



**Queensland Veterans Cricket Inc. affiliated with Queensland Cricket**

## **BY-LAWS Management Committee Structure**

**Effective from 22<sup>nd</sup> October 2025**

| <b>Position</b>                              | <b>Role and Responsibilities</b><br>“Subject to amendment by the Management Committee from time to time as appropriate”.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>1. President</b><br>(Elected at AGM)      | <ul style="list-style-type: none"> <li>• Over-arching responsibility for the running of the Queensland Veterans Cricket including running regular QVC Board meetings and the Annual General Meeting</li> <li>• Ensuring actions required by all motions passed at all meetings are undertaken appropriately</li> <li>• Building strategic and operational plans for QVC</li> <li>• Managing the committee structures</li> <li>• Liaison with Queensland Cricket</li> <li>• Carrying out the roles required of him by the Cricket Australia Masters (CAM) Board</li> <li>• Liaison with NSW counterpart regarding Cooper Finlay annual event</li> </ul> |
| <b>2. Vice President</b><br>(Elected at AGM) | <ul style="list-style-type: none"> <li>• Liaison with President on all strategic and operational matters outlined above</li> <li>• Undertake role of president in absence of President</li> <li>• Understudy to President</li> <li>• Membership Growth and Development</li> <li>• Support the organisation with administrative duties and stakeholder engagements</li> </ul>                                                                                                                                                                                                                                                                           |

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| <b>3. Secretary</b><br>(Elected at AGM)                                                                               | <ul style="list-style-type: none"> <li>• Act as Chief Officer as per Rules of Association</li> <li>• Record and distribute minutes of meetings</li> <li>• Manage correspondence</li> <li>• Ensure the Annual General Meeting (AGM) is held as per Rules of Association.</li> <li>• Submit Annual Return to Office of Fair Trading after each AGM</li> <li>• Provide advice and make recommendations to the President on the running of the Association</li> <li>• Undertake the role of Member Protection Officer</li> </ul>                                                                                                                                                                                                                                                                                     |
| <b>4. Treasurer</b><br>(Elected at AGM)                                                                               | <ul style="list-style-type: none"> <li>• Receive and receipt all monies paid to the Association</li> <li>• Make all payments on behalf of the Association</li> <li>• Keep an accurate record of all receipts and disbursements made by the Association in order to meet the requirements of the Association's auditor</li> <li>• Keeping an accurate record of all petty cash expenses made by the President, Secretary and the Treasurer himself as well as ensuring such expenses are legitimately able to be made by the Association</li> <li>• Present a balance sheet to each and every meeting of the QVC Board.</li> <li>• Arrange for auditing of financial records in time for presentation to the AGM</li> <li>• Make recommendations and give advice to the Committee on financial matters</li> </ul> |
| <b>5. Financial Controller</b><br>Nominations submitted to QVC Management Committee for consideration and appointment | <ul style="list-style-type: none"> <li>• Support QVC Accounts Preparation, Record Keeping, Management Systems, Reconciliation, Compliance &amp; Financial reporting</li> <li>• Work with &amp; assist Age specific Treasurers to ensure timely transaction processing, accuracy &amp; reliability, &amp; oversee transaction reconciliation process for 3 Bank accounts</li> <li>• Prepare QVC Financial Statements, budgeting and forecasting</li> <li>• Other Tasks &amp; Projects [as delegated &amp; directed by QVC President</li> <li>• Assist Regions and other hosting groups with financial</li> </ul>                                                                                                                                                                                                  |

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|                                                                                                                          | management of other Queensland based competitions and Tournaments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>6. Patron</b><br>(Elected at AGM)                                                                                     | <ul style="list-style-type: none"> <li>• Acts as a figurehead, the Patron is invited to make speeches and presentations at QVC functions and related events</li> <li>• The patron is invited to participate in a range of QVC related events and may also attend the QVC Management Committee meetings</li> <li>• Due to his past experience in many cricket organisations the Patron is called upon for advice and recommendations over a wide range of issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>7. Past President</b><br>(As of right)                                                                                | <ul style="list-style-type: none"> <li>• Provides advice on past decisions and policies</li> <li>• Provides assistance to President as required</li> <li>• Continues in role at Cricket Australia Masters Board until its AGM unless determined otherwise by Management Committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>8. O60s Operations Manager</b><br>Nominations submitted to QVC Management Committee for consideration and appointment | <ul style="list-style-type: none"> <li>• Prepare annual playing schedule for all fixtures and events of QVC for the coming season</li> <li>• Liaise with Registrar for development of the QVC competition fixtures</li> <li>• Make contact with each Region and ensure a responsible <b>Regional Co-ordinator</b> has been appointed by the Region.</li> <li>• Produce a list of Regional Co-ordinator and Deputy Co-ordinator contact details (email and mobile) for entry into PlayHQ.</li> <li>• Liaison with each <b>Regional Co-ordinator</b> regarding the preparation of the playing schedule for Over 60's</li> <li>• Ensure all Over 60's matches are properly arranged and conducted in accordance with QVC's objects.</li> <li>• Ensure all Over 60's <b>Regional Co-ordinators</b> carry out their duties in accordance with the <i>Guidelines &amp; Responsibilities for Regional Co-ordinators &amp; Assistant Co-ordinators – 2025</i></li> </ul> |

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| <p><b>9. O50s Operations Manager</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Prepare annual playing schedule for all fixtures and events of QVC for the coming season</li> <li>• Liaise with Registrar for development of the QVC competition fixtures.</li> <li>• Make contact with each region and ensure a responsible <b>Regional Coordinator</b> has been appointed by the Region for Over 50s.</li> <li>• Produce a list of Regional Coordinators and Assistant Regional Coordinators contact details for Over 50s (email and mobile) for entry into PlayHQ.</li> <li>• Liaison with each <b>Regional Coordinator</b> regarding the preparation of the playing schedule for Over 50s.</li> <li>• Ensure all Over 50s matches are properly arranged and conducted in accordance with QVC's objects.</li> <li>• Ensure all Over 50s <b>Regional Coordinators</b> carry out their duties in accordance the Guidelines &amp; Responsibilities for Regional Coordinators and Assistant Coordinators</li> </ul> |
| <p><b>10. O70s Age delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p>      | <ul style="list-style-type: none"> <li>• Liaison with Queensland selectors regarding approvals and announcements of selections, replacements etc.</li> <li>• Responsible for bringing forward issues and solutions to the committee for the age division.</li> <li>• Manage Over 70's and 75's participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Provide assistance to other committee positions as requested by the President/committee.</li> <li>• Liaise with age division members.</li> <li>• Be nominated as a member of the National Age Division committee.</li> <li>• Take on the role of Chairman of Selectors for this Age Division. Oversee the selection process and use casting vote in the event of an impasse in the selection process undertaken by the three (3) selectors for this Division.</li> </ul>                                                                                            |

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| <p><b>11. O60s Age Delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Liaison with Queensland selectors regarding approvals and announcements of selections, replacements etc.</li> <li>• Responsible for bringing forward issues and solutions to the committee for the age division.</li> <li>• Manage Over 60's participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Provide assistance to other committee positions as requested (particularly the Over 65s Age delegate) by the President/committee.</li> <li>• Liaise with age division members.</li> <li>• Be nominated as a member of the National Age Division committee.</li> <li>• Take on the role of Chairman of Selectors for this Age Division. Oversee the selection process and use casting vote in the event of an impasse in the selection process undertaken by the three (3) selectors for this Division.</li> </ul> |
| <p><b>12. O65s Age Delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Liaison with Queensland selectors regarding approvals and announcements of selections, replacements etc.</li> <li>• Responsible for bringing forward issues and solutions to the committee for the age division.</li> <li>• Manage Over 65's participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Provide assistance to other committee positions as requested (particularly the Over 60s Age delegate) by the President/committee.</li> <li>• Liaise with age division members.</li> <li>• Be nominated as a member of the National Age Division committee.</li> <li>• Take on the role of Chairman of Selectors for this Age Division. Oversee the selection process and use casting vote in the event of an impasse in the selection process undertaken by the three (3) selectors for this Division.</li> </ul> |

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| <p><b>13. O50s Age Delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Liaison with Queensland selectors regarding approvals and announcements of selections, replacements etc.</li> <li>• Responsible for bringing forward issues and solutions to the committee for the age division.</li> <li>• Manage Over 50's and 55's participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Provide assistance to other committee positions as requested by the President/committee.</li> <li>• Liaise with age division members.</li> <li>• Be nominated as a member of the National Age Division committee.</li> <li>• Take on the role of Chairman of Selectors for this Age Division. Oversee the selection process and use casting vote in the event of an impasse in the selection process undertaken by the five (5) selectors for this Division.</li> </ul> |
| <p><b>14. O40s Age Delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Liaison with Queensland selectors regarding approvals and announcements of selections, replacements etc.</li> <li>• Responsible for bringing forward issues and solutions to the committee for the age division.</li> <li>• Manage Over 40's participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Provide assistance to other committee positions as requested by the President/committee.</li> <li>• Liaise with age division members.</li> <li>• Be nominated as a member of the National Age Division committee.</li> <li>• Take on the role of Chairman of Selectors for this Age Division. Oversee the selection process and use casting vote in the event of an impasse in the selection process undertaken by the three (3) selectors for this Division.</li> </ul>         |

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| <p><b>15. Womens delegate</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p>          | <ul style="list-style-type: none"> <li>• Liaise with Clubs and other interested groups to encourage and organise Women's cricket at veterans' level throughout Queensland.</li> <li>• Manage Womens participation in National Championships with regards to transport, accommodation, travel etc.</li> <li>• Responsible for bringing forward issues and solutions to the Committee involving the present and future of Women's veteran's cricket.</li> <li>• Provide assistance to other Committee positions as requested by the President/Committee</li> </ul>                                                                                                                      |
| <p><b>16. Registrar</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p>                | <ul style="list-style-type: none"> <li>• Responsible for individual player registration and contact list, distribution of newsletters, match results and items of interest to members.</li> <li>• Develop and maintain electronic fixturing (PlayHQ) of all Queensland based Veterans/Masters cricket competitions and representative matches</li> <li>• Ensure a record of all matches played is kept and entries of players scores into PlayHQ and QVC 's own player records system are completed.</li> <li>• In conjunction with Operations Managers, liaise with Age Delegates and Regional Co-ordinators to create the annual fixture lists for the QVC competitions.</li> </ul> |
| <p><b>17. IT and Media Coordinator</b><br/>Nominations submitted to QVC Management Committee for consideration and appointment</p> | <ul style="list-style-type: none"> <li>• Undertake work in QVC IT systems and social media. Facilitating loading of new content and revised content to the QVCCricket.com website and to QVC related Facebook pages and other social media. Facilitate the development and loading of QVC newsletters</li> <li>• Maintain working relationships with vendors of QVC social media and web content hosting agencies</li> <li>• Undertake projects of a specific nature as determined by Management Committee</li> </ul>                                                                                                                                                                 |

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| <b>18. Umpire Liaison Officer</b><br>Nominations submitted to QVC Management Committee for consideration and appointment            | <ul style="list-style-type: none"> <li>• Maintain register of Umpires from each Region who are able to officiate at QVC matches.</li> <li>• Assist Operations Managers to allocate Umpires for QVC matches.</li> <li>• Provide opportunities for Umpires to advance accreditation levels and for new Umpires to become accredited.</li> <li>• Liaison with relevant Umpire Associations across the state and VCA Umpire Liaison Officer.</li> </ul> |
| <b>19. Marketing Fundraising Coordinator</b><br>Nominations submitted to QVC Management Committee for consideration and appointment | <ul style="list-style-type: none"> <li>• Coordinate a sub-committee to arrange fundraising on behalf of Queensland Veterans Cricket Association for any general or specific purposes</li> </ul>                                                                                                                                                                                                                                                     |

### Non-Committee Members Positions

| Position                                      | Role and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>1. Regional Co-ordinators</b>              | <ul style="list-style-type: none"> <li>• Each region is to appoint a Regional Co-ordinator from amongst its members who will act as the point of contact with each of the Operations Managers and the Registrar. This may be a single coordinator for the Region or specific ones for each age group.</li> <li>• The Regional Co-ordinator will undertake all of the duties as outlined in the Guidelines &amp; Responsibilities for Regional Co-ordinators &amp; Assistant Co-ordinators – 2025.</li> </ul>  |
| <b>2. North Queensland Region Coordinator</b> | <ul style="list-style-type: none"> <li>• The North Queensland Region shall appoint a representative(s) to observe and contribute to the QVC Management Committee.</li> <li>• The representative(s) will be responsible for providing QVC Management Committee opportunities and issues for the development of veterans' cricket in the North Queensland region.</li> <li>• The representative(s) will assist in facilitating representative competitions to be held in the North Queensland region</li> </ul> |

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| <p><b>3. Selectors</b></p> <p>Nominations submitted to QVC Management Committee via the AGM for consideration and appointment</p> <p>QVC Management Committee shall appoint a 'stand in' selector in the event of an appointed selector becoming available</p> <p>Consideration should be given to spreading the representation across regions</p> | <ul style="list-style-type: none"> <li>• Four Selection Committees will be appointed to manage selections for representative matches/tournaments <ul style="list-style-type: none"> <li>○ Women's Over 40s Team – 3 selectors</li> <li>○ Over 50s &amp; Over 55s – 5 Selectors</li> <li>○ Over 60s &amp; Over 65s – 3 Selectors</li> <li>○ Over 70s &amp; Over 75s – 3 Selectors</li> </ul> </li> <li>• Nominations for selectors positions should be received prior to and confirmed at the AGM</li> <li>• Selectors positions are appointed by the Queensland Veterans Cricket Management Committee who will review nominations and conduct interviews with candidates as necessary to determine the most suitable person</li> <li>• The Age Delegate is the Chairman of selectors, unless he nominates to be a selector. If he nominates, another Chairman shall be appointed</li> <li>• Each Selection Committee shall report to the applicable Age Delegate who is a member of the QVC Management Committee</li> <li>• The QVC Management Committee must ensure distribution of the QVC Selection Policy to all players and ensure that the policy is adhered to by the Selection Committees</li> <li>• Selectors shall assess nominations for representative teams against the QVC Selection Policy <ul style="list-style-type: none"> <li>○ Where necessary a vote shall be taken to choose specific players. In the case of a tied vote &amp;/or impasse the Age Delegate &amp;/or his nominee shall have the casting vote</li> <li>○ Where a selector is nominated for selection, they must not be involved in selection discussions. Where the remaining selectors cannot make a decision – then the Chairman of Selectors/Age delegate [or his nominee]</li> </ul> </li> </ul> |
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|  | <p>shall have the casting vote. Where the Age delegate is the subject of selection, they must remove themselves from selection discussions and where a tied vote &amp;/or impasse is reached the President shall make the casting vote</p> <ul style="list-style-type: none"> <li>○ The Age delegate and the Selectors must ensure strong communication to all nominees for representative teams.</li> <li>○ The Age Delegate &amp;/or Chairman of Selectors shall <ul style="list-style-type: none"> <li>○ confirm all player nominations received to respective players</li> <li>○ upon squad &amp;/or team selection – advise all nominees of either selection or not</li> <li>○ provide regular [at least monthly] updates to those chosen on tournament arrangements</li> </ul> </li> <li>○ advise any reserve selections regular of their selection status [at least monthly] and at least two weeks prior to event to confirm non selection</li> </ul> |
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**Effective Date: 22/10/2025**