



# **Kissing Point Cricket Club**

## **By-Laws**

**Version 7 – May 2025**

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## Part 1 - Preliminary

### 1. Definitions

(1) In these by-laws:

**adult member** means a member 18 years of age or older.

**affiliated club** means a club affiliated with the association.

**executive** means the executive management team.

**HK&HDCA** means Hornsby Ku-ring-gai & Hills District Cricket Association.

**junior member** means a member under the age of 18 years.

**KPSC** means Kissing Point Sports Club Incorporated.

**KPCC** means Kissing Point Cricket Club.

**match** means:

- a) any cricket match approved by and played under the rules of an affiliated cricket association.
- b) any cricket match organised and/or approved by the committee which involves members of the club playing against other members (for example in club T20 or one day matches).

**NSJCA** means North Shore Junior Cricket Association

**ordinary committee member** means a member of the committee who is not a board member.

**office bearer** means any person elected or appointed to a position of authority by the club, including but not limited to non-executive board members and Public Officer. An office bearer may be a non-financial volunteer.

**player** means a financial member who is registered as a player for that season.

**the Act** means the *Associations Incorporation Act 2009* of New South Wales.

**the association** means the Kissing Point Sports Club Incorporated.

**the club** means the Kissing Point Cricket Club.

**the board** means the Board who manage the running of the club, which consists of the president, the vice-president, the secretary, the treasurer and the appointed non-executive directors.

**the Regulation** means the *Associations Incorporation Regulation 2016* of New South Wales.

### 2. By-Laws

- (1) The committee may make by-laws not inconsistent with the association's constitution for or with respect to any matter that by the constitution is required or permitted to be done or that is necessary or convenient for the carrying out of or giving effect to the constitution.
- (2) The association, as the parent body, and all affiliated clubs are governed by the association's constitution. The club's By-Laws are a supporting regulation to the constitution.
- (3) Amendments to the by-laws of the club shall be determined and approved by resolution at a committee meeting of the club and ratified at a KPSC meeting.

## **Part 2 - Membership**

### **3. *Application for membership\****

- (1) The executive will establish a membership deadline, whereby all membership monies are due on or before this date, subject to any scheme approved in a) below.
  - a) Members shall pay in full, or another scheme as approved by the committee.
  - b) Members that have not paid their due membership within the time frames set by the committee will not be allowed to play and will not be selected until membership is received.
- (2) Junior members are not eligible to vote at any meeting of the club.
- (3) Members of the club include all office bearers, life members, coaches and managers.

### **4. *Fees and subscriptions***

- (1) A member of the club must pay to the club a joining fee and/or annual subscription fee as determined by the committee and prescribed in the by-laws.
- (2) Subscription fees for each subsequent cricket season for the categories of membership set out below will be set and ratified by the committee as soon as possible following its Annual General Meeting each year.
  - a) Seniors:
    - All Age (all grades) - full annual membership.
    - Student.
    - Casual – casual fill-in players must pay a per day fee as determined by the committee.
  - b) Juniors:
    - Cricket Blast (Under 5 - Under 7-year-olds).
    - Under 8.
    - Under 9 – Under 10.
    - Under 11.
    - Under 12 - Under 17.
- (3) For new full-time senior and junior players from U8 upwards (this includes graduating Cricket Blast players), registration includes a free KPCC cricket cap.
- (4) If a member has three or more family members (including the member) registered full-time in the club in a given calendar year, each of the family members is eligible for a 15% family rebate on the club fee component by application to the treasurer.
- (5) Financial hardship consideration is available upon written application to the Board for players and families facing genuine financial hardship. It is at the sole discretion of the Board as to whether a player is entitled to a partial or total fee waiver.
- (6) Board members and Executive Team members are entitled to a fee discount to be determined at the Annual General Meeting each year.
- (7) Other individuals who have contributed significantly to the running and operations of the club may also be eligible for a fee discount, subject to the Board's approval.

### **5. *Life Members***

- (1) The Board shall accept nominations for Life Membership from any member. Life membership is not automatic but recognises exceptional service to the club outside the playing of cricket.

- (2) To be eligible, a member must have given outstanding and conspicuous service to the club for a period of at least 10 years and/or;
- (3) Life Membership shall be considered for members and ex-members who have played two hundred (200) or more senior HK&HDCA matches for the club.
- (4) If meeting the above condition in By-Law 5.2 and 5.3, nominees shall be considered in accordance with a points system approved by the Board.
- (5) Nominees will be considered and elected by special resolution at a Board meeting and their appointment as Life Members shall be confirmed at the next Annual General Meeting of the club.
- (6) Life Members shall be honoured guests of the club at all club functions and shall have the additional right to speak at any committee meeting.

## **6. *Playing record of members***

- (1) The committee shall have the power to determine which matches shall be authorised to be included in the playing records of the club, taking into consideration records from Cricket Australia and from club archives.

## **7. *Dispute resolution and disciplining of members***

- (1) Initial dispute and discipline related incidents are to be raised with the cricket association applicable to the match or incident.
- (2) In the event that board decides the above action or response is not satisfactory then it can be referred to the Cricket Australia Integrity Unit (<https://www.cricket.com.au/integrity/see-it-hear-it-report-it>)
- (3) The Integrity Unit manages concerns surrounding the game including:
  - a) Integrity related matters such as doping, match-fixing or corrupt or illegal activity.
  - b) Inappropriate conduct such as bullying, harassment, sexual harassment and/or discrimination.
  - c) Child safeguarding.
  - d) Online harassment or cyber-abuse.
  - e) Other Misconduct.
- (4) Incidents can be reported by any member of the club or general public:
  - a) Phone: 1300 FAIR GAME
  - b) Email: [fairgame@cricket.com.au](mailto:fairgame@cricket.com.au) or [integrity@cricket.com.au](mailto:integrity@cricket.com.au)
  - c) Online form: <https://qrs.ly/FairGamePublic>

## **Part 3 - The Board and Executive Management Team**

### **8. *The Board and Executive Management Team***

- (1) The Board of the club consists of:
  - a) the President
  - b) the Vice President
  - c) the Secretary
  - d) the Treasurer
  - e) up to 2 two board appointed Non-Executive Directors
- (2) The Executive Management Team is to consist of:
  - a) the Director of Cricket
  - b) the Director of Grounds & Operations
  - c) the Director of Member Health and Well-being
  - d) the Director of Communication & Engagement
  - e) the Director of Finance & Administration
  - f) the Director of External Revenue
- (3) The Board and Executive Management Team composition shall consider gender balance whenever possible.
- (4) Other members shall be appointed by the Board and/or Executive Management Team as required in line with Kissing Point Cricket Club Organisation Structure (Appendix A).
- (5) Board members are to hold office until the next annual general meeting following the date of the member's election and is eligible for re-election.
- (6) The Non-Executive Directors and the Executive Management Team shall be appointed by the Board after the Annual General Meeting.
- (7) Individuals appointed to the roles by the Board and/or Executive Management Team must fulfil their duties to the best of their abilities and can be replaced at any time by the Board if determined to be not fulfilling their required responsibilities and duties.
- (8) The Board must conduct a minimum of six meetings per year.

### **9. *Financial Year***

- (1) The financial year of the club shall commence on 1<sup>st</sup> June each year and end on 31<sup>st</sup> May the following year.

### **10. *President***

- (1) The President is a member of the Board.
- (2) The role of the president of the club is to provide the principle leadership and responsibility for the club.
- (3) The president should:
  - a) be well informed of all club activities and able to provide oversight.

- b) work collaboratively with fellow committee members and representatives of all affiliated clubs.
  - c) have a good working knowledge of the association's constitution, the association and club by-laws and duties of office bearers.
- (4) Specific duties include but are not limited to:
- a) Chair executive, committee and general meetings, ensuring that they are run efficiently and effectively to the agreed agenda.
  - b) Act as a signatory in all legal and financial matters.
  - c) Regularly focus the committee's attention on matters of governance that relate to its own structure and role.
  - d) Periodically consult with committee members on their roles and help them to optimise their contributions.
  - e) Work with the executive to ensure the necessary skills are represented and that a succession plan is in place to help find new executive members when required.
  - f) Serve as a spokesperson when required.
  - g) Assist in the development of partnerships with sponsors, external funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club.
  - h) Communicate regularly and systematically with the Presidents of the affiliated clubs, the association and the HK&HDCA.
- (5) The president is also charged with ultimate discretion and confidentiality in respect to committee deliberations and leadership of the fellow members of the committee in the conduct of their roles.

## **11. Vice President**

- (1) The Vice President is a member of the Board.
- (2) The role of the vice president of the club is to support the president and provide assistance in various areas of the club. The vice president is act as a shadow to the president, learn from the president and be prepared to take on the leadership role if needed.
- (3) The vice president should:
- a) be well informed of all club activities and able to provide oversight.
  - b) work collaboratively with fellow committee members and representatives of all affiliated clubs.
  - c) have a good working knowledge of the association's constitution, the association and club by-laws and duties of office bearers.
- (4) Specific duties include but are not limited to:
- a) Chair executive, committee and general meetings, ensuring that they are run efficiently and effectively to the agreed agenda where president is not available.
  - b) Assist in all legal and financial matters where required.
  - c) Regularly focus the committee's attention on matters of governance that relate to its own structure and role.
  - d) Periodically consult with committee members on their roles and help them to optimise their contributions.

- e) Work with the executive to ensure the necessary skills are represented and that a succession plan is in place to help find new executive members when required.
- f) Serve as a spokesperson when required.
- g) Assist in the development of partnerships with sponsors, external funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club.
- h) Communicate regularly and systematically with the Presidents of the affiliated clubs, the association and the HK&HDCA where required.

## **12. Secretary**

- (1) The Secretary is a member of the Board.
- (2) The role of the secretary is to keep accurate records of all administrative undertakings including:
  - a) the by-laws and policies of the club
  - b) a register of office-bearers including contact details.
  - c) the names of members present at committee and general meetings.
  - d) minutes of all proceedings at committee and general meetings
- (3) Secretarial duties include but are not limited to:
  - a) Development of the agenda in consultation with the president, and distribution of the agenda and any associated paperwork no later than 48 hours prior to any meeting.
  - b) Management of minutes of committee and executive meetings, including recording the minutes and ensuring they are distributed to committee members within 7 days of the meeting.
  - c) Responsibility for ensuring that accurate and sufficient documentation exists to meet legal requirements.
  - d) Ensuring that the records of the club are maintained as required by law and made available when required by authorised persons. Records may include founding documents, lists of committee members, committee meeting minutes, financial reports and other official records
  - e) Ensuring that proper notification is given of committee and general meetings as specified in the constitution.
  - f) Management of general correspondence of the club.
  - g) Helping the committee to provide systematic communication to members and other relevant stakeholders.
- (4) The secretary may be the nominated person to receive and file relevant Working With Children documentation.
- (5) The Secretary may hold the position of the club's Public Officer and fulfil the Public Officers duties, unless delegated to another office-bearer.

## **13. Treasurer**

- (1) The Treasurer is a member of the Board.
- (2) The role of the treasurer is to be responsible for the financial supervision of the club to allow the committee to make sound and informed decisions, based on good governance principles.
- (3) The treasurer is responsible to:



- a) provide overall guidance in the periodic reporting of income and expenses and regularly report on the club's financial status to the committee and to the association
  - b) prepare annual operational budget and cash-flow projection
  - c) maintain financial information that supports the committee's long-term strategic decision-making.
- (4) Treasurer's duties include but are not limited to:
- a) Provide advice to the committee in their management of the club's finances.
  - b) Monitor the administration of all club financial affairs.
  - c) Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval.
  - d) Ensure development and committee review of financial policies and procedures.
  - e) Support any required auditing process.
  - f) Ensure that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.
  - g) Manage processes for receipting and banking all incoming monies, and payment of all accounts authorised by the club.
  - h) Present financial reports at committee meetings and the association committee meetings.
  - i) Oversee the annual affiliation payments and financial status of registered members; and
  - j) Be a signatory on the club's accounts.
  - k) Be responsible and accountable for the use of a rechargeable debit card for club expenses.
- (5) The Treasurer is also charged with ultimate discretion and confidentiality in respect to committee deliberations that are financial in nature.

## **14. The Executive Management Team**

- (1) The Executive Management Team are board appointed roles which consist of:
- a) The Director of Cricket
  - b) The Director of Grounds & Operations
  - c) The Director of Member Health & Well-being
  - d) The Director of Communication & Engagement
  - e) The Director of Finance & Administration
  - f) The Director of External Revenue.
- (2) The roles are based on membership of the Executive Management Team and report directly to the Board which is the peak custodian of the Club's governance. Executive Management Team Members are expected to work closely and in alignment with the other Executive Management Team members to support the club's strategic plan and operating imperatives.
- (3) Competencies - General:
- a) Knowledge of corporate governance-the ability to facilitate the governance processes and ensures compliance with applicable laws.

- b) Facilitate leadership-the ability to inform and brief fellow directors on current organisation matters and strategies and the ability to lead constructive and timely discussion and debate, drawing on the expertise of the Management Committee, to review strategies.
- c) Business acumen-the ability to build an effective working relationship with the various committees and fellow Management Committee members, having a strong understanding of the financial aspects of Management Committee responsibilities.
- d) Developing people-experience in developing people, evaluating performance, succession planning and executive remuneration.
- e) And may have specialist expertise in:
  - Accounting and Finance - the ability to read and comprehend the organisation's accounts, financial material presented to the Management Committee, financial reporting requirements and some understanding of corporate governance.
  - Legal - the Management Committee's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities.
  - Risk management - experience in managing areas of major risk to the organisation.
  - Managing people and achieving change -experience in current management thinking on employment and branding, engagement, strategic vision and stakeholder communication; knowledge of executive remuneration and compensation.
  - Industry knowledge - experience in similar organisations or industries.

(4) Competencies – Personal

- a) Integrity–fulfilling a director’s duties and responsibilities, acting ethically, having appropriate independence, and putting the organisation’s interests before personal interests.
- b) Collaborative leader - an effective chairman needs to be able to engage in an ongoing, robust working relationship with the office holders of the Sub-committees and the administrative staff, to ensure that the Management Committee has the necessary information it requires for effective decision-making. The chairman also needs to be able to inspire the individual contribution and participation of each Management Committee member to fully utilise their collective expertise to set the aims, strategies, and policies of the club.
- c) Collegial communicator-the ability to engage and communicate with all stakeholders.
- d) Emotional intelligence-as well as self-awareness and self-management; the chairman needs to be able to motivate individuals and groups and be able to empathetically manage situations where strong emotions are present.
- e) Commercial astuteness-demonstrate good business instinct and acumen and be able to use this in a variety of situations, including mentoring the other members of the Management Committee.
- f) An active contributor with genuine interest in the organisation and its business.

## **15. Director of Cricket**

(1) Reports to

- a) Board

(2) Reports in

- a) Associate Directors and other Managers, Coordinators and staff within the Cricket Program
- (3) Liaises With
  - a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.
- (4) Position Overview
  - a) The Director of Cricket has primary responsibility for delivering the Club's Cricket Program.
  - b) The Director will lead a team of (currently) four Associate Directors that each have responsibility for the Skill Acquisition; Junior programs; Senior programs and Cricket Discovery Programs respectively. The Director in association with the Associate Directors; Managers and Coordinators will develop the Cricket Program in line with the Club's Vision and Mission and overall Strategic Plan.
- (5) Key Responsibilities
  - a) Participate in and contribute to the Club's joint executive management effort.
  - b) Attend regular and ad-hoc Board and Executive Meetings.
  - c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan.
  - d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator);
  - e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate.
  - f) Ensure compliance with all relevant legislation including Child Protection and Privacy Laws.
  - g) Work with the coaching and technical team to develop the Club's On-field Philosophy; and
  - h) Actively engaged in the process to identify, recruit and develop the Club's coaching and technical team.
- (6) Must Have
  - a) Experience and track record leading a community sporting on-field program.
  - b) Access to own phone, PC, Wi-Fi and transport.
  - c) A desire to engage young people in sporting activity.
  - d) An ability to be objective and delegate responsibilities.
  - e) An appreciation of our Vision
- (7) Nice to Have
  - a) Experience in leading a team in a professional environment.
- (8) Time Commitment
  - a) Up to 2 hours per week both in-season and during the off-season
- (9) Remuneration and benefits
  - a) Annual Remuneration: Voluntary
  - b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

## **16. Director of Grounds & Operations**

### **(1) Reports to**

- a) Board

### **(2) Reports in**

- a) Building and Grounds Manager, Match-day Operations Manager, Canteen Manager, Uniform and Equipment Manager and other Managers, Coordinators and staff within the Directorate.

### **(3) Liaises with**

- a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.

### **(4) Position Overview**

- a) The Director of Grounds & Operations has primary responsibility for managing the Club's facilities and Match Day Operations.
- b) The Director will lead a team of Managers and Coordinators that will be charged with managing the Club's buildings and grounds; match-day volunteers and staff; canteen and bar operations; uniforms and equipment.

### **(5) Key Responsibilities**

- a) Participate in and contribute to the Club's joint executive management effort.
- b) Attend regular and ad-hoc Board and Executive Meetings.
- c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan.
- d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator).
- e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate.
- f) Maintenance of the Club's Buildings & Grounds.
- g) Management of Match Day Operations.
- h) Management of the Bar & Canteen; and
- i) Management of the Club's Uniform & Equipment requirements.

### **(6) Must Have:**

- a) Experience and track record in community sporting event management.
- b) Access to own phone, PC, Wi-Fi and transport.
- c) A desire to engage young people in sporting activity.
- d) An ability to be objective and delegate responsibilities.
- e) An appreciation of our Vision

### **(7) Nice to Have:**

- a) Experience in leading a team in a professional environment.

### **(8) Time Commitment**

- a) Up to 2 hours per week both in-season and during the off-season

(9) Remuneration and benefits

- a) Annual Remuneration: Voluntary
- b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

**17. *Director of Member Health & Wellbeing***

(1) Reports to

- a) Board

(2) Reports in

- a) Welfare Advisory Panel; Manager of First Aid & Medical Support; Manager of Member Welfare Support; and other Managers, Coordinators and staff within the Directorate.

(3) Liaises with

- a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.

(4) Position Overview

- a) The Director of Health & Wellbeing has primary responsibility for the Club's efforts to provide a safe, happy and healthy environment for its members and visitors.
- b) The Director will lead a team of advisors, managers, coordinators and officers within the Welfare Advisory Panel; the Member Welfare Support Department and the Medical Support Department including the Club's team of on-field "trainers".

(5) Key Responsibilities

- a) Participate in and contribute to the Club's joint executive management effort;
- b) Attend regular and ad-hoc Board and Executive Meetings;
- c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan;
- d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator);
- e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate; and
- f) Ensure compliance with all relevant legislation including Child Protection and Privacy Laws.

(6) Must Have:

- a) Access to own phone, PC, Wi-Fi and transport;
- b) A desire to engage young people in sporting activity;
- c) An ability to be objective and delegate responsibilities;
- d) An appreciation of our Vision and Mission; and
- e) Working With Children Check.

(7) Nice to Have:

- a) Experience in leading a team in a professional environment; and
- b) Experience in the medical or allied health industries.

(8) Time Commitment

- a) Up to 2 hours per week both in-season and during the off-season
- (9) Remuneration and benefits
  - a) Annual Remuneration: Voluntary
  - b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

## **18. Director of Communications & Engagement**

- (1) Reports to
  - a) Board
- (2) Reports in:
  - a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.
- (3) Liaises with
  - a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.
- (4) Position Overview
  - a) The Director of Communications & Engagement has primary responsibility for delivering the Club's Communication & Engagement strategy.
  - b) The Director will lead a team of Managers and Coordinators that will be charged with managing the Club's day to day communications via a number of mediums as well as the overall engagement with key stakeholder groups including the membership base.
- (5) Key Responsibilities
  - a) Participate in and contribute to the Club's joint executive management effort;
  - b) Attend regular and ad-hoc Board and Executive Meetings;
  - c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan;
  - d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator);
  - e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate;
  - f) Further develop and implement the Club's Communication and Engagement strategy.
- (6) Must Have:
  - a) Experience and track record community sporting club communications;
  - b) Access to own phone, PC, Wi-Fi and transport.
  - c) A desire to engage young people in sporting activity.
  - d) An ability to be objective and delegate responsibilities.
  - e) An appreciation of our Vision.
- (7) Nice to Have:
  - a) Experience in leading a team in a professional environment.

- b) Experience in corporate communications.
- (8) Time Commitment
  - a) Up to 2 hours per week both in-season and during the off-season.
- (9) Remuneration and benefits
  - a) Annual Remuneration: Voluntary
  - b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

## **19. Director of Finance & Administration**

- (1) Reports to
  - a) Board.
- (2) Reports in
  - a) Finance Manager; Registrations Manager; Administration and Compliance Manager; and other Managers, Coordinators and staff within the Directorate.
- (3) Liaises with
  - a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.
- (4) Position Overview
  - a) The Director of Finance & Administration has primary responsibility for delivering the Club's Financial, Registration and general administrative obligations.
  - b) The Director will lead a team of Managers and Coordinators that will be charged with managing the Club's day to day financial and administrative functions including budget preparation and coordination, bookkeeping and reporting, member registrations, statutory compliance, policy documentation and workforce training.
- (5) Key Responsibilities
  - a) Participate in and contribute to the Club's joint executive management effort;
  - b) Attend regular and ad-hoc Board and Executive Meetings;
  - c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan;
  - d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator);
  - e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate;
  - f) Assist the Financial Controller (Treasurer) and Secretary to fulfil the Club's compliance obligations.
- (6) Must Have:
  - a) Experience and track record in finance and administration related disciplines;
  - b) Access to own phone, PC, Wi-Fi and transport;
  - c) A desire to engage young people in sporting activity;
  - d) An ability to be objective and delegate responsibilities;

- e) An appreciation of our Vision
- (7) Nice to Have:
  - a) Experience in leading a team in a professional environment; and
  - b) Professional Accounting Qualifications.
- (8) Time Commitment
  - a) Up to 2 hours per week both in-season and during the off-season
- (9) Remuneration and benefits
  - a) Annual Remuneration: Voluntary
  - b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

## **20. Director of External Revenue**

- (1) Reports to
  - a) Board
- (2) Reports in
  - a) Sponsorship Manager, Grants Manager, Fundraising Manager and Merchandise Manager and other Managers, Coordinators and staff within the Directorate.
- (3) Liaises with:
  - a) The Board, Members, other Directors and Associate Directors, Advisors; Managers, Coordinators and subordinates; The board; State and national Governing Body; League Administrators, and other key stakeholders.
- (4) Position Overview
  - a) The Director of External Revenue has primary responsibility for overseeing the Club's Sponsorship, Grants, Fundraising and Merchandise activities.
  - b) The Director will lead a team of Managers and Coordinators that will be charged with managing the Club's Sponsorship Program; Government Grant Activity; Fundraising Program and Merchandise sales program.
- (5) Key Responsibilities
  - a) Participate in and contribute to the Club's joint executive management effort;
  - b) Attend regular and ad-hoc Board and Executive Meetings;
  - c) Develop, lead and mentor the Directorate team retaining suitable volunteers and staff to fill positions identified in the Club's Workforce Management Plan;
  - d) Lead the preparation and implementation of the annual budget within the Directorate (liaising with the Club's Budget Coordinator);
  - e) Lead, develop, advocate for and implement (where approved) policy amendments and advances within the Directorate; and
  - f) Grow the Club's Sponsorship, Grants, Fundraising and Merchandise Programs in line with agreed budgets.
- (6) Must Have
  - a) Access to own phone, PC, Wi-Fi and transport;
  - b) A desire to engage young people in sporting activity;



- c) An ability to be objective and delegate responsibilities;
- d) An appreciation of our Vision and Mission; and
- e) Working With Children Check.

(7) Nice to Have

- a) Experience in leading a team in a professional environment; and
- b) Experience in Government Grants; Community Sports Club Sponsorship; and Fundraising activities.

(8) Time Commitment

- a) Up to 2 hours per week both in-season and during the off-season

(9) Remuneration and benefits

- a) Annual Remuneration: Voluntary
- b) Travel and other expenses: Reasonable out of pocket expenses will be reimbursed

## **21. Public Officer**

- (1) Unless the role is delegated to another office-bearer, the secretary of the club shall, for the purpose of the Act and the association's constitution, be deemed to be the Public Officer of the club. If the role is or becomes vacant, the president shall, during the period of such vacancy, be the Public Officer of the club.
- (2) The club hereby indemnifies and will keep indemnified the Public Officer against all moneys adjudged to be payable by him or her by virtues of his or her office or by virtues of the proper exercise of this office.

## **Part 4 – Miscellaneous**

### ***22. Voting at the annual general meeting***

- (1) All members of the club are entitled to attend the annual general meeting of the club. All members of the club are entitled to debating privileges at the annual general meeting of the club.
- (2) The following members are entitled to voting privileges at the annual general meeting of the club.
  - a) The Board
  - b) Life Members
  - c) Members of the club
- (3) On any question arising at the annual general meeting of the club, a member who is entitled to vote has one vote only.
- (4) In the case of an equality of votes on a question at the annual general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (5) A member is not entitled to vote at the annual general meeting of the club unless all money due and payable by the member to the club has been paid.
- (6) A member is not entitled to vote at the annual general meeting of the club if the member is under 18 years of age.
- (7) All votes shall be given personally by the member.
- (8) Proxy voting shall not be accepted at or in respect of the annual general meeting of the club.
- (9) Neither electronic nor postal ballots shall not be conducted by the club to determine any issue or proposal.

### ***23. Club colours***

- (1) The formal colours of the club are red, white and royal blue in line with club brand guidelines.

### ***24. Affiliations***

- (1) The club is affiliated with Kissing Point Sports Club.
- (2) The club shall affiliate each year with the HK&HDCA and/or may choose to affiliate with another cricket association if otherwise voted at a suitably convened board meeting of the club.

## **Part 5 - Policies**

### **25. Code of Conduct**

Mandatory & enforceable codes of conduct for coaches, players, parents, supporters and officials.

The code of conduct is published on the club's website via link:

<https://www.kissingpointcc.com.au/about/resources/terms-and-conditions/code-of-conduct>

### **26. Financial Approval Process In-between Committee Meetings**

- (1) To facilitate governance and approval of operational expenditure items between committee meetings, up to \$500 can be approved by the Treasurer and the transaction authorised by a member of KPSC.
- (2) Alternatively, pre-approval for an amount exceeding \$500 may be obtained from the majority of the Board or at a committee meeting even though the amount is still to be finalised.
- (3) Any expenditure that has not been pre-approved as in clause (2) above and is in excess of \$500 shall require a special committee meeting to be convened for approval.
- (4) The Treasurer will hold a debit card with pre-loaded funds no more than \$1,000 to pay for any online and recurring expenses of the club.

### **27. Photography Policy – Acquiring and Displaying Images of Children**

This policy aims to reduce the risk of KPCC members' images being used for inappropriate purposes and ensures KPCC events and other activities protect the health, safety and welfare of children.

The Photography Policy is published on the club's website via link:

<https://www.kissingpointcc.com.au/about/resources/terms-and-conditions/photography-policy>

### **28. Senior Team Selection Policy**

This policy aims to articulate the process the club uses to select senior teams for matches so that players are aware of the reasons for a selection decision.

The Senior Selection Policy is published on the club's website via link:

<https://www.kissingpointcc.com.au/about/resources/terms-and-conditions/senior-selection-policy>

### **29. Senior Awards and Trophies**

The aim of this policy is to formalise the guidelines for senior awards and trophies to be presented at the senior cricket presentation night each season. Any non-financial member is ineligible for any award.

#### **(1) TEAM AWARDS**

For each team (excluding Twenty20 teams), four awards will be made each season:

- a) Batting Aggregate
  - Awarded to the batter who scores the most runs for the season in that grade including finals.
- b) Batting Award
  - Awarded to the batter with the best batting average for the season in that grade, with a minimum of 200 runs and 6 innings including finals.

- If no batter has scored 200 runs or more, the Batting Award will go to the batter with the highest batting aggregate.
- c) **Bowling Aggregate**
  - Awarded to the bowler who takes the most wickets for the season in that grade including finals.
- d) **Bowling Award**
  - Awarded to the bowler with the best bowling average for the season in that grade including finals, with a minimum of 20 wickets.
  - If no bowler has taken 20 wickets or more, the Bowling Award will go to the bowler with the highest bowling aggregate.

## **(2) SPECIAL ACHIEVEMENT AWARDS**

- a) **Century Trophies**
  - Awarded to batter who score a century.
- b) **Bowling Performance Trophies**
  - Awarded to bowlers who have taken:
    - 5 or more wickets in an innings.
    - 10 or more wickets in a match.
    - A Hat-Trick.
- c) Other trophies may be awarded for achievements deemed worthy at the discretion of the Director of Cricket.

## **(3) CLUB CHAMPION AWARDS**

- a) **Club Batting Champion**
  - Awarded to the batter with the highest batting aggregate for the season in all grades combined.
  - In the event of a tied number of runs, the trophy will be shared.
  - Excludes Twenty20 matches and finals.
- b) **Club Bowling Champion**
  - Awarded to the bowler with the most wickets taken for the season in all grades combined.
  - In the event of a tied number of wickets, the trophy will be shared.
  - Excludes Twenty20 matches and finals.
- c) **Club Wicket Keeping Champion**
  - Awarded to the wicketkeeper with the most dismissals (wicket keeper catches and stumpings) for the season in all grades combined.
  - Excludes catches in the field.
  - In the event of a tied number of dismissals, the trophy will be shared.
  - Excludes Twenty20 matches and finals.
- d) **Club Fielding Champion**

- Awarded to the fielder with the most number of catches in the field in all grades combined.
- Excludes wicket keeping catches.
- In the event of a tied number of catches, the trophy will be shared.
- Excludes Twenty20 matches.

e) Club Allrounder Champion (Scott Roberts Memorial Shield)

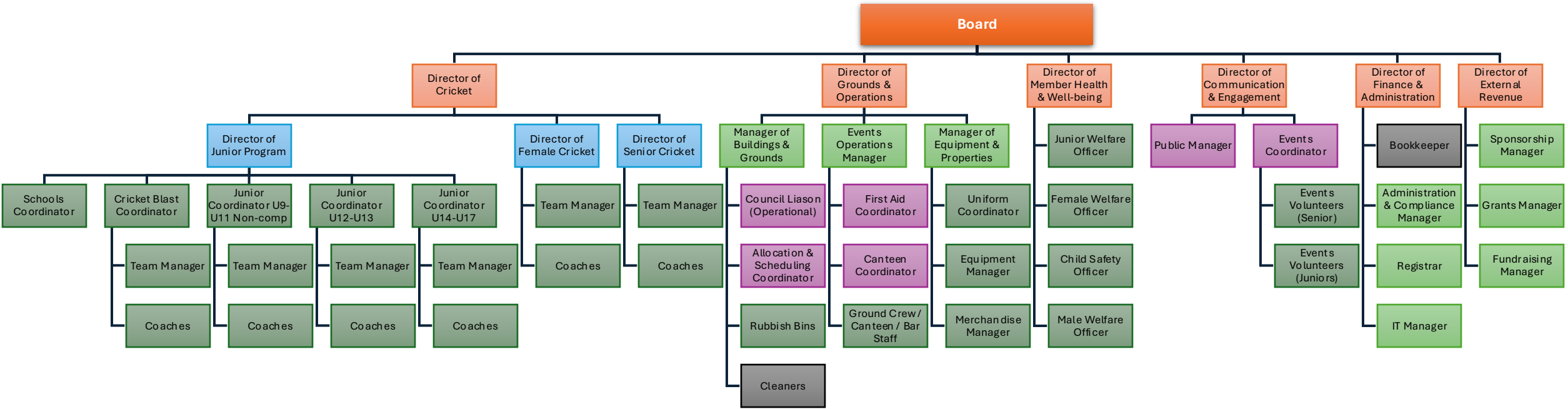
- 1st, 2nd and 3rd places (as determined by formula) to receive medals.
- The formula is derived and determined by an independent non-playing member or a trusted individual engaged by the Board for the calculation of place getters.
- The formula should be kept confidential, and knowledge of the formula is to only be shared with the members of the Board.
- 1st place name engraved on perpetual shield.
- Excludes Twenty20 matches, post season competitions and finals.

## **Part 6 - Appendix**

1. *Appendix A – KPCC – Workforce Structure v01.01 26052025*

# Appendix A - Kissing Point Cricket Club| 2025 Organisation Structure

The board will consist of:  
President:  
Vice President:  
Secretary:  
Treasurer:  
Up to two Appointed Non-Executive Directors:



- Board
- Director Level
- Associate Director Level
- Managers
- Coordinators
- Specific Roles
- Contracted