

WPC (Wolston Park Centenary) Cricket Club



WPC CRICKET

Guide for Captains, Vice-Captains, Managers, Scorers of Senior Teams

www.wpccricket.com.au

Season 2026/2027

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Introduction

A Message to Captains, Managers, Scorers

Thank you for agreeing to take on the task of captaining, managing or scoring for one of the club senior 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 players in your team know about this guide and encourage them to access it.

Please look carefully at the club's aims. Make yourself fully aware of the information in this guide and in the Qld Sub Districts Cricket Association or Warehouse Cricket Association Qld rules. Remember that we are here to enjoy the game of cricket. We want spectators to enjoy the game as well and there is no place for unruly behaviour. Captains and managers have an important role to play in keeping check on the behaviour of players, and spectators if necessary.

If you need assistance or advice with anything, please check the club website www.wpcricicket.com.au or QSDCA website <https://qsdca.com.au/> or Warehouse website <https://www.warehousecricket.org/> or Facebook page <https://www.facebook.com/warehousecricket/> in the first instance and if you are not able to find what you are looking for then contact the Senior Cricket Manager 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 captain or manager, you are the link between the players and other volunteers in the club. Please take the opportunity to let players know that the club needs volunteers to help. There may be players 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 captain, manager or scorer. 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.

Roles

The Role of the Team Captain

POSITION	TEAM CAPTAIN (Seniors)
Task Objective	To lead a Senior team and ensure that games are played according to the rules and traditions of the game
Support Person	Senior Cricket Manager seniormanager@wpccricket.com.au
Work Times	Some pre-season activities and during the season
Expected Period of Role	Current season
Blue Card	Yes
Reward	\$150 (Captain), \$100 (Vice-Captain) paid November (QSDCA Summer Saturday Teams only)

TEAM CAPTAIN TASKS	WHEN
Know rules of cricket and Codes of Conduct (Behaviour) - Ensure your players/members understand their obligation to sport and know the rules of play and the codes of behaviour for yourself, players, team management personnel and the penalty and reporting processes for non-compliance. - The Captain/Vice-Captain is responsible for the behaviour of players on the field. This definition includes any part of the cricket ground and not merely the field of play. - Report all players/team management that do not comply with code &/or have acceptable behaviour immediately (utilise the appropriate reporting process set by the club).	Prior to season and Always
Team Management Take a leading role in team management. Team management consists of Captain, Vice- Captain and Manager and they are responsible for: - Ensuring players are duly registered and have necessary clearance to play. - Ensuring all players are financial (paid for the season or casual payments made on the day). - Notify players if game is washed out. - Captain team on/off cricket field. - Complete game results in PlayHQ. - Delegate scorers/umpires as necessary.	Always
Selecting and organising players for each week's game. Prior to a new round each team captain will e-mail team list to Senior Cricket Manager by Thursday. If a player pulls out of a selected team after Thursday the captain will find another senior/junior player and e-mail Senior Cricket Manager the new team list.	Always
Equipment safety - You are required to report any equipment non-compliance or risks to the Director of Coaching and/or Equipment Officer immediately. - 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
Training Training is encouraged to better develop cricket skills and to promote club camaraderie.	Always

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
Team Administration • Attend Senior Team Management meetings. • Ensure you have full player names and contact details.	Always
Game Administration Pre game and Post game Admin tasks are required to be completed and signed appropriately such as: • Ground inspections carried out in conjunction with opposition Team Captain/Manager. Report any issues to secretary@wpccricket.com.au and Senior Cricket Manager. • Check with team manager/scorer that score is agreed and arrange reporting in PlayHQ as required.	Pre game and Post game
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 competent at the use of the 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 the General Meetings and 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.	End of Season

The Role of the Team Manager

POSITION:	TEAM MANAGER (Seniors)
Task Objective	To undertake administrative work associated with managing a team and ensure effective communication with players and/or parents.
Support Person	Senior Cricket Manager seniormanager@wpccricket.com.au
Work Times	Some pre-season activities and during the season
Expected Period of Role	Current season
Blue Card Required	Yes
Reward	\$100 paid in November (QSDCA Summer Saturday Teams only)

TEAM MANAGER TASKS	WHEN
Administration - pre-season Attend Seniors teams 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 prior to commencing. 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
Communication Ensure participants 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. Report any injuries to the club Secretary and advise players if they wish to lodge an insurance claim to do this through the Secretary.	Always
Medical Information Be aware of any relevant medical information as advised by players and communicate with the Captain and any assistants with regard to this.	Pre-Season

TEAM MANAGER TASKS	WHEN
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 Captain/Manager. Report any issues to secretary@wpccricket.com.au and relevant Senior 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

At the End of the Season – Whole of Club Presentation

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. Please encourage all players from your team to attend and contribute to the volunteer effort required before and during the event.

Team Trophies and Awards - The club provides various trophies for each team on trophy day. The Senior team awards are:

- Captain's Award
- Players' Player
- Best Batsman
- Best Bowler
- Most Improved Player.

The captain, vice-captain and manager along with players (for the players' player award) decide the trophy winners. The names are to be supplied by the deadline when called for at the end of the season. Please take care to ensure accurate spelling of all names.

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.

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 Captains 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.wpcricket.com.au/policies-1>

Blue Cards

Anyone working or volunteering with children under 18 years of age in sporting activities must hold a blue card. All Captains and Managers who have players under 18 years of age in their team or may have them either as fulltime players or fill ins are required to hold a Blue Card for working with children, or an exemption based on their external employment. To apply see <https://www.qld.gov.au/jobs/blue-card/applications/apply> (full instructions are in Attachment A).

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

For more details, please see Attachment A

Team Training, Access to Training Aids, Equipment Needs

Seniors teams usually train at our lit training facility at CJ Greenfield, Freeman Rd Richlands on Wednesdays. The Senior Cricket Manager will confirm these arrangements at the start of the season. 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. Junior teams should not usually be in the vicinity of the nets when seniors are training. Please take care to manage the nets space if there are any junior players present. Access to the nets is via a combination padlock. The combination will be updated regularly and will be shared at that time. Please take care not to share this outside of volunteers associated with your team.

Training aids and bowling machines are stored in the container adjacent to the lit nets at CJ Greenfield. Access to these can be negotiated with the Director of Coaching, Anu Perera 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.

Nets and Nets Lights – The net lights are set via an app and the Cricket Operations Manager or one of the Captains will have access to do this. The nets are locked. The combination code for the nets will be shared. Please take care not to share this outside of the volunteers associated with your team.

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. You can get the code from the Senior Cricket Manager. 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.

Balls and Equipment - Match and training balls are supplied through the club. Please look after the balls and report any issues or request additional balls or other equipment e.g. wicket keeping gloves from the Equipment Officer equipment@wpccricket.com.au or the Senior Cricket Manager gregoryrosswhite@yahoo.com.au

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.

For more details, please see Attachment B

Dealing with Injuries, Insurance Claims, Reporting Other Events

It is inevitable that injuries will occur during training and at games. It is important that appropriate action is taken, and reporting occurs. All injuries are to be reported to the Senior Cricket Manager gregoryrosswhite@yahoo.com.au and the Secretary secretary@wpccricket.com.au

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.

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 Senior Cricket Manager gregoryrosswhite@yahoo.com.au and the Secretary secretary@wpccricket.com.au

For more details, please see Attachment C

Senior Cricket Rules, Competition, Parent Association Information

The rules for each of the senior cricket associations and other information including dress code, helmets, behaviour, hot and wet guidelines are on the relevant association's websites.

QSDCA – <https://qsdca.com.au/>

Warehouse – Summer Competition Information and Handbook - <https://www.warehousecricket.org/summer-competition>

Clothing and Merchandise

A training and playing uniform (excluding hats or caps) will be included in the full time Saturday QSDCA teams registration cost. For casual players or other teams, they will need to purchase the uniform separately. Uniforms will have the club logo on them and advertising sponsorship. All team members are expected to use the club/team clothing. Other club cricket clothing – white or blue shirts, hats or caps can be purchased from the club Merchandise Officer merchandise@wpccricket.com.au

Codes of Behaviour

WPC Cricket and the parent associations QSDCA and Warehouse each has a code of behaviour. Please ensure you are familiar with these. They can be located:

WPC Cricket <https://www.wpccricket.com.au/policies-1>

QSDCA <https://qsdca.com.au/05-playing-regulations/>

Warehouse

https://www.warehousecricket.org/_files/ugd/e99ae8_52991eed058849f88a72a004a62a5ecf.pdf

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For more details, please see Attachment D

Spirit and Etiquette of the Game - The Unwritten Laws of Cricket

The most important rule for all cricketers and administrators is E N J O Y T H E G A M E A T A L L T I M E S

Spirit of Cricket

The 'Spirit of Cricket' is fostered by the values that you (as a captain, 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-of-cricket-2d35b4b95a4a67ae8f9c76f258a84aa8>

For more details, please see Attachment E

Scoring and Entering Results into PlayHQ

Coach (Captain) and Manager Registration

Each team will need a registered Coach (Captain) and Manager. They can register using the same senior registration links as they did as a players.

Accessing the System

The Registrar will set up access for the assigned team Captain, Vice-Captain and/or 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/Captain access is separate to scoring admin access. The permission will be given to your own personal 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 players 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

Scoring is to be done via the method that is accepted for the particular competition.

Results are to be recorded in PlayHQ and live scoring directly into PlayHQ is available. 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 QSDCA or Warehouse 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 captain/manager. There is a time limit on this set by the parent association. After this, changes need to be made by the parent association. If this is the case, contact the Senior Cricket Manager gregoryrosswhite@yahoo.com for help. There is also a process for adjusting or disputing a game result and this should also be done by contacting the Senior Cricket Manager who can liaise with the parent association.

Useful Links and Match Day Resources

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=OI7aaDlad2Mpp0xF-1&scaling=scale-down&starting-point-node-id=646%3A68412>

Other Information

The best source of information about the club is via the website www.wpcricicket.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. Please note them.

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

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

<https://www.warehousecricket.org/>

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

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

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 [s](https://www.wpcricicket.com.au/policies-1/child-safety)
<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 & Young People
- Australian Cricket's Policy for Safeguarding Children & Young People
- Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations, Clubs and Indoor Centres

Blue Cards

Anyone working or volunteering with children under 18 years of age in sporting activities must hold a blue card. All Captains and Managers who have or may have players under 18 years of age in their team either as full time players or fill ins 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.

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 Senior Cricket Manager gregoryrosswhite@yahoo.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 available (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.

Captains 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 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.

The most useful item for treating a wide range of injuries is ice. Ice packs or ice should be provided by the Captain 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 Senior Manager gregoryrosswhite@yahoo.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 Senior Cricket Manager gregoryrosswhite@yahoo.com.au and the Secretary secretary@wpccricket.com.au

Codes of Behaviour

WPC Cricket and the parent associations QSDCA and Warehouse each has a code of behaviour. Please ensure you are familiar with these. They can be located:

WPC Cricket <https://www.wpcricicket.com.au/policies-1>

QSDCA <https://qsdca.com.au/05-playing-regulations/>

Warehouse

https://www.warehousecricket.org/files/ugd/e99ae8_52991eed058849f88a72a004a62a5ecf.pdf

(from page 44 – 55)

QSDCA

Traditionally, Cricket has been the one sport to maintain and promote the highest levels of conduct and sportsmanship. While always a competitive sport, its continued strength and its image relies on the acceptance of the Umpire's decision and a preparedness to play within the "spirit of the game".

ALL PLAYERS AND OFFICIALS SHOULD BE WELL AWARE OF THE STANDARDS EXPECTED AND CONSEQUENTLY, ANY PLAYER OR OFFICIAL WHO BREACHES THIS CODE CAN EXPECT LITTLE SYMPATHY IF FOUND GUILTY.

It is the responsibility of everyone associated with QSDCA – Club Officials, Team Captains and especially the Players – to ensure the level of conduct and sportsmanship traditionally inherent in the Game is observed.

CODE OF BEHAVIOUR

Note: This policy applies to all competitions.

This Code applies to any player or official representing Queensland Cricket, including participating in any competition, tour or training camp, from the time of departure from the player's or official's usual private residence prior to the tour or camp until return to that residence after the tour or camp.

"Official" means the manager or a member of the coaching, medical or fitness staff of a team; the selectors of a team; any other person acting in an official capacity for Queensland Cricket or a Premier Cricket Club in relation to a team; or an umpire of a match.

CODE OF BEHAVIOUR

[a] The captains are responsible at all times for ensuring that play is conducted within the spirit of the game as well as within the Laws.

[b] This Code applies to all registered players and officials. Sections 1[b][v], 1[b][vii], 1[b][viii] of this Code apply at any time. Sections 1[b][i], 1[b][ii], 1[b][iii], 1[b][iv], 1[b][vi] apply whether participating or spectating at any match or event under the auspices of Cricket Australia or Queensland Cricket, including matches sanctioned by Queensland Cricket Affiliates. This Code applies in addition to and not in substitution for the ICC Code of Conduct and the Cricket Australia Code of Behaviour, Racial and Religious Vilification Code and the Anti-Harassment Policy, [the Codes].

Specifically:

[i] Players and officials must not abuse cricket equipment or clothing, ground equipment or fixtures and fittings.

[ii] Players and officials must not assault or attempt to assault an umpire, a player, an official or spectator.

[iii] Players and officials must not react with unnecessary obvious dissension, displeasure or disapproval either towards an umpire, his decision, or generally, following an umpiring decision.

[iv] Players and officials must not use crude or abusive language, or otherwise engage in conduct detrimental to the spirit of the game. An umpire would be expected to caution the player and advise the captain of his concern before reporting any player for this type of behaviour.

[v] Players and officials must not indulge in conduct detrimental to the game.

[vi] Players and officials must in no way use crude or abusive hand signals.

[vii] Players and officials must not engage in any form of racial or religious abuse or harassment as defined in the Queensland Cricket Racial and Religious Vilification Code, the Cricket Australia Racial and Religious Vilification Code

or Anti-Harassment Policy.

[viii] Without limiting any other rule, players and officials must not make public or media comment which is detrimental to the interests of the game.

Note: Public comment includes comment on Club websites and other electronic media

Warehouse

CODE OF BEHAVIOUR

The captains are responsible at all times for ensuring that play is conducted within the spirit of the game as well as the Laws of Cricket.

DEFINITION OF ASSAULT “A person who strikes, touches or moves, or otherwise applies force of any kind to the person of another either directly or indirectly, without consent, or who by any bodily act or gesture attempts or threatens to apply force of any kind to the person of another without his/her consent, under such circumstances that the person making the attempt or threat is actually or apparently a person of ability to effect his/her purpose, is said to assault that other person and the act is called assault”.

- a. Players, officials or club members must not assault or attempt to assault an umpire, another player or a spectator.
- b. Players, officials or club members must not react with unnecessary obvious dissention, displeasure or disapproval towards an umpire, his/her decision, or generally, following an umpiring decision.
- c. Players, officials or club members must not use crude, racist and/or abusive language, or otherwise engage in conduct commonly known as “sledging”. An umpire would be expected to caution the player and advise the captain of his/her concern before reporting any player for this type of behaviour.
- d. Players, officials or club members must not indulge in conduct detrimental to the game, or the spirit of the game.
- e. Players, officials or club members must in no way use crude or abusive hand signals whether directed to another player or an umpire or a member of the public.
- f. Players, officials or club members must not engage in public acts of misconduct, or unruly public behaviour whilst representing their club or the Association.
- g. A player must not consume alcohol during the actual hours of play during the match in which he or she plays. Play is not deemed finished until bails have been lifted to signal the end of a day's play. Umpires, badged or otherwise, will report offending players and clubs to the Executive Committee so that disciplinary action can be taken.
- h. Players must only wear and use approved clothing, equipment, and standard of dress and footwear. The wearing or display of an unauthorized logo is not permitted. An umpire would be expected to caution a player and advise the captain of his/her concern as to the player's standard of dress and use of equipment before reporting any players for a breach of this rule

WPC Cricket

CODES OF CONDUCT (BEHAVIOUR)

Policy Title	Code of Conduct (Behaviour)
Policy Type	Volunteer Management, Risk Management

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 cricketers and administrators is ENJOY THE GAME AT ALL TIMES

Spirit of Cricket

The 'Spirit of Cricket' is fostered by the values that you (as a captain, 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.

Social Media

The WPC Cricket Committee in line with the respective Codes of Behaviour (Cricket Australia, Queensland Sub Districts and Warehouse 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.

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 Senior Cricket Manager

gregoryrosswhite@yahoo.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, Ellen Ferris 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