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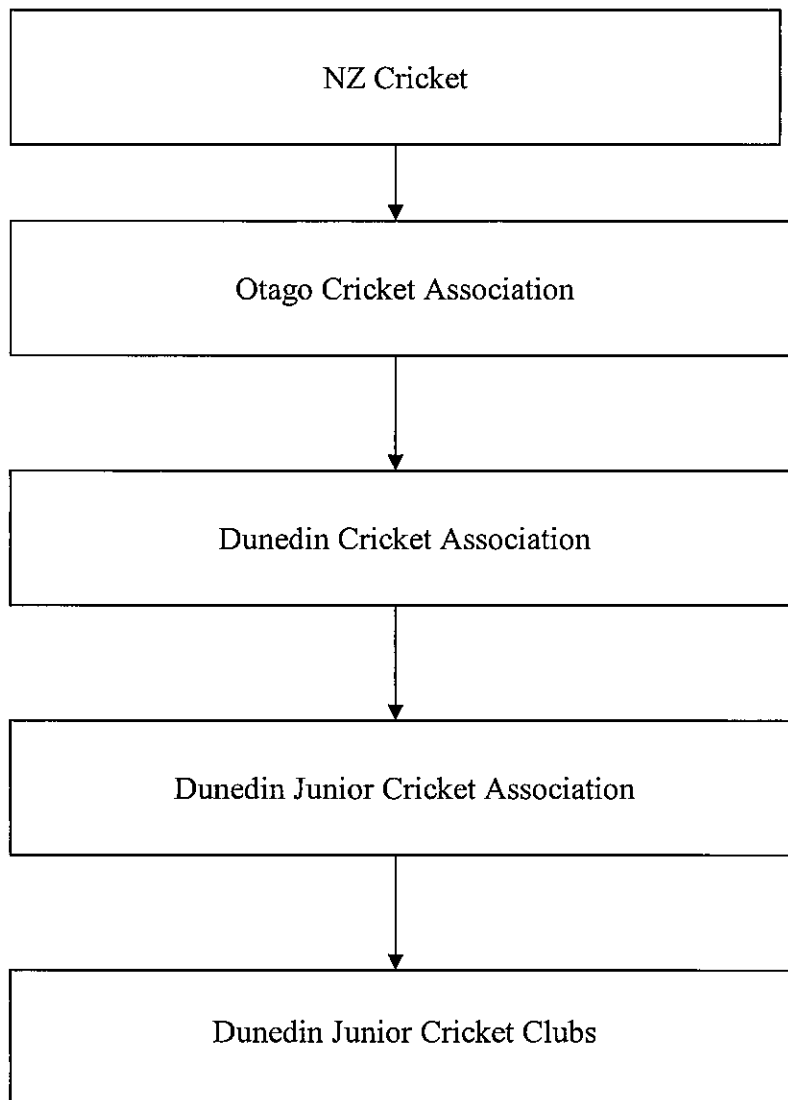
1.0 PURPOSE

To illustrate where Dunedin Junior Cricket fits into the overall structure of NZ Cricket.

2.0 SYSTEM DESCRIPTION

2.1 The Dunedin Junior Cricket Association (DJCA) is a sub association of the Dunedin Cricket Association (DCA). All finance for the DJCA is controlled by the DCA.

2.2 Organisation/Structure chart:



1.0 PURPOSE

- 1.1 To facilitate the playing of cricket to match suitability of ages and playing abilities.
 1.2 To help ensure all players obtain maximum enjoyment and **maximum** development from the game.

2.0 RESPONSIBILITY

DJCA committee

3.0 SYSTEM DESCRIPTION

3.1 Teams

(a) Saturday morning teams:-

		*Ages (guidelines only)
Premier	Hard Ball	best players
Section 1	Hard Ball	12-13
Section 2	Hard Ball	11
Section 3	Hard Ball	10
Section 4	Soft Ball	9
Section 5/Kiwi	Soft Ball - Kiwi	8
Have-a-Go Section (Thursdays & possibly Saturdays)		5-7

*Ages subject to skill factor and clubs discretion.

(b) Premier section

Each club and school is invited each season to enter one team into the Premier section. Each team is to be of reasonable strength and to be competitive. The DJCA has the discretion to invite a second club or school team into Premier section if they consider the team to be of reasonable strength.

3.2 Ground and Pitches

(a) **All grades will play on artificial wickets. Preference to best wickets and grounds is dictated by seniority i.e. Premier Section, followed by Section one, and so on.**

(b) **Premier section/section one may play on grass wickets. This will be dependent on availability of grass wickets and times of games.**

3.3 Registrations

(a) **Club registrations for all clubs must be held during week 9 i.e. between 18/9 – 23/9 of school term 3. Two club registration days, normally being the Saturday and the Tuesday. An ODT supplement will be organised with an editorial, action photo, junior club advertisements and sponsors adverts. This will be published in the ODT the week prior to club registrations.**

3.4 Draw and Cancellations

(a) The DJCA Cancellations Officer will ring 4XO, Radio Dunedin and Newstalk ZB (1) By Saturday 8.00 am for Saturday mornings games and (2) By Friday 3pm for Friday evening games. The Cancellations officer will consult with another D.J.C.A. committee member before ringing radio stations.

The cancellation officer may cancel all games or play some grades depending on ground and overhead conditions.

(b) Draw – the draw may be changed as seen fit to avoid mismatches.

3.5 Handbook

(a) Prior to publication of the handbook, before start of season, the DJCA committee will review the rules in each section. Another review of rules should take place at end of season debrief.

(b) The handbook should contain rules, maps of grounds and the DJCA committee contacts including phone numbers.

(c) The Administrator will then arrange its printing and distribution to clubs prior to the first game of the season.

1.0 PURPOSE

To set out the Dunedin Junior Cricket Association procedure on meetings

2.0 RESPONSIBILITY

Dunedin Junior Cricket Association.

3.0 SYSTEM DESCRIPTION

3.1 AGM

- (a) To be held on last Wednesday in July.
- (b) Administrator to send out invitations and agenda to all clubs.

3.2 Agenda

Roll Call
Apologies
Notification of any General Business
Previous Minutes
Election of Office Bearers – Chairperson
*Appointment of Committee members
Chairpersons Report
General Business

*Provision will be made to have each club represented on the committee.
Up to 3 others may be co-opted onto the committee as seen fit by the committee.

3.2 Committee Meetings

- (a) The first meeting will be held on the second Wednesday in August. Then two fortnightly meetings will be held, then one meeting one week after registration.
- (b) A monthly meeting will be held from there on. The start time will be 7.30 p.m.
- (c) Meeting minutes distribution – These will be distributed by the administrator to all club delegates.

3.3 Emergency Meeting

- (a) If an emergency decision needs to be made prior to next committee meeting, the Chairman, Committee member and Administrator will meet. If any of these three are not available then another committee member will be asked to be involved.

1.0 PURPOSE

To establish the Dunedin Junior Cricket Association Guidelines and Regulations regarding Finance.

2.0 RESPONSIBILITY

Dunedin Junior Cricket Association

3.0 SYSTEM DESCRIPTION

3.1 Finance - Overview

The Dunedin Cricket Association will pay for all expenses occurred by the Dunedin Junior Cricket Association. The DJCA will be self-funded as much as possible through funding sources as listed in 3.2. The Dunedin Cricket Association will separate all funds (accounting wise) gained by the DJCA.

3.2 Sponsorship

The administrator where practicable will source funding from the following:-

- Grants
- Pub Charities
- Hillary Commissions
- Community Trust
- Any other possible avenues

To fund:-

- Equipment
- Uniforms
- Coaching & Development
- First Aid Equipment
- Tournament Expenses (Travel & Accommodation)
- Travel Expenses
- Player Recognition (Certificates and Photos etc)
- Trophies
- End of Season Function

1.0 PURPOSE

To set out the criteria for the Dunedin Junior Cricket Association on representative cricket teams, on selection of teams, selectors, managers, coaches and trials. *This procedure does not cover the South Island Primary School Tournament (see procedure 1.8).*

2.0 RESPONSIBILITY

Dunedin Junior Cricket Association

3.0 SYSTEM DESCRIPTION

3.1 Selection of Coaches

- (a) The DJCA Committee will select the metro **rep** coaches. **If appropriate** the process may involve written applications for each position and a selection panel set up to select each coach. The DJCA committee will decide the selection panel make up.
- (b) Committee members and clubs will nominate coaches and will take on advise and consult with qualified and professional coaches during the selection process.
- (c) All metro coaches are appointed or re-appointed by the DJCA Committee.
- (d) It is desirable that each coach has a recognised coaching qualification.

3.2 Selectors and Managers

- (a) Where a parent coaches a team, a non-parent (normally coach of another metro team) will assist in selecting a squad.
- (b) The DJCA committee will endeavour to find a manager for each squad. This is normally a parent.

3.3 Trials

- (a) **Each team will have a trial to select a squad each season. This is to be done by mid February. Trial planning will start at December's committee meeting. The administrator will distribute *Trial nomination forms* to all clubs and relevant schools.**
- (b) The objective is to develop as many players as possible beyond club cricket. All players are to be given maximum opportunities in each squad. Selectors are to be mindful of this when selecting the strengths of each squad.
- (c) It is customary that players are selected to each metro squad pertaining to their school class i.e. Standard 3&4 class = Standard 3&4 squad, Form 1 class = Form 1 squad and so on. However if a player is considered exceptionally talented, the DJCA committee has the discretion to allow a player to go into a **trial** above their school class. **This must be done prior to the trial.**

(d) All trial players will have a *number* affixed to their front. This number will correspond to their name on a list provided to the selectors. This will identify to the selectors all players at all times. The numbers and pins (held by the administrator) will be provided to the players on the day and collected at the end of trial.

3.4 Equipment

- (a) All Rep teams to have their own gear bag. The administrator will keep an inventory list of each team bag and give to rep coach at start of season. Any missing gear shall be replenished at the end of the season so the incoming team has a full kit.**
- (b) Administrator to arrange new balls for each game to teams.
- (c) Teams to be supplied with 'baseball' type caps with the Metro Logo on it.

3.5 Wearing of DJCA caps

- (a) Team manager/coach must ensure players only wear Metro logo caps (not other style of caps) during metro rep fixtures. Players may wear white floppy hats for added sun protection.

1.0 PURPOSE

To establish the Dunedin Junior Cricket Association Policy and Procedure on coaching.

2.0 RESPONSIBILITY

Dunedin Junior Cricket Association.

3.0 SYSTEM DESCRIPTION

3.1 Coaching Coaches

(a) The Otago Cricket Association have the following coaching courses available:

- 1 – Milo-Have-A-Go (two hours for beginner coaches)
- 2 – Kiwi (four hour course)
- 3 – Getting Started (eight-hour course for hard ball team, no exam)
- 4 – New Zealand Cricket Level 1 (one per year April or September, 15 hours and exam)
- 5 – Tailored course. As recommended by the Dunedin Junior Cricket.

(b) DJCA Club delegates are to advise and encourage their club coaches of the courses available. Also to encourage them to attend the appropriate course to their current skills and needs.

(c) The DJCA committee will then advise the Otago Cricket Association what coaches are available to participate in which particular course.

(d) The Otago Cricket Association will then arrange the course/s.

(e) All DJCA rep coaching course costs will be paid for by the DCA.

3.2 Coaching Players

(a) Skills coaching clinics are to be arranged for all players from the Metro pool of players. It should be aimed to do this prior to start of season.

(b) Coaching will be at DCA cost.

(c) The DJCA to arrange for each metro squad and coach to attend and the Otago Cricket Association to provide coaches and venue.

3.3 Coach Mentoring

(a) Purpose - To up skill all DJCA rep coaches that in turn will assist in the development of all elite players in the Dunedin junior metro rep playing programme

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(b) The coach mentor will be a CDC and will attend DJCA committee meetings as required.

(c) The coach mentor will assist DJCA rep coaches to ; effectively run practices, guide them to effective one on one player coaching (to spot technical flaws and seek specialised coaching), obtain optimum player training/coaching at rep games, and advise on NZ Coaches programmes/meetings.

(d) The coach mentor should approach any new DJCA rep coaches once appointed early in New Year and to assist as required as outlined in 3.3 (c). The coach mentor should liaise with all DJCA rep coaches on an ongoing basis to update their progress and offer any assistance if needed.

1.0 PURPOSE

To set out guidelines and procedures regarding club publicising club registration day and junior cricket in general.

2.0 RESPONSIBILITY

DJCA Administrator
DJCA Committee

3.0 SYSTEM DESCRIPTION

3.1 Registration Day

(1) Club Registrations for all clubs must be held end of week nine of school term (see Saturday Morning Cricket procedure 1.1).

- (a) Administrator to post to schools two-three weeks prior to first registration day to go into school newsletters.**
- (b) Administrator to arrange with ODT and a prominent cricketer a photo and small article to publicise upcoming season. This should ideally happen just prior to registration day.
- (c) Administrator to arrange one supplement on all clubs registration days, to go into ODT or Star just prior to registration day. Each club to provide an advertisement in the supplement. Details of each club advertisement co-ordinated through administrator.

3.2 Publicity - General

- (a) The committee will endeavor to find someone suitable each season to talk to Newstalk 4ZB on Saturday mornings to talk about Junior Cricket and give out some individual /team results.
- (b) All Saturday club cricket results to be sent to administrator by 8.30am the following Monday.**
- (c) The committee will endeavour to get Saturday's results published in ODT and / or Star.
- (d) All Metro coaches will fill game result sheets (with comment section). This will be relayed to Administrator who will bring to subsequent committee meeting for committee to view.
- (e) Administrator will arrange all Metro match results to be published in the ODT.
- (f) The committee to approach Channel 9 re doing coverage, interviews, etc on some Saturday morning games.

1.0 PURPOSE

To describe how the documented management system of the DJCA works.

2.0 ASSOCIATED DOCUMENTS

- 2.1 *DJCA Handbook*. The handbook is also part of the documented management system. The procedure for handbook is detailed in *1.1 Saturday Morning Cricket procedure*, page 2, under 3.5.
- 2.2 *Dunedin Junior Cricket Procedure Manual*. This consists of a cover, index and procedures relating to the running of Dunedin Junior cricket.

3.0 RESPONSIBILITY

3.1 DJCA Committee.

3.2 The Document Controller. This is a person nominated by the committee to look after the (a) Electronic Microsoft Word file copies of each procedure and the (b) Pdf copies of the same procedures on the Dunedin Cricket web site.

4.0 SYSTEM DESCRIPTION

- 4.1 All procedures, policies and strategies for Dunedin Junior Cricket are to be documented or referenced in the *Dunedin Junior Cricket Procedure Manual*.
- 4.2 Any procedure changes in the *Dunedin Junior Cricket Procedure Manual* are to be agreed by the committee at the appropriate meeting. **Any changes will be highlighted in BOLD font.**
- 4.3 The Document Controller will keep one original hard copy of each procedure. The Chairman will sign off in pen each page in the Approved section (top right of page) after the committee has made a change.**
- 4.4 The Document Controller will keep up to date as the committee makes changes, to procedures on the *Dunedin Cricket web site*. In other words the latest hard copy of procedures kept by the Document Controller should be the same as what is on the web page.**
- 4.5 The *Dunedin Junior Cricket Procedure Manual* procedures are to be available to be printed off from the *Dunedin Cricket web site* at any time.**

1.0 PURPOSE

- 1.1 To outline the planning, preparation, funding and team management selection process for the South Island Primary School tournament. This annual tournament is played in the first or second week in January.
- 1.2 Definition of 'non-parent' is a person that does not have child is involved in either Form 2 metro rep side and/or the South Island tournament squad.

2.0 RESPONSIBILITY

DJCA

3.0 SYSTEM DESCRIPTION

3.1 Selection of Coach

- (a) The coach is to be a non-parent if possible.
- (b) Written applications will be sought for this position.
- (c) A selection panel will be formed by the DJCA committee to select the coach.

3.2 Selectors (for training squad and final squad)

- (a) This will be the coach and a second person that is a non-parent.
- (b) The two selectors will take advice from the coach (es) of the respective two metro Form 2 rep teams when selecting the training squad and final squad.

3.3 Manager

- (a) It is desirable that this person is a non-parent (this so the appointment can be made well before the final squad selection).
- (b) The appointment is made early in the New Year (a year preceding the tournament).
- (c) Depending on available applicants this position may be advertised and written applications sought.
- (d) The coach and selection panel (as in 3.1 c) will select the manager.

3.4 Scorer

- (a) This may be a parent.
- (b) The appointment is to be made after the final squad selection.

3.5 Selection

- (a) Two x Form 2 squads will be selected after the February trials (preceding the tournament in January following year). An "A" and a "B" squad. The "A" squad will be the best players selected. The "A" squad will be winter training squad and will be taken by the SIPST coach. The Form 2 "B" squad will be taken by another coach and all players will be able to press claims to the final SIPST squad selection in mid November. Other players outside the Form 2 rep squads may be included as seen fit by the selectors.**
- (b) When the "A" squad is announced, parents will be advised to make possible holiday arrangements.
- (c) Final Selection of the SIPST squad will be carried out by mid November (preceding the tournament in January following year).**
- (d) Players must play on Saturday morning to be eligible for selection. Players may play in the afternoon competition but also must play in the DJCA morning competition. This is to protect the integrity of the DJCA morning competition, to ensure all players that are eligible participate in it.

3.6 Funding

- (a) A budget for the upcoming tournament may be required to assist the DCA in allocating finance for the tournament.
- (b) To be discussed with the DCA early in the preceding year as to what portion will be self funded by the DJCA and what the DCA will contribute.
- (c) Applications by DJCA to be made to appropriate funding sources. Also arrangements to be made if teams are to contribute in a fundraising capacity.

3.7 Accommodation

- (a) It is recommended accommodation is booked for the team a year prior to the next tournament.
- (b) The manager, coach, and scorer stay with the team and on that basis their accommodations costs are paid for.

3.8 Tournament Apparel

- (a) Each final tournament squad player will be issued (to keep) a baggy cloth cap or wide brimmed hat, dress shirt, playing shirt and sipper bottle. A Sleeveless sweater and tracksuit will also be provided and to be returned at completion of tournament. All apparel will be embroidered with an appropriate DJCA logo.

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3.9 Other

(a) *Permission/Medical form* to be signed for each tournament player parent /guardian.

(b) *Code of Conduct* for tournament players – signed by players and parent/guardian.

Both above forms available from DJCA Administrator.

(c) The coach and the manager will sign a *DJCA agreement contract* shortly after accepting each position. The DJCA administrator will arrange this.

3.10 Outside coaching e.g. Billy Ibadulla. Whilst this is encourage, it should be conveyed to parents that when the training squad is selected, that it should not conflict with SIPST training nights. This may mean the parent having to arrange the outside coaching on a different night, so not to conflict with SIPST training.