



Albany Creek Cricket Club Inc.

PO Box 82 Albany Creek Q 4035

**COACHES AND
MANAGERS GUIDE
2019/2020**



Coaches and Managers Guide

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1 Committee



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COMMITTEE 2019/2020

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2 Introduction

2.1 Welcome to Cricket for the season 2019/2020 from the Management Committee

On behalf of the Albany Creek Cricket Club, thank you for giving of your time to help our players. The Coaches and Managers provide an essential contribution to the success of the Hawks and in honouring our commitment to the players. The response on sign-on has again been very positive.

It has been a very busy period for the members of the Committee and many hours have been put into organising in readiness for the coming season. In completing the Team Allocation the Registrar & Committee has endeavoured to cater for each player in placing them in their preferred team as indicated on the registration form, however, this has not always been possible. Most problems occur when a player wants to play with someone who, for cricket purposes, is in an older or younger age group or wants to play with certain individuals and the team is already full of players who had similar requests. If there are parents who are unhappy, please explain that players must play in their correct age group and that age cut-offs are different to football, soccer or Aussie Rules. Allocation is done, once they are fully paid, on a first-in first-served basis.

We aim to provide a safe and enjoyable atmosphere for players of junior cricket and we need your assistance to provide this. The Club requires the involvement of as many parents as possible to ensure the Albany Creek Hawks will continue to grow and continue as a happy and well-run Cricket Club.

The Committee therefore requests that a representative from **each team** attend the monthly Club meetings. This is generally the coach and/or manager. This does not mean that others may not attend, the meetings are open to all members of the Club, but it is essential that at least one representative from each team is present to have a say in what the Club does in the coming year and to hear what new information is being passed on to teams. **There are only 5 [meetings](#) for the season.** However the committee meets throughout the year and you are welcome to attend.

2.2 The Objective of Junior Cricket

We are now entering our 29th season of cricket as the Albany Creek Cricket Club Inc. The Hawks had a small but steady increase in playing members until 1997/98, when the Club doubled in size from 76 to 140. The growth continued with the numbers doubling by the 2002/03 season. This season we have in excess of 360 players signed up with the outcome being 38 junior teams, 3 Summer Warehouse teams and 1 Sub-Districts Senior Team.

Junior cricket is about girls and boys learning the skills to play cricket, being part of a team, being allowed to participate and improve their skills. Combined with this is the importance of belonging, sharing and having fun.

Junior cricket is **not** about winning for the sake of winning; it is about learning the skills and personal improvement. Winning is a by-product of these factors. During the season all coaches are encouraged to rotate their players to ensure they are given an equal opportunity to develop and individually improve their skills and be involved in the game of cricket.

In view of the above objectives the Management Committee encourage all coaches to possess the **Level 1**. Level 1 certificate involves learning online and 1 x 3 hour clinic, which is paid by the club. You will be advised [when](#) and where they are being run and we encourage all coaches to attend.

2.3 ACCC Philosophy Statement

It is Club Policy that all members of the Club be provided an equal opportunity to play a fair, safe and respectful game of cricket. This ensures that all players have an enjoyable experience each time they participate.

It is the Club's intention that all children who register and play with the Club develop both their cricket and social skills. To this end each child should be provided the chance to bat and bowl in every game as far as possible. It is not the primary objective to win games or competitions. Until the Under 13 age group there is no competition at all!

The Club judges its success by the number of children who return to play with the Club in subsequent years and who feel that they 'belong' to a club. It is the adherence to this doctrine that has helped the ACCC grow into one of the largest in the Brisbane North District and the envy of most other clubs.

3 Volunteer/Employment Screening/Working with Children Requirements

3.1 Objectives of this requirement

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

Albany Creek Cricket Club Inc, is committed to the health, safety and wellbeing of all of their members. As part of that commitment, particularly with regard to members **under 18 years of age**, ACCC seeks to achieve the following:

- (a) all employees and volunteers involved with ACCC involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

3.2 Employees and Volunteers who work with children must have a suitability card

3.2.1 Employees and Volunteers

All employees and volunteers of ACCC, an affiliated club or association whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to obtain a Suitability or Blue Card.

In practice, subject to exemptions in 3.2.2 below, that means all administrators, committee members, coaches, managers, officials, members and any other personnel who perform regular duties on behalf of ACCC, an affiliated club or association, involving players **under the age of 18** must apply for and obtain a Blue Card.

3.2.2 Exemptions

Volunteers are not required to obtain a Suitability Card if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies); or
- is a parent whose child is involved in the service provided or activity conducted by the parent.

For this exemption to apply it generally means that the parent must have a child participating in the team with which the parent is involved.

3.3 How to apply for a Blue Card

Step 1:

Volunteers and employees who require a Blue Card must complete a Blue Card Application Form which can be obtained either from the Club President or the Member Protection Information Officer or from the Commission's web site <https://www.bluecard.qld.gov.au/>.

In completing and signing the form the volunteer or employee consents to a criminal history check. Copies of certain documents proving identity of the applicant must be included as required by the application.

Step 2:

ACCC must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable

Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided must show the volunteer's or employee's signature.

Step 3:

Upon receipt of the application the Commission will carry out necessary enquiries and assess the applicant's suitability to work with children.

Step 4:

If an applicant is deemed suitable, a Blue Card is then issued to the applicant. The Blue Card is valid for 3 years and a renewal notice is sent to the volunteer or employee prior to its expiry. The Association/Club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

ACCC will meet the requirements of Queensland Working with Children Check laws. ACCC will review annually (at the start of each summer season) this policy to ensure it aligns with current legislation and review if any incidents occurred whether procedures were followed or changes are required.

A Bluecard register is maintained by the club recording name and date of expiry.

The Club President is responsible for managing bluecard applications and outcomes.

4 ACCC – Member Protection Policy and Code of Behaviour

4.1 Member Protection Policy

The ACCC has also developed a Member Protection Policy ("policy") as part of its commitment to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities.

The full policy is attached to the Coaches and Managers guide and must be read to ensure that you obtain a full understanding of your responsibilities to the protection and well-being of young people. The policy covers further detail relating to child protection, supervision, transportation, taking images of children and alcohol and smoking.

This policy also clearly outlines the reporting and complaints procedure for the club.

4.2 Code of Behaviour

4.2.1 Players:

The Club insists that all players must:

- play by the rules and never argue with officials
- control their temper and never abuse officials or other players or behave in an unsportsmanlike manner
- work equally hard for themselves and for their team in order to benefit everyone
- be a good sport at all times, applaud good plays whether it be their own team or the other team
- treat all players as they would like to be treated - do not interfere, bully or take advantage of another player
- co-operate with the Coach, teammates and opponents and play for the 'fun of it', not just to please parents and coaches
- respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

4.2.2 Coaches/Managers:

The Club expects that Coaches & Managers should:

- ensure the safety of your players at all times including **waiting until all players are picked up after training or a game.**
- be reasonable in demands on young players time, energy and enthusiasm
- develop a players knowledge and skill of the game as well as team respect for the ability of opponents
- teach players that rules of the sport are mutual agreements which should not be broken
- encourage and demonstrate a team approach to achieve a reasonable chance of success
- avoid over-playing the talented players - everyone deserves equal time
- not ridicule or shout at players for making mistakes or losing, young people participate for pleasure and winning is only part of the fun
- ensure that the time players spend with you is a positive experience

- ensure that equipment and facilities meet safety standards
- show concern and caution toward sick and injured players, follow advice of a physician when determining whether an injured player is ready to recommence training or competition
- make a personal commitment to keep up-to-date with sound coaching principles and the principles of growth and development of children
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill and development or to administer first aid.
- show appreciation for volunteer coaches, officials and administrators as without them your child could not participate
- respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

4.2.3 Parents/Spectators:

The Club also expects Parents to:

- encourage children to always participate according to the rules, if they are willing - never force a child to participate.
- focus on the child's efforts and performances rather than the overall outcome. This assists the child in setting realistic goals and reduces the emphasis on winning.
- teach children that an honest effort is as important as victory, so results are accepted without undue disappointment.
- never ridicule or shout at a child for making a mistake or losing
- remember that children are involved in organised sports for their enjoyment, not yours and that they learn best from example, therefore applaud good players from all teams.
- never question an official's judgment and honesty in public; do this through appropriate channels.
- support all efforts to remove verbal and physical abuse and condemn the use of violence in any form. Demonstrate appropriate social behaviour.
- recognise and support the value and importance of volunteer coaches and officials
- remember that children learn best by example, appreciate good performances and skilful play by all participants
- respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

4.2.4 Racial and Religious Vilification

The club has adopted the Cricket Australia Code in relation to Racial and Religious Vilification:

The code states that a player will not engage in any conduct or act towards or speak to any other player in a manner which offends, insults, humiliates, intimidates, threatens, disparages or vilifies the other player on the basis of that player's race, religion, colour, descent or national or ethnic origin.

Guidelines exist for breaches of the code e.g. In some instances it may result in the withdrawal of coaching accreditation.

Circumstances where adults are involved with a breach of the code should be dealt with seriously and remedial action should be a mandatory requirement by clubs and associations.

In more serious cases, a conciliation procedure should be considered and conducted by a representative of the Equal Opportunity Commission in the state/territory where the breach has purportedly occurred.

The conciliation should involve the complainant, umpire/officials who initiate the complaint, the respondent, and supporting documentation.

A complaint should:

- Be in writing;
- Outline the circumstances of the allegations made; and
- If possible, be accompanied by any supporting documentation including witness statements or video evidence.

In the instance where players are in breach of the code, an emphasis to educate the player to understand the code should be paramount and remedial or punishable action should be appropriate to the age and understanding of the player in question.

Notwithstanding the above procedures any player, coach, manager or parent that clearly is in breach of the Code of Behaviour (Attachment 2) may at any time be asked to leave the playing field or venue by an authorised/responsible representative of the club. Any such actions should immediately be reported to the club President.

Should breaches of this conduct occur, any person in the above categories will be subject to or any person who sees or hears conduct that breaches this Code may lodge a report with, the [Management Committee](#).

4.2.5 The Coach

A Coach is a director of people who are striving for a goal. He / She must not drive them relentlessly but instead guide them towards the goal.

The coach will co-ordinate a team and liaises with a manager (where possible) to advise training schedules. The coach should be available to train the children in all aspects of the game and be present each Saturday during the game. It is essential for coaches to attend a coaching course and an umpire's course. In addition the club also has at the start of each season a coaches/managers night that outlines the role and responsibilities of the coach and manager and takes them through this Guide and the Member Protection Policy. It is strongly recommended that you are able to attend this evening. The club will also run a scorers night for new scorers than runs through the various areas of scoring and reporting of statistics.

People from each team are required to undertake umpiring duties and advise the children, set fields during play, dress the players, score the game etc. The duties should be organised by the coach and manager, as you and the manager cannot physically do all these things yourselves, in fact it is often better to rotate the duties amongst the parents. **Set up a [roster](#) and organise your parents!!**

A Coaches' Code of Behavior is clearly outlined on page 7.

4.2.5.1 Hints for Coaches:

1. Create a positive coaching environment by:
 - learning names quickly
 - smiling
 - praise and encouragement
 - answering questions
 - being patient.
2. Set achievable goals by:
 - keeping the stage of skill development in mind
 - keeping the work challenging and progressive.
3. Vary the Sessions by:
 - providing equal opportunities for all players
 - individuals, pairs, group work
 - non-competitive, self-paced work
 - co-operative team work
 - supervised play with guided instruction
 - free play.
4. Teach one skill at a time or one part of a skill.
5. Demonstrate what to do, not what not to do. If you can't demonstrate, choose someone who can.
6. Involve all children in activity.
7. Provide instant feedback and use your voice well.

4.2.5.2 Golden Rule Summary

DO

- Encourage and praise
- Encourage fair play & good habits
- Have fun yourself
- Wear appropriate training gear
- Let them play
- Organise your session

DO NOT

- Give fitness sessions for primary school children
- Abuse or shout at children
- Smoke, consume alcohol or swear
- Treat them as little adults
- Train them for more than one hour
- Keep a competition table

4.2.5.3 Understanding the Players:

From recent surveys, children placed the following statements in this order when asked what they enjoyed about participating in sport.

- Improving their skill level
- Playing, using the skills of the sport
- Having a good relationship with the coach
- Being selected in the team, not on the bench
- Competing and trying to win
- Having an exciting close game
- Being with friends
- Wearing the correct [uniform](#)
- Beating their opponents
- Receiving medals or [trophies](#).

4.2.5.4 Children feel strongly that:

- all players in the team should have an equal opportunity to play in matches
- it is more important for all players to play than for the team to win
- learning to play the game is more important than for the team to win.

4.2.5.5 Players' advice to coaches:

- Do not yell so much
- Give us more involvement
- Do not have favourites
- Teach us more
- Let us express ourselves
- Encourage more

5 Coach and Manager Details

5.1 Coach responsibilities

The Coach runs the team. He or she is responsible for the preparation of the players and control during the matches. It is recommended that from Under 13, a captain is appointed to run the team, particularly when fielding. Batting and bowling orders are the coaches' responsibility. As stated earlier, the Club encourages coaches to have a Level 1 Coaching Certificate. Coaches are also responsible for the return of the kit and bag and the [acquittance](#) of it with the Property Officer at the end of the season. When a player will not wear a helmet it is the coach's responsibility (and in your own interest) to ensure an indemnity is signed by the player's parents/guardians ([forms are enclosed with manual](#)). Where a player chooses not to wear a helmet his parents must be present while he bats. When players will not wear other protective equipment, it is the coach's responsibility to point out the rules of BNJCA which state at 2.2 (d) that :

*'When batting or wicket-keeping, a player **must** wear appropriate gloves, pads & groin protector'*

If they do not wear the approved protective gear the ACCC Committee has been advised by the BNJCA that the player cannot play.

The coach should ensure the safety of your players at all times including waiting until all players are picked up after training or a game. This should also extend to ensuring that your equipment is fit for purpose and in good working order, if you need new equipment at any time please contact the Property Officer.

It is also recommended that prior to training and commencing a match that you inspect the ground or nets for any objects or problems that might cause injury or concern. Boundaries should always be set to provide safe distance between it and any object.

In addition, when a match is played at a ground where a dressing room is provided there should be two parents at all times when there are children present in the room.

The coach should also ensure that the players have sufficient water and drinks breaks throughout the day to avoid dehydration and other related illnesses. On days of excessive heat additional water breaks should be agreed upon between the respective coaches. Coaches need to be particularly aware of players wearing helmets for long period of time (including wicket keepers) as these become very hot and draining. The coach should also ensure that appropriate sunscreen and headwear is worn by players at all times, not just when batting or fielding.

5.2 Manager responsibilities

The Manager assists the coach with team administration. The Club requires that all managers become familiar with all aspects required to conduct a game of cricket and the rules under which matches are played. It is important that managers get to know all parents involved with the Team so that all participants feel welcome and comfortable with each other. It is a good idea to have a team sheet at the start of the season providing all player details as well as Mum & Dad names and contact phone numbers. A copy of your team sheet will be sent to you by the Registrar. Distribute a copy of this to the team - it makes life very easy if anyone needs to arrange transport and allows people time to remember names. He or she should ensure that rostered parents are available to act as Umpires, Scorers, assisting players getting ready etc. and a [roster form](#) for this is at the end of the manual. The manager is responsible for communication between the team and the Club. The Secretary conveys all information during the Season via the [Monthly meetings](#), emails or the HAWKTALK newsletter, to coaches & managers who are required to relay this on to their team members. The manager must ensure the parents are available for the canteen duty if [rostered](#) on. The Manager **must advise** the Statistician if a game has been **cancelled or rained out**.

Managers are responsible for the publication and the recording of team results (see below). The Sunday Mail will publish the results of matches provided they are notified between **12.00pm and 3.00pm on the Saturday**. The reported results are usually the best two bowlers and the best two batsmen (who must score more than 10 runs each). The Hawks are registered with the Brisbane North Junior Cricket Association and appear in the newspaper under the heading **Junior Cricket**, sub-heading **Brisbane North**, then the **area** and then the **age grouping**.

Sunday Mail Phone number: 3666 7766

Please note that:

1. For one day matches, the side winning is responsible
2. For 2 day matches the side batting first on the 1st day of the match is responsible for newspaper notifications
3. The side winning is responsible on the 2nd day

At the end of the game the Manager/coach for ALL age groups should sign the oppositions Scorebook and ensure they get theirs signed by the opposition coach/manager.

A number of clubs are now using iPad or the like scoring applications, where this occurs a **Match Summary for Electronic Scoring** form must be signed by both teams that confirms the result. These forms can be downloaded from the Brisbane North website (www.bnjca.org.au) by clicking on the **Electronic Match scoresheet** link under **AllRounder Information**.

U8-U11 - The Manager or Coach (whatever arrangements you make) must complete the Abstract sheets and copy it up into our Dropbox account for the Statistician no later than the Tuesday following the completion of a match. Therefore the club needs to be provided with the email for the person responsible for this duty and that person will subsequently receive an invitation to Dropbox.

U12-Open – The Manager or Coach (whatever arrangements you make) must enter the complete results in MyCricket.

ALL TEAMS should complete the [match report](#) for the Hawk Talk and copy it up into our Dropbox account for the Hawk Talk Editor no later than the Tuesday following the completion of a match.

5.3 First Aid and Insurance

ACCC aims to provide a healthy and safe environment for its participants. ACCC officials should not provide first aid unless appropriately trained to do so (discretion should be used for common occurrences such as band aids/dressings on minor cuts and abrasions, and ice on bruises).

If a child has a medical condition that requires medication or medical attention (including allergic reactions) then a parent **must be present at all times during training and matches**.

This condition should be noted at registration form.

If first aid is required and a parent is not available, 000 should be called and immediate medical attention sought.

The National Club Insurance Scheme (NCIS) provides insurance cover for all cricket clubs throughout Australia.

This insurance provides the following:

- Player Accident Cover
- Public Liability Cover up to \$50 million
- Associations Cover protecting Directors and Officers of Incorporated clubs.

The premium for these insurances is levied by Queensland Cricket and clubs are sent invoices from BNJCA at the end of the season.

There is a web site administered by the scheme insurance brokers that can provide additional information on the cover and claims procedures. Go to: <http://www.jltsport.com.au/cricketaustralia>

A copy of an Incident Report Form is included with this document. To Download a copy of the Injury Claim Form please visit the Cricket Australia Website.

An incident report form should be completed as soon as possible after the incident and the incident notified to the Club President to ensure appropriate measures are put in place and the incident recorded.

5.4 Player of the Match Competition

Player of the Round no longer exist. The season awards will be decided by Champion Player Points from MyCricket.

Summary of what needs to be done on completion of a game.

1. Sign the opposition's scorebook and get yours signed by opposition coach or manager (U8 - Open) or have iPad extract signed by both teams.
2. Get agreement from opposition side on their best 2 bowlers and 2 batsmen if you are the winning side or advise the opposition your best 2 bowlers and 2 batsmen if on the losing side.
3. If you are a winning side ring result in to [Sunday Mail](#) between 12.00pm and 3.00pm.
4. Complete abstracts ([U8-U11](#)) and email to appropriate Statistician. U12-Opens must enter results via MyCricket.
5. Write up [Hawk Talk report](#) and email to [Editor](#) by 10.00pm the first Monday after the game.

5.5 The Season

The 2019/2020 season commences on Friday 11th October (U8 & U9) and Saturday 12th October for U10 – Open and continues until Fri/Sat 6th/7th December 2019 inclusive then the summer school holidays break. The season recommences on Fri/Sat 31st Jan/1st Feb 2020 and concludes on Fri/Sat 20th/21st March 2020.

5.6 The starting and finishing times

Under 8 and Under 9

Friday night starts at 6.30pm and are scheduled to finish by 8.15pm, however the match can go the extra time needed to finish (the games will get quicker once the kids get into a routine). Please ensure your players are at the ground by 6.15pm ready to play by 6.30pm.

Under 10 and Under 11

For U10 and U11 matches, up to two games may be played on the same ground on Saturday mornings.

- If only one game is scheduled to be played on a ground and that game is for the under 10 age group, it shall commence at 7:15am and conclude at 9:30am.
- If only one game is scheduled to be played on a ground and that game is for the under 11 age group, it shall commence at 9:45pm and conclude at 12 noon.

When two games are scheduled to be played on the same ground:

1. The first game scheduled shall be for the under 10 age group and shall commence at 7:15am and conclude at 9:30am; and
2. The second game scheduled shall be for the under 11 age group and shall commence at 9:45am and conclude at 12 noon.

Under 12 to Opens

Saturday matches for U12 to Opens (with the exception of U14s prior to Christmas) start at 8.15am and are scheduled to finish at 11.45am, however the match can be extended to 12 noon in certain circumstances. Please ensure your players are at the game by 8.00am, ready to commence play at 8.15am. It may be possible to delay the start of a game due to ground unsuitability or wet weather, see 3.6 below.

Prior to Christmas U14 matches will be played on Saturday afternoon commencing at 1.15pm and finishing at 4.45pm and may be extended until 5.00pm.

For matches played on turf wickets (some U15 and above) the start time should be 8.00am with an 11.30am finish. Please be mindful of times when playing on turf as a senior game is usually scheduled in the afternoon on those grounds.

5.7 Wet Weather Procedure

If a general Cancellation is to be made after extensive rain leading up to the weekend a message will be posted on the Brisbane North website (www.bnjca.org.au) on Friday evening.

Brisbane North want clubs to make use of the eAllrounder which has a lot of information about the competitions and the running of cricket throughout the season. Please use the Brisbane North Facebook page and to get as many people as possible to Like the page. The link can be made through the BNJCA website Homepage. This enables them to get up to date information about Draw changes, wet weather and oval availability.

- If it is your HOME game, you should go to the ground **early** and inspect the oval and pitch. If you consider it is unsafe to play, contact the opposition and advise them of the decision. Their phone number is in the BNJCA website (www.bnjca.org.au). If the opposition coach is at the HOME ground, a decision will have to be made between the coach and the opposition coach as to whether the grounds will permit safe play. Note that it doesn't require both of you to agree; if you think it is dangerous to play, then don't play, and remember the safety of players is paramount.
- If it is an AWAY game you should contact the opposition coach/manager and ask about the condition of the grounds. Their contact numbers are on the BN web site at E-Allrounder/club contacts.

In both of the above, when a decision is made that the game is cancelled, the Manager must then communicate with the [parents](#) as soon as possible.

For U8 and U9 teams, all game will be played at Brendale ovals on Friday nights. In the event of excessive rain, storms or lightning ACCC President, Steve Casey, will make a decision on whether the games are to be delayed, abandoned, cancelled, postponed and or re-scheduled. This will endeavoured to be done by 4.15pm on the Friday night via e-mail to the team coach and manager. You will then be responsible for passing that information on to your team.

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

Note. See Standard AS/NZS 1768:2007 "Lightning Protection". Note. A 30 second time difference indicates the flash was within a 10km radius, a 15 second time difference is within a 5km radius, and a 3 second difference indicates within a kilometre.

5.8 Dress

Players are expected to be correctly dressed on the playing field. Training T-shirts are NOT to be worn on the playing field on Saturday. All players should be wearing the new ACCC playing shirt. The uniform consists of:

Shirt	ACCC Playing Shirt
Shorts	White (long pants optional)
Shoes and Socks	Predominantly white shoes & white socks
Cap or Hat	An ACCC Red & White baggy cap or a broad brimmed white hat Note: NO BASEBALL CAPS!!! Please enforce this rule.
Sunscreen	Must be worn at all times

The ACCC baggy caps **\$15.00** and ACCC wide brimmed hats **\$15.00** are available for purchase at the canteen. Please remind parents to write their child's name inside the cap and on their drink bottle.

5.9 Activities and Dates to Remember

Skills Coaching

Please attend meetings and check emails for notice of any clinics that may be arranged. There will be a number of these during the season. They are often at the discretion of the QCA and early notice is not always possible.

<i>Team photographs</i>	Thursday 24 th October 2019 5.00-7.30pm AFL Clubhouse (Blue building), South Pine Sports Complex, Brendale See schedule later in manual giving team times
<i>Trophy Presentation day</i>	Sunday 29 th March 2020 at Albany Creek State School – Hall All Teams – Officials, players, parents & family to be seated by 1.55pm for a 2pm start. Finish presentations around 3.30pm More detail closer to the day

5.10 Committee Meetings

The ACCC Committee meets once a **month at 7.30pm at The Nest, Brendale.** .The meetings for the start of the 2019/2020 season are as follows: (Note that we do meet every month throughout the year.)

Thursday 3rd October 2019

Thursday 7th November 2019

5.11 Match balls

The match balls for Under 8, Under 9, Under 10 and U11 are to be used over **2** fixture games (i.e. over 2 Fridays/Saturdays). If there are any split balls please return them to the [Property Officer](#) (Steve Casey) as we are able to exchange the balls for new replacements, but you **MUST** return the old ball. The U12-Open age groups are to use one leather ball over the 2 weeks. If you have a second innings please use the old ball. You do not have enough to use a new ball every innings.

5.12 Used Match balls

The used match balls can be added to your kit of practice balls. However please, at the end of the season, hand them back with your cricket kit as this ensures we have practice balls available to hand out at the commencement of the next season.

5.13 Player Registration

All registrations must now be done via the MyCricket Online registration process on www.playcricket.com.au. There are reference guides available on our web site, www.albanycreekcricketclub.com.au, to assist with this process.

If during the season for some reason a *fill in player* is used, then that player needs to be registered and covered by insurance.

A player must play for 3 or more games to qualify for a season trophy.

5.14 Trophy Presentation Day

The Trophy Presentation day is normally on the first weekend after the season is completed. This coming season, the anticipated date is Sunday 29th March 2020 at the Albany Creek State School Hall, from 2pm to 3.30pm. To enable all our young players to be acknowledged on this day, each Coach/Manager is requested to ensure the Match Abstract forms are promptly returned on a regular basis for the compilation of statistics. *This is especially important for the Saturday 21st March.*

At the end of the season, there are three trophies awarded for each team:

Batting Award

Bowling Award

Coaches Award

In the past there has been some confusion as to how the winners of these trophies are determined. Set out below are the basic guidelines used to determine the winners:

The **Batting Award** is always decided first.

The best average is used to determine the winner in senior grades [U12 – Open] while the junior grades [U8 – U11] are determined by the best aggregate total. For senior grades, this player **MUST** have played in 50% or more of the team matches and be in the top 50% of run scorers (see below for an example of how the top 50% of run scorers are determined).



The Batting Average is calculated by dividing the number of times the batter has been out into the total runs scored for the season e.g. 125 runs divided by 5 “outs” will give an average of 25.0.

The **Bowling Award** is decided next. [The winner of the Batting Award is not eligible for this award.]

Again, the best average is used to determine the winner in senior grades [U12 – Open] while the junior grades [U8 – U11] are determined by the best aggregate total. For senior grades, this player **MUST** have played in 50% or more of the team matches and be in the top 50% of wicket takers (see below for an example of how the top 50% of wickets takers are determined).



The Bowling Average is calculated by dividing the number of wickets taken by the bowler into the number of runs scored against. e.g. 100 runs against divided by 5 wickets will give an average of 20.0.

The last award decided is the **Coaches Award**. [The winners of the Batting or Bowling Award are not eligible for this award.]

This award is decided by the Coach. (**and may be given for any reason what so ever**).

For example, the Coach may decide to award it to a player who may not have been amongst the best batters or bowlers but had displayed a great attitude towards the game, his team and his coach, both on match day and at training.

5.14.1 Top 50% of Run Scorers or Wicket Takers

To determine the top 50% of run scorers or wicket takers, the team is sorted from highest run scorer or wicket taker to lowest run scorer or wicket taker. The top half of these are then eligible for the batting or bowling award.

For example, to determine the batting trophy for a senior team that has 12 players, the players will be sorted from the highest to the lowest batting aggregate for the season. The top 6 run scorers (50% of the number of players in the team) will then be reviewed and the one with the best average will be the winner (provided they have played in the requisite number of games). A similar process would be used to determine the bowling trophy winner for a senior team.

5.15 Annual Sign On notification

About 8-10 weeks prior to the commencement of the 2017/18 season an e-mail (mail if no e-mail address) containing information for this seasons sign-on is sent to every club member. The e-mail and postal addresses are taken from the sign-on database that is compiled at the beginning of the year from the registration form. To keep this database up to date, in readiness for the notifications, it would greatly assist the Club, that if you become aware of a change of e-mail or postal address of one of your players, then please pass it on to a [Committee member](#).

5.16 Care of Equipment

The club has invested a significant portion of its budget in providing a cricket kit for each team. It is requested that each Coach and/or Manager takes due care of the gear and ensure that all items in the kit are accounted for after use each week and are signed-off with the Property officer at the end of the season. Please also read note on used match balls. If any gear is in need of repair contact the Property officer as soon as possible to get a replacement.

5.17 Helmet policy

It is Club policy that each batsman **MUST** wear a safety Helmet when batting.

5.18 HAWK TALK - Communication with Players and Parents

The Club produces a newsletter, HAWK TALK, each **month** during the season providing Members with Club information and Game results. At the back of this manual there is a template for reporting on your team's game. Please use this template as it gives a consistent reporting format. We cannot accommodate long reports and they will be edited to the required size. The reports need to be copied up into our Dropbox account as soon as possible after the completion of the game so that your team's game can be included in the Newsletter. Please do not disappoint your players by missing the deadline. Could you therefore please get the game report copied to Dropbox **AT THE LATEST** by 10.00pm the first Monday after the game. This gives us adequate time to print and collate the report by the next Saturday.

The Newsletter will be available on the internet at <http://www.albanycreekcricketclub.com.au> each month.

The final HAWK TALK will be available on Trophy day.

5.19 Keys

There are a limited number of keys available for the Brendale ovals. Steve Casey is the Key Co-ordinator and you should contact him on 3264 2163 / 0418878212 if you have any access problems, this is for both training and games. Keys for other ovals and toilet blocks at the schools should be arranged with Steve. Be aware that some schools or ovals do not have toilet access. Keys must be signed for and returned at the end of the season along with the kit bag.

5.20 Complaints

Should any problems arise during a game, obviously try to sort it out with the other team at the time. If it cannot be resolved amicably, speak with Committee and if a decision is taken to pursue the matter the President will then write to Brisbane North and or the other Club concerned.

5.21 Photographs

Date:	Thursday 24 th October 2019 5.00-7.30pm (Date to be confirmed)
Where:	AFL Clubhouse, South Pine Sports Complex.
Dress:	Red & White Albany Creek Caps & Full cricket whites, including shoes
Cost:	None - Included in registration fee

All players, managers and coaches are requested to be at the venue 10 minutes before time. The first team ready at the appointed time, will have their photo taken first.

If the players aren't on time we will take photographs without them!!!

YOU MUST BE ON TIME PLEASE

Time:	Under 8 _____	5.00pm
	Under 9 _____	5.20pm
	Under 10 _____	5.40pm
	Under 11 _____	6.10pm
	Under 12 _____	6.35pm
	Under 13 _____	6.50pm
	Under 14 _____	7.05pm
	Under 15 _____	7.15pm
	Open _____	7.15pm

Photographs will be distributed at last meeting before Xmas.

5.22 Age group qualifications for 2019/2020

Master Blasters Under 8	01/09/11	to	31/08/13	Born before this date is too young
Master Blasters Under 9	01/09/10	to	31/08/11	
Under 10	01/09/09	to	31/08/10	
Under 11	01/09/08	to	31/08/09	
Under 12	01/09/07	to	31/08/08	
Under 13	01/09/06	to	31/08/07	
Under 14	01/09/05	to	31/08/06	
Under 15	01/09/04	to	31/08/05	
Open	01/09/01	to	31/08/04	
GIRLS Only Age Groups				
U10-11	01/09/2008	to	31/08/2010	
U12-13	01/09/2006	to	31/08/2009	
U14-15	01/09/2004	to	31/08/2007	

6.1 Newsletter template MATCH REPORT

Send to:

acc.news@albanycreekcricketclub.com.au

Blank Newsletter report template U8 – U11

Please copy the blank template below and paste it into a word document. Complete the yellow areas as per the example lower down. Save document as **Team name.doc**

e.g. U9greenhawks.doc

Under		Hawks	
12/10/02		1 st inn	
Albany Creek Vs			
Batting:			
Bowling:			
Fielding:			
GAME REPORT:			
Coach/Manager:			

Sample of Completed Newsletter reports

U8 – U11

* Denotes Not Out

Under 9		Green Hawks	
12/10/02		1 st inn	
Albany Creek Vs		8/72	
Ferry Blue		55	
Batting:	Ben Johns	27*	
	Jeff Brown	20	
	Ryan Townes	9	
Bowling:	Cameron Taylor	3/13	
	Jason Gillespie	2/6	
	Carl Rackemann	1/8	
Fielding: Runout to Brad Taylor & Ben Johns. Spectacular catch to Carl. An overall enthusiastic fielding performance.			
GAME REPORT: A good win to start the season for the boys. Ben Johns and Jeff Brown had some good hits with the bat but running between the wickets may require some polishing up. Great bowling by Cameron and Jason. Man of the Match: Ben.			
Coach:		Bennett King	

Send to:

acc.news@albanycreekcricketclub.com.au

Blank Newsletter report template U12 – Open

Please copy the blank template below and paste it into a word document. Complete the yellow areas as per the example lower down.

Save document as **Team name.doc**

e.g. U15seahawks.doc

Under		Hawks	
12/10/02 & 19/10/02		1 st inn	2 nd
Albany Creek Vs			
Batting:			
Bowling:			
Fielding:			
GAME REPORT:			
Coach/Manager:			

Sample of Completed Newsletter reports

U12 –U16

* Denotes Not Out

Under 15		Sea Hawks	
12/10/02 & 19/10/02		1 st inn	2 nd inn
Albany Creek Vs		5/156	1/46
Wilston North Blue		86	115
Batting:	Sean Lee	52*	21
	Luke Jones	47	10*
	John Hawk	18	
Bowling:	Ben Boland	5/21	3/4
	Brad Gilbert	2/28	4/36
	Glenn McDonald	1/16	
Fielding: Brad's fielding was great day 2 & he also made a well-judged catch. Fine keeping by Allan kept byes to a minimum.			
GAME REPORT: Great bowling by Ben restricted Wantima to a small total. Power hitting by Sean and Luke brought up a big 1 st innings lead. The 2 nd day was encouraging with good talking, fielding, bowling & catches. Man of the Match: Ben Boland			
Manager:		John Buchanan	

6.2 Sample Abstracts U8, U9, U10 & U11

ALBANY CREEK HAWKS

ABSTRACT FOR UNDER 8, 9, 10 AND 11
TEAMS

Email to :

accs.stats@albanycreekcricketclub.com.au

Phone:

MATCH DETAILS:

TEAM NAME:

U10 Red Hawks

OUR SCORE:

111

DATE:

7/11/2016

OPPOSITION:

Valley Bilbies

THEIR SCORE:

94

NAME

BATTING

BOWLING

FIELDING

OF PLAYER

RUNS SCRCD

OVERS

RUNS AGST

WICKETS

Hat
Trick
Y/N *

CATCHES

RUN OUTS

STUMPINGS

1	Smith	10	3	22	4	Y	1	0	0
2	Brown	20	3	15	0		0	0	0
3	Black	5	3	14	1		0	0	0
4	White	4	3	12	0		1	0	0
5	Shaw	22	2	12	1		0	0	0
6	Casey	10	2	5	0		0	0	1
7	Carseldine	18	2	5	1		0	1	0
8	Hambleton	16	2	15	1		1	0	0
9	Jackson	14	2	11	0		1	0	0
10	McDougall	13	2	7	1		0	0	0
11									
12									
	Total	132	24	118	7		4	1	1

Please indicate if any of the following special events occurred during your game:

***Hat Trick**

Please enter details:

Carl Smith 4/22

e.g. G. Bowler 3/10

Details of Hat Tricks and 5 or more bowling wickets are recorded in the Albany Creek Cricket Club Honours Board file. Please try to retain the ball with which a hat trick was attained as a trophy is prepared to hold the ball and presented to the player at the end of the year.

6.3 Blank Abstracts U8, U9, U10 & U11

1. Open a blank template file “**Abstract blank for U8U9U10U11.xlsx**” (available under the Templates directory in the club’s dropbox account).
2. Key in your statistics and then select **Save As** from the **File** menu [located in the above left of the template].
A dialog box will open.
3. Enter the file name. The name you enter should make it easy to identify the team and the match it relates to. A suggested file name would be the team name followed by the match date (YYYYMMDD), e.g. **U9 Black Hawks 20181027.xls**.
4. Once you have entered the file name, click on **OK** to save the file.

You then need to copy the saved file up to the Dropbox account.



Notes about completing the abstract:

- a) *The NOT OUT column is purely a means of tracking those players who remain NOT OUT at the end of their innings.*
 - ▶ *Enter either ‘Yes’ or ‘Y’ in the NOT OUT column to indicate that the player remained not out.*
 - ▶ *Enter either ‘No’ or ‘N’ in the NOT OUT column to indicate that the player was out. [It doesn’t matter how many times the player went out – we are simply identifying those players who remain NOT OUT at the end of the day.]*
- b) *The bottom half of the form only needs to be completed when special events occur during your game, for example, hat tricks, 5 wickets innings and/or 5 fielding wickets in an innings. These details are recorded in the Albany Creek Cricket Club Honour Board file. They are also recognised by the awarding of special certificates to the players involved. But this can only happen if the events are brought to the attention of the Statistician.*



Need Help!

If you need any help in completing this process, please contact the statistician via e-mail at accs.stats@albanycreekcricketclub.com who will be more than happy to assist you.

6.4 Incident Report Form



ACCIDENT FORM

RECORD OF INJURY, ILLNESS AND OCCURRENCES

1. PERSONAL DATA

INJURED PERSON

Surname	First Name	Other Init/s
RESIDENTIAL ADDRESS		
Street No and name	Locality/Suburb	P/Code
DATE OF BIRTH	GENDER	

2. LOCATION OF ACCIDENT OR OCCURRENCE

Street No and name	Locality/Suburb	P/Code
--------------------	-----------------	--------

3. PARTICULARS OF PERSONS NOT ASSOCIATED WITH ACCC

Name and Address

4. RELATIONSHIP TO ACCC (Tick appropriate box)

- Player Unpaid/Volunteer
 Other Visitor

5. TIME AND DATE OF INJURY, ILLNESS AND OCCURENCES

Hrs	/	/	days
24 hour clock Format	Day/Month/Year		Total no of days lost

7. TYPE OF INCIDENT

- | | | |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Hit by Ball | <input type="checkbox"/> Falling | <input type="checkbox"/> Slipping/Tripping |
| <input type="checkbox"/> Hit by Bat | <input type="checkbox"/> Lifting | <input type="checkbox"/> Stepping on |
| <input type="checkbox"/> Hit Wicket | <input type="checkbox"/> Collapse | <input type="checkbox"/> Other |
| <input type="checkbox"/> Collision | <input type="checkbox"/> Inhalation | |

8. TIME OF INJURY

- During game To / From field
 Practice Nets
 Informal Practice Other

9. MEDICAL TREATMENT

- Nil First Aid Doctor only Admitted to hospital Major damage

10. CORRECTIVE ACTION IDENTIFIED

- Process to be followed Ongoing training

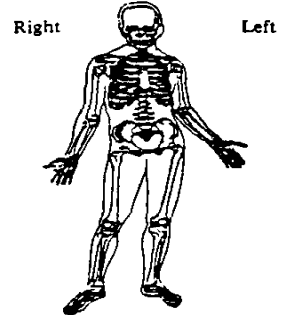
11. WHERE AND HOW DID INJURY ILLNESS AND OCCURRENCE HAPPEN?

(If not enough room attach separate sheet)

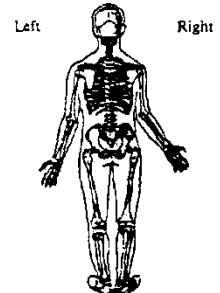
PERSONAL DAMAGE

LOCATION: Indicate type of damage at each site with appropriate letters

FRONT VIEW



BACK VIEW



DAMAGE TYPE

- | | | | |
|----|--------------|----|-----------------------------|
| BR | Bruise | FR | Fracture |
| BU | Burn | IN | Inflamation(incl infection) |
| CO | Concussion | LA | Laceration/Cut |
| DE | Dermatitis | OW | Open Wound |
| DI | Dislocation | SS | Strain/Sprain/Back |
| FB | Foreign Body | NS | Neediestick |
| | | OT | Other |

Coach / Manager signature _____ Date: _____

6.5 Equipment checklist and acquittal (one copy to [Property Officer](#), one to keep)

Team: _____ Date Taken: _____

Coach: _____ ACCC: _____
Please Print Official Please Print

Signature: _____ ACCC: _____

Date Returned: _____

Signature: _____ ACCC: _____

6.5.1.1.1.1	Equipm ent	No.	Add	Returned condition	No.
	Bats				
	Wooden stumps				
	Metal stump set				
	Bails				
	Batting pads				
	Batting gloves R handed				
	Batting gloves L handed				
	Wicketkeeper glove inners				
	Wicketkeeper gloves				
	Wicketkeeper pads				
	Helmets				
	Boundary markers				
	Boundary reel				
	New balls				
	Practice balls				
	Thigh pad				
	Protector				
	Ball counter				
	Bowler markers				
	Kit Bag				
	Score Book				
	Rubber Mallet				

6.6 Use of the Brendale Nets

The nets at Brendale offer the opportunity to broaden the training and coaching offered to our players however this opportunity brings a responsibility for the Club and the people responsible for overseeing the running of net sessions (The Coach).

It is our collective responsibility to provide a safe environment for the players to train. Net facilities are by nature full of potential risk to players and spectators. We must therefore run our net sessions in a controlled manner to reduce these risks. There are benefits for the player both in reduced risk and in practice content if the session is kept controlled and to a set structure. The following outlines some suggestions for the running of a net session but more importantly a code of conduct for coaches and players to be applied in the net area.

Coaches please note the code of conduct must be applied.

6.6.1 Running a Teaching Net Session.

- Net sessions can result in the development of poor player technique if players are not coached during the session.
- The session must have an aim for the batsman and the bowlers. Aimless practice is useless practice. Players must be encouraged to practice as if they were playing a game i.e. marked out run ups, taking guard and appealing for dismissals etc.
- Coaches should involve themselves with both the bowlers and the batsmen setting aims/targets for the session and introducing coaching points i.e. stance, grip, follow through, shot selection, bowling tactic etc.
- The batsman should be asked if there is any particular problem he is working on or if he is being dismissed in the same way on a regular basis. This gives the coach help to identify weaknesses.
- Let the bowlers know of these weaknesses and get them to attempt to bowl at them. This is good practice for the bowlers in trying to see a batsman's problem and to bowl at it.
- Coaches should umpire the session by giving cricket decisions to both bowlers and batsmen i.e. LBW, No Ball, Caught, Wide, 4 or 2 or 1 run scored etc.

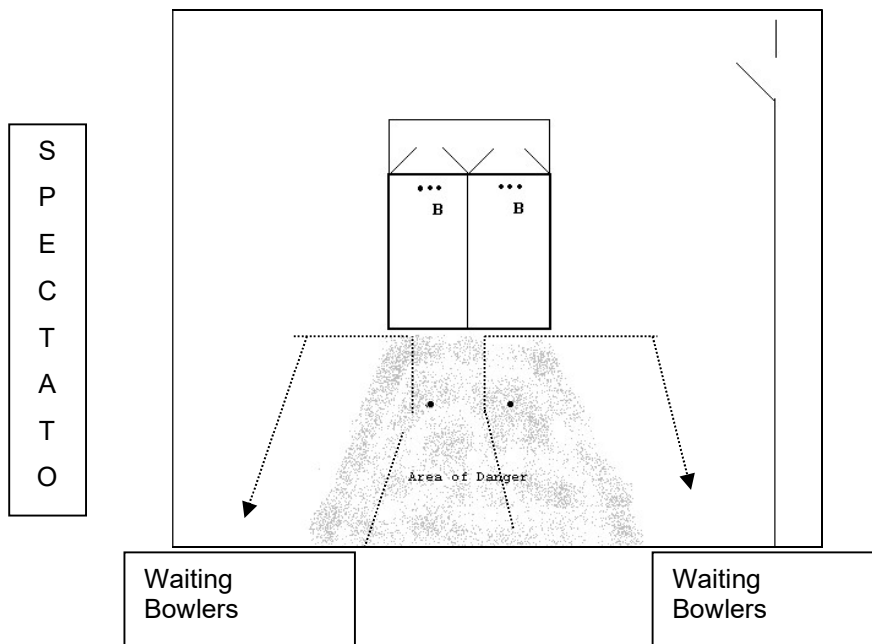
6.6.2 Net Code of Conduct

- Check the facility for its suitability for use. Check for loose netting, sharp objects (Broken bottles, ring pulls etc.), adequate light for batsman, no loose soil on wicket area (bring a broom).
- All equipment used by batsmen and bowlers must be in good order and fit for the purpose it is being used for i.e. no bike helmets in nets, shoes in good repair etc.
- Ensure that the skill levels of players in a net are matched.
- One responsible adult to run each net. Responsible person not to take part as a batsman or bowler.
- One ball in net at a time.
- One bowler per net in the danger area.
- Bowlers waiting to bowl stand in a position of safety (see attached diagram).
- Bowlers leave net area by designated route (see attached diagram).
- Rear doors must be open if wicket keeper is practicing.
- Keep spectators to the designated area of safety.
- All bowlers to be advised of danger of following through into other net area.
- Call **"STOP"** if any unsafe situation arises during practice. Be consistent with this call to ensure players respond as required.
- Before a bowler begins a net session the coach should outline net safety.
 - One ball/bowler in the net at a time.
 - Bowl only when batsman is ready.
 - Advise batsman of bowling action or change of action.
 - Constantly watch batsman even when not bowling.
 - Where to exit net area and return to wait for next delivery.

- Nothing in the mouth i.e. no gum etc.
- **All action stops when coach in either net calls “STOP”**
- Before a batsman begins a session the coach should outline net safety.
 - Gloves, Pads, Helmet and Protector.
 - Pockets Empty. (Hard items in pockets could cause injury if struck by ball)
 - No jewellery or watches.
 - Nothing in the mouth i.e. no gum etc.
 - **All action in both nets to stop when the coach in either net calls “STOP”**
- **It is advisable that the instructions are given to all players at the same time and then reinforced by regular reminders i.e. on the change of batsman.**
- A session for a batsman should be a maximum of **15** minutes comprising:
 - 5 minutes to get his eye in.
 - 5 minutes practicing target stroke or coaching point.
 - 5 minutes simulated game situation i.e. try and score 10 of next 12 balls etc.

The coach should also be mindful of the recommended training restrictions on young bowlers ie. No more than 4 overs per bowler. These restrictions will guide the coach as to how many batsmen can use the net in any one training session. If the bowling restrictions are reached the team should retire to the field for other activities.

6.6.3 Organisation of a Net Session



6.7 Team Roster

Please use this roster for your team to assist in organising the assistance of your parents.

Date	Name of Umpire	Name of Scorer	Name of Assistant (dressing players and/or training)
	Summer School	Holiday	Break