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REPRESENTATIVE TEAMS AND TOURS MANUAL POLICIES AND GUIDELINES



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1) ORGANISATION OF REPRESENTATIVE SERIES

In principle, an international schedule should be organised for the following 3-year period. Ideally this will include home and away tours involving several different countries, bearing in mind:

- the hope that the ICC will formally recognise “Veterans cricket” if at least 4 major cricketing nations become involved on a regular basis.
- that VCA wishes to offer its players a breadth of experience as well as the opportunity to wear “the baggy green”.

Initial contact must be between the Presidents of the relevant organisations. It may then be delegated to the relevant Playing Group Committee. In the case of there being no established national structure in an intended destination, a personal friend or network may have to be used in order to find the best point of contact. The VCA President is then to initiate formal discussions.

2) ADMINISTRATION OF SERIES

- a) The applicable VCA Playing Group Committee is responsible for all aspects of tour organisation, including playing rules and conditions, both home and away. It may, however, be necessary for the Captain to check playing conditions with opposing Captains prior to each match and negotiate these if there is disagreement.
- b) The Chair of this committee may delegate different aspects of the tour to whoever he/she deems appropriate.
- c) All decisions relating to both home and away series made by any individuals or sub-committees must be ratified by the relevant Playing Group Committee. Refer Appendix
- d) In consultation with the opposition regarding dates and places, the itinerary (including transport and accommodation) will be organised by an authorised travel agent (the Tour Coordinator) so that professional standards are maintained in all regards.
- e) The Board shall appoint a Tour Coordinator based on a recommendation made by the Playing Division Chair.
- f) Home Tours: The host state is responsible for the management of all fixtures in their state.
- g) Away Tours: The Tour Coordinator should use their best contacts in the host country to organise the itinerary.
- h) A tour brochure will be prepared and should include as a minimum, full details of the itinerary and all members of the touring party.

3) **APPOINTMENTS & ROLES**

- a) VCA home series. The home state is responsible for the organisation of matches within its state. It shall appoint a Match Manager and provide whatever further assistance is necessary.
 - i) The Captain and Vice-Captain shall be responsible for the team, with further assistance provided at the discretion of the Playing Committee Chair who shall make a recommendation to the Board for its approval.
- b) VCA away series. All tours are to have a Manager and a Leadership Group consisting of (at least) the Captain, Vice-Captain, third selector and the Manager.
 - i) **MANAGER** – all VCA away tours will have a Manager.
(Role Description -Appendix 1 Pg. 10)

The position of Manager shall be advertised in all member states and shall be selected and appointed by the President and 2 Board members. Expressions of interest must be supported by and forwarded through the President of the applicant's state.

- (a) Compensation for the Manager is negotiable and dependent on the Association's resources but shall not be less than 50% of the total costs involved. If there is a shortfall after the allocation of such financial support and sponsorship as might be available at the time, members of the tour group shall be levied to make up the difference.
- ii) **LEADERSHIP GROUP** The Leadership Group is responsible for the smooth operation of the tour.
 - (a) The Manager shall have a distinct focus on off-field matters allowing the other members of the Leadership Group to concentrate on the cricket and the team itself.
 - (b) It would be expected that the entire Leadership Group would work closely, especially where there is an overlap or clash between on and off-field matters, to ensure the smooth management of all aspects of the tour.

In addition, the Leadership Group should ensure:

 1. that all players have equal opportunity to participate in matches and to put their name forward for consideration for ODIs, taking into consideration such factors as weather, injuries and the need to select and settle the best team possible in the lead-up to ODIs.
 2. that plenty of notice is provided for all activities.
 3. that all members of the group, including partners, are taken into consideration when planning activities.

4) **SELECTION** **Reviewed 04/07/2019**

- a) Selection Committees for each playing group shall consist of a VCA appointed Chairman of Selectors and three other selectors.
- b) Appointment of Selection Committee
 - i) The Chairman of Selectors shall automatically be the Chair of that Playing Division unless otherwise appointed by the Board.
 - ii) The Chairman of Selectors in consultation with the Board shall determine a list of potential panelists from across all states from persons with excellent cricket knowledge who are well respected by their peers.
 - iii) Potential panelists should be approached by the State president in consultation with the Chairman of Selectors. The Chairman of Selectors shall then prepare a list of panelists (no more than two from any state) for final approval by the Board.
 - iv) The panel of appointed selectors will be required to keep abreast of the performances of all players (these days made easier by MyCricket).
 - v) If a national team is being selected and any of the selectors on the general panel want to nominate for a team, they will be ineligible for the final selection panel of 3.
 - vi) Once the panel of three selectors is chosen, after nominations for the actual team have closed- refer v) above, the Chairman of Selectors will forward a brief 'selection report' to the VCA Board (Chair) with recommendations for appointment of 3 panel members.
 - vii) Once the 3-person panel is finalized, the panel members from all States should be consulted regarding their nominated players. In the event a state has no person nominated as a selector, then the president shall be consulted.
 - viii) If fairly obvious to all, the captain of the team should be chosen prior to finalisation of the team/squad to enable the captain to have some input into the final selection.

NOTE: The Chairman of Selectors of each Selection Committee is a non-voting position except when the vote is tied in which case, they shall have the casting vote.

- c) The Selection Committee shall determine the number of players to be selected.
 - i) Home series.
 - (a) It is recommended that 3 months prior to the commencement of the tour, a pool of 18 to 20 players be selected from which the teams for each ODI be chosen. These players are to be advised of the status of their selection and of the steps that are to follow.
Note: Timing of National Championships & Home Tour dates may create some conflict.
 - (b) The Chairman of Selectors will forward a brief 'Selection Report' to the VCA Board (Chair) with the names of the selected players for approval.
 - (c) A minimum of 12 players is to then be selected for the first ODI. If considered necessary, additional local players may be placed on stand-by. As much notice as is possible should be provided to selected players,

bearing in mind that they may be required to fly interstate in order to arrive several days prior to the match for team training.

- (d) Immediately after each home ODI, the Captain and Vice-Captain are to confer with the Chairman of Selectors to consider any changes to the team. Team changes are to be advised as quickly as possible, by the Captain in the case of players losing their position. New players are to be contacted by the Chairman of Selectors who shall check those players' availability then confirm or further consult with the Captain.

ii) Away series.

- (a) It is recommended that 3 months prior to the commencement of the tour, a group of between 15 and 18 players be selected for an away series considering such factors as the length of the series, the number of matches to be played, the amount of land travel, etc.
- (b) The Chairman of Selectors will forward a brief 'Selection Report' to the VCA Board (Chair) with the names of the selected players for approval.
- (c) Upon approval, the Chairman of Selectors is to advise all who nominated in writing, of their selection or otherwise. The Captain may also contact each player outlining his/her expectations for the tour / match.
- (d) Selection of teams on tour is the responsibility of the Tour Leadership Group chaired by the Manager.
- (e) The Tour Leadership Group shall comprise of the captain, vice-captain and a third selector as appointed by the selection panel, plus the Manager.
- (f) Any Selector who is being considered for selection as a player shall absent himself/herself from all discussion relating in any way to his/her selection.

d) Players

- i) Positions are to be advertised along with dates and details of the application process, and nomination forms made available in all states.
- ii) An Information Sheet shall be prepared and circulated to all players interested in nominating for selection. This sheet should outline essential information regarding the itinerary, costs, travel and accommodation arrangements, uniform, and the selection process, as far as these are known at the time.
- iii) Nominations for selection are to be submitted to State Presidents by the due date for their ratification and subsequent forwarding to the Chairman of Selectors. State Presidents should use their discretion in removing nominations from their state players who clearly would not meet the selection standards.

- iv) It is an expectation of all selected players that they will prepare as thoroughly as possible for the tour / match. If they experience any last-minute difficulties, they must advise the Captain / Manager as soon as possible.
- v) Once players are advised of their selection they are to:
 - (a) confirm their availability.
 - (b) contact the VCA Uniforms Officer regarding uniform requirements
 - (c) make all necessary arrangements to ensure they will arrive at the team meeting point at the time required. They may have to advise the Captain or Manager of these arrangements.
 - (d) Complete any forms such as Medical Information required of them by the specified dates.

e) Guidelines for the Selection Panels when selecting of VCA Representative Teams

These guidelines are to be used by selectors when selecting VCA representative teams for matches either played in Australia or for selecting touring squads. It is assumed those appointed as selectors will have considerable experience in selection matters, abilities to assess players' strengths and weaknesses, all without bias towards friends and their own state players.

Guideline 1: The first matter to be resolved is the numbers making up the team/squad. (This matter may already have determined by the Chairman of Selectors however it needs to be confirmed before all else.)

Guideline 2: VCA teams are to be selected on the basis of the best available player for the position/s required. Past performance at the international level will be highly recognized provided they are within a 2-year timeline.

Guideline 3: It is anticipated that players will have participated in the most recent National Championships for their respective Playing Divisions. However, this is not essential as there could be many legitimate reasons as to why this was not possible. In such cases these situations may require clarification from the Board by the Chairman of Selectors.

Guideline 4: Whilst good performances at National Championships and recognized Interstate Competitions will be highly regarded, they do not form the only criteria for ultimate selection. Selectors need to take into account the situation and fortune associated with good and poor results and not just the performance.

Guideline 5: It is essential that Australian players are fit and mobile. Mobility through each Playing Division has to be relevant for that Division. The following minimum standards apply.

1. Men's Over 50- All players need to be able to run quick singles and 3's easily.
2. Men's Over 60- All players need to be able to run quick singles and all batters need to be able to run 3's comfortably.
3. Men's Over 70- All batters need to be able to run quick singles and at least 2's for balls hit to the outfield. All other players need to be able to sprint at reasonable pace for 10 metres and run for at least 30 metres.

4. Women's Veterans- All players need to be able to run quick singles and 3's easily.
5. All Players- Fitness must be an honourable decision by the player. Should the selection committee so require the player may require his/her fitness to be confirmed by a Doctor or Physiotherapist prior to or following selection. When on tour the selectors may require the player to undergo a fitness test devised by them to have the player prove his/her fitness.

Guideline 6: The selectors shall always take into consideration players efforts to be part of a team environment, an essential element of VCA teams' culture.

Guideline 7: Selectors shall be required to nominate a captain, vice-captain and 3rd in line from the players selected. These nominations will require approval from the board prior to finalisation of the team/squad.

NOTE: The Board may consider the payment of expenses incurred by selectors in the performance of their duties based on the recommendations of the relevant Chairman of Selectors.

4) ON TOUR

- a) See above re the role of the Manager and the Leadership Group
- b) Players. It is an expectation that all players will:
 - i) abide by decisions made by the Manager and Leadership Group, and that they will be as cooperative as possible throughout the tour.
 - ii) maintain the highest standards of behaviour with opponents and supporters on and off the field, and in all their contact with the general community.
- c) Disciplinary matters.
 - i) In the event that a player needs to be disciplined for any reason, he/she is to be brought before the full Leadership Group which has the authority to impose what they consider to be an appropriate sanction.
 - ii) In the event that a dispute arises, a player may present his/her argument to any one of the Leadership Group who shall then try to mediate the dispute. If this is not successful, a nominee of the Leadership Group may co-opt other members of the tour group to assist.
 - iii) Where disputes cannot be settled as above, or a disciplined player wishes to appeal against the sanction imposed, or in more extreme cases, the matter should be referred to the Chair of the Playing Group Committee.

6) POST TOUR

- a. Tour Reports are to be submitted by both the Captain and the Manager to the Chairs of VCA and Playing Group Committees within a month of the tour ending.

These reports are to give an overview of the tour from their respective positions, and to make recommendations for improvement of future tours.

- b. All members of the tour group, players and partners, are to be asked for their feedback. Ideally this will be by way of an online survey to ensure anonymity. Survey responses are to be collated and forwarded to the Chairs of the Governance and the Playing Group Committees as well as to the VCA President. A summary of responses should also be sent to all participants in the survey.
- c. Recommendations for changes to tour organisation and practices are to be made to the VCA Board through the relevant Playing Committee.

7) UNIFORM

- a. VCA playing and touring uniform is a responsibility of the VCA Board noting that the Uniform Officer and National Treasurer play a central role in organising and managing uniform matters.
- b. The VCA Board shall appoint a Uniform Officer who is responsible for:
 - i. Maintaining a list of VCA representative uniform requirements for both players and accompanying partners.
 - ii. Communicating these to players selected for representative fixtures and their partners.
 - iii. Coordinating all uniform purchases through VCA preferred providers wherever possible, then through other providers as determined by the Uniform Officer.
 - iv. Advising players of financial arrangements regarding uniform purchases.
 - v. Ensuring players and their partners receive their uniform requirements as promptly and efficiently as possible.
 - vi. Maintain a set of accounts detailing all uniform transactions. This shall be provided to the VCA Treasurer and to the Chair of the Playing Group Committee.
 - vii. The Uniform Officer may also submit a report of his/her activities to the Playing Group Committee, but this is not a requirement unless requested to do so by the Chair of the Playing Group Committee.

8) PARTNERS

- a. It is a firm belief of the VCA Board that, if we want our best players to nominate for selection, partners should be encouraged to share

the touring experience. Consequently, every effort should be made to do this. This has implications for:

- i. the itinerary - tourist activities, a balance between playing and rest days, opportunities for couples to take 'time out' etc - should all be considered.
 - ii. partner activities on match days.
 - iii. hotel locations and accommodation options.
 - iv. transport options.
- b. Partners should also be included in the post-tour survey. While many of the survey questions will differ from those put to the players, some will be the same. To avoid statistical distortion, it is therefore recommended that there should be two separate surveys conducted.

9) FINANCE

- a. All financial aspects of VCA representative fixtures must be fully accounted-for by the VCA Treasurer.
- b. Home series. All costs incurred by players and their partners in attending and playing in representative matches within Australia are to be met by the players. Any variation to this will be advised as soon as it is decided.
- c. Away series.
 - i. Unless participating in a group fare organised by the appointed Tour Coordinator, all tour group members are responsible for arranging their own transport before and after the tour.
 - ii. Land content shall consist of two parts for all members of the group. Each part should be fully detailed and sent to all group members as early as possible by either the Tour Coordinator or the Manager.
(Refer Appendix 3)
 - a. Accommodation and transport costs as calculated by the Tour Coordinator.
 - b. An additional supplement to cover such things as match fees, the tour brochure, presentations to opposition clubs, the Manager's subsidy and other day- to-day expenses as might be expected to occur. This is to be

calculated by the Treasurer in conjunction with the Manager.

- iii. All payments relating to the 'onland' accommodation and transport component are to be made to the Tours Coordinator and all payments relating to the 'Tour and Match Fees' component tour are to be made to the VCA Treasurer.
 - iv. After the Treasurer and Manager have completed the Tour and Match Fees Budget, tour participants will be required to deposit their share of this budget into the VCA bank account. The Treasurer will, in turn, deposit the total of these deposited funds into a Travel card in the name of the Manager before the tour departs.
- d. Financial support
- i. Any financial support of home or away series from outside bodies such as Cricket Australia shall be paid directly to VCA for disbursement as determined by the VCA Board.
 - ii. Any financial support made by VCA to representative players shall be determined by the VCA Board and paid directly to the player by the VCA Treasurer.

APPENDIX 1

THE ROLE OF THE VCA MANAGER ON OVERSEAS TOURS

The role of the Manager shall include

Pre-Tour

1. Work with the appointed Playing Group Committee Chair in the preparation of the tour. This will include:
 - a) working with the appointed Tour Coordinator or Tour Wholesaler regarding the planning of flights and other travel arrangements.
 - b) being aware of planned itinerary and necessary bookings of hotels and land travel.
 - c) working with the host clubs re match costs [cricket balls, ground hire, lunches and after-match meals hours of play, etc].
2. Keep the Tour Captain and Playing Group Committee Chair up to date with tour planning arrangements.
3. Confirm with the VCA Treasurer the budget for the Tour and Match Fee component of the tour and ensure that
 - a) all participants are aware of their responsibilities.
 - b) all monies are paid by tour participants to appropriate authority.
 - c) maintain a Tour account.
 - d) a full financial report is submitted on completion of tour.
4. Collect and store any necessary paperwork [eg health forms.]
5. Ensure everything is in readiness for the tour [payments, hotel bookings, transport providers, travel insurance, matches, sufficient scorebooks, presentation items].
6. Keep a record of all tour participants and their travel arrangements
7. Organise publication of match scores / results on VCA website and Mycricket site.

On Tour

8. On arrival in the host country make sure that everything is in place for planned travel and contact the people as necessary, purchase local mobile phone and card for ease of communication, and advise number to all contacts [Travel & Accommodation providers, Ground managers, Medical facilities and members of the Touring party, as well as appropriate people in Australia – eg Chairman of Playing Group Committee and Tour Coordinator.)
9. Meet all tour participants at first tour hotel to ensure a smooth check-in process.
10. Maintain an on-going and up-to-date list of the next few days' activities – matches, transfers, excursions, etc – and if considered appropriate, place this in the hotel foyer.
11. Ensure all tour members are advised of the next few days' schedule well ahead of time [booking out / in, travel times, match venue, clothing and after-match expectations, luggage requirements, etc]

- a) With the Captain / Leadership Group, check arrangements for playing group and which players, if any, will not be required to attend matches.
 - b) Liaise with partners and players not required in succeeding games regarding their options - eg opportunities for sight-seeing - and assist with arrangements if possible.
 - 12. Liaise with the Tour Captain re announcement of the team for each match. Coordinate the team announcement the night before and ensure that the team list is displayed in a suitable place once the team has been announced.
 - 13. Liaise with local Clubs re numbers attending matches each day and any dietary requirements that maybe required.
 - 14. Ensure match day payments are paid as required to all local Clubs on day of match. (Usually a cash transaction).
 - 15. Ensure the daily timetable is adhered to by all tour participants.
 - 16. Keep a count of coach numbers (tour participants) each day for forward and return journeys and check to make sure that all baggage is on board
 - 17. Coordinate after-match speeches and presentations with Captain / Leadership Group.
 - 18. Check clubrooms each day after matches to ensure nothing is left behind
 - 19. After each match, ensure match results are sent to VCA website and other interested parties
- Some of the above tasks can be allocated to participants. It is noted that the Manager is not expected to do everything but has the responsibility of making sure that everything is done.*

Post Tour

- 20. Balance the finances making sure that all accounts are paid. Outstanding monies are to be allocated in accordance with VCA Guidelines or as directed by the VCA Board.
- 21. Submit a report on the management aspects of the tour to SCA Tour Chairman

Selection

- 22. The Manager is to act as Chairman of Selectors when the Leadership Group selects teams unless other arrangements have been made. Note that the Manager shall not vote unless votes are tied, in which case he/she shall have a casting vote. This should be clarified before the tour with the Chair of the Playing Group Committee and the Tour Captain.

Financial compensation:

- 23. While it is not within the VCA budget to pay the Manager for the considerable amount of time, effort and cost that the job will involve, it is hoped that those interested in such a position will be sufficiently motivated by the experience of the tour itself, by the camaraderie that is inevitably engendered on such a tour, and by a sense of purpose and achievement, to express interest in it. It is also anticipated that funds will be raised by various means – eg a player levy, group discounts or through other sources – to compensate the Manager for a minimum of 50% of the total costs involved.

APPENDIX 2

THE ROLE OF THE TOUR CORDINATOR (TRAVEL AGENT) ON OVERSEAS TOURS

Pre team announcement:

- Work with VCA to assist with travel logistics during the initial process of the itinerary planning
- Put together a draft itinerary together with an approximate costing of the 'on land' component.
- Look at what sightseeing can be included in the itinerary and what can be added as an optional excursion
- Outline when final numbers, deposits and final payments are due
- Create welcome letter and booking form to be sent to players (this will include information on passports, flight arrival and departure details, travel insurance, emergency contact, dietary requirement etc)

Post team announcement:

- Coordinate directly with team members to organise flights and payment for tour arrangements.
- Work very closely with the Manager. Many of the Pre-Tour responsibilities of the Manager, may be shared with, or entirely undertaken by the Tour Co-ordinator in cooperation with the Manager.
-
- Keeping the Manager and team (if applicable) updated on any changes or updates to the itinerary.
- Introduce yourself to overseas tour organisers (and potentially match hosts) and contact them if and when needed

During tour:

- Reconfirm all hotel reservations, transfer and tour arrangements 48 hours prior
- Be available to Manager throughout the duration of the tour

Post tour:

- Collect feedback from Manager, participants and VCA committee on what can be improved for future tours.

APPENDIX 3

VETERANS CRICKET AUSTRALIA (VCA):



UK TOURS: Estimated Player Costs subject to Exchange rates

Air Fares:

\$ 2,000

On land costs:

\$ 6,000

Includes hotels, breakfasts, bus hire, bus driver, airport transfers, tours and excursions, a Welcome and Farewell Dinner.

Excursions:

Can be paid before tour with everyone paying for all tours (organised by the Travel Agent), or the Manager could organise once in the UK (with participants paying for those they attend), or the Manager/Tours Co-ordinator could offer a list of options and participants select from the list and pay pre tour.

Tour and Match fees:

\$ 1,000

Match fees are levied by host clubs to cover, balls, ground fees, umpires, tea, coffee and biscuits pre match, Tea (between innings) and evening meal, etc.

Tour Fees would include the production of the Tour Brochure, Tour Summary Booklet, presentations to host clubs eg caterers, scorer, ground staff, Club President (a plaque for the club rooms) in addition to Man of the Match Awards. Manager's telephone and calls, first aid requirements, stationary, end of tour thank you for the scorer(s), bus driver, name tags for all players and partners etc

Tour uniform:

\$ 1,000

This includes tour track suit, tour practice shorts, team jumpers, polo shirt, playing uniform etc. Blazer and tie

Private expenses: Travel insurance, meals on free days, private travel, laundry, shopping, telephone, Tour excursions, etc.

Total Individual Cost excluding Private Expenses:

\$ 10,000

Less VCA Subsidies – Uniforms \$ 300 Tour Manager \$ 200??

\$ 500

\$ 9,500

N.B. partners costs vary- This tour approx \$ 300 less i.e.

\$ 9,700

‘The goal is to try to avoid asking participants for extra money on the tour, however, with many costs being pre tour estimates this may be unavoidable. As the tour progresses if the Manager suspects this could be an issue, then discussions need to be held with the Tour Auditor (a player on tour) and a budget prepared and presented to the players and partners well in advance of the need to collect the funds. Running account balances should be updated daily, so that if a refund is due at the end of the tour, then the balance can be withdrawn and distributed among the tour participants.’

APPENDIX 4

Match Host Responsibilities within Australia

The below is just a suggestion as to how to provide for the Tourists at matches. VCA recommends that player costs be kept to a maximum of \$40 per match. In some cases, ground hire can be expensive. Local Sponsorship/Council support could be sought to offset these costs. If organising committees make a profit on the event, well and good. On the recent Over 60's tour of the UK, some of the local centres hosted the visitors at no charge which minimised overall costs to players.

Match venues, including the actual address of each ground, and if possible "Google Maps" directions need to be provided well in advance for participating teams. Some considerations for match organisers follow:

- * secure a good quality ground with suitable amenities. Where possible venues should have separate Team dressing rooms, with showers, toilets for each team, suitable space for lunch and after match event eg. dining room preferably with tables and chairs.
- * Bus Parking for Tourists
- * Apply for Local Council/Govt support
- * Arrange media publicity. Remember that the VCA MOU with CA contains specific information about media. Please ensure that all efforts are made to engage with the media to promote any tour matches. Mention that VCA are working with CA to continue to keep older Australians in the game, making Cricket a "Sport For Life".
- * Arrange local Sponsorship
- * 2 official umpires
- * 2 x cricket balls. VCA will confirm what Balls are required and whether they are part of Kingsgrove Sports Sponsorship.
- * Scorebook/Live Scoring/MyCricket Scoring. The My Cricket Manager will give further instructions.
- * Defibrillator/first aid kit – well equipped
- * Morning Tea on arrival Lunches provided for players and supporters at a "Supporter" charge. Drinks break
- * Canteen
- * Player of match awards/post-match presentations/drinks
- * After Match Dinner/BBQ. Charges can be levied
- * No instructions have been issued / received as yet regarding the Rules relating to 'State' matches. Such details will be emailed to each State President as soon as it is available. Similarly Rules for the ODI's will be published asap.

Appendix 5: (Provided by Lindsay Fisher, Team Manager Over 70's tour to UK 2018)

Planning Timeline for Manager:

1. Teams to be selected and announced at least 3 months before departure. Three months plus allows for participants to organise travel in UK and Europe prior or after the tour. Time for Manager, Uniform Officer, Tour Brochure Co-ordinator, plaques to be prepared for all games, presentations to club volunteers to be purchased etc.

3 Months before tour:

- a) Meet and/or discuss the tour with Team Captain, to gain an understanding of relevant roles, expectations, who does what. etc. (2018 Over 70s tour it was agreed that the captain was responsible for the cricket and the Manager was responsible for everything else)
- b) Establish a group email list for all on the tour
- c) Captain writes to all players to congratulate them.
- d) Manager to then write to congratulate the players and introduce self to the team. Request that all participants confirm their email address, list their home and mobile numbers, partners name (if going on the tour), emergency contact details for someone in Australia, passport number and expiry date. Ask the participants if they are happy for email addresses and phone details be forward to all members of the team. This helps with the initial bonding of the team.
- e) Encourage all members of the tour to get in contact with the Manager if they have any questions, queries, concerns, need clarification on arrangements.
- f) Distribute to all participants a copy of the Veterans Cricket Australia, Representative Teams and Tours Manual, Policies and Guidelines.
- g) Make contact with the VCA National Treasurer to discuss financial arrangements for the tour and develop a notional budget. Record their contact details
- h) Contact the VCA Uniform Officer to discuss arrangements for the ordering, purchase and distribution of uniforms. Record their contact details.
- i) Contact the Tour Co-ordinator (Travel Agent) to discuss tour arrangements. Record their contact details
- j) Contact the Playing Group Committee Chair (VCA Board member) to discuss the upcoming tour. Record their contact details.
- k) Contact the person developing the Tour Brochure and provide them with player email details so they can communicate directly with the players to collect personal profiles and a photo for publication.
- l) Encourage team members to contact their local media outlets to get a story presented on the upcoming tour, as a way of getting publicity for Veterans Cricket.
- m) Develop an email group list of others who need to be updated regularly on the tour planning. For example, VCA President, Playing Group Co-ordinator, VCA executive members, VCA Treasurer.

- n) Manager to keep the tour Captain updated weekly (and Playing Group Committee chair frequently) on preparations and planning either by email or phone.
- o) Communicate to all the team regularly, particularly when planning impacts on them and keep them up to date with progress as a way of having everyone in the planning loop, another way of building confidence in the success of the tour.
- p) Send players information on fitness ideas that they may want to consider as part of their preparation.
- q) Be always positive and see difficulties as a challenge in dealing with team members. Be especially inclusive of partners who are planning to be part of the tour.

2 Months before Tour:

- a) The Manager could consider calling those who he/she hasn't met and having a chat about the tour, as a way of introduction.
- b) Begin to gather gifts to be distributed after games. Usually at the Dinner after the game there will be presentations made. (The following is based on the program used on the 2018 tour and are just a suggestions). They are a token of appreciation and recognise their contribution rather than being something of significant value. Purchased at a market which sells Australian souvenirs. Cost needs to be kept to a minimum. Consider purchasing 4 books in the UK, to be signed by the players and presented at the ODI's to the Man of the Match. Try Cricket Australia, the State cricket organisations, local councils, sporting clubs, politicians etc. for free give aways. It is the thought that counts not the monetary value.
- c) Possible after match presentations:
 - i) Presented by Team Captain:

Man of the Match: Consider an Australian cap, but NEVER a 'Baggy Green' Australia themed cap, a book signed by the players for the ODI's
 - ii) Presented by a volunteer player or the Manager
 - a) Chairman of the host Club: A plaque which can be displayed in the clubrooms.
 - b) Catering: Tea towels
 - c) Opposition scorer: Pencil case
 - d) Groundsman: Cap, scarf
 - e) Barman: Cap, stubby holder
 - f) Opposition Captain: VCA baseball cap
- d) Keep everyone up to date on any changes in the fixture of games and dates, especially those producing the Tour Brochure and Plaques.

- e) Begin the process of asking team members if they would be interested in helping with some of the following jobs on tour. Having players and partners involved daily in the operation of the tour fosters a sense of team, of belonging, ownership and a belief that the success of the tour is everyone's responsibility
- f) Tour reports back to Australia after every game are a critical part of the tour's success. A team will be required to, write a short history of the county where the game was played (ideally this can be done before the tour starts), write the report of the match, collate the statistics of the game and organise for 3 or 4 photos taken on the day to be included in the report. Ask for volunteers or approach particular players to share the roles. All the better if you can get a player (or partner) to take responsibility for overseeing and co-ordinating this operation. These match reports, statistics and photos will form a large part of the Tour Summary Booklet produced on paper or as a USB, at the end of the tour as a record of the experience.
- g) Scoring & Reporting: Consider Digital/Online/Scorebooks/ Match Reports
- h) Photographers.
- i) First Aid expertise:
- j) Pre-game fitness co-ordinator:
- k) Organising pre tour practice sessions in Australia:
- l) Tour Auditor:
- m) Then once on tour look for volunteers to undertake tasks. eg, counting people on and off the bus, checking the change rooms after games, displaying the Australian flag, etc.
- n) Identify the VCA contact for Mycricket and acquire the software program for formatting the after match statistical report.
- o) If asking for volunteers is unsuccessful then ask individuals or groups to take these responsibilities
- p) Begin the tour budget planning, refining in conjunction with the VCA Treasurer. At this stage the final game day costings may not be finalised or received from the UK. But a budget will need to be prepared, based on an estimated costings and the figure sent to players and partners so that they can forward their payments to the VCA, who will then in turn deposit the money into a Travel Card to be used by the Manager once in the UK.
- q) Keep up the regular contact with the players and partners and keep them fully informed of the planning.

- r) Contact those who are doing jobs as part of the tour. For example, the Uniform Co-ordinator, the person organising the plaques, the developer of the Tour brochure etc to see how they are progressing and do they need any assistance
- s) Confirm with UK organisers the rules to be used on tour, print and send to all players.
- t) Develop with Captain a method of recording, batting, bowling, fielding stats for Selection Panel reference throughout the tour.

1 Month before the Tour

- a) Continue to check tasks are being completed, follow up promptly any questions, etc.
- b) Organise name tags for players and partners ideally incorporating the VCA logo. Suggest print with Christian names in a larger font than the surname. Check surnames the partners use.
- c) Keep up the regular contact with players and partners.
- d) Do some preliminary planning on activities the partners might be able to do on match days.
- e) Acquire an Australian flag to be displayed at games.
- f) Consider sharing the transportation of tour brochures, plaques, gifts etc. to the UK.
- g) Ask everyone to provide their full flight details to the UK. Reinforce the date when everyone is expected to be at the first hotel. Note that a team meeting will be held on the first evening prior to dinner. Manager could plan to be at the hotel first, so players can be met, welcomed, rooms organised and the balance of the day outlined.
- h) No need to take a defibrillator as clubs have them.
- i) Develop a draft Selection Policy for the County and ODI matches and forward to the Captain for thoughts. Once agreed to forward to the Vice-captain and 3d Selector for comment. Once finalised forward to all members of the touring party.
- j) Prepare a draft agenda for the team meeting on the first night on tour.
- k) Provide another update of preparations for everyone on tour.
- l) Remind everyone to pack medications required as well as any first aid requirements they may need.
- m) Travel documents, tickets, passport, credit cards, drivers licence, etc. need to be copied and carried in a different part of their luggage.

- n) Ask everyone for any special dietary needs.
- o) With Travel Insurance have everyone check they are covered for sporting involvement.
- p) Discuss with the Captain and the Selection Panel the selection of teams for the first 3 games.
- q) Organise the Travel Card and have the VCA Treasurer deposit funds onto the card.

In UK before first game:

- a) Ideally be at the hotel a day early.
- b) Purchase a UK phone and 2-month contract and notify all players of the UK number.
- c) Collect the contact details of players who have UK phone numbers.
- d) Finalise first meeting where everyone will attend. (Recommend that players and partners attend all meetings apart from those involving just cricket)
- e) List teams for first 3 games.
- f) Meet with Tour Auditor and develop a method of monitoring and recording tour expenditure.
- g) The Manager as Chair of Selection Panel organise the first face to face meeting with the Selection Panel and clarify arrangements and method of operation.
- h) Plan Welcome Dinner with the hotel staff emphasising the need for a private room.
- i) Print multiple copies of Tour Itinerary to distribute at the first team meeting.
- j) Endeavour to set a tone of togetherness and positivity.

Summary:

While we are overseas to play our best cricket and represent Australia, from the Manager's perspective planning, openness, transparency, fun, laughter and inclusiveness are the critical factors in everyone enjoying a successful tour. The importance of the partners feeling part of the touring team can't be over emphasised.