

***Albany Creek Cricket Club Inc (ACCC)***

**MEMBER PROTECTION POLICY**

**VERSION 1**

**1 June 2021**

**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 club's constituent documents (being the Memorandum and Articles of Association; Constitution 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 intended to come within the scope of this policy are required to sign.

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# **ACCC MEMBER PROTECTION POLICY**

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## **1 INTRODUCTION**

It is Club Policy that all members of the Club be provided an equal opportunity to play a fair, safe and respectful game of cricket. This ensures that all players have an enjoyable experience each time they participate.

It is the Club's intention that all children who register and play with the Club develop both their cricket and social skills. To this end each child should be provided the chance to bat and bowl in every game as far as possible. It is not the primary objective to win games or competitions. Until the Under 13 age group there is no competition at all!

The Club judges its success by the number of children who return to play with the Club in subsequent years and who feel that they 'belong' to a club. It is the adherence to this doctrine that has helped the ACCC grow into one of the largest in the Brisbane North District and the envy of most other clubs.

## **2 PURPOSE OF OUR POLICY**

The main objective of the Albany Cricket Club Inc (“ACCC” “our”, “us” or “we”) Member Protection Policy (“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, and others;
- umpires and other officials;
- players;
- members, including any life members;
- parents;
- spectators; and
- any other person to whom the policy may apply.

## **4 EXTENT OF OUR POLICY**

Our policy covers all matters directly and indirectly related to the ACCC 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;
- ensure that all club documents including registration forms and correspondence align to the requirements of this policy;
- review this policy every 12-18 months, to ensure currency of legislation, effectiveness of the policy in addressing risks of harm and to review any incidents that the occurred under the policy; and
- seek advice from and refer serious issues to the Brisbane North Junior Cricket Association and Queensland Cricket.

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 ACCC 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 act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

ACCC acknowledges the valuable contribution made by our volunteers, members and staff. 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 ACCC will develop and implement a risk management strategy, contained in attachment 6, 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 an employee, volunteer or another person.

### **7.1.2 Developing Codes of Conduct for Adults and Children**

We will develop and promote 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 will 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 2)

### **7.1.3 Choosing Suitable Employees and Volunteers**

The ACCC 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 ACCC will ensure that Working with Children Checks 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 ACCC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

The ACCC maintains a Bluecard register in line with current requirements.

### **7.1.4 Support, Train, Supervise and Enhance Performance**

The ACCC will ensure that all our employees 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 ACCC 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 ACCC will ensure that employees 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).

Abuse may include, but is not limited to, physical abuse, psychological or emotional abuse, neglect, sexual abuse or exploitation which may result in physical, psychological and/or emotional harm.

Indicators of child abuse and neglect can be found at the Qld Department of Communities Website [www.communities.qld.gov.au/childsafety](http://www.communities.qld.gov.au/childsafety). Indicators of child abuse include showing wariness and distrust of adults, demanding or aggressive behavior, often being tired and falling to sleep, low self-esteem, being unable to explain broken bones, injuries or bruising, burns and a reluctance to go home.

Indicators of neglect may include malnutrition, poor hygiene, matted hair, unattended medical problems, inappropriate clothing, frequent illness and being left unsupervised for long periods.

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**

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, if possible 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.

Should a parent be unable to be present during training or the game for the full duration they should advise the coach or manager of their planned movements.

When a match is played at a ground where a dressing room is provided there should be two parents at all times when there are children present in the room.

## **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).

## **7.4 Taking Images of Children**

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

When using a photo or recording 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 or recordings 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 or recordings.

## **7.5 Alcohol, Drugs and Smoking**

ACCC is an unlicensed club and as such does not sell alcohol to its members. Strict guidelines have been put in place so that any cricket events or fixtures are not marred by impaired/or unsafe performances, or negatively affected from unruly behaviour related to the consumption of alcohol or drugs.

No participants, including coach, manager, scorer, umpire or player will be permitted to compete in any ACCC event if he/she is consuming alcohol or suffering the obvious effects of alcohol or drugs. Any such person/s will be asked to leave the sporting arena by a club official.

Parents and spectators showing the obvious signs of intoxication within the immediate “playing arena” will be asked to leave the sporting arena by a club official.

This is in line with the BNJCA Alcohol policy.

A number of restrictions currently apply to smoking. Smoking at or near under-age organised sporting events is illegal. ACCC is committed to ensuring this is enforced.

## **7.6 Social Media & Data Storage**

Social media is an important and growing communication tool within the community. ACCC maintains a Web Site and has a Facebook Page. The club has a Web Page co-ordinator and a dedicated Facebook Page co-ordinator. Only persons authorised by the President can post official material to either medium.

We expect all members posting material to any social media site or medium that purports or can be linked back to the club are bound by the clubs code of conduct and any material should be in keeping with the values and expectations contained in this document and in line with community standards. The President of the ACCC is the only person authorised to give permission to speak or to speak to the press on any matters relating to the ACCC.

The ACCC Website and newsletter the *Hawk Talk* should be used to promote and ensure that Members are aware of and understand the requirements of the Member Protection Policy and the Coaches and Managers Guide.

ACCC maintains a database for all players past and present registered with the club. Personal details are also held on *MyCricket*. Access is restricted to the Statistician and Registrar and *MyCricket* access is restricted to office bearers when it comes to accessing and altering player information.

Registration forms are to be destroyed at the end of each season.

## **7.7 First Aid**

ACCC aims to provide a healthy and safe environment for its participants. ACCC officials should not provide first aid unless appropriately trained to do so (discretion should be used for common occurrences such as band aids/dressings on minor cuts and abrasions, and ice on bruises).

If a child has a medical condition that requires medication or medical attention if it occurs (including allergic reactions) then a parent must be present at all times during training and matches. This condition should be noted at registration.

If first aid is required and a parent is not available, 000 should be called and immediate medical attention sought.

## **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.

Bullying is unacceptable behavior and includes name calling, constant criticism, racist remarks, threats and unwelcome physical contact.

Discrimination is also unacceptable and occurs when a person is treated less favourably because of factors including their race, age, impairment or disability, religious beliefs, sex or gender or sexuality.

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.

We expect all members to abide by the ACCC, BNJCA, Queensland Cricket and Cricket Australia Codes of Behaviour.

## **9 INCLUSIVE PRACTICES**

Our club is welcoming and we will seek to include members from all areas of our community. The ACCC has adopted Cricket Australia's Racial and Religious Vilification Code of Conduct.

## **10 RESPONDING TO COMPLAINTS**

### **10.1 Complaints**

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

- all complaints will be taken seriously;
- the person making the complaint (complainant) 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.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will 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, Member Protection Information Officer) 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.

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.

Notwithstanding the above procedures any player, coach, manager or parent that clearly is in breach of the Code of Behaviour (Attachment 2) may at any time be asked to leave the playing field or venue by an authorised/responsible representative of the club. Any such actions should immediately be reported to the club President.

### **10.4 Appeals**



The complainant or respondent is 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 ACCC. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

**ATTACHMENT 1:**  
**WORKING WITH CHILDREN CHECK REQUIREMENTS**

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ACCC is committed to providing a child-safe environment. ACCC will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in Queensland.

ACCC will meet the requirements of Queensland Working with Children Check laws. ACCC will review annually (at the start of each summer season) this policy to ensure it aligns with current legislation and review if any incidents occurred whether procedures were followed or changes are required.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

**ATTACHMENTS**

- Attachment 1A: Screening requirements (for Queensland)
- Attachment 1B: Member Protection Declaration
- Attachment 1C: Working with Children Check requirements

## Attachment 1A:

# **VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS**

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## **1 OBJECTIVES OF THIS REQUIREMENT**

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

Albany Creek Cricket Club Inc, its affiliated clubs and associations are committed to the health, safety and wellbeing of all of their members. As part of that commitment, particularly with regard to members **under 18 years of age**, this policy seeks to achieve the following:

- (a) all employees and volunteers involved with ACCC involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

## **2 EMPLOYEES AND VOLUNTEERS WHO WORK WITH CHILDREN MUST HAVE A SUITABILITY CARD**

### **2.1 Employees and Volunteers**

All employees and volunteers of ACCC, an affiliated club or association whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to obtain a Suitability or Blue Card.

In practice, subject to exemptions in 2.2 below, that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of ACCC, an affiliated club or association, involving players **under the age of 18** must apply for and obtain a Blue Card.

### **2.2 Exemptions**

Volunteers are not required to obtain a Suitability Card if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies); or
- is a parent whose child is involved in the service provided or activity conducted by the parent.

For this exemption to apply it generally means that the parent must have a child participating in the team with which the parent is involved.

## **3 HOW TO APPLY FOR A BLUE CARD**

### Step 1

Volunteers and employees who require a Blue Card must complete a Blue Card Application Form which can be obtained either from the Club President or the Member Protection Information Officer or from the Commission's web site <https://www.bluecard.qld.gov.au/>.

In completing and signing the form the volunteer or employee consents to a criminal history check. Copies of certain documents proving identity of the applicant must be included as required by the application.

Step 2

ACCC must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable

Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided must show the volunteer's or employee's signature.

Step 3

Upon receipt of the application the Commission will carry out necessary enquiries and assess the applicant's suitability to work with children.

Step 4

If an applicant is deemed suitable, a Blue Card is then issued to the applicant. The Blue Card is valid for 3 years and a renewal notice is sent to the volunteer or employee prior to its expiry. The Association/Club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

A Bluecard register is maintained in line current requirements.

The Club President is responsible for managing bluecard applications and outcomes.

**Attachment 1B:**  
**MEMBER PROTECTION DECLARATION**

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ACCC has a duty of care to all those associated with the sport of cricket at the national level and to the individuals and organisations to whom the ACCC Member Protection Policy applies. It is a requirement of ACCC Member Protection Policy that ACCC check the background of each person bound by the Policy who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

I ..... (name) of .....  
..... (address) born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. 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 or intimidation.
4. I have never been sanctioned for, and am not currently serving a sanction for, an anti-doping rule violation under any anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice (and have never participated in, facilitated or encouraged) any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
6. To my knowledge, there is no other matter that ACCC may consider to constitute a risk to children, or a risk to its members, employees, volunteers, athletes or reputation, by engaging me.
7. I will notify the President of ACCC immediately upon becoming aware that any of the matters set out above has changed for whatever reason.

Declared in the state/territory of .....

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

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**Consent of parent/guardian (on behalf of a person under the age of 18)**

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: .....

Signature: .....

Date: .....

## **Attachment 1C: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in cricket 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.

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

### **Queensland**

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.

Website: <https://www.bluecard.qld.gov.au/>

Phone: 1800 113 611

### **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 October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

## **ATTACHMENT 2: CODES OF BEHAVIOUR**

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The ACCC has adopted the following Codes of Behaviour:

**Players:** The Club insists that all players must:

- play by the rules and never argue with officials
- control their temper and never abuse officials or other players or behave in an unsportsmanlike manner
- work equally hard for themselves and for their team in order to benefit everyone
- be a good sport at all times, applaud good plays whether it be their own team or the other team
- treat all players as they would like to be treated - do not interfere, bully or take advantage of another player
- co-operate with the Coach, teammates and opponents and play for the 'fun of it', not just to please parents and coaches.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

**Coaches/Managers:** The Club expects that Coaches & Managers should:

- Ensure the safety of your players at all times **including waiting until all players are picked up after training or a game.**
- be reasonable in demands on young players time, energy and enthusiasm
- develop a players knowledge and skill of the game as well as team respect for the ability of opponents
- teach players that rules of the sport are mutual agreements which should not be broken
- encourage and demonstrate a team approach to achieve a reasonable chance of success
- avoid over-playing the talented players - everyone deserves equal time
- not ridicule or shout at players for making mistakes or losing. Young people participate for pleasure and winning is only part of the fun
- ensure that the time players spend with you is a positive experience
- ensure that equipment and facilities meet safety standards
- show concern and caution to toward sick and injured players. Follow advice of a physician when determining whether an injured player is ready to recommence training or competition
- make a personal commitment to keep up-to-date with sound coaching principles and the principles of growth and development of children.
- 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.
- any physical contact with a young person should be appropriate to the situation and necessary for the player's skill and development or to administer first aid.
- show appreciation for volunteer coaches, officials and administrators as 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.

**Parents/Spectators:** The Club also expects Parents to:

- encourage children to always participate according to the rules, if they are willing - never force a child to participate.
- focus on the child's efforts and performances rather than the overall outcome. This assists the child in setting realistic goals and reduces the emphasis on winning.
- teach children that an honest effort is as important as victory, so results are accepted without undue disappointment.
- never ridicule or shout at a child for making a mistake or losing

- remember that children are involved in organised sports for their enjoyment, not yours and that they learn best from example, therefore applaud good players from all teams.
- never question an official's judgment and honesty in public; do this through appropriate channels.
- support all efforts to remove verbal and physical abuse and condemn the use of violence in any form. Demonstrate appropriate social behaviour.
- recognise and support the value and importance of volunteer coaches and officials.
- remember that children learn best by example. Appreciate good performances and skillful play by all participants;
- respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **Racial and Religious Vilification Code:**

The club has adopted the Cricket Australia Code in relation to Racial and Religious Vilification:

The code states that a player will not engage in any conduct or act towards or speak to any other player in a manner which offends, insults, humiliates, intimidates, threatens, disparages or vilifies the other player on the basis of that player's race, religion, colour, descent or national or ethnic origin.

Guidelines exist for breaches of the code e.g. In some instances it may result in the withdrawal of coaching accreditation.

Circumstances where adults are involved with a breach of the code should be dealt with seriously and remedial action should be a mandatory requirement by clubs and associations.

In more serious cases, a conciliation procedure should be considered and conducted by a representative of the Equal Opportunity Commission in the state/territory where the breach has purportedly occurred.

The conciliation should involve the complainant, umpire/officials who initiate the complaint, the respondent, and supporting documentation.

A complaint should be in writing, outline the circumstances of the allegations made and if possible, be accompanied by any supporting documentation including witness statements or video evidence.

In the instance where players are in breach of the code, an emphasis to educate the player to understand the code should be paramount and remedial or punishable action should be appropriate to the age and understanding of the player in question.

Should breaches of this conduct occur, any person in the above categories will be subject to or any person who sees or hears conduct that breaches this Code may lodge a report with, the [Management Committee](#).

**The Cricket Australia Codes of Behaviour are available at**  
<http://www.cricketaustralia.com.au/cricket/rules-and-regulations>

**The Queensland Cricket Codes of Behaviour are available at**  
<http://premier.qld.cricket.com.au/content.aspx?file=12832|42533x>



**ATTACHMENT 3:  
DUTY STATEMENTS**

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## **Albany Creek Cricket Club Inc.**

### **Role Description - President**

#### **Skills Required**

- Have a good working knowledge of the club, rules, constitution etc.
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Be receptive to change
- Dedicated club person

#### **Key Roles and Responsibilities**

- Manage committee meetings/chair meetings
- Ensure Managers and Committee Members fulfil their responsibilities to the Club
- Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated in plenty of time
- Facilitate planning
- Oversee all targets and performance goals
- Preside at all meetings of the Club and shall have a casting vote
- Report activities of the club to the membership of the Annual General Meeting
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies
- Liaise with stakeholders such as local council and local community groups
- Provide guidance and leadership.
- Act as one of the clubs Delegates to the Brisbane North Junior Cricket Association (BNJCA).
- Provide the key liaison point between the club and the South Pine Sports Association (SPSA) and the Moreton Bay Regional Council.
- Provide the key liaison point between the club and other sporting bodies that utilize the SPSA facilities.
- Co-ordinate the Healy Cup for U12 cricket on behalf of the BNJCA.
- Act as the clubs Member Protection Information Officer. Manage Blue Card applications and outcomes.
- Act as one of the clubs Warehouse Cricket Association Delegates.
- Run Friday night junior cricket.
- Be able to act as one of two signatories on all cheques.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Vice President - Junior**

#### **Skills Required**

- Have a good working knowledge of the club, rules, constitution etc.
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Be receptive to change
- Dedicated club person

#### **Key Roles and Responsibilities**

- Support the President in the discharge of their roles and responsibilities as outlined in that of the President.
- Act as the Club President in the absence of the Club President.
- Promote the interests of junior cricket with relevant stakeholders.
- Work as part of the Executive Committee to ensure that any disputes or issues are promptly resolved.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Treasurer**

#### **Skills Required**

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

#### **Key Roles and Responsibilities**

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the club's cash flow
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Ensure that all licenses and insurances are paid and maintained.
- Report activities of the club to the membership at the AGM
- Be one of several signatories – two on each club cheque
- Reconcile and report to the committee on unfinancial members and players.
- Maintain relationships with existing sponsors and seek new sponsorship for the club.
- Assist in the running of Friday night junior cricket.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Secretary**

#### **Skills Required**

- Well-developed communication skills
- Good organizational skills
- Good listening skills
- Ability to organize and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

#### **Key Roles and Responsibilities**

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Prepare, distribute and file minutes of all committee and General meetings of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Be familiar with the rules of the Club and oversight bodies.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to appropriate members & file.
- Act as the Public Officer of the Club (Incorporated Association).
- Liaise with other clubs and other community organizations.
- Be able to act as one of two signatories on all cheques.
- Assist in the running of Friday night junior cricket.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Junior Registrar/Warehouse Registrar**

#### **Skills Required**

- Well-developed communication skills
- Good organizational skills
- Good listening skills
- Ability to organize and delegate tasks
- Effective communication skills
- Ability to liaise with members and external parties

#### **Key Roles and Responsibilities**

- Co-ordinate the clubs annual sign-on days including advice of the clubs team allocation policy.
- Prepare registration forms for sign on day.
- Work with the statistician and Newsletter editor to ensure notification within the community of the sign-on.
- Ensure My-Cricket is able to accept electronic registrations.
- Allocate players into teams and advise Coaches and Managers of their teams.
- Ensure My-Cricket details get updated in line with team allocations.
- Maintain a register of all members.
- Liaise with the BNJCA regarding registrations, team nominations, player transfers, and complete other required paperwork.
- Assist the statistician to co-ordinate the annual trophy day
- Work with one off and ad-hoc registration enquiries during the year.
- Assist in the running of Friday night junior cricket.
- Maintain a record of registration payments received and outstanding.
- Co-ordinate with the Treasurer to ensure all registration payments are received in a timely manner.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Statistician**

#### **Skills Required**

- Well-developed communication skills
- Good organizational skills
- Good listening skills
- Ability to organize and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- An understanding of computer based applications.

#### **Key Roles and Responsibilities**

- Co-ordinate the collection of and collate the clubs junior statistics for u8 to u10.
- Oversee My-Cricket to ensure team coaches and managers meet their requirements.
- Ensure My-Cricket is administered correctly for the Club.
- Ensure that annual team allocations and players are correctly recorded in My-Cricket.
- Co-ordinate the annual junior trophy day and trophy winners.
- Ensure that the club policy relating to the determination of club award winners is known.
- Liaise with the BNJCA on any issues relating to and the upkeep of My-Cricket.
- Ensure that content on the clubs web page relating to statistics and records is maintained.
- Provide milestone certificates to club members.
- Provide milestone achievements to the club Newsletter Editor for inclusion.



## **Albany Creek Cricket Club Inc.**

### **Role Description – Newsletter Co-ordinator**

#### **Skills Required**

- Well-developed communication skills
- Good organizational skills
- Ability to organize and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- An understanding of computer based applications.
- An understanding of social media protocols and technology especially Facebook.

#### **Key Roles and Responsibilities**

- Co-ordinate the publication of the clubs regular newsletter the Hawk Talk.
- Work with the clubs coaches, managers and members for material for the Hawk Talk.
- Distribute electronically the Hawk Talk.
- Liaise with the club statistician to ensure records are able to be published.
- Maintain the clubs Facebook page.
- Monitor the clubs Facebook page to ensure material published is suitable and to report any breaches accordingly.
- Distribute official club emails and notifications via the Mailchimp club email website.

**ATTACHMENT 4:  
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](http://www.playbytherules.net.au).

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

All people working with ACCC 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 ACCC Member Protection Information Officer (“**MPIO**”) so that he or she can manage the situation.

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



- The 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. Legal advice should be sought before any interim steps are made if the person is in paid employment with the ACCC.
- The MPIO will consider what services may be most appropriate to support the child and his or her parent/s.
- The MPIO will consider what support services may be appropriate for the alleged offender.
- The MPIO will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

**Step 4: Take internal action**

- Up to 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 the ACCC).
- Regardless of the findings of the police and/or child protection agency investigations, ACCC will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The MPIO of ACCC will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, ACCC will follow the procedures set out in clause 8 of the ACCC Member Protection Policy.
- ACCC will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

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

Queensland	
Queensland Police  Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810

**ATTACHMENT 5:  
REPORTING REQUIREMENTS AND DOCUMENTS**

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**5A. 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"/> 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
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"/> 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
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching</p> <p>Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p>Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p>Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p>Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p>Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	

Resolution and/or action taken	
Follow-up action	

**5B. 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.

**ATTACHMENT 6:  
CHILD AND YOUTH RISK MANAGEMENT STRATEGY CHECKLIST/ACTION PLAN**

(Blue Card system minimum requirements from <https://www.bluecard.qld.gov.au/risk-management.html>)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	x	Member Protection Policy Coaches and Managers Guide		Included in policy	To be reviewed annually.
2. A code of conduct for interacting with children and young people	x	Member Protection Policy (attachment 2) Coaches and Managers Guide		Included in policy	To be reviewed annually.
3. Written procedures for recruiting, selecting, training and managing staff and volunteers	x	Coaches and Managers Guide		- Tailored for the Club or Association - Volunteer management resources: <a href="https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers">https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers</a>	Reviewed annually.
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	x	Member Protection Policy		- Included in policy - MPIO training	Reviewed annually
5. A plan for managing breaches of the risk management strategy	x	Member Protection Policy		- Included in policy - MPIO training	Reviewed annually
6. Policies and procedures for managing compliance with the blue card system	x	Member Protection Policy Coaches and Managers Guide		- Included in policy (7.1.3) - Blue card register template at <a href="http://www.bluecard.qld.gov.au/risk-management.html">http://www.bluecard.qld.gov.au/risk-management.html</a> - 'employee register xls'.]	Reviewed annually

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
7. Risk management plans for high risk activities and special events*		Association/Club documents		Risk management plan template available at <a href="https://www.bluecard.qld.gov.au/risk-management.html">https://www.bluecard.qld.gov.au/risk-management.html</a> - "Risk management plan for high risk activities and special events template"	Undertaken on a needs basis.
8. Strategies for communication and support	x	Member Protection Policy		- Attachment 1B (member protection declaration) - MPIO training - Club Website - Club Registration Forms including requirements. - Hawk Talk updates.	Internet Page Co-ordinator. Newsletter Co-ordinator.

\*From <https://www.bluecard.qld.gov.au/pdf/rmst/201605-Child-and-youth-risk-management-strategy-toolkit.pdf>:

"For example you may wish to consider whether the activity or event:

- involves the participation of volunteers or people who are external to your organisation
- is to take place at an external venue or destination with a large amount of people and/or hazards (e.g. involving water hazards such as ponds, lakes or pools), and/or
- is to take place overnight or for a lengthy period of time

It is important to note that these are just some examples of the types of things which you might consider to assist in determining if an activity or event is high risk."