



KISSING POINT CRICKET CLUB

PO Box 529 Turrumurra NSW 2074

www.kissingpointcc.com.au

COACHES AND MANAGERS MANUAL 2020/2021

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1. 2020/2021 Management Committee

Please refer to the KPCC website for Committee members details www.kissingpointcc.com.au

2. Introduction

2.1. Welcome from the Committee

On behalf of the Kissing Point 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 Club and in honouring our commitment to the players. Your response has again been very positive.

The Committee has been very busy preparing for the new season. In completing team allocations, the Registrar & Committee have endeavoured to cater for each player's preferences indicated on the registration form, however this is not always possible. Friend requests, player safety and the players ability to engage are all key considerations when forming teams.

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 its growth and continued well-being. The Committee therefore invites a representative from **each team** attend the monthly Committee meetings whenever possible.

2.1.1. COVID-19 Guidelines for Coaches & Managers

All participants need to play a role in keeping themselves and others safe when it comes to Covid-19. The onus is on all of us to do what we can to slow the spread of this virus. As Coach and Manager of the team, we rely on you do help implement the return to play guidelines and protocols.

You have been sent the KPCC COVID Guidelines for Coaches & Managers digital folder.

This contains:

- KPCC COVID Manual for Coaches & Managers
- Return to Playing – Playing Conditions & Enforcement Options
- Return to Playing – Practical Guidelines
- Return to Playing – Hygiene and Behaviour Protocols
- Return to Playing – One Page Checklist
- Cricket Australia – COVID-19 Guidelines for Cricket Activity
- Cricket Australia – Return to Training & Play FAQ

Please ensure you read, understand and implement these guidelines and protocols.

Every player must read and understand the 'Return to Playing' guideline documents.

2.2. The Objective of Junior Cricket

At KPCC we believe that Junior Cricket is about girls and boys learning the skills to play the game, be part of a team, and have fun.

Junior cricket is **not** about winning for the sake of winning. During the season, all coaches are encouraged to rotate their players to ensure they are given an equal opportunity to develop and be involved in the game of cricket.

In view of the above objectives, all coaches should complete the free “Introduction to Cricket Online” course available at <https://www.cricketnsw.com.au/get-involved/coaching-cricket> . In addition, Level 1 courses are run every year by the Association. The costs associated with any coaching courses are paid for by the club. You will be advised when and where they are being run and we encourage all coaches to attend.

2.3. Philosophy Statement

It is Club policy that all members of the Club be provided an equal opportunity to play a fair game of cricket. This ensures that all players have an enjoyable season.

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. The primary objective is not to win games or competitions. 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”. It is adherence to this philosophy that helps the Club grow.

2.4. KPCC Code of Behaviour

KPCC have fully endorsed Cricket Australia’s Looking After Our Kids Code of Behaviour. Australian Cricket’s Looking After Our Kids Code of Behaviour details the expectations of acceptable behaviour of all persons who are responsible for the care and wellbeing of Children and Young People in our sport.

All persons must:

1. Ensure all Children and Young People participating in cricket feel safe, included, encouraged and supported.
2. Use positive guidance strategies to ensure that Children and Young People are respected and treated fairly, giving positive and constructive feedback rather than negative criticism. If an individual is required to discipline a Child or Young Person, they must ensure that appropriate techniques are used with the safety and wellbeing of the Child or Young Person being considered.
3. Put the welfare of Children and Young People first by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted.
4. Promote good sportsmanship by encouraging Children and Young People to be considerate of players, officials and volunteers.
5. Ensure that physical contact with a Child or Young Person is appropriate for delivery of the program or services such as skill development or correction, fitting equipment or to provide comfort or support.
6. Use appropriate language and communication techniques when dealing with Children and Young

People, providing clear direction, guidance and avoiding language that is:

- a. discriminatory, racist or sexist;
- b. derogatory, belittling, negative, sexual, profane or offensive; or
- c. intended to threaten or be harmful to the Child or Young Person.

7. Avoid one-on-one unsupervised contact with Children and Young People at all times.

8. Ensure change room and accommodation arrangements are appropriately considered to allow for suitable supervision whilst recognising the privacy of Children and Young People.

9. Not take photos, videos or other recordings of Children and Young People without the prior consent of their parent or guardian. Any photos, videos or other recordings must be in connection with the Child or Young Person's participation in our sport.

10. Not seek to or contact Children or Young People outside contact that is required as part of the scope of the individual's role in our sport.

11. Not engage in inappropriate conversations in the presence of Children and Young People, including communication on social media, email or mobile phone.

12. Not supply alcohol or drugs to Children or Young People or be under the influence of alcohol or drugs when in the presence of Children or Young People

2.5. The Coach

Thanks for volunteering to coach your child's team. Remember that you are not alone – there is a whole team of parents to call on for assistance with tasks like Scoring etc. We do however, ask that coaches complete a coaching course and an umpire's course.

A free "Introduction to Cricket Online" course available at <https://www.cricketnsw.com.au/get-involved/coaching-cricket> . In addition, Level 1 courses are run every year by the Association. The costs associated with any coaching courses are paid for by the club. You will be advised when and where they are being run and we encourage all coaches to attend.

The HKHDCA usually runs an umpiring course early in the season. We will advise details when they are available.

2.5.1. Hints for Coaches

1. Create a positive coaching environment by:
 - learning names quickly
 - smiling
 - praising and encouraging
 - 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:
 - individuals, pairs and group work non-competitive, self-paced work
 - cooperative team work
 - supervised play with guided instruction
 - free play
 - equal opportunity for all players
 4. Teach one skill or one part of a skill at a time.
 5. Demonstrate what to do, not what not to do. If you can't demonstrate, choose someone who can.
 6. Involve all children in every activity.
 7. Provide instant feedback and use your voice well.

2.5.2. Golden Rule Summary

DO	DO NOT
Encourage and praise	Give fitness sessions for primary school children
Encourage fair play & good habits	Abuse or shout at children
Have fun yourself	Smoke or swear
Wear appropriate training gear	Treat them as little adults
Let them play	Train young children (U8-U10) for more than one hour
Organise your session	Focus on the competition table

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:

1. Improving their skill level
2. Playing, using the skills of the sport
3. Having a good relationship with the coach
4. Being selected in the team, not on the bench
5. Competing and trying to win
6. Having an exciting close game
7. Being with friends
8. Wearing the correct uniform
9. Beating their opponents
10. Receiving medals or trophies.

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

Players' advice to coaches:

- Don't yell so much
- Teach us more
- Give us more involvement
- Let us express ourselves
- Don't have favourites
- Encourage more

Past surveys have shown that players come to play with KPCC because we are a local club, they want to play with friends, and they want to improve their skills. Winning was the least important item.

3. Coach and Manager Details

3.1. Coach's responsibilities

The Coach runs the team. He or she is responsible for the preparation and control of the players during the matches. However, the coach should support players to develop in all areas of the game including captaining the team

Under 11 – Under 13, a captain should be appointed to run the team when fielding, Coaches may assist captains to set the field and coach individual players on the field between overs only, provided neither disrupts the general flow of the game.

Under 13 – Under 16 - No on field coaching is permitted. May assist Captains set fields and recommend changes. The Captain, however, is to make all decisions. Coaching is restricted to breaks between innings and other scheduled breaks or, when dangerous situations become apparent. Off field coaching is allowed provided it does not interfere with the game.

Coaches are responsible for ensuring the team kit is brought to each game. A match ball, the score book, stumps and bails are essential. Coaches are also responsible for the return of the kit bag and signing it off with the Equipment Officer at the end of the season.

All Level 1 – Level 3 players are required to wear a helmet and a protector when batting and it is the coach's responsibility to ensure this. Wicket keepers standing up to the stumps must also wear a helmet. If players are reluctant to wear other protective equipment, it is the coach's responsibility to point out the rules of the Association in this regard and to explain the safety Aspects of the equipment.

If a player will not wear the approved protective gear, the KPCC Committee cannot allow the player to play.

3.2. Manager's responsibilities

The Manager assists the coach with team administration. The Club requires that all managers become familiar with all the aspects required to conduct a game of cricket and the rules under which matches are played. It's important that managers get to know all parents involved with the team so that all participants feel welcome and comfortable with each other. It's a good idea

to have a team sheet at the start of the season providing all player details as well as Mum & Dad's names and contact phone numbers, however bear in mind each player's right to privacy.

This season KPCC will be using TeamApp for all club communication and as an information hub for the club. Managers and coaches will be provided admin access for your team. We recommend that you use TeamApp for team communication as well as team schedules etc.



The manager should ensure that rostered parents are available to act as umpires or scorers and assist players getting ready, etc – a [roster form](#) for this is found in section 4.3. The manager should also ensure that the field and umpires are ready to commence play at the designated time, although duties for this may be delegated to parents. This includes setting up the field (boundary markers, stumps, etc), sweeping the pitch (if required) and inspecting the field for dangerous items (eg. dog poo, glass, etc).

Prior to each game a pre-match inspection should be done. This is easily done using the Free Match Day Inspection App available from the App Store or Google play



The manager is also responsible for communication between the team and the Club. The Club Secretary and Junior Coordinator convey information during the season via e-mail to coaches and managers who are required to relay this on to their team members.

Managers are responsible for the publication and recording of team results. Stage 1 Match result and score to be entered, no player scores/stats, Stage 2 and Stage 3 Match Results and Player Statistics are to be entered in the MyCricket Site, after both Day One and Day Two by all teams by 9pm on the Sunday following the days play.

3.3. The Season

A normal junior cricket season commences on the second Saturday in September and continues until the middle of December, then takes the summer school holidays break. The season recommences on the first Saturday after Australia Day and concludes at the end of February. Semi-finals are usually the first two Saturdays in March, with the Final an all day match on the Sunday immediately following the conclusion of the semi-finals.

3.4. Starting and finishing times

A full description of starting times and game durations can be found in section 3.1 of the rules. A brief summary is as follows:

The Junior committee will circulate a copy of the draw when available which will detail start times for games. The draw can also be viewed at <http://www.hkhdca.com.au/>

Please ensure your players are at the game half an hour before the scheduled start of play and are ready to commence play on time. It may be possible to delay the start of a game due to ground unsuitability or wet weather – see section 3.5 below.

Please note that other teams are likely to be playing on the field after your game finishes. They have the right to ask you to stop playing if you have not finished by the time they are supposed to start so please make sure you watch the time it is taking to get through overs and speed things up if required.

3.5. Wet Weather Procedure

Unlike soccer or other winter sports, the Association is very unlikely to make a decision on play during wet weather. It is up to the managers and coaches of individual teams to decide whether play can occur. In summary:

- Strictly speaking, teams should always turn up to play, regardless of the prevailing weather, unless managers have previously agreed play should not occur. If an agreement has not been made and a team of at least six players does not turn up, the opposing team may claim a forfeit, even if the weather is unsuitable for play.
- You may wait for up to two hours before abandoning a game. Both teams must agree that the ground is fit for play to commence.
- In practise, if it is raining or likely to rain, coaches/managers will usually contact each other to decide whether play may proceed. If one team believes play may be possible, both teams must turn up at the ground or the opposing team may claim a forfeit. If you are scheduled to play on a ground nearby and conditions are marginal, the coach or manager should ideally go to the ground early to inspect the oval and pitch. If you consider it unsafe to play, contact the opposition and advise them of the situation.
- If a decision is made that the game should be cancelled, the Manager must communicate this to the parents as soon as possible.

In determining whether to ask teams to turn up or not, please be mindful of distances that may need to be travelled.

Please note Rule 3.18 : “If lightning is observed and the time between the lightning strike and the associated thunder ‘clap’ is less than 30 seconds, play must immediately be suspended. At this point all Players and Umpires must leave the field. Play may resume not less than 30 minutes after the last occurrence of a gap of less than 30 seconds.”

Please see rule 3.19 for guidelines for rain interrupted games

3.6. Dress

Players are expected to be correctly dressed on the playing field.

- | | |
|-------------------|--|
| ☐ Shirt | KPCC white shirt (short or long sleeve) |
| ☐ Shorts | White (long pants optional) |
| ☐ Shoes and Socks | Predominantly white shoes & white socks |
| ☐ Cap or Hat | KPCC cap or a broad brimmed hat with KPCC logo |

☒ Sunscreen Should be worn at all times

The KPCC shirts, caps and wide-brimmed hats are available for purchase online at www.kissingpointcc.com.au

3.7. Club Activities to Remember

3.7.1. Skills Coaching

Kissing Point Cricket Club provides every team with the opportunity to receive some professional coaching. You will be advised of the dates and time for your teams' opportunity to participate

3.7.2. Team photographs

Junior team photographs are usually held every year on a Friday night in November, at the Auluba Road club house. Team managers will be notified via e-mail when the date and times have been set and should inform all their players. Players should wear full Club uniform.

3.7.3. Junior Presentation

End of season junior presentation will be held in late March/early April at the club house. Team managers will be advised via e-mail of the exact date and times (see section 3.12).

3.8. Committee Meetings

The KPCC Committee meets monthly at the Auluba Clubhouse. As stated earlier, a representative from each team is encouraged to attend. Meeting dates are published on the web site under KPCC / Upcoming Events.

3.9. Match balls

The soft plastic match balls for Stage 1 (U8-U10) should be used over at least two matches (ie. over two Saturdays). Stage 2 and Stage 3 (U11 – U16) teams use one ball per innings, whether one or two day.

Please return any unused balls with the kit bag at the end of the season as new balls are a significant cost to the club every year.

3.10. Used match balls

Used match balls can be added to your kit for practice balls. Please return balls in reasonable condition at the end of the season with your cricket kit as this ensures we have practice balls available to hand out at the commencement of the next season. Please do not give away used balls as this just means we will be short of practise balls next season.

3.11. Player Registrations

If during the season a fill-in player is used, please contact the registrar for advice about how to arrange registration

3.12. Junior Presentations

A Junior presentation ceremony will be held at the end of the season. All players will receive a participation trophy. An addition three trophies are awarded for each team in Stage 2 and Stage 3 (U11-U16):

- Batting Award
- Bowling Award
- Coaches Award

Coaches are requested to provide a summary of the season for inclusion in the annual report, which is provided to all players at the Junior Presentation night. Examples of these can be found on the club website.

3.13. Care of equipment

The Club invests a significant amount in providing a cricket kit for each team. It is requested that each Coach and Manager takes due care of the gear and ensures that all items are accounted for after use each week and are signed-off with the Equipment Officer at the end of the season. If any gear is in need of repair or replacement, contact the Equipment Officer as soon as possible.

3.14. Helmet policy

It is Association policy that each batsman MUST wear a safety helmet when batting – no exceptions.

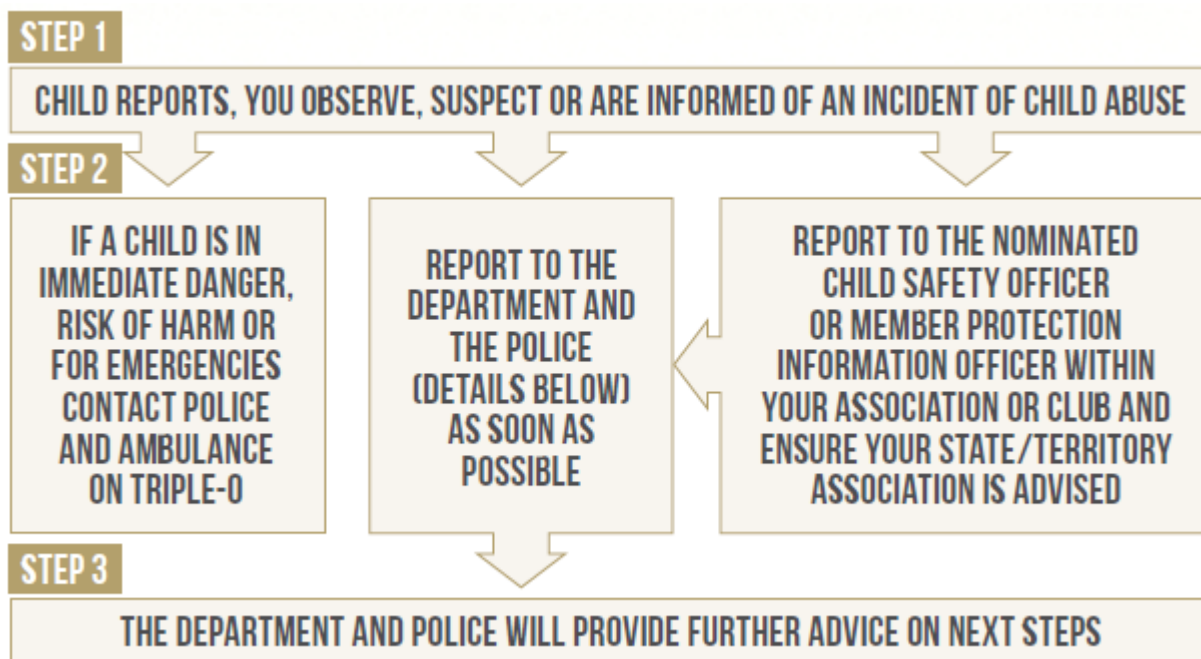
3.15. Accidents

If anyone from your team is unfortunate enough to sustain an injury during the season, please record details of the incident for insurance purposes and file a report with the Juniors Coordinator as soon as possible. You'll find a form for this in section 4.1.

If an accident occurs during a game, acclaim can be submitted via the match day inspection app.

3.16. Responding to Incidents

Everyone within our sport plays a role in safeguarding Children and Young People. In the event of an incident, disclosure, complaint, allegation or suspicion of child abuse, follow these important steps – further information can be found in Australian Cricket's Policy for Safeguarding Children and Young People.



3.17. Issues and Complaints

For Issues with opposing teams obviously try to sort it out with the other team at the time. If the problem cannot be resolved amicably, contact the Club Committee and if a decision is taken to pursue the matter, the President will write to the Association and/or the other Club concerned.

For issues, such as persistent late collection of children, or on-going behaviour, which cannot be resolved within your team please contact the age Co Ordinator for assistance.

3.18. Age group qualifications

The base date for a cricket season is midnight on August 31 at the beginning of that season. If, for example, a player is 11 years-old on August 31, that player would qualify as an U12 player for the coming season. Any players aged 16 or more at midnight on August 31 are not eligible for junior cricket.

3.19. Use of the nets

The nets offer an opportunity to broaden the training and coaching offered to our players, however this opportunity brings a responsibility for the Club and the Coach overseeing the net session. 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 net sessions in a controlled manner to reduce these risks. There are benefits for the players both in reduced risk and in practice content if the session is kept controlled and structured.

Please note that in the nets junior players shall not bowl more balls than the equivalent number of overs they are allowed to bowl in a game (see Rule 3.9). This is a Cricket Australia requirement. Due to this it is recommended that U8-U10s do not undertake net training.

The following sections outline some suggestions for running a net session, but more importantly they describe a code of conduct for coaches and players that must be applied in the net area.

3.19.1. Running a Net Session

Net sessions can result in the development of poor player technique if players are not coached during the session. The session should have an aim for both batsmen and bowlers – aimless practice does little to develop the skills of young players. Players should be encouraged to practice as if they were playing a game, ie. marking out run ups, taking guard, etc. Ensure that the skill levels of players in a net are matched.

Coaches should involve themselves with both the bowlers and the batsmen, setting objectives for the session and introducing coaching points such as stance, grip, follow through, shot selection, bowling tactics, etc. The batsmen should be asked if there are any particular problems they are working on or if they have been dismissed in the same way on a regular basis. This helps the coach identify batting weaknesses. Let the bowlers know these weaknesses too and get them to attempt to bowl at them. It's good practice for a bowler to look for a weakness in a batsman and then to bowl at it.

Coaches should umpire the session by giving cricket decisions to both bowlers and batsmen, eg. LBW, no ball, caught, wide, 4 / 2 / 1 run scored, etc.

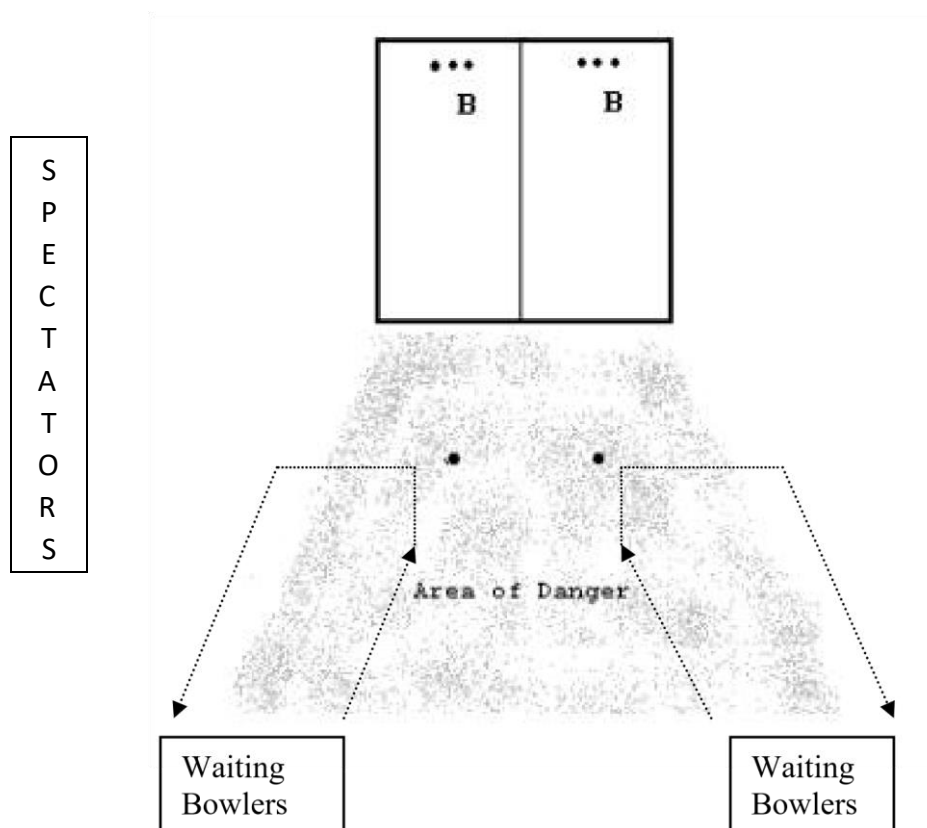
It is advisable that net safety instructions (see below) are given to all players at the same time and then reinforced by regular reminders. As stated above, the coach should also be mindful of the recommended Cricket Australia restrictions on young bowlers, which will determine how many batsmen can use the net in any one training session. Once bowling restrictions are reached, the team should retire to the field for other activities.

3.19.2. Net session checklist

- Check the facility for its suitability for use. Check for loose netting, sharp objects (broken glass etc), adequate light for batsman, sand & leaves 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, eg. no bike helmets in nets, shoes in good repair, etc.
- One responsible adult to run each net. This person should 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 diagram)
- Bowlers leave net area by designated route (see diagram)
- Keep spectators to a designated safety area
- Advise all bowlers 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.
- All bowlers should understand net safety:
 - Bowl only when then batsman is ready
 - Advise batsman of bowling action or change of action

- Constantly watch batsman even when not bowling
- Always exit net area as instructed and wait for next delivery in designated area
- All action stops when the coach in either net calls “STOP”
- All batsmen should understand net safety:
 - Always wear gloves, pads, helmet and protector
 - Empty your pockets (hard items in pockets could cause injury if struck by ball)
 - Never wear jewellery or watches
 - All action stops when the coach in either net calls “STOP”
- 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.

3.19.3. Organisation of players



4. Forms

4.1. Incident Report Form

Please use this form to report any accidents that occur during training and/or matches.

4.2. Equipment checklist

Team: _____ Date Taken: _____

Coach: _____ KPCC: _____
Please Print Official Please Print

Signature: _____ KPCC: _____

***** Date

Returned: _____

Signature: _____ KPCC: _____

Equipment	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				
New balls				
Practice balls				
Thigh pad				
Protector				
Ball counter				
Bowler markers				
Kit Bag				

Score Book			
Rubber Mallet			

4.3. Team Roster

Please use this roster for your team to help organise the assistance of your parents.

Date	Name of Umpire	Name of Scorer	Name of Assistant (dressing players and/or training)
Round 1 – Sep 12			
Round 2 – Sep			
Round 3 –			
Round 4 –			
Round 5 –			
Round 6 –			
Round 7 –			
Round 8 – Dec			
	Summer School	Holiday	Break
Round 9 – Feb			
Round 10 – Feb			