



# **OVCC POLICY & PROCEDURE**

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**Incorporating Code of Conduct, Disciplinary Procedures & Rules of Order for OVCC endorsed events**



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# **OVCC POLICY & PROCEDURES**

## **ARTICLE I – DESIGNATION and SEASON**

1. The association of the Member and Affiliated Clubs hereinafter mentioned shall be known as the OTTAWA VALLEY CRICKET COUNCIL.
2. The Ottawa Valley Cricket Council in plenary session shall be known by the authorized abbreviation “OVCC”.
3. The Director appointed by the board and Delegates shall be known by the traditional designation of “Council”.
4. The start date of each year’s season will be the date on which the first match in any regular OVCC league is scheduled to be played. The “regular” season ends on the day on which the last non-playoff match (all divisions) is played. The full season ends on the day on which the last playoff match (all divisions) is played.

## **ARTICLE II - OBJECTIVE**

The object of OVCC shall be to foster the growth and development of Cricket in Eastern Ontario, under such rules and regulations as may be agreed by OVCC.

## **ARTICLE III - MEMBERSHIP**

1. ..
  - a) ..
    - i) A “playing member” is a registered member of a Member Club or Affiliated Club who has played at least one (1) official game on the OVCC schedule during the regular season.
    - ii) A person is a member of a Member club or of an Affiliated Club if he or she has joined one of the Member or Affiliated clubs accepted into OVCC under Article III, and whose full name, address and telephone number shall have been submitted to the Secretary of OVCC for registration.
  - b) The secretary of each Member Club or Affiliated Club shall submit a list of members of their Club, including full names, addresses and telephone numbers, no later than May 1st of each year, to the Secretary of OVCC or, in the Secretary’s absence, to one of the other Officers of OVCC as designated in Article V, Section 2. Members joining a club after that date must be duly registered before they play in a Challenge Cup, Citizen Trophy, T20 or any another match. (See By-Law 2(g) for penalty for playing non-registered members.)

2. When a Member joins a Club, either as a new registration or by way of a transfer, the secretary of the Club registering the Member shall notify the Secretary of OVCC who shall maintain an up-to-date listing of all league Members. Only registered Members who appear on the OVCC Secretary's list as of August 1st will be eligible to vote at the Annual General Meeting of OVCC.
- a) ..
- i) The age limit for one to be considered a Junior player is 19 years and under, as of the start of the regular season. Two senior players can participate as part of the Junior team. However, no players restricted from playing in the Citizen Trophy will be allowed to play against the Junior team.
  - ii) The top 5 players (batsman or bowlers) as identified at the start of the season from the Challenge Division, are restricted from playing against Juniors in the Citizen division.
  - iii) Only junior members who are registered and active members of the Juniors program, shall be entitled for promotion to Cricket Ontario, Cricket Canada and other high-performance opportunities.
- b) A playing member wishing to leave his current club must make a written request to the Secretary of his club that he wishes to be released. A copy of this request must be submitted by the club Secretary to the OVCC Secretary with a statement confirming that all outstanding financial obligations have been met by the departing member. Once the player is released, he must provide written notification of such release to the Secretary of the new club that he wishes to transfer to and must copy the OVCC Secretary on this communication.
- c) The Secretary of the Club that the member is currently registered with must respond to the member requesting release in writing, with a copy made to the OVCC Secretary, no more than Seven (7) days from the receipt of the written request for release. The eligibility of the member to represent the new Club shall take effect ten (10) days after the release is requested. Releases must be granted once all dues are paid in full by the departing member and such dues must be cleared by the member within the 10-day waiting period. If financial obligations still exist after the 10-day waiting period, the Secretary of the club that is owed dues by the member must notify the OVCC Secretary in writing, requesting that the release be stopped until the dues are cleared. Except in the case where there is a failure to clear financial obligations, the start of the 10-day period shall normally be the day upon which the OVCC Secretary is first notified of the member's request for release. The onus to notify the OVCC Secretary falls upon the player and the Secretary of the club that the member is leaving. The 10-day period notification cannot be backdated.
- d) The steps for the transfer are as follows:
- a. The member shall, in writing, notify his current Club Secretary and copying the OVCC Secretary, of his intention to be released from the Club.
  - b. There is a 10-day waiting period for a player to start playing for a new club. The 10-day period starts on the day that the OVCC Secretary is informed in writing of the player's request to be released by his club.
  - c. The Club Secretary is to notify the member within 7 days of any dues owing.
  - d. If there is nothing owed, the Club secretary must notify the member and the OVCC Secretary that the member is released. The onus to release the member is on the Club. Once this release is issued, the member is free to join another club after the 10-day period has passed.

- e. If there is nothing owed and the Club still fails to issue a written release to the member, the member has the right to petition Council to decide the matter. Such requests must be addressed at the next regularly scheduled Council meeting or at a specially convened meeting. Council shall do its best to resolve the issue within the 10-day window to avoid unnecessary injury to the member. Decisions by Council to release a member must be in writing and shall take effect immediately.
  - f. If there are dues owed and the member and Club are unable to resolve the issue within the 10-day period, the Club Secretary must write to the OVCC Secretary requesting that the release be paused. The 10-day waiting period shall be paused at this point and the member is barred from participation for any other club. If the club and member can resolve their issues and a period of more than 10 days has passed since the date of the original request, there will be no additional waiting period and the member will be free to join another club and participate immediately.
- e) A player shall not transfer from one Member or Affiliated Club to another more than once in a season, and all requests for transfer must be received by the OVCC Secretary no later than August 1st of the said year. Waiting periods may be waived when such requests are made outside of the playing season.
  - f) Transfers duly completed prior to the start of the regular season shall have the ten (10) day waiting period waived. Transfer requests sent during the season for a player who did not play any game for his current team during the current season shall also have the ten (10) day waiting period waived.
  - g) Membership in the member's new Club shall be recognized officially once a release has been granted. Clubs accepting a member must confirm with the OVCC Secretary that the release has been granted. Clubs playing an unreleased member may be subject to penalties as decided by Council.
  - h) The following provisions shall apply in respect of Junior members:
    - i) During the regular season, if a Junior team member wishes to become a full-fledged member of an OVCC Member or Affiliated Club, the normal ten-day waiting period will apply.

## **ARTICLE IV - COUNCIL**

1. Council shall consist of:
  - a. One director appointed by the OVCC Board of Directors.
  - b. A representative of each Class "A" Member Club, whose name shall have been submitted to the previous Annual General Meeting of OVCC. Substitution shall be permitted subject to prior notification to the Secretary of OVCC.

## ARTICLE V - COMMITTEES

1. The following Standing Committees of OVCC shall be deemed to be in perpetual session: Trophies, Campaign, Fixtures, Selection, Entertainment, Umpires, Junior Cricket and Discipline Committees. Council shall elect the Chairman of these Committees.

a) Policy & Procured Committee:	<ul style="list-style-type: none"> <li>• Chairman - Secretary of OVCC</li> <li>• The President of each Member and Affiliated Club</li> </ul>
b) Nomination Committee:	<ul style="list-style-type: none"> <li>• Chairman - Secretary of OVCC</li> <li>• The Secretary of each Member and Affiliated Club</li> </ul>
c) Trophies Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• OVCC Statistician ex-officio</li> <li>• The Chairman of Selection Committee</li> <li>• The Chairman of Umpires Committee, and;</li> <li>• The Junior Coordinator ex-officio</li> </ul>
d) Campaign Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• The Secretary of OVCC</li> <li>• The Treasurer of OVCC</li> <li>• A Representative of each Member and Affiliated Club</li> </ul>
e) Fixtures Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• The Secretary of OVCC</li> <li>• The Chairman of the Junior Cricket Committee</li> <li>• The Senior Captain or their representative from each Member and Affiliated Club</li> </ul>
f) Selection Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• Three members appointed by the Council, with no more than one member from the same club.</li> <li>• No member of the Selection Committee shall be eligible for selection</li> </ul>
g) Entertainment Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• A Representative of each Member and Affiliated Club</li> </ul>
h) Ladies' Committee:	<ul style="list-style-type: none"> <li>• Shall be composed of ladies interested in the aims of</li> <li>• OVCC. It shall govern its own membership and procedure, and shall maintain liaison with OVCC</li> </ul>
i) Umpires Committee:	<ul style="list-style-type: none"> <li>• Shall be composed of the Umpires' Coordinator appointed by the Council and Chairman elected by the Ottawa Valley Umpires' Association. It shall govern its own membership and procedure, and shall maintain liaison with The Umpires' Coordinator</li> </ul>
j) Junior Cricket Committee:	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• Junior Coordinator</li> <li>• A Representative of each Member and Affiliated Club</li> </ul>
k) Discipline Committee	<ul style="list-style-type: none"> <li>• The Chairman</li> </ul>

	<ul style="list-style-type: none"> <li>• Two members appointed by the Council, with no more than one member from the same club</li> </ul>
l) Web Committee	<ul style="list-style-type: none"> <li>• The Chairman</li> <li>• Two members appointed by Council</li> </ul>
m) OPL Committee	<ul style="list-style-type: none"> <li>• Chairman</li> <li>• Sponsorship Director</li> <li>• Rules Manager</li> <li>• Operations Manager</li> <li>• Umpiring and Scoring Coordinator</li> <li>• OVCC Treasurer</li> <li>• OVCC Vice President</li> </ul>

2. Council may appoint the formation of other interim committees, as it deems necessary.
3. Any committee may appoint additional members to help with its duties. Additional members will not be permitted to vote.

## **ARTICLE VI - DUTIES OF THE COUNCIL**

1. Council shall have the management of all cricket played under the auspices of OVCC, and the adjudication of all disputes. Any decision taken by the council will be referred to the OVCC Board of Directors for Final approval.
  - a) If no delegate of a Member or Affiliated Club is present for three consecutive meetings of Council, the Secretary of OVCC shall notify the Secretary of the absentee club in writing, and advise the Secretary that appropriate action should be taken to ensure proper representation of the club(s) at Council Meetings. Failure to comply may invoke the application of Article IX, Section 6.
2. The channel of communication from individual members to OVCC shall ascend from the member through their club Secretary to their club's delegate to Council; but nothing herein shall prevent any member from communicating directly to Council by way of the OVCC Secretary, where and when he feels that decisions of his club are unfair and not in keeping with the aims of OVCC or in the interests of cricket in Eastern Ontario generally.
3. Council shall maintain in perpetual session of all Standing Committees of OVCC according to their several constitutions, and shall receive their Reports, but it shall not over-rule their decisions save by two-thirds majority of the Member Clubs in attendance and entitled to vote on the motion at the Council Meeting at which such action may be taken. Any decision taken in the council will then be forwarded to OVCC Board of Directors for Final approval.

## **ARTICLE VII - DUTIES OF COMMITTEES**

1. All Committees of OVCC shall present, through their Chairman, reports as and when requested by Council.

2. Policy & Procedure Committee:

- a) Shall advise Council on all Policy & Procedure matters. It shall receive all inquiries on policy and procedure points, all proposals for amendments to the Policy & procedure of OVCC and may initiate amendments itself when deemed desirable.
- b) Prior to a General Meeting the Committee shall meet to consider any properly notified proposal for amendment to the Policy & Procedure of OVCC and shall present to the General Meeting all such proposals together with the comments and recommendations of the Committee.
- c) The Chairman of the Policy & Procedure Committee shall be responsible for the publication and distribution of the Policy & Procedure and of any approved amendments, and through the Committee, shall endeavor to keep members of OVCC informed of their interpretation and that of any Rule or Regulation under which their cricket is to be played.

3. Nomination Committee:

- a) Shall receive all suggestions for Nominations to offices of OVCC. It shall, whether suggestions are received or not, submit to Member and Affiliated Clubs by September 15 of an election year, a tentative list of officers. It shall then receive the recommendations of Member and Affiliated Clubs and prepare a final slate of officers for nomination at the Annual General Meeting. None of the foregoing shall be construed as discouraging nominations from the floor of the Annual General Meeting, except for Honorary Life Members.

4. Trophies Committee:

- a) Shall receive all inquiries and suggestions about Trophies under the jurisdiction of OVCC, and the presentation of new Trophies. It shall Award all such Trophies according to their deeds of gift. It shall have the care and control of all Trophies, except for the Confederation Cup in such years as it may be held by a Montreal Team, or any similar Trophy for external competition, which may be won by an outside Club, when it shall convey such Trophy to the Winner, under due safeguards. It is deemed desirable that Miniatures or Mementoes be provided for individual winners of Trophies, but their provision shall not be obligatory on OVCC.

5. Campaign Committee:

Shall receive all inquiries and suggestions about the popularization of Cricket and the raising of funds for that purpose. It shall have general charge of publicity and marketing.

6. Fixtures Committee:

Shall receive all enquiries about Fixtures. It shall prepare a tentative Fixture list for consideration and approval by Council and shall print and distribute a full list of all Fixtures, internal and external, before the first game of the regular season.

7. Selection Committee:



Prior to each representative game, the Selection Committee shall appoint a captain who shall join with the Committee to select the remainder of the team. It shall receive all suggestions for the choice of Representative Teams and shall be guided in its selection solely by its own judgment. It shall appoint a tour manager who shall assume responsibility for all tour arrangements. The Selection Committee shall appoint the captain in advance of the selection process kick off and ensure he/she is available during those meetings. In multi-game tournaments, the Captain will be responsible for picking the playing XI in any given match.

#### 8. Entertainment Committee:

Shall receive all inquiries and suggestions about social activities connected with cricket. It shall arrange accommodation, catering and entertainment for visiting teams. It shall manage the Annual Awards Night, and all other social gatherings under its control. It shall explore the possibilities of promoting entertainments, especially during the winter, both for the profit of OVCC and for the pleasure of its members. It shall through its chairman, maintain liaison with the Ladies' Committee. It shall secure pre-authorization from Council for any single commitment of more than \$100.00 outside budgetary constraints.

#### 9. Ladies' Committee:

May be invited to co-operate with the Chairman of the Entertainment Committee in the exercise of their duties, and through him to offer suggestions and to help the Chairman of any other committee in whose work its Members may be willing to share.

#### 10. Umpires' Committee:

Shall be responsible for coordinating with the Ottawa Valley Cricket Umpires' Association to assign umpires to all games under the jurisdiction of OVCC, and for the interpretation of the Laws of Cricket.

#### 11. Junior Cricket Committee:

Shall receive all inquiries and suggestions about junior cricket activities. It shall arrange for the organization of a junior cricket team or teams and decide for practice facilities for young people interested in playing cricket. It shall arrange games with Member and Affiliated Clubs, or with junior cricket teams of other organizations.

#### 12. Discipline Committee:

Shall receive complaints from umpires, captains and players. Such complaints are to be acted upon in accordance with the Code of Conduct. The penalties that shall be imposed will be in accordance with the Code of Conduct.

#### 13. Web Committee:

A) Shall receive all inquiries and suggestions about the official OVCC web site and any social media web site connections. It shall host sessions to train representatives of each Member and Affiliated club on uploading

match scorecards and updating their club information. It shall also be responsible for contributing and maintaining content and media information on the OVCC web site.

B) All social media logins, passwords which web committee members maintain or set up remain the property of OVCC and shall be handed over to the next Executive committee upon the end of an Executive term. The registration of web domains, social media accounts, master passwords etc. should be registered under the name of the OVCC President.

#### 14.OPL Committee:

Shall be responsible for the planning and execution of the annual tournament and for determining how the funds raised from the tournament are disbursed and/or invested. The OPL Committee's principal mandate is to support cricket infrastructure and player development.

### **ARTICLE VIII - MEETINGS**

1. Meetings of Council and of OVCC shall be called in accordance with the provisions of Article IX Section 4(a) above.
2. The Rules of Order governing all matters in meetings convened or managed by Council, inclusive of its committees, shall be according to the rules set out in Rules of Order for OVCC Meetings.
3. The Quorum of a Council Meeting shall comprise at least (1) one Director as appointed by the OVCC Board of Directors and at least half of the Class "A" Member Clubs.
4. The Quorum of any committee of Council shall be a simple majority of the members of that committee including its chairman and all committees shall be subject to the call of their respective chairmen.
5. Proceedings at any meeting are valid only if a quorum of voting members is present.
6. The Annual Awards Night shall be held at such time and place as may be arranged by the Entertainment Committee.
7. Monthly meetings of Council are, in general, considered in the best interest of OVCC, but the amount of business on hand may from time to time justify shorter or longer intervals between meetings.
8. The Order of Business at Council Meetings shall be:
  - b. Minutes of Preceding Council Meeting, and of last General Meeting if no Council Meeting has intervened
  - c. Business Arising from Above Minutes
  - d. Unfinished Business
  - e. Correspondence
  - f. Reports: (1) Executive (2) Committees
  - g. New Business
  - h. Time of Next Meeting

i. Adjournment

9. ..

- a. All Full Members of Council who are present shall be entitled to vote at Council meetings unless it is otherwise specified.
- b. Voting at Council meetings shall be by showing of hands subject to Article XII(7), save that if any two members desire a secret ballot, the President shall put this to a vote, and if the desire is sustained he shall appoint two scrutineers from among the members present to conduct such ballot.
- c. The President, or the President pro-tem, shall have only a casting vote at General, Special General and Council meetings.
- d. The Oath of Office shall be administered to The Chairman of Committees immediately at the first Meeting of Council for the new session. If this is not possible, the Chairman (men) shall be given the Oath of Office on their first attendance at a meeting of Council.

## **ARTICLE IX - INTERPRETATION**

1. The following interpretation shall apply in this Policy and Procedure:
  - a. "may" and "might" are to be construed as permissive.
  - b. "shall" and "must" are to be construed as imperative.
  - c. "he", "him", "his", or "himself", or "their" are to be construed to include members of all genders.
  - d. "Chairman" is to be construed to include members of all genders.
  - e. "Member" is to be construed to include members of all genders.

# PLAYING BY-LAWS

## 1. CONDUCT OF GAMES AND COMPETITION – All divisions

Except where otherwise agreed by Council, games and competition for the OVCC Challenge Cup, Citizen Cup and T-20 trophy, and any other OVCC competition shall be conducted in accordance with the following provisions;

- i) A match shall consist of one inning per side, each inning being limited to 50 overs for Challenge Division with each bowler limited to 10 overs; 40 overs for Citizen Division with each bowler limited to 8 overs; and 20 overs for T- Twenty game with each bowler is limited to 4 overs
- ii) A match shall commence at 10:30 a.m. or 11:00 a.m., but no later than 11:30 p.m., and stumps shall be drawn no later than seven hours after for Challenge Division games, 5 hours 36 minutes for Citizen Division games, and 2 hours and 40 minutes for a T20 games.

When an innings ends 30 minutes or less before the tea interval, tea shall be taken immediately, and the interval shall be 30 minutes only.

When an innings ends more than 30 minutes before the tea interval, the change-over interval shall be 10 minutes and tea shall be taken at the scheduled time for 30 minutes

- iii) Where the fielding side fails to bowl the allotted number of overs within the scheduled time, umpires will apply the penalties specified in the current playing rules.
- iv) If, because of bad weather or for any other reason the start is delayed, the minimum number of overs which must be bowled to constitute a match is as follows:

Challenge- 20 Overs, Citizen- 16 overs, T-20- 5 overs

- v) In the Challenge and Citizen division, a win shall score four points, a tie or wash out two points each. In a T-20 game, a win will score 4 points, a wash out game will score 2 points each and in the event of a tie, a one over per side tie breaker will be played.
- b) ..
- i) If a side has seven or more registered players dressed and ready to play at the time of the toss for an innings and the other has not, the side with seven or more registered players dressed and ready to play shall automatically win the toss, and the captain of that side shall inform the umpires and the opposing captain of their decision at that time. If the home side does not have its pitch ready for play at the time of the toss, and the visiting side has seven registered players dressed and ready to play, the visiting side shall automatically win the toss and the captain of that side shall inform the umpires and the captain of the home side of their decision at that time.

- ii) If a side has seven or more registered players dressed and ready to play at the time scheduled for commencement of play, and the other has not then the side failing to have the required number of players shall forfeit the match. See (vii) below.
- iii) If each side fails to have seven or more registered players dressed and ready to play at the time scheduled for commencement of play, and this condition prevails for thirty minutes past the above time, both sides shall forfeit the match. See (vii) below.
- iv) If a side foresees that it will not be able to field seven or more players for an upcoming fixture, then the Captain or their designee must notify the captain, or in their absence the designee of the opposing side, as well as the Chairman of the Fixtures Committee and Umpire Coordinator of their Club's intention to forfeit the match, no less than 48 hours preceding the start of the fixture. The match shall not be rescheduled but result in forfeiture. In all cases of forfeiture, a forfeit fee established by Council will be applied. If less than 48 hours notice is provided the umpires fee shall also be levied.
- v) Subject to any rule agreed by Council, every match shall be governed by the M.C.C. Laws of Cricket and Official Notes.
- vi) Only members registered with the Secretary of OVCC in accordance with Article IV, Section 2 of the Constitution shall be eligible to play in all OVCC fixtures. The penalty for playing non-members shall be automatic forfeiture of the match.
- vii) If a team unilaterally decides to forfeit a match, it shall receive zero points and be levied a \$200.00 fine and its opponent shall receive four points, except in the situation where both teams have mutually agreed to forfeit the match. In such a case no points shall be awarded to either team and both teams will be levied a \$100.00 fine. All fines are to be paid to OVCC.
- viii) If for any reason other than forfeiture or weather a match is not played, the Chairman of the Fixtures Committee, in consultation with the Captains of the teams involved, may reschedule it.
- ix) If two (2) or more member clubs are tied on points at the end of the Challenge Cup or Citizen Trophy Competition or T20, then the net run rate shall be used to determine the winner.
- x) If both teams have scored an equal number of runs, the winner shall be:
  - (a) The team losing fewer wickets
  - (b) If both teams are All-Out or have lost an equal number of wickets, the team that scores its runs in fewer overs shall be declared the winner.
  - (c) If a result cannot be achieved by (a) or (b) above, the team with the higher score at the end of 20, 16 or 5 (Challenge, Citizen, T- Twenty) overs and subsequent overs shall be declared the winner.
- xi) The semi-final round of the Challenge Cup and Citizen trophy shall be played first place vs. fourth place and second place vs. third place.

xii) The winner of the playoffs will be declared League Champions.

xiii) Any registered player who has played a minimum of four (4) regular season/representative games for a member club or an OVCC representative team during that season is eligible to participate in the playoffs of the Citizen or Challenge divisions and T20 competitions. This provision shall not apply to Junior members. Forfeiture/abandoned games will not count towards the 4-game minimum.

\*\* A match is considered "**abandoned**" or "**cancelled**" if weather or other conditions prevent any play from occurring. If the bowler of the first over of play has not started their run-up when the officials decide to **abandon** play, then the result is termed '**abandoned** without a ball being bowled. Abandoned matches where there is no play at all shall not count towards the 4-game minimum. Abandoned matches that have commenced play (If the bowler of the first over of play has bowled the first ball of the game) will count towards the 4-game minimum.

xiv) Scores of completed games must be uploaded by the home team by Wednesday following the weekend games. Failing to do so will result in a fine for each game not uploaded. The amount of the fine to be paid will be determined by Council on a yearly basis.

xv) A player not adhering to the dress policy may be subject to penalties in accordance with the code or may be asked to leave the field until such time as he is able to present himself in the club's uniform.

xvi) Players from any league are eligible to play within OVCC, subject to By-Law 2(b) (xiii). Players who are in their first year of participation in the OVCC must play at least 50% of their games in the league for the club they are representing in order to be eligible for OVCC/CCO/CC games for next season and need to continue playing at least 50% of the game in the league for the club(s) they are representing every season after in order to keep the eligibility for OVCC/CCO/CC games.

**c) Division Standing & Calculation of Bonus Point (This section is subject to modification every season based on the division format)**

**Division Standing**

In Challenge Division, each club will play 8 regular league games before the Super-Six round. No regular session points will be carried to the Super-Six round. No home ground advantage in Super-Six round. Teams finishing 1, 2 and 3 positions after regular season, will be placed in POOL A. Teams finishing 4, 5 and 6, will be placed in POOL B. POOL A Teams will play one game each with POOL B teams (In total each team will play 3 games in Super-Six Round). Top 4 teams with the best points in Super-Six round will advance to the semi-final Round. No home ground advantage in semi-final round.

In Citizen Division, Pool A and B play 9 regular games before play-offs. Pool C will play 10 regular seasons. (Pool A Teams will play one match each against Pool B and C teams. Pool B Teams will play one match each against Pool A and C teams. Pool C Teams will play one match each against Pool A and B teams. Each Pool A and B teams will get one match bye, as they are only playing 9 matches) No, home ground advantage in play-offs. Teams topping their

respective pools will be ranked 1, 2, 3 (e.g., 1, 2, 3 positions will be placed between A1 or B1 or C1). The remaining teams will be ranked according to the points after finishing the regular season.

In T20 Division, each club will play 11 regular games before the play-offs. No, home ground advantage in play-offs. The remaining teams will be ranked according to the points after finishing the regular season.

### **Bonus Point**

1 Bonus point will be allocated for any team that achieves victory with a run rate 1.25 times that of the opposition. A team's run rate will be calculated by reference to the number of runs scored divided by the number of overs faced. Where a side is all out, the number of overs to be used is the maximum number of overs that side was otherwise eligible to face. Where matches are shortened and targets revised through the Duckworth/Lewis system, bonus run rates and bonus defensive targets are derived as a function of the revised target score and maximum overs.

**\*\*The Cricclub website automatically calculates bonus point as per MCC rules adopted by ICC, therefore the division standing as per Cricclub website will be final.**

## **2. UMPIRES, LAWS OF CRICKET AND LOCAL RULES**

- a) The Chairman of Umpires, as part of the Ottawa Valley Cricket Umpires Association, under the jurisdiction of OVCC, shall appoint umpires for the games.
- b) Local rules and updated ICC regulations supplied by OVCC and OVCUA shall prevail and govern the playing of matches on a yearly basis.
- c) Local rules may be abrogated at the request of visiting teams.
- d) The use and application of the Duckworth-Lewis (D/L method) will be decided by the OVCC Umpires committee who are responsible for specifying which software/website materials must be consulted to make the requisite calculations required to use the D/L method correctly.

## **3. DRESS**

It shall be the responsibility of the Captain or member in charge of any Club to see that all members of their team, whether in a game or at practice, are suitably dressed in recognized cricket attire, including uniforms with the same color and design where colored clothing is worn. The umpire has the right to send the player off the field, until they wear the prescribed uniform or levy fines in accordance with the Code.

## **4. CRICKET BALLS**

Cricket balls used in matches played under the auspices of OVCC shall be those supplied or approved by OVCC.

## **5. GUEST PLAYERS**

No more than one guest player per team shall be allowed to participate in a game, and a guest player is limited to participate in a maximum of two games per season. Guest players are not allowed to participate in Challenge Cup, Citizen Trophy, or T20 playoff games.

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## 6. INQUIRIES

Inquiries, Suggestions, Requests or Complaints should be addressed in the first instance as follows:

a) Membership of Clubs and of OVCC:	Club Secretary
b) Election of Officers:	Club Secretary
c) Meetings of OVCC and of Council:	Secretary of OVCC
d) Finance:	Treasurer of OVCC
e) Scores and Results:	Statistician
f) Grounds	Club Secretary
g) Trophies	Chairman of the Trophies Committee
h) Publicity and Popularization	Chairman of the Campaign Committee
i) Selection of Teams	Chairman of the Selection Committee
j) Entertainment and Visiting Teams	Chairman of the Entertainment Committee
k) Junior Cricket	Chairman of the Junior Cricket Committee
l) Umpires and Interpretation of the Laws of Cricket	Chairman of the Umpires Committee Chairman of the Discipline Committee

Should satisfaction not be forthcoming, the matter may be reported to the Secretary of OVCC for action or escalation as required.

## 7. CONCUSSION POLICY

A player is required to sit out for a minimum 15-minute “time-out” period if he gets hit on any part of the head (including the helmet, any part of the neck or the back of the head) that could trigger a potential concussion. If the injury is deemed more serious then the umpire to a maximum of 30 minutes may extend the “time-out” period. Umpires and team management must ensure that players do not come back on to the field before the “time-out” period has expired.

## 8. PRIZE MONEY

The winning team from each division (Final of Citizen, Challenge, T20 Division) will be eligible to receive a cash prize. Council will decide the values of such prizes prior to the start of the season.

## 9. HELMET POLICY – NEW

Please refer to OVCC Mandatory Helmet Policy document uploaded on OVCC website.



# Appendix I -Code of Conduct and Disciplinary Procedures

OTTAWA VALLEY CRICKET COUNCIL BY-LAWS  
Under  
CODE OF CONDUCT (A) & DISCIPLINARY PROCEDURES (B)  
August 2018

## A. CODE OF CONDUCT

### 1. Dress

Players, including substitutes, shall wear their current club uniform as prescribed by their club. Sponsor logos, advertisements, are allowed on the uniforms, including club emblem.

### 2. Talking

- a. Players of the fielding team are not permitted to talk during the bowler's run up or bowling action.
- b. Close-to-the-wicket fielders shall be prohibited from any act that may distract the batsman.
- c. Only the Captain or bowler of the fielding side, and a batsman (at the middle) may seek information from the Umpire, e.g. the time, number of balls left in the over, or permission to leave the field or return thereto.

### 3. Dissent

Expressed dissent or dispute with an Umpire on the efficacy of a decision is prohibited absolutely.

### 4. Heckling

No player of the opposing teams shall heckle, bait, threaten by words or gesture, any other player, official or administrator.

### 5. Confrontation

All physical or verbal confrontation by any player towards another player, official or administrator is prohibited.

### 6. Umpires

While standing, no umpire shall joke with, or make any comment to a player on the standard of play or the capacity of any player to compete in the league. Umpires should restrict themselves to administer the playing of the game and nothing else. Jocularly with any player could be construed as favoritism if a decision is immediately given in that player's favor. No umpire shall smoke on the field during the match.

### 7. Players as Umpires

In the absence of an official umpire at square leg, the player who is "standing in" shall not coach, or assist their teammate at the crease, nor comment on the play to others while he is "standing". If the

“stand in” persists, he shall be replaced with another player. The “stand-in” should limit himself to adjudging “run-outs” and “stumpings” only unless requested by the presiding umpire to do otherwise.

#### 8. Deliberate Time Wasting

Where the fielding side fails to bowl the allotted number of overs within the scheduled time, that side shall continue to bowl until the allotted overs are all bowled (unless the batting side is bowled out) but that side shall receive only that number of overs which it had bowled at the end of the scheduled time. (as per ICC Regulations). The Umpires may, at their discretion, reduce the number of overs the team fielding first is penalized should they consider all or part of the delay to have been beyond the fielding team’s control.

#### 9. Matches played on neutral grounds

Where a match is to be played on a ground of which neither side is a home team, explicit directives shall be given as to the duties and responsibilities for (i) preparation of the pitch, (ii) refreshments, and (iii) tea.

#### 10. Penalties – please refer to section B – Disciplinary procedures, item # 13 – ICC rules of conduct

#### 11. Suspensions

Suspensions of any person may be carried forward to a following year

#### 12. Addendum

Physical or verbal abuse that forms the basis of a complaint may occur on or off the field.

## **B. DISCIPLINARY PROCEDURES**

### 1) Definition

- i. Complainant - the person who files the complaint.
- ii. Offending parties / Accused – the person or persons against whom the complaint is filed

### 2) Complaints

- i. All complaints shall be in writing and comply with the following protocol:
  - I. Complaints shall be made in writing to the OVCC Officers; The OVCC Officers will review the complaint and refer the matter to the Discipline Committee.
  - II. If the OVCC Officers determines the complaints is not within the jurisdiction of this Policy or is frivolous, the complaint will be dismissed. If the OVCC Officers

- determines the complaint is not frivolous and within the jurisdiction of this Policy, the OVCC Secretary will refer the complaint to the Discipline Committee.
- III. If the OVCC Secretary refers the complaint to the Discipline Committee, the Discipline Committee will review the complaint by reviewing written submissions from the parties and hearing oral submissions. Thereafter the Disciplinary Committee will decide the appropriate sanction, if any. The Disciplinary Committee decision must be conveyed to the Complainant and Offending parties/Accused.
  - IV. The Complainant and/or Offending parties / Accused may choose to accept the decision in writing, in which case the Disciplinary Committee decision will take immediate effect. Alternately, the Complainant and/or Offending parties / Accused may object to the decision, in which case the Discipline Committee shall refer the complaint to the Council.
  - V. At the next regularly scheduled Council or special Council (if the incident is of a very serious nature, as determined by the Council) meeting, the complaint will review all documentation and hear all relevant evidence and render a final decision. The decision of the Council shall be final and binding, subject to appeal as described herein.

Complaints may also be filed against officials, umpires, spectators, members of Members Clubs or an Affiliated club or representative of OVCC and is not only limited to playing members.

The OVCC Secretary may determine that an alleged incident is of such seriousness as to warrant suspension of the Offending Party/Accused pending completion of the criminal process, pending completion of a third-party process, pending completion of a hearing, or pending a decision of the Disciplinary Committee or Counsel.

### 3) Procedure — Hearing

Upon the Disciplinary Committee receiving the directive to decide a complaint, it shall:

- i. Set a date for the hearing, in the case of an oral hearing
- ii. Send a Notice of Hearing to the Complainant and/or Offending parties / Accused. The Notice shall show the date, time and place for the Hearing
- iii. A copy of the complaint and the response document shall be attached with the notice.
- iv. In the Notice, Complainant and/or Offending parties / Accused shall be instructed that they have the right to bring witness (es) to the Hearing.
- v. The Complainant has the right to withdraw the complaint any time before the Hearing is completed.
- vi. The Disciplinary Committee may call witnesses of its own choice.

- vii. At the hearing;
  - a. The Complainant may choose to give verbal evidence or
  - b. Rely upon the contents of the written complaint
  - c. The Offending parties / Accused may admit to the contents of the written complaint, or deny same and show cause why the complaint should be dismissed

#### 4) Evaluation of Evidence

At the conclusion of the Hearing, the Disciplinary Committee shall make its decision based upon the balance of probabilities

- i. If the Disciplinary Committee finds that the complaint is justified, it shall determine a suitable sanction.
- ii. The Disciplinary Committee may reject the complaint and determine that no action be taken against the Offending parties / Accused.

#### 5) Failure to attend

If the Offending parties / Accused (upon proper notice,) refuse to attend the Hearing, the Disciplinary Committee in its discretion, may:

- i. Adjourn the Hearing to another date, or
- ii. Proceed with the Hearing (in absentia) and any decision made is as valid as if the Offending parties / Accused had appeared in person.

#### 6) Fresh Evidence

In any complaint heard by Council, no fresh evidence, including witnesses, which were available but were not produced at the Hearing of the Disciplinary Committee, shall be allowed.

#### 7) Confidentiality

All deliberations of the Disciplinary Committee shall be confidential and reasons for their decisions shall be disclosed only to Council upon a written request from the OVCC Secretary. Breaches of Disciplinary Committee confidentiality may result in expulsion from the Disciplinary Committee.

#### 8) Breach

A person may be cited only if the conduct complained of violates a provision of the Code.

#### 9) Penalty

No penalty other than that contained in the Code shall be enforced against an Offending parties / Accused.

#### 10) Limitation period

- i. All complaints shall be filed, within seven (7) days of the incident taking place or unless an extension is permitted by the OVCC Secretary. .
- ii. Any Hearing should be held within ten (10) days of the filing date, or such later date as is, in the reasonable opinion of the Disciplinary Committee, required;
- iii. Any decision of the Disciplinary Committee should be reported to the OVCC Secretary within five (5) days of the Hearing.
- iv. The OVCC Secretary should communicate the decision of the Committee to the Complainant, Offending parties / Accused and ask if the parties accept the decision of the Disciplinary Committee. Parties may choose to accept the decision of the Disciplinary Committee and then the penalty shall be enforced immediately. However, if either party chooses to challenge the decision of the Disciplinary Committee then the matter must be brought to the next Council meeting where a final decision will be made by Council to accept, amend or reject the decision of the Disciplinary Committee after which the decision of the Council must be immediately implemented.
- v. Council in their discretion and in the interest of justice may waive the enforcement of any time period.

#### 11) Composition of Disciplinary Committee

- i) The Disciplinary Committee is comprised three (3) members of OVCC as appointed by Council.
- ii) In the absence of any member of the Disciplinary Committee, The President or Vice-President of OVCC shall act as a temporary replacement.
- iii) The appointment of the Disciplinary Committee should consider the following;
  - (1) A member shall not be appointed to the Disciplinary Committee if the Discipline Committee has found the member guilty in the past five years.
  - (2) Where member(s) of the Disciplinary Committee are the subject of a complaint, such members must recuse themselves and the remaining members along with appropriate replacements shall make the decision.

#### 1) Leveraging the ICC rules of conduct for implementation

This code of conduct is a regulation regarding code of conduct of players / members / officials in the sport of cricket. Under this regulation the convicted party may be fined an amount, banned for a number

of games or banned for some time from the league. The discipline committee has the power to set penalties for most offences, the exception being the most serious ones, which must be referred to council.

#### Level 1

- Abuse of equipment clothing, or any part of the ground.
- Showing dissent at an umpire's decision by word or by action.
- Using language or a gesture that is obscene, offensive or insulting.
- Excessive appealing.
- Aggressive behavior by members of the fielding side upon the dismissal of a batsman.

#### Level 2

- Repeat of any Level 1 Offence within 12 months.
- Showing serious dissent at an umpire's decision by word or action.
- Inappropriate and deliberate physical contact between players during play.
- Aggressively charging towards an umpire while appealing.
- Deliberate distraction or obstruction on the field.
- Throwing the cricket ball at a player, umpire or official in a dangerous manner.
- Using language or a gesture that is obscene, offensive or of a seriously insulting nature to another player, umpire, referee, team official or spectator.
- Changing the condition of the ball in breach of Law 42.3.
- Any attempt to manipulate a match in regard to the result (In a negative way), net run rate, bonus points or otherwise. (Example: Intentionally losing so that a team will face a weaker opponent in the Finals.)

#### Level 3

- Repeat of any Level 2 Offence within 24 months.
- Intimidation of an umpire or referee.
- Threat of assault on a player, team official, or spectator.
- Using language or gestures that offends race, religion, color, descent or national or ethnic origin.

#### Level 4

- Repeat for any Level 3 Offence within 24 months.
- Threat of assault on an umpire or referee.
- Physical assault of another player, umpire, referee, official or spectator.
- Any act of violence during play.
- Using language or gestures that seriously offends race, religion, color, descent or national or ethnic origin.

- ✓ The penalties available for each offence are based on the level as defined above in section 13 of Appendix 1 of Disciplinary procedures. The penalties are as follows:

- Level 1: Fine of \$25.00
  - Level 2: Fine of \$100.00 and ban for 1 game (Any division)
  - Level 3: Fine of \$150.00 and Ban for 2 games (Any division)
  - Level 4: Fine of \$200.00 and Ban from playing for any (Any division) 5 games with the possibility of up to a lifetime ban from the league
- ✓ Clubs are responsible for the behavior of their members and are responsible for payment of the fine. Clubs may seek reimbursement from the offending member.



# **Appendix II- RULES OF ORDER FOR OVCC MEETINGS**

1. The Chairman or in their absence or by delegation, an interim Chairman shall take the Chair at the designated time.
2. When a member wishes to speak, he shall raise their hand or rise in their place. He shall then only speak after he has obtained recognition of the Chairman and confine their remarks to the question at issue.
3. The remarks shall not exceed five minutes.
4. A member shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
5. A member shall not interrupt another, except to rise to a *Point of Order* or *Question of Privilege*.
6. If a member is *Called to Order*, he shall at the request of the Chairman take their seat and cease their remarks until the *Point of Order* has been ruled upon.
7. Should a member persist in unparliamentary conduct, the Chairman shall name him and submit their conduct to the judgement of the meeting. In such case, the member whose conduct is in question, the member whose conduct is in question should explain himself and then withdraw to allow the meeting to determine what course to pursue in the matter.
8. When a motion has been proposed and seconded, the Chairman, after having read it shall ask "Are you ready for the question? "If a member does not ask to speak, the motion shall be put directly to a vote.
9. In the event of a tie vote on any matter other than the election of officers the Chairman may cast a deciding vote. The Chairman shall not take pan in a debate unless he leaves the Chair. Having left the Chair, he shall not return to it until the matter in question has been disposed of.
10. The adoption of a Committee Report constitutes a decision of the meeting that adopted it.
11. Any member may appeal a decision of the Chairman but only if their appeal is seconded. Immediately and without debate, except that the appellant and the Chairman may give their reasons for the appeal and the decision respectively, the Chairman shall put the question: "Shall the decision of the Chair be sustained?"
12. When it is moved and seconded that the question be put, there shall not be any discussion or amendment to the original motion and the Chairman must immediately call for the vote by asking "Shall the question be now put? "If a two-thirds majority votes "that the question be now put", the main motion shall be put without further debate. If the motion to put the question is not passed by a two-thirds majority of those voting, discussion will continue the main motion. The call to vote on the motion cannot be made when an amendment has been proposed nor can it be made by a person who has already spoken on the motion, if an amendment has been proposed, it must be disposed of before a member can move that the question be put.

13. ..

- a. Any motion or amendment to a motion may be amended, provided the amendment is directly related to the subject and does not have the effect of nullifying the motion. When an amendment to an amendment has been moved and seconded, the Chairman cannot accept and further amendments until the amendment to the amendment has been disposed of.
- b. Any motion of adjournment to a definite time may not be amended except for the question of the time specified.
- c. Amendments are always voted on in reverse order to this introduction. That is, the amendment to the amendment must be disposed of before the amendment, and the amendment must be voted on before the main motion. Whether or not the amendments have carried, the main motion must always be voted on; otherwise, the main motion remains undecided.

14. A *Motion to Refer*, if seconded, may be debated only as to the propriety or advisability of such referral, but not as the main question. A *Motion to Refer* may include instructions to the committee to which the motion is referred.

15. The following motions shall be in order at any time and in the order of precedence stated:

- a. To adjourn (non-debatable)
- b. To recess (non-debatable)
- c. Question of Privilege (the Chair must rule immediately before continuing the debate)
- d. Point of Order (the Chair must rule immediately before continuing the debate)
- e. To lay on the table (non-debatable)
- f. To put the question (non-debatable)
- g. To postpone to a definite time (debatable only as to its appropriateness or advisability)

Any of the above motions cannot be made a second time until an intermediate matter on the agenda has been dealt with by the meeting.

16. Any motion may be reconsidered providing the mover and seconder of the motion to reconsider voted with the majority and notice of motion to reconsider had been given at the previous sitting. A *Motion to Reconsider* shall require a two-thirds majority of those voting to pass.

17. ..

- a. If the results of a voice vote or a vote taken by a show of hands as announced by the Chairman is in dispute, the latter shall, upon the request of any member, order a standing vote.
  - b. A vote by secret ballot shall be taken only on a substantive motion at the request of any five members present.
  - c. A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: when the original question has been resolved by secret ballot, a motion to reconsider may also be resolved by secret ballot.
  - d. Request for a secret ballot shall not be in order once the Chairman has already called the question.
  - e. When a standing vote or vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced. The Chairman shall have the number of members voting in the affirmative and the negative recorded.
18. When a standing vote or vote by secret ballot has been called by the Chairman, a person, except with the permission of the Chairman, shall not be permitted to enter or leave the room until the results of the vote have been announced.
19. Any two members at the meeting may request, and have ordered, a recorded vote. Upon receiving such request, the Chairman shall require the Secretary to call the roll and record the names of those voting in the affirmative and in the negative.
20. A *Motion to Limit the Debate* shall be in order once the Chairman has stated the question. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to pass.
21. Election of officers shall be conducted in accordance with the provisions of Article XII of the OVCC Constitution.
22. Robert's Rules of Order shall govern in all matters not regulated by the rules set out above, except where they are inconsistent with the OVCC Constitution and By-Laws.

## Glossary of Terms
