



Junior Coordinators Manual

2014/2015

Registration Number 116A

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1. Introduction

A Junior Coordinator is the most important role within a Junior Club. The success or failure often hangs off how well organised the Junior Coordinator can be. Whilst from the outside the role of Junior Coordinator may seem daunting, in reality with some organisation and the enlisting of assistance from parents, once the season gets under way the role becomes much simpler.

This manual is intended to make the role of Junior Coordinator, simpler, however it is no substitute for hard work and good communication. At the same time the ideas that you find in here may or may not suit your club and at the very least they will provide a good starting point for you to develop your own strategies to suit your club.

Congratulations on taking on the role of Junior Coordinator and may it be a rewarding and successful season for you and your club.

2. Job Description

The breadth of the role of Junior Coordinator often varies from club to club; however the following are generally the core tasks that are required of a Junior Coordinator:

1. Liaising with the RDCA
2. Attend all RDCA Meetings
3. Liaise with Clubs within the RDCA
4. Ensure all sides have suitable coaches and team managers
5. Ensure all Team Managers have a copy of the Junior Manual
6. Ensure that the RDCA has relevant contact details for the Junior Coordinator and Team Managers
7. Recruiting of Players
8. Registering of New Players
9. Maintaining of existing registration information
10. Submission of all Short Results
11. Submission of Results
12. Communication with clubs players and parents

As you can see there are quite a number of tasks and unless you have a lot of spare time then you are going to require some assistance. It is becoming increasingly common that clubs are forming Junior Committees to share these tasks among a number of individuals. The clubs that have Junior Committee in general are the clubs that are very well organized and have minimal problems through out the course of the season.

3. Main Tasks

As you will have noted from the Job Description you will see there are many tasks involved with being a Junior Coordinator. The following aims to provide more information about the many tasks that you may be required to perform and provides you with a greater understanding of what is involved with each.

3.1 Change of details

It is critical that the first thing you do in your role of Junior Coordinator is to update your contact details in the MyCricket system. As a Club Official if you are not currently in the database you will need to complete a registration form and then register yourself with your club.

3.2 RDCA AGM / Rules Meeting

The first official meeting of each season is the RDCA Junior Rules Meeting and the RDCA Annual General Meeting.

The Rules meeting is where all the proposed rule changes for the coming season. You should receive a list of the proposed rule changes in early July, which will allow you time to discuss these with members from your club and to allow for you to vote on them effectively at the Rules meeting.

The Annual General Meeting will follow the rules meeting. The AGM is where the office bearers are elected for the coming season and the dates for the coming season are decided.

3.3 Club Junior Committee

As was illustrated in the Job Description of the Junior Coordinator, there are many roles that need to be performed through the season and the more people there are to perform these roles the less work there is for you.

There are many ways for forming a Junior Committee and these ways will vary from club to club. Some clubs will hold a Junior Meeting and invite all the Junior parents to attend, while others will approach individuals to form a junior committee or just allocate various tasks to them

3.4 Coaches and Team Managers

One of the harder jobs can be the appointing of Coaches and Team Managers, but once you have these positions filled your role as Junior Coordinator becomes a lot simpler as the Coaches and Team Managers will do the majority of the contact with players leaving you to concentrate on club level matters.

Coaches and Team Managers will come in all shapes and sizes. Quite often it is the last person you expect that will put their hand up and performs a sensational job in the role. You may need to gain some assistance from the Senior Club in finding some senior players to assist.

The RDCA runs a Team Manager Information night each season and either the Team Manager or someone who is regularly involved with the team must attend this night. It is important that you ensure someone attends this night as it will save you from passing on information about the RDCA requirements as we will do that for you.

3.5 Recruiting

Recruiting is a very important aspect to the role of Junior Coordinator. The best sources of new players are local schools. Advertising in School newsletters is a great way to attract new players, however if you have the time and the resources, going into the local schools to run a clinic is great publicity for your club and a great way to attract players.

3.6 Pre-Season Training

Pre-Season training generally starts around the end of August and the start of September. The best way to determine which players are returning from last season is to hold a training session and see who turns up.

If you have appointed Coaches and Team Managers then you can utilize them to organize pre-season training. A mail out to all members is a very effective way to get in contact with players, but there is never any better way than a phone call to a player.

3.7 Team Nominations/Grading Request

At the start of each season all clubs are required to supply their Team Nominations for the coming season. It is the information that you supply that will be used to grade your teams. If you do not provide any information then you can expect a penalty to be imposed on your club and your teams to be graded in the higher grades. It is recommended that you download a copy of the form from the website as early as possible as you may need to research some of the information.

The information that you are expected to provide is simply a list of names of the players that you anticipate will make up this side in the coming season and their corresponding statistics from the past season.

If you only have numbers to field half a side then you have the options of finding another club in a similar position and creating a combined side. The way this generally works is that the players train with their own club and come together to form a side on the Saturday.

3.8 Player Registration

The registering of players is a very important task and is a very good role for handing over to a volunteer from your club to look after. The key aspects to this task are ensuring that all new players are registered and any players coming from other clubs either have a permit or a clearance. It is critically important that you store a copy of the all new players Birth Certificate Extracts as proof the player's age. The RDCA Junior Committee undertakes an audit every season to ensure that clubs have collected the corrected information.

If any player plays in a match without being correctly registered then you can expect to lose any match points gained in that match.

3.9 RDCA Accreditation

Each team that you field in the RDCA must obtain the RDCA Accreditation. This requires each team that you enter into the RDCA Junior Competition to comply with the following:

- At least one person involved with the side must at a minimum, attend a Level 0 coaching course in that season or hold a current Level 1 or higher Coaching Accreditation

- At least one person involved with the side must at a minimum, attend an RDCA Team Managers Information night.
- Register the details of both your Team Manager and Coach (could potentially be the same person) in the MyCricket System, ensuring you supply their WWC and Coaching Accreditation Information.

3.10 RDCA Junior Team Manager's Manual

The RDCA Junior Team Manager's Manual is a document that is prepared by the RDCA Junior Committee and contains all the required information for match day. All Team Managers must have a copy of this document on the scorers table when a match is in progress.

You will need to ensure that all Team Managers from your club have a copy of this document.

3.11 Club Newsletters

Club Newsletters are a great way for getting information to parents. A lot of clubs include match summaries from matches played between newsletters which generally encourage parents to look out for them and read them.

3.12 Pre-Season Meeting

At the start of each season the RDCA Junior Committee will hold a Pre-Season meeting. This is generally always held on the Wednesday before the season starts. It is very important that you attend this meeting as a provisional fixture will be available for to you check.

There will be important information provided here that you will be required to disseminate to you your Team Managers, as well as your last chance to ask any questions before the season gets under way.

3.13 Results Submission

The submission of results comes in three forms. Short Results, Team Lists and Full Match Results.

Short Results must be submitted by the home side at the end of each days play. The details for where these need to be submitted are in the Team Managers Manual.

Team Lists must be submitted by both sides by the end of the last day's play of the match. The details for where these needed to be submitted are in the Team Managers Manual.

The Full Match Results need to be submitted at the end of each match by the both clubs. The details for where these needed to be submitted are in the Team Managers Manual.

This is another good job to allocate to a volunteer from your club.

3.14 Re-Grading

At the end of the second round the RDCA Junior Committee undertakes a re-grading process. All grades are evaluated and changes may be made to the grading as deemed appropriate by the RDCA Grading Committee.

If you feel that one of your sides should be re-graded, either up or down a grade then you will need to complete the re-grading form and submit it to the RDCA Junior Secretary. All applications will be considered by the grading committee.

It is important to note that generally (but not limited to) any team that has lost its first two matches or won its first two matches will be under consideration for re-grading. It is highly advisable, that a submission is made to the grading committee, stating the reasons why such teams should or should not be re-graded. It is strongly recommended that you do not make assumptions about the re-grading process as there are many factors that have to be taken into consideration as part of the process and failing to provide the RDCA with information could see your team unexpectedly re-graded up or down.

3.15 Representative Trials

Each season the RDCA participates in the VMCU Carnival. At the start of each season trials are conducted, which relies on clubs nominating their best players to come and trial.

Information regarding the trials will be disseminated at the pre-season meeting, so it is important that you note the requirements for nominating players. If players are not nominated by their club then they are likely to miss out on the opportunity of trialing.

3.16 Umpire Nominations for Junior Finals

In order to provide umpires in the finals series, all clubs are required to nominate at least two people from their club to act as umpires through out the finals series. These people that are nominated are required to attend an information night held on the week before the start of the finals series. All umpires are paid for their services by the clubs competing in the match they are umpiring.

3.17 Junior Finals Team Manager Meetings

If you are fortunate to have sides in the finals, then it is essential that yourself and the Coaches/Team Managers of the sides competing in the finals attend the pre-finals meeting.

At this night all details regarding the finals will be covered and there will be an opportunity for questions to be asked.

3.18 RDCA Award Nominations

At the end of each season the RDCA presents awards to the best Batting and Bowling averages in each grade. An opportunity is given to all clubs to contest any of these awards prior to the awards being made final.

There is also an encouragement award for each grade and relies solely on nominations from clubs.

One of the major awards awarded on presentation night is the Most Promising Player leaving under 16's. This also relies on nominations from clubs.

3.19 Club Presentation Night

One of the final events of all Junior Clubs is the Club Junior Presentation Night. Most clubs will award Batting and Bowling Averages, Coaches, Encouragement

and Fielding Awards. Some clubs award club champion type awards for each grade as well as having a best fairest medal for overall Junior Club.

3.20 RDCA Junior Presentation Night

The RDCA Presentation Night is held at the end of the season and is where all association awards are presented. Clubs will be notified of award winners from their club and will be responsible for ensuring that these people or a representative from the club are present to collect the award.

All members of the various representative sides along with all members of premiership sides are expected to attend.

3.21 Rule Changes

If through out the course of the season you or anyone from your club has come up with any rules changes then you have an opportunity to submit these to the Junior Committee for consideration.

4. Resources

As a Junior Coordinator whilst at times you may feel alone, you have a variety of resources that are available to you that are there to make your job easier. At no time should you feel as if you can not ask questions of people, it is one of the best ways to gain guidance and assistance. If you have questions it is far better to ask them than to sit on them

4.1 RDCA Junior Secretary

The RDCA Junior Secretary is your best source of information. They will be able to provide you with answers to pretty much all your questions you may have. The best method of contacting the Junior Secretary is by email, but if it is urgent then phone is advisable.

4.2 Circulars

Throughout the season circulars will be distributed to clubs. These circulars will contain all the information you require to efficiently run your club. If you misplace a circular they will also be available from the downloads section of the RDCA Website.

4.3 Website

The RDCA (www.rdca.com) Website will contain all Circulars and Documents that have been issued to clubs, so in the event that you miss any documents you can obtain a copy from the website. Contact information for clubs and RDCA officials will also be available on the website.

4.4 Email

Email is a great medium for contacting members of the RDCA Junior Committee and Club Officials.

4.5 Past Junior Coordinators

Any previous Junior Coordinators are a great source of information and will no doubt have experienced all the issues you will come across and hopefully have some good advice on how to deal with them.

5. Registration and Results

Registration is a very important area of your role. It is not necessarily a role you need to perform, but it is important that you ensure these tasks are performed correctly on time. Failure to register players or submit results may see you club incur fines and even worse see your teams lose match points.

5.1 Registering Players

All players who participate in a competitive grade MUST be registered. There are no circumstances where a player can play and not be registered. If you are unsure of whether a player is registered you can check your clubs registration database. If they are not on your club's registration database then the player is not registered. Should you believe that this player is registered you need to contact the Junior Records Secretary to resolve this before the player plays in a match as the player will be determined to be unregistered until the matter is resolved.

For more information about how to register a player see the MyCricket User Guide available from the downloads section of the RDCA Website.

5.2 Clearances and Permits

Any player who is registered with another RDCA Club, must either obtain a clearance or a permit before they can play. Like with registrations if a player who requires a permit or clearance plays without one of these then your club may incur a fine or the team in which the player participated may lose match points.

It is highly recommended that you do not leave permits to the last minute. If you run out of time to obtain a permit or a clearance the player is simply unable to play.

5.3 Short Results

The purpose of the Short Results is to get the results on to the RDCA Website the night of each days play and to also update the ladders at the same time. Every effort is made to get these results in to the local paper, but we frequently experience issues with the papers publishing Junior Results.

The HOME club is required to lodge short results through the MyCricket system. Once the information is submitted it will automatically appear on the website.

For more information about how to register a player see the MyCricket User Guide available from the downloads section of the RDCA Website.

5.4 Team Lists

Team Lists are submitted by the BOTH sides on the match concludes. These lists enable the Full Match Results to be entered on the following day. With the majority of Junior Matches being Two Day matches it is recommended that these are entered after the first days play then only modifications have to be entered at the end of the second days play,

For more information about how to register a player see the MyCricket User Guide available from the downloads section of the RDCA Website.

5.5 Full Match Results

Full Match Results are submitted by the BOTH sides on the day following the conclusion of the match. These results include the individual player statistics for all players who played in the match.

In order to make your job easier entering these results or the job of the volunteer entering these results, it is strongly recommend that you ensure that your Team Manager carefully check the books before they pass them over for entering into the Online System. The reasoning for this is that the Online System will not allow you to enter results that do not add up. In order to avoid spending many hours trying to adding up results, then it is best to ensure they add up before you begin to enter the results.

For more information about how to register a player see the MyCricket User Guide available from the downloads section of the RDCA Website.

6. Penalties and Fines

In order to ensure that clubs attend meetings, submit documents and other required information in a timely fashion, there are various penalties that apply in the event of these actions not occurring.

The RDCA Junior Committee certainly does not wish to apply penalties for the sake of applying penalties, but deadlines and meetings are held for a reason and failure to submit documents or attend meetings generally makes running the association more difficult for the Junior Committee.

The common areas where penalties are often incurred are as follows:

1) Failure to attend delegates meetings

A representative from each club must attend all delegate meetings. It does not have to be the Junior Coordinator, so if you are unable to attend then to avoid being penalized arrange for another member from your club to attend.

2) **Late Short Results** (*most common fine in the 2008/2009 and 2009/2010 season*)

3) Late Full Match Results

4) Playing Unregistered Players

A player that is not in your Membership Database is an unregistered player. It is the clubs responsibility to ensure that all players are registered.

5) Failure to submit require forms such as Award Nominations, Umpire Nominations etc

6) Failure to advise Junior Secretary of Forfeits

If you are going to be late with submitting required information and you have a valid reason then contact the Junior Secretary and get an extension or in the event that no-one from your club is unable to attend a meeting again contact the Junior Secretary. Contacting the Junior Secretary after the event with an excuse is unlikely to see any penalty that may have been incurred revoked.

Penalties will vary from money to loss of Match Points so please make sure you are aware of deadlines and requirements. If you have any queries about penalties then please contact the Junior Secretary for more information.

7. RDCA Contacts

The following is a list of contacts for the RDCA Junior Committee. In the majority of cases the first point of contact will be the Junior Secretary, but there will be occasions where you may need to contact the other members.

While email is the preferred method for correspondence, in the event you are mailing or delivering official correspondence then it needs to go to the following address: Lot 2, 56 Summit Rd, Lilydale, 3140

Position	Name	Phone	Email
President	Sean Flynn	0411 309086	sflynn@campion.com.au
Vice President	Andy Exley	0416808436	andy_exley@hotmail.com
Secretary	Mandy Dolman	0418317811	dolman7@bigpond.com
Assistant Secretary	Kylie Southward	0417322308	kylisouth@bigpond.net.au
Representative Team Coordinator	Bill Stafford	0400442050	repcricket@rdca.com

8. Season Plan

The following is a list of dates for the 2014/2015 season. Some of these dates may change through out the course of the season. In the event of any changes you will be notified by Email or SMS. There will generally also be notification on the website.

Mon 4th August 2014	Annual General Rules Meeting & Annual General Meeting RDCA Junior Committee Meeting
Tue 7th August 2014	Junior Circular 1
Mon 11th August 2014	RDCA Junior Committee Meeting
Mon 25th August 2014	Delegates Meeting 1
Sun 30th August 2014	Team Nominations Due
Sun 7th September 2014	Team Player Nominations Due
Mon 8th September	RDCA Junior Committee Meeting
Sun 14th September 2014	Final Grading Changes Due
Mon 15th September 2014	RDCA Junior Grading Sub Committee Meeting
Friday 26th September 2014	Rep Player Nominations Due T20 Team Nominations Due
Mon 29th September 2014	Fixture for first two rounds – U16, U14
Mon 29th September 2014	Team Managers & Coaches Night 1 - U16, U14
Wed 1st October 2013	Delegates Meeting 2
Wed 1st October 2013	Team Managers Due Details Due
Mon 6th October 2014	Fixture for first two rounds – U12, U10
Mon 6th October 2014	Team Managers & Coaches Night - U12, U10

Mon 13th October 2014	RDCA Junior Committee Meeting
Sun 26th October 2014	Re-grading Requests due – U16, U14, U12
Mon 10th November 2014	RDCA Junior Committee Meeting
Mon 8th December 2014	RDCA Junior Committee Meeting
Mon 19th January 2015	RDCA Junior Committee Meeting
Wed 4th February 2015	Delegates Meeting 3
Mon 9th February 2015	RDCA Junior Committee Meeting
Fri 13th February 2015	Umpires Nominations Due – U12
Wed 25th February 2015	Finals Umpires/Team Managers Meeting – U12
Fri 27th February 2015	Umpires Nominations Due – U16, U14
Sun 8th March 2015	Award Nominations Due
Mon 9th March 2015	Provisional Award Nominations Announced
Wed 11th March 2015	Finals Umpires/Team Managers Meeting – U16, U14
Wed 11th March 2015	RDCA Junior Committee Meeting (after Finals Meeting)
Mon 16th March 2015	Final Award Nominations Announced
Wed 25th March 2015	Junior Presentation Night

**** These dates may change depending on what the final start date for the Fixture is.**

9. Club Email Accounts

All Junior Clubs have an email account which has been set-up for them. There are three ways for accessing this email account:

1. Set-up the account in Outlook or Outlook Express
2. Webmail
3. Set-up redirection to your home or work email address.

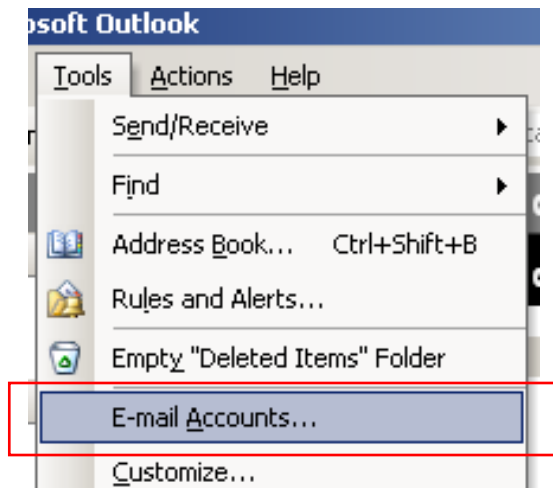
The following is a guide on how to setup your RDCA Junior Email Account:

9.1 Outlook 2003

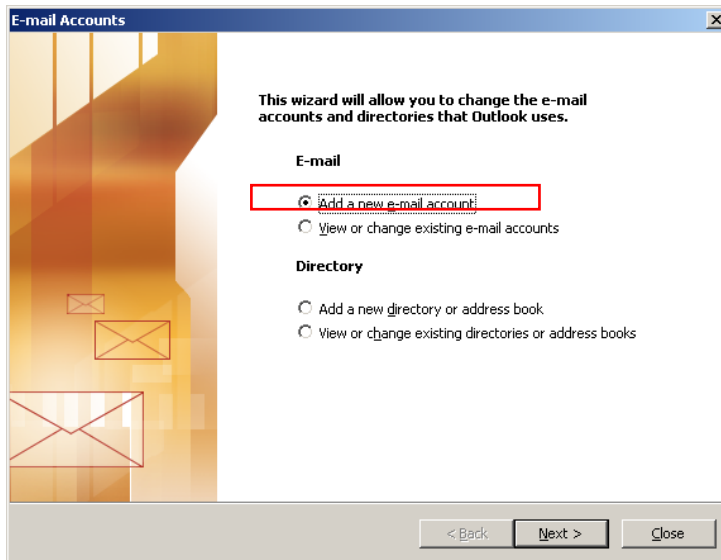
1. Open Outlook
2. Go to the *Tools* menu



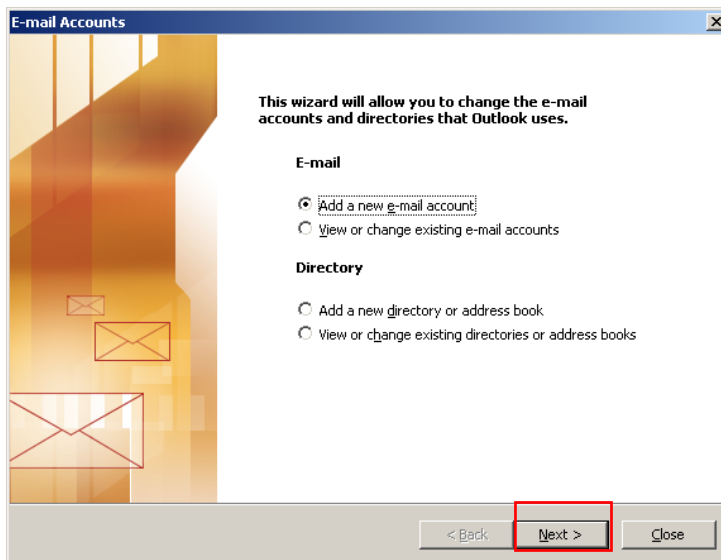
3. Select on *E-mail Accounts*



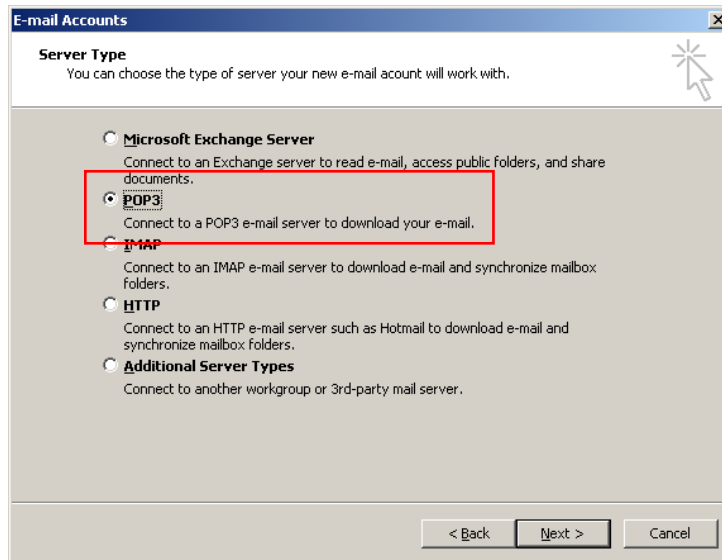
4. Select *Add a new e-mail account*



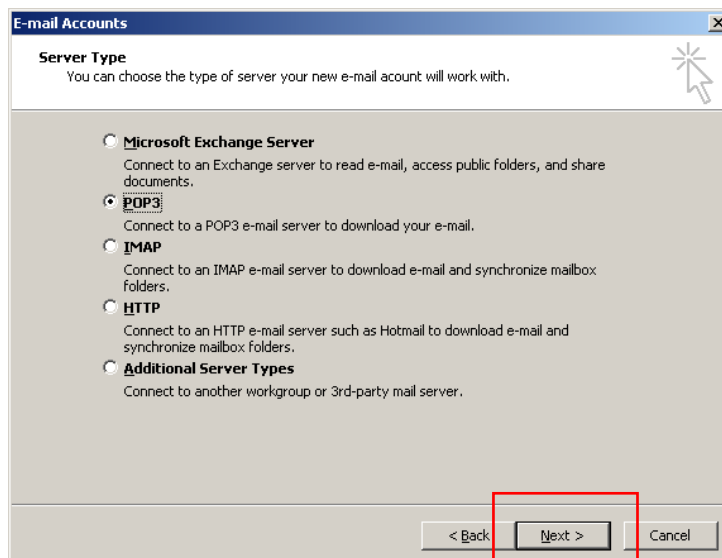
5. Click on *Next*



6. Select *POP 3*



7. Click on *Next*



8. Enter Your Name

The screenshot shows the 'E-mail Accounts' dialog box with the title 'Internet E-mail Settings (POP3)'. Below the title is the instruction: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In the 'User Information' section, the 'Your Name:' and 'E-mail Address:' text boxes are highlighted with a red rectangular box. The 'Server Information' section contains 'Incoming mail server (POP3):' and 'Outgoing mail server (SMTP):' text boxes. The 'Logon Information' section includes 'User Name:', 'Password:', a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. The 'Test Settings' section contains a paragraph of text, a 'Test Account Settings ...' button, and a 'More Settings ...' button. At the bottom of the dialog are '< Back', 'Next >', and 'Cancel' buttons.

9. Enter your E-Mail Address

This screenshot is identical to the one above, showing the 'E-mail Accounts' dialog box. In this instance, only the 'E-mail Address:' text box in the 'User Information' section is highlighted with a red rectangular box. All other elements, including the title, instructions, other sections, and buttons, are the same as in the previous screenshot.

10. Enter your *Incoming Mail Server*

E-mail Accounts [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3): **[Red Box]**
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

11. Enter your *Outgoing Mail Server*

E-mail Accounts [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP): **[Red Box]**

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

12. Enter your *User Name*

E-mail Accounts [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

13. Enter your *Password*

E-mail Accounts [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

14. Click on *Next*

E-mail Accounts [X]

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back **Next >** Cancel

15. Click on *Finish*

E-mail Accounts [X]

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back **Finish**

9.2 Webmail

1. Go to: webmail.rdca.com
2. Enter your email address as the Username
3. Enter the password that you have been supplied with
4. Click on Login to access you email

9.3 Redirection

1. Go to: webmail.rdca.com
2. Click on Forwarding Options
3. Click on Add Forwarder
4. Enter the email address to where you would like the email forwarded to

For further information on how to access your RDCA email account see the Email User Guide which is available from the downloads section of the RDCA Website.