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# Mt. Clear Cricket Club

## Member Protection Policy



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## **1. INTRODUCTION**

The Mt. Clear Cricket Club formed in 1880 and competes in the Ballarat Cricket Association (BCA).

Mt. Clear Cricket Club aims to provide opportunities for people of all ages and ability levels within our community to participate and progress in the game of cricket in a healthy, safe, and friendly environment.

## **2. Purpose of Our Policy**

The main objective of the Mt. Clear Cricket Club Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this Club.

This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment, and abuse.

Our policy informs everyone involved in our Club of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Club's activities.

## **3. Who Our Policy Applies To**

This policy applies to everyone involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity and includes:

- Club committee members, administrators and other Club officials;
- Coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- Support personnel, including managers, sport trainers and others;
- Players;
- Members, including social and life members;
- Parents;
- Volunteers;
- Spectators;

## 4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Mt. Clear Cricket Club and our activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in our facilities, at social events organised or sanctioned by the Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.

## 5. Club Responsibilities

We will:

- Adopt, implement and comply with this policy;
- Appoint a Member Protection Information Officer (**MPIO**) and undertake online training delivered by “Play by the Rules”;
- Ensure that this policy is enforceable;
- Publish, distribute and promote this policy and the consequences of any breaches of this policy;
- Promote and model appropriate standards of behaviour at all times;
- Deal with any complaints made under this policy in an appropriate manner;
- Deal with any breaches of this policy in an appropriate manner;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- Review this policy annually; and
- Seek advice from and refer serious issues to our association (BCA), Cricket Victoria, and Cricket Australia.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our State or Territory Cricket Association and Cricket Australia request to be referred to them.

## 6. Individual Responsibilities

Everyone associated with our Club must:

- Make themselves aware of the contents of this policy;
- Comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- Consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- Consent to the screening requirements set out in this policy, and any state or territory Working with Children
- Treat other people with respect;
- Always place the safety and welfare of children above other considerations;
- Be responsible and accountable for their behaviour;
- Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- Comply with any decisions and/or disciplinary measures imposed under this policy.

## 7. Protection of Children

### a. Child Protection

The Mt. Clear Cricket Club is committed to the safety and wellbeing of children and young people who participate in our Clubs activities or use our services. We support the rights of the child and will always act to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

The Mt. Clear Cricket Club acknowledges the valuable contribution made by our members and volunteers and we encourage their active participation in providing a safe, fair, and inclusive environment for all participants.

**b. Identifying and Analysing Risks of Harm**

The Mt. Clear Cricket Club has in place a Risk Management Plan, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of a volunteer or another person.

**c. Codes of Conduct for Adults and Children**

We follow a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour, and unacceptable behaviour. (See Attachment 3)

**d. Choosing Suitable Volunteers**

The Mt. Clear Cricket Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Mt. Clear Cricket Club will ensure that “Working with Children” checks are conducted for volunteers working with children. (See Attachment 2)

**e. Support, Train, Supervise and Enhance Performance**

The Mt. Clear Cricket Club will ensure that all our volunteers who work with children have ongoing supervision, support, and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Club.

**f. Empower and Promote the Participation of Children in Decision-Making and Service Development**

The Mt. Clear Cricket Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our Club.

**g. Report and Respond Appropriately to Suspected Abuse and Neglect**

The Mt. Clear Cricket Club will ensure that volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy, they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

#### **h. Supervision**

Children under the age of 18 must be always supervised by a responsible adult. We endeavour to always provide an appropriate level of supervision. If a member finds a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any Club activity, they will ask another member to stay until the child is collected.

#### **i. Transportation**

Parents and or guardians are responsible for organising the transportation of their children to and from Club activities (e.g., training and games). Where we plan for the transportation of children (e.g., for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g., fitted working seatbelts).

#### **j. Taking Images of Children**

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos, and cameras to be used inside changing areas, showers and toilets, which we control or are used in connection with our Club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone



number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our Club's activities and in a manner that promotes our Club. We will seek permission from a child's parent or guardian before using their images.

## 8. Discrimination, Harassment and Bullying

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment, and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed, or bullied.

### a. Discrimination

Unlawful discrimination involves the less favourable treatment of a person based on one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- a) **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- b) **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For determining discrimination, the offender's awareness and motive are irrelevant.

### b. Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place multiple of times; a single

incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks, or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

The State anti-discrimination laws that apply, as well as the Federal anti-discrimination laws cover every person.

The following is a list of all the personal characteristics that apply throughout Australia:

- Gender;
- Race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- National extraction or social origin;
- Marital status, relationship status, identity of spouse or domestic partner;
- Pregnancy, potential pregnancy, breastfeeding;
- Family or carer responsibilities, status as a parent or carer;
- Age;
- Religion, religious beliefs or activities;
- Political beliefs or activities;
- Lawful sexual activity;
- Sexual orientation and gender identity;
- Profession, trade, occupation or calling;
- Irrelevant criminal record, spent convictions;
- Irrelevant medical record;
- Member of association or organisation of employees or employers, industrial activity, trade union activity;
- Physical features;
- Disability, mental or physical impairment;
- Defence service; and

- Personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- Racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- Victimisation resulting from a complaint.

### **c. Bullying**

The Mt. Clear Cricket Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend, or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, a one-off instance can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- a) Verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- b) Excluding or isolating a group or person;
- c) Spreading malicious rumours; or
- d) Psychological harassment such as intimidation.

Bullying includes cyber-bullying, which occurs using technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied though unwanted and

inappropriate comments. We will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to section 10 of this policy.)

## **9. Inclusive practices**

Our Club is welcoming, and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

### **a) People with a disability**

- a. The Mt. Clear Cricket Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g., modifications to equipment and rules) to enable participation.

### **b) People from diverse cultures**

- a. We will support, respect, and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility (e.g., modifications to uniforms).

### **c) Sexual & gender identity**

- a. All people, regardless of their sexuality or gender identity, are welcome at our Club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

## **10. Responding to Complaints**

### **a. Complaints**

Our Club takes all complaints about on and off-field behaviour seriously. Our Club will handle complaints under this policy, based on the principles of procedural fairness, and ensure:

- All complaints will be taken seriously;
- The person who is the subject of the complaint will be given full details of what is being alleged against them and can respond to those allegations;
- Irrelevant matters will not be considered;
- Decisions will be unbiased; and
- Any penalties imposed will be reasonable.

More serious complaints may be escalated by the MPIO to the BCA, Cricket Victoria, or Cricket Australia.

If the complaint relates to suspected child abuse, sexual assault, or other criminal activity, then our Club may need to report the behaviour to the police and/or relevant government authority.

#### **b. Complaint Handling Process**

When our Club receives a complaint, the person receiving the complaint (e.g. President, MPIO) will:

- Listen carefully and ask questions to understand the nature and extent of the concern;
- Ask the complainant how they would like their concern to be resolved and if they need any support;
- Explain the different options available to help resolve the complainant's concern;
- Inform the relevant government authorities and/or police, if required by law to do so; and
- Where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- Supporting the person complaining to talk to the person being complained about;
- Bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- Gathering more information (e.g., from other people that may have seen the behaviour);

- Seeking advice from our district, regional, state and/or national body or from an external agency (e.g., State Department of Sport or anti-discrimination agency);
- Referring the complaint to the BCA at first instance or to Cricket Victoria if the matter is a serious or criminal complaint; and/or
- Referring the complainant to an external agency such as a community mediation centre, police, or anti-discrimination agency.

In situations where a serious or criminal complaint is referred to Cricket Victoria and an investigation is conducted, the Club will:

- Co-operate fully with the investigation;
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- Act on our State or Territory Cricket Association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

Complaints of a criminal nature will be reported to police immediately.

### **c. Disciplinary Sanctions**

Our Club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- A direction that the individual make verbal and/or written apology;
- A direction that the individual undertakes and complete a course (such as those offered by Play by the Rules);
- Counselling of the individual to address behaviour;
- Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club;
- Suspension or termination of membership, participation or engagement in a role or activity;
- De-registration of accreditation for a period of time or permanently;
- A fine; or

- Any other form of discipline that our Club considers reasonable and appropriate.

**d. Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our Club) to our Local, State or Territory Cricket Association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, and regulations or by laws.

**11. Education**

The club will continue to maintain awareness of the policy via club newsletters and social media feeds and other methods as deemed appropriate from time to time.

**12. Review**

The Member Protection Policy will be reviewed annually to ensure that the policy remains current and practical to the club’s goals, objectives and requirements.

**Attachment 1 - Member Protection Declaration**

The Mt. Clear Cricket Club has a duty of care to all those associated with our Club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I, ..... (name) of .....

.....

(address) born ...../...../..... sincerely declare:

- a) I do not have any criminal charge pending before the any court.
- b) I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence, fraud or any drug offences.
- c) I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence, fraudulent acts or drug offences.
- d) To my knowledge there is no other matter that the Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.

e) I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses (a) to (d) above has changed.

Declared in the State/Territory of .....

on ...../...../..... (date)

Signature .....

*Parent/Guardian Consent (in respect of a person under the age of 18 years)*

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: .....

## **Attachment 2 - Working with Children Check Requirements**

Working with Children checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- a) Criminal history checks;
- b) Signed declarations;
- c) Referee checks; and
- d) Other relevant background checks to assess a person’s suitability to work with children and young people.

Working with Children check requirements vary across Australia.

[Fact Sheets](http://www.playbytherules.net) for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)

Detailed information, including the forms required to complete a Working with Children check, are available from:

The Department of Justice

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)



Phone: 1300 652 879

### *Travelling to other states or territories*

*It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.*

*In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children check in their home state.*

*The laws providing interstate exemptions are not consistent across Australia.*

*If an employee or volunteer for your Club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.*

## **Attachment 3 - Codes of Behaviour**

Regarding Code of Behaviour, the Mt. Clear Cricket Club adopts and complies with the BCA and Cricket Victoria's Codes of Behaviour and are referred to here:

### **a. General Codes of Behaviour**

As a person required to comply with this By-law, you must meet the following requirements regarding your conduct during any activity held by, sanctioned by or under the auspices of a Community Cricket Peak Body, an Affiliated Association, or an Affiliated Club:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in and accept responsibility for your actions.
- Make a commitment to providing quality service.
- Operate within the rules of the sport including state guidelines, which govern Cricket Victoria, the Premier Clubs, the Community Cricket Peak Bodies, the Regions and Affiliated Clubs and Associations.
- Do not use your involvement with a Premier Club, Community Cricket Peak Body, a Region or Affiliated Club and Association to promote your own beliefs, behaviours, or practices where these are inconsistent with those of Premier Clubs, Community Cricket Peak Bodies, Regions and Affiliated Clubs and Associations.

- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any behaviour that may bring the sport of cricket, a Premier Club, a Community Cricket Peak Body, a Region or Affiliated Club and Association into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach or are aware of any breaches of this Code of Behaviour.
- Act always to protect and promote the sport of cricket in accordance with the Spirit of Cricket.

### **b. Administrator Code of Behaviour**

In addition to the General Code of Behaviour, you must meet the following requirements regarding your conduct during any activity held by, sanctioned by or under the auspices of a Community Cricket Peak Body, an Association, or an Affiliated Club and in your role as an administrator of the Mount Clear Cricket Club:

- Be fair, considerate, and honest in all dealings with others.
- Be professional in and accept responsibility for your actions. Your language, presentation, manners, and punctuality should reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Be aware of your legal responsibilities.
- Develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences.
- Involve players in the planning, leadership, evaluation, and decision making relating to the activity.
- Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths

of games and training schedules should take into consideration the age, ability, and maturity level of participating players.

- Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors, and physicians) emphasise fair play in Cricket activities and games.
- Where appropriate, distribute a Code of Behaviour sheet to coaches, players, umpires, parents, spectators, and the media.
- Protect and promote the sport of Cricket in accordance with the Spirit of Cricket.

### **c. Coach Code of Behaviour**

The environment created by a coach is integral to the overall experience of all players involved within your cricket club. See below some foundational expectations of coaches within the community. They are by no means exhaustive, but are a great starting point:

- Remember that many players participate for pleasure and winning is only part of the fun;
- Never ridicule or yell at a player (particularly young players) for making a mistake or not coming first;
- Be reasonable in your demands on players' time, energy and enthusiasm;
- Operate within the rules and Spirit of Cricket and teach your players to do the same;
- Ensure that the time players spend with you is a positive experience;
- Avoid overplaying the talented players - all young players need and deserve equal time, attention and opportunities;
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;

- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage your players to do the same;
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition;
- Obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people;
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development;
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background, or religion.

#### **d. Junior Player Code of Behaviour**

In addition to the General Code of Behaviour, as a junior player in any activity held by or under the auspices of a Community Cricket Peak Body, an Association, or an Affiliated Club you must meet the following requirements regarding your conduct during any such activity or event:

- Play by the rules and within the Spirit of Cricket.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting, or provoking an opponent are not acceptable or permitted behaviours in Cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good play whether made by your team or the opposition.

- Treat all participants in cricket, as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates, and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background, or religion.
- Participate because you enjoy it, not just to please parents and coaches.
- Participate fairly and safely.
- Do not engage in practises that affect sporting performance (alcohol, tobacco, and drug use.)
- Respect and acknowledge the contribution of those who create the opportunity for you to play.
- Respect your coach and train and play to the best of your ability and develop your participation in accordance with the Spirit of Cricket.

#### **e. Senior Player Code of Behaviour**

In addition to the General Code of Behaviour, as a Senior player in any activity held by or under the auspices of a Community Cricket Peak Body, an Association, or an Affiliated Club you must meet the following requirements regarding your conduct during any such activity or event:

- Play by the rules and abide by the Spirit of Cricket.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting, or provoking an opponent are not acceptable or permitted behaviours in Cricket.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.

- Be a good sport. Applaud all good play whether made by your team or the opposition.
- Treat all participants in cricket, as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, teammates, and opponents. Without them there would be no competition.
- Respect the rights, dignity and worth of fellow players, coaches, officials, and spectators.
- Refrain from conduct that could be regarded as sexual or other harassment.
- Respect the talent, potential and development of fellow players and competitors.
- Care and respect the uniform and equipment provided to you.
- Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
- Conduct yourself in a responsible manner relating to language, temper, and punctuality.
- Always maintain a high standard of personal behaviour.
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
- Cooperate with coaches and staff in relation to programs that adequately prepare you for competition.
- Do not engage in practises that affect sporting performance (alcohol, drug use.)

#### **f. Parent/Guardian Code of Behaviour**

Some of the greatest role models we have in our cricketing community are our parents. When assisting and supporting at your club's games please keep in mind the codes of behaviour listed below:

- Do not force an unwilling child to participate in cricket;
- Remember, children are involved in cricket for their enjoyment, not yours;
- Encourage your child to play by the rules;
- Focus on the child's efforts and performance rather than winning or losing;
- Never ridicule or yell at a child for making a mistake or losing a game;
- Remember that children learn best by example. Appreciate good performances and skillful play by all participants;
- Support all efforts to remove verbal and physical abuse from sporting activities;

- Respect officials’ decisions and teach children to do likewise;
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate;
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## Attachment 4 – Reporting Requirements Document

### RECORD OF COMPLAINT

Name of person receiving complaint		Date:
Complainant’s Name	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Complainant’s contact details	Phone: Email:	
Complainant’s role/status in Club	<input type="checkbox"/> Administrator (volunteer)	<input type="checkbox"/> Parent
	<input type="checkbox"/> Athlete/player	<input type="checkbox"/> Spectator
	<input type="checkbox"/> Coach/Assistant Coach	<input type="checkbox"/> Support Personnel
		<input type="checkbox"/> Other (detail):

	<input type="checkbox"/> Official
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Other (detail):
Location/event of alleged issue	
Description of alleged issue	

Nature of complaint (Category /basis /grounds)  Can tick more than one box	<input type="checkbox"/> Harassment	<input type="checkbox"/> Bullying
	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Physical abuse
	<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Religion
	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Disability
	<input type="checkbox"/> Coaching methods	<input type="checkbox"/> Victimization
	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Pregnancy
	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Child Abuse
	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Unfair decision
	<input type="checkbox"/> Race	<input type="checkbox"/> Other (detail)



What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

## Attachment 5 – Child Abuse Allegation Procedures

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people involved Mount Clear Cricket Club have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

**Step 1: Receive the allegation.**

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

**Step 2: Report the allegation.**

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the State or Territory Cricket Association so that it can assist manage the situation.

**Step 3: Protect the child and manage the situation.**

The President or MPIO will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded.

The President or MPIO in consultation with the State or Territory Cricket Association will consider what services may be most appropriate to support the child and his or her parent/s.

The President or MPIO in consultation with the State or Territory Cricket

Association will consider what support services may be appropriate for the alleged offender.

The President or MPIO in consultation with the State or Territory Cricket Association will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

**Step 4: Take internal action.**

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- a) Criminal investigation (conducted by the police)
- b) Child protection investigation (conducted by the relevant child protection agency)
- c) Disciplinary or misconduct inquiry/investigation (conducted by the Club, State or Territory Cricket Association and/or Cricket Australia or independent body).

Mt. Clear Cricket Club will assess the allegations and determine what action should be taken in the circumstances and may consult with the State or Territory Cricket Association and/or Cricket Australia as required. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned, or suspended or face other disciplinary action.

If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 of this policy.

Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse:

Victoria Police Non-urgent police assistance <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	Department of Human Services <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278	Ballarat Cricket Association Operations Officer <a href="mailto:operations.ballaratcricket@gmail.com">mailto:operations.ballaratcricket@gmail.com</a>
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**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in Procedure for Handling Allegations of Child Abuse have been followed and advice has been sought from the relevant government agency and/or police.

Complainant’s Name (if other than the child)		Date Formal Complaint Received:
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Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other (detail):
Child's name		Age:
Child's address		
Person's reason for suspecting abuse  (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other (detail):

<p>Witnesses  (if more than 3 witnesses, attach details to this form)</p>	<p>Name (1):  Contact details:  Name (2):  Contact details:  Name (3):  Contact details:</p>
<p>Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)</p>	
<p>Police contacted</p>	<p>Who:  When:  Advice provided:</p>
<p>Government agency contacted</p>	<p>Who:  When:  Advice provided:</p>
<p>President and/or MPIO contacted</p>	<p>Who:  When:</p>
<p>Police and/or government agency investigation</p>	<p>Finding:</p>

Internal investigation (if any)	Finding:
Action taken	
Completed by	Name:  Position:  Signature:  Date:
Signed by	Complainant (if not a child)  Date:

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

## Version History

Version	Details / Changes	Author and date
1.0	Original version	Mark Ross - 24 June 2022
2.0	Created Version History Table  Updated Attachment 5 – Step 4 Contact Details for Advice / Reporting an allegation of Child Abuse	Mark Ross – 7 August 2022
3.0	Amendments made throughout the document to correct spelling and punctuation	Mark Ross – 11 August 2023