

**MORNINGTON PENINSULA CRICKET UMPIRES ASSOCIATION
INCORPORATED.
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1) Fulfilment of the Statement of Purpose.

The MPCUA constitution Statement of Purposes requires that the Umpires Association should strive to provide and prepare the best possible Cricket Umpires for our affiliated Associations, clubs and competitions to officiate at relevant cricket fixtures. This can best be achieved by having a highly motivated and dedicated group of umpires, who are encouraged to enhance their skills and knowledge. The MPCUA will pursue this purpose by implementing policies and procedures that will stimulate members to excel at all aspects of an umpire's responsibilities.

2) Relationship with Mornington Peninsula Cricket Association (MPCA)

- i. The MPCA is the main affiliate of MPCUA and every effort shall be made to develop a harmonious relationship.
- ii. MPCUA will implement the Rules of Competition as laid down by MPCA for Seniors, Juniors and Peacock 20/20 matches.

2.1 The Committee of MPCA

All decisions of the MPCA Committee shall be implemented by the MPCUA in the performance of their duties.

2.2 The General Manager of MPCA

The General Manager is the principal point of contact for umpires if any rule or playing condition needs to be clarified at short notice.

2.4 The Umpires Advisor – MPCA

This position is also under review. However, MPCUA believe that a suitable person should be appointed to provide the necessary skills development as outlined in the Statement of purpose.

3) The Executive Committee of the MPCUA – Role & Responsibilities.

- i. The committee of management is responsible for preparing the plans, policies and procedures necessary for the effective running of the Association. This will require regular meetings to discuss and formulate the program for each year of the Association, considering the requirements of MPCA. The Management Committee will conduct at least four (4) meetings during each year.
- ii. The Management Committee shall also make recommendations to MPCA on any Rule changes that they consider appropriate so that these can be considered for inclusion in a new rule issued each year.

3.1 The Role & Responsibilities of the Secretary

The Secretary is an Office-bearer and shall be the Public Officer of the MPCUA.

The Secretary

- i. shall receive all correspondence addressed to the MPCUA.
- ii. is responsible for issuing notices of meetings and keeping of minutes of all official meetings conducted by MPCUA.
- iii. shall process then store all documents belonging to the Association, so they can be made available to the Management Committee as required.

3.2 The Role & Responsibilities of the President

The President is the principal Office-bearer of the MPCUA.

- i. On behalf of the Management Committee, the President shall publish a program for Annual General Meetings, Special General Meetings and General Meetings at the beginning of the season, such that members can plan their availability in advance.
- ii. The President is responsible for liaison with the Committee of MPCA on matters such as: -
 - Umpires remuneration
 - Umpires accreditation
 - Disciplinary issues

3.3 The Role & Responsibilities of the Vice President

The Vice-President is an Office-bearer of the MPCUA.

- i. The Vice-President shall deputise for the President on any occasion when the President is not available.

3.4 The Role & Responsibilities of the Treasurer

The Treasurer is an Office-bearer of the MPCUA.

- i. The Treasurer shall be responsible for the Financial Affairs of the MPCUA and shall produce regular monthly reports on the status of the MPCUA accounts, including Statement of Income and Expenditure, and Balance Sheet.
- ii. The Treasurer shall also provide financial budget information to the Committee of Management to allow them to calculate annual fees and targets for sponsorship etc., and adequately plan financial strategies for MPCUA.

3.5 The Role & Responsibilities of the Ordinary Members of the Committee

To advise and support the Executive on matters pertinent to the Association.

- i. The Executive Committee, if it deems appropriate, may appoint from Ordinary Members:
 - Assistant to the Secretary
 - Assistant to the Treasurer
 - Any other Executive Committee position deemed necessary to facilitate the proper management of the Association's affairs.

3.6 Appointment of Sub-committees

- i. The Executive Committee shall have the authority to appoint sub-committees for tasks that may need to be completed to achieve smooth operation of the MPCUA.
- ii. The terms under which these sub-committees shall operate shall be agreed by members at a general meeting on a case by case basis.

3.7 Communication with Members

- i. The Association shall make readily available to Members copies of documents relevant to the proper conduct of the Association. These documents shall include, but not be limited to:
 - a. The current Constitution
 - b. Association By Laws
 - c. Policies and Procedures of members and committees
 - d. Register of Members.
 - e. Agenda and Minutes of each meeting
 - f. Financial reports of each meeting

4) Monthly General Meetings – Program & Procedure

- i. It is the policy of MPUCA to hold monthly meetings during the active cricket season.
- ii. The agenda will be issued in advance in accordance with the Constitution and list all normal items of business and general business.
- iii. Additional items may be listed on the agenda if notification is given to the Secretary at least 7 days before the scheduled meeting.
- iv. This shall be followed by a coaching session conducted by the Umpires Adviser.
- v. For alterations to Bylaws, 14 days' notice to members is required. ¹
- vi. Bylaws changes require a simple majority.
(Note that a Special General Meeting or AGM is required for Special Resolutions (Constitutional changes). 21 days' notice and 75% majority is necessary for Constitution changes.)

5) Umpire Appointments – Policy & Procedure (See also Appendix 5 -Selection Criteria)

5.1 Selection Panel: ²

- i. The Selection Committee shall consist of FOUR ³ members, those being;
 - a. A Chairperson elected by the Selection Panel members
 - b. MPCUA Umpires Advisor and;
 - c. TWO other members as approved by the Board of the MPCUA, as well as;
 - d. The appropriate association Director of Umpires as ex-officio and non-voting member.

¹ Points v. and vi. added at 2018-19 AGM, July 25th, 2019

² Amended at 2017-18 AGM, Aug. 16th, 2018

³ Amended at 2018-19 AGM, July 25th, 2019

- ii. The Chairman shall have a casting as well as a deliberative vote.
- iii. Two members of the Selection Committee shall form a quorum at any meeting thereof.
- iv. The Selection Committee shall meet at such times and places as it may determine or as directed by the Executive Board of the MPCUA.

5.2 Rotation Policy.

- i. As much as is practical, the Umpires Appointment Panel will endeavour to rotate umpires through the grades throughout each season to:
 - a. ensure that all playing grades are given as much access to experienced umpires as is practicable
 - b. to allow aspiring umpires the opportunity to progress through the grades
 - c. To facilitate supervision of new Umpires from suitably experienced panel members.

5.3 Mentor System

- i. The MPCUA will provide experienced umpires as mentors to assist new umpires during their initial year of umpiring.
- ii. Mentors will provide personal feedback to umpires under their supervision to assist with identifying areas of strength and improvement.
- iii. Mentor umpires may provide, upon request of the selection panel and/or Coach of the Umpires, advice relevant to the progress of the umpire/s in their charge.

6) Umpire Development – Policy & Procedure

It is an MPCA requirement endorsed by the Executive Committee that all umpires shall be accredited or be seeking accreditation within 2 years. Assistance will be provided to umpires wishing to undergo accreditation with special training sessions conducted by the Umpires Adviser.

6.1 Umpire Accreditation

- i. Umpires must undergo, or have completed, National Umpire Accreditation Scheme Level 2 or equivalent during their second year of umpiring to officiate.

6.2 Umpire Instruction

- i. The Association shall provide a suitably qualified person to develop and implement an Umpire Development Program.
- ii. The MPCUA will appoint a Coach and, if required, an Assistant Coach for each season.
- iii. The Association shall prepare and publish an Instruction Manual/Handbook to assist umpires in the exercising of their duties.

7) Umpires Entrance fees and Annual subscriptions – Policy & Procedure

- i. All members, except for Life Members, must pay the Annual Subscription as determined by the Association in the Schedule of Fees. (Appendix A.)
- ii. All members who participate in official umpiring duties must join The Accident Fund as described in Bylaw 10.

8) Umpires Uniform & Equipment – Policy & Procedure

- i. All umpires officiating at Association-endorsed fixtures are required to wear the appropriate uniform as determined by a General Meeting of members.
- ii. Uniforms shall carry any sponsors logos as approved by the Management Committee as part of any sponsorship agreement,

9) Umpire Welfare (OH&S) – Policy & Procedure

9.1 Welfare Officer

- i. The Association shall appoint a Welfare Officer to administer support and advice to Umpires, mediate disputes in accordance with the Constitution (Rule 8 - Disputes and mediation), and such other duties as may be appropriate to protecting the health and welfare of umpires.
- ii. The Welfare Officer shall be nominated by the Management Committee and appointed when endorsed by a simple majority of members at the Annual General Meeting.

9.2 Umpires Accident Fund.

- i. The Association shall administer a fund to assist in the recompense of costs when an umpire is officiating at an approved umpiring appointment.
- ii. The terms and conditions are outlined in Appendix A.

APPENDIX A. Accident Fund – Rules and Operation

1. The Umpires' Accident fund is to be used in times of difficulty by the members of the Mornington Peninsula Cricket Umpires Association, who may be injured during a game or any associated cricket activity whilst in the employ of an MPCA supported event, (including representative games) and suffers out of pocket expenses and/or hardship because of that injury. This excludes journeying to and from an event, as this is covered by the TAC insurance.
2. *Cost:* Each member will contribute \$50.00 per season for two consecutive seasons, as part of his or her compulsory membership fees, and within the specified time allowed for compulsory payment of membership fees as determined by the MPCUA Executive Committee. The fee may be paid in one amount of \$100.00 if the member wishes, however, this will have to be paid with the first payment of compulsory membership fees.
3. *Cap on payments from fund:* All claims will be dealt with on their merits by the MPCUA Executive Committee, taking into consideration out of pocket costs, private health insurance cover, MPCA insurance cover and the welfare of the individual making the claim. Upon investigation by the MPCUA Executive Committee, a sum will be agreed to that will not exceed the out of pocket expenses, may not cover out of pocket expenses in full, and will not exceed \$500.00 per claim.
4. *Retirement / Resignation:* Any person leaving the MPCUA for any reason, shall not be entitled to a refund in any form. Temporary absence from the association for up to 5 years will incur no "re-entry" fee. However, after 5 years absence, the member will be expected to re-enter "The Fund" with two payments of \$50.00 as he or she would if they were a new member.
5. *Excessive fund amount:* If, at any time, the Executive Committee of the MPCUA consider that the amount of funds being held in "The Fund" as excessive, then, upon consultation with the financial members of the MPCUA, consideration will be given to lessen the amount by way of uniform purchase to clothe Umpires, charitable donations, presentation night expenses or any other suggested and approved outlet as deemed fit by the majority.
6. *Inadequate fund amount:* If, at any time, the Executive Committee of the MPCUA consider that the amount of funds being held in "The Fund" have reduced to an amount not considered to be enough to cover four claims, or, "The Fund" has not received enough annual deposits due to lack of new members, then they reserve the right to consult all members with the view to levy all members a small amount to top "The Fund" back up to the required minimum.

APPENDIX B. Schedule of Fees and Charges ⁴

	Fee	Due By
Accident Fund	\$100	End of second year of membership
Annual Subscription	\$140	October 31st

⁴ Amended AGM, August 16th, 2018

APPENDIX 3. MPCUA Code of Conduct.⁵

Any person who is a member of the Mornington Peninsula Cricket Umpires Association and has been appointed under this banner shall:

1. Place the welfare of the individual player/s and clubs above all other consideration.
2. Maintain confidence and control always when in the role of the umpire.
3. Devote time, thought and to study and understand the Laws of Cricket, the playing conditions of the MPCA (and any other grade fixture he may be appointed to) and to provide an effective and creditable performance in a fair and unbiased manner.
4. Work with fellow umpires in the MPCUA in a spirit of harmony and cooperation for the betterment of cricket and our Association
5. Condemn unsporting behaviour and to promote respect for all participants, to understand and accept the process of reporting inappropriate behaviour as an essential part of upholding the Laws of Cricket.
6. Always act in a dignified manner in all personal conduct with players, coaches, club officials, MPCA officials and the public whilst acting as the official with the MPCUA.
7. Be prepared both physically and mentally, dress according to expectations and maintain a proper appearance befitting the importance of the MPCUA.
8. Resist every temptation and outside pressure to use one's position to benefit oneself.
9. Honour the MPCUA appointments, regardless of any possible inconvenience.
10. Honour the rules of the MPCUA Constitution and By Laws and to make yourself known to these laws and rules.

⁵ Added July 2017

APPENDIX 4 Roles and Responsibilities of an MPCUA Umpire⁶

Joining the MPCUA Umpiring Panel.

(i.)All applications by persons to become umpires shall be considered by the MPCUA Executive Committee. Once accepted and appointed he/she shall become an official member of the MPCUA and shall comply with the Laws of Cricket, to have read and hold a copy on hand of his handbook and the local rules of the MPCA, for each new season.

Members also need to view and be aware of the MPCUA Constitution, Bylaws and our Code of Conduct in being a MPCUA Umpire. All documents can be found on our website,

<http://mpcua.vic.cricket.com.au/>.

(ii).All members are requested to make themselves available to attend monthly meetings as announced by the MPCUA which will include umpire training conducted by the MPCA Umpires Advisor.

(iii)The MPCUA Executives' goal during the season is to strive for 100% attendance at its monthly meetings. Any member who is to be absent from these monthly meetings, are strongly obliged to notify either the President and /or Secretary 24 hours prior of their absence, and in turn must follow up with the Umpires Advisor to receive the updated training session that they have missed.

(iv)The payment of subs due by all members must be paid by end of October each season, or an arrangement must be made with Treasurer before start of Round 1.

Match Reports/ Recording of Captain/ Player / Club reporting.

Match reports.

(i)At the completion of the match one nominated member (or both may fill out if they wish) is required to complete an Umpire's Match Report on the MyCricket Form.

Fully complete the form with your partners input. This must be filled in by the Monday at 5.00pm following your match.

(ii)Umpires are required to be mindful of teams that during the day are falling behind in their over rates. Umpires must be pro-active in letting captains know when this is happening. Umpires should also be prepared to let captains know the progress of their over rate when approached with this question at any time. Slow play and any hold ups must be recorded if these have occurred in your match. Also, other items need to be recorded such as ground and Pitch conditions.

Player/Captain Reporting.

(i)The Executive Committee expects all members to take a tough stance on poor behaviour and to report breaches of the Cricket Code of Conduct by Captains/Players/Clubs where necessary. Members who fail to report clear breaches are letting the Association down by passing the issue onto the Umpires in the next match. The Executive Committee will have no hesitation in asking a member to explain his actions, if a clear breach of Conduct is not recorded in his match report and has not notified the MPCA accordingly. It is also a clear breach our own MPCUA Code of Conduct(Point.5).

(ii)The Association offers assistance to any member who needs help in compiling a Player/ Captain Report. In the first instance, a member should make a phone call to either the Association President or Secretary to advise that a Report will be forthcoming. This phone call should ideally be made by no later than the Sunday morning on the same weekend that the incident occurred.

(iii)The umpire/s shall, as far as practicable after the close of play on the day of the offence being committed, notify the captain, or player acting in that capacity, or an Official of the Club concerned, of his intention to report, and the nature of the charge. The umpire/s shall, no later than 12:00pm on the next business day after the conclusion of the match, lodge a written report to the MPCA Executive Officer.

(iv) If your game has had no incidents at all, it should be recorded as an **"all clear"** on all points.

Filling your MPCUA Match Appointment.

(I) If during the week leading into a match a member cannot accept an appointment, it is the responsibility of that member to contact the Appointments Panel/Advisor/ DOU to inform them of your intention to withdraw

⁶ Added July 2017

from the match in question as well as supplying a reason for the need to withdraw. Contact must be by way of a person to person phone call, with a follow up email if requested.

(ii) All members must follow Rule 9, of the MPCUA Code Conduct, in regard to being appointed.

(iii) With reasonable notice given to the Appointments Panel, a member can request a certain fixtured match close to his/her residence if they are required to attend a function after his match.

Reasons to revoke a MPCUA Membership or to be omitted from Appointments.

Being a member of the MPCUA may be revoked/suspended, or may be omitted from appointments, if the Executive Committee decides that an umpire is consistently failing to meet his duties satisfactorily. The following reasons may lead to a member being dismissed or omitted from any future appointment/s, as determined in the Code of Conduct

(i) Late or non-arrival for any appointment/s, with no reason or contact given.

(ii) Failure to fill in umpires' match reports in regard to Player/Captain being reported, and failing to report when a breach of Conduct has occurred in your game.

(iii) Failure to pay member subs when due or failing to contact Treasurer with any arrangement in place.

(iv) Inappropriate dress. - all members must comply with the MPCUA dress code.

(v) Any member sharing, commenting to any other member or to any club or captain, his ongoing performance and scores in regard to his Match reports. These reports are to remain confidential between member and Umpires Advisor/ DOU and the board of the MPCA.

APPENDIX 5 Selection criteria being appointed as a MPCUA Umpire.⁷

Role and Responsibilities of the Selection Panel.

Outline:⁸

The purpose of this Appendix is to set out the Rules and Regulations for the MPCUA Selection Committee and provide a clear overview as to the Selection Criteria for MPCUA Members to be appointed to matches. The MPCUA Selection Committee shall be responsible for:

- (a) Ensuring that persons to be registered as Umpires are competently versed in and fully comply with the Laws of Cricket and the provisions of the Play and Regulations governing matches under the auspices of the Mornington Peninsula Cricket Association Inc., or other competition as appropriate.
- (b) Appointing suitably qualified Umpires to matches within the Mornington Peninsula Cricket Association or any other matches as determined by the Executive Board of the MPCUA.
- (c) Promoting the recruitment and development of Umpires.
- (d) Keeping a register of approved Umpires, a record of appointment and a summary of performance reports.
- (e) Ensuring that the Umpire's Adviser is properly advised of its decisions and that the Adviser conveys any appropriate decisions and/or instructions to the Umpires Association or individual umpires.
- (f) Ensuring that the dress and demeanour of Umpires is such as will enhance their presence on the field of play.

A. Committee:

- 1) The Selection Committee shall consist of three members, those being;

A Chairperson elected by the Selection Panel members
MPCUA Umpires Advisor and;
two other members as approved by the Executive Board of the MPCUA
the appropriate Association representative or Director of Umpires as ex-officio and non-voting member.

- 2) The Chairman shall have a casting as well as a deliberative vote.
- 3) Two members of the Selection Committee shall form a quorum at any meeting thereof.
- 4) The Selection Committee shall meet at such times and places as it may determine or as directed by the Board of the MPCUA.
- 5) The duties of the Selection Committee shall be set out in the Bylaws of the MPCUA.

Given the conditions set out in this Appendix, decisions of the selection committee shall be final and binding on all members.

B. Selection Criteria for Non-Finals Matches:

To be considered for selection to matches within the MPCUA affiliates, Umpires will be expected to;

- 1) Be a Financial Member of the MPCUA
- 2) Attend the MPCUA Monthly General Meetings
- 3) Attend all previously appointed matches;
 - i) If unable to officiate in any previously appointed match, have valid reason as to why (e.g. work commitments, illness, etc.)
- 4) Hold, or is in the process of obtaining, a valid Working with Children's' Check Card
- 5) For Umpires to be considered for selection to Provincial Division matches, Umpires must also;
 - i) Be accredited as, or currently undertaking, the required Officiating Accreditation.

C. Selection Criteria for Finals Matches:

To be considered for selection to MPCUA Finals Match, Umpires should meet the conditions as listed in 1-5 above.

D. Selection Criteria – Umpire Rankings:

To provide clarity among members, the determination of how Umpires are ranked and appointed to MPCUA Finals Matches will be considered from;

- 1) a Financial Member of the MPCUA
- 2) Attendance the MPCUA Monthly Meetings
- 3) Attendance at all previously appointed matches in the current season
- 4) Performance as per Captains Reports, and

⁷ Added July 2017

⁸ Amended at 2017-18 AGM, Aug. 16th, 2018

5) Mentor/Peer Reports

E. Separating equal candidates.

- F. In the instance that 2 or more Umpires are considered for any match, the following shall act as a 'tiebreaker' for ranking purposes;
- 1) Be an active member of the MPCUA who officiates in no less than 75% of the season's fixtures
 - 2) The number of Monthly Meetings the Umpire attended
 - i) If an Umpire has more than 3 apologies for the season, they shall be ranked below Umpires who have attended more meetings, regardless of an Umpire who may have scored higher from Captains Reports. Attendance at Monthly Meetings is an important condition that needs to be met.
 - 3) Captains Reports – a higher average score will place an Umpire higher than an Umpire who has a lower average score, assuming other criteria are met.
 - 4) Mentor/Peer Reports – Has the Umpire performed to the best of their abilities?
i.e. Do they represent the MPCUA in the best possible way? E.g. correct uniform always worn, punctually attends their appointed match as required and carries out duties effectively.

G. OPEN COMMUNICATION FROM THE PANEL.

- 1) The Advisor and/or DOU may call on any mentor at any time for ongoing feedback in regard to any members performance during the season and going into the finals.
- 2) If the Panel is finding that any member is falling below expectations on any issue with umpiring, or is seeing any untoward trends in their captain's report /peer assessments, either the Advisor / DOU / Chairperson should meet with this member personally to address any issue with this member and if required, the Advisor may need to offer extra coaching/tips with any law or items that the member is lacking.