

Ottawa Valley Cricket Council

Patron: Her Excellency, The Governor-General of Canada

Conseil du Cricket de la vallée d'Ottawa

Patron: Son Excellence, Le Gouverneur-Général du Canada



CONSTITUTION AND BYE-LAWS

**Incorporating Code of Conduct, Disciplinary Procedures &
Rules of Order for OVCC endorsed events**

November 2004

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CONSTITUTION

ARTICLE I

DESIGNATION

1. The association of the Member Clubs hereinafter mentioned shall be **the OTTAWA VALLEY CRICKET COUNCIL**.
2. The Ottawa Valley Cricket Council in plenary session shall be known by the authorized abbreviation "**OVCC**".
3. The Executive Committee of Officers and Delegates shall be known by the traditional designation of "**Council**".

ARTICLE II

OBJECT

The object of OVCC shall be to foster the growth and development of Cricket in Eastern Ontario, under such rules and regulations as may be agreed.

ARTICLE III

MEMBERS AND AFFILIATED CLUBS

1. (a) A member club shall have been accepted into OVCC at a general meeting of OVCC by a two-thirds majority of those present and voting, provided that:
 - i) It shall first have submitted to Council, for consideration, a written application for membership;
 - ii) Council, at a duly constituted meeting thereof, shall have reviewed the application and shall have found that the applicant meets all requirements and possesses the necessary qualifications for membership in OVCC and;
 - iii) Council having so found shall make known its recommendations to a General Meeting of OVCC prior to a vote being taken on the application.
- (b) All Member Clubs shall provide suitable changing accommodation and pitches for games and practice: They shall also provide matting, stumps, bails and umpires coats as may be needed;
- (c) An Affiliated Club shall have been accepted into the Association by the Executive Committee of OVCC and shall pay an annual Affiliation Fee to be determined from time to time by Council. Affiliated Members may attend Council and/or General Meetings but are not entitled to vote

ARTICLE IV

MEMBERSHIP

1. The following shall be members of OVCC:
 - (a) All officers of OVCC;
 - (b) All officers and members of the Member Clubs.
 - (c) All officials (i.e. umpires and scorers)

2.
 - (a)
 - i) A playing member is a registered member who has played at least one (1) game on the OVCC schedule during the regular season.
 - ii) A member of a member club shall be one who has joined one of the member clubs accepted into OVCC under Article III, and whose full name, address and telephone number shall have been submitted to the secretary of OVCC for registration.
 - (b) The secretary of each Member Club shall submit a list of members of his Member Club, including full names, addresses and telephone numbers, by no later than May 1 of each year, to the Secretary of OVCC or, in his absence, to one of the other Executive Officers of OVCC as designated in Article V, Section 2. Members joining after that date shall be registered before they play in a Challenge Cup or Citizen Trophy match. (See Bye-Law 2(g) for penalty for playing non-registered members.)

3.
 - (a)
 - i) A playing member of a Member Club wishing to transfer to another Member Club shall request the Secretary of the Club to which he wishes to move, to verify in writing with the secretary of his present club, submitting at the same time a copy of said request to the OVCC Secretary, that all his outstanding financial obligations to that Club have been met.
 - ii) During the regular season, in the event that a Junior Cricket Club member wishes to become a fully-fledged member of an OVCC member club, the normal ten-day waiting period will apply.
 - iii) The age limit for one to be considered a Junior player is 18 years. Two senior players are allowed to participate as part of the Junior team. However, no players restricted from playing in the Citizen Trophy will be allowed to do so.
 - (b) The Secretary of his present Club shall then write to notify the Secretary of the Club to which he wishes to move and the OVCC Secretary, within seven days of the receipt of the request that the transfer is in order. The eligibility of the member to represent his new Club shall then take effect ten days after the notification of the OVCC secretary. A player shall not transfer from one Member Club to another more than once in a season, and all requests for transfer shall reach those designated in Article 3(a) above not later than August 1 of the said year.
 - (c) Membership in his new Club shall be recognized officially, unless action under section 3(b) above indicates that the outstanding financial obligations have not been met.

- (d) Transfers duly completed prior to the start of the new season shall have the ten (10) day waiting period waived.

ARTICLE V

OFFICERS OF OVCC

1. Honorary: The Patron
 The Honorary President
 The Honorary Vice-Presidents
 The Honorary Life Members
2. Executive: The President
 The Vice-President
 The Secretary
 The Treasurer
3. Other Officers: The Statistician
 The Auditor

ARTICLE VI

COUNCIL

1. Council shall consist of:
 - (a) The President, the Vice-President, the Secretary and Treasurer of OVCC; and
 - (b) A representative of each Member Club, whose name shall have been submitted to the previous Annual General Meeting of OVCC. Substitution shall be permitted subject to prior notification to the Secretary of OVCC.

ARTICLE VII

COMMITTEES

1. The following Standing Committees of OVCC shall be deemed to be in perpetual session: Trophies, Campaign, Fixtures, Selection, Entertainment, Umpires, Junior Cricket and Discipline Committees. Council shall select the Chairman of these Committees.
 - (a) Constitution Committee:
 - Chairman - Secretary of OVCC
 - The President of each Member Club
 - (b) Nomination Committee:
 - Chairman - Secretary of OVCC

- The Secretary of each Member Club
- (c) Trophies Committee:
 The Chairman
 OVCC Statistician ex-officio
 The Chairman of Selection Committee
 The Chairman of Umpires Committee, and;
 The Junior Coordinator ex-officio
- (d) Campaign Committee:
 The Chairman
 The Secretary of OVCC
 The Treasurer of OVCC
 A Representative of each Member Club
- (e) Fixtures Committee:
 The Chairman
 The Secretary
 The Chairman of the Junior Cricket Committee
 The Senior Captain or his representative from each Member Club.
- (f) Selection Committee:
 The Chairman
 Three members appointed by Council
 No member of the Selection Committee shall be eligible for selection.
- (g) Entertainment Committee:
 The Chairman
 A Representative of each Member Club
- (h) Ladies' Committee:
 Shall be composed of ladies interested in the aims of OVCC. It shall govern its own membership and procedure, and shall maintain liaison with OVCC.
- (i) Umpires' Committee:
 The Chairman
 A Representative of each Member Club
- (j) Junior Cricket Committee:
 The Chairman
 A Representative of each Member Club
- (k) Discipline Committee:
 The Chairman
 Two members appointed by Council
2. Council may appoint other committees, as it deems necessary.
3. Any committee may co-opt members to help with its work.

ARTICLE VIII

DUTIES OF OFFICERS

1. The **President** is the Chief Executive Officer of OVCC and of Council. He shall preside at or provide for chairmanship of all meetings of OVCC and Council. He shall be an ex-officio member of all Committees, and the first Delegate to all OCA meetings.
2. The **Vice-President** shall:
 - (a) act as President at the request of or in the absence of the President. In the event of the resignation or incapacity of the President, perform the duties of the office until a Special General Meeting is called to elect a replacement;
 - (b) attend meetings of OVCC and of Council;
 - (c) be the second Delegate in succession to all OCA meetings;
 - (d) perform such other duties as may be assigned to him by Council or the President.
3. The **Secretary** shall:
 - (a) prepare Agenda where necessary and write Minutes of all OVCC Council and General Meetings;
 - (b) conduct the correspondence arising therefrom and keep records of all business;
 - (c) maintain an up-to-date register of members of OVCC, based on information submitted to him by the Secretaries of member Clubs in accordance with Article IV Section 2(b);
 - (d) Provide the statistician with list of all member clubs' registered players before the start of the season. Inform the Statistician of all changes in the membership status of playing members as they occur;
 - (e) act as Vice-President in the event of the absence, resignation or incapacity of the Vice President until a Special General Meeting is called to elect a replacement;
 - (f) be the Chairman of the Constitution and Nomination Committees, and a member of the Fixtures and Campaign Committees;
 - (g) attend meetings of OVCC and of Council;
 - (h) be the third Delegate in succession to all OCA meetings.
4. The **Treasurer** shall:
 - (a) present an Annual Financial Statement, approved by the Auditor, to the Annual General Meeting of OVCC, and an interim Financial Statement to each meeting of Council;
 - (b) prepare a Budget for consideration and approval by a date as determined by Council;
 - (c) collect all monies payable to OVCC and deposit such funds in an approved financial institution;
 - (d) be responsible for the disbursements of all funds payable by OVCC in settlement of its just debts;
 - (e) maintain all Financial Records of OVCC in accordance with generally accepted Accounting Principles;
 - (f) assume the chair at Council meetings in the absence of the President and Vice-President;
 - (g) be a member of the Campaign Committee;
 - (h) attend Meetings of OVCC and of Council;
 - (i) be the fourth Delegate in succession to all OCA meetings.
5. The **Statistician** shall:

- (a) keep records of all games played under the auspices of OVCC, of the individual performances of the players engaged, and of the competition for the OVCC Challenge Cup and Citizen Trophy;
- (b) ascertain that all players in Challenge Cup and Citizen Trophy Matches are bona-fide members of the Member Clubs for which each has played, and of OVCC;
- (c) prepare statistics of bowling analysis, batting averages, fielding and wicket-keeping based on all League matches, representative fixtures, Cup and play-off games under the jurisdiction of OVCC, in which the players shall have participated, including unfinished games.

NOTE 1: *All OVCC representative games' statistics will be included in official OVCC statistics.*

NOTE 2: *The scorebook is to be kept in exactly the same way after the result of a game is decided as before, and used by the Statistician in his calculations.*

6. The **Auditor** shall:

- (a) audit the Treasurer Account at the end of the year and provide a report at the Annual General Meeting.

ARTICLE IX

DUTIES OF THE COUNCIL

1. Council shall have the management of all cricket played under the auspices of OVCC, and the adjudication of all disputes. Its decision shall be final.

Without detracting from generality of the foregoing:

- (a) If any Executive Officer is, in the opinion of Council, not performing duties assigned or fails to attend three {3} consecutive meetings without due cause, he/she shall be deemed to have abandoned that office
- (b) Council may, if any of the Executive Offices be vacated during the year, appoint replacements to serve until the next Annual General Meeting or a Special General Meeting is convened to elect replacements dependant on the period of term remaining.
- (c) Council may impose such penalty, as it deems appropriate to an offence.
- (d) Representatives to outside organizations shall be appointed by Council.
- (e) Council shall have the authority to remove from office any Officer or deny a seat on Council through its Delegates, to any Club contravening the OVCC Constitution and Bye-Laws, or for any other conduct prejudicial to the good order and welfare of OVCC. An Officer or Club so disciplined may be denied the right to hold office or have a seat on Council for any period not exceeding five years.
- (f) If a Delegate of a Member Club is absent from three consecutive meetings of Council, the Secretary of OVCC shall notify the Secretary(s) of the club(s) involved accordingly, and advise him (them) that appropriate action should be taken to ensure proper representation of said club(s) at Council Meetings. Failure to comply shall invoke the application of Article IX, Section 2(a).

2. The channel of communication from individual members to OVCC shall ascend from the member through his club to his club's delegate to Council; but nothing herein shall prevent any member from communicating directly to Council by way of the OVCC Secretary, where and when he feels that decisions of his club are unfair and not in keeping with the aims of OVCC or in the interests of cricket in Eastern Ontario generally.
3. (a) Council shall have the management of the finances of OVCC.
(b) Three Members of Council shall be designated as signing officers. All cheques must be signed by the Treasurer and one of the other two signing officers. No disbursements in excess of \$100.00 shall be made without authorization by Council, unless such disbursements are within budgetary limits, or in accordance with financial guidelines established by Council.
4. (a) Council shall call and manage all meetings of OVCC.
(b) All Club Delegates to Council shall attend meetings of OVCC and of Council.
5. Council shall maintain in perpetual session all Standing Committees of OVCC according to their several constitutions, and shall receive their Reports, but it shall not over-rule their decisions save by two-thirds majority of the Council Meeting at which such action may be taken.

ARTICLE X

DUTIES OF COMMITTEES

1. All Committees of OVCC shall present, through their Chairman, reports as and when requested by Council.
2. **Constitution Committee:**
 - (a) Shall advise Council on all constitutional matters. It shall receive all inquiries on constitutional points, all proposals for amendments to the Constitution and Bye-Laws of OVCC, and may initiate amendments itself when deemed desirable.
 - (b) Prior to a General Meeting the Committee shall meet to consider any properly notified proposal for amendment to the Constitution and Bye-Laws of OVCC (see Article XIII (l)) and shall present to the General Meeting all such proposals together with the comments and recommendations of the Committee.
 - (c) The Chairman of the Constitution Committee shall be responsible for the publication and distribution of the Constitution and Bye-Laws and of any approved amendments, and through the Committee, endeavour to keep members of OVCC informed of their interpretation and that of any Rule or Regulation under which their cricket is to be played.
3. **Nomination Committee:**

Shall receive all suggestions for Nominations to offices of OVCC. It shall, whether suggestions are received or not, submit to Member Clubs by September 15, a tentative list of officers for the coming year. It shall then receive the recommendations of Member Clubs, and prepare a final slate of officers for nomination at the Annual General Meeting. None of the foregoing shall be construed as discouraging nominations from the floor of the Annual General Meeting, except for Honorary Life Members.

4. Trophies Committee:

Shall receive all inquiries and suggestions about Trophies under the jurisdiction of OVCC, and the presentation of new Trophies. It shall reward all such Trophies according to their deeds of gift. It shall have the care and control off all Trophies, with the exception of the Confederation Cup in such years as it may be held by a Montreal Team, or any similar Trophy for external competition, which may be won by an outside Club, when it shall convey such Trophy to the Winner, under due safeguards. It is deemed desirable that Miniatures or Mementoes be provided for individual winners of Trophies, but their provision shall not be obligatory on OVCC.

5. Campaign Committee:

Shall receive all inquiries and suggestions about the popularization of Cricket and the raising of funds for that purpose. It shall have general charge of publicity.

6. Fixtures Committee:

Shall receive all enquires about Fixtures. It shall prepare a tentative Fixture list for consideration and approval by Council and shall print and distribute a full list of all Fixtures, internal and external, before the first game of the season.

7. Selection Committee:

Prior to each representative game, the Selection Committee shall appoint a captain who shall join with the Com to select the remainder of the team. It shall receive all suggestions for the choice of Representative Teams and shall be guided in its selection solely by its own judgement. It shall appoint a tour manager who shall assume responsibility for all tour arrangements.

8. Entertainment Committee:

Shall receive all inquiries and suggestions about social activities connected with cricket. It shall arrange accommodation, catering and entertainment for visiting teams. It shall manage the Annual Awards Night, and all other social gatherings under its control. It shall explore the possibilities of promoting entertainments, especially during the winter, both for the profit of OVCC and for the pleasure of its members. It shall through its chairman, maintain liaison with the Ladies' Committee. It shall secure pre-authorization from Council for any single commitment of more than \$100.00 outside budgetary constraints.

9. Ladies' Committee:

May be invited to co- operate with the Chairman of the Entertainment Committee in the exercise of his duties, and through him to offer suggestions and to help the Chairman of any other committee in whose work its Members may be willing to share.

10. Umpires' Committee:

Shall be responsible for appointing umpires to all games under the jurisdiction of OVCC, and for the interpretation of the Laws of Cricket.

11. Junior Cricket Committee:

Shall receive all inquiries and suggestions about junior cricket activities. It shall arrange for the organization of a junior cricket team or teams, and make arrangements for practice facilities for young people interested in playing cricket. It shall arrange games with Member Clubs, or with junior cricket teams of other organizations.

12. Discipline Committee:

Shall receive complaints from umpires, captains and players. Such complaints are to be acted upon in accordance with the Code of Conduct. The penalties that shall be imposed will be in accordance with the Code of Conduct.

ARTICLE XI

MEETINGS

1. Meetings of Council and of OVCC shall be called in accordance with the provisions of Article IX Section 4(a) above.
2. The Rules of Order governing all matters in meetings convened or managed by Council, inclusive of its committees, shall be according to the rules set out in Rules of Order for OVCC Meetings.
3. The Quorum of a General Meeting of OVCC shall be twenty.
4. The Quorum of a Council Meeting shall comprise at least (2) two Executive Members and at least half of the Member Clubs.
5. The Quorum of any committee of Council shall be a simple majority of the members of that committee including its chairman and all committees shall be subject to the call of their respective chairmen.
6. Proceedings at any meeting are valid only if a quorum of voting members is present.
7. The Annual General Meeting of OVCC shall be held between the end of the playing season and November 30 of the said year.
8. Special General Meetings may be held as often as needed, and a General Meeting may be enforced by a written request to the Secretary of OVCC from any fourteen members, this being the equivalent of a two-thirds majority of the Quorum of a General Meeting.
9. Four weeks written notice of the time and place of any General Meeting shall be given to the Secretaries of the Member Clubs.
10. The Annual Awards Night shall be held at such time and place as may be arranged by the Entertainment Committee.
11. Monthly meetings of Council are, in general, considered in the best interest of OVCC, but the amount of business on hand may from time to time justify shorter or longer intervals between meetings.
12. The Order of Business at the Annual General Meeting shall be:
 - I Minutes of Preceding General Meeting
 - II Business Arising from Above Minutes
 - III Unfinished Business
 - IV Correspondence
 - V Reports: (1) Executive (2) Committees
 - VI Amendments to Constitution or Bye-Laws
 - VII Elections
 - VII Oath of Office
 - IX New Business
 - X Adjournment
13. The Order of Business at Council Meetings shall be:
 - I Minutes of Preceding Council Meeting, and of last General Meeting if no Council Meeting has intervened
 - II Business Arising from Above Minutes
 - III Unfinished Business
 - IV Correspondence

V	Reports: (1) Executive (2) Committees
VI	New Business
VII	Time of Next Meeting
VIII	Adjournment

14. The Order of Business at a Special General Meeting shall consist only of those matters for which it was called unless the members present agree by a two-thirds majority to consider other matters of an urgent or necessary nature.
15. (a) All members of OVCC who are present shall be entitled to vote at General Meetings unless it is otherwise specified.
- (b) All members of Council who are present shall be entitled to vote at General and Council meetings unless it is otherwise specified.
- (c) Voting at all meetings shall be by showing of hands subject to Article XII(7), save that if any two members desire a ballot, the President shall put this to a vote, and if the desire is sustained he shall appoint two scrutineers from among the members present to conduct such ballot.
- (d) The President, or the President pro-tern, shall have only a casting vote at General, Special General and Council meetings.
- (e) All officers shall assume office at the conclusion of the election at which they have been elected.
- (f) The Oath of Office shall be administered to all officers immediately before taking office and to all Delegates to Council and Chairmen of Committees at the first Meeting of Council for the new session. If this is not possible, the Delegate(s) or the Chairman(men) shall be given the Oath of Office on his first attendance at a meeting of Council.

ARTICLE XII

ELECTIONS

1. The election of all officers shall take place at the Annual General Meeting or at any Special General Meeting called for that purpose.
2. All officers shall be elected for a term of one year, or until the next Annual General Meeting. The foregoing notwithstanding, an Officer shall not be precluded from being elected for a second or subsequent term of office.
3. All candidates for office must be members in good standing in their respective clubs and in OVCC.
4. All members entitled to vote under Article XI Section 15(a) above shall likewise be eligible to vote at elections.
5. The election of officers shall proceed in the following order:

Honorary:	The Patron
	The Honorary President
	The Honorary Vice-Presidents
	The Honorary Life Members

Executive: The President
The Vice-President
The Secretary
The Treasurer

Other officers: The Statistician
The Auditor

6. In calling for further nominations from the floor in accordance with the provisions of Article X Section 3, the Chairman of Elections will declare nominations closed after he has called "Are there any further nominations?" three times, without response.
7. All elections shall be by secret ballot and decided by a simple majority of the vote cast. In the event of there being more than two candidates for the same office, the candidate receiving the fewest number of votes shall be dropped from the ballot whenever a simple majority of the votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the position until a candidate receives a simple majority.
8. As election for each office is called, the nominator or the seconder of each candidate or the candidate himself may speak to the meeting for not more than three minutes on behalf of that candidate.
9. The Chairman of Elections will announce after each vote by ballot:
 - (a) the number of ballots cast
 - (b) the number of ballots cast for each candidate, and
 - (c) the number of spoiled ballots, if any.
10. Each candidate for an office shall have the privilege of nominating a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
11. In the event of a close decision, any member may request a recount.

ARTICLE XIII

AMENDMENTS

1. Six weeks before the General Meeting at which any amendment to the Constitution or Bye-Laws is to be considered, its proposer must send a copy in writing to the Secretary of OVCC and to the President of each Member Club who together form the Constitution Committee. This will permit members of the Clubs to debate any such amendments so that their views will be conveyed to the Constitution Committee by their representative, thus eliminating the need for discussion at the General Meeting. Voting at the General Meeting will be simply "for" or "against".
2. A two-thirds majority of those present and voting at a General Meeting is necessary to sustain an amendment.

ARTICLE XIV

INTERPRETATION

1. The following interpretation shall apply in this Constitution:

- (a) **“may”** is to be construed as permissive;
- (b) **“shall”** is to be construed as imperative;
- (c) **“he”, “him”, “his”, or “himself”** is to be construed to include members of both sexes.
- (d) **“Chairman”** is to be construed to include members of both sexes.

ARTICLE XV

DISSOLUTION

1. If the Ottawa Valley Cricket Council dissolves at any time, its assets shall revert to those Member Clubs which are in good financial standing with OVCC for the current season, in equal proportions.

SCHEDULE “A”

“I having been elected an officer (delegate) of (to) the Ottawa Valley Cricket Council, do solemnly declare that during my tenure of office, I will faithfully carry out the duties appertaining to that office. I will at all times uphold the dignity of the Organization and not divulge any confidential matters concerning the affairs of the Organization that are brought to my attention.”

BYE-LAWS

1. LEVIES

- (a) Each Member Club shall pay, no later than June 1, a membership fee proposed and presented by the Treasurer and approved by Council.
- (b) Any Member Club that fails to remit all monies it owes to OVCC by June 1, and after a reminder it fails to do so by July 1 of the current year, it shall not be allowed to participate further in any Challenge Cup, Citizen Trophy Match, or Knockout fixture until such time as the outstanding debt is paid in full.

2. CONDUCT OF GAMES AND COMPETITION FOR THE OVCC CHALLENGE CUP AND THE CITIZEN TROPHY

- (a) (i) A match shall consist of one inning per side, each inning being limited to 45 overs. A bowler is limited to 9 overs.
- (ii) A match shall commence at 12:00 noon, but not later than 12:30 p.m., and stumps shall be drawn not later than six hours after the scheduled start subject to the following:
 - The entitlement of overs for the team batting second takes precedent over the scheduled close of play.*
 - A tea interval of 30 minutes shall be taken 3 hours after the scheduled start, subject to Bye-Law 2(a)(iv) below.
- (iii) Where the fielding side fails to bowl the allotted number of overs within the scheduled time, that side shall continue until the allotted overs are bowled (unless the batting side is bowled out) but that side shall receive only that number of overs which it had bowled at the end of the schedule time. (ICC Regs.) The Umpires may, at their discretion, reduce the number of overs the team fielding first is penalized should they consider all or part of the delay to have been beyond their control. Penalty overs are subject to “adjustment of overs for cause” by the Umpires.
- (iv) If bad weather delays the start of the game or match, the number of overs based on 15 overs per hour shall be arranged so that each side bats for the same number of overs. Should bad weather delay the start of play, half the time available from commencement of play until the scheduled close of play, allowing for a 30-minute interval, shall be allotted to each team batting. The team batting second shall then be allotted the same number of overs as received by the first side. Should the side batting first be dismissed in less than its allotted overs, the side batting second shall be entitled to the full numbers of overs determined at the start for its allotted batting time. The number of overs shall be based on 15 overs per hour..
- (v) Each side shall bowl at least 25 overs to ensure a result, unless an innings is completed in fewer than 25 overs.

- (vi) Should suspension or the close of play prevent a side from receiving its quota of overs, the match shall be decided on the average run rate subject to Bye-Law 2(a)(iv)(v) above. Should the side batting first be dismissed before the tea interval, and the side batting second fails to pass its score but has not been dismissed, the match shall be decided on the average run rate. The calculation of the average run rate for the side batting first shall be based on the full quota of overs to which it should have been entitled, either 45 overs or the lesser number as provided for under Bye-Law 2(a)(iv) above, and not the number of overs in which it was actually dismissed.
- (vii) The winner shall be the side scoring the greater number of runs in a completed match, or decided under the provisions of Bye-Law 2(a)(iv), (v) and (vi). For an inning to be completed a side must have received its full complement of overs or must have been dismissed. If the scores are equal upon completion of both innings, the result shall be a tie. If a decision cannot be reached in a match under any of the provisions of Bye-Law 2(a)(iv), (v) and (vi), the match shall be a "Draw".
- (viii) In a challenge Cup or Citizen Trophy Match, a win shall score four points, a tie two points each, and draw or abandoning game, one point each. In the Knock-Out or play-off games, where a result must be achieved, tie breaking (ix)(i)(ii) will apply..
- (ix)
- (a) If a side has seven or more registered players dressed and ready to play at the time of toss for innings and the other has not, the side with seven or more registered players dressed and ready to play shall automatically win the toss, and the captain of that side shall inform the umpires and the opposing captain of his decision at that time. If the home side does not have its pitch ready for play at the time of toss for innings, and the visiting side has seven registered players dressed and ready to play, the visiting side shall automatically win the toss and the captain of that side shall inform the umpires and the captain of the home side of his decision at that time.
 - (b) If a side has seven or more registered players dressed and ready to play at the time scheduled for commencement of play, and the other has not, and the same conditions outlined in Bye-Law 2 IX(c) prevail, then the side failing to have the required number of players shall forfeit the match. See (g) below.
 - (c) If each side fails to have seven or more registered players dressed and ready to play at the time scheduled for commencement of play, and this condition prevails for thirty minutes past the above time, both sides shall forfeit the match. See (g) below.
 - (d) If a side foresees that it will not be able to field seven or more players for an upcoming fixture, then the Captain or his designee shall notify the captain, or in his absence the designee of the opposing side, as well as the Chairman of the Fixtures Committee and Umpire Coordinator of his intention, no later than 48 hours preceding the fixture. The match shall not be rescheduled but result in forfeiture, and the fine in (g) shall be waived.
 - (e) Subject to any rule agreed by Council, every match shall be governed by the M.C.C. Laws of Cricket and Official Notes.

- (f) Only members registered with the Secretary of OVCC in accordance with Article IV, Section 2 of the Constitution shall be eligible to play in all OVCC fixtures. The penalty for playing non-members shall be automatic forfeiture of the match.
- (g) If a team forfeits a match, it shall score zero points and be levied \$100.00 fine and its opponent shall score four points, except in the situation where both teams forfeit, in which case no points shall be awarded to either team and both teams will be levied \$100.00 fine.
- (h) If, for any reason other than forfeiture or weather a match is not played, the Chairman of the Fixtures Committee, in consultation with the Captains of the teams involved, may reschedule it.
 - (i) If two (2) or more member clubs are tied at the end of the Challenge Cup or Citizen Trophy Competition, they shall be declared joint winners.
 - (ii) If both teams have scored an equal number of runs, the winner shall be:
 - a) the team losing fewer wickets.
 - b) if both teams are All-Out or have lost an equal number of wickets, the team which scores its runs in fewer overs.
 - c) if a result cannot be achieved by (a) or (b) above, the team with the higher score at the end of 25 overs and subsequent overs
 - (iii) The semi-final round of the Challenge Cup and Citizen trophy shall be first vs. fourth and second vs. third.
 - (iv) The team finishing first during the regular season shall be awarded the Challenge Cup and the winner of the playoffs will be declared League Champions and will represent OVCC in the John Ross Robertson competition.
 - (v) Any player who is registered with a member club and who has played a minimum of three regular season/representative games with said member club during that season is eligible to represent that same Club in the playoffs and knockout competitions. This provision shall not apply to Juniors.

3. UMPIRES, LAWS OF CRICKET AND LOCAL RULES

- (a) Umpires for all games under the jurisdiction of OVCC shall, when possible, be appointed by the Umpires' Co-Coordinator. Otherwise, the Captains shall agree on the choice of Umpires.
- (b) Local rules may be abrogated at the request of visiting teams.

4. DRESS

It shall be the responsibility of the Captain or member in charge of any club to see that all members of his team, whether in a game or at practice, are suitably dressed in recognized cricket attire.

5. CRICKET BALLS

Cricket balls used in matches played under the auspices of OVCC shall be those supplied, or approved by OVCC.

6. GUEST PLAYERS

- (a) Not more than one guest player per team shall be allowed to participate in a game, and a guest player shall be limited to participate in only two games per season. No guest players shall be allowed to participate in either a Knockout competition or Challenge Cup or Citizen Trophy playoff game.
- (b) Players registered in the Quebec Cricket Federation are eligible to play in OVCC subject to By-Law (h)(v).

7. INQUIRIES

Inquiries, Suggestions, Requests or Complaints should be addressed in the first instance as follows:

- | | |
|--|---|
| (a) Membership of Clubs and of OVCC: | Club Secretary |
| (b) Election of Officers: | Club Secretary |
| (c) Meetings of OVCC and of Council: | Secretary of OVCC |
| (d) Finance: | Treasurer of OVCC |
| (e) Scores and Results: | Statistician |
| (f) Interpretation of the Constitution and Bye-Laws: | Club President |
| (g) Grounds: | Club Secretary |
| (h) Trophies: | Chairman of the Trophies Committee |
| (i) Publicity and Popularization: | Chairman of the Campaign Committee |
| (j) Selection of Teams: | Chairman of the Selection Committee |
| (k) Entertainment and Visiting Teams: | Chairman of the Entertainment Committee |

- | | |
|--|---|
| (l) Junior Cricket: | Chairman of the Junior Cricket
Committee |
| (m) Umpires and Interpretation of the Laws of Cricket: | Chairman of the Umpires'
Committee |

Should satisfaction be not forthcoming, the matter may be reported to the Secretary of OVCC for action or escalation as required.

Revision History

OTTAWA VALLEY CRICKET COUNCIL

Date of Foundation of Council	-	1920
Original Constitution	-	1923
Revised and Amended	-	1941
Revised and Amended	-	1947
Amended	-	1948, 1951, 1953, 1954, 1955, 1956, 1957, 1961, 1962, 1963, 1964, 1965, 1966, 1967, (April, Oct.), 1968, 1969, 1970, 1971, 1972, 1975, 1980, 1981 (Aug., Nov.), 1982.
Revised and Amended	-	1994 (Aug.), 2003 (Nov.), 2004 (Apr. Bye-Laws), 2004 (Nov.)

CONSTITUTION COMMITTEE 1994

L. George, Secretary, O.V.C.C. (Chairman)
 D. Waithe, President, B.A.C.C.
 R. Borde, President, C.C.C.C.C.
 S. Williams, President, N.E.C.C.
 I. Leron, President, O.C.C.

BYELAW AMENDMENTS AND ELECTRONIC VERSION 2004

J. Caley, Secretary, O.V.C.C.

CONSTITUTION COMMITTEE 2003

H. Dhanraj, Secretary, O.V.C.C. (Chairman)
 P. Carless, President, B.A.C.C.
 T. Forde, President, C.C.C.C.C.
 R. Saba, President, N.E.C.C.
 P. Hannaford, President, O.C.C.
 D. Waithe, President, E.S.C.
 A. Mufti, President, C.C.C.
 J. Khan, President, D.C.C.

Appendix I

Code of Conduct and Disciplinary Procedures

OTTAWA VALLEY CRICKET COUNCIL BYE-LAWS

Under

CODE OF CONDUCT (A) & DISCIPLINARY PROCEDURES (B)

April 2004

A. CODE OF CONDUCT

1. Dress

Players, including substitutes, shall wear only white or cream coloured clothing. There shall be no logos, advertisements, or commentaries excepting those of a club sponsor, or emblem.

2. Talking

- (a) Players of the fielding team are not permitted to talk during the bowlers run up or bowling action.
- (b) Close-to-the-wicket fieldsmen shall be prohibited from any act that may distract the batsman.
- (c) Only the Captain or bowler of the fielding side, and a batsman (at the middle) may seek information from the Umpire, e.g. the time, number of balls left in the over, or permission to leave the field or return thereto.

3. Dissent

Expressed dissent or dispute with an Umpire on the efficacy of a decision is prohibited absolutely.

4. Heckling

No player of the opposing teams shall heckle, bait, threaten by words or gesture, any other player, official or administrator.

5. Confrontation

All physical or verbal confrontation by any player towards another player, official or administrator is prohibited.

6. Umpires

While standing, no umpire shall joke with or make any comment to a player on the standard of play or the capacity of any player to compete in the league. Umpires should restrict themselves to administer the playing of the game and nothing else. Jocularly with any player could be construed as favouritism if a decision is immediately given in that player's favour. No umpire shall smoke on the field during the match.

7. Players as Umpires

In the absence of an official umpire at square leg, the player who is "standing in" shall not coach, or assist his teammate at the crease, nor comment on the play to others while he is "standing". If the "stand in" persists, he shall be replaced.

8. Deliberate Time Wasting

Where the fielding side fails to bowl the allotted number of overs within the scheduled time, that side shall continue until the allotted overs are bowled (unless the batting side is bowled out) but that side shall receive only that number of overs which it had bowled at the end of the schedule time. (ICC Regs.) The Umpires may, at their discretion, reduce the number of overs the team fielding first is penalized should they consider all or part of the delay to have been beyond their control.

9. Matches played on neutral grounds

Where a match is to be played on a ground of which neither side is a home team, explicit directives shall be given as to the duties and responsibilities for (i) preparation of the pitch, (ii) refreshments, and (iii) tea.

10. Penalties

- (a) Any physical abuse of umpires or members on or off the play will result in a penalty of five (5) years to lifetime suspension.
- (b) Verbal abuse of umpires or members will result in a penalty of two (2) to five (5) game suspension.
- (c) Disruption of a game, and preventing the game from being played to completion, will result in a penalty of a two (2) to five (5) game suspension to the individual(s).
- (d) Disruption of a game, but the game is eventually played to completion, will result in a penalty of a one (1) to three (3) game suspension to the individual(s).
- (e) Any team whose club member/s willfully disrupt/s a game leading to it not being played to its completion, shall automatically lose the game.
- (f) A membership or member of a bona-fide club may be suspended at anytime, if the holders conduct is decided to be incompatible or detrimental to the welfare of O.V.C.C. Cricket.
- (g) Where a player or players show/s expressed dissent to a decision of an Umpire and upon the concurrence of both Umpires, they shall immediately file a written complaint with an OVCC Official. The player or players shall be suspended for two (2) games.

Notwithstanding the provisions of (a) through (g) above, Council may warn or place on probation any player or administrator whose conduct does not warrant the imposition of any of the above listed penalties.

12. Suspensions

Suspensions of any person may be carried forward to a following year

13. Addendum

Physical or verbal abuse that forms the basis of a complaint may occur on or off the field.

B. DISCIPLINARY PROCEDURES

1. Definition

- (i) Complainant - the person who files the complaint.
- (ii) Offending parties — against whom the complaint is filed

2. Complaints

- (i) All complaints shall be in writing.
- (ii) All complaints shall be directed to Council in the first instance.
- (iii) Council hereafter shall direct the Committee to hold a Hearing.

3. Procedure — Hearing

Upon the Committee receiving the directive from Council, it shall:

- (i) Set a date for the hearing.
- (ii) Send a Notice (of Bearing) to the complainant and to the offending parties. The Notice shall show the date, time and place for the Hearing.
- (iii) With the Notice, shall be a copy of the Complaint.
- (iv) In the Notice, the Complainant and the Offending parties shall be instructed that they have the right to bring witness(es) to the Hearing.
- (v) The Complainant has the right to withdraw the complaint any time before the Hearing is completed.
- (vi) The Committee may call witnesses of its own choice.
- (vii) At the Hearing:
 - a. the Complainant may chose to give verbal evidence or
 - b. rely upon the contents of the written complaint
 - c. the Offending parties may admit to the contents of the written complaint, or deny same and show cause why the complaint should be dismissed.

4. Evaluation of Evidence

At the conclusion of the Hearing, the Committee shall make its decision based upon the balance of probabilities and not beyond a reasonable doubt (as would be required in a criminal matter)

- (i) If the Committee finds that the complaint is justified, it shall recommend to Council the penalty for the breach or
- (ii) The Committee may reject the complaint and recommend that no action be taken against the offending parties.

5. Failure to attend

If the offending parties (upon proper notice,) refuse to attend the Hearing, the Committee in its discretion, may:

- (i) Adjourn the Hearing to another date, or
- (ii) Proceed with the Hearing (in absentia) and any decision made is as valid as if the offending parties had appeared.

6. Right of Appeal

Either party to a complaint (Offending parties or Complainants) may appeal from a decision of the Committee to Council only if the penalty imposed is greater than a five (5) match suspension.

7. Fresh Evidence

In any appeal to Council no fresh evidence including witnesses, which were available but were not produced at the Hearing of the Committee shall be allowed on the Appeal.

8. Confidentiality

All deliberations of the Committee shall be confidential and reasons for their decisions shall be disclosed only to Council upon a written request therefor.

9. Breach

A player may be cited only if the conduct complained of violates a provision of the Code.

10. Penalty

No penalty other than that contained in the Code shall be enforced against an offending party.

11. Limitation period

- (i) All complaints shall be filed within seven (7) days of the incident.
- (ii) Any Hearing shall be held within ten (10) days of the filing date;
- (iii) Any decision of the Committee shall be reported to Council within three (3) days of the Hearing.
- (iv) Council shall communicate the decision to the parties within three (3) days of Council's approval of that decision or its substitute.
- (v) Any appeal by a party shall be filed with Council within seven (7) days of receipt of the decision of Council.
- (vi) Any Hearing of an appeal to Council shall be dealt with within seven (7) days of the filing of that appeal.
- (vii) Council in their discretion and in the interest of justice may waive the enforcement of any limitation period.

12. Composition of Disciplinary Committee

- (i) The Disciplinary Committee is comprised three (3) members of OVCC as appointed by Council.
- (ii) In the absence of any member of the Committee, The President or Vice—President etc. of Council shall act as a temporary replacement.

Appendix II

RULES OF ORDER FOR OVCC MEETINGS

1. The Chairman or in his absence or by delegation, an interim Chairman shall take the Chair at the designated time.
2. When a member wishes to speak, he shall raise his hand or rise in his place. He shall then only speak after he has obtained recognition of the Chairman, and confine his remarks to the question at issue.
3. The remarks shall not exceed five minutes.
4. A member shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
5. A member shall not interrupt another, except to rise to a *Point of Order* or *Question of Privilege*.
6. If a member is *Called to Order*, he shall at the request of the Chairman take his seat and cease his remarks until the *Point of Order* has been ruled upon.
7. Should a member persist in unparliamentary conduct, the Chairman shall name him and submit his conduct to the judgement of the meeting. In such case, the member whose conduct is in question, the member whose conduct is in question should explain himself and then withdraw to allow the meeting to determine what course to pursue in the matter.
8. When a motion has been proposed and seconded, the Chairman, after having read it shall ask "Are you ready for the question?" If a member does not ask to speak, the motion shall be put directly to a vote.
9. In the event of a tie vote on any matter other than the election of officers the Chairman may cast a deciding vote. The Chairman shall not take part in a debate unless he leaves the Chair. Having left the Chair, he shall not return to it until the matter in question has been disposed of.
10. The adoption of a Committee Report constitutes a decision of the meeting that adopted it.
11. Any member may appeal a decision of the Chairman but only if his appeal is seconded. Immediately and without debate, except that the appellant and the Chairman may give their reasons for the appeal and the decision respectively, the Chairman shall put the question: "Shall the decision of the Chair be sustained?"
12. When it is moved and seconded that the question be put, there shall not be any discussion or amendment to the original motion and the

Chairman must immediately call for the vote by asking "Shall the question be now put?" If a two-thirds majority votes "that the question be now put", the main motion shall be put without further debate. If the motion to put the question is not passed by a two-thirds majority of those voting, discussion will continue on the main motion. The call to vote on the motion cannot be made when an amendment has been proposed nor can it be made by a person who has already spoken on the motion, If an amendment has been proposed, it must be disposed of before a member can move that the question be put.

13.
 - a. Any motion or amendment to a motion may be amended, provided the amendment is directly related to the subject and does not have the effect of nullifying the motion. When an amendment to an amendment has been moved and seconded, the Chairman cannot accept and further amendments until the amendment to the amendment has been disposed of.
 - b. Any motion of adjournment to a definite time may not be amended except for the question of the time specified.
 - c. Amendments are always voted on in reverse order to their introduction. That is, the amendment to the amendment must be disposed of before the amendment, and the amendment must be voted on before the main motion. Whether or not the amendments have carried, the main motion must always be voted on; otherwise, the main motion remains undecided.
14. *A Motion to Refer*, if seconded, may be debated only as to the propriety or advisability of such referral, but not as the main question. *A Motion to Refer* may include instructions to the committee to which the motion is referred.
15. The following motions shall be in order at any time and in the order of precedence stated:
 - a. To adjourn (non-debatable)
 - b. To recess (non-debatable)
 - c. Question of Privilege (the Chair must rule immediately before continuing the debate)
 - d. Point of Order (the Chair must rule immediately before continuing the debate)
 - e. To lay on the table (non-debatable)
 - f. To put the question (non-debatable)

- g. To postpone to a definite time (debatable only as to its appropriateness or advisability)
- Any of the above motions cannot be made a second time until an intermediate matter on the agenda has been dealt with by the meeting.
- 16. Any motion may be reconsidered providing the mover and seconder of the motion to reconsider voted with the majority, and notice of motion to reconsider had been given at the previous sitting. A *Motion to Reconsider* shall require a two-thirds majority of those voting to pass.
 - 17.
 - a. If the results of a voice vote or a vote taken by a show of hands as announced by the Chairman is in dispute, the latter shall, upon the request of any member, order a standing vote.
 - b. A vote by secret ballot shall be taken only on a substantive motion at the request of any five members present.
 - c. A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: when the original question has been resolved by secret ballot, a motion to reconsider may also be resolved by secret ballot.
 - d. Request for a secret ballot shall not be in order once the Chairmain has already called the question.
 - e. When a standing vote or vote by secret ballet has been ordered, no adjournment or recess shall take place until the results have been announced. The Chairman shall have the number of members voting in the affirmative and the negative recorded.
 - 18. When a standing vote or vote by secret ballot has been called by the Chairman, a person, except with the permission of the Chairman, shall not be permitted to enter or leave the room until the results of the vote have been announced.
 - 19. Any two members at the meeting may request, and have ordered, a recorded vote. Upon receiving such request, the Chairman shall require the Secretary to call the roll and record the names of those voting in the affirmative and in the negative.
 - 20. A *Motion to Limit the Debate* shall be in order once the Chairman has stated the question. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to pass.

21. Election of officers shall be conducted in accordance with the provisions of Article XII of the OVCC Constitution.
22. **Robert's Rules of Order** shall govern in all matters not regulated by the rules set out above, except where they are inconsistent with the OVCC Constitution and Bye-Laws.