



Junior Gala Day – Host Club Guidelines

1 Purpose

These Junior Gala Day – Hosting guidelines have been prepared as

- (a) an assistance tool for any clubs that may be appointed to host the event, and
- (b) a standardised approach in the preparation, coordination and hosting requirements for the event.

2 Aims and Authority

- (a) The Gala Day is aimed as a “**fun day**” with the emphasis on “**enjoyment and participation**”.
- (b) The host Club shall have the full authority of the junior committee to conduct, manage and enforce the gala day competition rules and make all the necessary decisions that may arise on the day.

3 Pre Event Requirements

The duties of a host Club are:

- (a) Nominate a person to be the official contact / co-ordinator for the event.
- (b) Determine a suitable date and location and advise the junior committee so a booking can be made to Wollongong City Council.
- (c) Contact all clubs seeking team nominations for that age group at least 3 weeks prior to the event.
- (d) Collate team nominations up to the stated closing date (approximately 7 days) prior to the event.
- (e) Prepare a draw (following guidelines below) and forward to clubs / teams at least 3 days prior to the event.
- (f) Prepare and make available scoring folders with score sheets covering the number of grounds and likely matches required for the event.
- (g) Prepare a coordinators folder containing copies of rules, draws and result calculation sheets in the case of a calculator being required to separate teams for a final series.
- (h) Prepare a noticeboard with the final draw and for displaying the match results. (larger the better)
- (i) Arrange for the collection of event medals from junior committee.
- (j) Ensure the coordinator is familiar with and understands the competition rules.
- (k) Optionally to organise and run a canteen will proceeds kept by the host club.

4 Match Day Requirements

The match day requirements of a host Club are:

4.1 Before Play

- (a) To coordinate and have enough volunteer workers available for the day.
- (b) Supply ground equipment (stumps, boundary markers, bowling marker, chalk, line paint, etc) for all grounds required.
- (c) Set-up grounds accordingly to suit the age requirements and at both ends of wicket mark the bowler run up restriction position and the wicket wide markings. (Details in rules)
- (d) Ideally ground set-up to be completed at least 30 minutes prior to first match.
- (e) Prepare an area as the official coordinators area.
- (f) Conduct a pre-event meeting at least 15 minutes prior to first match with all team officials introducing the coordinator, reinforcing the rules, collecting the nominated batting order team lists and advising any other local issues.

4.2 During the Day

- (a) Generally ensure and encourage all teams to keep to the times allocated.
- (b) Generally monitor the day's conditions and encourage play to be conducted such that a batting innings is hitting with the breeze. (Must be the same way for both teams in a match).
- (c) Ensure all completed score sheets are returned to official area after each match.
- (d) Keep a running list of matches won and lost along with the appropriate match details using the Junior Gala Day results calculation sheet.
- (e) Update the noticeboard with results.



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- (f) Once the day has commenced use best endeavours to have the day completed (mainly around wet weather).
- (g) Handle all disputes and protests with the coordinator's decision being final.

4.3 Final Series

- (a) Determine teams to play in the final series using the criteria listed in the rules and on what grounds matches are to be played.
- (b) Appoint at least one neutral umpire to each final series match. (Where possible)
- (c) Conduct a presentation immediately after the final to award medals.
- (d) Presentation speech should at minimum thank the event sponsor. (if one)

4.4 Gala Day Winners – Wet Weather

- (a) Once the day has commenced use best endeavours to have the day completed or as many rounds as possible.
- (b) Once the day has commenced should wet weather substantial intervene resulting in no possible further play the overall winner can be determined using the calculation method for round robin placing.
- (c) To constitute a gala day winner all teams must have completed at least 2 rounds and the determining point being the highest number of completed rounds by all teams. (Example: washed out during semi final round the winner is the highest placed team).

4.5 After the Day

- (a) Provide a brief written report within 2 days to the junior committee with highlights and winners (and runner up) of the day for inclusion on the association website and annual report.

5 Draw Preparation Guidelines

This section, without limiting the host Club authority, highlights points for consideration and provides guidelines for a standardised approach in the preparation of draws by all host clubs.

5.1 Generally

- (a) The best endeavours should be taken to ensure all teams play an equal number of matches in the round robin competition. (This will be subject to number of teams entered).
- (b) A minimum of 3 matches per team is required.
- (c) First matches to commence no later than at 8.30 am sharp. (Can be earlier)
- (d) All match starting times to be listed on draw.
- (e) The time to complete each innings will be 35 minutes.
- (f) Additional time must be allowed for the change of innings. (typically 5 minutes)
- (g) Additional time must be allowed for any possible movement to another ground dependant on how the day is to be conducted
- (h) A minimum of 2 grounds is required.
- (i) When allocating matches to grounds, teams to play equally across all grounds (removes debate on best ground).
- (j) Indicate how umpiring is to be coordinated.

5.2 Team Seeding

- (a) Once team nominations close consideration is required to determine how the event is to be run.
 - of teams entered versus the number of pools required.
 - teams based on strength especially if a regular A and B competition happens to be merged for the event.
- (b) Seeding for any merged age group should be based on
 - on current points ladder and highest teams being placed across the number of pools. (eg Pool A – teams 1, 3, 5 Pool B – teams 2, 4, 6)
 - like strengths in and across pools so all teams may have the opportunity to participate at their level most of the time and lower teams may have an opportunity to make a final series.
- (c) Seeding for a normal age group should be based on



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- on current points ladder being placed across the pools.
- like strengths in and across pools so all teams may have the opportunity to participate at their level most of the time and lower teams may have an opportunity to make a final series.

5.3 Matches played in Halves

- (a) Matches could be played in two halves, which can save a fair bit of time and also allows the day to progress without many breaks. The breaks are actually taken when teams are not playing waiting for their next match.

Example: When match 1's first innings is completed it will be followed by the first innings of match 2, then the second innings of match 1, then followed by the second innings of match 2.

- (b) Allow 1 hour 15 minutes for each match, which includes a 5-minute innings changeover.
- (c) This method works well for 8 teams in 2 pools and requires 2 grounds in close proximity. Pool A matches would play on both grounds first, then Pool B matches would follow on both grounds. In following rounds two teams within the pool simply swap grounds and again in the third round. Consideration is given to ensure all teams play equally on both grounds.
- (d) The drawback is
- it requires an even number of teams and grounds
 - appears to look like taking a long time for teams to get a result.

5.4 Matches played in Full

- (a) Matches can be played out in full, which is the most common and easiest way to plan the events. However can tend to have a lot of wasted time waiting for matches.

Example: In a match, when team 1 innings is completed it will be followed immediately (after a short change over) by the innings of team 2.

- (b) Allow 1 hour 15 minutes for each match, which includes a 5-minute innings changeover.
- (c) Additional time may be required for any movement between grounds should teams be required to play back to back matches.
- (d) This method works well for any number of teams and any number in pools.
- (e) The drawback is
- it requires additional time and can extend the length of the day (unless using more grounds) for additional changeovers,
 - teams may have to play multiple back to back matches,
 - long periods off between matches.
- (f) all of the above would all need to be considered in draw preparation.

5.5 Umpiring Duties

- (a) The draw should indicate the way umpiring is to be coordinated for the day with all teams asked to share the umpiring duties.
- (b) The non-neutral structure will be:
- the completing teams for a match each provide an umpire,
 - in each innings each umpire umpires from the bowlers end for 5 overs each.
- (c) The neutral umpire structure
- Teams will be allocated matches in whom they will be the neutral umpires (half matches).
 - Neutral umpires will officiate from the bowlers end only for both innings of that particular match.
 - The batting team in that particular match will provide the square leg umpire.

5.6 Batting first

- (a) To save time, the tossing of the coin is removed in the round robin sections.
- (b) The draw should indicate which team bats first in each match.
- (c) Generally the team batting second in a match should bat first in the next match.
- (d) Generally each team should have equal opportunity to bat first.
- (e) In the final series, the toss of the coin will occur.