

COMMUNICATION WITH THE VWCA

The majority of correspondence from the VWCA to its clubs will be communicated via the **Cricket Victoria webmail system** or posted on the VWCA website (<http://vwca.cricketvictoria.com.au>). Upon affiliation, new clubs will receive a club email address (<**clubname**>@**club.cricketvictoria.com.au**). Re-affiliating clubs will have the same club email account as last season. One of the benefits of the webmail system is that your email address will be part of CV domain and will remain constant even though your Office Bearers may change.

The webmail can be accessed through an internet browser similar to how Hotmail and similar providers work. You can access mail from anywhere in the world provided you have internet access, and know the current log-in ID and password.

The VWCA delegate will be given the log-in name and password of the club's email account. Passwords can be easily changed by the user. Once your webmail is set up, your club can either distribute the password onto relevant club members (eg. club committee, delegate, coach) or can arrange for emails from your club email to be automatically forwarded onto personal or work emails. Clubs are advised to treat their club email account with the utmost respect and use discretion in the number of users and the position of the users.

Almost all correspondence will be sent to the nominated Club Delegate and/or Second Club Contact through the Cricket Victoria webmail. Personal email addresses will not be used for the purpose of general club information. **Any information that the VWCA sends the Club Delegate must be passed onto the players of their club to ensure information is circulated.** If there are problems with the webmail system, personal email addresses may be utilised. Any correspondence sent by post shall be received by the VWCA Delegate and/or the Club Secretary.

Clubs will need to clean out their webmail account on a regular basis to ensure it doesn't become overloaded. Clubs have a 15mb storage limit (this exceeds most web based mail). Communication from the VWCA to the webmail will be done in accordance with Cricket Victoria's Privacy Statement. (See CV website, www.cricketvictoria.com.au, for further details). Please note that the club email address will be made available to the general public in the VWCA handbook, fixture and website.

It is not an excuse for clubs to miss meetings or deadlines because they did not have internet access or access to the Cricket Victoria webmail. It is the club's responsibility to maintain their club email system and to contact IT Support if there are any problems with the webmail.

It is also necessary that even over the off season that your club webmail is checked and maintained on a regular basis.

WEBSITE

The VWCA website is <http://vwca.cricketvictoria.com.au>.

Clubs, delegates, players etc, are advised to check the VWCA website on a regular basis to keep updated with VWCA news, events and special offers etc. All forms and policies including the VWCA Rules & By-Laws can be downloaded from the website. Fixtures, match results, provisional ladders and player statistics are also available via the VWCA website.

Clubs should contact the Club Administrator if they wish to submit news articles or events to the VWCA website or to set up a link between the VWCA website and a Club Website.

The VWCA website is linked to the Cricket Victoria website for information to Community Cricket (including Grants & Volunteer Recognition Programs), Coaching and Game Development.