VICTORIAN SUB-DISTRICT CRICKET ASSOCIATION Inc.
ABN: 39 364 079 275

POLICY No.5 – COMPLETION OF CLUB ANNUAL REPORTS

This document has been prepared as a guide for clubs when compiling their Annual Report. Not all of these items will be appropriate for all clubs, and there may be other items that you may wish to report on, but the Executive wishes to encourage clubs to include as much detail in their reports as possible.

Junior Development Programs
Woolworths Blast, development or expansion of under-age sides.

Community Programs
Mention any special community projects that your club has been involved in or with.

JG Craig Competition
Summarise how your side performed. Mention if your club hosted Craig Final.

T20 Competition
Emphasise the competition is all about having fun, making more use of our facilities and trying to engage the local community. Many clubs adopted an innovative approach by using lights, guest players (name them), coloured clothing with additional exposure for your clothing sponsors.

Premierships & Trophies Won
Highlight any Premiership successes along with any other trophies won by club and individuals i.e. Spirit of Cricket, Pitch Awards, Club Championship, Player of the Year etc.

Melbourne Country Week
State names of sides and division of games that you hosted (all clubs were sent a copy of draw). Some clubs hosted Finals.

Players selected in VSDCA Representative Side
Recognise the effort of the player/players from your club who made themselves available to represent the Association.

Mention if your club hosted Representative Game.

VSDCUA
Thank umpires for their contribution. Many of you have Club Umpires who do a tremendous job in the lower XI's.

Local Government/Curator
Thank them regardless of their level of support. There is always at least one person at Council that provides clubs with assistance with grounds, pavilions etc.

Ground Improvements
Throughout reporting year you may have had new practice facilities built or extended, new or additional turf pitches installed, pavilion upgraded etc.

CV 50 Year Service Recipients
If any of your club members have received this type of recognition.

Reviewed August 2022

VSDCA Major Sponsors
Mandatory that you recognise and thank **Kookaburra Sports** for their support. If you wish to thank other support sponsors that is fine, but we would like you to thank our major sponsors. All clubs would know it is difficult to attract sponsors so it is important to acknowledge them.

Financial Statements
Financial Statements are to be presented in the format as requested by Association Treasurer (in conjunction with Cricket Victoria). If you do not have the format you will need to contact David Anning.

Acknowledge VSDCA Board
Important to acknowledge the work Board Members undertake on behalf of the Association. All the Board members are club people as well, so their contribution should be acknowledged.

Use of Statistics
Be careful not to overuse stats in your record. Many clubs have a couple of pages of written reports e.g. President Report & Financial Statement then 20+ pages of season/history stats. Nothing wrong with include some stats to highlight season performances or club records, however you must make sure you have a balance between written reports and statistical information.

Completion of Report
The Board would like Annual Reports to be bound or stapled, preferably with a hard cover and ensure your 'Incorporated' status is displayed as part of club name i.e. Altona Cricket Club Incorporated (or Inc.).

Please remember, the Board requires clubs to produce an Annual Report which reflects the level of completion that you are playing in i.e. 2nd level of club cricket in Victoria.

Reviewed August 2022