



STATE TEAMS

GUIDELINES

Guidelines for the Preparation, Selection &
Management Of Cricket Victoria and ISV State Teams

(Revised May 2012)

INTRODUCTION

This document prescribes Guidelines for the preparation, selection and management of teams representing Cricket Victoria (CV) and Indoor Sports Victoria Inc. (ISV) in International, Interstate, National and Exhibition tournaments. The Guidelines were prepared at the initiative and under the supervision of the ISV Board. The principle of preparing State Teams according to set Guidelines was ratified at the Annual General Meeting, March 15, 1991. last revised 2011.

Main Objectives:

The purpose of the Guidelines can be summarised as follows:

- To provide a consistent and fair recruitment and selection process.
- To define clear levels of responsibility, authority and job roles.
- To specify behavioural and uniform standards.
- To define a basic training programme.
- To outline funding criteria.

The Guidelines are to be adhered to where possible. However, it must be acknowledged that extraordinary circumstances may not be covered by the Guidelines and may cause the CV or ISV Board or its designated representatives to make decisions outside the parameters included in this booklet.

GUIDELINE 1: ISV STATE TEAMS BROAD POLICY

One of the objectives of ISV as stated in its Development Plan is to "provide the opportunity for elite players to develop their skills and present a superior standard of play at the highest level". CV/ISV sees the involvement of Victoria in International, Interstate, National, and Exhibition tournaments as supporting this objective. The benefits through participation in such tournaments can be described as follows:

ISV Benefit

- Maintain goodwill and credibility with elite level players and officials.
- Gain exposure of the sport via mass media.
- Improve the profile of the sport thereby improving sponsorship opportunities.
- Government funding opportunities through association with National bodies.

Operator Benefit

- Focus attention on host centre.
- Source of additional income to host venue.
- P.R. possibilities for centres selected players.
- Media exposure will enhance team recruitment.

Player Benefit

- The satisfaction of representing their State.
- Chance to excel in their sport against the best available opposition in the country.
- Chance at representing their country.

GUIDELINE 2: AUTHORITY/STATE TEAM CO-ORDINATING COMMITTEE

- a) Cricket Victoria and/or Indoor Sports Victoria Inc. is the only body authorised to nominate teams on behalf of Victoria for International, Interstate, National and Exhibition Indoor Cricket and Indoor Netball competitions sanctioned by the Cricket Australian (CA) and Indoor Netball Australia (INA). Teams purporting to represent Victoria entered by any other centre, group of centres or body into non-sanctioned events will do so without the support of CV or ISV.
- b) All players, Officials and specialist personnel in State Teams will participate under the auspices and control of the CV and/or ISV Board or its chosen representatives.
- c)
 - (i) The Board will appoint a Committee of one of its members and two other interested party to co-ordinate the preparation of teams. It will be known as the State Team Co-ordinating Committee (STCC). The positions do not need to be advertised. And the term of appointment will be 2 years.
 - (ii) A Chairman will be appointed to control the Committee. A quorum for a meeting of the STCC will be 2 members and at least one of these must be the Chairman. At least 2 of the 3 members must agree before an issue is resolved.
 - (iii) The STCC will be answerable to the CEO.
- d)
 - (i) These Guidelines will be the first point of reference in the event of a dispute.
 - (ii) The Chairman of the STCC must be referred to in all disputes.
 - (iii) In any dispute the State Team Co-ordinating Committee will be the final arbiters on behalf of the Board, except where the Committee assesses that the CEO should be consulted.
 - (iv) Should an STCC member be involved with a State Team which is a party to a dispute, he/she will step aside whilst the other two members resolve the situation.
 - (v) No decision is to be taken outside these Guidelines before approval is given by the STCC.
 - (vi) The STCC will interpret and enforce the Guidelines as required and has total discretionary powers when extraordinary circumstances arise. Any amendments, additions or deletions are to be proposed to the General Manager for ratification by the Board.

GUIDELINE 3: STCC RESPONSIBILITIES

Co-ordination and the preparation of all State Teams will be the responsibility of the STCC acting on the instruction of the CEO. The basic duties of the STCC will involve;

- Appointment of Coaches, Team Managers.
- Recruitment of players.
- Supervision of training programme and squad reduction.
- Communication with Coaches and players re: training programme.
- Appointment of Captains in consultation with coach
- Supply of player details to CV and ISV.
- Preparation of any information for players.
- Collection of any money payable by players/officials. (If required)
- Distribution of tournament fixture, rules.

- Disciplinary action.
- Resolution of personal conflicts and general disputes.
- Fundraising/ Sponsorship

The CV/ISV Office and STCC Chairman will liaise in their preparation to provide;

- Airline and transport bookings.
- Uniforms and equipment.
- Preparation and distribution of Officials Recruitment Notices.
- Preparation and distribution of Officials Application Forms.
- Preparation of budgets.
- Preparation and distribution of Player Recruitment Notices.
- Liaison with CA or INA.

GUIDELINE 4: NOMINATION OF TEAMS

Generally speaking, CV/ISV will endeavour to provide teams for all tournaments sanctioned by CA/INA. The decision to enter teams lies with the CV/ISV. The opportunity may arise to enter teams into competitions not sanctioned or governed by the CA/INA. This would be at the discretion of the CV and the ISV Board.

The following factors may influence the decision to enter teams: relevance to Victoria's participation base; player ability & interest; timing versus CV/ISV tournament commitments; promotional value; cost; game rules; politics; credibility of proposed tournament.

Statutory Conditions before Finalising Team Entry

Having established that CV/ISV is interested in entering a team in a particular tournament, the following conditions must be fulfilled before a final nomination is confirmed with the CA/INA:

- A Coach must be appointed for each team (preferably before zones).
- A squad of up to 16 players (cricket) and 12 players (netball) will be picked from their respective zones tournament.
- Then a minimum 10 players (cricket), 10-12 (netball) plus the Coach and Team Manager, must agree to pay for all participation costs (irrespective of any fundraising) by the appointed times set-out by CV/ISV.

CA/INA Team Nomination Deadline

The CA/INA requires that all teams be nominated in writing 2 months prior the relevant tournament.

Lodgement of Nomination Documentation

- a) Documents relating to the relevant tournament shall be lodged with the CV/ISV no later than 28 days prior to the tournament. Documentation shall include;
 - Each player's name, number, proof of age (if required).
 - Name of each team Captain, Officials and State Umpire.
 - Biography of each player, Officials and Umpire (if requested).
 - Photographs of each player, Officials and Umpire (if requested).
 - Uniform design and colours, including sponsorship details.
 - Team travel and accommodation arrangements.
 - Payment of appropriate Championship Nomination fee.
 - Other documents as required.
- b) Failure to lodge documentation as required to ISV with in due dates may result in the following penalties;
 - Player or official being removed from the team.

- Player or official being charged extra cost that may-be incurred by CV/ISV.

GUIDELINE 5: APPOINTMENT OF OFFICIALS

Officials to be appointed

The following Officials will be appointed to each team: for Cricket - Coach; Team Manager; Umpire (if required by CA). The Officials appointed to each Netball team will be: Coach and Manager. Umpires are selected as a squad group.

Job Description

COACH

Background:

- Must demonstrate knowledge and potential to prepare competitive State Team.
- Must have current or past involvement with Indoor Cricket/Netball teams at least at Superleague or Majorleague level.
- Must be prepared to uphold the Code of Conduct and act in a dignified manner at all times.
- Must not be involved with any other activity that in the STCC opinion will conflict with their team preparation duties.
- Must hold driver's licence during preparation and at the tournament.
- Must be over 21 years of age.

Job Role:

- Prepare and strategically guide a team which is capable of competing favourably at elite level and which can do so within the acceptable boundaries of behaviour.
- Recruit players in conjunction with Team Manager.
- Prepare a training programme in liaison with the STCC.
- Act as sole Selector (cricket only). Netball selectors will consist of the coach and 2 independent selectors (where possible).
- Attend and supervise all training sessions.
- Be responsible for the wellbeing and return in good condition of any ISV equipment provided for their team's use (cricket only).
- Attend briefings at the tournament as requested by the CA/INA.

Responsibility:

The Coach is responsible to the STCC in the first instance and must report to it regularly but ultimately answers to the ISV Board.

Term:

Cricket: Coaches will be appointed for 1 year with a 1 year option. The appointment will be reviewed 1 month after the relevant tournament. Either party, Coach or ISV, may exercise the option to resign or withdraw the position which may be re-advertised. After a Coach has spent 2 consecutive years in the position, the job must be re-advertised. The immediate past Coach may apply.

Netball: Per Tournament via application and will serve from the date of the appointment until 1 week after the scheduled tournament.

TEAM MANAGER

Background:

- Must have tactical knowledge of the game of Indoor Netball or Cricket and be aware of the social and personal requirements of elite players.
- Must hold driver's licence during preparation and at tournament.
- Must be over 21 years of age.

Job Role:

- Assist the Coach generally in training sessions.
- Provide logistical support whilst travelling to and during the tournament.
- Liaise where necessary with the STCC and ISV Office on the team's requirements.
- Be responsible for the wellbeing and return in good condition of any ISV equipment provided for their team's use.
- Attend briefings at the tournament as requested by the CA/ISV.
- The Coach is to itemise the job expectations of the Team Manager (e.g. wash shirts, provide drinks, drive buses, take stats, etc.)

Responsibility:

The Team Manager will be directly responsible to the Coach in the first instance but ultimately answers to the STCC.

Term:

From the date of the appointment until 1 week after the scheduled tournament.

UMPIRE

Background:

- Must be Level 1 Accredited and be able to maintain a high standard at Nationals level.
- Must show consistent record of participation as an Umpire at CV/ISV tournaments.

Job Role:

- Provide Coaches with honorary assistance during the majority of the training programme. (Although they may not be required to attend every session, Umpires will be expected to liaise with the Coach to determine their needs).
- Officiate as the Umpire representing Victoria at the National Titles under the direction of the CA/INA Umpire Co-Ordinator.
- Participate in any CA/INA Accreditation course if available whilst at the tournament.

Responsibility:

- The Umpire is responsible in the first instance to the STCC but must liaise closely and work harmoniously with the relevant tournament Coaches during preparation.
- The Umpire will partake as a representative of CV/ISV and will be expected to follow the same Code of Conduct as the players and other Officials. At the tournament, the Umpire will be under the supervision of the Tournament Organiser or the tournament's nominated Umpire Co-Ordinator.

Term:

Appointed for each tournament.

Notification of Vacancies for Official Positions

- i) All vacant positions will be notified annually with a view to finalising appointments before zones.
- ii) Notification will take place through all or any of the following resources;
 - Memo or newsletter sent to all financial ISV centres.
 - Posters for display on notice boards of financial ISV centres.
 - Advertisement in mass media. Facebook, twitter, ISVwebsite.
 - Public announcements at major events/functions.
 - Personal invitation by STCC.

Applications for Vacancies

- i) Applicants must apply by the date requested to be considered. The closure date for applications may be extended or the position re-advertised if in the opinion of the STCC there are insufficient qualified applicants.
- ii) At the discretion of the STCC, Team Managers and Umpires from the previous season may be personally approached and advised that applications are open.
- iii) All applicants are to apply in the first instance by contacting ISV Office per phone or email to advise their interest.
- iv) Applicants will be sent an Application/Agreement Form and a copy of the Guidelines after having contacted ISV Office. They are to read the Guidelines, Fill out the application details, sign the agreement to abide by the Guidelines and send the Form to ISV by the date requested before further consideration is given to their application.
- v) The Application Forms will be passed onto the Chairman of the STCC after the deadline for receipt.

Appointment Process

i) *Method of Appointment*

COACH:

Will be appointed by the STCC. Appointments can be made directly from applications or by further interview if required. The CEO may be consulted for advice when choosing Coaches.

TEAM MANAGER:

Will be appointed by the STCC after consultation with the Coach to assess the compatibility of the two persons and after agreement as to the specifics of their job.

UMPIRE:

Will be appointed by the STCC/ISV in consultation with the State Director of Umpiring if appropriate.

In all cases, the Chairman of the STCC will assess the need for interviews and advise the applicants accordingly.

ii) *Notification of Appointment*

All applicants, successful and unsuccessful, will be notified of the decision as soon as practicable.

STCC Briefing Session

Coaches and Officials will be required to attend a briefing session with the STCC as soon as possible after their appointment and when invited by the STCC to do so.

Performance

Appointments will be subject to satisfactory performance. The STCC, after consultation with the CEO, has the right at any time (including during a tournament) to dismiss a Coach or Official who is deemed to be performing unsatisfactorily.

Extended Term

The term of appointment may be extended where a pending tournament makes the normal appointment procedure impractical.

Coach Indisposed

Should a Coach not be able to carry out his/her duties through illness or other reasons, he/she will be replaced by a person chosen by the STCC at a time it believes is appropriate.

Unofficial Personnel

Anyone assisting the teams on an unofficial basis must be sanctioned by the STCC

GUIDELINE 6: NOTIFICATION TO POTENTIAL PLAYERS

- a) Players will be notified of pending CV/ISV tournaments via all or any of the following resources:
- Memo or newsletter sent to all financial ISV centres.
 - Posters for display on notice boards of financial ISV centres.
 - Centre Management advice to players.
 - Coach, Team Manager or ISV representative.

Information contained will include: the Coach's name and contact number, venue and date of first trial, tournament venue and dates, anticipated costs.

- b) Notification will be given approximately one month before trials begin. Players who find out through word of mouth may contact ISV for more details if necessary.

GUIDELINE 7: PLAYER ELIGIBILITY

ISV Requirements

Players must fulfil the following qualifications before being eligible for selection for a State Team:

MENS:

- Must be 15 years or older.
- Must have qualified for finals in any grade of Vicleague, Superleague or Majorleague in prior year unless prevented from playing through injury or illness in which case medical evidence may be required.
- Must be currently playing in Superleague/Majorleague.
- Must be available on competition dates and be prepared to pay all associated costs.
- Must have qualified for finals in the Zones tournament prior to the National tournament.
- Must attend netball trials as set by STCC and played 75% of Superleague or Majorleague in prior year.

WOMEN:

- Must be female, 15 years or older.
- Must have qualified for finals in any grade of Vicleague, Superleague or Majorleague in prior year unless prevented from playing through injury or illness in which case medical evidence may be required.
- Must be currently playing in Superleague/Majorleague

- Must be available on competition dates and be prepared to pay all associated costs.
- Must have qualified for finals in the Zones tournament prior to the National tournament.
- Must attend netball trials as set by STCC and played 75% of Superleague or Majorleague in prior year.

MASTERS

- Can be male or female (depending on grade).
- Must have qualified for finals in any grade of Vicleague, Superleague or Majorleague in prior year unless prevented from playing through injury or illness in which case medical evidence may be required.
- Must be currently playing in Superleague/Majorleague
- Must fulfil the age requirement as specified by the CA/INA.
- Must provide proof-of-age.
- Must be available on competition dates and be prepared to pay all associated costs.
- Must have qualified for finals in the Zones tournament prior to the National tournament.
- Must attend netball trials as set by STCC.

JUNIORS:

- Can be male or female (depending on grade).
- Must have qualified for finals in any grade, domestic or League, in prior year in ISV member centre (cricket only)
- For netball, Juniors are not required to qualify as there is not a junior specific competition.
- Must fulfil the age requirement as specified by the CA/INA.
- Must provide proof-of-age.
- Parent/Guardian permission for players 17 and under is required to participate in the tournament. (A form will be provided for this purpose).
- Must be available on competition dates and be prepared to pay all associated costs.

VICSRAPID:

- Can be male or female.
- Must fulfil the criteria laid down by the Au rapids Association.
- Must be nominated by an ISV member centre.
- Must be available on competition dates and be prepared to pay all associated costs.

CA/INA Requirements

i) Player Agreement/Code of Conduct

All players must complete and sign a Player Agreement/Code of Conduct Form and agree to abide by the CA/INA Code of Conduct. The Form must be provided to the CA/INA 14 days prior the commencement of the event, and for netball they must be handed in at the managers meeting as set by the host centre.

ii) Residential Status

Players shall be eligible to participate in National Championships only for the State in which they reside unless:

- They apply to their home State for clearance on the basis that they play regularly for a centre not in their State of residence.
- Their regular centre is a member of a recognised State body outside their State of residence.
- They are invited to participate for a State other than a State for which they are eligible to participate under the current CA/INA Invitational Player policy.

One State Team Representation per Player

Once selected in a team, a player is not eligible to participate in another team playing at the same tournament.

GUIDELINE 8: TRIALS/SQUAD REDUCTION/ TRAINING PROGRAMME

Trials System

CV/ISV employs the trials system to select its State Team players. This is described in 'C' below.

Coach / STCC Consultation

The Coach must develop the trials/training programme in consultation with the STCC.

Trial / Training Period

- i) The expectation is that the selection and preparation of teams is to be completed within 15 weeks from first trial to team departure. Flexibility is given to Coaches to vary the period when weekend breaks such as Easter can cause inconvenience.
- ii) the most convenient day for trials /training, from the point of view of court availability, travel and League schedules is weekends around 10.00am-12.00pm.
- iii) Additional training sessions outside the compulsory sessions may be scheduled if and when required, so long as they do not prejudice players' selection who can not make the additional sessions as a result of work, distance or other reasonable commitments.

Trials

- i) The trials period will cover a maximum 5 sessions (cricket) and 3 sessions (netball) at one per week. At the conclusion of the last session, the final squad must be selected. (This must also be a minimum of 10 clear weeks prior the commencement of the event).
- ii) New players are to have every chance to show their ability under match conditions. Coaches/Selectors must therefore use actual games in the trials period to determine the better players.

Squad Reduction

Squads will be reduced to workable quantities as follows:

- i) **Cut to 16**
For cricket, all squads must be reduced to 16 by the end of the 5th trial session. Players must attend at least 4 of the first 5 trials to be eligible for selection in the squad of 16. Ignorance of training times and venues will not be taken into account. However, extraordinary circumstances may prevail to prevent players reaching training. The STCC is to be consulted by the Coach if extraordinary circumstances are to be presented as an excuse for exempting players from this Guideline.

Coaches should ensure that the squad of 16 is a balance of all types of players (bowlers, batters, and keepers, fielders) to overcome the problems caused by injury to specialist players. Players can only be added to the squad of 16 to replace those who withdraw or who on the evidence are not likely to overcome illness or injury to participate effectively at an elite level. Replacements must be from those who legitimately attended the early trials.
- ii) Cut to 10-13 for Netball or 12 for Cricket

Coaches must advise the STCC within the first 2 weeks of trials when the cut to 10 or 12 will be made. Only players from the squad of 16 can advance to the final squad of 10 or 12 subject to all players being fit and available.

Should any player be injured during the last 6 weeks of training and be considered unlikely to play, one of the 6 players who missed final selection can be chosen as replacement.

Final Squad Numbers

- i) Only 10-13 (netball) or 12 (cricket) players Maximum can be selected to represent Victoria in any team.
- ii) The Team Manager or Coach, if eligible, may be used as an extra player in the event of injury. If the specific tournament rules allow.
- iii) All teams will have a maximum of 14, representing that team in cricket this can be made up of 11 players, coach, ass coach and team manager or 12 players coach and team manager. Netball can be made up of 10 players (ladies) or 13 (mixed) and can include the coach and team manger as part of this team.

Emergency Players

- i) Players may be named as emergencies.
- ii) Players named as emergencies must be chosen before others if a selected player is unable to take their position in the selected team.

General Trial / Training Programme Criteria

- i) The trials/training programme must be prepared with consideration to the following;
 - All players are to be given a fair and reasonable chance to perform.
 - The location of training venues and times must take into account extent of travel for players.
 - No training is to take place outside what can reasonably be expected of Indoor Cricketers/Netballers. Any alternative training routine is to be cleared with STCC.
 - Any alternative training is to be funded by the squad.
 - Training is to be scheduled at times that are accessible to the large majority of players.
 - Teams playing at the same tournament should work together during part of their training as a means to build camaraderie and pride in each other's performance and in what they are representing.
- ii) Coaches/Managers must discuss training and selection programmes at all stages with the STCC. They will be required to maintain a record of player attendance at training for review by the STCC.

Broad Selection Philosophy

Attendance at training is only one factor in assessing players. Fitness, known performance level and general demeanour are other factors to be considered. Failure to attend training is not to cause automatic exclusion from participation but will be a significant factor. However, without good reason, it must weigh against the player's chances of selection.

Player Pre-Trial Expectations

Prospective players should be advised where possible that a fitness programme (if appropriate) and endurance training should be initiated prior to trying out to ensure that their skills are not adversely affected by attending trials unfit and lacking stamina.

Employer Permission

- i) Following the selection of the squad of 16, all players concerned must approach their employer to ensure that they are able to have the time off to travel and play in the tournament. If necessary, the STCC will write to their employer to verify the matter.
- ii) Players not available through inability to get time off work should advise the Coach immediately this is known.

GUIDELINE 9: SELECTORS

- a) The Coach will act as the sole official selector and will be responsible for the reduction of squads to the final 10/12.
- b) The Team Manager may be referred to for selection opinion at the discretion of the Coach.
- c)
 - i) after the Captain has been appointed, the Coach may refer to him / her for selection opinion.
 - ii) If the Coach is also a player and Captain, the Vice Captain will become the point of reference.
- d) The Coach may select outside assistance with selection but the position will be unofficial and unrecognised. Anyone assisting in this way is to be notified and approved by the STCC.
- e) The Coach cannot be vetoed in selection except by the STCC. This would be for reasons such as: player misconduct; player unqualified under ISV rules; failure to pay tournament costs; failure to participate in trials and training as required; injury or illness; failure to agree to Guidelines.

GUIDELINE 10: TEAM CAPTAIN/VICE CAPTAIN

- a) A Team Captain and Vice-Captain must be selected at the earliest opportunity. Preferably, the Captain should be announced when the squad is reduced to 16. Otherwise, the selection must be made no later than one week prior the final squad selection. In the event this is not done, the STCC may intervene and make an appointment (cricket only). Netball captains will be selected 4-6 weeks out of the tournament and appointed by the Coach. In the event this is not done, the STCC may intervene and make an appointment.
- b) The selection will be made after consultation by the Coach with the STCC.
- c) A playing Coach will be known as the Captain/Coach.
- d) In the event that circumstances prohibit the appointed Captain from attending the tournament as a player, the Vice Captain will become Captain.
- e) If the Captain is subject to disciplinary action and suspended he/she will be replaced by the Vice Captain as Captain.
- f) The extent of authority between Captain and Coach with regard to initiating game strategy during a match is a matter for resolution by the two persons before the tournament commences.

GUIDELINE 11: MASSEUR/PHYSIOTHERAPIST

- a) On request from the teams, a Masseur or Physiotherapist will be appointed to attend the needs of the teams at the relevant tournament. The appointment will be made by the STCC, subject to the appointee's acceptance of the forgoing conditions and guidelines.
- b) The cost will be incorporated into the relevant team budgets. Teams are not bound to contribute if they do not want the service.
- c) The appointee will travel as a representative of ISV and will be expected to observe and comply with the Behaviour Code/Code of Conduct.
- d) The appointee will be required to service all teams contributing to their costs at each tournament. ISV will supply a medical kit bag for each masseurs/therapists with all essential items, this must be checked prior to the tournament by appointee's and replenished at the conclusion of the tournament at ISV/CV cost.
- e) The appointee will be responsible to the Coaches who must be aware of the appointee's workload and use his/her time efficiently.

GUIDELINE 12: UNIFORM

Playing Uniform

- i) The Victorian uniform will be designed and produced under the direction of the CEO through the STCC.
- ii) The colours will be predominantly Navy Blue with White trim. This balance of colours must not alter. Yellow may be added but must be the lessor of the three.
- iii)

CRICKET - The playing uniform will consist of: 2 x playing shirts; 1 x tracksuit top; 1 x pair playing pants and 1 x pair long pants plus 1 x pair shorts.

NETBALL – The compulsory state netball uniform will consist of 1 dress (females), 2 x playing shirts (males), shorts, travel shirt, training tank, full tracksuit and bag.
- iv)

CRICKET - The CV logo will be positioned on the right breast of the shirt and top. For National titles, the CA logo will be positioned on the left breast and will nominate the year of the tournament. The main sponsor's badge will be worn at all tournaments on the right shirt sleeve. The left shirt sleeve will be numbered with characters 75mm deep. The Victorian insignia will be placed on the back of the shirt and top.

NETBALL – The ISV logo will be positioned on the left breast and the INA logo will be positioned on the right breast. Surnames will be displayed at the top, in the middle on the back of dresses/shirts. State Netball uniforms are not to carry any sponsor logos.
- v) Various areas on the uniform can be made available for sponsorship on request to the STCC for cricket only (also refer to Sponsorship Guidelines).
- vi) All shirts and playing pants must be completely matching in style and colour. Where a sponsor's logo is included it must also be matching. (Player names and numbers are exempt).
- vii) When required by the CA/INA, player names will be included on the playing shirts in a position to be advised.
- viii) All teams at the same carnival must be dressed the same. Additional clothing resources must benefit all teams and must be authorised by the STCC.

- ix) The CA/INA tournament rules relating to uniform will also apply, and may vary from time to time.

Dress Shirt (Cricket) and Officials Shirts (Netball)

- i) Dress shirts/Officials shirts will be provided for each of the players, Officials and Masseurs selected in the final squad. The style and colour will be designed by the STCC/ ISV.
- ii) All teams will wear the same uniform style if practicable in the 12 month period January to December.
- iii) Only the uniform authorised under these rules and as approved by the STCC can be worn at a tournament.
- iv) Dress shirts/Officials shirts, jumpers, pants, etc. must be authorised by the STCC.
- v) The ISV/CV logo must not be worn on any clothing without permission, nor must it be used in part nor amended.
- vi) Only the immediate needs of the Officials and players will be produced. Extra shirts and tops will not be produced or permitted to be reproduced.
- vii) Permission must be given by the CEO for any company to produce merchandise associated with ISV State Teams. The producers will be expected to pay a percentage fee of sales to ISV. Any such requests, together with proposed designs, are to be made through the STCC/ISV.

Dress Standards

- i) Team members will follow the directions of the STCC with regard to dress requirements at any time before, during and after the series.
- ii) On court, players will ensure they wear clean, white runners ("white" means predominately white and obviously so) and white socks unless otherwise directed (cricket only).
- iii) The Victorian uniform for the year of competition and only that uniform will be worn into the tournament centre and onto court by all team members and Officials whether participating or not.

GUIDELINE 13: TRAVEL

- a) Players who wish to stay on or travel to a different destination at the completion of the tournament will not have their fee reduced. Any variation in travel arrangements must be advised to the STCC. The Behaviour Code is expected to be upheld should the person be in State uniform under these circumstances.
- b) Players are expected to travel with the team. Special circumstances may prevail that prevent players from travelling with the team. These will be considered by the STCC on request.
- c) Air travel will be via the carrier with which the State or Australian bodies have a sponsorship arrangement.
- d) Umpires will travel with the teams but may be required to travel early if seminars are held pre-tournament.

GUIDELINE 14: ACCOMMODATION

- a) The minimum number of nights' accommodation required will be booked on a shared room basis.
- b) Players and Officials are to room in the same building or in units within the same property.
- c)
 - i) Partners of participants are to room separately whether it be in the same premises or another premises. Participants may join their partners by agreement with the Coach and STCC. In these cases, participants will be expected to be back in their rooms at a designated hour (cricket only).
 - ii) Participants who wish to take advantage of this opportunity must advise their intentions within 2 weeks of selection. The Coach or STCC is authorised to replace any player who does not participate within the terms of this Guideline (cricket only).
 - iii) Parents and/or partners of players are **NOT** allowed to stay at the same accommodation where squads/teams are booked (netball only).
 - iv) A squad dinner will be arranged on a designated night to allow parents/partners to mingle with their partner/child and other squad members.
- d) Umpires will be accommodated with the other Championship Umpires in separate premises for the duration of the tournament.
- e) Personal expenditure (e.g. phone calls, meals) must be paid by the individual.

GUIDELINE 15: TRANSPORT AT THE TOURNAMENT

- a) Where necessary, mini buses will be provided for each team for transport during the tournament.
- b) The buses can only be driven by a person authorised by the STCC and who is 25 years old and licensed to do so.
- c) Buses must be returned to the depot in the same condition they were collected. The fuel tank must be full when returned.
- d) Teams will be liable for the cost of repairs to damage caused by negligence.

GUIDELINE 16: EQUIPMENT

Medical

A medical kit is to be provided for each tournament and replenished as required. State netball representatives are required to supply their own strapping tape/fixomol at each tournament.

Player Equipment (Cricket Only)

At this level, players are expected to provide their own playing equipment (gloves, bats, protectors, knee and elbow pads, sweat bands, etc.).

Travel Bag/Drink Bottle

Subject to a sponsorship arrangement, ISV/CV will provide a carry bag and drink bottle for each participant.

GUIDELINE 17: PRESENTATION FUNCTION AND TEAM PHOTOS

Presentation Function

- i) All participants are encouraged to attend the Presentation Function (if provided) at the end of the tournament. Attendance is compulsory, unless prior arrangements have been organised with the coach/manager.
- ii) Those attending are still subject to the supervision of the Coach and Team Manager and any ISV/CV representative who may be in attendance. Attendees will be expected to behave in accordance with broadly accepted community standards at such functions.

Team Photos

The team photo session must be attended by all participants at the time designated by the Tournament Organiser.

GUIDELINE 18: HEALTH STATEMENT/NEXT OF KIN/HEALTH COVER

- a) All players and Officials are required to advise if they have any health problems that ISV/CV should be aware of. (E.g. medication, special diet, travels sickness etc.) This will be provided on a compulsory Indemnity form that each player/official/umpire must fill in.
- b) Team members are required to advise the contact name and number of next of kin in case of emergency.
- c) Team members must provide their own accident health cover and ensure they have sufficient travel and personal insurance.
- d) Players/Officials agree to participate at their own risk.

GUIDELINE 19: DISCIPLINE

Disciplinary Processes

All participants are expected to act as role models in the lead up, during and at the conclusion of tournaments. The tournaments are not an excuse for individuals to display their special brand of non-conformity and single-mindedness through anti-social behaviour.

CA/INA and CV/ISV take a very serious viewpoint when it comes to maintaining their reputation for staging and participating in tournaments offensive or destructive behaviour will not be tolerated. Accordingly, participants should be aware that there are several avenues for taking disciplinary action against State Team representatives who misbehave:

- i) **CA/INA Disciplinary Committee**
- Any misconduct occurring during a tournament, whether during competition matches or not, shall be reported as soon as possible to the Tournament Director in writing.
 - The Tournament Director shall, if appropriate, convene a meeting of a CA/INA Disciplinary Committee who shall have the power to deal with the offender/s, and who will deal with the report. If necessary, further action may be recommended to the CA/INA Executive.
 - CA/INA Executive shall hold absolute power to deal with any matter referred to by it by the Disciplinary Committee, and shall impose penalties as it sees appropriate after due consideration of the material presented by the Disciplinary Committee.
 - CV/ISV will support the terms of any suspension handed down by CA/INA and could extend the decision to cover any CV/ISV sanctioned tournaments for the same period.
- ii) **CV/ISV State Team Disciplinary Committee**
- The Coach, Team Manager, Captain and any CV/ISV Official representative present at the time are authorised to act as a Disciplinary Committee if required to investigate misbehaviour by team members. This authority is given before, during and after the series.
 - The Disciplinary Committee may take whatever reasonable measures to discipline team members. This may range from omission from the selected team to immediate dismissal and expulsion from the series.
 - Officials are subject to the same disciplinary measures as players. The STCC or General Manager may be referred to in this case.
- iii) **ISV/CV Disciplinary Hearings: Suspended Players**
Players and Officials found guilty of misconduct during CV /ISV tournaments and suspended through any of the above hearings will be prohibited from playing in the relevant National tournament if it falls within the suspension period.

Code of Conduct

Participants must read and agree to support a Code of Conduct which applies individually or collectively to all players, Coaches, Managers and Officials of teams which participate in tournaments sanctioned and controlled by the CA/INA.

All participants in these events have the duty to maintain and encourage the highest level of fair play. They are expected to set an example in conduct and are obliged to avoid unfair practices which are detrimental to the sport.

GUIDELINE 20: DAMAGE TO PROPERTY

Players /Officials will agree to pay all damages caused through their negligence.

GUIDELINE 21: TEAM COSTS

Players and Officials Contribution

Players and Officials will be expected to cover their cost of participation.

Estimate

- i) An estimate of participation costs will be prepared jointly by the STCC and CV/ISV Office. The estimate will take into account the expected items of expenditure including the following:

COMPULSORY

- Nomination Fees
 - Travel to tournament (air, bus etc.).
 - Transport at tournament (bus hire).
 - Uniform (playing & dress).
 - Accommodation.
 - Masseur (if appointed on the request of a team).
 - Presentation Function.
 - Team Photo.
 - State Dinner ticket
 - Medical
 - Registration
- ii) Participants will be advised of the estimate within the first three trial sessions.
- iii) The cost per person will be calculated by dividing the total Compulsory Costs by the number of participants.
- iv) Umpire costs will be calculated separately. They will receive a full uniform (cricket only). Netball Umpires will be expected to cover their own costs associated with participating at an ISV/INA tournament.
- v) If a Masseur is used, their costs will be funded by the players of the teams using the service.

Alternative Travel Arrangements

- i) The STCC will consider reasonable requests from participants to arrive at tournament destinations other than with the main team. These requests must be made 4 weeks prior the tournament. Costs will be adjusted accordingly.
- ii) Participants who wish to extend their stay can only do so by arrangement with the STCC.

Meals, Refreshments, etc.

Individuals must cover the cost of meals, refreshments, phone calls, cabs and other personal items. Any expenditure on these items put on account at the place of accommodation must be paid for by the individual before departure.

ISV Account

All money receivable and payable relevant to the preparation of a State Team will be controlled through an ISV account which has at least two signatories.

Non Payment

All money collectable from players and Officials must be cleared through the ISV account 2-4 weeks before the team is due to travel. Players or Officials cannot participate as a State Team representative if they have not paid money owing by the due date.

GUIDELINE 21: SPONSORSHIP/FUNDRAISING

The onus for raising funds to reduce participation costs lies with the teams. Teams are entitled to raise funds through sponsorship or other means such as raffles, functions, special events, etc.

Sponsorship

All sponsorship arrangements must be approved by the ISV. Sponsorship deals must also satisfy the following conditions:

- i) All teams playing at the same carnival must benefit from a sponsorship. (Sponsorships negotiated by CV/ ISV will be excluded from this Guideline).
- ii) Sponsorship deals must not conflict with acknowledged ISV/CV sponsors.
- iii) Sponsorship money must be paid prior to the tournament for distribution to participants.
- iii) Sponsorship money is to be paid into an account controlled by ISV.
- iv) ISV/CV has the sole rights to State uniform sponsorship branding.

Fundraising

- i) Fundraising moneys raised by individual teams will remain their money and is to be divided equally.
- ii) Any prizes connected with fundraising must be procured before the sale of tickets, or auction, etc.

Fundraising before Team Selection

Fundraising and sponsorship negotiations can commence before the selection process by agreement with the STCC. However, potential State level players must understand that if they participate in pre-selection fundraising & sponsorship projects it should not be assumed that this fact will have an influence on their selection.

Distribution to Players

- i) Participation costs will be reduced regardless of which team or group raised the greatest amount. (sponsorship only)
- ii) Should the amount raised through sponsorship exceed the total costs, the excess will be retained in the account for use by future State Teams.
- iii) The STCC/ISV will determine the amounts to be distributed to each participant.

GUIDELINE 23: TOURNAMENT DETAILS

Game Rules

The Rules for each tournament will be specified annually. Generally, they will be the CA/INA Game Rules and By-Rules currently in force. Any amendments will be advised before trials commence.

Ball Type

To be specified prior each tournament.

Fixture

Coaches have the right to object to any feature of a fixture which they believe is unreasonably disadvantageous to their team. Complaints on this matter must be made through the STCC within one week of receipt of the fixture.

GUIDELINE 24: CONFIDENTIALITY/INFLAMMATORY STATEMENTS

- a) The disclosure of confidential discussions between Officials, STCC and Board members is expected to be limited to those who are directly affected.
- b) Officials and players must abide by the code of conduct media rules;

Without limiting the other standards set out in this document, players and officials must not make public comments or comments to the media that are detrimental to the interests Indoor Sports Victoria / Cricket Victoria. Media includes, but is not limited to, social media outlets such as Facebook, Twitter, Blogs, Forums and other media that may arise in the future.

This conduct includes, without limitation:

- Publicly denigrating or criticising another player, team official, or team against which they have played or will play, whether in relation to incidents which occurred in a match or otherwise.
- Publicly denigrating or criticising Cricket Australia, Cricket Victoria, Indoor Sports Victoria, Tournament officials, or its respective commercial partners
- Denigrating or criticising another player or official by inappropriately commenting on any aspect of his or her performance, abilities or characteristics.

- c) Violation of the above code of conduct Guidelines will lead to disciplinary action, and may result in removal from the team.

GUIDELINE 25: CA/INA ANTI-DOPING POLICY

The CA/INA, being a National Sporting Organisation assisted by the Australian Sports Commission, abides by the policies of the Australian Sports Drug Agency. All players should be aware that testing is possible at National Championships and that the penalties that follow from a positive result are severe.

GUIDELINE 26: AGREEMENT TO ABIDE BY GUIDELINES

- a) All Officials and players will sign an agreement whereby they agree to abide by these Guidelines before being eligible to participate.
- b) Decisions taken outside these Guidelines by Officials must be cleared beforehand with the STCC. Failure to do so could jeopardise the position held by the Official concerned.