

# **HOWICK PAKURANGA CRICKET CLUB INC**

## **POLICIES & PROCEDURES: PLAYING**

### **THE LAWS OF CRICKET AND THE SPIRIT OF CRICKET**

In 2000, when the MCC introduced the current Code of Laws of Cricket, it included for the first time, a preamble on the Spirit of Cricket.

*"Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws, but also within the Spirit of the Game. Any action which is seen to abuse this Spirit causes injury to the game itself".*

All members of the Howick Pakuranga Cricket Club Inc, will recognise and will play within both the Laws and the Spirit of Cricket.

### **HPCC GUIDING PRINCIPLES**

Before the start of each season, 4 sets of **Guiding Principles – Senior Grade Cricket, Regular Grade Cricket, Women's Grade Cricket, Junior Grade Cricket** - will be published and supplied to players, coaches and managers.

Each set of Guiding Principles summarises the values, the content and the intentions of The Howick Pakuranga Cricket Club Policies and Procedures: Playing, and will be prepared by the Club Manager and Section Representatives, following the collation and review of information provided by members in the annual end of season review.

The 4 sets of Guiding Principles will be tabled and approved at a Howick Pakuranga Cricket Club Board Meeting and be implemented in the new season.

### **SELECTION**

Selection of teams will: be on merit; field the best team possible in each grade; be in the best interests of the team and the Club; be fair and consistent.

The Selection Panel will consider: Form and Performance, Cricket Ability, Cricket Experience, Team Balance, Practice Attendance, Attitude, Fitness, Team Contribution, Punctuality and Availability, when selecting teams.

The Selection Panel will also consider pathways for young talented players.

Players remain in the same team as the previous match, unless advised otherwise, by The Director of Cricket or appropriate Team Captain.

A player will not be selected if he/she regularly fails to attend practice, without the approval of the Director of Cricket. Such approvals will be communicated to The Chairperson of Selectors prior to The Selection Panel Meeting.

Unless due to unavoidable events: family functions, emergencies, accidents, examinations, employment commitments or injury, player unavailability for matches, may result in selection in a lower grade.

A player with unpaid fees may not be selected, unless payment arrangements have been made with the Club Manager.

### **SELECTION PROCEDURES**

The Board, at the beginning of the season will appoint the Selection Panel consisting of, The Director of Cricket (Chairperson), a knowledgeable independent club person, and the Captain and the Coach of the team being selected.

The Chairperson will convene Selection Panel Meetings, information on form and performances will be received, reports from the Team Captain and Team Coach of the Team being selected will be received and information on player availability will be received.

Teams will be selected in order of grade. A player may only be promoted one grade at a time.

All selections will be considered to be unanimous decisions of the Selection Panel.

Team changes will be notified personally, to the affected players. Players promoted to a higher grade will be informed of their selection and role in the team, by the Captain of that Team. Players demoted to a lower grade, will be advised of their relegation, and the reasons for it, plus remedial action needed to facilitate a return to the higher grade, by The Director of Cricket. Players may seek feedback on their promotion/relegation from The Director of Cricket.

Teams selected for each round will be posted on the Club's Website following the Selection Panel Meeting.

## **CODES OF CONDUCT**

All Howick Pakuranga Cricket Club Inc members are required to abide with the Code of Conduct as laid down by NZC Inc and the Auckland Cricket Association.

Howick Pakuranga Cricket Club Inc members bound by this Code of Conduct shall not engage in disorderly or improper conduct or behaviour. Disorderly or improper conduct or behaviour includes, but is not restricted to:

- assaulting or attempting to assault, or abusing, either orally or physically, an umpire, player or spectator
- using racist, sexist, demeaning, disparaging or threatening language to an umpire, player or spectator
- using crude or abusive language, or hand signals or other gestures to an umpire, player or spectator
- disputing, as distinct from questioning, an umpire's decision, or reacting in an obviously provocative manner towards an umpire or umpire's decision
- engaging in any form of conduct or behaviour detrimental to the Spirit of Cricket or likely to bring the game or the Howick Pakuranga Cricket Club Inc into disrepute.

All Howick Pakuranga Cricket Club Inc team captains are responsible for requiring players in their teams to conduct themselves within the Spirit of Cricket, the Laws of Cricket and The Howick Pakuranga Cricket Club Inc Codes of Conduct at all times and must be proactive in diffusing any potential breaches.

All Howick Pakuranga Cricket Club Inc members are required respect and care for Club facilities - clubrooms, deck, fenced green, changing rooms, bathrooms, indoor centre, outdoor nets, pitches, fields and Club furniture, fixtures, playing gear, practice gear, trophies, memorabilia and displays.

All Howick Pakuranga Cricket Club Inc members are responsible for welcoming and hosting in the clubrooms, all visiting clubs and/or players, match officials, Howick Pakuranga Cricket Club Inc Life Members and Howick Pakuranga Cricket Club Inc sponsors.

All Howick Pakuranga Cricket Club Inc members and their guests are required to abide by The Howick Pakuranga Cricket Club Inc Sale and Consumption of Alcohol Policy.

All Howick Pakuranga Cricket Club Inc members are required to leave all Club facilities - clubrooms, deck, fenced green, changing rooms, bathrooms, indoor centre, outdoor nets, in a clean and tidy condition after use.

Howick Pakuranga Cricket Club Inc members are further required to abide by expectations, requirements and rules as detailed in supplementary NZC and Auckland Cricket Association codes, guides, handbooks and publications eg Parents' and Coaches' Code, Tournament Regulations and Playing Conditions, Disciplinary Procedures.

The Howick Pakuranga Cricket Club Inc Judicial Committee will consist of The Board Chairperson, The President and the Director of Cricket and will consider all reported breaches of the Codes of Conduct by members.

The Chairperson will keep and will hold The Howick Pakuranga Cricket Club Inc Judicial Committee Record.

**In the event of the Howick Pakuranga Cricket Club Inc receiving a Code of Conduct Form - Judicial Hearing, from the Auckland Cricket Association, reporting a Howick Pakuranga Cricket Club player or players behaviour**

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The Board Chairperson will -

- contact and inform the player/players in question of the Code of Conduct Form - Judicial Hearing and The Howick Pakuranga Cricket Club Inc's procedures for managing a Code of Conduct Form - Judicial Hearing about a Howick Pakuranga Cricket Club player or players;
- provide the player/players in question, with a copy of the Code of Conduct Form - Judicial Hearing and a copy of The Howick Pakuranga Cricket Club Inc Policies & Procedures: Playing;
- offer the player/players in question, the opportunity to provide a written response to the information recorded in the Code of Conduct Form - Judicial Hearing, to The Howick Pakuranga Cricket Club Inc Judicial Committee;
- at the earliest possible time, convene a meeting of The Howick Pakuranga Cricket Club Inc Judicial Committee;
- at the conclusion of The Howick Pakuranga Cricket Club Inc Judicial Committee meeting, provide the player/players in question, with a copy of the HPCC Statement to the Auckland Cricket Association Judiciary Hearing;
- in The Howick Pakuranga Cricket Club Inc Judicial Committee Record, record the date and location of the reported behaviour; the origin of the report; the player/players reported; the date of The Howick Pakuranga Cricket Club Inc Judicial Committee deliberations; the date and outcome of the Auckland Cricket Association Judiciary Hearing; any actions, The Howick Pakuranga Cricket Club Inc Judicial Committee, required the Chairperson to complete and include a copy of The HPCC Statement to the Auckland Cricket Association Judiciary Hearing

The Howick Pakuranga Cricket Club Inc Judicial Committee will meet and -

conduct all business in-committee;

accept the Code of Conduct Form - Judicial Hearing and the information recorded;

receive the information contained in the player/players in question, written response/s;

consider the information received from the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game;

read The Howick Pakuranga Cricket Club Inc Judicial Committee Record;

prepare the HPCC Statement to the Auckland Cricket Association Judiciary Hearing

The player/players in question will attend and The Chairperson and one other Board Member Inc will represent The Howick Pakuranga Cricket Club Inc at the Auckland Cricket Association Judiciary Hearing. The Chairperson will read the HPCC Statement to the Auckland Cricket Association Judiciary Hearing at the Auckland Cricket Association Judicial Hearing. The player/players in question, will answer questions if required

**In the event of the Howick Pakuranga Cricket Club Inc receiving a Code of Conduct Form submitted by one or both officiating umpires, from the Auckland Cricket Association, reporting a Howick Pakuranga Cricket Club player or players behaviour –**

The Board Chairperson will -

contact and inform the player/players in question of the Code of Conduct Form and The Howick Pakuranga Cricket Club Inc's procedures for managing a Code of Conduct Form about a Howick Pakuranga Cricket Club player or players;

provide the player/players in question, with a copy of the Code of Conduct Form and a copy of The Howick Pakuranga Cricket Club Inc Policies & Procedures: Playing;

offer the player/players in question, the opportunity to provide a written response to the information recorded in the Code of Conduct Form, to The Howick Pakuranga Cricket Club Inc Judicial Committee;

canvass the player/players in question, the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game, about the information recorded in the Code of Conduct Form;

at the earliest possible time, convene a meeting of The Howick Pakuranga Cricket Club Inc Judicial Committee;

at the conclusion of The Howick Pakuranga Cricket Club Inc Judicial Committee meeting, in writing, inform -  
the player/players in question, of the outcome of the meeting and of actions to be undertaken  
the Auckland Cricket Association, of the outcome of the meeting and of actions to be undertaken;

in The Howick Pakuranga Cricket Club Inc Judicial Committee Record, record the date and location of the reported behaviour; the origin of the report; the player/players reported; the date and outcome of The Howick Pakuranga Cricket Club Inc Judicial Committee deliberations; any actions, The Howick Pakuranga Cricket Club Inc Judicial Committee, required the Chairperson to complete.

The Howick Pakuranga Cricket Club Inc Judicial Committee will meet and -

conduct all business in-committee;

accept the Code of Conduct Form and the information recorded;

receive the information contained in the player/players in question, written response/s;

read The Howick Pakuranga Cricket Club Inc Judicial Committee Record;

make a judgement as to the appropriate penalty.

**In the event of The Howick Pakuranga Cricket Club Inc receiving a Code of Conduct Form submitted by the President or Chairperson of an Auckland Cricket Association club, from the Auckland Cricket Association, reporting a Howick Pakuranga Cricket Club player or players behaviour –**

The Board Chairperson will -

contact and inform the player/players in question of the Code of Conduct Form and The Howick Pakuranga Cricket Club Inc's procedures for managing a Code of Conduct Form about a Howick Pakuranga Cricket Club player or players;

provide the player/players in question, with a copy of the Code of Conduct Form and a copy of The Howick Pakuranga Cricket Club Inc Policies & Procedures: Playing;

offer the player/players in question, the opportunity to provide a written response to the information recorded in the Code of Conduct Form, to The Howick Pakuranga Cricket Club Inc Judicial Committee;

canvass the player/players in question, the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game, about the information recorded in the Code of Conduct Form;

at the earliest possible time, convene a meeting of The Howick Pakuranga Cricket Club Inc Judicial Committee;

at the conclusion of The Howick Pakuranga Cricket Club Inc Judicial Committee meeting, in writing, inform -  
the player/players in question, of the outcome of the meeting and, if any, of actions to be undertaken  
the Auckland Cricket Association, of the outcome of the meeting and, if any, of actions to be undertaken;

in The Howick Pakuranga Cricket Club Inc Judicial Committee Record, record the date and location of the reported behaviour; the origin of the report; the player/players reported; the date and outcome of The Howick Pakuranga Cricket Club Inc Judicial Committee deliberations; any actions, The Howick Pakuranga Cricket Club Inc Judicial Committee, required the Chairperson to complete.

The Howick Pakuranga Cricket Club Inc Judicial Committee will meet and -

conduct all business in-committee;

receive and consider the information recorded the Code of Conduct Form

receive and consider the information contained in the player/players in question, written response/s,

consider the information received from the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game;

read The Howick Pakuranga Cricket Club Inc Judicial Committee Record;

make a judgement as to, if any, the appropriate penalty.

**In the event of The Howick Pakuranga Cricket Club Inc receiving a formal written complaint from any other person, about a Howick Pakuranga Cricket Club player or players behaviour –**

The Board Chairperson will -

contact and inform the player/players in question of the complaint and The Howick Pakuranga Cricket Club Inc's procedures for managing a complaint about a Howick Pakuranga Cricket Club player or players;

provide the player/players in question with a copy of the complaint and a copy of The Howick Pakuranga Cricket Club Inc Policies & Procedures: Playing;

offer the player/players in question, the opportunity to provide a written response to the information recorded in the complaint, to The Howick Pakuranga Cricket Club Inc Judicial Committee;

canvass the player/players in question, the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game, about the information recorded in complaint;

at the earliest possible time, convene a meeting of The Howick Pakuranga Cricket Club Inc Judicial Committee;

at the conclusion of The Howick Pakuranga Cricket Club Inc Judicial Committee meeting, in writing, inform -  
the player/players in question, of the outcome of the meeting and, if any, of actions to be undertaken  
the Auckland Cricket Association, of the outcome of the meeting and, if any, of actions to be undertaken;

in The Howick Pakuranga Cricket Club Inc Judicial Committee Record, record the date and location of the reported behaviour; the origin of the report; the player/players reported; the date and outcome of The Howick Pakuranga Cricket Club Inc Judicial Committee deliberations; any actions, The Howick Pakuranga Cricket Club Inc Judicial Committee, required the Chairperson to complete.

The Howick Pakuranga Cricket Club Inc Judicial Committee will meet and -

conduct all business in-committee;

receive and consider the information recorded in the formal written complaint;

receive and consider the information contained in the player/players in question written response/s,

consider the information received from the team captain, other players involved in the game, the Director of Cricket, club officials and members present at the game;

read The Howick Pakuranga Cricket Club Inc Judicial Committee Record;

make a judgement as to, if any, the appropriate penalty.

The Howick Pakuranga Cricket Club Inc Judicial Committee may discipline a member with penalties varying from a verbal or written caution through to suspension/ cancellation of membership, if it is deemed that he/she has brought cricket and/or The Howick Pakuranga Cricket Club Inc into disrepute.

Team Captains

contribute to Team selection

require players in their teams to conduct themselves within the Spirit of Cricket, the Laws of Cricket and The Howick Pakuranga Cricket Club Inc Codes of Conduct.

are responsible for the tactics, morale and discipline of their team

encourage their team to be correctly attired in the appropriate Club uniform

complete the required Health and Safety Checks, Notifications and Documentation for home games

Host umpires and the opposition during home games

## **COACHES AND MANAGERS**

Coaches and managers assist players in developing to their full potential. They are responsible for coaching players by analysing their performances, instructing in relevant skills and by providing encouragement. They are also responsible for the guidance of the players in life and in cricket.

Coaches and managers perform a wide range of roles. Some of these roles are directly related to cricket, while others are complementary and related to the players and others, away from the game. The delivery of these roles will vary according to the age group being coached.

The Board will appoint all paid coaches and managers. The Junior Cricket and Senior Cricket Committees, will select their volunteer coaches and managers. Appointments and selections of all coaches will be subject to all current Howick Pakuranga Cricket Club Inc Policies and Procedures.

Appointments and selections of all coaches will be subject to the NZC Coaching Process: Complete online Coaching Registration, Coaching Module and Child Protection Modules; attend a practical coaching session. As a result of this process, all coaches will be qualified to NZC requirements, all coaches will know how to deal with suspected or actual child abuse, all coaches will be Police vetted by NZC.

### **ROLES AND PROCEDURES**

**TEACHER/INSTRUCTOR** A coach teaches and instructs in the range of skills, attitudes, values and traditions interwoven within cricket; knowledge of cricket; and tactics and how cricket is played. Being a coach requires commitment and ongoing responsibility.

**MODEL/EXEMPLAR** The coach is observed and monitored all of the time. Players and others note their performances, actions and what they say. In this way the coach serves as a model or exemplar in sport and in other areas.

**MOTIVATOR** The coach uses a range of skills and strategies designed to assist players to achieve at their highest level.

**ORGANISER** Organisational skills: time management, planning, delegation, keeping records, games, travel, practice schedules and activities, working relationships with players, liaising with parents/management, attending and contributing to team, club and other administrative meetings, are essential coaching and managing skills, to ensure the most effective use of resources and time.

**LINGUIST** Part of the process a player uses to be assimilated into cricket, is to know about and use the terminology of cricket. The coach explains these terms and helps players understand the various levels of meaning for cricket-specific words and phrases. This also assists with the communication between coach and player as over time they develop a shared vocabulary which can serve as a shorthand method of communication.

**SUBSTITUTE PARENT/CONFIDANT** The concept in loco parentis applies to the role of the cricket coach. Although the concept does not have formal support in New Zealand law, it is still assumed by parents/caregivers and other family members that a coach and a manager will act as a responsible individual when dealing with cricketers, as a responsible parent/caregiver might act.

## **UNIFORMS & PLAYING EQUIPMENT**

All players representing the Club in all grades and all competitions, are to be attired in the latest uniform appropriate for the grade and the competition.

Uniform garments and Club merchandise will be available from the Clubrooms Shop.

Should any player be unable to attire themselves in the latest uniform appropriate for the grade and the competition, the Coach/Manager of the player's team, may make a submission to the Chairperson for assistance for that player.

Each Team will be supplied with a bag of basic playing and protective equipment, appropriate for the grade and the competition for the season. Each Team will be supplied with new cricket balls, appropriate for the grade and the competition for the season.

All playing and protective equipment and cricket balls, remain the property of The Howick Pakuranga Cricket Club Inc.