



Ballarat Cricket Association Governing Procedure 4

PlayHQ Administration and Match Day Guide

Objective

It is expected by the Association that all Clubs, teams, and competitions of the Ballarat Cricket Association (BCA) utilise the PlayHQ system to its full capacity to manage their player details, match results, player statistics and other useful components that the system provides.

Failure of Clubs to meet the Association requirements may see sanctions by way of fines, loss of points or suspensions as deemed appropriate by the BCA Pennant Committee under Rule 5 for Seniors Competitions and Rule 2 for Junior Competitions.

The Pennant Committee is guided but not restricted by “BCA Governing Procedure 5 – Non-Compliance and Fines” if participating clubs fail to meet their administrative and match day requirements.

PlayHQ

PlayHQ is Cricket Australia's online admin and competition system used by over 90% of Clubs and Associations in Australia. The system is designed to assist with day-to-day running of a Club and/or Association.

The benefits of PlayHQ for a Club and Association are as follows.

- There is no cost.
- It helps spread the workload on Club/Association volunteers.
- Public viewing of fixtures, results, ladders, player stats.
- An easy-to-use system that is connected nationwide.
- Individuals can manage their own personal details.
- Financial management.
- Reporting.

What can I expect to do using PlayHQ?

- Competition, player, and Umpire management.
- Publish player statistics and scorecards online.
- Online player registration and payments.
- Insurance registration.
- Electronic and digital housing of all Club members.
- Email and SMS communication tools.
- Ability to build substantial social media following and engagement.
- Delivery of a dedicated Club website which can be locally customised.

The PlayHQ system works on a user-based platform requiring each individual wishing to access the administrative functions to have their own unique login/account. This assists each Club in providing access to certain functions of the system for certain roles within a Club and ensures safety with digital tracking.

To request administrative access for your Club, contact your Club Secretary to have an account created.



Procedure

- All Senior and Junior teams are expected to meet their minimum requirements regarding each match.
- Clubs not meeting their minimum requirements (as detailed below) for each match will receive a penalty sanction deemed appropriate by the Pennant Committee.
- Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal to the Pennant Committee.

Minimum match day requirements of Clubs

For a detailed list of requirements and recommendations, check out our Match Day Guide (located in Appendix 1 at the end of this document).

TASK	DESCRIPTION
Player Registration	All players must be registered in PlayHQ to be eligible to play. New players (Senior and Junior, including Under 11 Players) shall be required to register online via competition management platform (PlayHQ) prior to the start of the next scheduled match.
Team Selection (Publication in Courier)	A full team of players (Senior & Junior) must be selected in PlayHQ for each round no later than 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches . This is to ensure those teams are published in the local paper. <u>For all Senior Teams a Captain must be selected and for Junior Teams a Coach must be selected.</u>
Team Selection (Match Day)	Pre-Selected Teams can be adjusted prior to the start of the match but teams entered in Play HQ must match those recorded on the written Team Sheets. Players can be added by the Play HQ Live Score App if registered or can be added as a Fill-In Player if need be



Match Results and Player Scores

Premier First XI matches are to be **compulsorily recorded** live via competition management platform (PlayHQ) Scorer App.

All Premier 1st XI Teams are to provide a Scorer for each innings. If an Umpire indicates in their Match Report that a Scorer was not provided in an innings, the Pennant Committee can fine a club, as per Governance Procedure 5, Non-Compliance and Fines

The Away team is required to score using a scorebook.

It is recommended that the competition management platform (PlayHQ) Scorer App is used for all Championship Division 1 and 2 and Senior Women's matches.

In all other grades, including juniors, both teams are to provide a scorebook.

Where a team is live scoring via the competition management platform (PlayHQ) Scorer App, a minimum of 1 scorebook needs to be used when scoring a game.

Clubs can use two scorebooks and live score as well, but available volunteers to do this needs to be accounted for, and Captains / Coaches need to agree on this prior to the start of the game.

In matches where a dedicated scorer is not provided, the **team batting second is expected to use the same scoring items as was used by the team batting first.** If a game is being live scoring via the competition management platform (PlayHQ) Scorer App teams can swap devices in the innings break.

For games that have been live scored via the competition management platform (PlayHQ) Scorer App, the game result needs to be submitted as soon as possible after the games end. **(Games cannot be edited if there are any mistakes until the result has been submitted.)**

Both competing teams in each match shall be responsible for entering their own match data into competition management platform (PlayHQ) ensuring it is correct for statistical and reporting purposes.

All other Match results and Player scores for games that were not live scored must be completed for senior and junior games as per the table below.

Match Data Entry and Coach Match Report timelines for normally scheduled games

Age Div.	Match Data Due Times	Captain Junior Coach Report Due
Senior Men (Saturday)	12.00pm Sunday	11.59pm Monday after Match Completed
Senior Men (Sunday)	7.30pm Sunday	11.59pm Monday after Match Completed
Senior Women (Friday)	6.00pm Saturday	11.59pm Monday after Match Completed
Senior Women (Sunday)	7.30pm Sunday	11.59pm Monday after Match Completed
U17 Open	6.00pm Wednesday	11.59pm Monday after Match Completed
U17 Girls	6.00pm Wednesday	11.59pm Monday after Match Completed
U15 Open	6.00pm Sunday	11.59pm Monday after Match Completed
U14 Girls	6.00pm Tuesday	11.59pm Monday after Match Completed
U13 Open	6.00pm Saturday	11.59pm Monday after Match Completed



<u>Match confirmation or Match disputes</u>	Where there are no officially appointed Umpires at a match, at the conclusion of the game, Captains (Seniors) and Coaches (Juniors) shall endorse and counter sign each scorebook, in so doing, agree to the official scores and the match result. Once signed, no dispute from this match re scores/result would be heard by the Pennant/Appeals Committee's. If a game has been live scored, both Coaches are to sign the designated scorebook if only 1 has been used. If scores/match result cannot be agreed upon, the scorebooks will be exchanged and both teams Captains will be responsible to contact the Chairman of the Pennant Committee to arrange to lodge the opposition scorebook without amendments. If a disputed game has been live scored and only one scorebook has been used, the Coach of the team that provided the live score will take a photo of the disputed scorebook. The result on the competition management platform (PlayHQ) Scorer App shall be submitted. Both teams Captains will be responsible to contact the Chairman of the Pennant Committee to arrange to lodge the scorebook and photo of disputed scorebook without amendments. The final result will be determined by the Pennant Committee. Where a team considers incorrect information has been entered into Play HQ that does not align with the agreed scores, they have until 8pm on the day post that match day to lodge a dispute with the Pennant Committee via an email to the Operation's Officer. No dispute will be considered after this time.
<u>Captain/Coaches Report (Umpire and Ground)</u>	Each teams Senior Captain or Junior Coach must complete an appraisal on their BCUA appointed Umpire/s as well as opposition behaviour (including making reports). There will be two separate reports sent to Captain / Coaches via Play HQ on submission of the match result. They are An Umpire assessment (only needs to be completed if an official umpire was in attendance - A game assessment including comments re opposition behaviour, ground and pitch assessments, spirit of cricket voting and the ability to make a player report for poor behaviour. For Championship Division 1 men, 1st XI Women and U17 Open, U15 Open and Under 17 Girls without Umpires there is also the requirements to enter Match Votes by the Home Team, after consultation with the opposition. If you do not receive a form once the game result is submitted a report can be completed via a web-form on the BCA website Umpire Assessment Game Assessment This report is compulsory and must be completed by 11.59pm on the Monday following the previous week's completed matches. Non-Compliance will result in fines being applied under Governing Procedure 5 – Non-Compliance and Fines. Refer to Appendix 2 to for more information



Team Sheets	Team Sheets are no longer required. All Captains / Junior Coaches are required to confirm in their Match Report that the Opposition Team as named in Play HQ is correct and that everyone named was present during the game. Votes that need to be submitted (where an umpire is not present) are also submitted by the home team via the match report, after consultation with the opposition Captain or Junior Coach.
-------------	---

Audit Process

Club administrative requirements for each match will be audited using the 'Exception Reports' through the PlayHQ system. These reports consist of the following.

- ✓ Players playing while unregistered.
- ✓ Matches missing team lists.
- ✓ Unsubmitted/unconfirmed match results.
- ✓ Match results entered late.
- ✓ Player scores entered late.
- ✓ Teams changed after result made official.
- ✓ Unsubmitted Captain/Coach reports.

Clubs will be notified via email at the earliest possible time, to the Secretary, of any penalty sanction and have 7 days to lodge an appeal through the official process.

Appeals Process

- Clubs can appeal a sanction within 7 days of the official email notification.
- An appeal can be submitted via return email of the official notification in the space provided.
- The Pennant Committee will consider the appeal in the first instance and respond with their decision, and then negotiate with the Club in good faith to resolve or refer the appeal to the Board or Appeals Tribunal at their earliest convenience.



Approved Match Balls

Age Div.	Ball Specifications
First XI and Championship Division 1, 2 and 3 - 2 Day matches	Four (4) piece RED balls – Kookaburra Regulation with BCA Logo
First XI and Championship Division 1, 2 and 3 - 1 Day matches	Four (4) piece WHITE balls – Kookaburra Regulation with BCA logo
Senior T20 Matches	Four (4) piece WHITE balls – Kookaburra Regulation with BCA Logo
All other Senior grades	Two (2) piece RED balls – Kookaburra Tuf Pitch with BCA Logo
Senior Women	Two (2) piece 142gm Pink balls – Kookaburra Colt with BCA Logo (for Twilight Matches) Two (2) piece 142gm White balls – Kookaburra Colt with BCA Logo (for 1st XI Day Matches)
U17 Open (hard or turf wicket)	Two (2) piece 156gm ORANGE balls – Kookaburra Jaffer with BCA Logo
U17 All-Girls (hard or turf wicket)	Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo
U15 Open (hard or turf wicket)	Two-piece 156g Red Kookaburra Colt stamped with BCA logo
U14 All-Girls (hard or turf wicket)	Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo
U13 Open (hard or turf wicket)	Two-piece 142g Orange Kookaburra Crown stamped with BCA Logo
U11 Open	Synthetic Kooka Star Ball (Red, White or Pink)
U11 All-Girls	Synthetic Kooka Star Ball (Red, White or Pink)

Approved Stumps

Age Div.	Stump Specifications
All Senior Games (Male and Female)	Conventional wooden stumps with bails. (Home Team to Supply)
U17 Open (hard or turf wicket)	Conventional wooden stumps with bails. (Home Team to Supply)
U17 All-Girls (hard or turf wicket)	Conventional wooden stumps with bails (Home Team to Supply)
U15 Open (hard or turf wicket)	Conventional wooden stumps with bails (Home Team to Supply)
U14 All-Girls (hard or turf wicket)	Spring-loaded wooden stumps with bails. (each Team to Supply a set)
U13 Open (hard or turf wicket)	Spring-loaded wooden stumps with bails. (each Team to Supply a set)
U11 Open	Spring-loaded wooden stumps – bails optional. (each Team to Supply a set)
U11 All-Girls	Spring-loaded wooden stumps – bails optional. (each Team to Supply a set)



Umpire Fees

Two Day Matches	Fee
PREMIER FIRST XI – per Umpire per day	\$160
PREMIER FIRST XI – per Umpire per day where 1 Umpire Present	\$220
Championship Div 1 and 2 - per Umpire per day	\$145
Championship Div 1 and 2 - per Umpire per day where 1 Umpire Present	\$165
Championship Div 3 and 4 – per Umpire per day	\$140
Senior Women (40 overs per day) – per umpire per day	\$75
One Day Matches	Fee
PREMIER FIRST XI – per Umpire per day	\$170
PREMIER FIRST XI – per Umpire per day where 1 Umpire Present	\$250
Championship Div 1 and 2 - per Umpire per day	\$150
Championship Div 1 and 2 - per Umpire per day where 1 Umpire Present	\$170
Championship Div 3 and 4 – per Umpire per day	\$140
Senior Women (80 overs play scheduled) – per umpire per day	\$140
Senior T20 matches	Fee
SENIOR T20 – per Umpire per day	\$100
SENIOR WOMEN –	\$75
Junior Matches	Fee
U17 OPEN – per Umpire per day	\$65
U17 GIRLS – per Umpire per day	\$65
U15 OPEN - per Umpire per day	\$65
U14 GIRLS - per Umpire per day	\$55
U13 OPEN – per Umpire per day	\$55



APPENDIX 1

Ballarat Cricket Match Day Guide

The following guide is intended to assist the duties that accompany being responsible for leading a team as either a Captain, Coach or even Team Manager. To ensure that matches run as smoothly as possible, it is expected that those responsible for the management of each match follow these guidelines.

HOME Team Requirements

Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches prior to the match (publication requirements).
- Changes to your team on PlayHQ can be made prior to the start of the match for Seniors and Juniors but must match the written team sheets.
- Junior teams **MUST** select a Coach as per CA regulations while all Senior Teams must select a Captain.

Equipment checklist

Essentials

- Senior Men, Women, U17 Open and Girls and U15 Open
 - 2 x sets of Wooden stumps (Metal Caps are not permitted) & 2 x sets of bails
 - At least 1 spare stump & at least 1 spare bail (as above)
- U14 Girls and Under 13 Open
 - Each Side is to provide 1 set of Spring-Loaded Stumps
- 50 marker cones
- Measured string line for accurate and consistent pitch and boundary lengths
- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea for all involved in the game? We're all friends off the field!
 - This is a mandatory requirement for the Premier 1st XI and Championship Division 1 and 2 Competitions and highly recommended in other grades.

Optional items

- Hard backed clipboard/table/chair for scoring
- Stump gauge (nobody likes crooked an uneven stumps)
- Rubber mallet for set up of stumps where no Umpire present

- BCA Governing Procedure 4
PlayHQ Administration Process and Match Day
Guide
Updated Aug 2026



AWAY Team requirements

Pre-Match Day

- Ensure all players are registered with a Senior/Junior 'Player Role' on PlayHQ prior to the start of each match.
- Select your team in PlayHQ by 10pm on the Thursday prior to commencement of the next scheduled weekend match or 10.00pm on the preceding day for weekday matches prior to the match (publication requirements).
- Changes to your team on PlayHQ can be made prior to the start of the match for Seniors and Juniors but must match the written team sheets.
- Junior teams **MUST** select a Coach as per CA regulations while all Senior Teams must select a Captain.

Equipment checklist

Essentials

- U14 Girls and Under 13 Open
 - Each Side is to provide 1 set of Spring-Loaded Stumps
- 4 x Bowling Markers (to save run ups being damaged by over-zealous bowlers)
- 4 x chalk sticks (mark your guard on hard wickets, please don't use your boots, it ruins the carpet)
- BCA approved match ball & BCA supplied scorebook with official team sheets included
- Pens (different colours if you're keen)
- Arranged morning/arvo tea in case the home team doesn't supply?

Optional items

- Hard backed clipboard/table/chair for scoring

Match Day

Arrive early enough to have time to prepare and arrange the following before the start of play.

- Complete your half of the Team Sheet provided by the home team. Give it back to the home team Captain.
- Provide the team scorebook and equipment to complement either the home team's iPad/tablet or scorebook.
- Instruct scorers to ensure all data is entered on the scoresheet. If they are unsure of names of bowler's names or catcher's names, they need to ask.
- Provide a ball for the teams bowling innings

During Days Play

- Be encouraged to have morning/afternoon tea with the home team. Remember, we're playing the most social sport in the world, and it pays to be friendly!



Post Days Play

- Ensure team scorebook is complete and accurate. If the PlayHQ Scorer app is not being used, ensuring the data from the scorebook is correct is essential as it will not translate into PlayHQ.
- If you are not using the PlayHQ Live Score app you need to manually enter Match Results and Player Scores into PlayHQ by **12pm on Sunday of that weekends play**, or by 7:30pm where play has taken place on the Sunday.
- For Junior Games and Senior Women match data must be entered by 6.00pm on the day after the completed match.
- PlayHQ Live Score app highly recommended for all matches.
 - If the Play HQ Live Score App has been used, ensure the Game is submitted. This needs to be done even if there are errors, as this can be fixed in Play HQ after the game has been submitted

Post-Match

- Complete Captain's/Coaches report on Umpire's and Ground conditions in PlayHQ by 11.59pm on the Monday following the completion of the match. This report is **COMPULSORY** for all matches and **Clubs will be fined for non-compliance.**



APPENDIX 2

CAPTAIN'S / COACHES REPORT - UMPIRE'S PERFORMANCE, APPRAISAL OF CONDITIONS & REPORTING PLAYERS & BEHAVIOUR

Under Playing Condition 16.3 for Senior Men and Women and 11.3 for Junior Competitions

Captain's / Coaches Reports on competition management platform (PlayHQ) cover appraisal of Umpire performance, ground conditions and includes options

- to report a player/s whether the game has a BCUA Umpire or no appointed umpire.
- Submit Player Votes for Championship Division 1, 1st XI Women and U17 Open, U17 Girls and U15 Open games where a BCUA Umpire is not appointed.

From 2026-27 there will be two separate smaller reports sent to Captain / Coaches. They are

- An Umpire assessment (only needs to be completed if an official umpire was in attendance)
- A game assessment

The Captain's / Coach's **umpire report and match report will be** automatically emailed to the nominated Captain / Coach once the Game Result in the competition management platform (PlayHQ) is submitted.

If Captain's / Coaches do not receive the required reports from Play HQ once the game result is submitted a report can be completed via a web-form on the BCA website

- [Umpire Assessment](#)
- [Game Assessment](#)

If a player, coach or club official demonstrates behaviour that is worthy of a report, the name of the player and a detailed explanation of the incident must be recorded in the Captain's Report.

After all games with an allocated Umpire there will be a mandatory 5-minute meeting with the Umpires and Captains to discuss the game, how it was played, if there were any concerns and if a Captain is considering lodging a Player Report that the Umpire and other Captain need to be aware of.

In Games without an Umpire, if a Captain is considering reporting a Player from the opposing club, they must discuss the incident and inform the Opposition Captain if they intend to report the player before leaving the game.

This report will be forwarded to the BCA Investigations Officer in accordance with the provisions of [BCA Policy 1 – Code of Behaviour](#)

A submitted Player Report from a Captain will not be referred to the BCA MIO, if the opposition Captain had not been informed at the game of the possibility of this being done.

This does not stop

- the captain from making comments in the Spirit of the Game section about how the game was played, or
- Clubs submitting a formal complaint on official club letter head signed by a member of the club executive for investigation if they believe an incident happened that requires an investigation

All Clubs are to ensure that Captain's / Coach's in all grades complete and lodge the Captain's / Coach's Reports by **11.59 pm on the Monday** following the completion of each match.

Failure to complete the Captain's / Coach's Report will result in the club being fined for each team that fails to fill out the report as per **Governing Procedure 5 – Non-Compliance and Fines**.



Receipt of Captains / Coaches Report

Step 1 - When the game status is marked complete after entering scores, an email with a link to the report will be sent to the Captain/ Coach (The email used to register to PlayHQ).

Step 2 - Captain then clicks on the link and fills out the report.

Compliance

Each Tuesday a report will be generated on the completion of Captains / Coaches Reports, Submission of Team Sheets and the provision of votes via the Team Sheets for games without an umpire.

This report will be emailed to all clubs.

Under Playing Condition 5 for Seniors and Playing Condition 2 for Juniors the Pennant Committee, using BCA Governing Procedure 5 can apply the following penalties.

It is up to the Pennant Committee if they wish to provide any strikes before proving a penalty

- \$50 per match per team for failure to complete Captain / Coaches Match Report by 11.59pm Monday
- \$20 per match for failure to submit team sheets by 3pm Mondays



APPENDIX 3

SPIRIT OF CRICKET AWARD

The Ballarat Cricket Umpires Association in conjunction with the Ballarat Cricket Association are to introduce an annual Spirit of Cricket Award covering all senior grades. (It will be trialled in Junior Grades for the 2025-26 Season)

The winner of the Spirit of Cricket Award will be presented with a perpetual trophy to hold for the next 12 months, provided by the Ballarat Cricket Umpires Association.

Points, as set out below, are to be awarded for each match and recorded on the Umpires and/or Captains Match Report.

Points for sides with more than one team will be averaged out based on the number of teams fielded and games played per team.

Umpires and/or Captains are required to support the BCA to monitor the standard of player behaviour by using the table below as a guide, to weigh up and determine a point rating that best reflects the standard and attitude of player behaviour, both on and off the field of play.

POINTS:

- 10 Points – Epitomised the true spirit of the game.
- 7 to 9 Points – Played the game in good spirit.
- 4 to 6 Point – Uncompromising but incident free.
- 0 to 3 Points – Generally negative atmosphere created by unacceptable behaviour – Captain informed
- Minus 3 points – Player report resulting in match game penalty. (Only BCA can apply these points)

Document Control

Version	Approval Date	Review Date	Owner
1.0	August 20	July 21	BCA Board
1.0	21 July 22	August 23	BCA Board
2.0	12 August 24	August 25	BCA Board
3.0	8 September 25	August 26	BCA Board
4.0	10 August 26	August 27	BCA Board