. ‘In-kind’ sponsor – calculated at the retail value of the goods/service provided to determine what class (gold, silver, bronze) the membership equates to.
- 2.9. The Fee Payment Policy shall detail all Senior Fee information for the upcoming season including fee amounts, fee due dates and other pertinent information. The policy will be made available to all members on the Club’s website.

3 SPONSORSHIP POLICY

- 3.1. To recognise the sponsors who contribute to the Club, the Club will utilise the sponsor’s details as defined in the yearly “Sponsorship Proposal Brochure”.

3.2. The different tiers of sponsorship are:

- a. Major Sponsor – Business or entity that provides no less than \$5,000 per annum (does not apply to in-kind sponsorship)
- b. Gold – from \$2,000 per year;
- c. Silver – \$1,500 - \$1,999 per year;
- d. Bronze – \$1,000 - \$1,499 per year.

3.3. Sponsors can expect the following:

- a. Major Sponsor:
 - i. Business Logo displayed on Match Day and Training shirts for senior and junior teams;
 - ii. Business Logo displayed on Match Day stumps at home ground;
 - iii. Vinyl banner on display at all games and events at home ground
 - iv. Exposure via the Club's Facebook Page;
 - v. Exposure on the Club's Website;
 - vi. Placement on Sponsors page on Mobile Phone Team App;
 - vii. Corflute Signage on match days at home ground;
 - viii. 2 x complimentary tickets to the Club's End of Season Awards Night;
 - ix. Complimentary invite to the Club's Annual Golf Day for 2 people; and
 - x. Invite to the Club's Sponsors Day event.
- b. Gold sponsor:
 - i. Business Logo displayed on Match Day stumps for a selected grade
 - ii. Exposure via the Club's Facebook Page;
 - iii. Exposure on the Club's Website;
 - iv. Placement on Sponsors page on Mobile Phone Team App;
 - v. Corflute Signage on match days at home ground;
 - vi. 2 x complimentary tickets to the Club's End of Season Awards Night;
 - vii. Complimentary invite to the Club's Annual Golf Day for 2 people; and
 - viii. Invite to the Club's Sponsors Day event.
- c. Silver sponsor:
 - i. Exposure via the Club's Facebook Page;
 - ii. Exposure on the Club's Website;
 - iii. Placement on Sponsors page on Mobile Phone Team App;
 - iv. Corflute Signage on match days at home ground,
 - v. 2 x complimentary tickets to the Club's End of Season Awards Night;
 - vi. Complimentary invite to the Club's Annual Golf Day for 2; and
 - vii. Invite to the Club's Sponsors Day event.
- d. Bronze sponsor:
 - i. Exposure via the Club's Facebook Page;
 - ii. Exposure on the Club's Website;
 - iii. Placement on Sponsors page on Mobile Phone Team App;
 - iv. Corflute Signage on match days at home ground, no smaller than- 30cm x 46cm; and
 - v. Invite to the Club's Sponsors Day event.

4 PURCHASING/EXPENDITURE POLICY

- 4.1. In support of Rule 9.3 of the Constitution the following roles may expend funds to the specified limits without prior permission from the Committee. Each expenditure is to be recorded and reported as required by the Treasurer.
- 4.2. Authorised roles and limits are:
 - a. President – \$250
 - b. Bar & Kitchen/Canteen Manager – \$1500 weekly (combined) for food and beverage requirements
 - c. Community Director - \$150
 - d. Director of Cricket - \$150
- 4.3. In accordance with Rule 9.4 of the Constitution the following persons are authorised to commit Club funds:
 - a. President,
 - b. Treasurer, and
 - c. Administrator.

5 ANCILLARY POSITIONS

- 5.1. The following positions and responsibilities are required for the successful running of the Club.
- 5.2. Safeguarding Children Officer:
 - a. Communicate and promote Australian Cricket's Policy for Safeguarding Children and Young People.
 - b. Promote good practice of safeguarding Children and Young People within the Affiliated Association or Club, creating a welcoming and safe environment for Children and Young People.
 - c. Be the point of contact for all safeguarding Children and Young People matters.
 - d. Ensure all paperwork, background checks and Working with Children Checks (or Blue Cards) are completed by Cricket Participants, ensuring that all Working with Children Checks (or Blue Cards) are linked to the Affiliated Association or Club.
 - e. Attend all Junior Sub-Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting, with junior cricket decisions being made with the safeguarding of Children and Young People in mind.
 - f. Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment, or other inappropriate conduct such as Grooming are reported to the Police and/or Government Agency and the State and Territory Cricket Association in line with Australian Cricket's Policy for Safeguarding Children and Young People.
- 5.3. Director of Cricket:
 - a. Set and chair regular cricket department meetings;
 - b. Identification, facilitation and oversight of the Development Squad;
 - c. Support player recruitment;
 - d. Oversee the recruitment, management and training of Senior and Junior coaches;
 - e. Oversee and facilitate the Senior Selection Committee;
 - f. Oversee and support the Senior Captains;

- g. Oversee yearly Captain nominations through provision of the Captains Nomination Form or an on-line form;
- h. Attend when possible meetings from governing bodies and support Club appointed delegates;
- i. Facilitate and support where possible competitions and game day management; and
- j. Develop and manage Cricket Department budget line.

5.4. Social Media Manager:

- a. Manage and maintain the Club social media accounts;
- b. Liaison with Sponsor Coordinator to advertise Sponsor Announcements;
- c. Announce any major Club news to social media (i.e. fees, registration, captains, selectors, player representative sides, milestone games, A Grade debuts, etc.);
- d. Create Club events on social media;
- e. Reply to any messages via social media with relevant and correct information;
- f. Weekly Duties include, but are not limited to:
 - i. Team selections post;
 - ii. Fixtures post;
 - iii. Match results post; and
 - iv. Senior and Junior Player of the Round post

5.5. Merchandise Manager:

- a. Maintain Club logos according to approved Club colours;
- b. Manage and maintain all Club merchandise including up-to-date stock levels in on-line store;
- c. Liaise with Social Media Manager for the advertisement of merchandise;
- d. Order stock when needed with the Club's preferred suppliers after Committee Approval;
- e. Provide regular opportunities for face-to-face sales from the merchandise storeroom;
- f. Pack orders and organise collection with customer if purchased through on-line store;
- g. Keep merchandise storeroom neat and tidy; and
- h. Specialised/Pre-Paid orders can be made subject to Committee Approval on designs and price (helmets, kitbags, etc).

5.6. Bar Manager:

- a. Undertaking stocktakes of all beverage inventory;
- b. Raising of purchase orders for required inventory;
- c. Liaise with suppliers/contacts within the Club ensuring positive business relationships;
- d. Maintain up-to-date stock levels in point-of-sale system and fridges;
- e. Developing and maintaining roster for volunteer bar staff;
- f. Developing and maintaining Responsible Service of Alcohol register for all volunteer bar staff;
- g. Liaise with Social Committee to ensure adequate inventory is on hand for any upcoming events;
- h. Liaise with Administrator, Junior Co-Ordinator and Treasurer on a weekly basis for updated lists of players and social members to ensure an accurate member registry is kept up to date and made available to the Department of Liquor, Gaming and Sport and Communities upon request.
- i. Creation of Membership Cards as/when required;

- 5.7. Kitchen / Canteen Manager:
- a. Coordinating and purchasing of requirements for weekly food offerings;
 - b. Undertaking stocktakes of all food inventory;
 - c. Raising of purchase orders for required inventory;
 - d. Developing and maintaining roster for volunteers/cook/helpers;
 - e. Liaise with Bar Manager to input weekly stock into Square POS System.
- 5.8. Club Coach:
- a. Develop and facilitate all training sessions to improve all players within the Club;
 - b. Focus on development of batting, bowling and fielding skills;
 - c. Provide one on one technical coaching and support where required;
 - d. Ensure Senior Training is organised, well planned and expectations are clearly communicated to players;
 - e. Assist in the recruitment of Senior Players in consultation with committee;
 - f. Assist the Selection Committee in weekly team selections ensuring the selection policy is adhered to;
 - g. Observe match day performances (as a player or spectator); and
 - h. Facilitate home game warmups.
- 5.9. Net Co-Ordinator:
- a. Set up net equipment;
 - b. Provide batting registration mechanism for players as they arrive (whiteboard, tablet, etc.);
 - c. Allocate and co-ordinate fair batting time for players being cognisant of number of people at training;
 - d. Inform players what their batting time is;
 - e. Maintain balance of bowlers amongst each net being cognisant of the skill level of the batter/s in each net;
 - f. Reinforce key messaging that Club Coach has stated; and
 - g. Pack away net equipment
- 5.10. Sponsorship Co-Ordinator
- a. Oversee the development of a sponsorship plan
 - b. Prepare an annual Sponsorship Proposal Brochure
 - c. Maintain positive relationships with existing sponsors
 - d. Develop relationships with businesses for new sponsorship opportunities
- 5.11. Grade Captain:
- a. Provide leadership on and off the field by:
 - i. Promoting Club values and culture;
 - ii. Ensuring a high standard of sportsmanship;
 - iii. Ensuring player treatment and opportunity is fair and equitable;
 - b. Assuming match day responsibilities, including:
 - i. On field decision making;
 - ii. Managing player behaviour;
 - iii. Interactions with umpires; and
 - iv. Ground set up/pack away.

- c. Collaboratively work with selectors on team selection, including:
 - i. Provide feedback on player performance;
 - ii. Promoting Club's selection policy;
 - iii. Advising of player availability; and
 - iv. Been accessible before game for any late changes.
- d. Promote player development through:
 - i. Actively run drills during training sessions; and
 - ii. Encouraging participation in training.
- e. Promote and attend Club functions;
- f. Appropriately represent the Club in communications with internal and external stakeholders;
- g. Assist the Club in administrative responsibilities, including:
 - i. Promotion and enforcement of Club fee payments;
 - ii. Entry of match scores and results; and
 - iii. Promoting and organising players to fulfil in voluntary duties as the club requires.
- h. Submit MVP votes to nominated co-ordinator at the end of each round.

6 CLUB CAPTAINS

- 6.1. Players wishing to nominate as a grade captain must do so each year through completing the Captain Nomination Form either in writing or through an on-line form provided by the Director of Cricket.

7 CLUB AWARDS

- 7.1. Club awards given at either the MVP night or the end of season function are determined by the following criteria:
 - a. MVP - Awarded to the player from each grade who has accumulated the most number of votes across the current playing season. 3,2,1 votes awarded by captains for senior games during the regular season. In the event of a separate T20 competition being held on Saturdays during the season all games (including any finals) will attract votes. One MVP (or more in the event of ties) per senior team will be awarded from the total of all these votes. Weeknight T20 matches do not attract votes.
 - b. Rising Star – Determined by majority vote of the committee. The player awarded the Rising Star Award must be under the age of 20 as of the 1st of April and cannot have won the award previously.
 - c. Club Person - Determined by majority vote of the committee. The member awarded the Club Person award shall have demonstrated commitment and dedication to the Club through volunteer activities throughout the season.
 - d. Coaches - Determined by majority vote of the committee. The player awarded the Coaches Award shall have demonstrated exceptional attendance, participation and attitude at training, Assisting the captain and team with game day duties and supporting their team mates whenever required.
 - e. Fielding – Determined by the player that has the highest amount of fielding dismissals (catches, stumpings, run outs).
 - f. Batting Aggregate –The player that has scored the most runs in a specific grade. Minimum criteria is 6 games played.

- g. Batting Average – The player that has achieved the highest average. The minimum criteria is 6 games played for the specific grade and 200 runs scored. Should no player meet the criteria the qualification shall drop by 50 runs until one or more players satisfy the new criteria.
- h. Bowling Aggregate – The player that has taken the most wickets in a specific grade. Minimum criteria is 6 games played.
- i. Bowling Average – The player that has achieved the lowest average. The minimum criteria is 6 games played for the specific grade and 20 wickets taken. Should no player meet the criteria the qualification shall drop by 5 wickets until one or more players satisfy the new criteria.
- j. Champion Player – As determined by the relevant cricket app used.
- k. Duck Award – The player/s who have achieved the most ducks (0 runs) in any grade throughout the year (Finals and Weeknight T20 matches are not included).

8 CLUB COLOURS AND LOGOS

- 8.1. The Club colours are Navy blue (colour #070861) and Yellow (colour #FFB900).
- 8.2. Club colours are to be used for all merchandising and advertising.
- 8.3. Club logos are to be maintained by the Merchandise Manager.

9 CESSATION OF CLUB

- 9.1. If the Club were to wind up as per Rule 10.21–10.24 of the Constitution all surplus property is to be distributed to the following charity, provided it meets the requirements of section 24 of the Associations Incorporation Act (WA) 2015:
 - a. Invisible Illnesses Inc – Charity Licence 22213