

# ACT CRICKET ASSOCIATION UMPIRES COUNCIL

## STANDING MINUTES

*As at 18th July 2005*

Standing minutes are to be retained in the front of the current minute book and are to contain all motions of a permanent nature passed at monthly meetings. Standing minutes are to be reviewed at least annually by the Executive and any changes/confirmations resulting from the annual review are to be approved by members at the Annual Election Meeting. Any additional motions of a permanent nature passed at monthly meetings are to be regarded automatically as additional Standing Minutes. Amendments to existing Standing Minutes may be approved at any ACTCAUC meeting. Editorial amendments may be made by the Executive at any time.

*Amended: 19 Aug 02*

**NOTE:** Standing minutes were passed en bloc at the 21 April 1997 meeting of the ACTCAUC. This version incorporates those amendments and new minutes approved up to and including the General Meeting held on 12 August 2003.

All subsequent amendments to these minutes should be annotated after the applicable minute with the date of the meeting, which approved the amendment.



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# 1. COUNCIL ORGANISATIONAL STRUCTURE

*Section 1  
Approved 16 Aug 99*

## 1.1 COMPOSITION OF COUNCIL EXECUTIVE

The Council Executive shall be a Chairman, a Deputy Chairman, a Secretary and a Finance Officer or as otherwise determined by the ACTCA Board. These positions are specifically stated in the ACTCA Constitution.

### 1.1.1 Term of Office

The election/nomination of Executive, ie Chairman, Deputy Chairman, Finance Representative and Secretary shall be for a term of two years, with half of the Executive standing down each year. The pairing shall be as follows:

- a. Chairman and Finance Representative (elected in each even numbered year)
- b. Deputy Chairman and Secretary (elected in each odd numbered year)

*Amended: 19 Aug 02*

Nothing shall debar a member from seeking re-election to the same or another position after his or her term of office has expired and nor shall it prevent a member from being removed from office for any reason under the ACTCA Constitution.

*Approved: 23 July 2001*

### 1.1.2 Duties of Executive

The duties of the Executive, in addition to those duties prescribed by the ACTCA Constitution, shall be:

#### **Chairman**

- a. Chair Council and Executive meetings.
- b. Represent council at ACTCA meetings, exercise voting rights and provide reports to Council.

#### **Deputy Chairman**

- a. Chair Council and Executive meetings in absence of Chairman.
- b. Represent Council on Cricket Committee and provide reports to Council.

#### **Secretary**

- a. Take minutes at Council and Executive meetings.
- b. Produce the newsletter, 'The Finger'.
- c. Arrange distribution of documents for membership perusal prior to meetings.
- d. Attend Secretaries Meetings for council and provide reports to Council.
- e. Publish in 'The Finger' discussion questions on the laws from meetings.
- f. Maintain register of rule decisions.
- g. Maintain register of financial and non-financial members.
- h. Produce Annual Report.

#### **Finance Officer**

- a. Formulate Council budget.
- b. Represent Council on Finance Committee and provide reports to Council.
- c. Ensure payments of expenses are accurate and timely.

- d. Provide reports on expenditure versus budget to each Council and Executive meeting.
- e. Liaise with accounting staff at ACTCA and report to Council as required.

## **1.2 NON-EXECUTIVE POSITIONS**

In addition to the Executive there shall be other positions that may be filled for either part or all of the financial year to perform specific tasks as needed at a given point in time.

The duties of the non-executive are set out below. The occupants of these positions shall report progress of their tasks to their Executive ‘supervisors’ for subsequent dissemination to general membership.

### **Director of Umpiring**

The Director of Umpiring reports to the Chairman of the Council. The duties of the position are:

- a. Duties as directed by ACB.
- b. To recommend to the Executive, in consultation with the Umpires’ Observer and Chairman of Appointments, the membership of the First Class Panel.
- c. To be a member of the ACTCA Panel responsible for appointment of umpires to First Class and Senior Representative fixtures.
- d. To monitor performance of ACTCA umpires standing in First Class and Senior Representative matches. *Amended 23 Jul 01*
- e. To consult with the Appointments Sub-Committee regarding the membership of the First Grade Panel.
- f. Assist Umpires Observer, with a focus on First Grade.
- g. Provide information to Council on issues derived from the ACB.
- h. To be a member of the Training Sub-Committee.

*Amended: 8 Aug 00, 19 Aug 02*

### **Umpires Observer**

The Umpires Observer reports to the Chairman of the Council. The duties of the position are contained in Section 9.

### **Expenses Officer**

The Expenses Officer reports to the Finance Officer. The duties of the position are:

- a. Receive details of umpires standing in games to produce expenses ‘bills’.
- b. Each month produce and supply to ACTCA billing documents for umpires expenses and invoices to clubs and other parties.
- c. Provide detailed statements to members for each payment of expenses.

### **Chairman of Appointments Sub-Committee**

The Chairman of the Appointment Sub-Committee reports to the Deputy Chairman. The duties of the position are:

- a. Chair Appointments Sub-Committee.
- b. Arrange publication of appointments in Canberra Times and other media.
- c. Liaise as necessary with the Director of Umpiring.

### **Composition of Appointments Sub-Committee**

The Appointments Sub-Committee shall consist of:

- a. Chairman of Appointments,
- b. Umpires Observer, and
- c. Appointment Sub-Committee member (elected by the membership).

### **Duties of Appointments Sub-Committee**

- a. Ascertain the general availability of members for grade and other fixtures that require umpires in the forthcoming season.
- b. Identify which umpires require field testing and appoint them with appropriately experienced colleagues in lower grades.
- c. Collect availability for special matches.
- d. Appoint umpires to grade matches. The Appointments Sub-Committee may decide not to appoint umpires whose performance does not merit further appointment.
- e. Appoint umpires to special fixtures other than those covered by the ACTCA Senior Representative umpires appointment committee.
- f. Provide list of final appointment details to all matches to the expenses officer to act as check of claim forms received.
- g. In consultation with the Director of Umpiring, determine membership of First Grade Panel.
- h. Advise Executive in respect of umpires whose performance does not merit further appointment to matches.

### **Chairman of Training Sub-Committee**

*Title Amended: 19 Aug 02*

The Chairman of the Training Sub-Committee reports to the Deputy Chairman. The duties of the position are:

- a. Chairs Training Sub-Committee and act as Law/Skills Education Officer and Law/Skills Testing Officer
- b. Oversees recruitment and umpire training courses
- c. Develop and conduct Annual Seminar.
- d. The Chairman of Training sub-committee or a representative may attend the NSWCU&S Association Annual convention.

*Approved: 23 Jul 01*

### **Composition of Training Sub-Committee**

The Training Sub-Committee shall consist of:

- a. Chairman of Training Sub-Committee,
- b. Two Training Sub-Committee members. and
- c. The Director of Umpiring.

*Amended: 8 Aug 00*

### **Duties of Training Sub-Committee**

- a. Develop annual revision paper and any other examination papers as may be required by Council policy. These tests and the exam for the new umpires course can be wholly internally written, or in part of full obtained from whatever outside sources the committee deems acceptable.
- b. Mark revision paper.
- c. Develop and conduct new umpires training course.
- d. Develop and conduct Annual Seminar.
- e. Prepare and mark examination papers from Umpire training course.
- f. As necessary, prepare and mark other examination papers.

- g. Recruit new umpires.
- h. Conduct Laws Session at Council meetings.

**Duties of Training Sub-Committee Members (two positions)**

The members of the Training Sub-Committee positions reports to the Chairman of Training. The duties of the positions are:

- a. Assist in the recruitment of umpires (one position to be annotated 'Recruitment Officer').
- b. Assist with the preparation of examination and revision papers.
- c. Assist to conduct the Annual Seminar.
- d. Assist in the teaching at the training courses.
- e. Aid in the marking of the examinations.

**General Liaison Officer**

The General Liaison Officer reports to the Secretary. The duties of the position are:

- a. Liaises with media for propagation of material pertaining to cricket umpiring.
- b. Obtain stories, events etc. from members to be used for media publication purposes.
- c. Vet any published material with Secretary prior to publishing.
- d. Liaise with clubs, and other interested organisations.
- e. Arrange advertisements and other publicity for training courses.

## 2. FINANCE

### 2.1 END OF FINANCIAL YEAR

#### 2.1.1 Carry Forward of Monies

Any monies left in the ACTCA Umpires Council's accounts at the end of each Financial Year are to be carried forward to the ACTCA Umpires Council's accounts for the following Financial Year, ACTCA accounting policies permitting.

*Amended: 28 Jun 99*

### 2.2 WRITE-OFF

#### 2.2.1 Amount of Write-off

The Executive is empowered to write-off amounts up to \$200 on any one item without specific approval from the members of the Council. Such write-offs are to be reported to the Council in the Finance Officer's normal reports.

### 2.3 EXPENDITURE POWERS OF EXECUTIVE

#### 2.3.1 Amount of Expenditure

The Executive is empowered to spend the following amounts, subject to ratification at the next general meeting:

- a. For donations to charity, up to \$100 per time and up to a total of \$200 total in any Financial Year.
- b. The reimbursement of out of pocket expenses considered reasonable by the Executive (eg telephone, postage, use of car by the Umpires Observer) incurred by any member in conducting the legitimate business of the Council.
- c. During the financial year, the Executive may authorise the expenditure of funds for the general running of the Council. Such expenditure is not to exceed the level of expenditure on similar items approved during the previous Financial Year.
- d. Convention fees for the Umpire's Observer & Chairman of Training Panel or their representatives to attend the NSWCU&S convention. *Approved: 23 Jul 01*

#### 2.3.2 Annual Seminar Hospitality

A maximum of \$200 may be expended on hospitality at the Annual Seminar. This amount is only to be spent on guests invited by the Chairman.

*Approved: 24 Aug 98*

### 2.4 MERCHANDISE

#### 2.4.1 Purchases

The Executive is authorised to purchase, for sale to members, merchandise consistent with the business of the Council (such as Law Books, counters, etc) in quantities that are appropriate considering the number of members in the Council from time to time.

### 2.5 EXPENSES

*Deleted 18 Jul 05.*

#### 2.5.1 Development Levy

An amount of \$1 per member for each day when expenses are received, is to be levied on Council members. The funds so raised are to be used for the development of the ACTCAUC.

*Deleted 18 Jul 05.*

## **2.5.2 Payments**

Members are paid expenses, usually via direct credit to a nominated account, at the December, February and April meetings each season.

## **2.5.3 Early Payments**

Members may request the Umpires Council Executive for early payment of expenses. When the Executive is satisfied that exceptional circumstances exist, the Executive may direct the Finance Officer to arrange payment to a member all or part of the expenses owing to that member before a regular payment is due as set out in Standing Minute 2.5.2. Such payments shall be recovered by deducting the amount from the regular payment due to the member at a monthly meeting as set out in Standing Minute 2.5.2.

## **2.5.4 Purchases by Credit**

Members may authorise the Finance Officer to deduct from expenses due to them any amount owed to the Council for merchandise purchases, Seminar expenses and the like. Should the amount authorised not be covered by expenses due, the debt will become payable as soon as demanded by the Finance Officer or other member of the Executive.

*Accepted: 28 Jun 99*

## **2.6 BONUS SCHEME**

### **2.6.1 Rules**

To encourage Umpires to stand for ACTCA competition matches, a Bonus Scheme will be agreed with the ACTCA each season. The Executive is empowered to negotiate the form of the Bonus prior to the commencement of each season. The details of the scheme are to be advised to members no later than the October meeting of each season. As a guide, the value of the bonus should equate to 2 days expenses for a 1<sup>st</sup> Grade 2 day match.

*Accepted: 28 Jun 99; amended 23 Jul 01, 19 Aug 04*

## **2.7 SUBSCRIPTIONS**

### **2.7.1 Annual Membership Subscription**

The annual membership fee of the Council for Full Members is equal to one day's expenses payable for standing in a two day game in 4th Grade. New members joining the Council on or after the 1st of January in each season will be charged the applicable rate for Associate Members for that season. That amount must be advised to members of the Council as soon as possible after it is determined.

*Deleted and replaced 18 Jul 05.*

### **2.7.1A Associate Membership Subscription**

The membership subscription payable by Associate Members of the Council is equal to two-thirds of the amount determined under SM 2.7.1 (rounded to the nearest whole dollar).

*Inserted 18 Jul 05.*

### **2.7.2 When Payable**

The annual membership fee is payable:

- a. by the general meeting in November; or

- b. if not paid by then, the annual membership fee will be deducted from that member's first payment for umpiring duties.

*Amended: 19 Aug 02*

### **2.7.3 Consequence of Non-Payment**

Any member who has not paid their subscription, or made an election as per Standing Minute 2.7.2 shall cease to be a member as per Standing Minute 3.4.1, provided that:

- a. the Executive may restore to membership any member whose subscription is paid after that date; or
- b. the Executive may grant leave of absence to any member and suspend payment of their subscription, for such period as it deems fit.

### **3. MEMBERSHIP**

#### **3.1 MEMBERSHIP CATEGORIES AND QUALIFICATIONS**

##### **3.1.1 Honorary Vice Chairman**

An Honorary Vice Chairman may be elected from the life members at any Annual Election Meeting, provided that the total number of Honorary Vice Chairmen shall not exceed two, and they shall be entitled to all the rights and privileges of Financial Members.

##### **3.1.2 Life Member**

At an Annual Election Meeting any member who has been a financial member of the ACTCUA or the Umpires Council for at least ten (not necessarily consecutive) years and who has held office for at least five (not necessarily consecutive) years may be nominated for life membership of the ACTCA Umpires Council.

*Amended: 23 Jul 01*

##### **3.1.3 Full Member**

A person is qualified to be an Full Member:

- a. who has satisfied the Training Sub-Committee that he/she possesses sufficient knowledge of the game and the Laws of Cricket;
- b. whose general qualifications and capabilities render him/her fit to act as an Umpire and/or Scorer of the ACT Cricket Association Incorporated; and
- c. who has been approved for membership of the Council by the members.

*Amended: 12 Aug 03 and 18 Jul 05*

##### **3.1.4 Trainee Member**

A person is qualified to be a Trainee Member:

- a. who has satisfied the Training Sub-Committee that he/she possesses sufficient knowledge of the game and the Laws of Cricket, or of scoring requirements and the Laws of Cricket;
- b. whose general qualifications and capabilities render him/her fit to act as an Umpire and/or Scorer of the ACT Cricket Association Incorporated in matches other than senior representative, and 1st grade;
- c. who has been approved for membership of the Council by the members; and
- d. who has been examined and gained the pass mark of 85% (may sit the exam again if does not pass).

*Grades A, B & C Members replaced by Trainee Member: 12 Aug 03  
SMs 3.1.4a and b amended 18 Jul 05*

##### **3.1.5 Associate Member**

An Associate Member is one who is financial, but non practicing.

##### **3.1.6 Junior Member**

Umpires under the age of 18 shall not be appointed to stand in their own right in ACTCA competitions until they have satisfied the Training Committee that they have achieved a sufficient level of experience, competence and confidence as umpires. To achieve this they may be appointed to:

- Junior matches
- Junior representative matches (of their age or less)
- Veteran's matches, initially as striker's end umpire only

- Club trial matches pre-season, to non-striker's end only with the agreement of both captains
- Lower grade matches, initially as striker's end umpire only, also only with the agreement of both captains, and the other umpire must be one who is willing to be appointed on his own

In representative and ACTCA competition matches they shall be so appointed only with an experienced umpire, who is to report on them (particularly with regard to their experience, competence and confidence), and the Captains are to be asked to report on this also, and to make an assessment of their suitability of standing in their own right.

*Amended: 18 Nov 02*

### **3.1.7 Qualifications From Another Cricket Association**

The Council may admit to any level of membership a person who holds a qualification from another Association.

*Heading to SM 3.1.7 amended 18 Jul 05.*

## **3.2 ADVANCEMENT**

### **3.2.1 Trainee Member to Full Member**

A person is eligible for advancement from Grade A Member to Ordinary Member, if the member:

- a. has been field examined and achieved a minimum of five Satisfactory reports in grade matches;
- b. has satisfied the Training Sub-Committee as to field competence and knowledge of the Laws of Cricket;
- c. has been approved by the members;. and
- d. has achieved Cricket Australia Level 2 Accreditation, which must be achieved before the start of the second full season after completing an ACTCAUC Training Course.

*Amended: 12 Aug 03; 12 Aug 04*

## **3.3 NOMINATIONS FOR MEMBERSHIP**

### **3.3.1 Method of Nominations for Membership**

Any person desirous of becoming a member of the Council shall submit their name in writing to the Secretary of the Council.

### **3.3.2 Processing of Nominations for Membership**

As soon as practicable after receiving a nomination for membership the Secretary shall refer the nomination to the Executive, and if the Executive is satisfied that the applicant is a suitable person, it shall make the necessary arrangements for the applicant to be examined by the Training Sub-Committee, if applicable.

### **3.3.3 Membership Examination**

If applicable, applicants shall submit themselves for examination by the Training Sub-Committee at such time and place as the Training Sub-Committee shall determine.

### **3.3.4 Election to Membership**

The election to membership of the Council shall be by ballot or a show of hands at a General Meeting and no person shall be elected unless three-fourths of the members voting at such a meeting shall vote for that person. The Secretary shall inform every nominee of the approval and shall forward to the Nominee a copy of the Standing Minutes

in force at the time. The nominee shall be requested to pay, within seven days of being notified, the sum payable under these Standing Minutes by a member the first year's annual subscription, unless such members elect to have their subscription deducted as per Standing Minute 2.7.2.

### **3.4 TERMINATION OF MEMBERSHIP**

#### **3.4.1 Cessation of Membership**

A person ceases to be a member of the Council if the person:

- a. dies;
- b. resigns from membership of the Council;
- c. is expelled from the Council; or
- d. fails to renew membership of the Council.

#### **3.4.2 Resignation of Membership**

No member shall be held to have resigned their membership until their resignation is received in writing by the Secretary and accepted by the Council.

#### **3.4.3 Recording Cessation of Membership**

Where a person ceases to be a member, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

### **3.5 NEW MEMBERS**

#### **3.5.1 Membership Kit**

New members of the Council, when accepted for membership in the Council, are to be presented, free of charge, with:

- a. an ACTCAUC pocket badge,
- b. an ACTCAUC Sponsor's pocket badge (when appropriate),
- c. a name badge,
- d. a copy of the current ACTCA Annual Report,
- e. a wallet size 'ticket' indicating their class of membership,
- f. a copy of these Standing Minutes,
- g. a copy of the ACTCA Constitution, and
- h. a copy of Practical Umpiring notes and signals.

#### **3.5.2 Reports on New Umpires<sup>1</sup>**

Umpires being field examined will be assessed from a panel of senior and experienced umpires (normally those regularly appointed to 1st or 2nd grade) who have undergone an appropriate briefing on the assessment requirements. Determination of this panel will be by the Training Committee, with input from the Appointments Panel, the Director of Umpiring and the Umpires' Observer, and if needs be the Executive.

There is no time limit on achieving the requirement of five (5) Satisfactory match reports, but this should be achieved in one season, if at all possible.

If two (2) or more Unsatisfactory reports are received before receiving five (5) Satisfactory reports, then the Umpire's progress is to be reviewed under the direction of the Chairman of the Training Panel, and if necessary appropriate counselling and / or remedial training is to follow.

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<sup>1</sup> umpires currently standing also need on-field assessment to meet the requirements of the ACB Accreditation Scheme, and this will mirror the requirements for Trainee Members to the maximum extent possible.

The form of report is to be as per the sample report at Annex C. It is the new umpire's responsibility to advise his 'partner' prior to the start of a match that a report is to be completed on his performance. The completed report is to be forwarded to the Chairman of the Training Sub-Committee. This may be done via the Expenses Officer by including the report with the match report (see Standing Minute 11.1).

*Amended: 12 Aug 03*

### **3.6 EXAMINATIONS**

#### **3.6.1 Revision Paper**

The following applies to the ACTCA Umpires Council Revision Paper:

##### **A. Requirement**

Prior to the commencement of each season the Training Sub-Committee is to set and distribute to members a Revision Paper which is to be regarded as an 'Open Book' test of the Laws of Cricket, Experimental Laws and ACTCA Competition Rules.

##### **B. Pass Mark**

The pass mark for the Revision Paper each year is to be determined by the Training Sub-Committee having cognisance of the fact that it is an 'Open Book' examination and is to be advised to members when the paper is distributed. Unless otherwise decided by the Training Sub-Committee, the pass mark is to be 90%.

##### **C. Consequence of Failure**

Members who do not achieve the required pass rate for the paper are not eligible for appointment. Members who do not achieve the required pass rate on the first attempt are not eligible for appointment to First Grade or the First Grade Panel at the commencement of the season. If a pass is subsequently attained, the member is eligible, at the discretion of the Appointments Sub-Committee, for appointment to First Grade or for consideration for the Panel at the next normal review.

##### **D. Exemption**

Those members involved in setting the Revision Paper are exempt from the requirement of having to complete and pass a Revision Paper to be eligible for appointment to either matches or the First Grade Panel.

#### **3.6.2 Annual Examination for First Grade Panel<sup>2</sup>**

*Deleted: 8 Aug 00*

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<sup>2</sup> For Season 2003-04 this will be done in stages over the season, for ACB Accreditation Scheme compliance.

## 4. APPOINTMENTS

### 4.1 GENERAL

#### 4.1.1 Minimum Age

The minimum age for ACTCAUC umpires standing in the ACTCA District Competition is 17 years.

#### 4.1.2 Panels

At the beginning of each season there shall be the formation from properly qualified members a First Grade Panel within which will operate a 'First Class Panel'. The Panels shall be operated in accordance with the Standing Minutes set out below.

*Amended 8 Jul 98*

#### 4.1.3 Selection Criteria

Nominations for selection and appointments to certain matches and the First Class and First Grade Panels are to be based on the following criteria:

*Amended 8 Jul 98*

- a. Only ORDINARY members of the Council are eligible,
- b. Umpires for semifinals and finals matches will be selected in order from the First Class Panel, then the remainder of the First Grade Panel, then other available members.

*Amended 8 Jul 98*

- c. Normally only members of the First Class Panel will be eligible to nominate for appointment to the Prime Minister's match, , International matches, 2nd XI (ACB Cup 4-day) and equivalent, and any matches which are termed as First Class, or One-day equivalent. Other First Grade Panel members will normally be eligible for appointment to other representative matches.

*Amended 8 Jul 98, 19 Aug 02*

- d. Members must be available for a majority of ACTCA matches.

*Approved: 18 Aug 97*

- e. Members must also be available for a majority of ACTCA Grade Matches which occur on a Sunday.

*Approved: 18 Aug 97*

- f. attendance by potential members of the First Grade Panel at the Annual Seminar (or similar as determined by the Executive) is mandatory unless an excuse considered satisfactory by the Executive is submitted.

*Approved: 18 Aug 97 Amended: 19 Aug 02*

#### 4.1.4 Power of Appointment

The power of appointment to the First Class and First Grade Panels is vested jointly in the Chairman of the Appointments Sub-Committee, and the Umpires Observer.

*Amended 8 Jul 98*

#### 4.1.5 Composition

Up to, but not necessarily, 10 ordinary members whose overall performance, knowledge of the Laws of Cricket and Competition Rules, field craft and experience are of a satisfactory level will comprise the First Grade Panel.

*Amended 8 Jul 98, 28 Jun 99*

#### **4.1.6 Operation**

As a general practice, the First Grade Panel will operate as follows:

- a. For each home and away First Grade Match, panel members will be appointed, subject to individual umpire availability.
- b. The incidence of the same two umpires officiating together regularly, or an umpire having the same team in the same grade regularly, should be avoided.
- c. When not officiating at First Grade level, panel umpires will (if available) officiate in lower grades.
- d. Umpires considered to have 'First Grade Panel' potential, may be appointed to Reserve Listing matches from time to time.

*Amended 8 Jul 98*

- e. Membership of the First Class and First Grade Panels is to be reviewed by the Umpires Observer and the Chairman of the Appointments Sub-Committee prior to the commencement of each season and a review of such membership shall be made at the 30th November and the 31st January in each season.

*Amended 8 Jul 98*

#### **4.1.7 Removal From First Class and/or First Grade Panels**

Members of the First Class and First Grade Panels who do not perform to the desired level will lose their position on the panel. Such action will be taken after the Umpires Observer and the Chairman of the Appointments Sub-Committee agree that Captains' reports and the Observer's viewing of the member confirm that the Umpire's performance is less than satisfactory. Any member who is removed from a Panel is to be provided with an explanation of why the removal has occurred. A member may appeal to the Executive against being dropped from a panel, and the Executive's decision shall be final.

*Amended 8 Jul 98*

#### **4.1.8 Appointments to Senior Representative Matches**

Appointment of umpires to senior representative matches shall be made by a panel of three. The panel normally consists of:

- a. Two persons appointed by the ACTCA Board, and
- b. The Director of Umpiring, unless he has nominated for the match in question, in which case the Chairman of the ACTCA Umpires Council will nominate a replacement panel member.

*Amended 23 Jul 01*

#### **4.1.9 Finals Matches**

The policy on appointments to Finals Matches is at Annex F.

## 5. DRESS POLICY

### 5.1 GENERAL

#### 5.1.1 Dress

The dress policy is as follows:

- a. Shirts Long sleeve white shirts. Shirts can be buttoned at the wrist or rolled up, but both umpires shirts should conform with each other.  
*Amended 8 Jul 98*
- b. Trousers/Skirts Dark (black) trousers or skirt
- c. Coats/Jumpers White
- d. Hats Top surface to be white  
*Amended: 19 Aug 02*
- e. Footwear To be predominantly white
- f. ACTCAUC Badge At all times the ACT Umpire badge is to be worn on the left breast of the outer garment - shirt, jumper or jacket. The ACTCUA badge is no longer acceptable.  
*Amended 8 Jul 98*
- g. Name Plate At all times the name plate is to be worn on the outer garment - shirt, jumper or jacket. The positioning is to be at the top or just above the badge.
- h. Sponsor's Logo At all times the logo is to be worn on the outer garment – shirt, jumper or jacket. The positioning is to be on the right breast with the top edge in line with the top of the ACT Umpire Badge.
- i. ACTCUA or Council Ties
  - i) To be worn for all senior ACT Representative matches and above, for at least the first session of play, subject to the prevailing weather conditions. This shall include Colts, Under 19 and Under 17 Representative matches and any National Championships  
*Amended 8 Jul 98*
  - (ii) For all other matches it is left to the individual umpire to decide whether or not to wear a tie,  
*Amended: 19 Aug 02*

## **6. ACTCA COMPETITION RULES**

### **6.1 ONE DAY MATCHES/LIMITED OVER MATCHES**

#### **6.1.1 Extra Overs By Bowler**

If a bowler bowls more than the allowed number of overs, all previous events stand, and as soon as the error is discovered the Captain is to be instructed to take off the bowler immediately and to have another bowler complete the over.

### **6.2 REPORTING OF PLAYERS**

#### **6.2.1 Submission of Reports**

If a player has to be officially reported by an Umpire(s), as well as observing the requirements of the Laws of Cricket and the ACTCA Competition Rules, the ACTCA Competition Administrator must be in possession of the completed Report Form by close of business on the next working day following the alleged breach. Members are to advise the ACTCA Umpires Council Secretary, by telephone or other personal contact, of such reports by 9.30 PM on the evening of the day on which the alleged breach occurs.

### **6.3 CANCELLATION OF MATCHES**

#### **6.3.1 Notification**

General cancellation or postponement of matches by the ACTCA is rare. However, when this does occur it will generally be on the Friday prior to the match and be notified in the Canberra Times or verbally to each umpire. Individual ground authorities may cancel a day's play on the morning of that day. In that case, if the club(s) advise individual umpires or the Council (normally the Secretary, or other nominated person) no later than two hours prior to the scheduled start of that day's play, that the day's play has been abandoned, no expenses are payable. Note that in some circumstances, the Council may be advised earlier than two hours before the scheduled start of play, but members may not be able to be advised until later than two hours before the scheduled start of play. In these circumstances, no expenses are payable. In all other circumstances, if a day's play is abandoned (even if a ball is not bowled) full expenses are payable, provided the umpire is in attendance.

### **6.4 LIMITATION ON YOUNG FAST BOWLERS**

#### **6.4.1 Procedure**

Umpires are not required to monitor the observance of the ACTCA Competition Rule regarding limitations on young fast bowlers, including the overs bowled by such players. Where umpires become aware of breaches of this rule, they are to direct the captain to take the bowler off forthwith, and if an over is in progress another bowler is to compete the over. That bowler must not have bowled the previous over, and shall not bowl the subsequent over. Umpires are to report such breaches to the Cricket Committee via the Match Report Form.

*Amended 8 Jul 98, 19 Aug 02, 19 Aug 04*

## **7. MEETING PROCEDURE**

### **7.1 MONTHLY MEETINGS**

#### **7.1.1 Limit on General Business**

The intent of the ACTCA Umpires Council is to spend only 45 minutes on general business at each monthly meeting, subject to the demands of matters requiring a decision.

#### **7.1.2 Time of Meetings**

ACTCAUC Monthly Meetings are to be held on the third Monday of each relevant month. Subject to the conditions of the ACTCA Constitution being satisfied, meetings shall commence at 6.00 PM. Amendments to these provisions for specific meetings may be made by simple majority vote at any Monthly Meeting.

## **8. FIELD CRAFT**

### **8.1 GENERAL**

#### **8.1.1 Friendly Warning**

Bowlers encroaching on the danger area are NOT to be given a friendly warning before implementing Law of Cricket 42.

#### **8.1.2 Hand Signals Between Umpires**

ACTCA Umpires Council members are to use approved hand signals between umpires.

*Amended: 19 Aug 02*

### **8.2 LAWS OF CRICKET / PLAYING CONDITIONS**

#### **8.2.1 Trees Near Boundaries**

As a general rule, where the trunk of a tree is within the boundary, a boundary four will be scored if the tree is struck by the ball (including when struck full pitch). Where the trunk of a tree is outside the boundary, any full pitch shot striking any part of the tree, including branches which overhang the boundary line will score a boundary six.

#### **8.2.2 Obstacles Inside Boundaries**

In amplification of Law 19.1, the following are known obstacles inside boundaries at grounds used by the ACTCA:

##### **A. MAJURA Oval:**

Numerous trees around the oval, the branches of which overhang the boundary.

##### **B. O'CONNOR Oval:**

Numerous trees around the oval, the branches of which overhang the boundary.

##### **C. QUEANBEYAN PARK Oval:**

(i) Australian Rules Football Posts inside the boundary. When struck by a ball, either full pitch or otherwise, a boundary four is scored.

(ii) Bicycle Track. The bicycle track is outside the boundary of the ground. Therefore, a struck ball pitching on the full on the bicycle track is a boundary six and a ball reaching the bicycle track, but not on the full, is a boundary four.

*Amended 23 Jul 01*

#### **8.2.3 Mankads**

*Deleted 23 Jul 01*

### **8.3 EXPERIMENTAL LAWS**

#### **8.3.1 Experimental Law 15.2**

*Deleted: 8 Aug 00*

## 9. UMPIRES' OBSERVER

### 9.1 FUNCTIONS AND RESPONSIBILITIES

#### 9.1.1 Procedure

The Umpires Observer:

- a. Should view - but not necessarily stand with - each current practicing member once per season and new members at least twice per season. The viewing frequency is to increase should any umpire(s) consistently be adversely reported on by Captains.
- b. Is to note, and as necessary, discuss with Umpires, their pre match preparation, on-field performance and overall field craft skills.
- c. Is to report back to individual members on their performance during the course of the season. This could be as simple as a quick word prior to meetings that all things are going ok.

*Approved 16 Aug 99*

- d. Is to note comments contained in Captains Reports on Umpires for matches other than First Class matches, and as is necessary, discuss comments with either the Captain who prepared the report or the Umpire to whom the report refers, or both.

*Amended 16 Aug 99*

- d. Shall, as is necessary, discuss Captains Reports on Umpires with the Chairman of the Appointments Sub-Committee and should the Observer be of the opinion that any umpire appears to be deficient in his/her knowledge of the Laws of Cricket or Competition Rules, corrective action should be agreed by the Observer and the Chairman of the Appointments Sub-Committee and the respective umpire briefed accordingly.
- e. Shall maintain a record of grounds visited and umpires whose field craft etc have been viewed and at the conclusion of the season, raise a report to show the numbers of umpires observed and in which grades during the season as part of the Council Annual Report.

*Approved 16 Aug 99*

- f. Should view all Captains Reports on Umpires so that periodically, during the season he can monitor reports and can compare umpires performances.
- g. Shall liaise with the appointed Director of Umpiring in any of the above duties and requirements as necessary.

*Approved 8 Jul 98*

- h. Shall report general issues back to Council at meetings.

*Approved 16 Aug 99*

- i. Shall liaise with Captains on issues raised in reports on umpires.

*Approved 16 Aug 99*

- j. Shall participate in the Appointments Sub-Committee.

*Approved 16 Aug 99, Amended 23 Jul 01*

- k. The Umpire's Observer or a representative may attend the NSWCU&S Association Annual Convention.

*Approved  
23 Jul 01*

**Note:** it may be necessary for the Observer to develop a 'new' report format as a means of informing umpires as to how their performance is rated.

## **9.2 REPORT FORMS**

### **9.2.1 Form of Report**

The form of report to be used by the Umpires' Observer is at Annex B.

### **9.2.2 Issue of Report**

Current practicing umpires are to receive a copy of the report covering matches up to the end of December at the January meeting of the Council and the final copy, covering remaining matches of the season at the April meeting of the Council.

### **9.2.3 Umpires Observer Expenses**

When the Umpires Observer is not officiating in a match, the ACTCA has agreed to pay the Umpires Observer daily expenses (in lieu of travel expenses) equivalent to that of an umpire officiating in a third grade two day match, provided he is carrying out the duties of Umpires Observer.

## **10. SPONSORSHIP**

### **10.1 GENERAL**

#### **10.1.1 Minor Sponsorships**

Minor sponsorships are permitted subject to the following conditions:

- a. Recognition of sponsors on Annual Reports, Newsletters and Letterhead;
- b. Sponsorship is of ACTCAUC, not individuals;
- c. No logos, badges of any kind permitted on on-field uniform (as this is an ACTCA prerogative);
- d. \$100 minimum; and
- e. If member obtains sponsorship of \$150 or over, his/her membership fees will be refunded or waived for that season.

#### **10.1.2 Sponsor's Gifts**

The provision of 'gifts' by various sponsors of matches or competitions is not a right, and Umpires are not to request or demand such items.

## **11. MATCH REPORTS**

### **11.1 GENERAL**

#### **11.1.1 Submission and Processing**

Members are to forward Part 1 of the Grade Match Report Form to the ACTCA to meet the deadline stipulated in the ACTCA Competition Rules. Part 2 of the Grade Match Report Form and Other Match Report Forms are to be forwarded to the Expenses Officer. Forms may be mailed, faxed or personally delivered but all expenses incurred in forwarding reports are the member's responsibility.

*Amended 8 Jul 98*

#### **11.1.2 Form of Match Report**

The form of match report to be used for all ACTCA Grade games (including semifinals and finals matches) is at Annex D. The form of match report to be used for ALL OTHER matches is at Annex E.

## **12. AWARDS**

### **12.1 CHAIRMAN'S AWARD**

#### **12.1.1 Criteria**

The Chairman's Award may be presented at the Annual Dinner or any similar occasion deemed appropriate by the Executive. The award is made at the discretion of the Chairman and is awarded to recognise outstanding service to the ACTCA Umpires Council. There will normally only be one award each season and the recipient will be an ACTCA Umpires Council member unless exceptional circumstances exist. A maximum value of \$200 shall apply.

*Amended: 19 Aug 02*

### **12.2 APPOINTMENT CERTIFICATES**

#### **12.2.1 International Match Certificates**

Members appointed to international matches are to receive certificates which detail the names of the teams involved and the type of international match. The certificate is to be awarded under the signature of the Chairman of the Council and presented at the Annual Dinner of the Council or other appropriate occasion as decided by the Executive.

#### **12.2.2 Other Certificates**

Members appointed to matches of significance, other than International matches, may receive a certificate which records the details of the match. The certificate is to be awarded under the signature of the Secretary of the Council and presented at the Annual Dinner of the Council or other appropriate occasion as decided by the Executive.

### **12.3 UMPIRES AWARDS**

*Approved: 20 Oct 97 Amended: 19 Aug 02*

#### **12.3.1 Name of Awards**

There are three awards;

**12.3.1.1** The Kevin McCarty Award, for the Umpire of the Year

**12.3.1.2** The Derek Gould Award for the Most Improved Umpire

**12.3.1.3** The Brian Lawrence Award for the most outstanding 1<sup>st</sup> Year Umpire

Note 1. See 12.3.4 for definitions

*Amended 23 Jul 01*

#### **12.3.2 Conferring of Awards**

The Awards will be conferred at the Council's Annual Dinner or other such occasion as deemed suitable by the Council Executive. A cheque or gift voucher to the value of \$100 shall apply for the Kevin McCarty Award.

*Amended 23 Jul 01, 19 Aug 02*

#### **12.3.3 Purpose of Awards**

The Kevin McCarty Award will be made to those members of the Council, who in the opinion of the Adjudicating Panel, have made the greatest contribution to the interests of the Council by their efforts both on and off the field during the season immediately preceding the presentation of Awards. The others are based solely on on-field performances.

*Amended 23 Jul 01, 19 Aug 02*

### **12.3.4 Definitions**

- 12.3.4.1** For the purpose of the Awards, a “season” shall be defined as the period from 1<sup>st</sup> July to 28/29<sup>th</sup> February.
- 12.3.4.2** The Most Improved Umpire shall be defined as a member who gained an Umpire’s qualification in the season immediately preceding the one in which the Award is to be conferred.
- 12.3.4.3** 1<sup>st</sup> Year Umpire shall be defined as a member who gained an Umpire’s qualification in the season in which the Award is to be conferred.

*Amended 23 Jul 01*

### **12.3.5 Membership of Adjudicating Panel**

Three Ordinary Members of the Umpires Council will form the Adjudicating Panel. The Panel will be elected at the meeting of the Umpires Council held in October of the relevant season or at the first available meeting after that date.

*Amended 23 Jul 01*

### **12.3.6 Eligibility for Award**

Those eligible for the Award, must:

- a. Be a financial member of the Council at the time the Award is made;
- b. Have umpired in at least ten (10) of the matches played, or scheduled to be played, in the preliminary rounds (ie excluding semi finals and finals) of the ACTCA Grade Limited Overs Competition and the Two Innings Competition in the season that the Award applies to;

Note 2. Umpiring in one day of a two day match will count as one half of a match for the purposes of the Award.

- c. Have attended at least 80% of the Council meetings, including Seminars, Conventions, etc held during the season, for ‘season’ see Standing Minute 12.3.7 b.

Note 3. A member may exclude him or herself from eligibility for the Award at any time by written advice to the Adjudicating Panel.

*Amended 23 Jul 01*

### **12.3.7 Award of Points**

To establish further consideration for the Award, eligible members will be allocated points towards the Awards as follows:

- a. One half of one point for each day’s officiating in the preliminary rounds (ie excluding semi finals and finals) of the ACTCA Grade Limited Overs and Two Innings Competitions.

Note 4. ‘Officiating’ includes published appointments to matches, which do not proceed due to weather and/or pitch conditions.

Note 5. ‘Officiating’ includes appointment to a match of a level higher than First Grade, as determined by the Adjudicating Panel.

- b. One half of one point for each attendance at Council meetings defined in Standing Minute 12.3.6 c.
- c. An averaged points score, based upon the assessments for each round awarded by Captains in their Reports on Umpires.

Note 6. Umpires not officiating in ACTCA Grade matches because of appointment to a higher level are to receive the highest points awarded to any member for that round.

*Amended 23 Jul 01*

### **12.3.8 Source of Information**

The Adjudicating Panel will have unfettered access to records held by the Secretary, the

Appointments Panel and the Finance Officer in so far as is necessary for the Panel to perform its function. However, to maintain confidentiality and in the interests of the privacy of individuals, the Umpires Observer's records will not be available for perusal by the Panel. Therefore, the Umpires Observer is to advise the Panel of the average points gained by each umpire.

*Amended 23 Jul 01*

### **12.3.9 Discretionary Powers of the Adjudicating Panel**

The points gained by eligible members are to form the initial basis for further review by the Adjudicating Panel. The Panel is empowered to select the winner of the Awards from all eligible members, bearing in mind the purpose of the Awards. If the Adjudicating Panel is of the opinion that there are no suitable candidates for a particular Award or Awards, then that Award or Awards will not be conferred subject to agreement by the Executive.

The Panel shall not be required to explain its reasons for its final selection.

*Amended 23 Jul 01*

## ANNEXES

*Deleted 18 Jul 05.*

**A. UMPIRES OBSERVER REPORT FORM**  
*(issued separately, as revised)*

***B. NEW UMPIRES REPORT FORM***

*(issued separately, as revised)*

**C. ACTCA GRADE MATCH REPORT**

*(issued separately)*

***D. MATCH REPORT FORM (EXCEPT ACTCA GRADE)***

*(issued separately)*

***E. APPOINTMENTS TO FINALS MATCHES***

1. **Merit.** Umpires for Semi-Final and Finals matches will be selected on the basis of merit as a prime consideration. The finals appointments will generally follow the pattern of the best two umpires officiating at the First Grade Final, the second best pair of umpires standing in the Second Grade Final, and so on.
2. **Availability during the Season.** This criterion will be a secondary consideration after merit, and will be used to decide between two umpires of equal ability.
3. **Attendance at Meetings and Seminars.** This will be used as a tiebreaker where two (or more) umpires are rated equal on merit and all meet the availability criterion. In such a case, the umpire who has attended the most ACTCA Umpires Council organised meetings, seminars and conferences with a weighting of one point for each monthly (or special) meeting, three points for the most recent Annual General (or Election) Meeting and five points for the Annual Seminar. Absences caused by reasons acceptable to the Chairman of the Appointments Sub-Committee will count as attendances.

## Annex F: Decisions of the Council, Grade Cricket Committee or other body regarding interpretations and applications of the Laws and Competition Rules

*Heading to Annex G amended 18 Jul 05.*

New Annex - 21 Oct 02

From time to time the Council, the Grade Cricket Committee or another body makes decisions regarding interpretations and applications of the Laws and Competition Rules. Whilst these are not of themselves sufficiently significant to warrant formal amendment to these Standing Minutes they do need to be recorded formally, and made available to all Umpires. They shall therefore be recorded in this Annex to these Standing Minutes, which will be updated as necessary and circulated to all Umpires upon amendment.”

From time to time the Council, the Grade Cricket Committee or another body makes decisions regarding interpretations and applications of the Laws and Competition Rules. A summary of these is contained herein.

Latest Update 19 Aug 2004

Srl	Law	Comp Rule	Issue	Detail	Decision by (ACTCAUC, GCC, etc)	Date of Decision
1		6.8	1-day Wides	Any delivering passing down the leg side shall be call a wide in 1 <sup>st</sup> and 2nd Grades. In Grades 3 -5 Any delivery that passes to leg of both the batsman's legs, and to leg of the Protected Area marking, shall be call a wide A strict application, ensuring consistency. This applies to Men's competitions only	ACTCAUC	21 Oct 02  updated 19 Aug 04
2		3.5.2	12 players, 1 not to bat	1 player shall not be permitted to bat (may be different for each innings) - “maximum participation” was the principal motivation behind this trial Rule. Note - this means all 12 could bowl in one innings.	GCC	6 Nov 02
3	42.15		non-striker backing up	Laws clearly state that the cut-off was defined as the start of the bowler's delivery stride. Therefore there is nothing to stop the non-striker leaving his crease the moment the bowler enters his delivery stride.	Executive	4 Mar 03
4		42.14	Batsman in the Protected Area	It is quite clear that the batsman must keep out of the protected area. Once damage is done it is all too late. Clearly if the pitch is soft even one incident of the batsman encroaching on the protected area will cause discernible	Executive	4 Mar 03

			<p>damage.</p> <p>Whilst the batsman may take guard in the protected area, he/she must take extreme to void damage. Therefore, if any visible damage is caused, the umpire is perfectly entitled to advise the batsman to keep out of the protected area, and to tell him/her that, if batting sufficiently far forward as to run in the protected area, the umpire will initiate the warning etc process.</p>		amended 19 Jan 04
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