



**ADELAIDE CRICKET CLUB**

# Member Protection Policy



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# MEMBER PROTECTION POLICY

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## 1. INTRODUCTION

This policy outlines the commitment of the Adelaide Cricket Club (hereafter referred to as the 'Club' or the 'ACC') to a person's right to be treated with respect and dignity. It further recognises the Club's responsibility to provide a safe, and abuse free, environment for all its members. The purposes of the ACC Member Protection Policy are to provide ACC Members with clear statements of (i) their rights, responsibilities and expected standards of behaviour and (ii) the Club's procedural frameworks for advancing and supporting those rights, responsibilities and behaviours.

## 2. TO WHOM THE POLICY APPLIES

This policy applies to all ACC:

- Members while involved in Club activities
- Paid employees (e.g. coaches, administrators)
- Volunteers (coaches, team managers, officials, umpires, supervisors of children).

## 3. EXTENT OF THE POLICY

In broad terms, the extent of the ACC Member Protection Policy is defined by its stated purposes (in #1 above). In particular, the Policy covers such things as: unfair decisions (e.g. team selection); breaches of Club policy; inappropriate behaviour at, for example, organised practices and Club meetings; events organised or sanctioned by the Club; or any behaviour that brings, or is likely to bring, the Club or the game of cricket into disrepute. Importantly, it also covers

behaviour that is suspected to be harmful towards a child (or young person under 18 years).

#### **4. CLUB RESPONSIBILITIES**

Through its formal structures the ACC will:

- make any necessary amendments to its Constitution, rules or other policies to enable the enforcement of its Member Protection Policy;
- implement and comply with the policy;
- promote the policy to all Club members;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under the policy promptly, fairly, and confidentially;
- review this policy every two years; and
- seek advice from, and if necessary or appropriate, refer serious breaches of the policy to the South Australian Cricket Association (SACA) and/or relevant government authorities. Such breaches include unlawful behaviour that involves, or could lead to, significant harm e.g. criminal behaviour such as physical assault, sexual assault, and child abuse. In addition, where SACA, Cricket Australia or government authorities are required to be informed, the Club will do so.

#### **5. INDIVIDUAL RESPONSIBILITIES**

ACC Members must comply the standards of behaviour outlined in this, and related ACC, policy which specifically entails:

- treating others with respect;
- always placing the safety and welfare of children above other considerations;
- being responsible and accountable for their behaviour;
- following the guidelines outlined in this policy to make a complaint or report a concern about breaches of this policy.

## 6. PROTECTION OF CHILDREN

The ACC recognises that all children have the right to be safe and protected from harm. It also recognises its responsibility to provide environments in which all children involved in Club activities (or activities endorsed by the Club) are safe and feel safe.

As a volunteer community organisation entrusted with the care of children, the ACC is bound by provisions set out in the *Children's Protection (Miscellaneous) Amendment Act 2005*. In compliance with these provisions, this section of the ACC Member Protection Policy details the

- Club's strategies for the prevention of child abuse
- processes by which ACC members report abuse, or suspected abuse
- processes by which ACC Club responds to reports of child abuse.

All paid employees and volunteers of the ACC who work, or come in contact, with children are mandated notifiers. As such, they have a *legal* obligation to report any suspected child abuse and/or neglect.

ACC members, employees and volunteers are encouraged to phone Families SA on 82267000 visit their web-site for more information: <http://www.dfc.sa.gov.au>

The Australian Government's *National Framework for Protecting Australia's Children 2009-2020* is a further source of information ACC members, employees and volunteers:

[http://www.fahcsia.gov.au/sa/families/pubs/framework\\_protecting\\_children/Documents/default.htm](http://www.fahcsia.gov.au/sa/families/pubs/framework_protecting_children/Documents/default.htm)

### 6.1 Definition of a Child Member

A child member is any person under the age of 18 years. They may, or may not, be a member of the ACC.

## **6.2 Child Abuse and Child Safety**

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms including:

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse – e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse – e.g. ill-treating by threats, humiliation, intimidation
- Neglect – e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury.

Abuse, is usually against the law. The Club will take measures to protect children involved in our club from harm. We will do this by:

- Responding appropriately to all reports of abuse promptly, seriously and confidentially;
- Complying with state child protection laws;
- Carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children;
- Promoting and enforcing our codes of behaviour, particularly for roles associated with children;
- Making information about child protection available, particularly for roles associated with children; and
- Adopting practices that provide the maximum opportunity for a child safe environment.

Anyone who reasonably suspects that a child has been or is being abused (i) must report their concerns to the police or relevant government agency and (ii) advise the Club President that they have reported their concerns.



### **6.3 Supervision**

At ACC activities (e.g. practice and games), the ACC will provide a level of supervision adequate and relative to the child's age, maturity, capabilities, level of experience, nature of activity and nature of venue.

While the ACC expects all parents/guardians and supervisors of children to be punctual in collecting children under their responsibility after ACC activities it recognises that, for a variety of reasons, this does not always eventuate. On these occasions, where a child remains unsupervised at the completion of a Club activity, it is the responsibility of an adult ACC member, paid employee, or volunteer to remain with that child until their parent/guardian or supervisor can be found.

However, if it appears that one child will be left alone at the end of a club activity, the ACC adult member, paid employee, or volunteer will ask another adult to stay with them until the child is collected.

### **6.4 Transportation**

Parents/guardians and supervisors are responsible for transporting their children to and from Club activities.

Where the Club makes arrangements for the transportation of children (e.g. for away or over night trips), it will conduct a risk assessment that includes: ensuring vehicles are adequately insured; the driver has a current and appropriate licence for the vehicle being used; and appropriate safety measures are available (e.g. fitted working seatbelts).

## 6.5 Taking Images of Children

Images of children can be used inappropriately or illegally. As such, the Club:

- requires members, wherever possible, to obtain permission from a child's parent/guardian before taking an image of a child and ensure that the parent knows the way the image will be used.
- expects the privacy of others to be respected when negotiating the taking images of children
- disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the Club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Without the consent of parent or guardian the Club will not display (i) personal information such as residential address, email address or telephone or (ii) information about hobbies, likes/dislikes, school. The Club will only use images of a child appropriate to the activities of cricket.

## 7. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

The ACC opposes all forms of harassment, discrimination and bullying based on, for example, age, disability, gender, sexual orientation, pregnancy, beliefs (political, cultural, or religious), race, and marital status. Harassment, discrimination and bullying can involve:

- treating or proposing to treat someone less favourably because of a particular characteristic
- imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic
- behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, or via communication technologies such as mobile phone and computers.

Some forms of harassment, discrimination and bullying are against the law. Where this is the case the ACC will comply with its responsibilities to inform the relevant authorities.

ACC members, paid employees and volunteers who suspect, or are victims of, harassment, discrimination, bullying are to raise the issue with the Club (see 'Reporting and Responding to Complaints' below).

## **8. INCLUSIVE PRACTICES**

Our club is welcoming and seeks to include members from all areas of our community.

### **8.1 People with a disability**

Where possible we include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### **8.2 People from diverse cultures**

We support and respect people from diverse cultures and religions to participate in our club and where possible accommodate requests for flexibility (e.g. modifications to uniforms).

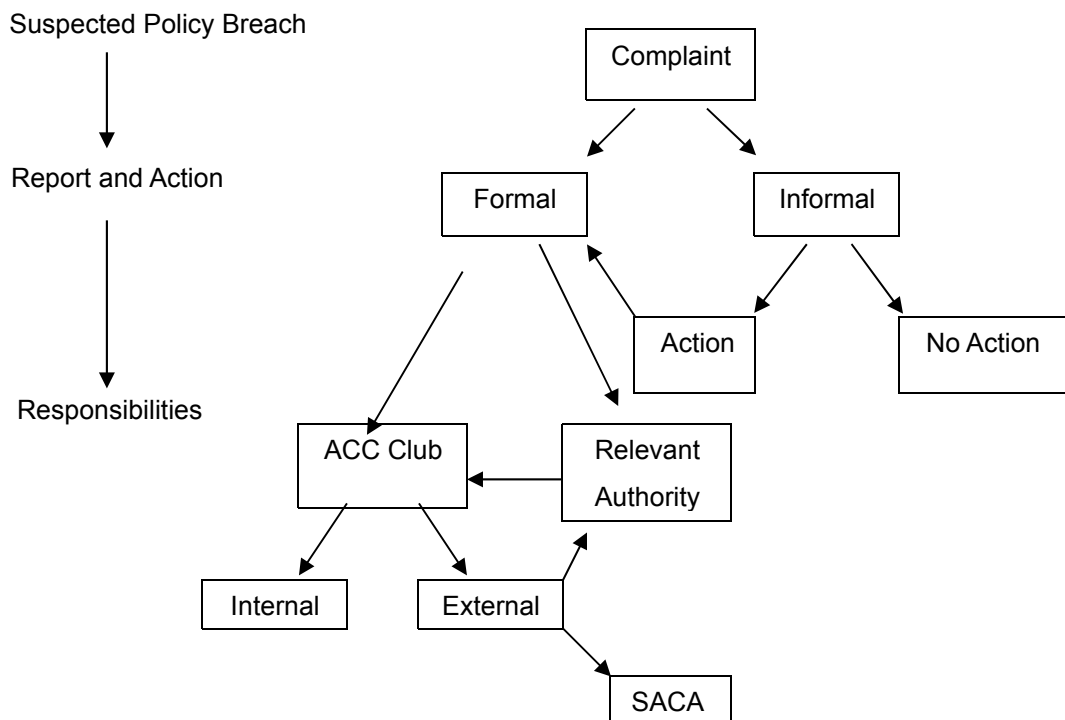
### 8.3 Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

## 9. REPORTING AND RESPONDING TO COMPLAINTS

### 9.1 Procedural Structure

The chart below provides an overview of the steps involved (for both individuals and the Club) in reporting and responding to suspected breaches of the ACC Member Protection Policy. It summarises the procedures that follow a complaint (from reporting a suspected breach of the ACC Member Protection Policy to the specific responsibilities of the Club and other relevant authorities). Details of the procedures follow.



The above chart indicates that:

- An individual can make a formal or informal complaint to the ACC with regard to a suspected breach of the ACC Member Protection Policy. All complaints are to be lodged with the ACC Member Protection Officer (hereafter: MPO).
- An informal report may take the form of a verbal conversation between the complainant and the MPO. It is possible that no further action will occur beyond this. However, after the conversation, either the complainant or the MPO may take action. Indeed, it is the responsibility of the MPO to act if he/she considers the suspected breach of policy to be sufficiently serious.
- A complainant may take action through the relevant government authority independent of the ACC.
- If the MPO deems that formal action by the Club is appropriate, then the MPO will (i) immediately lodge a report with the Club President and (ii) advise the President whether the Club should attend to the complaint internally, refer it to an external body (e.g SACA or the relevant government authority), or both. As promptly as possible after this, the Club will inform the person against whom the allegations are made of its decision.
- Serious complaints will be referred to bodies and authorities external to the ACC. If, for example, a complaint relates to suspected child abuse, sexual assault or other criminal activity, then the Club will immediately inform the police and/or relevant government authority as well as SACA.

## **9.2 Dealing with Complaints Internally**

The ACC takes all complaints about on and off-field behaviour seriously. All complaints will be addressed according to principles of procedural fairness (natural justice), that is:

- both the complainant and the person the complaint is made against (respondent) will be given full details of the original complaint and subsequent responses.
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

The ACC will manage and attend initially to all complaints through its MPO. It is the MPO who will normally be the first point of contact for people wishing to discuss a complaint, lodge a complaint, or seek clarification on matters of member protection. ACC members and others are to encourage individuals with a complaint, or who have queries about member protection, to approach the MPO.

When a complaint is received, the MPO will discuss it with the complainant and:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available open to them and the Club to resolve the problem;
- take clear and careful notes.

Upon receiving a complaint and discussing it with the complainant the MPO will, where appropriate, notify the Committee of Management and seek its advice on the appropriate course of action. The MPO may deem it appropriate at this stage to maintain the anonymity of any individuals involved the suspected breach of policy.

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

- supporting the complainant in talking to the person or persons against whom the complaint is made
- 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 SACA or from an appropriate external agency;

- referring the complaint to SACA or an appropriate external agency.

### **9.3 External Complaints**

In situations where a complaint is (i) referred to SACA or an external agency and (ii) an inquiry is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s);
- act in accordance with legislated responsibilities; and
- act on any recommendations provided by SACA or the relevant external agency.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

### **9.4 Disciplinary Measures**

The ACC will take disciplinary action against anyone found to have breached its Member Protection Policy. Any disciplinary measure imposed under our policy will be:

- applied consistent with any contractual and employment rules and requirements;
- fair and reasonable;
- based on the evidence and information presented and the seriousness of the breach;
- determined by our Constitution and By Laws.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;

- suspension or termination of membership, participation or engagement in a role or activity;
- a fine; or
- any other form of discipline that the Club considers reasonable and appropriate.

## 9.5 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by The ACC to SACA. Appeals must be based on either:

- a denial of natural justice or
- the grounds that the decision was not supported by the evidence presented and available to the ACC.

## 10. POLICY REVIEW

The Member Protection Officer position will be reviewed annually – or when deemed necessary by the Management Committee – at the second meeting of the Committee every season.

The Club’s Member Protection Policy will be reviewed annually – or when deemed necessary by the Management Committee – at the second meeting of the Committee every season to ensure it remains relevant, reflects the expectations of Club Members and meets legal requirements.

This policy was last reviewed on:	
Signed:	Signed:
Club Chairperson	Club Secretary
Date:	Date:
This policy will be reviewed again on:	



## 11. ATTACHMENTS

### **A: Related Policies**

- Smoke-Free Policy
- Heat Policy
- SACA Heat Policy
- Alcohol Management Policy
- Safe Transport Policy

### **B: Codes of Behaviour**

- Coaches Code of Behaviour
- Players Code of Behaviour
- Parents Code of Behaviour

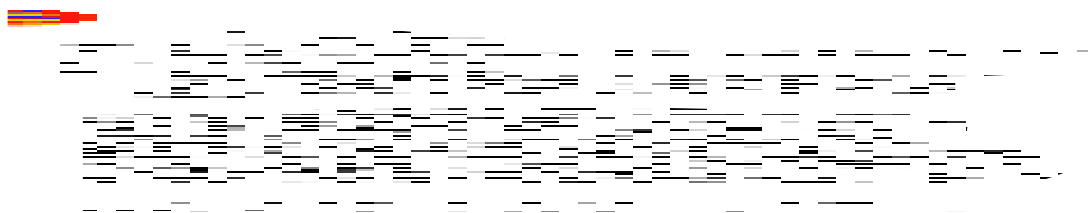
### **C: Member Protection Declaration**

### **D: Reporting Forms**

- Breach of Member Protection Policy

## 11.1 **Attachment A: Related Policies**

- Smoke-Free Policy
- Heat Policy
- SACA Heat Policy
- Alcohol Management Policy
- Safe Transport Policy



# Adelaide Cricket Club

## Smoke-Free Policy

The Adelaide Cricket Club recognises that passive smoking is hazardous to health and that non-smokers should be protected from exposure to environmental tobacco smoke.

Accordingly, the following policy applies to all players, coaches, officials, members, club visitors, club facilities, club functions and other activities undertaken by the club.

### General

#### Sale of Tobacco

Cigarettes and other tobacco products are not to be sold (including from vending machines) at any time, at or by the club.

#### Coaches, Players and Officials

Coaches, players, officials and volunteers will refrain from smoking while acting in an official capacity for the club, both on and off the field.

### Facilities

All club facilities are to be completely smoke-free. These facilities include:

Indoor areas:

- Administration areas, meeting rooms, social rooms, bars, dining, eating and other office areas.

- Change rooms, utility rooms, medical rooms, storage rooms, property rooms, toilets and showers.
- Under-roof spectator viewing areas.

Outdoor areas:

- Stages and seated areas.
- Dining, catering and bar areas.
- Smoking does not occur within a 10 metre radius of entry / exit points to seated areas, toilets, change rooms, food outlets, bars, thoroughfares and playing areas.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke-free areas at club facilities.

\* All designated smoking permitted areas will be signed and communicated to club members and patrons.

\* Leasing of club facilities will be conditional that lessee abides by the Adelaide Cricket Club's smoke-free policy. The club facilities will remain smoke-free during the period of the lease.

<b>Functions</b>
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All club functions, including social and official events (competitions, dinners, fundraising events and meetings – both senior and junior) will be smoke-free.

All club functions held away from the club facilities are to be completely smoke-free (where the Adelaide Cricket Club has control of the venue) and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed. Venue management will be asked to:

- remove all ashtrays from venue where function is to be held
- enforce the smoke-free policy during the function
- not sell cigarettes (including those from vending machines) at any time during the function.

<b>Policy Communication / Promotion</b>
---

Effective communication of club smoke-free policy is vital in establishing its acceptance by our patrons, in minimising policy breaches and in developing a smoke-free culture.

The club will promote it's smoke-free policy regularly by:

- publishing a copy of the policy in club newsletters, on club notice boards and in printed member/player information
- displaying a copy of the policy in the club social rooms
- ensuring invitations and advertising for all functions, meetings and events will be promoted as smoke-free.
- periodic announcements to members at functions.
- placing non-smoking signage in prominent locations of club facilities both indoors and outdoors.

All Committee Members, coaches, players and volunteers will be provided with an up-to-date copy of the club's smoke-free policy and will be requested to abide by, promote and monitor it's implementation.

<b>Non-compliance</b>
-----------------------

All Committee Members and other individuals identified by the Club will monitor the smoke-free policy. Any non-compliance will be handled according to the following process:

- explain the club policy to the person/people breaching the policy. Ask the person or people to either move to an area where smoking is permitted or to stop smoking.
- continued non-compliance with the policy should be handled by the club committee member or other identified club personnel using their discretion to decide the appropriate action to be taken. Action may include asking the person/ people to leave the club facilities or function.

<b>Policy Review</b>
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This policy will be reviewed annually to ensure it remains relevant, practical and that it reflects community expectations and legal requirements.

Policy last reviewed on ..... **(date)**

Signed  
Club Chairperson

Signed  
Club Secretary

Next Policy review on ..... **(date)**



# Adelaide Cricket Club

## Heat Policy

This policy is to be read in conjunction with The South Australian Cricket Association's (SACA) Heat Policy. It applies to all Adelaide Cricket Club (ACC) players, coaches and officials. The purpose of this policy is to ensure that no participant suffers significant health damage due to participating in hot conditions. Participating in hot conditions will affect different individuals to different extents and in differing ways. Factors that can influence the effect on different individuals include:

- The individual's level of fitness and general health
- The preparation the individual has undertaken in the lead-up to a match or training session.
- Whether, and to what degree, the individual has participated in physical activity in the days prior to a match or training session.
- The measures a participant takes to ensure proper rehydration during and after participating.
- The age of the individual

Ensuring the safety of individual participants is the joint responsibility of the ACC and the individual participants themselves. Specifically:

**It is the responsibility of the Adelaide Cricket Club to:**

- Ensure that players, coaches, parents and club officials are aware of the SACA and ACC heat policies, and their related responsibilities.
- Ensure that all ACC players, coaches, parents and match officials are given written copies of this policy and the Sports Medicine Australia (S.A. Branch) publication "*Drink Up.*" [© SMA SA Branch 2000].
- Ensure that players, coaches, parents and club officials are aware of their

responsibilities in regard to preparing themselves, and preparing others, for playing in hot conditions.

- Ensure that players, coaches, parents and club officials are aware of their responsibilities in regard to withdrawing themselves, or those for whom they are responsible, from conditions of undue risk.
- Monitor participants and ensure that individuals at particular risk do not take part in conditions in which they are at undue risk.
- Place no pressure on any participant to refrain from withdrawing from all, or part of, any match, or practice session for health reasons.
- Ensure participants have every opportunity under the Laws and Bylaws to rehydrate during and after participation.

**It is the responsibility of individuals to:**

- Read and understand this heat policy and the guidelines in the Sports Medicine Australia (SA Branch) publication *“Drink Up.”* [© SMA SA Branch 2000].
- Follow the recommendations in *“Drink Up.”* before, during and after participation.
- In conjunction with ACC coaches, parents and officials to assess their own susceptibility to heat stress, using the factors outlined in this and the SACA policy.
- Withdraw, or withdraw a participant for whom you are responsible, from a match or practice session if you assess the health risk of continuing to be unacceptable.
- Immediately inform an ACC coach, parent or official if they they start to feel any of the symptoms of heat injury as listed in *“Drink Up”*.

<b>Policy Review</b>
----------------------

This policy will be reviewed annually to ensure it remains relevant, practical and that it reflects community expectations and legal requirements.

Policy last reviewed on ..... **(date)**

Signed  
Club Chairperson

Signed  
Club Secretary

Next Policy review on ..... **(date)**

## SACA Heat Policy

Available: [http://www.prospectcricketclub.org.au/\\_files/SACA\\_heat\\_policy.pdf](http://www.prospectcricketclub.org.au/_files/SACA_heat_policy.pdf)

### ***Introduction***

This policy applies to players, umpires and club/SACA officials. For conciseness, these are referred to hereafter as “participants”. The purpose of this policy is to ensure that no participant suffers significant health damage due to participating in hot conditions.

Participating in hot conditions will affect different individuals to different extents and in differing ways. Factors that can influence the effect on different individuals include:

- The individual’s level of fitness and general health.
- The preparation the individual has undertaken in the lead-up to the match.
- Whether, and how much, the individual has participated in cricket (or other strenuous activities) in the days prior to the day of the match he is now participating
- The measures the participant takes to ensure proper rehydration during and after participating
- The age of the individual.

The responsibility for ensuring the safety of individual participants is primarily the responsibility of Clubs and the individuals themselves. The SACA provides the guidelines in this policy, and makes specific directions and provisions in this policy and the Bylaws, to ensure Clubs and Participants are aware of their responsibilities and have the opportunity to avoid unnecessary risk to individuals.

The SACA has provisions to cancel play on specific days in any match. Matches will not be cancelled on the basis of the least fit participant, or a participant who may have played in another match or matches in the days prior to the match under consideration, to the detriment of the game and the majority of participants. Individuals have a responsibility to withdraw from participating if their particular circumstances (such as those outlined above) place them at an unacceptable level of risk; Clubs also have a responsibility in this regard.

**No Person is forced by the SACA to participate in any match.**



### ***SACA Responsibilities***

- Prepare, publish and disseminate this policy, and the Sports Medicine Australia (S.A. Branch) publication “*Drink Up.*” [© SMA SA Branch 2000] in sufficient quantities for Clubs and to provide copies to all players.
- Provide guidelines and directions to Clubs and Participants.
- Cancel matches in Grade when a combination of conditions leads to an undue risk of heat illness to a significant proportion of participants in that Grade.
- Establish and apply guidelines as to when such cancellations shall be made, and establish a group who shall make such determinations
- Ensure the Bylaws and playing conditions permit proper health care during matches.

### ***Club Responsibilities***

- • Ensure Club, team and match officials are aware of this policy, and their responsibilities under it
- • Ensure that all Participants are given written copies of this policy and the Sports Medicine Australia (S.A. Branch) publication “*Drink Up.*” [© SMA SA Branch 2000].
- Ensure that individuals are aware of their own responsibilities in regard to preparing themselves for playing in hot conditions, and to withdraw if they are at an undue risk due to individual circumstances.
- Monitor participants and ensure that individuals at particular risk (due, for example, to having played in hot conditions over a number of preceding days, or to having a fitness level lower than most) do not take part in conditions in which they are at undue risk.
- Place no pressure on any participant to refrain from withdrawing from any match, or day of a match, or part of a day, for health reasons.
- Ensure participants have every opportunity under the Laws and Bylaws to rehydrate during and after participation.

### ***Individual Responsibilities***

- • Read and understand this heat policy and the guidelines in the Sports Medicine Australia (S.A. Branch) publication “*Drink Up.*” [© SMA SA Branch 2000].
- Follow the recommendations in “*Drink Up.*” before, during and after participation.

- In conjunction with your Club, assess your own susceptibility to heat stress, using the factors in the Introduction to this policy.
- Withdraw from participation if you or your Club assesses your risk level to be unacceptable.
- Immediately inform Club officials and/or seek assistance should you start to feel any of the symptoms of heat injury as listed in “*Drink Up*”.

### ***Guidelines for Umpires***

The Bylaws provide for drinks to be taken more than twice per session in excessively hot weather. The number of drinks breaks in a session may be increased, provided only that the periods of play between drinks, or between and interval and drinks, are not less than 35 minutes. As a guide, the weather may be considered to be excessively hot when it is 37°C or higher, or 34°C or higher in Under-age matches (including Ray Sutton Shield matches). The estimated maximum should be used as a guide; however, drinks should not be taken as frequently as these guidelines permit when unnecessary (e.g. the day is cooler than predicted, or a significant breeze is present and/or humidity levels reduce the severity of the conditions).

### ***Appendix 1: Relevant Bylaws and Playing Conditions – Excessive Heat***

#### **Heat Policy:**

Bylaw (A15) Heat Policy

The Cricket Committee shall approve a heat policy to apply in the Competitions under these Bylaws. This heat policy shall include guidelines for the abandonment (under Bylaw D13.5) of matches, and for conduct and preparation of players during hot conditions. Clubs shall provide to all players such details of this policy as the policy itself shall direct.

#### **Drinks:**

Law 15.9 of The Laws of Cricket provide for drinks breaks to be taken on the field. Bylaws (D3.5) and (P1) make significant additional provisions as shown below:

(D3.5) In hot weather, it shall be permissible with the approval of the Umpires for drinks to be taken twice in each session, and in excessively hot weather, drinks breaks may be arranged such that periods of play between intervals (including drinks) are reduced to not less than 35 minutes. In addition, any player(s) whom an Umpire considers is indisposed or unduly affected by the heat shall be permitted to receive a drink between overs or at any other break in play, provided the time taken is minimised, and that the Umpires are entirely satisfied that no time is deliberately wasted. (P1) Drinks - an individual player may

be given a drink either on the boundary edge or at the fall of a wicket, on the field, provided that no playing time is wasted. No other drinks shall be taken onto the field without the permission of the Umpires. Any player taking drinks onto the field shall be dressed in proper cricket attire.

The effects of the Law and Bylaws are:

- Under normal circumstances, a drinks break will be scheduled mid-way through each session of play.
- In hot weather, two drinks breaks may be taken in a session (subject to the 35 minute restriction below).
- In exceptionally hot weather, drinks breaks may be scheduled as frequently as required subject to the overall minimum period of play between two drinks breaks, or between a drinks break and the start or conclusion of an off-the-field interval, being 35 minutes.

Examples: in a session of play of 110 minutes, two drinks break may be scheduled, giving “sub-sessions” of 37 minutes each; in a session of 150 minutes, three drinks breaks could be scheduled giving sub-sessions of 37½ minutes each. In a session of 3 hours, up to 4 drinks breaks could be scheduled. Exceptionally hot weather is not defined solely in terms of temperature; humidity, air movement, the age of the participants, and other factors, should also be considered. Any player who is indisposed may be permitted such drinks as are necessary.

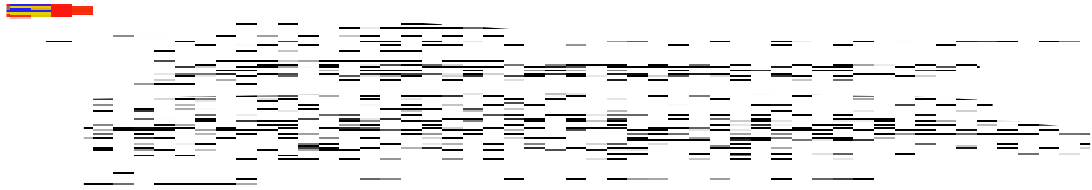
In addition, prevailing customs permit:

- Players may have a drink on the boundary at any time (subject to normal rules preventing players leaving and returning to the field of play, and preventing foreign objects on the field during play) provided no time is wasted.
- Individual participants may have a drink on the field at any time when a break in play occurs provided no time is wasted. The permission of the Umpires should be obtained.

**Cancellation:** Bylaw (*D13.5*) provides discretionary power to the Grade Cricket Co-ordinator to cancel play in all matches on a particular day due to excessive heat.

**Over Limits per Bowler:** Bylaw (*P2*) limits the number of overs a fast or medium pace bowler aged under 19 (at September 1st in the current season) may bowl in a day, and without a rest between spells.

**Number of Players in Team:** Bylaw (*D10*) provides for the use of 12 players per team in Under Age matches, which allows players to be rested and interchanged to assist in management of heat in those Grades.



# Adelaide Cricket Club

## Alcohol Management Policy

The Adelaide Cricket Club recognises that:

- Alcohol mismanagement and misuse can be hazardous to health resulting in alcohol-related harm to individuals.
- Every member, player, parent and visitor to the ACC has the right to enjoy a safe environment.
- As a holder of a liquor license it has a duty of care to all members, players and visitors enjoying the club's facilities.
- It is legally obligated to adhere to the Liquor Licensing Act 1997 and its Code of Practice.

Accordingly, this Policy applies:

- When alcohol is served by the Club, at the Club, or at off-site Club functions.
- To all members, players, coaches, parents, officials, and visitors.

### General

The club will ensure that:

- A current and appropriate Liquor License is maintained.
- The Liquor License and all legal signage will be displayed at the bar.
- The names of Responsible Serving of Alcohol (RSA) trained bar staff will be clearly displayed at the bar.
- Information posters about "Standard Drink measures" will be prominently displayed at the bar.
- An incident register will be maintained (behind the bar) and any incident will be recorded on the register.

### **Service of Alcohol**

- The club will serve alcohol according to the Liquor Licensing Act 1997 and the Code of Practice and will ensure:
- Only Responsible Service of Alcohol (RSA) trained people will be permitted to serve alcohol
- The club does not encourage excessive or rapid consumption of alcohol, and thus will not conduct :
  - happy hours (unless conditions are approved by the GOOD SPORTS program)
  - cheap drink promotions (unless conditions are approved by the GOOD SPORTS program)
  - drinking competitions
  - “all you can drink” functions
  - alcohol only player awards or raffle prizes
  - alcohol only drink vouchers.
- When serving non pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be served at all times.

### **Underage Drinking**

- Alcohol will not be served to persons aged under 18 years.
- The consumption of alcohol by persons under 18 years is not permitted.
- Servers and committee members will ask for proof of age whenever the age of a patron requesting alcohol is in doubt.
- Only the following current photographic Identification (ID cards) will be accepted as proof of age:
  - Driver’s License
  - Keypass card
  - Proof of Age Card
  - Passport

### **Alcohol Alternatives**

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol. In particular:

- Tap water will be provided free of charge.
- At least four non-alcoholic drinks and one low-alcohol drink option will always be available and priced at least 10% cheaper than full strength drinks.

- “Substantial food” is available when the bar is open for more than 90 minutes or more than 15 people are present. “Substantial” food is not potato crisps, dips or biscuits but does include:
  - Pies, pasties, and sausage rolls
  - Toasted Sandwiches
  - BBQ
  - Kitchen meals

### **Safe Transport**

The club recognises that drink-driving is illegal and hazardous to both the wider community and potential offender/s. Accordingly, the Club has a Safe Transport Policy that operates in conjunction with this Alcohol Management Policy.

### **Policy Communication / Promotion**

The club will promote this Alcohol Management Policy by:

- Providing details of the Policy in printed material distributed to members, players and parents.
- Displaying relevant details of the Policy in the Club bar, as well as other places deemed positive to the promotion of safe consumption of alcohol.
- Periodic announcements to members, players and parents at Club events and functions.
- Having a copy of the Policy available at the bar.

### **Intoxicated Persons**

- Alcohol will not be served to any person who is intoxicated or drunk
- Servers will follow RSA training procedures when refusing service to an intoxicated patron.
- If a patron becomes intoxicated (and is not putting other patrons at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- If a patron becomes intoxicated (and is putting other patrons at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available).

### **Unacceptable Behaviour and Non-Compliance**

All Club committee members and other identified Club personnel are responsible for the implementation and monitoring of the Alcohol Management Policy. In the first instance,

any behaviour deemed, by a committee member or other person identified by the Club, to be dangerous or generally unacceptable, will have that behaviour brought to the attention of the person/people engaging in that behaviour. Whether the person is, or people are, intoxicated or not, the committee member, or other person identified by the Club, will:

- Explain to the person/people in question the responsibility the Club has in upholding its Alcohol Management Policy
- Bring to their attention the section of policy to which they are not complying
- Ask them to cease their behaviour.

If the unacceptable behaviour continues the committee member, or other identified person, will follow the following steps:

1. Refuse to serve alcohol to the offending person or persons. If intoxicated, they can be offered an alcohol alternative, food and (where deemed appropriate) transport home as per the Club's Safe Transport Policy.
2. Ask the person/persons to leave the premises immediately. If intoxicated, provide them with transport options as per the Club's Safe Transport Policy.
3. If the offender, or offenders, fail to leave the premises upon request
  - (a) they will be **warned** that the Police will be called
  - (b) the Police **will** be called to remove them
  - (c) the offender, or offenders, will be barred from the Club for a period of time at the discretion of the Club Management Committee.

All incidents of the above steps will be recorded in the Club Incident Register.

<b>Policy Review</b>
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This policy will be reviewed annually to ensure it remains relevant, practical and that it reflects community expectations and legal requirements.

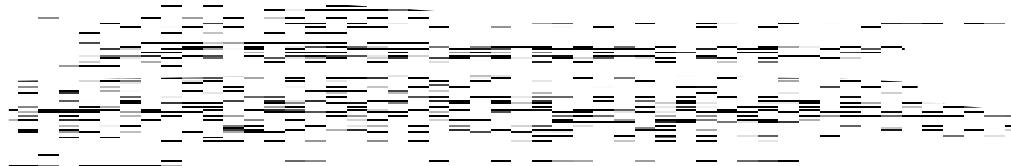
Policy last reviewed on ..... **(date)**

Signed  
Club Chairperson

Signed  
Club Secretary

Next Policy review on ..... **(date)**





# Adelaide Cricket Club

## Safe Transport Policy

This Policy is to be interpreted and applied in conjunction with the Adelaide Cricket Club's Alcohol Management Policy. In particular, it aims avoid any incidents as people travel to, or from, the Club and its events where alcohol has been consumed.

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be clearly displayed
- In specific cases, where a designated driver nominated by the Club has accepted the responsibility to drive others home safely, the Club will provide non-alcoholic drinks and bar food free of charge to that person.
- Bar servers will be provided non-alcoholic drinks and bar food free of charge by the Club.

<b>Policy Review</b>
----------------------

This policy will be reviewed annually to ensure it remains relevant, practical and that it reflects community expectations and legal requirements.

Policy last reviewed on ..... **(date)**

Signed  
Club Chairperson

Signed  
Club Secretary

Next Policy review on ..... **(date)**

## Attachment B: CODES OF BEHAVIOUR

- Coaches Code of Behaviour
- Players Code of Behaviour
- Parents Code of Behaviour



# Adelaide Cricket Club

## Coaches Code of Behaviour

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and Spirit of Cricket and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience.
- Avoid overplaying the talented players; all young players need and deserve equal time, attention and opportunities.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage your players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the players' skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

The Adelaide Cricket Club is a smoke-free organisation. All coaches, players, officials and volunteers will refrain from smoking while acting in an official capacity for the club, both on and off the field.



# Adelaide Cricket Club

## Players Code of Behaviour

- Play by the rules.
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
- Control your temper. Verbal abuse of officials, sledging other players and/or deliberately distracting or provoking an opponent, is unacceptable behaviour and is not permitted in cricket.
- Work equally hard for yourself and your team-mates. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

The Adelaide Cricket Club is a smoke-free organisation. All coaches, players, officials and volunteers will refrain from smoking while acting in an official capacity for the club, both on and off the field.



# Adelaide Cricket Club

## Parents Code of Behaviour

- Do not force an unwilling child to participate in cricket.
- Remember, children are involved in cricket for their enjoyment, not yours.
- Encourage your child to play by the rules.
- Focus on the child's efforts and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best by example. Appreciate good performances and skillful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

The Adelaide Cricket Club is a smoke-free organisation. All coaches, players, officials and volunteers will refrain from smoking while acting in an official capacity for the club, both on and off the field.

**11.2 Attachment B: MEMBER PROTECTION DECLARATION**

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... (name)

Of..... (address)

born ...../...../.....

sincerely declare:

- I do not have any criminal charge pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence [you may choose to add other crimes you consider relevant e.g. narcotics].
- I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving For example: child abuse, sexual misconduct or harassment, and other forms of harassment or acts of violence.
- To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
- I will notify the President of the Adelaide Cricket Club immediately upon becoming aware if any of the matters set out in the above four points change.

Signature .....

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

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

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

Name:.....

Signature:.....

Date: .....

### 11.3 **Attachment C: REPORTING FORMS**

- Breach of Member Protection Policy

Breach of Member Protection Policy

**BREACH OF MEMBER PROTECTION POLICY**

**RECORD OF COMPLAINT**

Name of person receiving complaint		Date:     /     /
Complainant's Name	Over 18	Under 18
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
Name of person complained about	Over 18	Under 18
Person complained about role/status in Club	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
Location/event of alleged issue		



<p>Description of alleged issue</p>			
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p>Harassment or Sexual/sexist methods</p> <p>Sexuality</p> <p>Race abuse</p> <p>Religion</p> <p>Pregnancy decision</p> <p>Other .....</p>	<p>Discrimination Selection dispute</p> <p>Personality clash</p> <p>Bullying</p> <p>Disability</p> <p>Child Abuse</p>	<p>Coaching</p> <p>Verbal abuse</p> <p>Physical</p> <p>Victimisation</p> <p>Unfair</p>
<p>What the complainant wants to happen to fix issue</p>			

Information provided to complainant	
Resolution and/or action taken	
Follow-up action	