



**Trinity Willison Cricket Club Incorporated**  
**CONSTITUTION**

As amended 11 October 2018

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# **Trinity Willison Cricket Club Incorporated**

## **CONSTITUTION**

### 1. Name

1.1 The name of the Incorporated Association is be Trinity Willison Cricket Club Incorporated (TWCC) here-in-after referred to as 'the Club'.

### 2. Purpose

2.1 The purpose of the Club is to provide facilities for the playing of cricket and to foster better acquaintance and fellowship amongst members.

### 3. Membership

3.1 Membership of the Club is open to any person wishing to apply to the Secretary for membership.

3.2 A member shall be defined as a person who:

- a) has been a registered player with the Club in the previous season; or
- b) is at present registered with the Club; or
- c) is an Office Bearer or Life Member of the Club; or
- d) is recognised as a Social Member of the Club; or
- e) a member of an opposing team, who has played at one of the Club's home grounds – and remains at that ground on the invitation of a member of the Club.

3.3 Once membership is approved by the Secretary, membership is to be conferred on payment of an entrance fee. Entrance fees are to be determined by the Executive Committee prior to the start of each season, and voted upon at the Annual General Meeting.

3.4 The Secretary must keep and maintain a register of members containing the name and address of each member and the date on which the member's name was entered on the register. The register is available for inspection by any member upon request.

3.5 Members of the Club have the following general rights:

- (1) A member of the Association who is entitled to vote has the right—
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and

- (b) to submit items of business for consideration at a general meeting;  
and
  - (c) to attend and be heard at general meetings; and
  - (d) to vote at a general meeting; and
  - (e) to have access to the minutes of general meetings and other documents of the Club as provided under rule 75; and
  - (f) to inspect the register of members.
- (2) A member is entitled to vote if—
- (a) the member is a member other than an associate member; and
  - (b) more than 10 business days have passed since he or she became a member of the Club; and
  - (c) the member's membership rights are not suspended for any reason.
- (3) The rights of a member are not transferable and end when membership ceases.

### 3.6 Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Club, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.
- (3) In the case of a member as defined by paragraph 3.2(e), at 11:59pm on the day that member was invited to remain at the ground.

### 3.7 Resigning as a member

- (1) A member may resign by notice in writing given to the Club.
- (2) A member is taken to have resigned if—
  - (a) the member's annual subscription is more than 12 months in arrears; or
  - (b) where no annual subscription is payable—
    - (i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - (ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

## 4. Annual General Meeting and Financial Year

- 4.1 The Annual General Meeting, which shall be considered to be the commencement of the season, shall be held not later than the thirty-first (31st) of August each year.

- 4.2 The financial year of the Club is each period of 12 months ending on 30 June each year.
- 4.3 At least fourteen (14) days or if a special resolution is to be proposed at least twenty-one (21) days notice of the Meeting shall be given to all members of the Club.
- 4.4 The quorum for the meeting shall be fixed at 10 members. Should a quorum not be available, then the Meeting shall be abandoned, a new meeting called within fourteen (14) days and the condition in regard to the dated specified above shall not necessarily apply.
- 4.5 The Annual General Meeting shall be conducted in an orderly manner in the general manner laid down for this type of meeting. The Agenda shall be as follows:
- a) Apologies;
  - b) Minutes of the previous Annual General Meeting;
  - c) Business arising from previous minutes;
  - d) Correspondence;
  - e) Secretary's report on previous season;
  - f) Treasurer's report on previous season;
  - g) Teams to be entered for forthcoming season;
  - h) Election of President, Vice-President(s), Secretary, Social Secretary, Treasurer and an Executive Member under twenty-one (21) years of age at the time of election;
  - i) Executive Committee recommendations for forthcoming season;
  - j) General Business;
  - k) Player memberships and levies for forthcoming season;
  - l) Date and place of pre-season training.
- 4.6 Minutes of general meeting
- (1) The Committee must ensure that minutes are taken and kept of each general meeting.
  - (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
  - (3) In addition, the minutes of each annual general meeting must include—
    - (a) the names of the members attending the meeting; and
    - (b) proxy forms given to the Chairperson of the meeting under rule 34(6); and
    - (c) the financial statements submitted to the members in accordance with rule 30(4)(b)(ii); and

- (d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Club; and
- (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

4.7 The Annual General Meeting shall have the power to refer to the Executive Committee for independent action any matter arising at the Annual General Meeting.

5. Administration

5.1 The Club shall be administered by an Executive Committee which shall comprise the following:

- a) President; and
- b) Vice-President(s); and
- c) Secretary; and
- d) Treasurer; and
- e) Social Secretary; and
- f) Under 21 Member; and
- g) Any other member who may be appointed by the Executive Committee.

5.2 Nominations for candidates for election as an office bearer is to be made in writing to the Secretary at least 7 days prior to the Annual General Meeting. A ballot for the election of office bearers is to be held at the Annual General Meeting in such manner that the Executive Committee directs.

5.3 Elected office bearers shall hold office until the next Annual General Meeting. Appointed members shall serve at the pleasure of the elected office bearers.

5.4 The office of an officer of the Club, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Club; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

5.5 In the event that an office bearer position becomes vacant or appointed member is unable to fulfil their obligations to the Club, or the Executive Committee, the

Executive Committee shall appoint another member to act in their place until the next Annual General Meeting.

- 5.6 Authorisation of all expenditure and the passing of Accounts for Payment shall be the responsibility of the Executive Committee, or the Annual General Meeting.
- 5.7 The Executive Committee shall fix all membership subscriptions and levies and control methods for financing all Club expenditure.
- 5.8 The Executive Committee may each season appoint a Junior Coordinator. The Junior Coordinator shall be responsible for all administration related to the Junior body of the Club. To assist the Junior Coordinator with their tasks, they may form a Junior Committee. This committee shall have such powers as deemed necessary by the Executive Committee to make decisions with regard to the administration of the Junior body of the Club.

## 6. Duties of Executive Committee

### 6.1 General Duties

- (1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- (2) The Committee is collectively responsible for ensuring that the Club complies with the Act and that individual members of the Committee comply with these Rules.
- (3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Club; and
  - (b) for a proper purpose.
- (5) Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—  
so as to gain an advantage for themselves or any other person or to cause detriment to the Club.
- (6) In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

### President and Vice-President

- (1) Subject to sub-rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—
  - (a) in the case of a general meeting—a member elected by the other members present; or
  - (b) in the case of a committee meeting—a committee member elected by the other committee members present.

### Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- (2) The Secretary must—
  - (a) maintain the register of members in accordance with rule 18; and
  - (b) keep custody of the common seal (if any) of the Club and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Club in accordance with rules 72 and 75; and
  - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

### Treasurer

- (1) The Treasurer must—
  - (a) receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club; and
  - (b) ensure that all moneys received are paid into the account of the Club within 5 working days after receipt; and
  - (c) make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
  - (d) ensure cheques are signed by at least 2 committee members.
- (2) The Treasurer must—
  - (a) ensure that the financial records of the Club are kept in accordance with the Act; and



(b) coordinate the preparation of the financial statements of the Club and their certification by the Committee prior to their submission to the annual general meeting of the Club.

6.2 The Executive Committee shall meet at approximately monthly intervals during the course of the season; and outside the season as deemed necessary. Each member shall be notified of the time and place of each meeting by the Secretary.

Minutes of meeting

(1) The Committee must ensure that minutes are taken and kept of each committee meeting.

(2) The minutes must record the following—

(a) the names of the members in attendance at the meeting;

(b) the business considered at the meeting;

(c) any resolution on which a vote is taken and the result of the vote;

(d) any material personal interest disclosed under rule 65.

6.3 The Executive Committee shall administer the Club in a proper manner and shall endeavour to make decisions with the welfare of the Club as a whole in mind, rather than to favour sectional or private interests.

6.4 Fifty (50) percent of the elected members shall constitute a quorum but this number shall include the President, or one (1) Vice-President and Secretary or Treasurer.

6.5 An up to date financial report shall be prepared by the Treasurer for presentation at each meeting.

6.6 The Executive Committee is empowered to take any action it may deem fit to ensure that the object of the Club is both attained and maintained in the most efficient manner considered possible.

6.7 Each member of the Executive Committee shall hold office until the Annual General Meeting next after the date of their election but is eligible for reelection.

## 7. Financial Matters

### 7.1.1 Management of funds

(1) The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.

- (2) Subject to any restrictions imposed by a general meeting of the Club, the Committee may approve expenditure on behalf of the Club.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- (5) All funds of the Club must be deposited into the financial account of the Club no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

#### Financial records

- (1) The Club must keep financial records that—
  - (a) correctly record and explain its transactions, financial position and performance; and
  - (b) enable financial statements to be prepared as required by the Act.
- (2) The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Committee.

#### Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Club are met.
- (2) Without limiting sub-rule (1), those requirements include—
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Committee;
  - (d) the submission of the financial statements to the annual general meeting of the Club;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

7.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.

7.3 The funds of the Club may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

8. Special General Meeting

8.1 A Special General Meeting of the Club shall be convened by the Secretary under any one of the following conditions:

- (a) on instruction and direction of the Executive Committee; or
- (b) on receipt of a written request for such a meeting signed by at least twenty (20) percent of the number of members who attended the previous Annual General Meeting.

8.2 Notice of such a meeting shall be given in the same manner as for the Annual General Meeting. All matters to be discussed shall be stated in the notice papers and any matter not so listed shall be ruled out of order.

9. Proxies

9.1 Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

9.2 The notice appointing the proxy must be, for a meeting of the Club convened under clause 4 or 8, in the form set out in Appendix 2.

10. Discipline, suspension and expulsion of members

10.1 Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the committee may by resolution—

- (a) fine that member an amount not exceeding \$500; or
- (b) suspend that member from membership of the Club for a specified period; or
- (c) expel that member from the Club.

10.2 A resolution of the committee under sub-rule (1) does not take effect unless—

- (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
  - (b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.
- 10.3 A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- 10.4 For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
  - (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that he or she may do one or both of the following—
    - (i) attend that meeting;
    - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;
  - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- 10.5 At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must—
  - (a) give the member, or his or her representative, an opportunity to be heard; and
  - (b) give due consideration to any written statement submitted by the member; and
  - (c) determine by resolution whether to confirm or to revoke the resolution.
- 10.6 If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a

notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.

- 10.7 If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- 10.8 At a general meeting of the Club convened under sub-rule (7)—
- (a) no business other than the question of the appeal may be conducted; and
  - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
  - (c) the member, or his or her representative, must be given an opportunity to be heard; and
  - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 10.9 A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## 11. Disputes and mediation

- 11.1 The grievance procedure set out in this rule applies to disputes under these Rules between—
- (a) a member and another member; or
  - (b) a member and the Club.
- 11.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 11.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 11.4 The mediator must be—
- (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—

- (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club;  
or
- (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

11.5 A member of the Club can be a mediator.

11.6 The mediator cannot be a member who is a party to the dispute.

11.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

11.8 The mediator, in conducting the mediation, must—

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

11.9 The mediator must not determine the dispute.

11.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

## 12. Life Membership of the Club

12.1 The names of prospective Life Members shall be nominated to the Executive Committee and subsequently voted on.

12.2 Each season, the Executive Committee shall consider all candidates who have satisfied the basic requirements as laid down in this Constitution. It is not intended, nor desirable that a life member be elected each season. In general no more than one life member should be elected in one season. In any season, life membership should not be conferred on the one member who has merely contributed more than other members; but should be conferred only where that

member has given outstanding and loyal service to the Club over a long period. Such a member would have put something extra into the Club and would have amply shown their willingness to serve in the many facets of the Club's activities.

12.3 The Executive Committee shall consider for nomination any Club member who has given outstanding and loyal service to the Club for a period of not less than fifteen (15) years, with a minimum of one hundred and fifty (150) games, provided that any such member satisfies more than one (1) of the following additional requirements:

- a) to have held office on the Club Executive Committee;
- b) to have been an outstanding performer with the Club on the field of cricket;
- c) to have held the appointed position of Captain or Vice-Captain of one of the teams;

12.4 Upon election, each Life Member shall be presented with a suitably inscribed plaque as a memento of the occasion.

12.5 A Life Member shall be entitled to attend meetings of the Club Executive, but shall not have the power to vote unless specifically elected or appointed to the Executive Committee.

### 13. Winding up of the Club

13.1 In the event that the Club becomes insolvent or a quorum cannot be obtained for two successive Annual General Meetings, the Club shall be wound up and all property and monies owned by the Club distributed equally amongst the members at the discretion of the Executive Committee.

### 14. General

14.1 *Secretary's Duties:* The Secretary shall keep proper records of Annual General Meetings, Special General Meetings and Executive Committee meetings, and shall on demand produce these records, together with any relevant Club records which may be in his or her possession.

14.2 *Treasurer's Duties:* The Treasurer shall keep proper records of all financial action taken in the name of the Club, and shall on demand produce these records, together with any relevant Club records which may be in his or her possession.

14.3 *Alterations to the Constitution and Rules:* Any alteration to the Constitution and Rules shall be made only at an Annual General Meeting or a Special General Meeting.

15. Common Seal

- 15.1 The Club may have a common seal. If the Club has a common seal—
- (a) the name of the Club must appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Committee and the sealing must be witnessed by the signatures of two committee members;
  - (c) the common seal must be kept in the custody of the Secretary.

16. Registered Address

- 16.1 The registered address of the Club is—
- (a) the address determined from time to time by resolution of the Committee; or
  - (b) if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

17. Notice Requirements

- 17.1 Any notice required to be given to a member or a committee member under these Rules may be given—
- (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- 17.2 Any notice required to be given to the Club or the Committee may be given—
- (a) by handing the notice to a member of the Committee; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Committee determines that it is appropriate in the circumstances—



- (i) by email to the email address of the Club or the Secretary; or
- (ii) by facsimile transmission to the facsimile number of the Club.

18. Custody and inspection of books and records

- 18.1 Members may on request inspect free of charge—
- (a) the register of members;
  - (b) the minutes of general meetings;
  - (c) subject to sub-rule (2), the financial records, books, securities and any other relevant document of the Club, including minutes of Committee meetings.
- 18.2 The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
- 18.3 The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- 18.4 Subject to sub-rule (2), a member may make a copy of any of the other records of the Club referred to in this rule and the Club may charge a reasonable fee for provision of a copy of such a record.
- 18.5 For purposes of this rule— relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Club and includes the following—
- (a) its membership records;
  - (b) its financial statements;
  - (c) its financial records;
  - (d) records and documents relating to transactions, dealings, business or property of the Club.

19. Winding Up and Cancellation

- 19.1 The Club may be wound up voluntarily by special resolution.
- 19.2 In the event of the winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any members or former members of the Club.

19.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual members.

19.4 The body to which the surplus assets are to be given must be decided by special resolution.

20. Alteration of Rules

20.1 These Rules may only be altered by special resolution of a general meeting of the Club.

## **RULES**

1. The President shall act as chairperson of all Club meetings. In the absence of the President, the Secretary shall chair the meeting. In the absence of both, a Vice-President shall be appointed chairperson.
2. Captains and Vice-Captains of each of the various senior teams shall be appointed prior to the start of the season by the Executive Committee. The Captain and Vice-Captain serve in these roles at the pleasure of the Executive Committee.
3. Captains shall be in complete control of the teams whilst on the playing fields, and in conjunction with the Vice-Captains, shall act as a selection committee in accordance with the Rules of Selection (Rule 5).
4. A training coordinator shall be appointed by the Executive Committee. The practice captain shall take charge of pre-season training and shall continue to act throughout the season. The practice captain serves in this role at the pleasure of the Executive Committee.
5. The teams for all senior grades shall be chosen by a selection committee comprising the captains of all senior teams (or their nominee in their absence). Should the committee at any time fail to achieve a working majority, then the First Eleven captain shall have a casting vote, in addition to a regular vote, to decide the matter. A chairperson of selectors may be appointed to assist in this process, and they shall have an equal vote to all other members. The selection committee shall try to place players in a grade suited to their ability.
6. The methods by which trophy winners shall be chosen are outlined in the Appendix. The Executive Committee reserves the right to refuse access to the official Club records of averages though the current season. Official playing averages and records shall be available only at the conclusion of the playing season.

## APPENDIX 1 – Conditions for Award of Club Trophies

1. M.F. Sims Shield: Shall be awarded to the best all-rounder in the Club's senior elevens. The award shall be made on the basis of a points system, based on their contributions to each team a player has played in over the course of the season as follows:
  - Where a player scores 200 in the 1st XI in the course of the season and the 1st XI scores 2000 runs, that player shall be awarded 10 points (being 10% of the runs scored for that team).
  - Where this same player takes 20 wickets for the 1st XI in the course of the season and the 1st XI takes 100 wickets, the player shall be awarded 20 points (being 20% of the wickets taken for that team).
  - The points awarded for batting and bowling are added together with points awarded to that player for fielding in the 1st XI.
  - The total points awarded to a player for their performance in the 1st XI are added to the total points awarded for performances in any other Club XI to form the basis on which the Club All-Rounder is awarded.
  
2. H.H. MacPherson Trophy: The award of the trophy, which is made to the Best Clubman, is decided on the vote of the Executive Committee.
  
3. Graeme Turnley Memorial Trophy: Shall be awarded to the outstanding bowler in the Club each season. This shall be determined on averages, and a minimum of twenty-five (25) wickets with the Club is required. Where a bowler has appeared with more than one team in the season, the performances in all grades shall be combined. The bowler taking the highest number of wickets during the course of the season shall be automatically eligible for this trophy, regardless of meeting the above minimum conditions. In the event of no bowler taking twenty-five (25) wickets in a season, the matter shall be referred to the Executive Committee for a decision.
  
4. Steve Mason Trophy: Shall be awarded to the outstanding batsman in the Club each season. This shall be determined on averages, and a minimum of three-hundred and fifty (350) runs and seven (7) innings with the Club is required. Where a batsman has appeared with more than one team in the season, the performances in all grades shall be combined. The batsman scoring the highest number of runs during the course of the season shall be automatically eligible for this trophy, regardless of meeting the above minimum conditions. In the event of no batsman scoring three-hundred and fifty (350) runs in a season, the matter shall be referred to the Executive Committee for a decision.

5. President's Cup: Shall be awarded to the best all-rounder in the junior elevens. This is to be made on the recommendation of the junior coordinator on the basis of points awarded to players as follows: 1 point per run, 10 points per wicket, and 5 points per catch/assisted wicket.
6. Bryce Naylor Trophy: Shall be awarded to the player deemed to be the most improved player for Club for that season. This is to be made on the decision of all Club team captains and chairman of selectors (where appointed).
7. Team Fielding Trophy: Shall be awarded each season to the outstanding fieldsman in each team. Points shall be awarded for each completed innings in which the team has fielded. For an incomplete innings where the team has not fielded for sufficient time to permit assessment of the players performances, at the discretion of the Captain, fielding points need not be awarded for that innings. Points shall be allotted to each player fielding according to his performance as set out below as judged by the team Captain.
  - 5 points – brilliant
  - 4 points – outstanding
  - 3 points – very good
  - 2 points – good
  - 1 point – fair
  - 0 points – poor
8. Team Batting Trophy: Shall be decided on averages. To be eligible for a team batting award, a player must have scored two-hundred and fifty (250) runs with that team from a minimum of five (5) innings in the season. The qualifying requirements can be amended as required by the Executive Committee.
9. Team Bowling Trophy: Shall be decided on the averages. To be eligible for a team bowling award, a player must have taken fifteen (15) wickets with that team from a minimum of fifty (50) overs in the season. The qualifying requirements are to be determined by the Executive Committee.
10. The conditions of award for any other trophy shall be decided upon by the Executive Committee. Trophies will normally be awarded for a maiden century; a maiden hat-trick; and can also be awarded for outstanding performances such as 150 runs in an innings, 8 wickets in an innings, 6 wickets to the wicket-keeper, 80 runs plus 5 wickets in one match – or any other reason deemed suitable by the Executive Committee.

11. Performances in Veterans or T20 competitions shall not be included for the purposes of determining the winner of the M.F. Sims Shield, Graeme Turnley Memorial Trophy or Steve Mason Trophy.

**APPENDIX 2 – Form of Appointment of Proxy**

I, .....  
*(name)*

of .....  
*(address)*

being a member of .....  
*(name of Incorporated Association)*

appoint .....  
*(name of proxy holder)*

of .....  
*(address of proxy holder)*

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Association to be held on

.....  
*(date of meeting)*

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution)

.....

Signed

Date

\* Delete if not applicable