



Founded in 2001

## **Sydney Shires Cricket Umpires Association**

### **Association Constitution and By Laws**

# Association Constitution

## Last Updated 29 April 2021

### SECTION 1 - NAME

The name of the Association shall be "SYDNEY SHIRES CRICKET UMPIRES' ASSOCIATION INCORPORATED", hereinafter called the Association.

### SECTION 2 - OBJECTS

The objects for which the Association is established shall be:

**(2A)** - To improve the standard of umpiring by education, examination and all other available means.

**(2B)** - To cooperate and cultivate good relations with all bodies associated with cricket for the improvement of the game and the application of its Laws.

**(2C)** - To promote and uphold the status of umpires collectively and individually.

**(2D)** - To assist Sydney Shires Cricket in maintaining a uniform interpretation of such Laws and rules as may be adopted from time to time.

### SECTION 3 - AFFILIATIONS

**(3A)** - This Association will be affiliated with the New South Wales Cricket Umpires & Scorers Association Inc.

**(3B)** - A Copy of this Constitution and all amendments made thereto will be provided to the above Association.

### SECTION 4 - MEMBERS

**(4A)** - The number of members shall be unlimited.

**(4B)** - There shall be four (4) categories of membership, namely:

Life Members , Full Members , Junior Members and Honorary Members

**(4C)** - Junior membership will be restricted to persons under the age of eighteen (18) years. Upon a member's 18th birthday he then becomes a full member. Junior members cannot be appointed to matches unless there is a full member appointed to the same match.

**(4D)** - Each applicant for Junior or Full membership must be a financial member of the New South Wales Cricket Umpires & Scorers Association Incorporated.

## **SECTION 4 - MEMBERS**

**(4E)** – An Honorary Member does not have to be a member of the New South Wales Cricket Umpires & Scorers Association Incorporated. An Honorary Member who chooses not to be a member of the New South Wales Cricket Umpires & Scorers Association Incorporated will not be permitted to perform on field active umpiring within matches played under the Sydney Cricket Association

**(4F)** - Each applicant for membership must submit his name in writing to the Honorary Secretary who shall verify the applicant's details and bona fides and if satisfactory issue membership to that applicant. If any doubt arises from the application the Honorary Secretary will refer the application to a meeting of the Executive Committee who shall have the power to approve or decline said application

**(4G)** - The Honorary Secretary will report to the full membership all new members applications that have been approved or declined since the last General Meeting of the Association

**(4H)** - The Honorary Secretary will inform each new member of the result of his application and will forward him a copy of the Constitution then in force.

**(4I)** - The Honorary Secretary will inform in writing every person whose membership application has been declined.

**(4J)** - No member will be held to have resigned his membership, until received in writing by the Honorary Secretary.

**(4K)** - Nominations for Life Membership are to be proposed by the Executive Committee and approved at the Annual General Meeting of the Association. Life members are exempt from paying any form of subscription fees. Guidelines to the Executive Committee regarding recommendations for Life Membership should be a person with at least ten (10) years full membership plus a minimum of 100 games in Shires Cricket. The Executive Committee when considering Candidates for Life Membership should also consider the contribution of a member towards the overall running of the Association

## **SECTION 5 - SUBSCRIPTIONS**

### **(5A) (i) - Existing Members**

The annual subscription fee for all existing Members of the Association shall not be less than Twenty Five dollars (\$25) and shall be fixed for the ensuing year by the Executive Committee at its last meeting held on a date prior to the date for the Annual General Meeting of the Association.

All existing members are to be sent an account/invoice at least 30 days prior to the final due date of the subscription which is the night that the Annual General Meeting is held each year. For clarity the SSCUA currently holds its Annual General Meeting on the first Wednesday of August each year.

All subscription fees due must be paid on or before the date of the Annual General Meeting. Subscriptions paid late after the date of the Annual General Meeting will incur a \$20 late payment penalty, not withstanding that any member who is still not financial 14 days after the Annual General Meeting each year will be deemed to have allowed their membership to lapse.

## **SECTION 5 - SUBSCRIPTIONS**

### **(5A) (ii) - New Members**

The joining fee for new member applicants will be the same as for existing member renewals and must be paid within 14 days from the date of the account or invoice sent to that person. If an application for new membership is received after the half way point of the playing season (ie January 1) the new membership joining fee for that person will be reduced by 50% as compared to the amount requested of members for a full year. A new member shall not be allowed to umpire his first match until his joining fee has been paid.

**(5B)** - Persons wishing to renew their membership after allowing it to lapse will provide in writing an application for re-instatement. This written request will also provide an explanation why membership was previously allowed to lapse. Re-instatement applications will be treated in the same manner as Section 4F above. Persons applying for membership re-instatement before being allowed to umpire again shall pay upfront the current season's renewal fee, plus an additional \$20 to cover the administration costs incurred to insert that person's details back into all of the Association's records and registers. The Executive Committee may in its absolute discretion require a person seeking membership re-instatement to re-sit and pass a Laws of Cricket examination.

**(5C)** - Notice of the annual subscription for the season ahead shall be forwarded to each existing member by circular after the end of the Association's financial year.

**(5D)** - The Executive Committee may grant leave of absence to any member who requests such leave for a period of twelve (12) calendar months at any time, and suspend payment of the member's annual subscription for that period it deems fit.

**(5E)** - The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of the membership of the Association as prescribed in Clause 5(a)-5(d) of this Constitution.

## **SECTION 6 - OFFICE BEARERS**

**(6A)** - Office-bearers of the Association shall consist of a President, Vice-president, Honorary Secretary, Honorary Treasurer, and up to five but no less than three ordinary members who form the Executive Committee, all of whom must be Full or Life Members of the Association.

**(6B)** - Office-bearers and the members of the Executive Committee shall hold office until the election of the office bearers at the next Annual General Meeting following their election

**(6C)** - Nominations for Office-bearers and membership of the Executive Committee are to be in writing and be lodged with the Honorary Secretary no less than thirty (30) days prior to the date of the Annual General Meeting. Nominations for positions still vacant will be accepted orally at the Annual General Meeting. No nominations will be accepted unless the nominated person is present or in the case of absenteeism the absentee's written authority for nomination is in the hands of the Honorary Secretary.

**(6D)** - Any vacancy as Officer-bearer or on the Executive Committee may be filled by majority vote at the next Executive meeting of the Association held thereafter.

## **SECTION 6 - OFFICE BEARERS**

### **(6E) - Voting Process for Office Bearers and Executive Committee**

Where a contested election is required for any office bearer or for a place on the Executive Committee the following procedure will occur -

**(i)** Elections will be conducted online via a voting platform approved by the Executive Committee. Members contesting any ballot shall be ordered in alphabetical order on the voting form.

**(ii)** Members will be advised of the process for voting via an instruction email which shall provide a deadline date to vote that is 14 days prior to the holding of the Annual General Meeting. The instruction email shall also provide members at least 14 days to consider and cast a vote.

**(iii)** The Association Auditor shall be appointed as the Returning Officer for the election. A second member shall also be appointed to scrutinise any election ballot, such person being somebody on committee whose position is not being contested. If that is not possible, the scrutineer shall be a full member appointed by the committee. The Returning Officer shall announce the result of any election ballot at the Annual General Meeting.

**(iv)** Where the ballot is for a single elected position, members shall vote for only one name from the provided list of candidates. The winner shall be the person gaining the most votes. Where a tie occurs, a new online ballot shall be organised that sees those on tied votes contested against each other. This second online ballot shall immediately be organised with a deadline date to vote being two (2) business days prior to the date of the Annual General Meeting. If another tie occurs, an in person ballot shall occur at the Annual General Meeting and only those attending shall cast a vote. If the vote at the Annual General Meeting is tied, the Chairman of the meeting shall have a casting vote. If the ballot is for a position being contested by the Chairman then the casting vote shall default to the highest ranking member on the committee who is in attendance. The ranking order is - President, Vice President, Honorary Secretary, Honorary Treasurer.

**(v)** Where the ballot is for the Executive Committee where there are more candidates for the five vacant positions, the elected members shall be those who receive the most number of votes. When casting a vote members shall have the option to vote for at least one but no more than five on the online ballot form. Where a tie occurs, a new online ballot shall be organised that sees those on tied votes yet to clearly win a place on the committee contested against each other. This new online ballot shall immediately be organised with a deadline date to vote being two (2) business days prior to the date of the Annual General Meeting. If another tie occurs, an in person ballot shall occur at the Annual General Meeting and only those attending shall cast a vote. If the vote at the Annual General Meeting is tied, the Chairman of the meeting shall have a casting vote. If the ballot is for a position being contested by the Chairman then the casting vote shall default to the highest ranking member on the committee who is in attendance. The ranking order is - President, Vice President, Honorary Secretary, Honorary Treasurer.

## **SECTION 7 - ANNUAL GENERAL MEETING**

**(7A)** - The Annual General Meeting of the Association may be held during the months of June , July or August each year. Where unforeseen events occur, the Executive Committee may defer the meeting to a subsequent date beyond the expiration of August.

**(7B)** - At least fourteen (14) days' notice of the Annual General Meeting is to be given to each member by the Honorary Secretary.

**(7C)** - The regular business of the Annual General Meeting, which shall take precedence over all other business, shall be as follows -

## **SECTION 7 - ANNUAL GENERAL MEETING**

- (7D)** - Attendance and Apologies
- (7E)** - Reading and confirmation of Minutes of the previous Annual General Meeting.
- (7F)** - Receipt of the Annual Report and of the Audited Report of the Honorary Treasurer.
- (7G)** - Election of President, Vice-president, Honorary Secretary and Treasurer.
- (7H)** - Election of up to five but no less than three Executive Committee Members
- (7I)** - Appointment of Auditor.
- (7J)** - Election of Life Members.
- (7K)** - Honorariums
- (7L)** - Presentations
- (7M)** - General Business

## **SECTION 8 - SPECIAL MEETINGS**

Special Meetings of this Association may be convened:

- (8A)** - By the Executive Committee.
- (8B)** - By the Honorary Secretary.
- (8C)** - On a written request signed by not less than seven (7) Full or Life Members.
- (8D)** - At least twenty-one (21) days notice of a Special Meeting is to be given by the Honorary Secretary to members of the Association, such notice to state the business for which the meeting was called. No other business will be discussed at that meeting.

## **SECTION 9 - ORDINARY MEETINGS**

- (9A)** - Ordinary Meetings of the Association will be called by the Honorary Secretary and at least seven (7) days notice be given.
- (9B)** - The order of business at Ordinary Meetings will be: -

- Welcome to Members and Guests
- Confirmation of Minutes of previous Ordinary meeting
- Correspondence
- Financial Statement
- Membership Report
- Chairman's Report
- Secretary Report
- Presentations
- General Business

## **SECTION 10 - QUORUMS**

**(10A)** - A quorum at any Annual, Special or Ordinary Meeting will be seven (7) Full or Life members personally present.

## **SECTION 11 - PROCEDURE AT MEETINGS**

**(11A)** - At all meetings of the Association, the President shall take the chair, or in the absence of the President the Vice-president. If the President and the Vice-president are both absent, then some Full or Life Member from those present shall take the chair.

**(11B)** - Subject to the right of the Association to exclude all but members, any person may attend the meeting. Nobody but members shall be allowed to speak without the leave of the meeting.

**(11C)** - The Chair shall preserve order, and at any time call to order any member whom he deems to be out of order.

**(11D)** - When two or more members rise to speak at the same time, the Chair shall decide which member shall be first heard.

**(11E)** - The Chair shall have authority to decide any point of order.

**(11F)** - In cases of doubt, parliamentary procedure shall be adopted.

**(11G)** - The Chair shall have the right to vote on any motion.

**(11H)** - Where the voting is equal, the Chair shall have in addition to the ordinary vote, a casting vote, which must be exercised.

## **SECTION 12 - EXECUTIVE COMMITTEE AND COMMUNICATIONS FROM THE EXECUTIVE COMMITTEE**

**(12A)** - The Executive Committee shall consist of the President, Vice-president, the Honorary Secretary, the Honorary Treasurer and up to five but no less than three Full Members, one of whom shall be appointed by the Executive Committee as the Appointments Officer.

**(12B)** - The Executive Committee shall meet at such time and places as may be determined.

**(12C)** - Meetings of the Executive Committee shall be summoned by the Honorary Secretary on written requisition by two (2) members of the Executive Committee or when the Honorary Secretary believes it necessary:

**(12D)** - A quorum at any meeting of the Executive Committee shall consist of three (3) members of that committee.

**(12E)** - The Executive Committee will attend to all business arising between meetings of the Association.

**(12F)** - Only members of the Executive Committee are authorised to directly write by mail or email to the membership of the Association as a whole. Communications from those that are not on the Executive committee to the Membership as a whole must be submitted via the Executive Committee for approval. Members in receipt of Executive Committee email communication shall not "reply all" regarding these forms of communications without first seeking approval for such an act with the SSCUA Executive Committee

## **SECTION 12 - EXECUTIVE COMMITTEE AND COMMUNICATIONS FROM THE EXECUTIVE COMMITTEE**

**(12G)** - All electronic (email) and mail correspondence distributed to members of the Sydney Shires Cricket Umpires Association Inc. shall not, unless otherwise specified, be shared, forwarded or reproduced to non members of the SSCUA without the express permission of the SSCUA Executive Committee. All material distributed to members via these methods must be considered confidential and for members eyes only

**(12H)** - During the course of each season any Executive Committee email or written communication to the membership supplying instructions relating to the conduct of matches played under the auspice of the Sydney Cricket Association shall be adhered to in the same manner as any other rule or regulation that appears in this constitution

## **SECTION 13 - HONORARY PRESIDENT**

The duties of the President shall be:

**(13A)** - Chairperson of all meetings.

**(13B)** - An ex-officio on all Committees.

**(13C)** - Conduct such meetings in accordance with the Constitution of the Association.

**(13D)** - Be responsible for the officials carrying out their duties in accordance with the Constitution of the Association.

## **SECTION 14 - HONORARY VICE PRESIDENT**

**(14A)** - The duties of the Vice-president shall be in the absence of the President be responsible for all his duties

## **SECTION 15 - HONORARY SECRETARY**

The duties of the Honorary Secretary shall be:

**(15A)** - In control of all clerical and administrative work of the Association including a record of the minutes, attend to all correspondence and maintain a register of members and implement all directions given by the Executive Committee or Association.

**(15B)** - The Honorary Secretary shall hold the common seal and carry out the duties of Public Officer as required by provisions of the Associations Incorporation Act 1984, as amended from time to time.

**(15C)** - Be ex-officio on all Committees.

**(15D)** - The Honorary Secretary shall have the power to deal with any matters of urgency occurring between the dates set down for the meetings of the Executive Committee or Association. Any matters after that dealt with under this rule shall be reported to the following Executive Committee or Association meeting.



## **SECTION 16 - HONORARY TREASURER**

The duties of the Honorary Treasurer shall be: -

**(16A)** - To receive all monies on behalf of the Association and thereupon to pay into such banks or financial institutions as the Association may from time to time determine to the credit of and account in the name of Sydney Shires Cricket Umpires' Association Incorporated.

**(16B)** - To keep a true account of all sums of money and payments made by the Association and submit a statement of the financial position of the Association at its Ordinary and Annual General Meetings.

**(16C)** - To pay all accounts after the Executive Committee or Association has passed them for payment.

## **SECTION 17 - ACCOUNTS**

**(17A)** - All accounts shall be submitted to and approved by the Executive Committee or Association before payment, but the Honorary Secretary or Treasurer will have the authority to expend a sum not exceeding \$500 per occasion subject to ratification at the next Executive Committee meeting of the Association.

**(17B)** - All cheques drawn upon an account operated by the Association must be signed by any two (2) of the nominated signatures.

**(17C)** - The financial year of the Association will end with the bank statement issued on 30 April each year

**(17D)** - The Accounts of the Association shall be checked by the Association Auditor who shall be appointed by the Executive Committee and announced at the Annual General Meeting each year. In making such announcement at the Annual General Meeting it is required that the Association Auditor must not be a member of the incoming Executive Committee for the season ahead.

## **SECTION 18 - EXAMINATIONS**

**(18A)** - Members are required to have not only satisfied the examination requirements of the New South Wales Cricket Umpires & Scorers Association Incorporated but maybe expected to do a refresher course on the Laws of Cricket as prescribed by the Executive Committee every two (2) years.

## **SECTION 19 - MATCH APPOINTMENTS**

**(19A) - Appointments Responsibility** - The appointment of umpires to the Sydney Shires competitions and any other Sydney Cricket Association endorsed fixture will be made by the Appointments Officer of the Association. The appointments officer shall not appoint any member, to any match, if that member has money outstanding with the Association in which a deadline for payment of such monies has expired.

## SECTION 19 - MATCH APPOINTMENTS

**(19B) - Withdrawing From An Appointment** - Any member who is unable to officiate in a match to which he has been appointed will notify the Appointments Officer immediately he knows of his inability to officiate. Any advice of a member's unavailability to umpire must be made by way of a person to person phone call to the Appointments Officer. Emails, Voicemail Messages or SMS text messages withdrawing from an appointment are not permitted. If the Appointments Officer is not available to take a telephone call, a voicemail message maybe left, however it is the responsibility of the member in question to continue to follow up with the Appointments Officer in the event of the Appointments Officer not within a three (3) hour period actioning a call back to the member in question to acknowledge the telephone message previously left. Members may be asked to explain their actions to the Executive Committee if found in breach of this clause.

**(19C) - Repeatedly Withdrawing From An Appointment** - Should any member fail to officiate in three (3) matches in a season to which he has been appointed and fails to furnish a satisfactory explanation to this Association then he may be asked to justify his ongoing membership to the Executive Committee.

**(19D) - Failure To Show Up For An Appointment** - Any member who fails to show up for an appointment without having contacted the appointments officer (prior to 8am on match day) or his umpiring partner (after 8am on match day) will be called to meet with the Executive Committee and maybe subject to disciplinary action as per Section 22. It is the responsibility of the member who was left to stand on his own to report the non attendance of the other member within 24 hours of the days play being completed.

**(19E) – Appointments To Finals Series Matches** - The Appointments officer must present all proposed Finals Series Match appointments to the Executive Committee for endorsement prior to those appointments being issued to the membership. The best available umpires will be chosen for selection in finals matches based on the Executive Committee's assessment of all available members for any given round of finals cricket. For a member to be selected for a finals series match, the Executive Committee must be satisfied that he has displayed a level of competency throughout the season both on the field, and has a complete understanding of relevant match playing conditions. The committee may at its discretion engage activities to test a member's knowledge of relevant match playing conditions. The Executive committee may also base decisions on a member's suitability for a finals appointment on a combination of match observance of each available member, as well as supplied captains' assessment marks throughout the season.

All of the above is subject to the following criteria also be met –

(i) **Saturday Shires Competition** – A member must have been appointed to a minimum of 50% of Sydney Shires preliminary round matches during the season (being available only 1 day of a 2 day game not counting as part of the 50% criteria)

(ii) **Frank Gray Shield Competition** – A member must have been appointed to a minimum of two (2) preliminary round matches during the season in this competition.

(iii) If after the above selection criteria are applied, there are not enough members available to fill all appointments on any given finals weekend then any available appointments will be filled in the following order of priority -

\* Any Full Member who actively umpires in Shires Cricket but did not meet criteria (i) or (ii) above

\* Any Full Member who actively umpires in Sydney Premier or Women's Cricket over Shires Cricket

\* Any Non Member who actively umpires in Sydney Premier or Women's Cricket

## **SECTION 19 - MATCH APPOINTMENTS**

**(19F) - Appointments in Pairs** - Appointments to all matches will involve two umpires being allocated at all times, unless an odd number of umpires are available on any given day. Where an odd number of umpires are available on any given day there may be no more than one match in the round appointed with just one umpire. No umpire will be appointed to a match on his own unless he agrees to such an allocation

**(19G) - "Split Appointments"** - In two day matches where a member may only be available for one day of the game causing a "split appointment" with another umpire, allocations are to be made to ensure that at least one umpire is available to oversee both days of the match. The appointment for a match of two umpires for day one, and a different two umpires for day two should only ever occur as a last resort

**(19H) - Appointments on Rotation** - All members who are regularly appointed to First or Second Grades will be "rotated" to lower grade matches at times during the season to assist with the training and development of members with lesser experience. Members when on "rotation" will be expected to provide post match feedback to the appointments officer as well as to the lesser experienced member

**(19I) – Appointments to the Frank Gray Shield Competition** – When there are more umpires available than needed for a Frank Gray Shield Preliminary Round, the appointments will be made in the following order of priority -

- \* Members who commit to umpiring Shires Cricket on Saturdays as their first priority
- \* Members who commit to umpiring other SCA Competitions on Saturdays as their first priority
- \* Members who do not umpire on Saturdays (ie persons still playing cricket on Saturdays)

Umpire appointments to the Frank Gray Shield will only be made to members who are deemed competent to be appointed to Shires First and Second Grade Fixtures and have also shown a full understanding of limited over playing conditions via way of these types of matches played in preliminary rounds of the Saturday competition

**(19J) - Publication of Appointments** - Appointments for each upcoming round will be posted on the Association website. As changes happen, the most recently updated set of appointments will be uploaded by the Appointments Officer to the website which shall include a date and time that the update occurred. It is the responsibility of all members to continually check the website for any changes that may occur to upcoming rounds of appointments.

**(19K) - Preferences For Appointments by Location** - At the start of each season all members will be provided with a list of venues where matches in the Sydney Shires Competition are conducted. All members will be provided the opportunity to nominate at which venues they are prepared to officiate. Any nomination from a member regarding his non-availability to umpire at a particular venue will only be accepted based on the location of said venue as compared to the member's residential address. A member cannot nominate not to umpire at a venue considered reasonably in his travel zone based on a dislike of the venue or the host club, with the only exception to this rule being a venue where safety issues maybe a concern (ie, open park venues with no shelter). On location issues alone, all reasonable efforts will be made to appoint members only to venues that a member is happy to travel to. This clause only applies to preliminary round matches. Members appointed to finals series matches must be prepared to travel to any location.

## **SECTION 19 - MATCH APPOINTMENTS**

**(19L) - Appointments for First Year Members** - Every effort will be made to appoint any first year member who is new to umpiring with at least a second year member for all matches during the season in which a member is deemed to be an inexperienced first year member. First year members who are new to umpiring who might only be available for an appointment on one day of a two day fixture will only be considered for such an appointment where deemed appropriate by the Appointments Officer

**(19M) - Match Observers** – The appointments officer may engage the services of non active members to act in the role of match observers. The match observer shall watch lesser experienced umpires on the field of play; provide feedback and guidance to those members as well as reporting his observations back to the appointments officer. Only with prior approval from the Sydney Cricket Association, match observer payments will be arranged between the Executive Officer of NSWCU&SA and the Honorary Secretary of this Association for those who take on match observer roles on behalf of this Association.

## **SECTION 20 - UMPIRE MATCH REPORTS**

**(20A)** - A member shall report in writing to this Association's Honorary Secretary of particulars of any dispute or protest, which may have arisen in a match in which he officiated within 24 hours of the scheduled time for terminating play on the day on which the alleged dispute or protest occurred. The above clause will also apply to Code of Conduct Breach Reports on players or officials involved in matches. The Honorary Secretary is responsible for forwarding any report to the Sydney Cricket Association.

## **SECTION 21 - COMPLAINTS**

**(21A)** - Any member of this Association having a complaint to make regarding any other member or any grievance which he may desire to have considered, shall forward particulars in writing to the Honorary Secretary of this Association.

**(21B)** - The Executive Committee shall deal with the grievance or complaint and if necessary, by appeal to a Committee of three (3) Members of the Association who were not involved in the original decision to hear the appeal and whose decision will be final.

**(21C)** - All members must without exception fully exhaust all options in paragraph (a) and (b) above before choosing to take issues or complaints to any Governing Body, Parent or Affiliated Association

## **SECTION 22 - EXPULSION AND SUSPENSION**

**(22A)** - Any member who is guilty of misconduct during the course of a match, or who is guilty of committing a breach of this Constitution, or who is guilty of acting otherwise to the detriment of this Association, shall be liable to expulsion or suspension or to be otherwise dealt with by the Executive Committee.

**(22B)** - Providing that any member accused under this clause shall be given seven (7) days' notice in writing of any charge that is to be brought against him, and if such member fails to appear the matter may be dealt with in the absence of the member.

**(22C)** - Any member dissatisfied with any decision of the Executive Committee under this Clause shall have the right of appeal to a Committee of three (3) members of the Association who were not involved in the original decision to hear the appeal and whose decision will be final.

## **SECTION 23 - UNIFORM**

**(23A)** - The Association uniform may be varied from time to time as required by updates from the New South Wales Cricket Umpires & Scorers Association. Members will be kept up to date by the Honorary Secretary of the requirements of the current uniform.

**(23B)** - Notwithstanding paragraph (a) above, The Association may from time to time change or make additions to the Association uniform that vary from that worn by NSWCU&SA. These changes or additions may be implemented as required for the benefit of the membership and the Shires Competition in general.

## **SECTION 24 - UMPIRES FEES**

**(24A)** - The match fees paid to members of this Association who officiate in matches played in the Sydney Shires competitions will be a matter of arrangements between this Association and the Sydney Cricket Association. Members must ensure that their end of game match result sheet is fully completed and sent to the Secretary of this Association by no later than midday on the Monday after the completion of the match unless another time is advised by the secretary prior to the match. Failure to comply may result in match payments to all members being delayed.

## **SECTION 25 - DISSOLUTION**

**(25A)** - The Association shall not be dissolved without the consent of at least three-quarters (3/4) of its members present and voting at a Special Meeting convened for that purpose.

**(25B)** - Upon dissolution the assets of this Association will be distributed as determined by the Executive Committee.

## **SECTION 26 - ALTERATIONS TO CONSTITUTION**

**(26A)** - No existing Clause of this Constitution shall be repealed, or altered, nor will any new Clause be adopted without the consent of three quarters (3/4) of the members present in a meeting of the Association and unless the Honorary Secretary has given at least twenty-one (21) days' notice by circular to each member of the Association of such proposed repeal, alteration or adoption.

## **SECTION 27 - GENDER REFERENCES**

**(27A)** - The use, throughout this document of pronouns indicating the male gender is purely for brevity. Except where specifically stated otherwise, every provision in this document is to be read as applying to women equally as to men.

## **SECTION 28 – ASSOCIATION AWARDS**

### **(28A) – Umpire Of The Year**

- (i) The winner must have umpired a minimum of 11 matches during the season
- (ii) Frank Gray Shield matches can make up part of the minimum 11 games; however an umpire does not qualify unless at least 8 of the minimum 11 games are Saturday Shires Matches. At least 7 of the minimum 8 Saturday Shires games must be preliminary round matches.

- (iii) Any match where an umpire is only available on 1 day of a 2 day fixture does not count towards the 11 minimum matches.
- (iv) Any umpire suspended or found guilty of misconduct by the Executive Committee under section 22 of the constitution during the course of the season cannot win this award for that particular season. If a suspension that carries over into a new season is handed out then the disqualification ruling a member out of the award only counts in the season that the breach occurred.
- (v) The winner of the award must have attended at least 1 (one) General meeting of the Association during the season (AGM not included).
- (vi) The winner is the umpire who has the highest average mark based on match marks submitted by team captains on their match result sheets. The award is therefore solely based on the judgment of the team captains with the provision that the winner must be one of the umpires appointed to the Shires 1<sup>st</sup> to 4<sup>th</sup> Grade Grand Finals, or an umpire that would have been appointed but for personal reasons or injury was not able to fulfill an appointment to one of the Shires 1<sup>st</sup> to 4<sup>th</sup> Grade Grand Finals
- (vii) The winner of this award each season will be presented with the perpetual trophy at the Annual General meeting following the season in which the award is won. The winner is also awarded a trophy, plaque, medallion or certificate

**(28B) – Most Improved Umpire Of The Year**

- (i) The winner must have umpired a minimum of 11 matches during the season
- (ii) Frank Gray Shield matches can make up part of the minimum 11 games; however an umpire does not qualify unless at least 8 of the minimum 11 games are Saturday Shires Matches. At least 7 of the minimum 8 Saturday Shires games must be preliminary round matches.
- (iii) Any match where an umpire is only available on 1 day of a 2 day fixture does not count towards the 11 minimum matches.
- (iv) Any umpire suspended or found guilty of misconduct by the Executive Committee under section 22 of the constitution during the course of the season cannot win this award for that particular season. If a suspension that carries over into a new season is handed out then the disqualification ruling a member out of the award only counts in the season that the breach occurred
- (v) The winner of the award must have attended at least 1 (one) General meeting of the Association during the season (AGM not included).
- (vi) The winner of this award will be selected by the Executive Committee of the Association at the first available opportunity after the completion of each playing season. The award will be made to the member who in the opinion of the Committee has shown the most marked improvement in his on field umpiring ability compared to the previous season. The award should (where possible) be presented to a member who would not necessarily have been appointed to a Grand Final. The final decision for this award is to be based on feedback received during the season from reliable sources as well as captain's assessment marks.

- (vii) The winner of this award each season will be presented with the perpetual trophy at the Annual General meeting following the season in which the award is won. The winner is also awarded a trophy, plaque, medallion or certificate

#### **(28C) – Rookie Umpire Of The Year**

- (i) The Rookie of the Year is awarded to the best performed first year member, in his first full season. The definition of a full season is defined further in Clause 28(C) (vii). The Executive Committee may at its absolute discretion choose to rule any first year member who has previous umpiring experience in any other Sydney Cricket Association or Local District Association Competition ineligible to win this award
- (ii) The winner must have umpired a minimum of 8 matches during the season
- (iii) Frank Gray Shield matches can make up part of the minimum 8 games; however an umpire does not qualify unless at least 7 of the minimum 8 games are Saturday Shires Matches. At least 6 of the minimum 7 Saturday Shires games must be preliminary round matches.
- (iv) Any match where an umpire is only available on 1 day of a 2 day fixture does not count towards the 8 minimum matches.
- (v) Any umpire suspended or found guilty of misconduct by the Executive Committee under section 22 of the constitution during the course of the season cannot win this award for that particular season. If a suspension that carries over into a new season is handed out then the disqualification ruling a member out of the award only counts in the season that the breach occurred
- (vi) The winner of the award must have attended at least 1 (one) General meeting of the Association during the season (AGM not included).
- (vii) Any first year member who joins the Association after December 1 of the playing season is unlikely to be appointed to sufficient matches to be eligible for this award. In this case the Executive Committee of the Association may at its absolute discretion allow any such first year member to be considered for this award in the following season, which would represent that members first full season as a member of the Association. This exception requires all other criteria of this award to be met
- (viii) The winner of this award will be selected by the Executive Committee of the Association at the first available opportunity after the completion of each playing season. The award will be made to the member who in the opinion of the Committee has impressed the most in his debut season as an officially appointed umpire. The final decision for this award is to be based on feedback received during the season from reliable sources as well as captain's assessment marks.
- (ix) In the event of less than four members qualifying for this award in a season where the Committee deems that none of the eligible candidates are worthy recipients of the award, then the Committee may at it's absolute discretion choose to not present the award to anybody for that particular season.
- (x) The winner of this award each season will be presented with the perpetual trophy at the Annual General meeting following the season in which the award is won. The winner is also awarded a trophy, plaque, medallion or certificate.

#### **(28D) – Umpire Of The Year - Masters and Classics Cricket**

- (i) The Umpire of the Year from the Masters and Classics Cricket Competitions is awarded to the best performed umpire in Masters and Classics Cricket as judged by captain's assessments marks loaded by team captains into the "My Cricket" online platform.
- (ii) The winner must have umpired a minimum of five (5) matches during the season in these competitions.
- (iii) Any member suspended or found guilty of misconduct by the Executive Committee under section 22 of the constitution during the course of the season cannot win this award for that particular season. If a suspension that carries over into a new season is handed out then the disqualification ruling a member out of the award only counts in the season that the breach occurred.
- (iv) The winner of the award must have attended at least 1 (one) General meeting of the Association during the season (AGM not included).
- (v) The winner of this award each season will be presented with the perpetual trophy at the Annual General meeting following the season in which the award is won. The winner is also awarded a personal trophy, plaque, medallion or certificate

#### **(28E) – The George Richards Member of the Year Award**

- (i) The George Richards Member of the Year Award is named after Mr George Richards who is a life member of the Association and past President. The award will be presented to the person deemed the most outstanding all round member for the season.
- (ii) The award has a range of criteria with different weightings, so that the total number of points that can be earned is a maximum score of 100. Members also have the capacity to lose points for acts that are deemed to cause unnecessary additional administration work for the Association. As this award may have the criteria slightly adjusted from season to season the actual point scoring criteria will be published in the SSCUA season handbook.
- (iii) As a guideline, the ideal candidate for "The George Richards Member of the Year Award" is one who embraces the following protocols -
  - \* Has a high availability for Saturday Shires Cricket
  - \* Is available regularly for Sunday Cricket and nominates to umpire across all of the available Sunday competitions we supply umpires to (including NSW Youth Championships)
  - \* Is a competent on field umpire
  - \* Is a low maintenance member - one who doesn't create unnecessary work for the Association
  - \* Attends the majority of SSCUA meetings held each season
  - \* Participates in the Annual Laws or Playing Conditions Quiz
  - \* Participates in the purchase and/or selling of raffle tickets in the annual fund raising campaign
  - \* Pays their membership renewal early and before reminders for payment are published.



(iv) Any member suspended or found guilty of misconduct by the Executive Committee under section 22 of the constitution during the course of the season cannot win this award for that particular season. If a suspension that carries over into a new season is handed out then the disqualification ruling a member out of the award only counts in the season that the breach occurred.

(v) The member scoring the highest mark out of 100 each season wins the award. The winner of this award each season will be presented with the perpetual trophy at the Annual General meeting following the season in which the award is won. The winner is also awarded a trophy, plaque, medallion or certificate. If more than one member finishes on the winning score, the award shall be declared as Joint Winners.

### **(28F) – Member’s Milestone Awards (Career Matches)**

Members are presented with the following awards upon reaching the below listed career match milestones

<b>Milestone</b>	<b>Award</b>	<b>When Presented</b>
50 Career Matches	Aqua Association Polo Shirt with number of games embroidered on it	1 <sup>st</sup> General meeting after the passing of 50 matches
	Laminated Certificate	The Next Annual General Meeting of the Association
100 Career Matches	Aqua Association Polo Shirt with number of games embroidered on it	1 <sup>st</sup> General meeting after the passing of 100 matches
	Laminated Certificate	The Next Annual General Meeting of the Association
150 Career Matches	Aqua Association Polo Shirt with number of games embroidered on it	1 <sup>st</sup> General meeting after the passing of 150 matches
	Laminated Certificate	The Next Annual General Meeting of the Association
200 Career Matches	Aqua Association Polo Shirt with number of games embroidered on it	1 <sup>st</sup> General meeting after the passing of 200 matches
	Laminated Certificate	The Next Annual General Meeting of the Association
250 Career Matches	Aqua Association Polo Shirt with number of games embroidered on it	1 <sup>st</sup> General meeting after the passing of 250 matches
	Laminated Certificate	The Next Annual General Meeting of the Association

For all milestones achievements in increments of 50 matches starting from 300 career matches and upwards the Executive Committee at its absolute discretion may strike an award that it deems appropriate from time to time

### **(28G) – Member’s Milestone Awards (Other Achievements)**

<b>Milestone</b>	<b>Award</b>	<b>When Presented</b>
Umpire – All Grades Grand Finals	Laminated Certificate	The Next Annual General Meeting of the Association
5 Years Continuous Membership	5 Year Membership Lapel Pin (Green)	The pre season meeting leading into the season a member reaches this milestone
10 Years Continuous Membership	10 Year Membership Lapel Pin (Orange)	The pre season meeting leading into the season a member reaches this milestone

Lapel pins are further awarded for 15 years membership (silver), 20 years membership (pink) and 25 years membership (gold)

## **SECTION 29 – ASSOCIATION BY LAWS**

**(29A)** – From time to time the Executive Committee will issue a direction to the membership. This can take the form of an instruction on how members are to action a certain task, how to handle a certain situation or guidance on how to interpret match situations that are not completely or necessarily covered by the Laws of the Game or the Competition Playing Conditions. If any direction to the membership is not a once off, and has potential to be required in the future then this instruction shall be referred to as a By Law of this Association.

**(29B)** - The purpose of the Executive Committee creating a By Law of the Association is to put in place a rule or procedure that by its implementation will improve the standard of umpiring within the Association as well as maintaining a uniform and consistent approach to a range of issues that by their nature are not completely or necessarily covered by the Laws of the Game or the Competition Playing Conditions.

**(29C)** – All members shall adhere to any By Law in the same manner as any item that appears in this Constitution

**(29D)** – The Honorary Secretary will keep a record of all By Laws of the Association. He shall always make available to the membership the most recent version of the By Laws. The By Laws will also be made available to any non member or guest prior to that person officiating as an umpire in the Sydney Shires Competition.

**(29E)** – Once the Executive Committee introduces a By Law it shall not be repealed, nor altered without the consent of at least three-quarters (3/4) of the Executive Committee members present at any Executive Committee Meeting.

This Constitution document dated 29 April 2021 was approved by the membership at a General Meeting held on 10 February 2021. It was then subsequently approved by the board of NSW Cricket Umpires and Scorers Association being our parent affiliated Association on 26 April 2021

The By Laws of this Association can be viewed starting on the next page of this document.

# SSCUA ASSOCIATION BY LAWS

## As at 29 April 2021

### **A SUMMARY**

From time to time the Executive Committee will issue a direction to the membership. This can take the form of an instruction on how members are to action a certain task, how to handle a certain situation, or guidance on how to interpret match situations that are not completely or necessarily covered by the Laws of the Game or the Competition Playing Conditions. Each of these instructions is to be referred to as a By-law of this Association. All members shall adhere to any By-law in the same manner as any item that appears in the Association's Constitution. All Association By-laws refer to both the Shires Competition as well as the Masters and Classics Competitions, unless otherwise specified.

### **1 - APPOINTMENTS**

The most recently updated version of the match appointments is always available on the Associations website. If during the week leading into a match a member cannot accept an appointment it is the responsibility of that member to contact the appointments officer to inform him of one's intention to withdraw from the match in question as well as supplying a valid reason for the need to withdraw. Contact must be by way of a person to person phone call (also refer section 19b of the Constitution).

### **2 - CONTACTING YOUR PARTNER**

It is Association policy that members must make a phone call to their umpiring partner prior to match day to ensure that both members are aware of the fact that they are umpiring together for the upcoming round, the location of the match, and the relevant starting time.

### **3 - ASSOCIATION POLO SHIRTS**

For all matches members are expected to wear to and from the game the aqua Association polo shirt, or otherwise arrive and depart the ground in their full umpiring attire (i.e., Blue Field Shirt and Black pants). Any member without one of the aqua Association polo shirts needs to advise the Honorary Secretary and then make arrangements to be supplied one.

### **4 - UMPIRES ON THE GROUND BEFORE THE START OF PLAY**

At ALL times no individual umpire should be on the field of play without his partner. If a member arrives at the ground early he shall not enter the field of play, nor enter into any discussion about pitch or weather conditions, until his partner arrives. Common sense to this rule should be applied if an umpire is running late requiring the other umpire to conduct the toss or put the stumps in.

## 5 - THE TOSS AND TEAM SHEETS

At the toss, the umpire that collects both team sheets is responsible for the safe keeping of these items until the end of the season. Both umpires are to record on their match result sheet which umpire holds both team sheets. Team Sheets are not required in Masters and Classics matches.

While Covid-19 remains a threat in the general community the requirement to collect team sheets is suspended in favour of an umpire taking a photo of each sheet and keeping it on his phone until season end.

## 6 - MATCHES BEING CALLED OFF EARLY DUE TO WEATHER CONDITIONS

*This By-law does not apply to the Masters and Classics competition. Refer to the Masters and Classics Playing Conditions regarding this topic.*

Once control of the ground has been handed to the umpires by the grounds person (or in the absence of the grounds person the pitch is prepared and there is no advice that the ground is closed) and there is either a delay in play commencing on time on any day, or there is a rain or bad light delay during any day, the follow shall occur.

### **In all Two Day Games played under SCA Game 1, 2 and 5:**

- a) The umpires shall not abandon play for the remainder of the day in question unless a time is reached that is 90 minutes or less before the scheduled (or re-scheduled) time for stumps.
- b) The only exception to this rule is if BOTH captains as well as the umpires all agree that the chance of play starting or re-starting is impossible and that ALL parties wish the remainder of the days play to be abandoned. If ALL parties cannot agree then clause (a) above shall apply.

### **In Limited Overs Matches Played under SCA Game 3:**

- c) The umpires shall not abandon play for the remainder of the day in question until a time is reached where there is insufficient time remaining to constitute a match – Refer SCA Playing Conditions - Game 3 - Law 16.2 (a) (i), (ii) & (iii).
- d) The only exception to this rule is if BOTH captains as well as the umpires all agree that the chance of play starting or re-starting is impossible and that ALL parties wish the remainder of the days play to be abandoned. If ALL parties cannot agree then clause (c) above shall apply.

*This By-law was requested by the Sydney Shires Competition Sub Committee in 2003 after a series of matches were allegedly called off prematurely by the umpires when one or both captains wanted to wait at the ground to see if conditions might improve.*

## **7 - WIDES IN LIMITED OVER MATCHES**

*This By-law does not apply to the Masters and Classics competition. Refer to the Masters and Classics Playing Conditions regarding this topic.*

This By-law relates to matches conducted under SCA playing condition game number 3 which covers limited overs fixtures in Shires 1st to 4th Grades as well as Frank Gray Shield.

The purpose of this By-law is to make sure all members are going to apply the same interpretation for one day "wides". In that respect, LEG SIDE "wides" are to be called very strictly using this wording for interpretation "A delivery that passes outside the leg stump without making any contact with the striker's bat or person shall be called and signalled Wide Ball, unless the ball passes between the striker and the stumps".

For offside "wides" the 750mm mark that is about halfway between the off stump and the return crease should be used as the guideline for offside "wide" calls.

## **8 - SLOW OVER RATES IN SHIRES TWO DAY MATCHES**

For any innings of 210 minutes (3.5 hours) duration or more, that was involved in a days play that ends later than the scheduled time for stumps, umpires will strictly apply the appropriate slow over rate playing condition. Umpires are instructed that they cannot create fictional time allowances to ease or negate the number of penalty overs to be applied as has been the case in previous seasons. Umpires maybe asked to justify time allowances if deemed excessive. Umpires are encouraged to use a stop watch during the day to keep an accurate record of time allowances.

a) The only justified circumstances for time adjustments are:

Each Drinks Break in a Session (as a guide, umpires should restrict each drinks break to no more than four minutes).

Lost Balls up to a maximum of 5 minutes per occasion at which time a replacement ball should be called for.

Injury to players that cause a stoppage to play up to a maximum of 5 minutes at which time the umpires will ask for the player to remove himself from the field and allow play to continue. Exceptions to this being if the injury is very serious and the player cannot be moved or an ambulance needs to be called.

b) Circumstances that are not allowable time adjustments are: Repetitive sight board movements; the fall of wickets; and where the fielding team isn't ready to start when the umpire is ready to commence (i.e., teams slow to come out on the field at the start of a session).

c) To counteract slow over rates and to encourage teams not to be tardy with over rates the following should be observed:

i. All umpires are to interpret teams not bowling at the required over rate to not be playing the game within the spirit of cricket.

ii. Team Captains are responsible for conducting their side in a manner that will allow the minimum quota of overs per hour to be bowled. If over rates can not be maintained at the required rate umpires are to take this fact into consideration when awarding Captains their “Captain of the Year” match mark.

iii. Umpires are required to be mindful of teams that during the day are falling behind in their over rates. Umpires must be pro-active in letting captains know when this is happening. Umpires should also be prepared to let captains know the progress of their over rate when approached with this question at any time.

iv. Bowling overs too slowly is a form of time wasting. Umpires may in a last resort consider the use of time wasting Laws that are covered in Law 41 of the game. Members are however asked to be very conservative before going down the path of issuing penalty runs. Often a quiet word to the captain that time wasting has the potential to generate penalty runs will result in the situation being improved requiring no further action by the umpires.

## **9 - LIGHT METER POLICY**

### **(a) General**

The Association owns a total of 14 ULM Black Box Light Meters. These are distributed amongst established members of the Association and maybe from time to time re-distributed to suit the needs of the Association. An Asset Register held by the Honorary Secretary shall at all times be kept up to date to ensure an accurate record is held as to who at any point in time holds possession of one of the 14 light meters. Members holding a Light Meter for more than one year shall ensure that the battery in the Light Meter is replaced.

### **(b) Post Season**

Upon the end of each playing season the Honorary Secretary shall write to each member holding a Light Meter and ask that they respond acknowledging that they will safely keep possession of the item until the following season. If a member is unwilling to hold a Light Meter through the off season then arrangements must be made to return the item to a member of the Executive Committee.

### **(c) Usage During Play**

A light meter reading shall NOT be used to suspend play for the first time in any match. The decision to suspend play due to bad light for the first time in a match shall be made by the umpires using their own eye sight only. Once the decision to suspend play has been made by the umpires, only then shall a light meter reading be taken at both ends of the ground pointing the meter in the two directions that a batsman would be facing the incoming bowler. Each meter reading shall be recorded by the umpires and then those readings shall become the benchmark for the rest of the match in the event that bad light intervenes for a second or subsequent occasion.

Once play has been suspended due to bad light, play shall not resume unless the reading on the light meter has improved from the benchmark reading as described above.

#### **(d) Personal Light Meters**

If a member chooses to purchase his own light meter, the above protocol in paragraph (c) shall also apply regardless of the light meters make or model.

### **10 - ASSOCIATION ATTIRE DURING PLAY**

#### **a) Cold Weather**

To ensure uniformity across all SCA competitions, the cold weather sky blue jacket is now official SSCUA uniform and is the only allowable piece of clothing that should be visible on the field over the top of the blue field shirt. Under no circumstances should a situation arise where one member wears the jacket and the other does not while play is in progress. If there is disagreement between the two umpires re wearing the jacket, the Executive Committee wishes to see the needs of the umpire wanting to wear the jacket to be accommodated. All members must always carry the jacket to matches regardless of the weather forecast for the day in question.

#### **b) Black Membership Cap**

All members are expected to be wearing their black Association membership cap at anytime while on the ground before play commences. This includes ground and pitch inspections or when the umpires attend the toss. Once the game has commenced, all members are expected to be wearing their black Association membership cap when on the field with play not in progress (i.e., play is suspended due to a weather related delay and a pitch inspection is required). Any member who has lost his cap must contact the Honorary Secretary to make arrangements to get another one ordered.

### **11 - COMPLETING THE UMPIRE MATCH RESULT SHEET (SHIRES CRICKET ONLY)**

At the completion of the match both umpires are required jointly to complete an Umpire's Match Result Form. Fully complete the form with your partner to ensure each umpire writes down the same information. Once each umpire gets home the information on the paper form has to be copied onto the online version of the Match Result Form via the Jot Form platform.

The match result form is your proof that you umpired a particular match. The completed online form is required to be submitted by no later than MIDDAY on the Monday after the match is completed. Entering the data from your match via the Jot Form platform will automatically generate a match result form to you via email and will automatically send that match report to the Association Secretary.

#### **a) Ground Assessment Section**

Where there is no play throughout the day due to a "washout", umpires shall mark all ground condition categories zero out of 10 on their match report form for that particular day. Submission of match report forms must have "0" inserted into each category and not left blank. This By-law requested by the Sydney Shires Competition Sub Committee is to encourage clubs to get on the ground and play wherever possible.

## **b) Spirit Of Cricket Assessment**

Any assessment of 10/10 requires a specific example in the result sheet notes why a perfect score was awarded.

A significant deduction is recommended to any Spirit of Cricket mark where any player or players refuse or fail to shake hands at the end of the game with opposing players or umpires. A maximum score of 4/10 is recommended for such occurrences. This clause shall not apply while Covid-19 remains within the community and the tradition of shaking hands is discouraged.

Slow over rates is a form of time wasting and not in the spirit of the game. Take this issue into account when assessing a team's spirit of cricket mark.

## **c) Match Result Sheet Comments Section**

The comments section on the Match Result Sheet is not under any circumstances to be used as a platform to comment on poor player behaviour unless a Code of Conduct report is also going to be lodged.

## **d) Player of the Year Assessment**

Umpires appointed to Shires First Grade and Frank Gray Shield matches are to provide a 3-2-1 Player of the Year Assessment on their match result form. Umpires at the end of a game when assessing the 3-2-1 points are to consider this issue as a "Best and Fairest" award. Therefore, a player who excels with the bat or ball but does not play the game within the Spirit Of Cricket Guidelines should NOT be awarded Player of the Year points under any circumstances.

## **e) Captain Of The Year Assessment**

This assessment is required in First to Fifth grades. Umpires are to use the guidelines as described on the back page of the paper based Match Result Form. Umpires when assessing what mark to award are to also hold captains to account for slow over rates.

## **f) Recording the Match Scores**

When batting, if a team does not have 11 players present and is bowled out, then for the sake of team averages (which might affect final places on the competition table) the team is considered to have lost 10 wickets regardless of the number of wickets actually taken. Umpires must record 10 wickets being lost on their Result Sheet in this situation.

For a completed innings to be deemed as less than 10 wickets lost, a declaration must come at a time when there are either two not out batsmen at the crease, or one not out batsman at the crease with at least one player physically at the ground ready to bat.



## **12 - COMPLETING THE UMPIRE MATCH RESULT SHEET (MASTERS, CLASSICS AND VINTAGE CRICKET)**

At the completion of the match the appointed umpire/s must fill in a Masters, Classics and Vintage cricket result sheet. Once each umpire gets home the information on the paper form has to be copied onto the online version of the Match Result Form via the Jot Form platform.

The match result form is your proof that you umpired a particular match. The completed online form is required to be submitted by no later than MIDDAY on the Monday after the match is completed. Entering the data from your match via the Jot Form platform will automatically generate a match result form to you via email and will automatically send that match report to the Association Secretary.

### **a) Match Result Sheet Comments Section**

The Masters Competition Ruling committee wants feedback from umpires on certain topics. The topics that feedback is required for is listed on the Umpire Result Sheet and should be utilized as much as possible.

### **b) Player Of The Year Assessment**

At the completion of each match the appointed umpire is to consult with each captain and jointly decide upon a 3-2-1 points allocation for EACH TEAM for the Player of the Year Award. The umpire consults with the captain of team "A" to decide the 3-2-1 points for the opposing team "B". The umpire then consults with the captain of team "B" to decide the 3-2-1 points for the opposing team "A". If a captain is not available or unwilling to engage in this discussion then the umpire will be the sole judge of the points. If there is disagreement between umpire and captain regarding the allocation of the points, then the opinion of the umpire will prevail. The appointed umpire must then accurately record the six players names (Full Given Name and Full Surname) and accurately supply this information on the Umpire match result sheet.

### **c) Recording the Match Scores**

When batting, if a team does not have 11 players present and is bowled out, then for the sake of team averages (which might affect final places on the competition table) the team is considered to have lost 10 wickets regardless of the number of wickets actually taken. Umpires must record 10 wickets being lost on their Result Sheet in this situation.

## **13 - CAPTAINS ASSESSMENTS ON UMPIRE PERFORMANCE**

During the course of the season captains assess the performance of umpires via the "MyCricket" system. Members are permitted to request to view their captain's marks at anytime after they have officiated in at least five matches, or at the end of the season (whichever occurs first). Captain's marks will not be sent to any member unless a request is received from a member seeking to view their marks. If a member does not request to see their marks but an issue of concern is raised by one or both captains in a match, a member of the Executive Committee (or an Association mentor) may make contact with that member to discuss the issue that was reported.

## **14 - UMPIRE BLUE FIELD SHIRT**

The long sleeve SSCUA blue field shirt, that carries no sponsor logos and is sold to members by this Association, can only be worn when umpiring matches in the Sydney Masters, Classics and Vintage cricket competitions.

NSWCUSA currently has a sponsorship arrangement that sees members wear a shirt imprinted with a sponsor logo for “Beastwear” sports apparel and McDonalds. These shirts should not to be worn when umpiring matches outside of the SCA Premier or Shires competitions unless permission is granted to do so.

## **15 - REPORTING CODE OF CONDUCT BREACHES**

The Executive Committee expects all members to take a tough stance on poor player behaviour and to report breaches of the Code of Conduct where necessary. Members who fail to report clear breaches are letting the Association down by passing the issue onto the Umpire in the next match. The Executive Committee will have no hesitation in asking a member to explain his actions, if a clear breach of the Code of Conduct is not reported to the Sydney Cricket Association.

### **a) Assistance**

The Association offers assistance to any member who needs help in compiling a Code of Conduct Report. In the first instance, a member should make a phone call to either the Association President or Secretary to advise that a Code of Conduct Report will be forthcoming. This phone call should ideally be made by no later than the Sunday night on the same weekend that the incident occurred.

### **b) Report Compilation**

Once a member has completed a written Code Of Conduct Report it should in the first instance be emailed to the Association President or Secretary who will overview the report and provide feedback on whether there is information in the report that is relevant or not to the matter. Members can choose to take on board any feedback supplied to make required changes to their written report, or not. When compiling a report it is important that the reporting umpire should:

- Quote exact words used by the player (even if the words are foul language).
- Indicate estimated distances between the person using reported words as well as the tone and volume used.
- Not provide commentary that offers opinion. Just state the facts.

### **c) Submission of Report**

Once the reporting umpire has completed the process in Section b) above, and is happy with the final draft report, he must then email a copy to the Secretary of the Sydney Cricket Association. It also needs to be sent to both the Executive Officer of NSW Cricket Umpires & Scorers Association as well as the Secretary of this Association.

*This By-law only applies to Shires Competition matches. If a players behaviour needs to be reported in a Masters or Classics match the umpire must advise this matter using the comments section of his online match report form.*

## **16 - SEASONAL APPOINTMENTS POLICY**

From time to time the Executive Committee may choose to publish a seasonal Appointments Policy document to supplement the protocols that are listed within Section 19 of the Association's Constitution.

The purpose of the Appointments Policy is to lay out guidelines on how the Association will meet the expectations of the membership based on a range of circumstances that will affect the season in question. Examples of such circumstances are, but not limited to, dealing with an excess of available umpires on any given round of cricket, dealing with a shortfall of available umpires on any given round of cricket, and dealing with changing circumstances where the total number of appointments available each round changes from season to season due to the number of clubs that are in the competition each season.