

ADCA Junior Sub-Committee

1. ADCAJSC Terms of Reference

- 1.1 The Executive Committee of the Albany and Districts Cricket Association Inc. (“**ADCA**”) has appointed a junior cricket sub-committee to be known as the ADCA Junior Sub-Committee (“**ADCAJSC**”), and ADCAJSC’s terms of reference have been adopted by the ADCA Executive Committee under section 5.7 of ADCA’s constitution (the “**ADCA Constitution**”).
- 1.2 Subject to paragraph 1.3 of these terms of reference, the ADCA Executive Committee has under section 5.8 of the ADCA Constitution delegated to ADCAJSC, to the fullest extent permitted by the ADCA Constitution and by law, the exercise of all delegable ADCA Executive Committee powers and the performance of all delegable ADCA Executive Committee duties.
- 1.3 Notwithstanding paragraph 1.2 of these terms of reference, decision-making powers in respect of the following matters may only be exercised by the ADCA Executive Committee, and not by ADCAJSC:
 - confirmation of Junior Cricket competition structure and format, and associated policies and codes of conduct, compliance with those standards required or recommended by the Western Australian Cricket Association Limited (“**WA Cricket**”);
 - in respect of payments authorised under paragraph 3.6 of these terms of reference, any single payment amount in excess of \$5,000 (five thousand dollars);
 - any material disciplinary matter involving parents or spectators of Junior Cricket; and
 - any material matter failing to reach consensus under paragraph 5.4 of these terms of reference.

2. ADCAJSC Purpose

- 2.1 Oversee and manage cricket in Albany and districts (“**Albany & Districts**”) for junior players aged 5-17 years (“**Junior Cricket**”).
- 2.2 Maximise the opportunity for participation in Albany & Districts Junior Cricket.
- 2.3 Develop Albany & Districts as a centre of excellence for Junior Cricket in regional Western Australia.

3. ADCAJSC Functions

- 3.1 Develop and implement policies, strategies and programs aimed at increasing participation and retention in community junior cricket within Albany & Districts, including marketing, advertising and community promotion.

- 3.2 With reference to Australian Cricket's 'Junior Formats', determine and implement Albany & Districts Junior Cricket competition and game formats and structures.
- 3.3 Host selected carnivals and competitions within Albany & Districts and co-ordinate Albany & District's Junior Cricketers' participation in carnivals and competitions in Western Australia, inter-state and overseas.
- 3.4 Establish a formal mechanism for maintaining dialogue and co-ordination with each of:
- ADCA's Executive Committee and its other sub-committees;
 - Great Southern Cricket Board ("GSC");
 - WA Cricket's Country Cricket Co-ordinator;
 - WA Cricket's Regional Manager Great Southern and Esperance ("RCM"); and
 - each eligible cricket club, as 'club' is defined in ADCA's Constitution ("ADCA Clubs").
- 3.5 Fund-raising for ADCAJSC , including:
- corporate sponsorship;
 - sausage sizzles;
 - ADCAJSC -specific naming rights;
 - City of Albany funding;
 - State government grants;
 - GSC;
 - WA Cricket; and
 - and equipment and kit donations from major suppliers.
- 3.6 In co-ordination with ADCA's Executive Committee, maintain an ADCAJSC purpose-specific bank account (in the name of ADCA), which bank account shall be accessed, and payments authorised, by any 2 (two) ADCAJSC Office-Bearers.
- 3.7 Develop and implement Junior Cricket talent and coaching pathways and programs within Albany & Districts.
- 3.8 In co-ordination with ADCA's Executive Committee, assist maintain, provide and use existing cricket facilities and infrastructure within Albany & Districts. In consultation with GSC assist to seek additional, new cricket infrastructure online within Albany & Districts.
- 3.9 In conjunction with the ADCA Treasurer, maintain a set of ADCAJSC-specific management accounts ("ADCAJSC P&L"), and establish a formal mechanism for regular communication with ADCA's Treasurer for the purpose of agreeing fair and reasonable apportionment of ADCA's operating costs to the ADCAJSC P&L.
- 3.10 Subject to paragraph 1.3 of these terms of reference, develop and adopt ADCAJSC-specific policies and procedures, including codes of conduct.

4. ADCAJSC Office-Bearers

- 4.1 There shall be 6 (six) members of ADCAJSC (each an "ADCAJSC Office-Bearer"):

- ADCAJSC Junior Vice President – “**Chair**” (concurrently an ADCA Executive Committee member);
- ADCAJSC Secretary & Finance Officer*;
- ADCAJSC Registrar - Fixtures;
- ADCAJSC Co-ordinator - Age-groupings;
- ADCAJSC Co-ordinator - Coach & Player Development; and
- ADCAJSC Liaison – Clubs.

- 4.2 The inaugural 6 (six) ADCAJSC Office-Bearer positions (the “**Inaugural 6**”) shall be appointed by the ADCA Executive, at its absolute discretion, by a resolution of the ADCA Executive Committee adopted at that ADCA Executive Committee meeting immediately subsequent to ADCA’s 2023 annual general meeting (the “**2023 Appointments**”).
- 4.3 The term of each Inaugural 6’s ADCAJSC Office-Bearer appointment shall commence on the date of the 2023 Appointments and shall end 31 August 2024. Thereafter, that is commencing in 2024, each upcoming ADCAJSC Office-Bearer vacancy shall be published on ADCAJSC’s website (“**Vacancy Notice**”) at least one month prior to the date of each ADCA annual general meeting. Each Vacancy Notice shall call for nominations to fill each ADCAJSC Office-Bearer vacancy, with all such nominations being promptly forwarded by ADJSCA to the ADCA Executive Committee for the ADCA Executive Committee to determine and fill each ADCAJSC vacancy, at its (ADCA Executive Committee’s) absolute discretion, by ADCA Executive Committee resolution tabled at that ADCA Executive Committee meeting immediately subsequent to each ADCA annual general meeting.
- 4.4 Each ADCAJSC Office-Bearer appointment occurring after the Inaugural 6 shall be for a 2 (two) year term.

5. ADCAJSC Meetings

- 5.1 The quorum for ADCAJSC meetings is 3 (three) ADCAJSC Office-Bearers.
- 5.2 ADCAJSC Office-Bearers shall meet on an as-needed basis, with an anticipated minimum number of 8 (eight) meetings per year.
- 5.3 The ADCAJSC Chair shall provide all ADCAJSC Office-Bearers and invited ADCAJSC Co-ordinators (as relevant to an ADCAJSC meeting) with a minimum 7 (seven) days email or sms notice of an ADCAJSC meeting.
- 5.4 ADCAJSC decision-making shall be on a consensus basis. Where consensus is unable to be achieved, or a material objection is raised, that matter will be promptly referred to the ADCA Executive Committee for resolution.
- 5.5 ADCAJSC may handle any business by circular email, where approved by the ADCAJSC Chair.

5.6 The ADCAJSC Chair may, at his/her absolute discretion, appoint and, as relevant, invite attendance by Albany Junior Cricket co-ordinators (the “**ADCAJSC Co-ordinators**”) at ADCAJSC meetings to support ADCAJSC’s work, including co-ordinators of:

- Results;
- Social media and Digital communications;
- U17, U14, U12, and U10 age-groups;
- Blasters;
- Female Junior Cricket;
- Junior Cricket Carnivals*;
- Junior Cricket Umpires*; and
- the RCM (or its nominee),

and each duly invited ADCAJSC Co-ordinator shall receive the same notice of ADCAJSC meeting as set out in paragraph 5.3 of these terms of reference.

5.7 ADCAJSC Co-ordinator(s) and ADCAJSC Office-Bearer(s) marked with an “*” within these terms of reference are eligible to receive honorarium payment for their provision of services to ADCAJSC as independent contractor (but not as employee) - “**Honorarium**”. The terms and conditions of each Honorarium, including quantum, shall be determined by the ADCA Executive Committee, at the ADCA Executive Committee’s absolute discretion.

5.8 Those ADCAJSC Co-ordinators who are duly invited to, and do attend, ADCAJSC meetings shall do so as consultants and advisers only, and the ADCAJSC Co-ordinators shall neither:

- form part of the consensus process set out in paragraph 5.4; nor
- exercise decision-making rights in respect of any ADCAJSC business.

5.9 Those ADCAJSC Co-ordinators duly invited to and attending ADCAJSC meetings shall only remain present at those parts of the ADCAJSC meetings as determined by the ADCAJSC Chair as relevant to each such ADCAJSC Co-ordinator, and once the ADCAJSC Chair indicates that an ADCAJSC Co-ordinator’s presence is no longer required, that ADCAJSC Co-ordinator shall immediately quit and leave that ADCAJSC meeting.

5.10 Appointment of a person to an ADCAJSC Co-ordinator role shall be for a term of 1 (one) year, and each such appointment shall be reviewed, and confirmed (or otherwise), by ADCAJSC consensus.

5.11 The ADCAJSC Chair shall procure the preparation of minutes of each ADCAJSC meeting, and such minutes shall be circulated by email no later than 2 (two) weeks after each ADCAJSC meeting to:

- the President of the ADCA Executive Committee;
- each ADCAJSC Office-Bearer; and
- each ADCAJSC Co-ordinator who was invited to and who was present at such ADCAJSC meeting (but such minutes shall be redacted so as to include only those elements relevant to each ADCAJSC Co-ordinator who attended such meeting).

6. Reporting

The ADCAJSC Chair shall provide a verbal update at each ADCA Executive Committee meeting in respect of any material business conducted by ADCAJSC during that period since the immediately preceding ADCA Executive Committee meeting.

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