



Ballarat Cricket Association Governing Procedure 4 PlayHQ Administration and Match Day Guide

Objective

It is expected by the Association that all Clubs, teams, and competitions of the Ballarat Cricket Association (BCA) utilise the PlayHQ system to its full capacity to manage their player details, match results, player statistics and other useful components that the system provides.

Failure of Clubs to meet the Association requirements may see sanctions by way of fines, loss of points or suspensions as deemed appropriate by the BCA Pennant Committee under Rule 5 for Seniors Competitions and Rule 2 for Junior Competitions.

The Pennant Committee is guided but not restricted by “BCA Governing Procedure 5 – Non-Compliance and Fines” if participating clubs fail to meet their administrative and match day requirements.

PlayHQ

PlayHQ is Cricket Australia's online admin and competition system used by over 90% of Clubs and Associations in Australia. The system is designed to assist with day-to-day running of a Club and/or Association.

The benefits of PlayHQ for a Club and Association are as follows.

- There is no cost.
- It helps spread the workload on Club/Association volunteers.
- Public viewing of fixtures, results, ladders, player stats.
- An easy-to-use system that is connected nationwide.
- Individuals can manage their own personal details.
- Financial management.
- Reporting.

What can I expect to do using PlayHQ?

- Competition, player, and Umpire management.
- Publish player statistics and scorecards online.
- Online player registration and payments.
- Insurance registration.
- Electronic and digital housing of all Club members.
- Email and SMS communication tools.
- Ability to build substantial social media following and engagement.
- Delivery of a dedicated Club website which can be locally customised.

The PlayHQ system works on a user-based platform requiring each individual wishing to access the administrative functions to have their own unique login/account. This assists each Club in providing access to certain functions of the system for certain roles within a Club and ensures safety with digital tracking.

To request administrative access for your Club, contact your Club Secretary to have an account created.



Procedure

- All Senior and Junior teams are expected to meet their minimum requirements regarding each match.

Clubs not meeting their minimum requirements (as detailed below) for each match will receive a penalty sanction deemed appropriate by the Pennant Committee.

- Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal to the Pennant Committee.

Minimum match day requirements of Clubs

For a detailed list of requirements and recommendations, check out our Match Day Guide (located in Appendix 1 at the end of this document).

| TASK | DESCRIPTION |
|---|---|
| Player Registration | All players must be registered in PlayHQ to be eligible to play. New players (Senior and Junior) shall be required to register online via competition management platform (PlayHQ) prior to the start of the next scheduled match. |
| Team Selection (Publication in Courier) | A full team of players (Senior & Junior) must be selected in PlayHQ for each round no later than 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches . This is to ensure those teams are published in the local paper. <u>For all Senior Teams a Captain must be selected and for Junior Teams a Coach must be selected.</u> |
| Team Selection (Match Day) | Pre-Selected Teams can be adjusted prior to the start of the match but teams entered in Play HQ must match those recorded on the written Team Sheets. Players can be added by the Play HQ Live Score App if registered or can be added as a Fill-In Player if need be |



Match Results and Player Scores

First XI matches are to be **compulsorily recorded** live via competition management platform (PlayHQ) Scorer App.

The Away team is required to score using a scorebook.

It is recommended that the competition management platform (PlayHQ) Scorer App is used for all 2nd XI and Senior Women’s matches.

In all other grades, including juniors, both teams are to provide a scorebook.

Where a team is live scoring via the competition management platform (PlayHQ) Scorer App, a minimum of 1 scorebook needs to be used when scoring a game.

Clubs can use two scorebooks and live score as well, but available volunteers to do this needs to be accounted for, and Captains / Coaches need to agree on this prior to the start of the game.

In matches where a dedicated scorer is not provided, the **team batting second is expected to use the same scoring items as was used by the team batting first.** If a game is being live scoring via the competition management platform (PlayHQ) Scorer App teams can swap devices in the innings break.

For games that have been live scored via the competition management platform (PlayHQ) Scorer App, the game result needs to be submitted as soon as possible after the games end. **(Games cannot be edited if there are any mistakes until the result has been submitted.)**

Both competing teams in each match shall be responsible for entering their own match data into competition management platform (PlayHQ) ensuring it is correct for statistical and reporting purposes.

All other Match results and Player scores for games that were not live scored must be completed for senior and junior games as per the table below.

Match Data Entry and Coach Match Report timelines for normally scheduled games

| Age Div. | Match Data Due Times | Captain Junior Coach Report Due |
|-----------------------|----------------------|--------------------------------------|
| Senior Men (Saturday) | 12.00pm Sunday | 11.59pm Monday after Match Completed |
| Senior Men (Sunday) | 7.30pm Sunday | 11.59pm Monday after Match Completed |
| Senior Women (Friday) | 6.00pm Saturday | 11.59pm Monday after Match Completed |
| Senior Women (Sunday) | 7.30pm Sunday | 11.59pm Monday after Match Completed |
| U17 Open | 6.00pm Wednesday | 11.59pm Monday after Match Completed |
| U17 Girls | 6.00pm Wednesday | 11.59pm Monday after Match Completed |
| U15 Open | 6.00pm Sunday | 11.59pm Monday after Match Completed |
| U14 Girls | 6.00pm Tuesday | 11.59pm Monday after Match Completed |
| U13 Open | 6.00pm Saturday | 11.59pm Monday after Match Completed |



| | |
|---|--|
| <p><u>Match confirmation or Match disputes</u></p> | <p>Where there are no officially appointed Umpires at a match, at the conclusion of the game, Captains (Seniors) and Coaches (Juniors) shall endorse and counter sign each scorebook, in so doing, agree to the official scores and the match result. Once signed, no dispute from this match re scores/result would be heard by the Pennant/Appeals Committee's.</p> <p>If a game has been live scored, both Coaches are to sign the designated scorebook if only 1 has been used.</p> <p>If scores/match result cannot be agreed upon, the scorebooks will be exchanged and both teams Captains will be responsible to contact the Chairman of the Pennant Committee to arrange to lodge the opposition scorebook without amendments.</p> <p>If a disputed game has been live scored and only one scorebook has been used, the Coach of the team that provided the live score will take a photo of the disputed scorebook. The result on the competition management platform (PlayHQ) Scorer App shall be submitted.</p> <p>Both teams Captains will be responsible to contact the Chairman of the Pennant Committee to arrange to lodge the scorebook and photo of disputed scorebook without amendments.</p> <p>The final result will be determined by the Pennant Committee.</p> <p>Where a team considers incorrect information has been entered into Play HQ that does not align with the agreed scores, they have until 8pm on the day post that match day to lodge a dispute with the Pennant Committee via an email to the Operation's Officer.</p> <p>No dispute will be considered after this time.</p> |
| <p><u>Captain/Coaches Report (Umpire and Ground)</u></p> | <p>Each teams Senior Captain or Junior Coach must complete an appraisal on their BCUA appointed Umpire/s as well as opposition behaviour (including making reports).</p> <p>This report also contains a section to complete a ground appraisal, which is important to notify the BCA of any issues that need addressing.</p> <p>For 2nd XI men, 1st XI Women and U17 Open, U15 Open and Under 17 Girls without Umpires there is also the requirements to enter Match Votes by the Home Team, after consultation with the opposition.</p> <p>This report is compulsory and must be completed by 11.59pm on the Monday following the previous week's completed matches.</p> <p>Non-Compliance will result in fines being applied under Governing Procedure 5 – Non-Compliance and Fines.</p> <p>Refer to Appendix 2 to for more information</p> |



| | |
|--------------------|--|
| <p>Team Sheets</p> | <p>Team Sheets are no longer a Compulsory Requirement.</p> <p>Team Sheets can be filled out prior to a game if needed to confirm that those playing are the same as those named in Play HQ.</p> <p>Completed Team Sheets do not need to be submitted to the BCA Operation Manager.</p> <p>All Captains / Junior Coaches are required to confirm in their Match Report that the Opposition Team as named in Play HQ is correct and that everyone named was present during the game.</p> <p>Votes that need to be submitted (where an umpire is not present) are also submitted by the home team via the match report, after consultation with the opposition Captain or Junior Coach.</p> |
|--------------------|--|

Audit Process

Club administrative requirements for each match will be audited using the 'Exception Reports' through the PlayHQ system. These reports consist of the following.

- ✓ Players playing while unregistered.
- ✓ Matches missing team lists.
- ✓ Unsubmitted/unconfirmed match results.
- ✓ Match results entered late.
- ✓ Player scores entered late.
- ✓ Teams changed after result made official.
- ✓ Unsubmitted Captain/Coach reports.

Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal through the official process.

Appeals Process

- Clubs can appeal a sanction within 7 days of the official email notification.
- An appeal can be submitted via return email of the official notification in the space provided.
- The Pennant Committee will consider the appeal in the first instance and respond with their decision, and then negotiate with the Club in good faith to resolve or refer the appeal to the Board or Appeals Tribunal at their earliest convenience.



Approved Match Balls

| Age Div. | Ball Specifications |
|--|--|
| First XI and Second XI - 2 Day matches | Four (4) piece RED balls – Kookaburra Regulation with BCA Logo |
| First XI and Second XI - 1 Day matches | Four (4) piece WHITE balls – Kookaburra Regulation with BCA logo |
| Senior T20 Matches | Four (4) piece WHITE balls – Kookaburra Regulation with BCA Logo |
| All other Senior grades | Two (2) piece RED balls – Kookaburra Tuf Pitch with BCA Logo |
| Senior Women | Two (2) piece 142gm ORANGE balls – Kookaburra Jaffer with BCA Logo |
| U17 Open (hard or turf wicket) | Two (2) piece 156gm ORANGE balls – Kookaburra Jaffer with BCA Logo |
| U17 All-Girls (hard or turf wicket) | Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo |
| U15 Open (hard or turf wicket) | Two-piece 156g Red Kookaburra Colt stamped with BCA logo |
| U14 All-Girls (hard or turf wicket) | Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo |
| U13 Open (hard or turf wicket) | Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo |
| U11 Open | Synthetic Kooka Star Ball (Red, White or Pink) |
| U11 All-Girls | Synthetic Kooka Star Ball (Red, White or Pink) |

Approved Stumps

| Age Div. | Stump Specifications |
|-------------------------------------|---|
| All Senior Games (Male and Female) | Conventional wooden stumps with bails. (Home Team to Supply) |
| U17 Open (hard or turf wicket) | Conventional wooden stumps with bails. (Home Team to Supply) |
| U17 All-Girls (hard or turf wicket) | Conventional wooden stumps with bails (Home Team to Supply) |
| U15 Open (hard or turf wicket) | Conventional wooden stumps with bails (Home Team to Supply) |
| U14 All-Girls (hard or turf wicket) | Spring-loaded wooden stumps with bails. (each Team to Supply a set) |
| U13 Open (hard or turf wicket) | Spring-loaded wooden stumps with bails. (each Team to Supply a set) |
| U11 Open | Spring-loaded wooden stumps – bails optional. (each Team to Supply a set) |
| U11 All-Girls | Spring-loaded wooden stumps – bails optional. (each Team to Supply a set) |



APPENDIX 1

Ballarat Cricket Match Day Guide

The following guide is intended to assist the duties that accompany being responsible for leading a team as either a Captain, Coach or even Team Manager. To ensure that matches run as smoothly as possible, it is expected that those responsible for the management of each match follow these guidelines.

HOME Team Requirements

Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches prior to the match (publication requirements).
- Changes to your team on PlayHQ can be made prior to the start of the match for Seniors and Juniors but must match the written team sheets.
- Junior teams **MUST** select a Coach as per CA regulations while all Senior Teams must select a Captain.

Equipment checklist

Essentials

- Senior Men, Women, U17 Open and Girls and U15 Open
 - 2 x sets of Wooden stumps (Metal Caps are not permitted) & 2 x sets of bails
 - At least 1 spare stump & at least 1 spare bail (as above)
- U14 Girls and Under 13 Open
 - Each Side is to provide 1 set of Spring-Loaded Stumps
- 50 marker cones
- Measured string line for accurate and consistent pitch and boundary lengths
- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea for all involved in the game? We're all friends off the field!
 - This is a mandatory requirement for the 1st XI and 2nd XI Competitions and highly recommended in other grades.

Optional items

- Hard backed clipboard/table/chair for scoring
- Stump gauge (nobody likes crooked an uneven stumps)
- Rubber mallet for set up of stumps where no Umpire present



Match Day

Arrive early enough to have time to prepare and arrange the following before the start of play.

- Ensure playing surfaces are satisfactory then complete the JLT checklist on your ANDROID or APPLE device. It takes 2 minutes, and the checklist can be sent via email instantly, no paper!!
- With a measuring tape or string line from the centre of the wicket, mark boundaries with your marker cones at least 1m inside any fence and no more than 10m apart.
- Provide both sets of stumps and bails to the wicket at least 30 minutes prior to start time for your Umpires to set up or have them set up where no Umpires are present.
- Complete your half of the Team Sheet located within your scorebook and then ensure opposition Captain complete theirs and give it to the Umpire at the coin toss. If no Umpire present it's recommended to leave it with the scorebook.
- If you have access to a scoreboard, ensure it's available for use at the start of play.
- Provide a ball for the teams bowling innings
- Provide the team score book or iPad/Tablet, a suitable position and equipment for scorers.
- Instruct scorers to ensure all data is entered on the scoresheet. If they are unsure of names of bowlers or catchers, they need to ask.

During Days Play

- Encourage your opposition team to join you for morning/afternoon tea and where possible, provide an appropriate space, facilities or sheltered area to break for tea.
- Provide morning/afternoon tea for all involved in the match (including tea, coffee, water and appropriate food)

Post Days Play

- Ensure team scorebook is complete and accurate. If you aren't using the PlayHQ Live Score app ensuring the data from the scorebook is correct is essential as it will not translate into PlayHQ.
- If you are not using the PlayHQ Live Score app you need to manually enter Match Results and Player Scores into PlayHQ by **12pm on Sunday of that weekends play**, or by 7:30pm where play has taken place on the Sunday.
- For Junior Games and Senior Women match data must be entered by 6.00pm on the day after the completed match.
- PlayHQ Live Score app highly recommended for all matches.
 - If the Play HQ Live Score App has been used, ensure the Game is submitted. This needs to be done even if there are errors, as this can be fixed in Play HQ after the game has been submitted

Post-Match

- Complete Captain's/Coaches report on Umpire's and Ground conditions in PlayHQ by 11.59pm on the Monday following the completion of the match. This report is **COMPULSORY** for all matches **and Clubs will be fined for non-compliance.**



AWAY Team requirements

Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches prior to the match (publication requirements).
- Changes to your team on PlayHQ can be made prior to the start of the match for Seniors and Juniors but must match the written team sheets.
- Junior teams **MUST** select a Coach as per CA regulations while all Senior Teams must select a Captain.

Equipment checklist

Essentials

- U14 Girls and Under 13 Open
 - Each Side is to provide 1 set of Spring-Loaded Stumps
- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea in case the home team doesn't supply?

Optional items

- Hard backed clipboard/table/chair for scoring

Match Day

Arrive early enough to have time to prepare and arrange the following before the start of play.

- Complete your half of the Team Sheet provided by the home team. Give it back to the home team Captain.
- Provide the team scorebook and equipment to complement either the home team's iPad/tablet or scorebook.
- Instruct scorers to ensure all data is entered on the scoresheet. If they are unsure of names of bowler's names or catcher's names, they need to ask.
- Provide a ball for the teams bowling innings

During Days Play

- Be encouraged to have morning/afternoon tea with the home team. Remember, we're playing the most social sport in the world, and it pays to be friendly!



Post Days Play

- Ensure team scorebook is complete and accurate. If the PlayHQ Scorer app is not being used, ensuring the data from the scorebook is correct is essential as it will not translate into PlayHQ.
- If you are not using the PlayHQ Live Score app you need to manually enter Match Results and Player Scores into PlayHQ by **12pm on Sunday of that weekends play**, or by 7:30pm where play has taken place on the Sunday.
- For Junior Games and Senior Women match data must be entered by 6.00pm on the day after the completed match.
- PlayHQ Live Score app highly recommended for all matches.
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Post-Match

- Complete Captain's/Coaches report on Umpire's and Ground conditions in PlayHQ by 11.59pm on the Monday following the completion of the match. This report is **COMPULSORY** for all matches **and Clubs will be fined for non-compliance.**



APPENDIX 2

CAPTAIN'S / COACHES REPORT - UMPIRE'S PERFORMANCE, APPRAISAL OF CONDITIONS & REPORTING PLAYERS & BEHAVIOUR

Under Playing Condition 16.3 for Senior Men and Women and 11.3 for Junior Competitions

Captain's / Coaches Reports on competition management platform (PlayHQ) cover appraisal of Umpire performance, ground conditions and includes options

- to report a player/s whether the game has a BCUA Umpire or no appointed umpire.
- Submit Player Votes for 2nd XI, 1st XI Women and U17 Open, U17 Girls and U15 Open games where a BCUA Umpire is not appointed.

The Captain's / Coach's report is automatically emailed to the nominated Captain / Coach once the Game Result in the competition management platform (PlayHQ) is submitted

If a player, coach or club official demonstrates behaviour that is worthy of a report, the name of the player and a detailed explanation of the incident must be recorded in the Captain's Report.

This report will be forwarded to the BCA Investigations Officer in accordance with the provisions of [BCA Policy 1 – Code of Behaviour](#)

All Clubs are to ensure that Captain's / Coach's in all grades complete and lodge the Captain's / Coach's Reports by **11.59 pm on the Monday** following the completion of each match.

Failure to complete the Captain's / Coach's Report will result in the club being fined for each team that fails to fill out the report as per **Governing Procedure 5 – Non-Compliance and Fines.**

Receipt of Captains / Coaches Report

Step 1 - When the game status is marked complete after entering scores, an email with a link to the report will be sent to the Captain/ Coach (The email used to register to PlayHQ).

Step 2 - Captain then clicks on the link and fills out the report.

Compliance

Each Tuesday a report will be generated on the completion of Captains / Coaches Reports, Submission of Team Sheets and the provision of votes via the Team Sheets for games without an umpire.

This report will be emailed to all clubs.

Under Playing Condition 5 for Seniors and Playing Condition 2 for Juniors the Pennant Committee, using BCA Governing Procedure 5 can apply the following penalties.

It is the up to the Pennant Committee if they wish to provide any strikes before proving a penalty

- \$50 per match per team for failure to complete Captain / Coaches Match Report by 11.59pm Monday
- \$20 per match for failure to submit team sheets by 3pm Mondays