



Mambourin Cricket Club

Board Meeting Agenda and Minutes

Attendees –Ravi Sam (RS), Pravin Kumar (PK), Amit Gupta (AG), Vamshi Madishetty (VM), Ramesh Thangarajan (RT), Rajesh Muthukrishnan (RM), Nagesh Naidu (NN), Vani Pamarthi (VP)

Apologies: Adithya Lakshman (AL)

DATE – 19.07.2024

Location – Italian sports Club, Peacock Room, Werribee

Agenda:

- ✓ **Agenda items for Administrator**
 - **Welcome**
 - **Change to any Club Rules and Regulations**
 - **Cancel all positions**
 - **Administrator to start voting for all positions**
 - **Proposal of new Board Structure and new positions structure**
 - **Voting for positions by Administrator**
 - **Hand over meeting to President**
- ✓ **Agenda items for President**
 - **Roles and Responsibilities – Office Bearers**
 - **Board vs General Committee - Benefits for each role/s**
 - **Association representative duties**
 - **Sponsors / Events Committee**
 - **Pre-season activities**
 - **Council / Grounds discussion**
 - **Summer Senior Teams / Registration / Uniforms**
 - **Summer Junior Teams / Rego / Uniforms**
 - **Women's Team**
 - **Training Schedule**
 - **Book date for Coaches meet / Sponsors meet 13 / BBQ and Winter Pres**
- ✓ **Agenda items run by Treasurer**
 - **Financial Update**
 - **Financial Statement 2023-24**
 - **Registrations / Fees Structure 2024-25**
 - **Tax filing**
- ✓ **General Business / Dinner**

✓ **Changes - Club Rules and Regulations – 2024-25:**

1. **NEW** - MCC Committee gives the right to the President to decide and apply privileges to all the committee members who have paid Life Membership Fee. The privileges can be amended/added by the President at any time of the year with proper notice to all members.
2. **NEW** - A new structure will be in effect from July 19 2024. The MCC Committee will be comprised of MCC Board and MCC General Committee. There will be specific roles and responsibilities given to each office bearer. If for some reason, any office bearer is not able to fulfil their roles in the year – they will be relieved from their role by the decision of the MCC Board members using a voting process.

Mambourin Cricket Club

Registered Address:

91 Callaway St

Mambourin, VIC – 3024

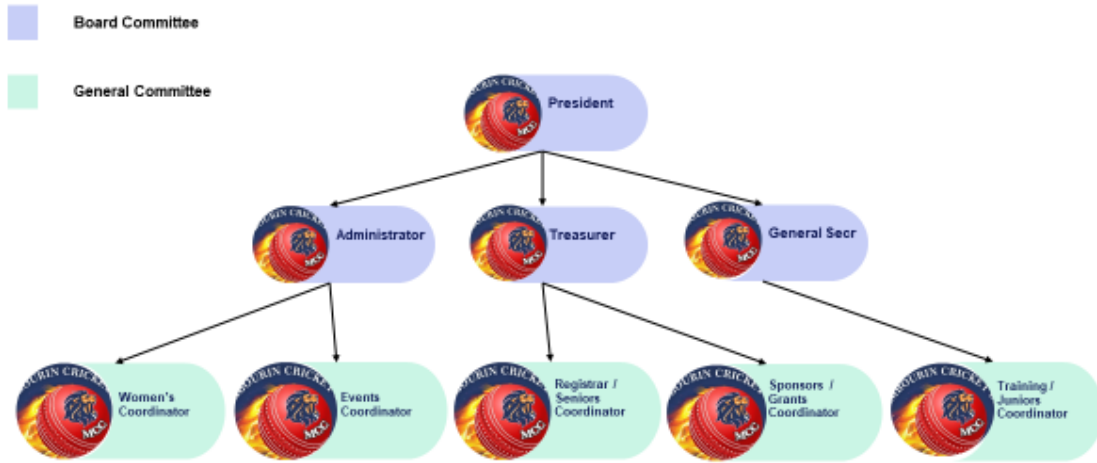
Phone: +61 410042693

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ABN - 16 718 932 585



✓ **MCC Committee New Structure 2024-25:**



MCC New Structure – 2024-25

✓ **Office Bearer Appointment – 2024-25:**

| | |
|--|--|
| <p>PK is nominated for the club’s President’s post. <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> | <p>AG is nominated for the club’s Treasurer’s post. <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> |
| <p>RS is nominated as club’s Administrator post <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> | <p>RT is nominated as club’s General Secretary’s post <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> |
| <p>AL is nominated as club’s Secretary’s post <i>Vote:</i> <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> | <p>VM is nominated as club’s Secretary’s post <i>Vote:</i> <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> |
| <p>NN is nominated as club’s Secretary’s post <i>Vote:</i> <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> | <p>RM is nominated as club’s Secretary’s post <i>Vote:</i> <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> |
| <p>VP is nominated as club’s Secretary’s post <i>Vote:</i> <i>Vote In Person: Yes by RS, PK, RT, VM, NN, RM, VP</i> <i>Vote via Email: AL, AG</i></p> | |



MCC Board elected for 2024-25 (Results by Majority vote)

Pravin Kumar was re-appointed as the **President**.



Amit Gupta was re-appointed **Treasurer**.



Ravi Sam was re-appointed as the **Administrator**



Ramesh Thangarajan was appointed as new **General Secretary**



MCC General Committee elected for 2024-25

The following members were elected as Secretary in the General Committee

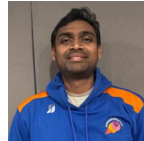
Vani
Pamarthi



Vamshi
Madisetty



Rajesh
Muthukrishnan



Adithya
Lakshman



Nagesh
Naidu



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✓ Roles and Responsibilities:

| | | | |
|--|---|---|--|
| <p>Pravin Kumar</p>  <p>PRESIDENT</p> <ol style="list-style-type: none"> 1. Associations/ Clubs Networking 2. Council / Legal Duties 3. Preside MCC Events 4. Conflicts Resolution 5. Club Development | <p>Ravi Sam</p>  <p>ADMINISTRATOR</p> <ol style="list-style-type: none"> 1. Manage Coordinators 2. Manage Coaches 3. Players general needs 4. Council / Legal Duties 5. Club Email Management 6. Manage General Committee queries 7. Treasury | <p>Amit Gupta</p>  <p>TREASURER</p> <ol style="list-style-type: none"> 1. Bank Accounts 2. Club Finance Management 3. Financial Reporting 4. Uniforms 5. Child Safety Officer 6. First Aid Officer | <p>Ramesh T</p>  <p>GENERAL SECRETARY</p> <ol style="list-style-type: none"> 1. Manage Juniors Teams / Parents 2. Manage Training Schedule (Seniors / Juniors) 3. Manage Juniors Development Pathway 4. WRICA Meetings |
|--|---|---|--|

MCC Board Committee Responsibilities

| | | | | |
|--|---|--|---|--|
| <p>Vani</p>  <p>WOMEN'S COORDINATOR</p> <ol style="list-style-type: none"> 1. Manage MCC Women's Team 2. Manage Game Day responsibilities 3. Manage team registrations | <p>Vamshi M</p>  <p>EVENTS COORDINATOR</p> <ol style="list-style-type: none"> 1. Manage Woolworths Blaster Program 2. Manage MCC Events <ol style="list-style-type: none"> 1.Presentation Nights 2.BBQ 3.General meetings 4.Family Day 5.Finals Celebrations | <p>Rajesh M</p>  <p>REGISTRAR/ SENIORS COORDINATOR</p> <ol style="list-style-type: none"> 1. Summer / Winter Player Registrations (Senior, Women's and Juniors) 2. PlayHQ Admin Management 3. Manage and Coordinate with Senior Captains and Team Managers 4. WSOCCA Meetings | <p>Adithya G</p>  <p>SPONSORS AND GRANTS COORDINATOR</p> <ol style="list-style-type: none"> 1. Manage MCC Sponsors / Contracts 2. Arrange Sponsors Quarterly meet 3. Identify new sponsors 4. Manage govt. grants | <p>Nagesh B</p>  <p>TRAINING/ JUNIOR COORDINATOR</p> <ol style="list-style-type: none"> 1. Manage Juniors / Parents communications 2. Handle Junior queries 3. Handle Seniors/ Junior Training Schedule (Pre-Season / Season) 4. Manage Training equipment and needs 5. Assist in Woolworths Blaster Program |
|--|---|--|---|--|

MCC General Committee Responsibilities



✓ Summer Senior Registrations:

1. The Registration Fee for Seniors for summer 2024-25 will be \$275 per person(13 member squad) **(Non-Refundable)**
2. The Club DOES NOT provide any match commitment to the members and it is the responsibility of the captain to handle the team and the playing 13 for the games.
3. Ball Fee and Umpire Fee are NOT included in Registration and will be collected by the Captain during the game.
4. It is the Captain's responsibility to pay the Umpire fee to the allocated umpire on the match day.
5. It is the Captain's responsibility to pay the Ball Fee to the club post the match.
6. It is the Captain's responsibility to ensure that all players are registered with the Club
7. If there are issues with players leaving the club (or) travelling overseas (or) replaced with a new player (or) refunds – the captain shall call the board and schedule a meeting to resolve it. This will be on a case by case basis.

✓ Summer 2022-23 Junior Registration Fee Structure:

| | | | |
|--|--|---|--|
| <p style="text-align: center;">U10 - \$300</p> <p>Registration Fees Include:</p> <ul style="list-style-type: none"> • WRJCA Association Affiliation • Training by professional coaches • Outdoor Nets Facility • Game day Expenses – Umpires, Balls • 2 Adult and 1 Player Ticket to Presentation Nite • Free Training T-shirt for new player | <p style="text-align: center;">U11 - \$325</p> <p>Registration Fees Include:</p> <ul style="list-style-type: none"> • WRJCA Association Affiliation • Training by professional coaches • Outdoor Nets Facility • Game day Expenses – Umpires, Balls • 2 Adult and 1 Player Ticket to Presentation Nite • Free Training T-shirt for new player | <p style="text-align: center;">U13-U18- \$350</p> <p>Registration Fees Include:</p> <ul style="list-style-type: none"> • WRJCA Association Affiliation • Training by professional coaches • Outdoor Nets Facility • Game day Expenses – Umpires, Balls • 2 Adult and 1 Player Ticket to Presentation Nite • Free Training T-shirt for new player | <p style="text-align: center;">2ND GAME - \$175 (U13'S)</p> <p>Registration Fees Include:</p> <ul style="list-style-type: none"> • Player will be playing a 2nd game in the same grade or different grade • Match Fees – To be paid separately per game (approx. between \$5-15 per game which covers umpire and ball cost) • Additional Training by professional coaches • Junior Pathway to other Rep programs organised by WRJCA and CV |
|--|--|---|--|

✓ Summer Junior Teams:

| Type | Coach | Match Day | Training Day |
|--------------|-------------------|--------------|--------------|
| U13 Girls | Ramesh | Monday | Friday |
| U11 Girls | Ian | Sunday / Wed | Friday |
| U11 B White | Rajesh / Manoj | Friday | Tuesday |
| U11 B Blue | Shreyank / Shaffi | Friday | Tuesday |
| U11 B Orange | Ravi | Saturday | Tuesday |
| U13 A | Pravin | Saturday | Wednesday |
| U13 B Blue | Michael / Rubel | Sunday | Wednesday |
| U13 B Orange | Nagesh / Manoj | Sunday | Tuesday |
| U15 B | Ravi / Amit | Sunday | Wednesday |
| U17 B | Shaffi / Venky | Saturday | Thursday |
| U11 Cubs 1 | Amit | Saturday | Monday |
| U11 Cubs 2 | Raj Kattalai | Saturday | Monday |
| U11 Cubs 3 | Vamsi / Adi | Sunday | Monday |
| U11 Cubs 4 | Uday | Sunday | Monday |

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✓ **Action Items:**

1. PK – to set up online meeting with Frasers
2. PK – To speak to NWMCA about Women's Team Registration
3. PK – To update website with new office bearers information
4. RS – To follow up – Turf
5. RS – To setup Coaches meet
6. AG – Uniforms Order follow up
7. AG – To finalise Financial statement and file it
8. AG – Close winter accounts
9. RT – To start selecting and creating Team list for each Junior team
10. VM – To plan for BBQ – Sep 21 2024 (Arrange a session with Events Committee)
11. RM – To get trained in PlayHQ from PK and start the Senior/Junior Registration process
12. AL – To set up Sponsors Meet
13. NN – Pre-season Training Schedule
14. VP – To coordinate Women's team uniforms with AG

✓ **Financial Statement (will be attached as an appendix)**

✓ **Next Meeting:**

1. Sep 21 2024

✓ **Child Safety Policy:**

Mambourin Cricket Club endorses and adopts:

Australian Cricket's Policy for Safeguarding Children and Young People, Australian Cricket's 'Looking After Our Kids' Code of Behaviour for Affiliated Associations and Clubs, and Australian Cricket's Commitment to Safeguarding Children and Young People, effective as at 21/07/2021.

Child Safety Officer:

We confirm the appointment of Amit Gupta to the role of Child Safety Officer.

Mambourin Cricket Club endorses the following policies:

[Looking After Our Kids for Associations Clubs Mambourin CC](#)

Our Action Plan and MPP:

[AC Action Plan Commitment Statement MambourinCC](#)

[Cricket Victoria 2022 Member Protection Policy \(MPP\)](#)

Further Information, please visit:

<https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids>

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