



**SECCC**  
**Constitution & Governance**  
**Framework**

# **SOUTHSIDE EAST CAULFIELD CRICKET CLUB (SECCC)**

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# 1 Constitution

**Purpose:** The Constitution established the governance framework for SECCC, ensuring responsible, transparent, and sustainable operations.

## 1.1 Name

The name of the cricket club is **Southside East Caulfield Cricket Club** and will be referred to as “**SECCC**” or “**the Club**” in this document.

**Website:** <https://seccc.com.au/home>

## 1.2 Registration details

- Incorporated Association Number: **A0008487Z**
- Australian Business Number: **76 477 585 244**

## 1.3 Insurance details

The Club maintains Public Liability Insurance with coverage amount consistent with comparable sporting clubs and as deemed appropriate by the Executive Committee. The certificate of currency will be retained and renewed by the Executive Committee.

## 1.4 Permits and Licences

- The Club maintains compliance with Glen Eira ground permit, East Caulfield Reserve has been allocated for the Club during the summer season. The club rooms are shared with the footy club
- The Club currently does **not** currently hold liquor licence.

## 1.5 Affiliations

SECCC is affiliated with:

- South-East Cricket Association (**SECA**), <https://www.secacricket.com/>
- Mid-Year Cricket Association (**MYCA**), <https://myca.org.au/>
- Last Man Stands (**LMS**), <https://www.lastmanstands.com/>

## 1.6 Vision

To be a leading community cricket club known for high performance, strong team culture, inclusivity and lifelong connections

## 1.7 Mission

To provide opportunities for all members to play and enjoy cricket, develop players and build a strong, connected social club.

## 1.8 Values

SECCC operates under the following core values:

- Responsibility
- Transparency
- Participation
- Respect

## 1.9 Powers

The Club has the power to:

- Enter into contracts and agreements
- Manage finances, assets, and funding (grants and sponsorships)
- Operate facilities including licensed premises
- Govern competitions and member conduct

## 1.10 Policies

SECCC adopts the following policies aligned with **SECA and MYCA guidelines**:

- **Code of Conduct** defines expected behaviour for players, and members including respect, discipline, and sportsmanship.
- **Child Safety** policy ensures compliance with Victorian Child Safe Standards, including safeguarding children and mandatory reporting obligations.
- **Alcohol & Liquor management policy** covers responsible service of alcohol and adherence to liquor licence requirements.
- **Player management policy** outlines expectations relating player conduct recruitment, club transfers, availability, attendance, selection standards
- **Financial management policy** informs budgeting processes, approval thresholds and financial reporting requirements
- **Incident management policy** provides framework for reporting incidents, escalation for timely resolution
- **Resource Management policy** ensures appropriate allocation and use of cricket equipment, facilities and other club assets

## 1.11 Sponsorships (non-binding)

- The Club may engage sponsors from time to time to support its operations, development, and activities. There is no prescribed limit to the number or monetary value of sponsorships the Club may enter.
- All sponsorship arrangements must align with the Club vision and be approved by the Executive Committee.

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- The Club has been previously supported by the following sponsors: *Jabsons Finance; Sunpark Solar; Oceanenvo cleaning services; Angel Insurance Brokers and InstruFlow.*

### **1.12 Registration and Memberships (subs)**

- All players must register via PlayHQ prior to the start of the cricket season
- Membership is open to players, volunteers, and supporters
- Members must comply with club policies
- Membership categories and fees are determined annually
- Membership fee must be paid prior to the start of the season
- For membership cancellations/refunds, players will have to contact their Captains at the first instance, who will inform the President and Treasurer to facilitate the process

### **1.13 Finance and Banking**

- All financial transactions must be authorised and recorded. Dual signatory controls apply where required.
- Details,  
Account Name: **Southside East Caulfield Cricket Club**  
Bank: **Bendigo Bank**  
BSB: **633 000**  
Acc no: **135018182**

### **1.14 Dissolution**

If the Club is dissolved, all assets must be transferred to another not-for-profit organisation with similar objectives.



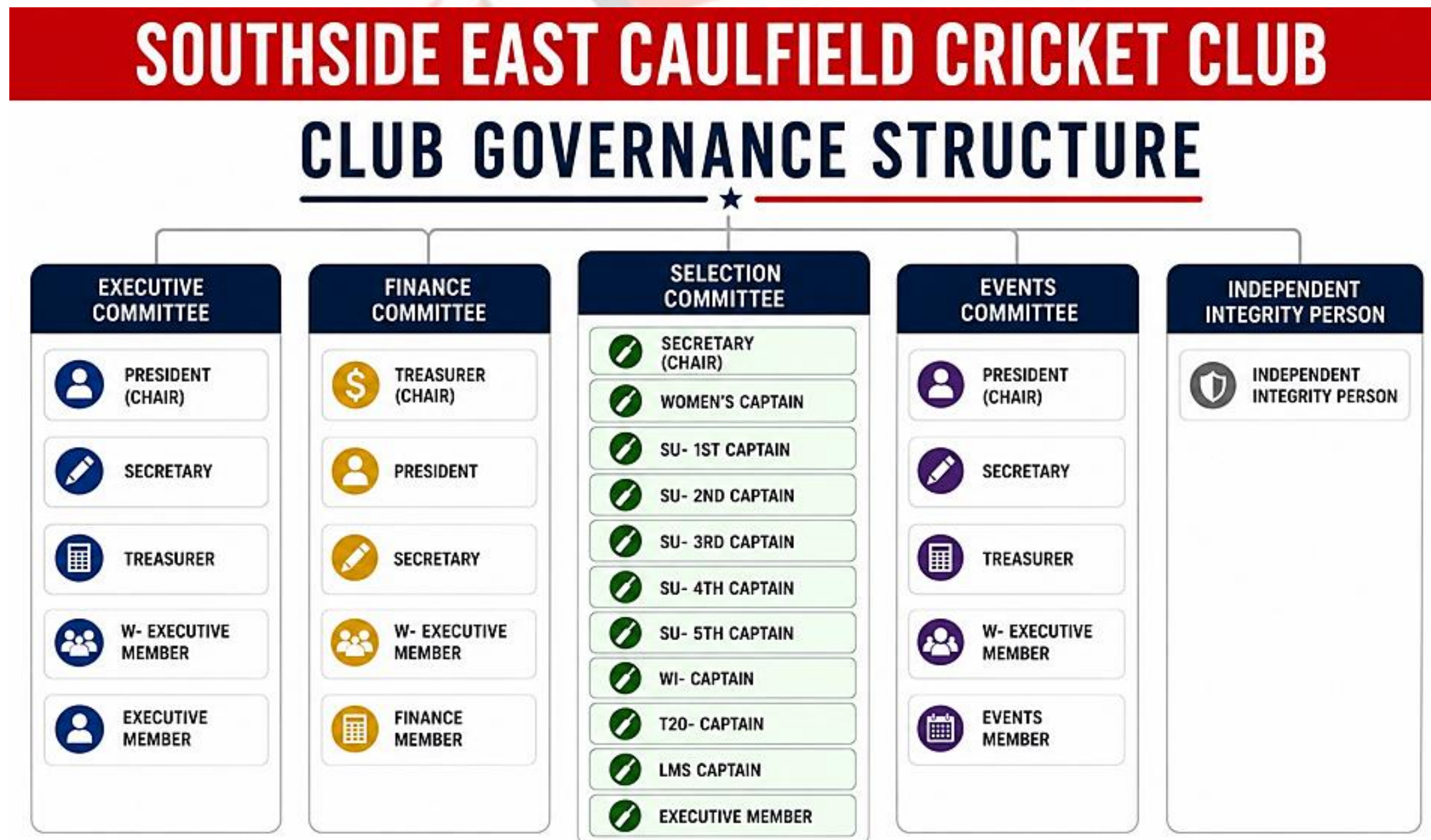
## 2 Governance and Operational framework

**Purpose:** The framework defines roles and responsibilities of members and enables effective and efficient coordination of club activities throughout the year.

### 2.1 Club composition

- The Club is managed through **two (2) groups: Club Management** and **Team Management**.
- The Club functions through **four (4) committees**, comprising **twenty-six (26) committee members** across **seventeen (17) unique Club and Team Management roles**, as detailed in the table below.
- In addition, **one (1) independent non-committee member** sits outside the committee structure to uphold the integrity of the Club.
- All positions are **term-based**.

### 2.2 Club and Committee structure



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## 2.3 Committee details

| COMMITTEE                  | PURPOSE                                                                        | NO. OF MEMBERS | COMMITTEE ROLE                                                                                                                                                                                                                                                                                                           | NON- COMMITTEE ROLE           | CADENCE                   | TIMELINE                                   | QUORUM     | MEETING DURATION  | MEETING OWNERSHIP                                                                    |
|----------------------------|--------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|--------------------------------------------|------------|-------------------|--------------------------------------------------------------------------------------|
| <b>Executive Committee</b> | Leadership<br>Decision making<br>Governance<br>Administration                  | <b>05</b>      | 1. <b>President* (Chair)</b><br>2. Secretary*<br>3. Treasurer*<br>4. W- Executive member*<br>5. Executive member*                                                                                                                                                                                                        | Independent Integrity Person* | Monthly, year-round       | 2 <sup>nd</sup> week, each month           | 03 members | <b>60-90 mins</b> | <b>The Chairperson</b><br>sends invite,<br>prepares agenda and<br>circulates minutes |
| <b>Selection Committee</b> | Team selection<br>Player standards<br>Training<br>Match readiness              | <b>11</b>      | 6. <b>Secretary (Chair)</b><br>7. Executive member<br>8. Women's Captain*<br>9. Su- 1 <sup>st</sup> Captain*<br>10. Su- 2 <sup>nd</sup> Captain*<br>11. Su- 3 <sup>rd</sup> Captain*<br>12. Su- 4 <sup>th</sup> Captain*<br>13. Su- 5 <sup>th</sup> Captain*<br>14. Wi- Captain*<br>15. T20 Captain*<br>16. LMS Captain* | Independent Integrity Person  | Weekly, during season     | Tuesdays                                   | 05 members |                   |                                                                                      |
| <b>Finance Committee</b>   | Memberships<br>Sponsorships<br>Grants<br>Fundraising                           | <b>05</b>      | 17. <b>Treasurer (Chair)</b><br>18. President<br>19. W- Executive member<br>20. Executive member<br>21. Finance member*                                                                                                                                                                                                  | Independent Integrity Person  | Monthly, year-round       | 1 <sup>st</sup> week, each month           | 03 members |                   |                                                                                      |
| <b>Events Committee</b>    | Social events Canteen,<br>AGM and Presentations<br>Other community engagements | <b>05</b>      | 22. <b>President (Chair)</b><br>23. Secretary<br>24. Treasurer<br>25. W- Executive member<br>26. Events member*                                                                                                                                                                                                          | Independent Integrity Person  | Bimonthly, or as required | 2 <sup>nd</sup> Monday, every second month | 03 members |                   |                                                                                      |

### INDEX:

W- Executive member = Women- Executive member

Su- Captain = Summer Season (SECA)- Captain

Wi- Captain = Winter League (MYCA)- Captain

LMS- Captain = Last Man Stands= Captain



## 2.4 Club and Team management Rules

For the purposes of Club and Team Management Rules, **a term** is defined as follows:

- Club management (**Committee members**): One (1) term equals two (2) consecutive playing seasons or years (**i.e. 01 term = 02 seasons/years**).
- Team management (**Captains**): One (1) term equals three (3) consecutive playing seasons (**i.e. 01 term = 03 seasons/years**).
- Committee members serve a **two-year term** and are eligible for reappointment.
- Family members must **not** hold multiple voting positions within the same committee.
- A committee member who has **served consecutively across all four committees** must complete a **one-term or two-year break** before being eligible for reappointment to any committee.
- **Short-term proxy** arrangements may be approved to address temporary vacancies or absences.
- Committee members may hold **only one committee position at a time** within a given term and should avoid serving as a team captain in the same term.
- Captains who have served **three consecutive years** must complete a one-season break or may lead a team in another grade to support player development.
- **Positions are declared vacant** at the AGM or end of term, nominations are called, and members are appointed through election or, where unopposed, by a no-objection motion.
- If a Club or Team Management position becomes **vacant before the end of its term**, the Executive Committee may appoint an interim member or conduct a by-election or nomination process to fill the vacancy for the remainder of the term.
- **Independent Integrity Person** is a non-voting, independent member appointed by the Club to oversee the integrity of governance processes. The role is to ensure fairness, transparency, and procedural compliance in decision-making. The Independent Integrity Person does not influence or determine outcomes, but may provide impartial advice and facilitate mediation where required.

## 2.5 Governing principles

- **Chain of Responsibility:** Executive Committee oversees all committees.
- **Reserved Powers:** Executive Committee retains final authority on governance, operational and financial matters.
- **Committee Appointments:** Positions confirmed annually at AGM. All members have equal opportunity and are eligible for self-nominate (show of hands on the day).
- **Conflict of Interest:** Must be declared prior to discussion or voting.

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- **Quorum Requirements:** A minimum representation is required to conduct meetings and make decisions. If quorum is not met, the meeting must be rescheduled.
- **Absolute majority:** Decisions are made by simple majority (show of hands), with the Chairperson voting last.
- **Meeting Cadence:** as noted in the table
- **Meeting Duration:** Standard meeting duration is 60–90 minutes. Extensions require agreement from all members; otherwise, the meeting must be rescheduled.
- **Meeting Ownership:** The Chairperson is responsible for agenda and minutes.
- **Best Interest Duty:** Members must act in the best interests of SECCC.

### 2.6 Club meetings

- **Annual General Meeting (AGM)** is held **annually** and shall proceed with a minimum **quorum of 35% of the club strength** to review the Constitution and Governance Framework, discuss and record proposed changes, elect or appoint the management team (including no-objection motions where applicable), present the Club's financial statements, publish the annual report, and recognise team and player performances through awards and presentations
- **Special General Meeting/s (SGM)** may be convened **as required** by the Executive Committee or upon request by member/s to address specific matters requiring urgent attention and timely resolution.
- **Committee meetings** are held in accordance with the **cadence set out in the table** below

### 2.7 Authority

The **Executive Committee** holds final authority and all governance, operations and financial related matters. All other committees operate under its oversight.

### 2.8 Delegations

The **Executive Committee** may delegate authority to committees or individuals to support effective operations of the Club. However, the delegation must be clearly defined, documented and within approved thresholds.

For financial transactions exceeding 5% of the total Club account balance requires approval and signatures from the Treasurer, President and the Independent Integrity Person

The **Executive Committee** retains ultimate responsibility and accountability.

## 2.9 Approvals

Any variations to relating to authority, delegation and rules of management must be approved by the **Executive Committee**.

## 2.10 General rules

### 2.10.1 Player management

- **Player transfers** from other clubs must follow due process, including clearance from the former club, in accordance with SECA or MYCA guidelines
- **Players must wear** appropriate clothing and protective gear
- Captains are responsible for **players' attendance and match-day readiness**
- **Player selection** is based on availability, team balance/mix and merit
- **Player selection decisions** are final once confirmed

### 2.10.2 Performance Management

**A two-way feedback mechanism** is adopted to support player performance and development, and to recognise player contributions in a fair and consistent manner.

#### 2.10.2.1 Mate's Review (MR)

- **Players review each other's performance** post-match via QR code survey and rate each player on a scale of 1 to 5.
- One point is allocated to each of the key areas: batting, bowling, fielding or wicket keeping, teamwork and team bonding.

#### 2.10.2.2 Player of the Match (POTM)

**The Player of the Match** is determined post-match by the Captain, the Vice-Captain and one Senior Player. The POTM medal is awarded on the day **in recognition of performance**.

#### 2.10.2.3 MUTTA (Player of the Season)

**The MUTA award** (Player of the Season) is determined based on **aggregated MR scores and POTM results** across all grades throughout the season.

#### 2.10.2.4 Captain of the Season (COTS)

- **Team players review their Captain** after each match, rating performance on a scale of 1-3.
- One point is allocated to each of the key areas: leadership, communication and fostering a positive team culture

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### 2.10.2.5 Other Awards and Presentations

As per historical list, TBC

| No. | Category              | Award  |
|-----|-----------------------|--------|
| 1   | Best Batter           | Trophy |
| 2   | Best Bowler           | Trophy |
| 3   | Best All-Rounder      | Trophy |
| 4   | Best Team player      | Medal  |
| 5   | Best SECCC Team       | ?      |
| 6   | Captain of the Season | Medal  |
| 7   | MUTTA                 | Trophy |

### 2.10.3 Resource Management

#### *Pre-season*

- Cricket balls and scorebooks are provided to the captains
- Events Committee ensure the canteen is fully stocked with drinks and supplies

#### *During the season*

- Frog Box (live streaming) allocation will be managed by Executive Committee
- Home teams responsible for match setup and pack-down and canteen related duties including organising tea for the visiting team

#### *Post season*

The Events Committee is responsible to organise the final clean and pack up before the club rooms are handed back to Glen Eira council.



## 2.11 Incident Management

The Captain and Vice-Captain act as first responders, with incidents escalated promptly to the Executive Committee and formally documented where required.

Dispute management

## 2.12 Dispute management

The Club adopts a **fair, transparent, and professional approach** to resolving internal conflicts and managing player misconduct.

**Player misconduct and internal conflicts** must be addressed promptly by the **Captain and Vice-Captain in the first instance**. All matters must be documented and **escalated to the Executive Committee** through appropriate channels of communication.

The Executive Committee is responsible for reviewing and managing all reported matters in a fair, consistent, and **confidential manner**. Where appropriate, the **Independent Integrity Person** may be engaged to oversee process integrity, provide impartial advice, and facilitate mediation. The Independent Integrity Person does not influence or determine outcomes.

Based on the nature, severity, and recurrence of the misconduct or conflict, the Executive Committee may take one or more of the following actions:

- **Verbal warning**
- **Written warning**
- **Suspension (for a defined period or number of matches)**
- **Termination of membership and player release**

All individuals subject to disciplinary action must be given an opportunity to respond prior to a final decision being made.

Decisions of the Executive Committee are final, unless otherwise determined under exceptional circumstances.

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### 2.13 Risk management

The Club acknowledges and actively manages operational, financial, and reputational risks through defined roles, structured oversight, and an independent integrity function.

| CATEGORY    | EVENT                             | CONSEQUENCE                                                                                                                                                                                                     | LIKELIHOOD | IMPACT       | INHERENT RISK | CONTROLS                                                                                                                                                                                                                                                                                      | RESIDUAL RISK |
|-------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Operational | Insufficient members              | <ol style="list-style-type: none"> <li>Increased workload on existing members</li> <li>Delayed task completion</li> <li>Reduced governance effectiveness</li> <li>Potential risk of club dissolution</li> </ol> | Possible   | Major        | High          | <ol style="list-style-type: none"> <li>Defined roles and shared responsibilities</li> <li>Volunteer recognition</li> <li>Active recruitment strategy</li> <li>Retention initiatives</li> <li>Target membership = 100 members for Season 2026/27</li> </ol>                                    | Medium        |
| Operational | Over-reliance on key individuals  | <ol style="list-style-type: none"> <li>Burnout</li> <li>Immediate and sudden disruption</li> </ol>                                                                                                              | Possible   | Major        | High          | <ol style="list-style-type: none"> <li>Role rotation</li> <li>Delegation</li> <li>Succession planning</li> <li>Access to up-to-date and clearly documented systems and process</li> </ol>                                                                                                     | Medium        |
| Operational | Inconsistent team selection       | <ol style="list-style-type: none"> <li>Player/s dissatisfaction and disengagement</li> <li>Loss of trust</li> <li>Internal conflict</li> </ol>                                                                  | Possible   | Major        | High          | <ol style="list-style-type: none"> <li>Selection Committee members regularly to select the players</li> <li>Player selection is clear and flexible (Availability &gt; Team Balance &gt; Merit)</li> </ol>                                                                                     | Medium        |
| Operational | Insufficient players              | <ol style="list-style-type: none"> <li>Inability to confirm teams,</li> <li>Team withdrawals or forfeits</li> <li>Reduced competitiveness in the competition</li> <li>Relegation</li> </ol>                     | Possible   | Major        | High          | <ol style="list-style-type: none"> <li>Pre-season player availability</li> <li>Early team selection and confirmation</li> <li>Back up player pool</li> </ol>                                                                                                                                  | Medium        |
| Financial   | Misuse of misappropriate of funds | <ol style="list-style-type: none"> <li>Breach of trust</li> <li>Financial loss</li> <li>Threat to Club's financial viability and existence</li> </ol>                                                           | Unlikely   | Catastrophic | Medium        | <ol style="list-style-type: none"> <li>Expense tracking by Finance Committee</li> <li>Approved delegation and thresholds</li> <li>Triple signatures for large transactions<br/>Treasurer &gt; President &gt; Independent Integrity Officer</li> <li>Financial reporting at the AGM</li> </ol> | Low           |
| Financial   | Unmonitored canteen sales         | <ol style="list-style-type: none"> <li>Breach of trust</li> <li>Revenue leakage</li> <li>Club's operations</li> </ol>                                                                                           | Unlikely   | Major        | Medium        | <ol style="list-style-type: none"> <li>Assigned person- Events member</li> <li>Reduce cash payments</li> </ol>                                                                                                                                                                                | Low           |
| Financial   | Unpaid memberships (player subs)  | <ol style="list-style-type: none"> <li>Inability to participate in competitions</li> <li>Sustain club activities</li> </ol>                                                                                     | Possible   | Major        | High          | <ol style="list-style-type: none"> <li>Mandatory player registration and payment via SECA PlayHQ prior to participation</li> <li>Clear fee policy</li> <li>At least 85% of players have paid prior to the commencement of the season</li> </ol>                                               | Medium        |

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| CATEGORY     | EVENT                              | CONSEQUENCE                                                                                                     | LIKELIHOOD | IMPACT | RISK RATING | CONTROLS                                                                                                        | RESIDUAL RISK |
|--------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------|--------|-------------|-----------------------------------------------------------------------------------------------------------------|---------------|
| Reputational | Player misconduct (on/off field)   | 1. Negative team culture<br>2. Damage to club image                                                             | Unlikely   | Major  | Medium      | 1. Club and Team management set clear behaviour expectations<br>2. Quick action by management to address issues | Low           |
| Reputational | Internal conflicts between members | 1. Member/s dissatisfied<br>2. Poor culture and environment<br>3. Member of attrition (leave from another club) | Unlikely   | Major  | Medium      | 1. Timely action by management<br>2. Escalation and dispute resolution                                          | Low           |

| RISK MATRIX |                | IMPACT     |        |          |         |              |
|-------------|----------------|------------|--------|----------|---------|--------------|
|             |                | Negligible | Minor  | Moderate | Major   | Catastrophic |
| LIKELIHOOD  | Almost certain | Medium     | High   | High     | Extreme | Extreme      |
|             | Likely         | Medium     | High   | High     | High    | Extreme      |
|             | Possible       | Low        | Medium | High     | High    | High         |
|             | Unlikely       | Low        | Medium | Medium   | Medium  | High         |
|             | Rare           | Low        | Low    | Low      | Medium  | Medium       |

## 3 Final Sections

### 3.1 Final Statement

This Constitution and Governance Framework ensures that **SECCC operates with clarity, accountability, and sustainability**, supporting its continued growth and success both on and off the field.

### 3.2 Adoption signatures

The SECCC Constitution & Governance Framework was adopted at the Annual General Meeting of Southside East Caulfield Cricket Club on \_\_\_\_\_ of May 2026.

#### PRESIDENT

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### SECRETARY

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### TREASURER

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## SOUTHSIDE EAST CAULFIELD CRICKET CLUB (SECCC)

### WITNESS 01

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### INDEPENDENT INTEGRITY PERSON

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4 Aligned documents

1. Public and Product Liability Insurance
2. Liquor Licence
3. Code of Conduct
4. Child Safety
5. SECA rules- <https://www.secacricket.com/documents>
6. MYCA rules- <https://myca.org.au/public/rules-and-regulations>
7. LMS rules- <https://www.lastmanstands.com/lms-cricket-rules>

## 5 Appendix: Incumbents (2026-27)

| NO. | MANAGEMENT GROUP | ROLE                            | INCUMBENT |
|-----|------------------|---------------------------------|-----------|
| 1   |                  | Independent Integrity Person    |           |
| 2   |                  | President                       |           |
| 3   |                  | Secretary                       |           |
| 4   |                  | Treasurer                       |           |
| 5   |                  | Women- Executive member         |           |
| 6   |                  | Executive member                |           |
| 7   |                  | Finance member                  |           |
| 8   |                  | Events member                   |           |
| 9   |                  | Women's Captain                 |           |
| 10  |                  | Summer- 1 <sup>st</sup> Captain |           |
| 11  |                  | Summer- 2 <sup>nd</sup> Captain |           |
| 12  |                  | Summer- 3 <sup>rd</sup> Captain |           |
| 13  |                  | Summer- 4 <sup>th</sup> Captain |           |
| 14  |                  | Summer- 5 <sup>th</sup> Captain |           |
| 15  |                  | Winter- Captain                 |           |
| 16  |                  | T20 Captain                     |           |
| 17  |                  | LMS Captain                     |           |

**Date approved: 17 May 2026., Thursday**

**Revision Date: 30 April 2027, Friday**