



## DIRECT SUPPLY OF BALLS – INSTRUCTIONS TO CLUBS

- Clubs must purchase ALL match balls from the Association. Failure to do so will incur a fine.
- Clubs are to provide Administration Manager ([spencer@rdca.com](mailto:spencer@rdca.com)) with the name or names of person(s) who are authorised to order balls on behalf of club.
- Clubs will have four opportunities to order stock. They being, last week of August, first week of October, last week of November and second week of January. Balls must be ordered in multiples of 12 per brand.  
(The initial delivery of balls should be available about 10 days prior to season starting)
- Administration Manager will remind clubs of the window in which clubs can submit an order.
- Clubs should be mindful that balls will not be released without first being paid for and the full order must be taken.
- An order form has been created and is available from Downloads section of the website. It has columns for quantity required, the prices are printed thereon and person ordering is to calculate total amount payable.
- Orders are to be sent to Administration Manager, preferably by email ([spencer@rdca.com](mailto:spencer@rdca.com)), but if that is not an option they can be faxed (9876 7206).  
NOTE! If a fax is sent, please ring Admin Manager to alert him to be on lookout for it.
- Administration Manager will inform clubs when balls are available for collection. Balls can be collected from Saxon Sports Indoor Centre (14 Gatwick Road, Bayswater) between 3.00pm and 6.00pm Mon-Friday or, if those times are not suitable, by appointment with Paul Attfield (0402 133 441)
- A Club will receive a 3% discount when balls are paid for within 7 days of being informed that they are available.
- Payment can be made by way of club cheque (made payable to RDCA), Eftpos (club debit card or an individual's credit card) or by EFT.
- If a Credit Card is used, it will incur a surcharge of 1.5% of transaction amount.
- A club will be fined 5% of order value if it does not collect the balls within 14 days of being informed that they are available.

- **The full value of order is to be paid, prior to or upon collection and any discount applicable, surcharge payable or late collection fine, will be “Credited”, or “Debited”, in due course and appear on the Club statement issued monthly by RDCA Finance Manager.**
- **Obviously, clubs may use “RDCA approved balls” left over from last season.**
- **Practice balls can be acquired from the retail outlet that your club normally deals with, as is the case with white balls for Junior T20 matches and balls to be used in Non-Comp section.**
- **Cash payment will not be accepted for ball purchases from the RDCA**
- **Appropriate invoicing will be provided to clubs who are registered for GST.**
- **If your club is paying by EFT, a copy of the receipt must be provided to Admin Manager at least a day ahead of when club person intends to collect the balls.**
- **Account details for EFT payment are as follows:  
Bank – East Ringwood Community (Bendigo) Bank  
BSB – 633-000  
Account number – 146536172**

## **NOTE**

**Saxon Sports is a collection point only in this exercise.**

**All monies (Cheque, Eftpos, EFT) are to be or will be paid into the RDCA Cricket Ball Account.**

**Ian Spencer**