

Chiba Sharks Cricket Club

Constitution

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Chiba Sharks Cricket Club Constitution

1. Name

The name of this club is Chiba Sharks Cricket Club (the “Sharks”). The Sharks are affiliated with the Japan Cricket Association (“JCA”) and other cricket organizations. The Sharks were founded by Mr. Hasib Rehman.

2. Aims and Objectives

The Sharks’ aims and objectives include the following:

- (i) to provide people who live in Japan with opportunities to play cricket;
- (ii) to provide opportunities for social interaction and friendship;
- (iii) to foster the sport of cricket in Japan;
- (iv) to ensure that all members, playing and non-playing, participate in accordance with the Chiba Sharks Cricket Club Code of Conduct, the Spirit of Cricket, and the Laws of Cricket;
- (v) to encourage all members to participate fully in the Sharks’ activities; and
- (vi) to ensure that its members act in a way that reflects well on the Sharks both on and off the cricket field.

3. Membership

- 3.1 Membership of the Sharks is open to anyone interested in the sport of cricket regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, the Sharks may limit membership on a non-discriminatory basis according to available facilities and playing opportunities.
- 3.2 In order to maintain team unity, the Sharks will accept a maximum of 4 Playing Members who are registered with cricket teams (not including representative teams selected by the JCA, which is the official ICC affiliate of cricket in Japan) other than the Sharks and who prioritize those other cricket teams in the case of any clash between Sharks matches and the other team's matches
- 3.3 The Sharks may have different categories of membership on a non-discriminatory and fair basis. The Sharks will keep membership fees at levels that will not pose a significant obstacle to people who participate in the Sharks.
- 3.4 A person who wishes to participate in the Sharks (“Prospective Participant”) applies for membership by contacting the Secretary or Manager (defined below; the same applies throughout the Chiba Sharks Cricket Club Constitution (this “Constitution”). Upon request by the Secretary or Manager, the Prospective Participant provides information necessary for registration with the JCA and other institutions with which he or she needs to be registered, such as a sports insurance organization. The Prospective Participant will pay, as required and without

unreasonable delay, relevant membership fees as determined at the Sharks' Annual General Meeting ("AGM").

- 3.5 The Management Committee (defined in Article 9; the same applies throughout this Constitution) may refuse a Prospective Participant's membership or terminate a member's membership only for good cause; an example of good cause in this instance is if a member's or Prospective Participant's conduct or character is likely to bring the Sharks or cricket into disrepute. If the Management Committee terminates a member's membership, the member may appeal to the Management Committee against the termination, and if the member makes an appeal, the Management Committee will appoint an Appeals Committee (defined below) to hear the appeal.
- 3.6 All members are governed by the provisions of this Constitution. By joining the Sharks, a Prospective Participant or member acknowledges that he or she accepts this Constitution and any Codes of Conduct that the Sharks adopt.
- 3.7 The "Chiba Sharks Cricket Club Membership Regulations" ("Membership Regulations") provided separately identify members who are eligible to vote at a general meeting. Details concerning eligibility or nomination for any office or exercising of voting rights at a general meeting are provided in this Constitution based on the condition that these details are to be understood in light of the provisions of the Membership Regulations.

4. Categories of Membership

- 4.1 Categories, rights, and fees related to membership of the Sharks are provided separately in the Membership Regulations.
- 4.2 A list of members in each membership category will be maintained by the Manager and Treasurer (defined below; the same applies throughout this Constitution).

5. Information Management

The Sharks will endeavor to store personal information belonging to members in a safe and secure manner.

6. Organization

- 6.1 The Sharks have the following Officers (not in any order of priority):
 - (i) Club Captain
 - (ii) Vice Captain
 - (iii) Manager
 - (iv) Treasurer
 - (v) Webmaster
 - (vi) Secretary

- (vii) Elected Selectors (2)
- (viii) Skills Adviser
- (ix) Reporter
- (x) Kit Steward
- (xi) Social Coordinator
- (xii) Scorer
- (xii) Chiba Development Officer

- 6.2 Each Officer's duties and responsibilities are set out in Appendix 1.
- 6.3 The Management Committee may temporarily create any new Officer position for the Sharks in addition to those set out above if the Management Committee determines that such an Officer position is required. Such a position is valid until a subsequent AGM. If it is deemed necessary to make permanent any new Officer position established during the previous year, the Sharks will attempt to officially incorporate the new position into the Constitution through the proposal of an amendment at the subsequent AGM in accordance with the provisions of the Constitution.

7. Communication

- 7.1 The Manager and other Officers will use email as the main form of communication for official Sharks announcements.
- 7.2 Members will reply promptly to announcements when required. Replies may be sent to the Manager or the appropriate Officer by email, or when appropriate, posted in the Sharks Forum on the Sharks' website (www.chibasharks.com) ("Website").
- 7.3 The Webmaster will establish mailing groups to aid communication within the Sharks. Mailing group details are set out in Appendix 3.
- 7.4 Details concerning other contact details for the Sharks are also set out in Appendix 3.

8. Election of Officers

- 8.1 All Officers will be elected at the AGM. Each Officer will be a Sharks member and will be elected by members of the Sharks.
- 8.2 All Officers will be elected for a period of one year, but will be eligible for re-election to the same office or to another office in the following year in accordance with this Constitution and the Membership Regulations.
- 8.3 Details concerning the election process for officers are set out in Article 10.

9. Management Committee

- 9.1 A management committee will conduct the affairs of the Sharks (the “Management Committee”). The Management Committee consists of 5 Officers (“Committee Members”). The Manager is a Committee Member. The remaining 4 Committee Members (“Elected Committee Members”) will be elected at an AGM from among the Officers elected at the AGM.
- 9.2 Members nominate candidates as Elected Committee Members at the AGM from among the Officers elected at the AGM. Nominations must be seconded by another member. An Officer may nominate him or herself. If there are more than 4 Elected Committee Member candidates, the members present at the AGM will hold a secret ballot to determine the Elected Committee Members via a method decided by the Manager. If the Sharks are unable to form a Management Committee consisting of the Manager and Elected Committee Members who are Officers, all members will become eligible for nomination and election to the Management Committee.
- 9.3 The term of office for a Committee Member terminates at the end of the AGM that follows the AGM at which he or she was elected.
- 9.4 If a Committee Member is unable to carry out his or her Management Committee responsibilities for an extended period, he or she will resign from the Management Committee.
- 9.5 A Committee Member ceases to be such if he or she ceases to be a member of the Sharks, resigns by written notice, or is removed by the Management Committee after agreement by an absolute majority of the remaining Committee Members for good cause after the corresponding Committee Member has been given the chance to put their case to the Management Committee. Appeal against removal may be made to the Appeals Committee. The Management Committee will fairly decide time limits and formalities for these steps.
- 9.6 Another Officer will be elected in the place of a resigning or removed Committee Member by the remaining Committee Members, via a method decided by the Manager. If the Manager is the resigning or removed Committee Member, the Club Captain will decide the method used to elect the replacement Committee Member. If the remaining Committee Members are unable to elect another Officer to replace the resigning or removed Committee Member, other Sharks members will become eligible for election to the Management Committee. If a Committee Member is elected as a replacement for a resigning or removed Committee Member, the term of office of the newly-elected Committee Member terminates at the end of the subsequent AGM.
- 9.7 The Management Committee will have the following duties.
 - (i) Control the affairs of the Sharks on behalf of the members.

- (ii) Accurately record the minutes of all general meetings and Management Committee meetings, and make these minutes available to Sharks members upon request.
- (ii) Keep accurate accounts of the Sharks' finances through the Treasurer.
 - (a) Accounts will be available for reasonable inspection by any member on request by that member and will be audited before every Annual General Meeting.
 - (b) The Sharks will maintain a bank account.
 - (c) The Treasurer will manage the bank account, and will provide the Manager and Secretary with access details for the bank account. Under normal circumstances, the Manager and Secretary will not access the bank account.

9.8 Only Committee Members are entitled to vote at Management Committee meetings.

9.9 Once a year, the Manager will convene an Annual Committee Meeting (ACM). The Management Committee will meet in person, discuss, and make decisions about issues relating to the Sharks that arise during the course of the cricket season. All Committee Members will endeavor to attend this meeting. The Manager will endeavor to convene the ACM at the midpoint of the cricket season each year, preferably in July or August.

9.10 The Manager may convene Extraordinary Committee Meetings (ECM) as necessary. If the Manager convenes an ECM, the Management Committee will meet in person, discuss, and make decisions about issues as required. If it is not possible for the Committee Members to meet in a timely manner, they may discuss and make decisions by email or another appropriate form of communication.

9.11 If not all Committee Members are available to attend or participate in an ACM or ECM, a quorum of three Committee Members is required to make decisions.

9.12 The Management Committee makes decisions at an ACM or ECM by a simple majority of votes. If there are an equal number of votes both for and against a decision, the Manager, if in attendance, will have the tie-breaking vote. A decision will not be made if there are an equal number of votes both for and against the decision and the Manager is not in attendance.

9.13 The Management Committee is entitled to carry out the activities set out below. A decision must be made at an ACM or ECM before carrying out these activities:

- (i) acquiring and providing grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical, and related facilities;
- (ii) taking out any insurance for the Sharks, employees, contractors, players, guests and third parties;
- (iii) raising funds by appeals, fees, and sponsorships;
- (iv) co-operating with or affiliating with any organizations regulating or organizing the sport of cricket, any club or organization involved with

- cricket, and with government and related agencies (however, this does not include the organization of friendly matches with other teams); and
- (v) all other things the Sharks reasonably deem necessary to advance the aims and objectives of the Sharks set out in Article 2.

9.14 None of the entitlements provided for in Article 9.13 may be exercised for any reason other than to advance the aims and objectives set out in Article 2.

10. General Meetings

10.1 The Sharks will convene an AGM in February or March each year. The Manager will give the members written notice of the AGM by email at least 4 weeks before the date of the AGM. Members must give the Manager written notice at least 2 weeks before the AGM if there are any items for decision or other topics for discussion that they wish to put forward at the AGM. The Manager will give members written notice of the AGM agenda at least 1 week before the AGM.

10.2 The Sharks may convene Extraordinary General Meetings (“EGM”). The Manager will convene an EGM if he or she receives written notice of a request to convene from 7 members of the Sharks. The Manager will give all members at least 14 days advance notice by email of an EGM.

10.3 The Sharks will carry out the following agenda activities at the AGM:

- (i) confirm the minutes of the previous AGM and any EGMs held since the last AGM;
- (ii) briefly announce the details of any ACM or ECM convened since the preceding AGM;
- (iii) receive the accounts for the year from the Treasurer;
- (iv) receive the Management Committee’s annual report from the Manager;
- (v) elect the Officers of the Club;
- (vi) elect Committee Members in accordance with Article 9;
- (vii) review the Chiba Sharks Cricket Club Membership Regulations and make any necessary amendments for the forthcoming year; and
- (viii) discuss or decide items raised by members in accordance with Article 10.1.

10.5 The Management Committee will appoint a Chairperson for each general meeting before each general meeting begins, and the appointed Chairperson will chair the general meeting for which he or she is appointed.

10.6 A quorum for a general meeting is 10 members, which will include at least 1 Officer.

10.7 Members nominate candidates for election to office at the AGM. Nominations must be seconded by another member. A member may nominate him or herself. A member may concurrently hold more than one office. If there is more than 1 candidate for an office, the members present at the AGM will hold a secret ballot to

determine the member elected to that office via a method decided by the Chairperson.

- 10.8 Members attending a general meeting will make decisions by a simple majority of votes cast by members attending the general meeting. In the event of equal votes, the Manager is entitled to cast an additional vote.

11. Proxy Voting and Nomination in Absentia

- 11.1 The Sharks may use proxy voting at any general meeting. A member attending a general meeting (“Attending Member”) may hold a maximum of 2 proxy voting rights, in addition to that Attending Member’s vote.
- 11.2 Proxy voting rights are not included when determining if a quorum for a general meeting has been reached.
- 11.3 Any Attending Member who holds a proxy voting right for any member not attending a general meeting (“Non-Attending Member”) must present written evidence when prompted by the chairperson at the beginning of a general meeting to prove that the Non-Attending Member has assigned to the Attending Member his or her proxy voting right. The written evidence must clearly state the scope of that proxy voting right. The Management Committee will determine what constitutes appropriate written evidence and inform the members a reasonable amount of time before the general meeting.
- 11.4 A proxy voting right may only be exercised by an Attending Member.
- 11.5 A Non-Attending Member may nominate himself or herself in absentia for office. In this case, the Non-Attending Member will inform the Manager of his or her nomination in absentia before the general meeting. The Non-Attending Member may also nominate himself or herself in absentia for election to the Management Committee and this nomination will be accepted if the Non-Attending Member is elected into office.

12. Amendment to the Constitution

Any proposed amendment to this Constitution may only be considered at an AGM or EGM that has been convened after the required written notice of the proposal has been given. Any amendment must be proposed by a member of the Sharks and seconded by another member. If a quorum has been established at an AGM or EGM, the Sharks will pass an amendment if not less than two-thirds of voting members present at the General Meeting vote in favor of the proposed amendment.

13. Finances

- 13.1 The Sharks will bank all Sharks monies in an account in the name of the Sharks.
- 13.2 The Treasurer is responsible for the Sharks' finances and for providing a report on the financial position as required by the Management Committee.
- 13.3 The Treasurer will maintain a petty cash reserve, and he or she may use it to carry out the activities of the Sharks.
- 13.3 The Treasurer ensures that the Sharks maintain adequate and appropriate insurance to cover the activities of the Sharks.
- 13.4 The Sharks' financial year will end on 31 December.
- 13.5 The Treasurer will present an audited statement of annual accounts at the AGM.

14. Property and Funds

- 14.1 The Sharks must not use its property or funds for the direct or indirect private benefit of a member other than as reasonably allowed by this Constitution. The Sharks will reinvest all surplus income or profits into the Sharks.
- 14.2 The Sharks may carry out the following activities to the extent that these activities are relevant to the Sharks' aims and objectives:
 - (i) sell and supply food, drink, and related sports clothing and equipment; and
 - (ii) indemnify the Management Committee and members acting properly in the course of the running of the Sharks against any liability incurred in the proper running of the Sharks (but only to the extent of the Sharks' assets).

15. Discipline and Appeals

- 15.1 Any member making a complaint regarding the behavior of another member must lodge a written complaint with the Manager or Club Captain.
- 15.2 The Management Committee will appoint a disciplinary sub-committee who will meet to hear complaints within 7 days of a member lodging a complaint. Any member requested to attend a disciplinary sub-committee is entitled to be accompanied by a friend or other representative and to call witnesses. The Management Committee (or its sub-committee) has the power to take appropriate disciplinary action, which will be either termination of membership or suspension from matches.
- 15.3 The Management Committee will provide the member who made the complaint and the member against whom the complaint was made with written notice of the outcome of the disciplinary hearing within 7 days following the hearing.
- 15.4 If the disciplinary sub-committee decides to discipline a member, the member may

appeal against the decision made or penalty imposed by the disciplinary sub-committee. The Committee will appoint an Appeals Committee (a maximum of three persons) which will not include members involved with the initial disciplinary hearing, but may include non-members of the Sharks. The Appeals Committee will consider the appeal within 7 days of the Manager receiving the appeal. The member who submits the appeal may be accompanied by a friend or other representative and may call witnesses. The decision of the Appeals Committee is final and binding on all parties.

16. Selectors and Selections

- 16.1 The Sharks have a selection committee that consists of 3 selectors (the “Selection Committee”). The Club Captain will be one of the Selectors, and the remaining 2 selectors will be Elected Selectors (defined in Appendix 1).
- 16.2 The Selection Committee has a chairperson of selectors, who is one of the 3 selectors in the Selection Committee, and who manages the Selection Committee. The chairperson of selectors will be chosen by the Selection Committee. If the Selection Committee is unable to choose a chairperson of selectors, the Management Committee will choose a chairperson of selectors. In this case, if a selector chosen as the chairperson of selectors by the Management Committee does not wish to become the chairperson of selectors, the selector will stand down from the Selection Committee and the Management Committee will select another member to replace the selector who stands down.
- 16.3 The chairperson of selectors is responsible for ensuring that the Selection Committee selects the team and provides information about team selections in a clear and timely manner. The selectors must actively cooperate with the chairperson of selectors.
- 16.4 Procedures and policies for the selection process are set out in Appendix 2.

17. Awards

- 17.1 The Sharks will present awards to deserving members at an awards ceremony held at the end of each year. Awards are as follows:
- (i) Best Fielder
 - (ii) Best Batsman
 - (iii) Best Bowler
 - (iv) Best First Year Player
 - (v) Most Improved Player
 - (vi) Cricketer of the Year
 - (vii) Spirit of the Shark
- 17.2 Award criteria are set out in Appendix 4.

18. Life Membership

- 18.1 “Life Member” is an honorary title given to a person who, as determined by the Management Committee, has served the Sharks’ interests in an exemplary manner.
- 18.2 A person who has been a member of the Sharks for 5 years or more is eligible to become a Life Member.
- 18.3 The status of Life Membership grants the Life Member the rights of Non-playing Membership in the Sharks. A Life Member will pay the difference between fees for Non-playing Membership and the category of membership he or she plays under if he or she wishes to play for the Sharks.

19. Dissolution

- 19.1 If at any general meeting of the Sharks, a Sharks member officially proposes the dissolution of the Sharks and has adequate written evidence to support his or her proposal for dissolution, a quorum at the meeting has been reached, and at least three-quarters of the Sharks in attendance vote in favor of dissolution, the Management Committee will then proceed to realize the assets of the Sharks and discharge all debts and liabilities of the Sharks. The Management Committee will then be responsible for the orderly conclusion of the Sharks’ affairs.
- 19.2 After settling all liabilities of the Sharks, the Committee will dispose of any net assets remaining by donation to a charity chosen by the Management Committee.

20. Declaration

The Sharks adopt and accept this Constitution as a current operating guide regulating the actions of all members.

Sharks Club Captain

Signature: _____

Name: _____

Date: _____

Sharks Manager

Signature: _____

Name: _____

Date: _____

Witness

Signature: _____

Name: _____

Title: _____

Date: _____

Appendix 1 (Officer Duties and Responsibilities)

Officers of the Sharks carry out the individual responsibilities and duties set out below. If an Officer is temporarily unable to carry out any of his or her duties, he or she will ensure that the Sharks are not inconvenienced by this inability to carry out duties or responsibilities by gaining the assistance of another member who carries out the responsibility or duty in the Officer's place.

An Officer ceases to be such if he or she ceases to be a member of the Sharks, resigns by written notice, or is removed by the Management Committee after agreement by an absolute majority of the Committee Members (remaining Committee Members if the Officer subject to removal is a Committee Member) for good cause after the removed Officer has been given the chance to put their case to the Management Committee. Appeal against removal may be made to the Appeals Committee. The Management Committee will fairly decide time limits and formalities for these steps.

Another member will be elected to office in the place of a resigning or removed Officer by the Management Committee (remaining Committee Members if the Officer subject to removal is a Committee Member), via a method decided by the Manager. If the Manager is the resigning or removed Officer, the Club Captain will decide the method used to elect the replacement Officer.

Officers will proactively carry out their responsibilities and duties to enable the smooth administration of the Sharks.

Duties and Responsibilities

Club Captain

- Lead the Sharks on the cricket field
 - Decide matters relating to the performance of the team
 - Provide leadership so that the Sharks play in accordance with the Spirit and Laws of Cricket
- Lead the Sharks off the cricket field, by ensuring that the Sharks act in a manner becoming of the aims and objectives of the Sharks set out in Article 2 of the Constitution
- Represent the team (where possible) at official cricket functions
- Assist the Manager with organizational activities as required
- Engage with the JCA, other cricket organizations, and other team captains to organize cricket-playing opportunities for the Sharks
- Cooperate with the Scorer to ensure that necessary procedures relating to match scores and the scorebook are carried out
- Select teams for Sharks matches together with the Elected Selectors

Vice Captain

- Assist the Club Captain both on and off the field
- Act as captain if the Club Captain is temporarily unable to do so

- Cooperate with the Skills Adviser in organizing warm-ups and training exercises at matches
- Assist the Manager and Club Captain in ensuring that other Officers and members execute their roles on match days
- Take an active role in organizing umpires that the Sharks provide to fulfill the Sharks' umpiring responsibilities

Manager

- Communicate with the Sharks (primarily via email) about the event schedule for the Sharks
- Ascertain availability of members for upcoming matches
- Provide the Selectors with a list of available members for each match, and inform the members of the playing XI selected by the Selectors
- Arrange transport or decide upon transport arrangements as required for travel to matches, and inform the Sharks
- Ensure that each Officer fulfils his or her duties and responsibilities

Treasurer

- Maintain a bank account in the Sharks' name for membership fees paid by the members, and supervise handling of money paid by members
- Propose a membership fee schedule for members, to be decided upon at the AGM
- Collect membership fees at matches as required
- Pay umpires fees as required
- Cooperate with the Secretary to carry out necessary registration and insurance application procedures for new members
- Maintain updated information on the accounts of the Sharks and make this information available upon request by Sharks members
- Provide an annual accounting report at the Sharks AGM

Webmaster

- Act as administrator of the Website and any affiliated email addresses
- Update the Website on a timely basis, including player statistics; post match reports on the website preferably within one day of receiving them from the Reporter
- Oversee any necessary payment of fees in relation to running the Website
- Create and manage the Sharks' email groups
- Collect and manage a tally of votes in confidence for the purpose of determining recipients of Sharks awards (see Appendix 5)

Secretary

- Receive messages from Prospective Members via the info@chibasharks.com address, and respond to enquiries
- Provide the Manager with information relating to Prospective Members who respond to the Secretary's initial reply
- Cooperate with the Treasurer to carry out necessary registration and insurance application procedures for new members

Elected Selectors

- Discuss and decide upon team selections for each Sharks match
- Cooperate with the chairperson of selectors to ensure that selections are made in an efficient and timely manner, in accordance with the Selection Policy (see Appendix 2)

Skills Adviser

- Propose and execute methods for improving the cricketing ability of the members of the Sharks
- Oversee trainings and warm-up exercises at matches
- Provide members with assistance in relation to technique if requested

Reporter

- Oversee the preparation of a match report for each game
- Provide the Webmaster with match report text and photos preferably within two days after the completion of a match

Kit Steward

- Keep records of the total amount of Sharks kit and its location
- Request the Management Committee to make new acquisitions as required
- Ensure that the kit is kept in a serviceable state
- Ensure that a serviceable First Aid Kit is available at all matches

Chiba Development Officer

- Supervise the Sharks participation in cricket development activities in Chiba
- Actively develop ties with other groups, teams, or the like playing or promoting cricket in Chiba, including the JCA Chiba Office
- Facilitate the entry into the Sharks of potential players (of all ages, male or female) living in Chiba
- Supervise the search for facilities and grounds in Chiba where cricket can be played
- Facilitate and supervise the hosting and playing of matches in Chiba by the Sharks (including the "Chiba Cup")

Social Coordinator

- Organize opportunities for the Sharks to socialize on a regular basis
- Organize the end of year awards ceremony at the end of the Japanese cricket season, and assist with the organization of other events, such as the Umi-no-Hi barbecue

Scorer

- Take responsibility for the scorebook, ensuring that its location is known at all times
- Ensure that scores are recorded in the scorebook and notified correctly to the JCL and other competitions as required according to specified recording and notification procedures
- Cooperate with the Webmaster to collate player statistics on the Website

Appendix 2 (Selection Policy and Process)

Outline

The Selection Committee selects a playing XI and a Twelfth Man (the “Team”) from the Full members, Concessionary members, and One Match members eligible to play (collectively, “Playing Members”) for each match that the Sharks play. The Selection Committee will select teams in a fair and unbiased way in accordance with the guidelines below.

Policy

As of February 2009, the premier cricket competition in Japan is the Japan Cricket League (“JCL”) operated by JCA. The Sharks may compete in other tournaments beside JCL, such as the Kanto Cricket League (KCL) and the Japan Cup, though the decision to participate in other tournaments may differ season to season. The selection policy that the Selection Committee uses in selecting the Team will vary according to the competition hosting the match.

All Playing Members of the Sharks acknowledge that selection, especially for a social cricket club such as the Sharks, is a difficult process, which requires compromise and sacrifice on the part of the Playing Members.

The Selection Committee will seek to select a Team that maintains a balance between the necessity to field a strong team, and the necessity to ensure that all Playing Members receive a fair opportunity to play in as many matches as possible. The nature of this balance will change in accordance with the type of match to be played. An order of priority is set out below. In accordance with this order of priority, the Selection Committee will select a Team for the highest-ranked match format that is the strongest team possible from Playing Members available for those games and who are registered with the corresponding competition and may play in that competition in accordance with that competition’s rules, and the Selection Committee will also select a Team for the lowest-ranked match format without taking into account the strength of the Team whatsoever.

In general, the Selection Committee will also take into consideration the elements below (“Further Selection Considerations”) when selecting a Team for any match.

Further Selection Considerations:

- i. The amount of times a Playing Member has made himself or herself available for matches
- ii. The amount of times a Playing Member has made himself or herself available for matches and attended trainings
- iii. The status of a Playing Member with reference to his or her membership of other cricket leagues as described under Article 3.2 of the Constitution’

- iv. The status of the Player Member in relation to ‘Policy regarding Twelfth Man’
 - 1. **JCL Finals:** Best possible team from those available to play in JCA competitions
 - 2. **JCL:** Strong team that takes into account the Further Selection Considerations to a moderate degree
 - 3. **Other competition finals:** Team strength and Further Selection Considerations are considered to an equal degree
 - 4. **Other competitions:** Further Selection Considerations are prioritized
 - 5. **Friendlies:** Team strength is not considered

Although the Selection Committee may discuss and select a Team giving consideration to a specific batting or bowling order, in principle the Club Captain will be responsible for deciding the batting and bowling orders in a match on the day of the match.

A Playing Member may enquire with the chairperson of selectors about selection policy for a match. In this case, the chairperson will endeavor to provide an appropriate and satisfactory explanation of the selection policy employed for that match.

Process

- 1. The Manager will ascertain the availability of the Playing Members for the next scheduled match, and no later than the morning of the day 6 days before the next scheduled match the Manager will send to the Selection Committee a list (e.g., if the next match is scheduled for a Sunday, the Manager will send the list on the preceding Monday morning). The list will include information about the availability of the Playing Members for the next scheduled match, in addition to information about their availability, selection, and actual participation in previously scheduled matches.
- 2. The Selection Committee will review the list, and by email or another appropriate form of communication, discuss and select a Team that includes 11 players and a Twelfth Man.
 - i. If the Club Captain is unavailable, the Vice Captain will act as captain. In this case, the Selection Committee will select a Playing Member to act as temporary Vice Captain for the next scheduled match only.
 - ii. If the Vice Captain is unavailable, the Selection Committee will select a Playing Member to act as temporary Vice Captain for the next scheduled match only.
 - iii. If the Club Captain and Vice Captain are both unavailable, the Selection Committee will select a Playing Member to act as temporary captain and another Playing Member to act as temporary Vice Captain for the next scheduled match only.
 - iv. The Selectors maintain the right to offer temporary Playing Member status to non-Sharks players and players from other leagues only if a sufficient number of regular Playing Members is unavailable to form the starting XI for any given match. This policy is also dependent on whether or not temporary Playing

Members can complete the necessary registration in time.

3. The Selection Committee, through the chairperson of selectors, will notify the Manager by email of the Team selected no later than 20:00 on the day 5 days before the next scheduled match (e.g., if the next match is scheduled for a Sunday, the chairperson of selectors will send the list on the preceding Tuesday before 20:00).
 - i. The notification will consist of a list of the full names of 11 Playing Members (numbered in no particular order from 1 to 11) and a Twelfth Man that the Selection Committee has selected in accordance with the policy set out above.
 - ii. The Selection Committee will identify the Captain and Vice Captain in the list and the wicket keeper if it is deemed necessary.
4. The Manager will notify the Sharks, by email, of the selected Team at least 4 days before the next scheduled match (e.g., if the next match is scheduled for a Sunday, the Manager will notify the Sharks on or before the preceding Wednesday). The Webmaster will endeavor to post the selected Team on the Website.

Policy regarding Twelfth Man

The club recognizes the importance of the Twelfth Man position both for the service and support it provides to the team as well as the commitment it displays to the club. While the Selectors will make efforts to share the appointment of this position among the Playing Members, it should be expected that the lesser skilled Playing Members are more likely to find themselves selected in this role from time to time. The Captain will endeavor, where possible, to ensure that the Twelfth Man plays as a substitute fielder at some point during the match.

Twelfth Man duties

The Twelfth Man is expected to arrive at the ground in a position to play i.e. with necessary kit and equipment. If not required as a member of the starting XI, then he or she should endeavor to help the Manager, Vice Captain, Scorer and Reporter in the execution of their duties before the match. During the match the Twelfth Man should, at all times, be ready to take the field if requested by the Captain.

Special Dispensations for Twelfth Man

Any Playing Member who fulfills the above duties as Twelfth Man and does not play as a member of the starting XI will have reasonable travel expenses to and from the ground covered by the starting XI. Travel expenses only include regular train fees or fuel and highway fees. They do not include car hire, Shinkansen or Green Car upgrade fees.

If the Twelfth Man plays as a member of the starting XI, then all special dispensations become void (i.e., travel expenses and the automatic selection policy set out below). In addition, any Playing Member who fulfills the above duties as Twelfth Man and does not

play as a member of the starting XI in that match will be automatically selected in the starting XI for the next match he or she makes himself or herself available for, even if that match is in the following season.

If that match is subsequently rained out or cancelled then the Selectors will be deemed to have fulfilled their obligations and the Twelfth Man will not be automatically selected in the starting XI for the subsequent match. Additionally, the automatic selection procedure does not apply to any quarter-final, semi-final or final matches. In these situations, the automatic selection procedure is applied to the next regular match.

If a match is cancelled more than 12 hours before the scheduled start of play, the designated Twelfth Man is not entitled to receive any of the above special dispensations. If a match is cancelled less than 12 hours before the scheduled start of play, the designated Twelfth Man is entitled to the above special dispensations.

Appendix 3 (Emailing Groups and Contact Details)

Outline

To aid communication within and outside the Sharks, the Sharks and the Webmaster will establish and maintain the following contact details and emailing groups. The Manager may assist the Webmaster with management of these emailing groups.

Groups

Management Committee Emailing Group

Email: sharks-mc@googlegroups.com

Members: the 5 Committee Members (see Article 8)

Players Emailing Group

Email: sharks-social@googlegroups.com

Members: members of the Sharks who wish to receive casual communication from other Sharks members (Note: the Sharks will not use this emailing group as an official means of communication to the Sharks members)

Selectors Emailing Group

Email: sharks-selectors@googlegroups.com

Members: the 3 selectors (see Article 16)

Contact Details

First Contact (managed by the Secretary)

Email: chibasharksinfo@gmail.com

Official Team Contact (managed by the Manager)

Email: chibasharks@gmail.com

Webmaster

Email: chibasharkswbmaster@gmail.com

Appendix 4 (Award Criteria)

After each completed match played by the Sharks, the Webmaster or delegate will hand out voting papers to the starting XI. Those Players should then decide which Players he or she thinks were the three best Players in that match and will attribute points to those Players. Each Player will attribute 3 points to the best Player, 2 points to the second best Player, and 1 point to the third best Player. In addition, each Player will also note the Player who was the best fielder in the match, and signify this Player with an “F”. If a Player so desires, he or she may choose one Player to be one of the three best Players in that match, and also the best fielder in that match. Voting papers should be returned to the Webmaster or delegate before leaving the field of play.

Examples of papers given back to the Webmaster by Players after the completion of a match are set out below (names used below are fictional):

Example 1:

3 points: Itchy
2 points: Sharky
1 point: Scratchy
Best Fielder: Hammerhead

Example 2:

3 points: Itchy
2 points: Sharky
1 point: Scratchy
Best Fielder: Sharky

In Example 1 above, the Player voting thinks that Itchy was the best Player for that match, Sharky the second best, Scratchy the third best, and Hammerhead the best fielder.

In Example 2 above, the Player voting thinks that Itchy was the best Player for that match, Sharky the second best player and also the best fielder, and Scratchy the third best player.

These records will be collated by the Webmaster, and used to determine the recipients of awards presented at the awards ceremony.

Awards will be awarded according to the criteria below. In the criteria below, “match” or “matches” means any match deemed by the Management Committee to be included for the purpose of determining award recipients (in principle, any JCA-affiliated, KCL-affiliated, or friendly match).

1. Best Fielder: The Playing Member who has received the highest number of “F’s” in all matches in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony.

Sharks Constitution and Code of Conduct

2. Best Batsman: The Playing Member who scores the highest number of runs in all matches in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony.
3. Best Bowler: The Playing Member who takes the highest number of wickets in all matches in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony.
4. Best First Year Player: From among the Playing Members who are participating in their first year with the Sharks, the member who receives the highest number of points (in accordance with the ranking system set out above) in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony.
5. Most Improved Player: The Playing Member who has displayed the highest level of improvement in his or her cricketing skills in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony, as decided by the Selection Committee and the Skills Adviser.
6. Cricketer of the Year: The Playing Member who receives the highest number of points (in accordance with the ranking system set out above) in the period from the end of the preceding awards ceremony until the beginning of the current awards ceremony.
7. Spirit of the Shark: The member, chosen by the Club Captain, who best embodies the spirit of the Sharks and who through his or her actions makes a significant contribution to the Sharks over a period of time.

If any problem arises in determining the awards recipients in accordance with the criteria above, the Management Committee will resolve the problem through consultation.

Chiba Sharks Cricket Club Code of Conduct

1. The Sharks will maintain the highest standards of behavior and conduct. This Code of Conduct incorporates the Spirit of Cricket, as set out in Attachment 1. It applies to all matches that the Sharks play and the conduct of the Sharks in general.
2. The Club Captain and the captains of opponent teams are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws. The Sharks will support the Captain in this regard.
3. The Sharks must at all times accept the umpire's decision. Players must not show dissent at the umpire's decision or react in a provocative or disapproving manner towards another player or a spectator.
4. The Sharks will not intimidate, assault, or attempt to intimidate or assault any player, official, scorer, member, or supporter.
5. The Sharks will not use crude or abusive language or comments of a personal nature to distract an opponent.
6. The Sharks will not make racially abusive comments nor commit racially abusive actions against any player, official, scorer, member, or supporter. The Sharks will operate an inclusive membership policy in accordance with Article 3 of the Chiba Sharks Cricket Club Constitution and welcome players and members irrespective of ethnic origin.
7. The Sharks will take adequate steps to ensure the good behavior of any player, official, scorer, member, or supporter associated with the Sharks towards other players, officials, scorers, members, or supporters.

Attachment 1 (The Spirit of Cricket)

1. Preamble

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws, but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.

2. Responsibilities

There are two Laws which place the responsibility for the team's conduct firmly on the captain.

Responsibility of Captains: The captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.

Player's Conduct: In the event of any player failing to comply with the instructions of an umpire, criticizing his decision by word or action, showing dissent, or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, requesting the latter to take action.

3. Fair and Unfair Play

According to the Laws the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time and it is the responsibility of the captain to take action where required.

4. Umpire's Authority

The umpires are authorized to intervene in cases of:

- i. time wasting;
- ii. damaging the pitch;
- iii. dangerous or unfair bowling;
- iv. tampering with the ball; and
- v. any other action that they consider to be unfair.

5. Respect

The Spirit of the Game incorporates respect for:

- i. your opponents;
- ii. your own captain and team;

- iii. the role of the umpires; and
- iv. the game's traditional values.

6. Breaches

It is against the Spirit of the Game to:

- i. dispute an umpire's decision by word, action or gesture;
- ii. direct abusive language towards an opponent or umpire; or
- iii. indulge in cheating or any sharp practice, for example:
 - a. appeal knowing the batsman is not out;
 - b. advance towards an umpire in an aggressive manner when appealing; or
 - c. seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side.

7. Violence

There is no place for any act of violence on the field of play.

8. Players

Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to acting in accordance with this tone.