

WPC (Wolston Park Centenary) Cricket Club



WPC CRICKET

Guide for Coaches, Managers, Scorers of Junior Teams

Blasters, Super 7s, Stages 1, 2 and 3, Girls

www.wpccricket.com.au

Season 2026/2027

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A Message to Coaches, Managers, Scorers

Thank you for agreeing to take on the task of coaching or managing or scoring for one of the club junior teams this season. Volunteers are the heartbeat of cricket teams and cricket clubs across Queensland and Australia. Without people like you WPC Cricket would not be able to operate.

This guide has been prepared to help you with your task. As you can see it is quite lengthy, but please don't be daunted by it. Most tasks are simple activities, and many occur only once or not at all. Let parents and players in your team know about this guide and encourage them to access it.

Please look carefully at the club's aims on the next page. Make yourself fully aware of the information in this guide and in the Metropolitan South West Districts Junior Cricket Association (MSW) or Brisbane Metropolitan Competition (BMC) rules. Remember that we are here to enable our kids to enjoy the game of cricket. We want parents to enjoy the game as well and there is no place for unruly behaviour. Coaches and managers have an important role to play in keeping check on the behaviour of players, and parents if necessary.

If you need assistance or advice with anything please check the club website www.wpccricket.com.au or MSW website <https://mswcricket.com.au/> in the first instance and if you are not able to find what you are looking for then contact either the Junior, Youth or Girls Cricket Manager, Director of Coaching or a Management Committee representative.

Please remember that there is always a place for new people to get involved in the running of the club. There is a lot of work to do, and we rely entirely on voluntary assistance to run it. As a coach or manager, you are the link between the parents and players and other volunteers in the club. Please take the opportunity to remind parents that the club needs volunteers to help. There may be parents in your team who are willing to take on a role and are just waiting to be asked to do so, whether that role is within the team or in the club in general.

Thank you for making the commitment to be a coach or manager. It is an important responsibility that you are urged to carry out with enthusiasm and dedication.

It is you who will make the difference for the players in your team.

Have an enjoyable season and good cricketing.

Management Committee of WPC Cricket.

Our Mission

To foster, develop, and encourage the sport of cricket for the enjoyment of our members and their families in the Centenary/Inala/Forest Lake/Springfield/Camira/Wacol and surrounding areas.

Our Aims

- To foster and encourage good sportsmanship and a sense of friendly competition between all concerned.
- To facilitate the development of the skills of cricket in our players so they can achieve their potential.
- To foster and encourage the conventions and traditions of the game of cricket.
- To insist that all players, parents, and team officials abide by the Aussie Sports Code of Behaviour and the rules of the competition.
- To encourage players, captains, coaches, managers, and parents to conduct themselves in a manner that the club would be proud to say that that person belongs to our club.
- To improve the wellbeing of the local community by providing a medium for a wide cross section of players and their families to form new friendships. Provide social activities for our members and their families.
- To foster and encourage good sportsmanship and a sense of friendly competition between all concerned.

The Club's Attitude Towards Winning

While we always encourage our teams to strive to win a game, we must not place too much emphasis on the need to win.

An over desire to win a game may lead to:

- belligerent behaviour
- limiting less skilled players' participation, and
- arguing with umpires and officials of the opposing team.

Our club considers these forms of behaviour as unacceptable.

Improper behaviour by umpires, and officials, supporters and players of the opposing team is not an excuse for members of this club to act in a similar manner.

There will be occasions when on or off field incidents lead to anger and frustration. We should not attempt to settle such issues on the day unless this can be done amicably. Life is full of injustices and sometimes we have to wear them. If the situation is warranted, incidents should be reported to the club management, and a decision will be made as to whether or not the club takes the matter up following the correct channels.

The Role of the Team Coach

POSITION	TEAM COACH (Juniors)			
Task Objective	To coach a Junior team and ensure that games are played according to the rules and traditions of the game			
Support Person	Junior Cricket Manager (Blaster, Stage 1), Youth Cricket Manager (Stages 2, 3), Girls Cricket Manager (Girls)			
Contact Details	Name	juniormanager@wpccricket.com ; youthmanager@wpccricket.com.au ; girlscricket@wpccricket.com.au	Phone	See website for current phone contact details
Work Times	Some pre-season activities and during the season			
Expected Period of Role	Current season			
Blue Card Required	Yes			
Reward	Paid December and March for each of Pre and Post Christmas seasons - Coach - \$125 (Representative/Level 2 or Gold), \$75 (Community/Level 1 and 1.5 or Silver), \$50 (New Level 0, or no accreditation or Bronze), Assistant Coach – same rates as for Coach. Paid June for Winter season - Coach - \$250 (Representative/Level 2 or Gold), \$150 (Community/Level 1 and 1.5 or Silver), \$100 (New Level 0, or no accreditation or Bronze).			

TEAM COACH TASKS	WHEN
Know the Rules of Play Ensure your players/members understand their obligation to sport and know the rules of play.	Prior to season starting
Know the Codes of Conduct (Behaviour) Understands the codes of behaviour for yourself, players, parents, team management personnel and the penalty and reporting processes for non compliance .	Prior to season starting
Know and Implement the Code of Conduct (Behaviour) for Players under their Control. Report all players/parents/team management that do not comply with code and/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Always
Equipment Safety Prior to each training and game, you are responsible for checking the safety of all equipment to be used prior to commencing. You are required to report any equipment non compliancy or risks to the Club Coach and/or Equipment Officer immediately. You are required to have your players personal safety equipment checked randomly to ensure they comply and are safe. Be vigilant to avoid the transmission of any blood, body fluid, or transfer of diseases. (Take extra care with towels, water bottles, sponges etc.).	Always Randomly Always
Child Protection Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety Ensure you and your assistants are vigilant in implementing child safety procedures such as when a child leaves the team to use the toilet, who can take the child on completion of a game or training session.	Prior to season starting Always
Technical Delivery Ensure you plan the methods to be utilised to develop the technical needs of your players prior to season commencement.	Pre-Season

TEAM COACH TASKS	WHEN
You must monitor and adjust your plans to suit the continued development of your players.	
Risk Management Ensure you are aware of the risk associated with the activities and the surrounding areas. Your duty of care is to always be vigilant and mindful of your surroundings and the activities you are providing.	Always
Player Enjoyment and Development Ensure you have a training plan that provides the player with lots of variety and challenges. Ensure the plan caters for player's challenges and players success. Ensure players always enjoy the programs and training you offer. Be respectful and supportive remembering everybody learns differently	Prior to season Always
Administration - pre-season Pre-season coaches participation and completion of tasks for the season are to be completed when required: Attend Coaches and Managers Meeting/Induction Ensure you have full player details. Nominate preferred training time and location to relevant Cricket Manager	Pre-Season
Game Administration Pre-game admin tasks are required to be completed and signed appropriately such as: Ground inspections carried out in conjunction with opposition Team Coach/Manager. Report any issues to secretary@wpccricket.com.au and relevant Cricket Manager. In the case of wet weather assessing ground and informing appropriate people (see Coach's Guide) Post Game admin tasks are required to be completed and signed appropriately such as: • Check with team manager/scorer that score is agreed • Arrangements are made for entry of scores in PlayHQ where applicable.	Pre-game Post game
Technical Coaching Development Willingness to participate in coaching development. Participation in club provided development is expected but it is hoped that you will also seek formal coaching qualifications, for which the club will pay.	Pre and during season
Return of Kit and Equipment The team kit and any club equipment is to be returned at the end of the season	End of Season
Use of Bowling Machine Be trained and then deemed competent by the Director of Coaching in the use of bowling machine and ensure adequate supervision when it is in use	During season
Club Culture Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club	Pre-season to season end
Attendance at General Meetings and AGM Attend General meetings and the Annual General Meeting of the club	Quarterly and November
Attendance at Club Presentation To present awards to your team and end the season with a sense of accomplishment and pride, regardless of the season's results	March
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The Role of the Team Manager

POSITION:	TEAM MANAGER (Juniors)			
Task Objective	To undertake administrative work associated with managing a team and ensure effective communication with players and/or parents.			
Support Person	Junior Cricket Manager (Blaster, Stage 1), Youth Cricket Manager (Stages 2,3), Girls Cricket Manager (Girls)			
Contact Details	Name	juniormanager@wpccricket.com youthmanager@wpccricket.com.au girlscricket@wpccricket.com.au	Phone	See website for current phone contact details
Work Times	Some pre-season activities and during the season			
Expected Period of Role	Current season			
Blue Card Required	Yes			
Reward	Paid \$50 December and \$50 March for each of Summer Pre and Post Christmas seasons and paid \$100 June for Winter season			

TEAM MANAGER TASKS	WHEN
Administration - pre-season Attend Coach/Manager meetings/induction	Prior to season starting and during season
Know the Rules of Play Ensure you clearly understand yours and your team's obligation to club rules and procedures.	Prior to season starting
Know the Codes of Conduct (Behaviour) Understands the codes of behaviour for yourself, players, parents, team supporters and the penalty and reporting processes for non-compliance.	Prior to season starting
Know and Implement the Codes of Conduct (Behaviour) for Players. Report all players/parents/coaches or officials that do not comply with code and/or demonstrate non-acceptable behaviour immediately or as soon as practically possible.	Always
Equipment Safety Prior to each training and game, the team manager is responsible for checking the safety of all equipment that they are responsible for. Return equipment to Equipment Officer at the end of season. Be vigilant to avoid the transmission of any blood, body fluid, or transfer of diseases. (Take extra care with towels, water bottles, sponges etc.).	Always
Child Protection Ensure you have read and understood your obligations and the club's expectation for child safety before your duties commence see https://www.wpccricket.com.au/policies-1/child-safety Ensure you and your assistants are vigilant in implementing child safety procedures such as when child leaves the team to use the toilet, who can take the child on completion of a game or training session.	Prior to season starting Always
Communication Ensure participants and/or their parents/guardians are kept up to date with the club and team information. Ensure you protect the player's information as this a requirement under the Privacy act. (Consider blinding email addresses when communicating)	Always
Players Safety Be aware of the risk associated with the activities and the ever changing surrounding environment.	Always

TEAM MANAGER TASKS	WHEN
Report any injuries to the club Secretary and advise players if they wish to lodge an insurance claim to do this through the Secretary.	
Medical Information Be aware of any relevant medical information as advised by parents and communicate with coach and any assistants with regard to this.	Pre-Season
Administration Ensure scorers are available for each game either as a team scorer or by roster. Ground inspections carried out in conjunction with opposition Team Manager. Report any issues to secretary@wpccricket.com.au and relevant Cricket Manager. Arrangements are made for entry of scores in PlayHQ where applicable. Liaise with the Merchandising Officer and facilitate issue or purchase of clothing. Respond to contacts from Management Committee members or other club contacts. Encourage participation in all club activities including social. Provide information about trophies and attendance at the Presentation event and any other club activities.	Throughout the season Throughout the season Each game Pre-season and throughout the season Throughout the season
Financial Management Ensure the team's financial obligations are up to date as defined by the club committee. If players are struggling to meet their obligations the team manager is required to bring this to the attention of the Treasurer.	Prior to the season/ Each Game Always
Club Culture Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club	Pre-season to season end
Attendance at General Meetings and AGM Attend General Meetings and the Annual General Meeting of the club	Quarterly and November
Attendance at Club Presentation To present awards to your team and end the season with a sense of accomplishment and pride, regardless of the season's results	March

Child Safety Information and Blue Cards

All Children and Young People have the right to feel safe and protected from all forms of Child Abuse, Grooming and Sexual Misconduct. Children and Young People have the right to take part in cricket in a safe, positive, and enjoyable environment.

WPC Cricket endorses the Australian Cricket Safeguarding Children & Young People Framework Policy and associated Code of Behaviour. All coaches and managers are required to be familiar with and act in accordance with this framework. The related documents can be accessed on the club website <https://www.wpcricicket.com.au/policies-1/child-safety>

WHAT IS THE AUSTRALIAN CRICKET SAFEGUARDING CHILDREN & YOUNG PEOPLE FRAMEWORK?

The Framework is made up of three core documents:

- Australian Cricket's Commitment Statement for Safeguarding Children and Young People
- Australian Cricket's Policy for Safeguarding Children and Young People
- Australian Cricket's 'Looking After Our Kids' Code of Behaviour

Blue Cards

All coaches and managers are required to hold a Blue Card for working with children, or an exemption based on their external employment. There is no cost for this. The process is:

1. Navigate to web page [Apply for a blue card or exemption card | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#)
2. Click on the Apply Online button.
3. Enter the details on next page. Most common identification is Queensland driver licence.
4. Click login.
5. Click "Apply / Renew my blue card".
6. Press next on the next page.
7. Select the options as applicable to your situation.
8. Select Volunteer option on next screen.
9. Click next and complete the application.
10. You will receive an email confirming your blue card id.
11. Send the Blue Card ID and your date of birth to secretary@wpcricicket.com.au to link with the WPC Cricket organisation.
12. When the Secretary links your Blue Card ID with the club, you will receive an invitation to accept it
13. Accepting the invitation completes the process and a Blue Card will then be posted to you in the mail.

Reports of any instances or concerns with child safety are to be reported immediately. The club has a Child Safe Officer, Ellen Ferris secretary@wpcricicket.com.au who can help with this.

Photos and Videos

Images of children cannot be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used. When using an image of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

It is preferable that images used in club documents or publications, social media and the website are long shots rather than close ups unless permission has been obtained from a child's parent or guardian. More information can be found in Australian Cricket's *Looking After Our Kids* policy and the club Photography Policy and Procedure which are available on the club website

<https://www.wpcrcricket.com.au/policies-1/child-safety> and <https://www.wpcrcricket.com.au/policies-1>

Social Media

The WPC Cricket Committee in line with the respective Codes of Behaviour (Cricket Australia, and Metropolitan South West Cricket Associations) supports the statement that all players, coaches and administrators should be treated fairly, and that no person should be bullied or be taken an unfair advantage of.

The WPC Cricket Committee has implemented the following rules relating to the use of social networking sites:

- No player, parent, coach or administrator shall use any social media site for any purpose which is in contravention of the Cricket Australia, Queensland Sub Districts, Warehouse and Metropolitan South West Cricket Associations Codes of Behaviour.
- Any player who uses any social media site for any purpose who in the opinion of the WPC Cricket committee is in breach of the Code of Behaviour may face disciplinary sanction.

Care should be taken in regard to the publication of images especially those of children – see section above.

Team Training, Access to Training Aids, Coach Upskilling

At the start of the season the relevant Cricket Manager – Junior, Youth or Girls will ask you for your team's preferences for a team training day and time. Most training is held at our lit training facility at CJ Greenfield, Freeman Rd Richlands. However, if you are able to train in the afternoon before dark there are other training locations available. Once your time is allocated, please ensure that you stick within the times and work cooperatively with other teams that are there at the same time to share nets and field space.

Container – Every Coach will be given a key for the container so they can access training aids. Please treat the equipment with care, return it to its correct place in the container and report any issues or need for replacements to the Equipment Manager equipment@wpccricket.com.au Access to the bowling machines can be negotiated with the, Director of Coaching clubcoach@wpccricket.com.au Before you can use the bowling machine, training has to be provided by the Director of Coaching. This will be offered at the beginning of the season and additional sessions can be arranged if required.

Coach Learning – Coaches can get advice from the Director of Coaching on developing skills, addressing player issues etc. Access to information about formal coach learning is via Cricket Australia's [Coach360](https://www.cricinfo.com/australia/coach360) platform. The first level Bronze is on-line and should be completed by all coaches. Additionally, Queensland Cricket has Coaching and Talent specialists who can provide masterclasses to upskill coaches in primary skills (batting, spin and pace bowling, fielding, wicket keeping), as well as delivering the Silver Certification workshops and extra support where clubs need it. To arrange this training please contact the Director of Coaching clubcoach@wpccricket.com.au and the relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au

Turning on the CJ Greenfield Main Field Lights –The main ground lighting is turned on via a switch that is located on a wall to the right of the canteen demountable on the bottom level, which is to the right of the stairs. The switch is contained within a metal box that has a coded padlock. If you need the code for Friday or Saturday nights it can from the relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au. To activate the lights, it is a simple switch, identical to that found in a house. Access to these lights are only available in the usage periods – Friday and Saturday nights in the summer season.

Nets and Nets Lights – The nets lights are operated via an app to which the Cricket Managers and Cricket Operations Manager have access. They will set the lights access for your team's training time. The nets are now locked and there is a combination code which will shared. Please take care not to share this outside of volunteers associated with your team.

Equipment Needs

At the start of the season each team is supplied with a kit bag with some equipment for training and matches including keeping equipment, training, and match balls. A first aid kit is also included. Please look after the equipment and report any issues or request additional equipment from the Equipment and First Aid Officer equipment@wpccricket.com.au Once match balls are used include them with your training balls.

Home Game Day Expectations

The home team sets up the field. Please introduce yourself to the Coaches, Managers of the other team and let them know about anything relevant about the ground e.g., parking arrangements, toilets, staying off playground equipment etc. Ensure both teams have a scorer, and everyone is ready to start the game on time. If the other team does not have enough players be prepared to share players from our team. Enjoyment of the game is the main aim.

Ground Inspections and Procedures

An inspection of the ground should be conducted before play or training commences, and a report provided to if there are any issues identified which may be a risk to player safety. This inspection contributes to our club meeting the expectations of risk assessment as outlined by our sports injury insurer. If there are issues identified which are considered significant enough to render the ground unsuitable for play, please confer with the coach/manager of the other team. If after this discussion, the decision is not to play or not agreed please immediately contact the relevant Cricket Manager by phone for guidance. Please follow up this with an e-mail to the club Secretary secretary@wpccricket.com.au and relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au as soon as possible after the game. Please also report via a similar means any concerns from the inspection in the situation where you have decided to go ahead with play.

Items that might be considered in the inspection include:

- In regard to player safety, are the weather conditions satisfactory for play to commence? (Hint: consider lightning, heat, rain, pooled water, visibility)?
- In regard to player safety, are the playing surfaces satisfactory for play to commence? (Hint: consider any undulations, potholes, loose soil/sand, centre wicket and man-made infrastructure such as drains, sprinklers and cricket pitches)?
- Has all visible debris, that may affect player safety, been removed?
- Are the game formats and ground markings in-line with the Cricket Australia Preferred Facility Guidelines?
- Are all sprinkler covers intact and level with the playing field?
- In regard to player safety, are the perimeter fences, adjacent infrastructure and/or signs free from visible hazards?
- In regard to safety, are the public areas (e.g., seating and walkways) free of visible hazards? (Hint: consider ground surface, stairs, trip points, lighting)?
- In regard to safety, are the player's areas (e.g., change rooms) free from visible hazards? (Hint: Consider showers/wet areas, gym equipment, flooring, stairs/trip points)?
- Are First Aid facilities (e.g., First Aid Kit, qualified personnel and ice) on site and accessible?

Dealing with Injuries

It is inevitable that injuries will occur during training and at games.

Coaches and managers should be prepared to render assistance to injured players to the best of their ability. Basic first aid and removal of the player from danger will probably be all most people will be confident to carry out.

If the player's parent or guardian is present further treatment becomes their responsibility.

If the player's parent or guardian is not present, and the injury is considered to be serious, the player should be taken to a local doctor's surgery or a hospital outpatient's centre. If this is not possible or if there is any doubt about the seriousness of the injury, an ambulance should be called. Notify the parent or guardian as soon as possible.

It is a good idea to seek advice from parents at the beginning of the season as to what action they want taken if their child is injured while they are not present.

First aid kits are provided in each kit bag, and these should be checked regularly.

The most useful item for treating a wide range of injuries is ice. Ice packs or ice should be provided by the coach and manager and taken to each training and game.

Injuries should be reported via an e-mail to the club Secretary secretary@wpccricket.com.au and relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au as soon as possible after the game.

What's Covered and How to make an Insurance Claim

The club is covered for injury, public liability and club management liability by sports injury insurance organised by Cricket Australia. In general, all cricket activities are covered. This includes matches, training, functions, meetings and the like (anywhere in Australia). For further information see: <https://play.cricket.com.au/community/clubs/managing-your-club/national-club-risk-protection-program>

If an injury occurs which involves substantial costs to the player or parents, contact the Club Secretary to obtain a claim form. The claim form must be submitted within 30 days of the injury, so do not delay this process.

The claim form requires a "Medical Statement" section to be completed by the attending doctor. The claim form also has to be returned to the Club Secretary to complete a "Club Declaration".

Expenses can be claimed progressively. Do not wait until treatment is finalised to submit the claim.

Reporting Other Events

Apart from ground inspections, reports of injuries and equipment needs there may be other things that should be reported from time to time. These could include code of conduct/behaviour issues, disputes with the opposition team, cancellation of games, need for ground maintenance etc. Please report these to the relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au and the Secretary secretary@wpccricket.com.au

Junior Cricket Rules – Cricket Blast to Stage 3 and Girls

The MSW (Metropolitan South West District) Junior Cricket Rules are distributed at the start of the season. These include the playing conditions, codes of behaviour and administrative rules for junior cricket in the Metropolitan South West District which applies to all junior cricket stages. Additional rules specific to particular junior stages from Cricket Blast to Stage 3 and Girls are also included. For the Brisbane Metropolitan Competition rules will be distributed before the competition starts.

Codes of Behaviour

Players

- Play by the rules.
- The umpire's decision is final – respect all decisions and never argue with an official.
- Control your temper and remain calm - verbal abuse, sledging or deliberately distracting or provoking an opponent is unacceptable.
- Be a good sport – applaud all good plays whether they are your team's or the opposition's.
- Treat all players with respect – regardless of gender, ability, cultural background, or religion.
- Work equally hard for yourself and your team.
- Cooperate with your captain, coach, manager, teammates, and opponents.
- Have fun at all times – play to enjoy the game, not just to please others.

Coaches

- Remember that young people participate for pleasure – winning is only part of the fun.
- Compliment the performance of all children – never ridicule or yell at a child.
- Be reasonable in your demands on players' time, energy, and enthusiasm.

- Ensure all young people receive equal attention and playing opportunities.
- Abide by local conditions – encourage children to settle disagreements calmly.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Control your temper and remain calm at all times – encourage players to do the same.
- On-field coaching is encouraged in stage 1 cricket.
- Limited on-field coaching is permitted in stage 2 cricket.
- On-field or side-line coaching is not permitted in stage 3 cricket.
- Ensure any physical contact with a young person is appropriate and necessary.
- Treat all people with respect – regardless of gender, ability, cultural background or religion

Parents and spectators

- Enjoy the game – remember that children participate in sport for their own enjoyment.
- Encourage children to participate – do not force them.
- Focus on the children's efforts and performances rather than whether they win or lose.
- Respect the decisions and actions of all coaches, managers, captains, and match officials.
- Encourage children to respect local conditions and settle disagreements calmly.
- Compliment the performance of all children – never ridicule or yell at a child.
- Lead by example and be a positive role model.
- Support efforts to remove verbal and physical abuse from sporting activities.
- Treat all people with respect – regardless of gender, ability, cultural background, or religion.

Administrators

- Involve young people in planning, leadership, evaluation, and decision-making.
- Create pathways for young people to participate in sport – not just as players but as coaches, umpires and administrators.
- Ensure that rules and other processes suit the age, ability, and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for pleasure – don't over-emphasize awards.
- Encourage fair play – not winning at all costs.
- Help develop coaches and officials and help improve standards of coaching and officiating.
- Encourage spectators, officials, parents, coaches, players and the media to follow codes of behaviour.
- Ensure your behaviour and comments are positive and supportive.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Treat all people with respect – regardless of gender, ability, cultural background, or religion.

Spirit and Etiquette of the Game - The Unwritten Laws of

Cricket The most important rule for all junior cricketers and administrators is E N J O Y T H E GAME AT ALL TIMES

Spirit of Cricket

The 'Spirit of Cricket' is fostered by the values that you (as a coach, parent, player or official) bring to your team, club, and the game itself. Cricket can be a highly competitive game. However, it is important to play within the laws and the spirit of cricket (refer to Preamble in the *Laws of Cricket* 2017 Code 4th Edition)

<https://www.lords.org/mcc/the-laws>

Some key elements to help those involved in cricket to apply the spirit of the game have been included as a guide to foster a healthy and effective development of the spirit within your cricket community.

Fair Play

According to the Laws of Cricket, the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time, and it is the responsibility of the Captain or Coach to take action where required.

Captains' and Coaches' Responsibility

The Captain or Coach is responsible at all times for ensuring that play is conducted within the spirit of the game and within the Laws.

Player's Conduct

In the event of a player failing to comply with the instructions of the umpire, criticising by word or action the decisions of an umpire, showing dissent or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain or coach, and instruct the captain or coach to take appropriate action.

Players

Captains, Coaches and Umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to play the game in good spirit and fairness.

Respect

The spirit of the game involves respect for:

- Your opponents
- Your Captain, Coach and Team
- The role of the Umpires
- The traditional values of cricket

Umpires Authority

The Umpires are authorised to intervene in cases of:

- Time wasting
- Damaging the pitch
- Dangerous or unfair bowling
- Tampering with the ball
- Any other action that they consider to be unfair.

Against the Spirit

It is against the spirit of the game:

- To dispute an umpire's decision by word, act or gesture
- To direct abusive language towards an opponent or umpire

To indulge in cheating. Such instance may include:

- Appealing when knowing the batter is not out.
- To advance towards an umpire in an aggressive manner when appealing
- To seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side.

Cricket Etiquette

It was Sir Donald Bradman who suggested that ***“It is the responsibility of all those that play the game (the custodians) to leave the game in a better state than when they first became involved.”***

Reflecting the “Spirit of Cricket”, there are certain “unwritten laws” or practices that should be followed as a means of respect for the game, your opponents, and your team. **Here are some ideas to encourage and foster accepted levels of cricket etiquette amongst junior cricketers.**

Toss of the Coin

- The home team captain should always have a coin for the toss.
- The home team captain tosses the coin, the opposition captain calls.
- The toss of the coin should be out on the pitch to be played upon.
- Captains should always shake hands prior and after the toss.
- Team captains should be properly attired at the toss.

Entering the Playing Field for Commencement of Play

- Umpires are always the first to enter the playing field.
- As they enter, the umpires drop a new ball (at the start of an innings) just inside the boundary.
- The fielding side then takes the field, led by their captain. The ball is normally picked up by either the captain or the wicketkeeper.
- The two batters enter after the fielding team.

During Play

- The batting team should sit together on the sidelines (except where individuals may be warming up in preparation for batting)
- It is normally the responsibility of the batting team to keep any score board up to date.

Leaving the Field

- The batters are always the first to leave the playing field.
- The fielding team follow the batters.

12th Man

- The 12th man must be dressed in playing apparel.
- If there are only 11 cricketers in a team (that is, no 12th man) the batting side should have someone in playing apparel at all times who can be utilised should the need for a substitution arise.
- Players who are performing 12th man duties must know their role and be prepared. Such things as the times at which drinks are to be taken, being alert to requests from players for sunscreen, jumpers, towels, ice, first aid, etc.

Bowlers' and Fielders' Ground Marking

- When marking their run-up, bowlers should refrain from damaging the grass or surface. This is in the interests of the participants and also as a sign of respect for those responsible for preparing the surface. The same applies to fielders who mark the ground as an indication of their positions on the field.

Acknowledgment of Milestones

- Fielding teams should always acknowledge 50's and 100's by opposition batters.
- Players should acknowledge bowling achievements such as 5 wickets and hat tricks.
- After the game, players should acknowledge the opposition by shaking hands.
- Captains should always shake hands after the match.

Support Staff and Spectators

- Coaches, parents, teachers and spectators should respect the nature of the game and accept that it is the responsibility of umpires and the team captains to conduct a match in the appropriate manner. Any noise from the sidelines (other than appropriate recognition of good performance or effort) or any signals or form of communication to players are not in the best interests of the game.
- Any communication is to be via the 12th man at drinks breaks, or during breaks in play where teams leave the field.
- Yelling from the side-lines is not condoned.
- Coaches should not enter the field of play.

It may be appropriate, however, for coaches to take a greater role in assisting captains etc. in matches involving children under 12 years.

Complaints/Feedback

Informal Complaints

WPC Cricket encourages effective, open and transparent communication between club volunteers and members to facilitate the efficient operation of the club and ensure any issues are quickly and informally resolved.

For complaints or feedback related to general matters such as facilities, services, programs, selections etc., WPC Cricket encourages members to consider making an informal approach in person to the relevant Management Committee, Operational Volunteer or Coaching member. For complaints about the competition or the behaviour of players, parents or volunteers from other clubs please contact the relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au

If a complainant is not comfortable in speaking directly to a relevant representative or if they are unable to resolve their complaint informally, a formal complaint should be lodged.

Formal Complaints

A formal complaint may be lodged in person to the Secretary secretary@wpccricket.com.au. This role also acts as the Club Member Protection Information Officer. If the feedback or complaint relates to the Secretary, then the complaint should be directed to the President president@wpccricket.com.au. Please note anonymous complaints are accepted where enough information is provided to conduct an assessment of the issues. Where an anonymous complaint is made, no final determination will be provided to the complainant.

Please note that WPC Cricket will conduct matters about Child Safety in accordance with Australian Cricket's Commitment to Safeguarding Children and Young People and related WPC Cricket policies. These matters are to be referred to the club Child Safe Officer, the Secretary secretary@wpccricket.com.au

Feedback

WPC Cricket welcomes and encourages feedback and will use it to work with members to improve club functioning. Feedback can be provided informally through a conversation or e-mail to the relevant person, Management Committee, Operational Volunteer or Coaching member, raised at a club members forum or meeting or communicated formally to the Secretary secretary@wpccricket.com.au

Dress Code and Equipment Use

To project a good individual image, to promote the image of the team and the club, and to uphold the traditions of cricket, the following dress standards should be respected and complied with by all players (Blaster players excepted):

- A training and playing uniform (excluding hats or caps) will be included in the junior teams' registration cost.
- All players participating in a match should wear the club shirt and cricket pants together with a club cap or hat. The shirts can be either short or long sleeved (not collarless T-shirts) although for sun safety reasons long sleeved is preferred. Clothing will have the club logo on them and may have advertising sponsorship.
- Footwear should be predominately white.
- Club hats, club caps, will be available for purchase by contact with the Merchandising Officer merchandise@wpccricket.com.au
- The only headwear permitted on the cricket field is:
 - **A White broad brimmed hat** – These are available for purchase from the club.
 - **The club cap** - These are available for purchase from the club.
 - **A batting helmet*****No other headwear will be allowed on the field. Captains, Coaches and Managers will enforce this requirement.***
- **BATTING HELMETS** are recommended for Stage 1 Advanced and mandatory for Stage 2 and 3 including Girls for batting and wicket keeping up to the stumps.
- For hygiene and health reasons male players of all ages are expected to provide their own genital protector ('box').
- Wicket keepers of all junior age groups are provided with specialist equipment by the club.
- Wicket keepers from Stage 1 upwards must wear gloves, pads and for males a genital protector.
- From Stage 1 upwards wearing of pads, batting gloves, and box (for males) while batting is compulsory.
- At the start of the season each team is supplied with a kit bag with some equipment for training and matches including keeping equipment, training, and match balls. Apart from this, players are expected to provide their own playing equipment.

Keys

Information about keys for school grounds (if required) will be provided to the relevant team(s) at the start of the season. Please take great care of keys. If they are lost that presents a risk to the owner and considerable cost to the club for replacement.

The toilets for Eddie Gilbert Memorial Field, Ellen Ferris Junior Oval, Ducie St Park and CJ Greenfield (public toilets only) should be open.

What to Do When It's Wet

If your game is on a turf wicket, then the groundsman decides if the ground is fit to play. Your team's Coach/Manager/Captain will be advised. They will advise you. If you have received no such advice, please travel to the ground. Please do not call them or other people in the club.

For other fields, in the case of wet weather, and where team Coaches or Managers have been unable to confirm the status of playing conditions at the scheduled venue, you should travel to the ground, and confirm whether the game is to proceed, rather than risk a forfeit by assuming that the game will be cancelled. It should be remembered that weather conditions can differ greatly from one suburb to another. Again, please do not call the Coach/Manager or other people in the club. They will call you if necessary.

The aim at all times is to play some cricket, providing it is safe to do so. This may mean coming on and off the field between showers.

What to Do When it's Very Hot (MSW Very Hot Weather Policy) <https://mswcricket.com.au/policies>

Temperature is one component of the conditions of play – just like rainfall, pitch condition, grass length etc. Local conditions also have a significant effect on how the temperature impacts players. MSW Cricket is played in summer, and Brisbane has a hot climate, so players will inevitably experience discomfort from the playing conditions. This will be felt differently by different individuals. Therefore:

There is no pre-determined temperature which will cause matches to be abandoned but as always player safety is paramount.

If very high temperatures are anticipated:

- Coaches and managers of both teams must discuss with each other strategies to reduce heat effect on players. Do this as early as possible, depending on any advance warning available. Dialogue is important.
- The safety of players is paramount.
- Commencing or continuing a match during excessive temperatures should be viewed in a similar manner to rain affected matches. The team coaches and captains should discuss the conditions under which play would take place. Note: It is not anticipated that a morning game will be abandoned before play begins for reasons of temperature alone as it is highly unlikely that the temperature at 8 am could be said to present a danger to the players.
- Increase the number and length of drink breaks.
- Enforce Sun Smart protocols of wearing a hat, applying sunscreen on a regular basis, wearing sunglasses and drinking plenty of fluids.
- Have ice packs available for general application and for use in the event of heat stress.
- Have water sprayers available to keep the players cool – the umpires could have one each and apply to players as deemed necessary.
- Have plenty of iced water available for the players. Some sports drinks can be beneficial.
- All breaks in play should be taken in the shade. This could be provided by way of tents or umbrellas and so on if none is naturally available at the ground.
- Enforce shorter run-ups for bowlers.
- Everyone should be watching for signs of heat exhaustion (parents and spectators can form a useful role here). The umpires have a duty of care to observe the players and allow them to leave the field if it is felt that they are at risk. The square leg umpire will have a special role in being attentive to the welfare of players.
- Advise spectators of the extra precautions being taken to ensure the safety of the players.

Signs of Heat Stress and First Aid

- Players not walking in or moving much in the field, sitting down, moving slowly or in an uncoordinated way, vocal players becoming quiet, hands in pockets, complaints of headaches, flushed skin, confusion, even aggression, delirium and convulsion are all warning signs. (Body temperature of 39°C to 41°C indicates heat stress.)
- If heat exhaustion occurs, get the player off the field into the shade. Allow the player to have plenty of room - do not crowd around the player. Loosen all clothing and apply ice or cold water to the back of the neck or the head. Give the player a cool drink if they are conscious. If they do not respond immediately call for medical assistance. Assess the risk of other cases occurring.

Lightning Policy

The 30/30 Rule. If thunder follows a lightning flash by 30 seconds or less play must cease and players and officials must leave the field immediately. Play must not resume until thirty (30) minutes after the initial flash. If during the suspension of play thunder follows lightning by thirty (30) seconds or less the suspension period is to recommence.

See Standard AS/NZS 1768-2007 "Lightning Protection".

Note. A 30 second time difference indicates the flash is within a 10km radius, a 15 second time difference is within a 5km radius, and a 3 second difference indicates within a kilometre.

There is little you can do to substantially reduce your risk if you are outside in a thunderstorm. The only completely safe action is to get inside a safe building or vehicle.

- An unearthen outdoor shelter (e.g., a permanent park shelter or portable shade structure) is not a safe building.
- Stay away from metal items, water and wet items. Water and metal do not attract lightning, but they are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances.

If your cricket shoes have metal spikes, remove your shoes.

For some additional information – see Australian Cricket Heat Guidelines
<https://play.cricket.com.au/community/resources/player-safety/weather?>

Scoring and Entering Results into PlayHQ

Coach and Manager Registration

Each team will need a registered Coach and Manager. You can register using the same junior registration links as for the players.

Accessing the System

The Registrar will set up access for the assigned team coach and manager. You will receive an e-mail advising your PlayHQ admin account is ready with instructions to set up your admin account. The allocated accounts will be given permissions to manage the team and also score games. Team manager/coach access is separate to scoring admin access. The permission will be given to your own personal PlayHQ account. Your children's profiles will all be part of your own PlayHQ account. If you have login difficulties after setting this up, select forgot password. In advance of the game, please notify the Registrar registrar@wpccricket.com.au of any parents who may score during the season so their PlayHQ account can be assigned scoring permissions.

Training on PlayHQ Admin System

PlayHQ is the system that supports our cricket operations, competitions and programs and our volunteers and their support people are learning its functionality. Additionally, enhancements are being made which may mean previous instructions are no longer correct. Please be patient with this. An information/training session will be provided at the start of the season. For further questions about the system please contact the Registrar registrar@wpccricket.com.au

Scoring

Results are to be recorded in PlayHQ except for Stage 1. Stage 1 does not require live scoring and scoring is done in a paper score book. For Stages 2 and 3 – instructions are as below.

From Stage 2 live scoring directly into PlayHQ is available. Scoring access can be arranged by contacting the Registrar registrar@wpccricket.com.au. PlayHQ now supports two scorers scoring simultaneously. The first scorer who log-ins to eScoring becomes the primary scorer (usually that would be from the home team) and second scorer to login becomes the secondary scorer. Only the primary scorer's score will be added to the PlayHQ. When live scoring is not possible e.g., connectivity issues both teams should record their scores in a paper score book. Each team will be provided with a paper score book for this purpose. It is important that both scorers agree on the scores, and it is best to do this throughout and at the end of the game.

The game result must be entered following the game. Check the MSW rules regarding the specific timing they set for results to be entered after the game. Individual player results should also be entered into the system for the purpose of contributing to their career profiles and determining end of season results. Post-game corrections of results if required can be done e.g., if a wicket was recorded against the wrong player this can be changed post-game by the coach/manager. There is a time limit on this (see MSW rules). After this, changes need to be made by MSW. If this is the case, contact the relevant Cricket Manager juniormanager@wpccricket.com.au or youthmanager@wpccricket.com.au or girlscricket@wpccricket.com.au for help. There is also a process for adjusting or disputing a game result and this should also be done by contacting the relevant Cricket Manager who can liaise with MSW.

Useful Links

PlayHQ admin portal (Used by PlayHQ admins)

<https://ca.playhq.com/>

Access Team management

<https://www.playhq.com/>

PlayHQ eScoring

<https://ca.score.playhq.com/>

eScoring Tutorial

<https://www.figma.com/proto/2NcupUbQt12uln9GZmqop7/PlayHQ---E-scoring-tutorial---Aug-2023-Update?page-id=596%3A38825&type=design&node-id=646-68412&viewport=-11210%2C-1749%2C0.5&t=OI7aaDIad2Mpp0xF-1&scaling=scale-down&starting-point-node-id=646%3A68412>

At the End of the Season

Return of Equipment

Arrange to return all club equipment when requested by the Equipment Officer. Advise the Equipment Officer about any equipment that is damaged or no longer usable.

Presentation Event and Trophies

At the end of the season the club holds a whole of club Presentation celebration. Team and whole of club trophies and awards are presented at this event.

Team Trophies and Awards - The club provides various trophies for each team on trophy day. The awards are batting and bowling trophies for the pre and post-Christmas season as well as special awards (half of full centuries, hat tricks, 5 wickets or more in a single innings, 3 wickets or more in a match in T20 format, 30 or more runs in a match T20 format).

Batting and bowling averages compiled from PlayHQ, or the paper scorebook determine the batting and bowling awards. Progressive totals are automated through PlayHQ however if a paper scorebook is the only scoring record, then please **keep the progressive totals in the scorebook up to date so it does not become a huge chore at the end of the season.**

Details of the criteria for the awarding of the trophies are in the nomination forms on subsequent pages.

Consider these awards carefully as they have the potential to cause friction in the team. Be careful if an award is to be given to one of the coach or manager's children. Make sure this will not cause a problem.

Players who do not get a trophy are usually awarded a participation medallion. Players who get a trophy do **not** also get a medallion.

Blasters – As this is an entry level training program rather than competition a certificate is provided.

Representative Players - Players who make the MSW teams and higher will receive a certificate from WPC Cricket. Any special achievement (e.g., hat trick, 5 wicket haul, 50+runs, captaincy of Representative side, winning team) will be acknowledged on Presentation Day.

Please note – achievement by a player in a competition not affiliated with WPC Cricket (e.g., MetWest or school cricket) is not recognised through a club award but will be acknowledged at Presentation Day if WPC Cricket is informed of the achievement.

Peter Ferris Memorial Trophy - Peter Ferris was President of the Centenary cricket club for 2 seasons and a club and zone coach for several seasons. In October 1999 Peter passed away suddenly. Afterwards his family donated this trophy to the club. Every season the club gives this trophy to the **club person of the year** who is an outstanding player or a member of the club who has made a significant contribution to the club. Nominations for the trophy are invited from all club members towards the end of each season.

Other Whole of Club Trophies – These are perpetual trophies for Junior Player of the year, Senior Player of the Year, Volunteer of the Year, Coach of the Year. Nominations for each of these are invited from all club members towards the end of each season.

WPC Cricket Trophy Nominations and Guidelines

Stage 1

Trophy Guidelines

Best Batter

- Selection based on the player's total runs scored for each of pre-Christmas and post-Christmas
- Separate nominations for pre-Christmas and post-Christmas
- If the same player scored most runs in both pre-Christmas and post-Christmas
 - Nominate two different players, most runs and next most runs
 - Indicate that best player who got the most runs in both pre-Christmas and post-Christmas

Best Bowler

- Leading total wicket taker
- If tied, consider averages also
- Separate nominations for pre-Christmas and post-Christmas
- If the same player got the highest wickets in both summer seasons
 - Nominate two different players, most wickets and next most wickets
 - Indicate that best player who got the most wickets in both pre-Christmas and post-Christmas

Please note, all players that do not receive a trophy will receive a medallion recognising their participation.

Junior Trophy Nominations

Please Note, only one Trophy is to be awarded to each player

TEAM:

Best Bowling (Pre-Christmas)	Awarded to: Ex: Name2
Best Bowling (Post-Christmas)	Awarded to: Ex: Name3
Best Batter (Pre-Christmas)	Awarded to: Ex: Name4
Best Batter (Post-Christmas)	Awarded to: Ex: Name5

Team List *please include full names accurately spelled*

WPC Cricket Trophy Nominations and Guidelines

Stage 2 & Stage 3

Trophy Guidelines

Best Batter

- Selection based on the player's total runs scored for each of pre-Christmas and post-Christmas.
- Separate nominations for, pre-Christmas and post-Christmas.
- If the same player scored the most runs in both pre-Christmas and post-Christmas
 - Nominate two different players, most runs and next most runs.
 - Indicate that best player got the most runs in both pre-Christmas and post-Christmas.

Best Bowler

- Leading total wicket taker.
- If tied, consider averages.
- Separate nominations for pre-Christmas and post-Christmas.
- If same player got the highest wickets in both summer seasons
 - Nominate two different players, most wickets and next most wickets.
 - Indicate that best player got the most wickets in both pre-Christmas and post-Christmas.

Special Awards

- Any player who scored a half century or a century in a single innings.
- Any player who got a hat trick in a single inning.
- Any player who got 5 wickets or more in a single innings.
- Any player scored 30 or more runs in a match T20 format.
- Any player got 3 wickets or more in a match in T20 format.

Please note, all players that do not receive a trophy (excluding Special Awards) will receive a medallion recognising their participation.

Youth Trophy Nominations

Please Note, only one Trophy is to be awarded to each player (except Special Awards)

TEAM:

Best Bowling (Pre-Christmas)	Awarded to: Ex: Name2
Best Bowling (Post-Christmas)	Awarded to: Ex: Name3
Best Batter (Pre-Christmas)	Awarded to: Ex: Name4 and best total runs in both seasons
Best Batter (Post-Christmas)	Awarded to: Ex: Name5

Special Awards

Name	Batting/Bowling Figure	Date	Award: Hat trick, 5 wickets, century, half century. T20 Competition: 3 wickets, 30 plus runs
Example 1	14/3		Ex: T20 – 3 wickets
Example 2	61		Ex: half-century
Example 3	41		Ex: T20 – 30+

Team List *please include full names accurately spelled*

[illegible]

Other Information

The best source of information about the club is via the website www.wpcricket.com.au. On the website you will find key club contacts that you can call or e-mail if you need more information or have a query that is not able to be resolved by looking at the website and available documents. The club operates in accordance with a variety of club policies and procedures which are located on the website.

Other sources of information are from our parent bodies – MSW Cricket, Queensland Cricket and Cricket Australia which can be accessed via the following links.

<https://mswcricket.com.au/>

<https://www.qldcricket.com.au/>

<https://play.cricket.com.au/community/clubs>