



Winston Hills Cricket Club

MEMBER PROTECTION POLICY

VERSION June 2017

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be

- formally incorporated or adopted into a clubs constituent documents (being the Memorandum and Articles of Association; Constituent of a company; or the rules of an incorporated association) or the rules, regulations or by-laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intend to come within the scope of this policy are required to sign.

**** This policy was developed using the Australian Sports Commission Template*

POLICY

1. Introduction
2. Purpose of Our Policy
3. Who Our Policy Applies To
4. Extent of Our Policy
5. Club Responsibilities
6. Individual Responsibilities
7. Protection of Children
 - 7.1 Child Protection
 - 7.2 Supervision
 - 7.3 Transportation
 - 7.4 Taking Images of Children
8. Discrimination, Harassment and Bullying
 - 8.1 Discrimination
 - 8.2 Harassment
 - 8.3 Bullying
9. *Inclusive Practices*
 - 9.1 *People with a Disability*
 - 9.2 *People from Diverse Cultures*
 - 9.3 *Sexual & Gender Identity*
 - 9.4 Girls playing in boy's teams
10. Responding to Complaints
 - 10.1 Complaints
 - 10.2 Complaint Handling Process
 - 10.3 Disciplinary Measures
 - 10.4 Appeals

Attachment 1: Working With Children Check Requirements

- 1.1 Working with Children Check Requirements – Declaration form

Attachment 2: Codes of Behaviour

- 2.1 Spirit of Cricket

Attachment 3: Permission to Publish**Attachment 4: Roles and Responsibilities****Attachment 5: Reporting Requirements and Documents**

MEMBER PROTECTION POLICY

1. Introduction

Mission

- To provide an environment for participation, learning and success that is underpinned by the values and strong leadership of Winston Hills Cricket Club
- To foster youth, sportsmanship, excellence and professionalism on the field and in the community.
- Winston Hills Cricket Club will lead through the example of our committee, coaches and captains to ensure that we live our values with loyalty, pride and fun.

Vision

- To be the most successful cricket club in the Parramatta District Cricket Association.

Values

- Integrity
- Sportsmanship
- Encouragement
- Team Spirit
- Enjoyment

Club Code of Ethics

Coaches, officials and parents, by example of behaviour, hold an enormous influence over the youth of the community. The good conduct of all adult participants and teams is considered mandatory for the privilege of participation. The club seeks to implant in the youth of the community, ideas of good sportsmanship, honesty, loyalty and courage, so that they may be finer, stronger and happier youths who will grow to be good healthy adults. This objective will be pursued by providing fully supervised cricket matches upon the basis that the attainment of exceptional skill or the winning of matches is secondary in the moulding of future citizens.

2. Purpose of Our Policy

The main objective of the Winston Hills Cricket Club Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It 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 his or her 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 including:

- 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, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- players;
- members, including any life members;
- parents;
- spectators

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Winston Hills Cricket Club and its 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 the club rooms, 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;
- 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 every 12-18 months; and
- seek advice from and refer serious issues to Parramatta District Cricket Association, Cricket NSW or Cricket Australia as deemed appropriate.

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 national bodies 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;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- 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

7.1 Child Protection

The Winston Hills Cricket Club is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our Committee and other volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Winston Hills Cricket Club acknowledges the valuable contribution made by our Committee, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

The Winston Hills Cricket Club will develop and implement a risk management strategy, 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 committee member, volunteer or another person.

7.1.2: Developing Codes of Behaviour for Adults and Children

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

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Committee Members, Coaches and Volunteers

The Winston Hills 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 Winston Hills Cricket Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Winston Hills Cricket Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

7.1.4: Support, Train, Supervise and Enhance Performance

The Winston Hills Cricket Club will ensure that all our Committee Members, Coaches and 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.

7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development

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

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The Winston Hills Cricket Club will ensure that Committee Members, Coaches and 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.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. 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. Refer to Picking Up and Dropping Off Policy

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games). Refer to Picking Up and Dropping Off Policy

7.4 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 we will ensure that they are suitably clothed 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.

8.1 Discrimination

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

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **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 the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 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 a number 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.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

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.

8.3 Bullying

The Winston Hills 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, one off instances can amount to bullying.

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

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;

- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Winston Hills Cricket Club 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 Item 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.

9.1 People with a disability

The Winston Hills 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.

9.2 People from diverse cultures

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).

9.3 Sexual & Gender Identity

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.

9.4 Girls playing in boy's teams

If there is not a separate gender competition the Winston Hills Cricket Club will support girls playing in boy's teams up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

Also note as per PDCA Rule 66.1

All players must be under the age of the competition in which they wish to play as of midnight on 31st August of the current season. On application, the Board, at its sole discretion and based upon performance in prior years or after three (3) matches, permit girls or disabled children to participate in a lower age group.

10. Responding to Complaints

Our club takes all complaints about on and off-field behaviours seriously.

10.1 Complaints

Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the subject of the complaint will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to Parramatta District Cricket Association, Cricket NSW or Cricket Australia where appropriate.

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.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Secretary or Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what 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 Parramatta District Cricket Association, Cricket NSW or Cricket Australia where appropriate.; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Parramatta District Cricket Association, Cricket NSW or Cricket Australia 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 Parramatta District Cricket Association, Cricket NSW or Cricket Australia'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.

10.3 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 applied consistent with any contractual and employment rules and requirements;
- 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 makes verbal and/or written apology;
- 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.

10.4 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 Parramatta District Cricket Association, Cricket NSW or Cricket Australia where appropriate. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

The grounds of an appeal should be specific, for example they may be limited to a denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Attachment 1: 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:

- criminal history checks;
- signed declarations;
- referee checks; and
- 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](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net


Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Office of the Children's Guardian
Website: www.kidsguardian.nsw.gov.au/check
Phone: 02 9286 7276

Winston Hills Cricket Club requires that all Coaches and Managers complete a Working with children Check

Attachment 1.1 WWCC VOLUNTEER DECLARATION

Winston Hills Cricket Club			
First names:		Surname:	
Home address:			
Contact Number:		Mobile:	
Position within the club (e.g. coach/manager):			
Registration Number:		Team/Group:	
Surname	Date of Birth	APP/WWC Number	Expiry Date
Print			
Or, if the work you do is not child-related or in a white box only , tick: <input type="checkbox"/> I do not need a WWC Number as I am exempt from the <i>Child Protection (Working with Children) Act 2012</i>			
I declare the information I have given above is true and correct:			
Signature:		Date:	
FOR OFFICE USE ONLY:			
I verified the APP/WWC Number online and have seen photo identification documents			
Print name			
Date verified	Signature of person verifying	Outcome of the verification	
		<input type="checkbox"/> Cleared <input type="checkbox"/> Barred	
A BARRED PERSON CANNOT WORK WITH CHILDREN			

Attachment 2: CODES OF BEHAVIOUR

Winston Hills Cricket Club

Codes of Behaviour

This Code of Behaviour aims to set out the minimum standards for anyone involved in playing cricket or association with Winston Hills Cricket Club. It should apply when playing, training or taking part in club-sanctioned activities.

- Act within the rules and Spirit of Cricket (See Attachment 2.1)
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the game of Cricket.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport of Cricket.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

CRICKET PLAYERS

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other players, coaches and officials.

COACHES

- Place the safety and welfare of the players above all else.
- Help each person (player, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- It is expected that at least one (1) coach per team will obtain and keep current appropriate qualifications and accreditation and will keep up-to-date with the latest coaching practices and the principles of growth and development of young players. All reasonable costs of qualification and accreditation will be reimbursed by the club and subject to pre approval.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

OFFICIALS

- Place the safety and welfare of the Players above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.

ADMINISTRATORS

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

PARENTS

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach or officials at training and games, where possible.
- Model appropriate behaviour, including respect for other players and officials.
- Use respectful, courteous and appropriate communication methods and maintain confidentiality at all times

SPECTATORS

- Respect the effort and performances of players and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.

Attachment 2.1: SPIRIT OF CRICKET

Spirit of Cricket

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the captains.

1. There are two Laws which place responsibility for the team's conduct firmly on the captain.

Responsibility of captains

The captains are responsible at all times for ensuring that play is conducted within the Spirit of the Game as well as within the Laws.

Player's conduct

In the event of a player failing to comply with instructions by an umpire, or criticising by word or action the decision of an umpire, or showing dissent, or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, and instruct the latter to take action.

2. Fair and unfair play

According to the Laws the umpires are the sole judges of fair and unfair play.

The umpires may intervene at any time and it is the responsibility of the captain to take action where required.

3. The umpires are authorised to intervene in cases of:

Time wasting

Damaging the pitch

Dangerous or unfair bowling

Tampering with the ball

Any other action that they consider to be unfair

4. The Spirit of the Game involves RESPECT for:

Your opponents

Your own captain

The roles of the umpires

The game's traditional values

5. It is against the Spirit of the Game:

To dispute an umpire's decision by word, action or gesture

To direct abusive language towards an opponent or umpire

To indulge in cheating or any sharp practice, for instance:

(a) to appeal knowing that the batsman is not out

(b) to advance towards an umpire in an aggressive manner when appealing

(c) to seek to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side

6. Violence

There is no place for any act of violence on the field of play.

7. Players

Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution towards this.

Attachment 3: PERMISSION TO PUBLISH



PERMISSION TO PUBLISH PHOTOGRAPHS AND VIDEOS ON WEBSITE, SOCIAL MEDIA AND ANNUAL PUBLICATION (YEARBOOK)

We are seeking your permission, on behalf of the Winston Hills Cricket Club publish photographs and/or videos of you/and/or your child on the Club's website, Facebook Page, any other approved club social media platform and Annual Publication (Yearbook). If published, the public will be able to view the photographs and videos.

When you sign this form you are agreeing to the following:

-
1. The Club is able to publish photographs/videos of you and/or your child
 2. The photographs/videos may be reproduced either in colour or in black and white.
 3. The Club will not use your photograph or video images for any purpose other than for general promotion of the Winston Hills Cricket Club
-

This consent, if signed, will remain effective until such times as you advise the Winston Hills Cricket Club otherwise.

Consent Form for Publication of Photographs and/or Videos on Website, Club Facebook Page, any other approved club social media platform and Annual Publication (Yearbook)

I agree, subject to the conditions set out above, to the taking of photographs and/or videos of my child and myself during Winston /hills Cricket Club activities, to be used by Winston Hills Cricket Club.

I also agree to the publication of photographs/videos as outlined above. I will notify via email to the Secretary of Winston Hills Cricket Club if I decide to withdraw this consent.

Child's Name: _____ Parent's Name: _____

Signature of parent/caregiver: _____ Date: _____

Attachment 4: ROLES AND RESPONSIBILITIES

POSITION	ROLE AND RESPONSIBILITY
General Manager/President	Responsible for guidance and general leadership of the Club. As per the by-laws, has a responsibility to call and conduct special meetings.
Senior Secretary	Responsible for the organisation and conduct of the Senior part of the Club
Junior Secretary	Responsible for the organisation and conduct of the Junior part of the Club
Treasurer	Responsible for maintaining accurate financial records and making payments on the club's behalf. The treasurer is one of three signatories to the Club's bank account
Grounds Person	Responsible for the maintenance of the grounds allocated to Winston Hills Cricket Club by PDCA to ensure they are fit and safe for play. This includes ensuring the creases are marked, stump holes reasonably filled, grass doesn't encroach onto the edge of the pitch, toilets and gates are open, boundary markers are available. This role is also a liaison point to Parramatta Council for net maintenance and other maintenance issues that Parramatta Council are responsible for.
Equipment Officer	Responsible for the ordering, maintenance and issuing of equipment and kits
Catering/Canteen Officer	Responsible for the organisation, stock ordering and operation of the canteen at max Ruddock. Two people are required
Sports Club Delegate	Role is to represent Cricket at the WH Sports Club as a member of the Sports Club management committee. Meetings are held monthly
PDCA Delegates	Role is to attend the PDCA preseason planning meeting and AGM on behalf of WHCC. Vote on playing dates, rule changes. Two delegates required.
Member Protection Officer	The Member Protection Information officer (MPIO) is the first point of call in the club harassment and abuse. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment. The MPIO is responsible to the Club's board/Committee and club members.
General Committee Members	Role is to attend monthly meetings (2 nd Tuesday of the month) as representatives of the members

Attachment 5: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
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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"/> Employee (paid) <input type="checkbox"/> Other <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"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official
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 or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other

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

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

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

All people working with Winston Hills Cricket Club in a paid or unpaid capacity 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 President of their Delegate of Winston Hills Cricket Club so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The President of their Delegate 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. Legal advice should be sought before any interim steps are made if the person is an employee of Winston Hills Cricket Club.
- The President of their Delegate will consider what services may be most appropriate to support the child and his or her parent/s.
- The President of their Delegate will consider what support services may be appropriate for the alleged offender.
- The President of their Delegate 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)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Winston Hills Cricket Club)
- Winston Hills Cricket Club will assess the allegations and determine what action should be taken in the circumstances. 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 our Member Protection 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**

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111

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: / /
Role/status in sport		
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
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

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.