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# ASPENDALE CRICKET CLUB

# MEMBER PROTECTION POLICY

## v.1 (May 2021)



## Contents

1. Introduction
2. Purpose of Our Policy
3. Who Our policy applies to
4. Extent of our policy
5. Club responsibilities
6. Individual Responsibilities
7. Protection Of Children
  - a. Child Protection
  - b. Identifying and analyzing risks of harm
  - c. Developing codes of conduct for Adults and Children
  - d. Choosing suitable employees and volunteers
  - e. Support, Train, Supervise and Enhance Performance
  - f. Report and respond appropriately to suspected abuse and neglect
  - g. Supervision
  - h. Transportation
  - i. Taking images of Children
8. Discrimination, Harassment and Bullying
  - a. Discrimination
  - b. Harassment
  - c. Bullying
9. Inclusive practices
  - a. People with a disability
  - b. People from diverse cultures
  - c. Sexual and gender identity
10. Responding to complaints
  - a. Complaints
  - b. Complaints handling process
  - c. Disciplinary Sanctions
  - d. Appeals
11. Education
12. Review



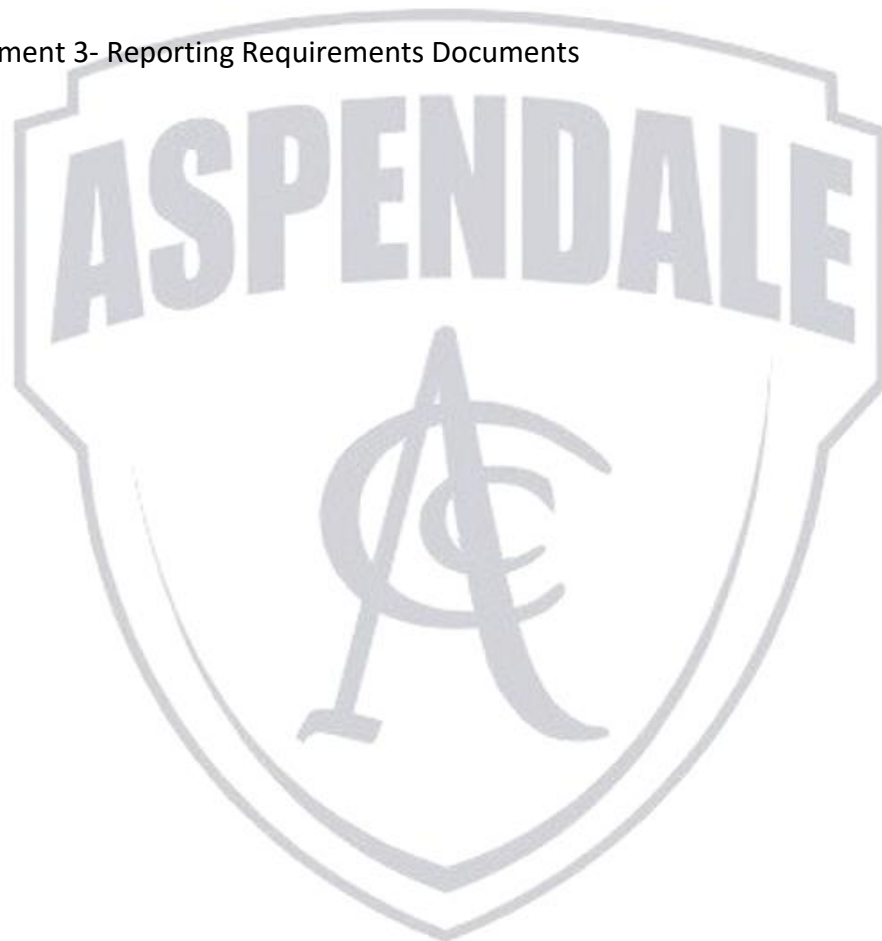
Attachment 1- Member Protection Declaration

Attachment 1.2- Working with Children Check Requirements

Attachment 2- Codes of Behaviour

- a. General codes of behavior
- b. Administrator code of behavior
- c. Coach code of behavior
- d. Junior Player code of behavior
- e. Senior player code of behavior
- f. Umpire code of behavior
- g. Parent/Guardian code of behavior

Attachment 3- Reporting Requirements Documents





## 1. INTRODUCTION

The Aspendale Cricket Club (ACC) formed in 1949; Competes in the Cricket Southern Bayside (CSB) and South Eastern Cricket Association (SECA).

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

## 2. PURPOSE OF OUR POLICY

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

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

Our policy informs everyone involved in our Club of their ethical rights and responsibilities and the standards of behavior 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 paid or unpaid/voluntary capacity and includes:

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



#### 4. EXTENT OF OUR POLICY

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

#### 5. CLUB RESPONSIBILITIES

We will:

- Adopt, implement and comply with this policy;
- Appoint a Member Protection Information Officer (MPIO) and undertake online training delivered by “Play by the rules”;
- Ensure that this policy is enforceable;
- Publish, distribute and promote this policy and the consequences of any breaches of this policy;
- Promote and model appropriate standards of behavior 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;
- Recognize and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- Review this policy annually; and
- Seek advice from and refer serious issues to our association (CSB and SECA), Cricket Victoria and Cricket Australia.

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



## 6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with our Club must:

- Make themselves aware of the contents of this policy;
- Comply with all relevant provisions of this policy, including the standards of behavior 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 behavior;
- 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 behavior; and
- Comply with any decisions and/or disciplinary measures imposed under this policy.
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## 7. PROTECTION OF POLICY

### a. Child Protection

The Aspendale Cricket Club is committed to the safety and wellbeing of children and young people who participate in our Clubs activities or use our services. We support the rights of the child and will 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.

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

### b. Identifying and Analysing Risks of Harm

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

### c. 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 behavior between children.

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

**d. Choosing Suitable Employees and Volunteers**

The Aspendale Cricket Club will ensure that the organization 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 minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Aspendale Cricket Club will ensure that Working With Children Check assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained, information will be dealt with confidentially and in accordance with relevant legal requirements. (See attachment 1.2)

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

The Aspendale Cricket Club 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.

**f. REPORT AND RESPOND APPROPRIATELY TO SUSPECTED ABUSE AND NEGLECT**

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

In addition to any legal obligations, if any person believes that another person or organization 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 triple zero (000), notifying police immediately.

**g. SUPERVISION**

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

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

**h. TRANSPORTATION**

Parents and/or guardians are responsible for organizing transportation of their children to and from club activities. (e.g. training and games). Parent and/or Guardian will need to notify the appropriate administrator who will be dropping off and/or collecting their children from club activities if they are unable to do so.

**i. TAKING IMAGES OF CHILDREN**

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

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

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like as this can be used by pedophiles or other persons to "groom" a child.

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





## 8. DISCRIMINATION, HARASSMENT AND BULLYING

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

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

### a. DISCRIMINATION

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

Discrimination includes both direct and indirect discrimination:

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

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

### b. HARASSMENT

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

The offensive behavior does not have to take place a number of times, a single incident can constitute harassment,

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

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



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

- Gender
- Race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- National extraction or social origin;
- Marital status, relationship status, identity of spouse or domestic partner;
- Pregnancy, potential pregnancy, breastfeeding;
- Family or carer responsibilities, status as a parent or carer;
- Age;
- Religion, religious beliefs or activities;
- Lawful sexual activity;
- Sexual orientation and gender identity;
- Profession, trade, occupation or calling;
- Irrelevant criminal record, spent convictions;
- Irrelevant medical record;
- Member of association or organization of employees or employers, industrial activity, trade union activity;
- Physical features;
- Disability, mental or physical impairment;
- Defense service; and
- Personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

### c. BULLYING

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

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

Whilst generally characterized by repeated behaviours, one off instances can amount to bullying.

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



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

Bullying includes cyber-bullying which occurs through the use of technology. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

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

## 9. INCLUSIVE PRACTICES

Our club is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

### a. People with a disability

The Aspendale Cricket Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments to enable modification.

### b. People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility.

### c. Sexual and general identity

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



## 10. RESPONDING TO COMPLAINTS

### a. Complaints

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

- All complaints will be taken seriously;
- The 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 considered;
- Decisions will be unbiased; and
- Any penalties imposed will be reasonable.

Most serious of complaints may be escalated by the MPIO to the CSB, SECA, Cricket Victoria or Cricket Australia.

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

### b. COMPLAINT HANDLING PROCESS

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

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

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

- Supporting the person complaining to talk to the person being complained about;
- Bringing all people involved in the complaint together to talk objectively through the problem;
- Gathering more information (e.g. from other people that may have seen the behaviour);
- Seeking advice from our district, state and/or national body;



- Referring the complaint to the judicial committee at first instance if required, or to the CSB and/or SECA for first instance or to Cricket Victoria if the matter is a serious or criminal complaint.  
In situations where a serious or criminal complaint is referred to CSB/SECA or Cricket Victoria and an investigation is conducted, the Club will:
- Co-operate fully with the investigation;
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- Act on our State or Territory Cricket Association's recommendations.

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

#### c. **DISCIPLINARY SANCTIONS**

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

- Be applied consistent with any employment or volunteering rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined by our constituent documents, by-laws and the rules of the game.

Possible sanctions that may be taken include:

- A direction that the individual makes verbal and/or written apology;
- A direction that the individual undertakes and complete a course (such as those offered by Play by The Rules);
- Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club;
- Suspension or termination of membership, participation or engagement in a role or activity;
- A fine; or
- Any other form of discipline that our Club considers reasonable and appropriate.



**d. APPEALS**

The complainant or respondent may be entitled to lodge an appeal against any decision made in relation to a complaint to our State or Territory Cricket Association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by-laws.

A decision where disciplinary sanctions are imposed by our Club can be appealed in writing with 48 hours.

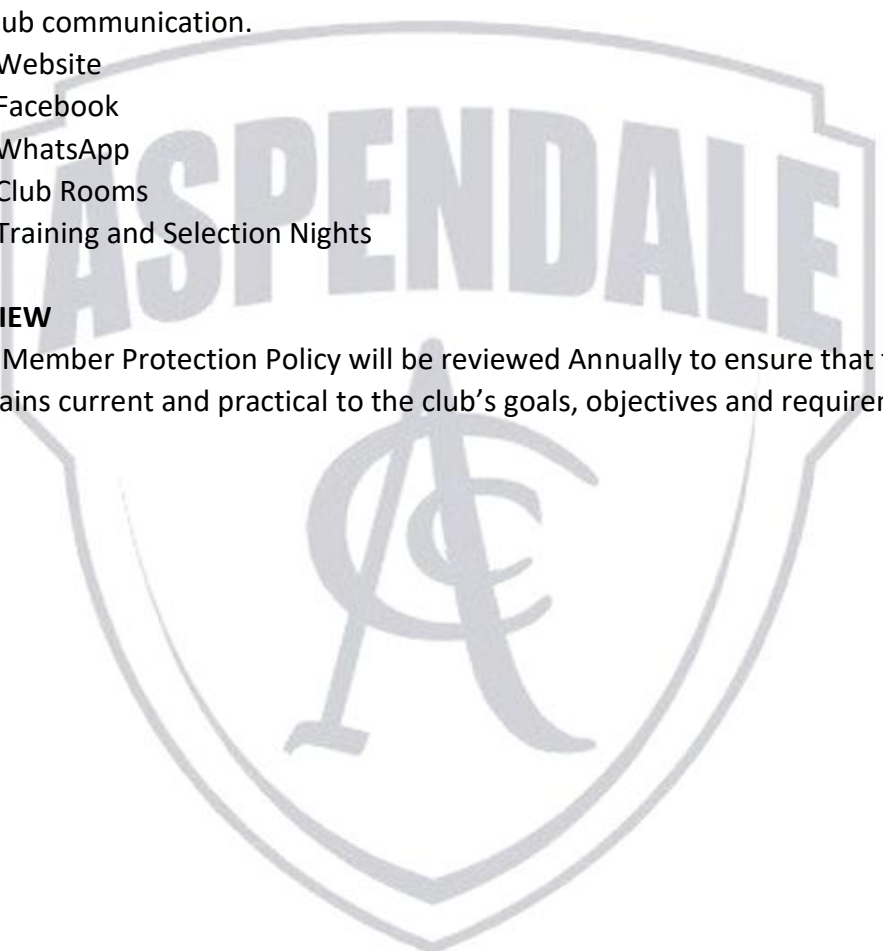
**11. EDUCATION**

Aspendale Cricket Club will continue to provide awareness of the policy via all forms of club communication.

- Website
- Facebook
- WhatsApp
- Club Rooms
- Training and Selection Nights

**12. REVIEW**

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





**Attachment 1- Member Protection Declaration**

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

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

..... (address) born ...../...../.....

Sincerely declare:

- a) I do not have any criminal charge(s) pending before any court.
- b) I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence, fraud or any drug offences.
- c) I have not had any disciplinary proceedings brought against me by an employer, sporting organization or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence, fraudulent acts or drug offences.
- d) To my knowledge there is no matter that the Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
- e) I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses (a) to (d) above has changed.

Declared in the state of Victoria on ...../...../..... (date)

Signature .....

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

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

Name ..... Signature .....

Date ...../...../.....



## ATTACHMENT 1.2- WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

- A) Criminal history checks;
- B) Signed declarations;
- C) Referee checks; and
- D) Other relevant background checks to assess a person's suitability to work with children and young people.

Working with children check requirements vary across Australia.

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

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

The Department of Justice

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

Phone: 1300 652 879





## ATTACHMENT 2- CODES OF BEHAVIOUR

In regards to Code of Behaviour, the Aspendale Cricket Club adapts and complies with the CSB, SECA and Cricket Victoria's Codes of Behaviour and referred to here:

### a. GENERAL CODE OF BEHAVIOUR

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

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in dealing with others.
3. Be professional in, and accept responsibility for your actions.
4. Make a commitment to providing quality service.
5. Operate within the rules of the sport including state guidelines which govern Cricket Victoria, the Premier Clubs, the Community Cricket Peak Bodies, the Regions and Affiliated Clubs and Associations.
6. Do not use your involvement with a Premier Club, Community Cricket Peak Body, a Region or Affiliated Club and Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of Premier Clubs, Community Cricket Peak Bodies, Regions or Affiliated Clubs and Associations.
7. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Refrain from any behaviour that may bring the sport of Cricket, a Premier Club, Community Cricket Peak Body, a Region or Affiliated Club and Association into disrepute.
10. Provide a safe environment for the conduct of activity.
11. Show concern and caution towards others who may be sick or injured.
12. Be a positive role model.
13. Understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.
14. Act all times to protect and promote the sport of cricket in accordance with the spirit of Cricket



b. ADMINISTRATOR CODE OF BEHAVIOUR

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

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of your legal responsibilities.
6. Develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences.
7. Involve players in the planning, leadership, evaluation and decision making relating to the activity.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity level of participating players.
9. Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasise fair play in Cricket activities and games.
10. Where appropriate, distribute a Code of Behaviour sheet to coaches, players, umpires, parents, spectators and the media.
11. Protect and promote the sport of Cricket in accordance with the Spirit of Cricket.



### c. COACH CODE OF BEHAVIOUR

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

1. Operate within the rules and Spirit of Cricket and teach your players to do the same.
2. Remember that young people participate for pleasure and winning is only part of the fun.
3. Never ridicule or yell at a young player for making a mistake or not coming first.
4. Be reasonable in your demands on players' time, energy and enthusiasm.
5. Avoid overplaying the talented players; all young players need and deserve equal time, attention and opportunities.
6. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
7. 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.
8. 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.
9. Obtain appropriate qualifications and keep up to date with the latest Cricket coaching practices and principles of growth and development of young people. Be honest and ensure that qualifications are not misrepresented.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
11. Promote a climate of mutual support among your players. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
12. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
13. Determine, in consultation with the players, what information is confidential and respect that confidentiality.
14. Provide feedback to players in a caring sensitive manner to their needs. Avoid overly negative feedback.
15. Refrain from any form of personal abuse towards your players. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed toward your players from other sources while they are in your care. (Abide by Member Protection By-law).
16. Refrain from any form of harassment towards your players. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition. (Abide by Member Protection By-law).
17. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
18. Avoid situations with your players that could be construed as compromising. Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.



19. At all times use appropriate training methods which will benefit the players and avoid those which could be harmful. Ensure that the tasks, trainings, equipment and facilities are safe and suitable for age, experience, ability and physical and psychological conditions of the players.
20. Ensure the players time spent with you is a positive experience. All players are deserving of equal attention and opportunities. Provide training and game opportunities that ensure everyone has a reasonable chance to succeed and to improve/acquire skills and develop confidence.
21. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance. (Abide by the Cricket Victoria Anti-Doping Policy).
22. Recognize individual differences in players and always think of the player's long-term best interests.
23. Set challenges for each player which are both achievable and motivating.
24. Respect the fact that your goal as a coach for the player may not always be the same as that of the player. Aim for excellence based upon realistic goals and due consideration for the participant's growth and development.
25. At all times act as a role model that promotes the positive aspects of sport and of Cricket by maintaining the highest standards of personal conduct and projecting a favourable image of Cricket and of coaching at all times.
26. Recognize your player's rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
27. Do not exploit any coaching relationship or information gained through Cricket Victoria Programs, to further personal, political, or business interests.
28. Encourage players and coaches to develop and maintain integrity in their relationship with others.



d. JUNIOR PLAYER CODE OF BEHAVIOUR

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

1. Play by the rules and within the Spirit of Cricket.
2. Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in Cricket.
4. Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
6. Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, teammates and opponents. Without them there would be no competition.
8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Participate because you enjoy it, not just to please parents and coaches.
11. Participate fairly and safely.
12. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use.)
13. Respect and acknowledge the contribution of those who create the opportunity for you to play.
14. Respect your coach and train and play to the best of your ability and develop your participation in accordance with the Spirit of Cricket.



e. SENIOR PLAYER CODE OF BEHAVIOUR

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

1. Play by the rules and abide by the Spirit of Cricket.
2. Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in Cricket.
4. Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
6. Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Cooperate with your coach, teammates and opponents. Without them there would be no competition.
8. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
9. Refrain from conduct which could be regarded as sexual or other harassment.
10. Respect the talent, potential and development of fellow players and competitors.
11. Care and respect the uniform and equipment provided to you.
12. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
13. Conduct yourself in a responsible manner relating to language, temper and punctuality.
14. Maintain a high standard of personal behaviour at all times.
15. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
16. Cooperate with coaches and staff in relation to programs that adequately prepare you for competition.
17. Do not engage in practises that affect sporting performance (alcohol, tobacco and drug use.)



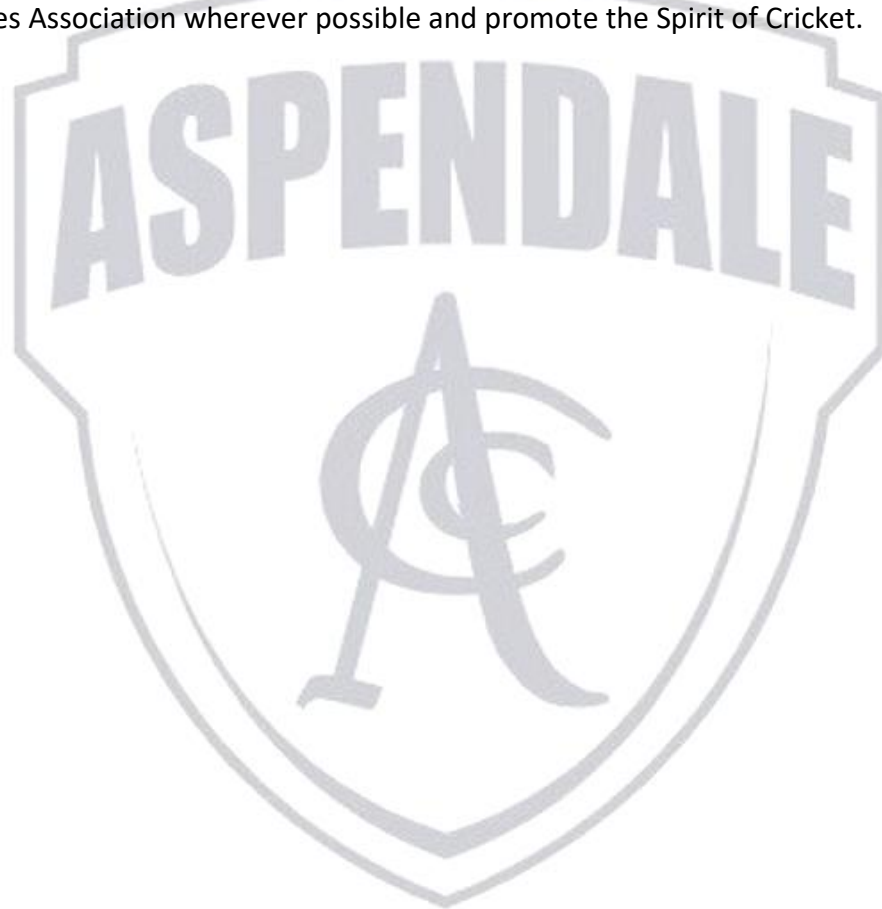
#### f. UMPIRE CODE OF BEHAVIOUR

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

1. Compliment and encourage all participants.
2. Be consistent, objective and courteous when making decisions.
3. Condemn unsporting behaviour and promote respect for all opponents.
4. Emphasise the spirit of the game rather than the errors.
5. Be a good sport yourself- actions speak louder than words.
6. Keep up to date with the latest available resources for umpiring and the principles of growth and development of young people.
7. Remember, you set an example. Your behaviour and comments should be positive and supportive.
8. Place the safety and welfare of participants above all else.
9. Treat all players with respect at all times.
10. Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring players play within the rules. Reasonable care consists of advising the players of illegal body movements, showing due diligence in detecting infringements and penalizing rule breakers.
11. Umpires must be impartial and maintain integrity in their relationship with other umpires, players and coaches.
12. Avoid situations which may lead to a conflict of interest.
13. Value the individual in sport. Ensure the players have the opportunity for discussion with you after the match.
14. Encourage inclusivity and access to all areas of officiating. Aim for excellence based upon realistic goals and due consideration for growth and development.
15. Be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of Cricket and umpiring at all times.
16. Refrain from any form of personal abuse towards players. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards the players from other sources while they are playing. (Abide by Member Protection By-law).
17. Refrain from any form of harassment towards players. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other conditions. (Abide by Member Protection By-law).



18. Show concern and caution towards ill and injured players. You should enforce the blood rule and apply procedures regarding ill or injured players according to the rule book. Common sense must be applied in all cases.
19. In accordance with ACB and Cricket Victoria guidelines, modify rules and regulations to match the skill levels and needs of young people.
20. Encourage and promote rule changes which will make participation more enjoyable.
21. Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.
22. Institute disciplinary procedures when necessary without fear or favour in accordance with the rules of the competition and the Spirit of Cricket.
23. Participate in ongoing training, be aware of rule changes, be a member of an Umpires Association wherever possible and promote the Spirit of Cricket.







#### g. PARENT/GUARDIAN CODE OF BEHAVIOUR

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

1. Do not force an unwilling child to participate in Cricket.
2. Remember, children are involved in Cricket for their enjoyment, not yours.
3. Encourage your child to play by the rules at all times.
4. Focus on the child's efforts and performance rather than winning or losing.
5. Never ridicule or yell at a child for making a mistake or losing a game. Positive comments are motivational.
6. Remember that children learn best by example. Appreciate good performances and skillful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
11. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
12. Support all efforts to remove verbal and physical abuse.
13. Be a model of good sports behaviour for children to copy.
14. Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
15. Support the use of age appropriate development activities and modified rules.
16. Do not undermine the efforts of coaches.
17. Encourage junior players to participate in the sport of cricket in a safe manner.



ATTACHMENT 3- REPORTING REQUIREMENTS DOCUMENT  
RECORD OF COMPLAINT

Name of person receiving complaint		Date
Complainant's name:		<input type="radio"/> Over 18 <input type="radio"/> Under 18
Complainant's contact details	Phone:  Email:	
Complainant's role/status in Club	<input type="radio"/> Administrator (volunteer) <input type="radio"/> Athlete/player <input type="radio"/> Coach/Assistant Coach <input type="radio"/> Official <input type="radio"/> Parent <input type="radio"/> Spectator <input type="radio"/> Other (detail):	
Name of person complained about		<input type="radio"/> Over 18 <input type="radio"/> Under 18
Person complained about role/status in Club	<input type="radio"/> Administrator (volunteer) <input type="radio"/> Athlete/player <input type="radio"/> Coach/Assistant Coach <input type="radio"/> Official <input type="radio"/> Parent <input type="radio"/> Spectator <input type="radio"/> Other (detail):	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds)	<input type="radio"/> Harassment <input type="radio"/> Discrimination <input type="radio"/> Sexual/sexist <input type="radio"/> Selection dispute	



<p>Can tick more than one</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Coaching methods</li> <li><input type="radio"/> Sexuality</li> <li><input type="radio"/> Personality clash</li> <li><input type="radio"/> Verbal abuse</li> <li><input type="radio"/> Race</li> <li><input type="radio"/> Bullying</li> <li><input type="radio"/> Physical abuse</li> <li><input type="radio"/> Religion</li> <li><input type="radio"/> Disability</li> <li><input type="radio"/> Victimization</li> <li><input type="radio"/> Pregnancy</li> <li><input type="radio"/> Child abuse</li> <li><input type="radio"/> Unfair decision</li> <li><input type="radio"/> Other (detail)</li> </ul>
<p>What they want to happen to fix the issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

Person filling out this report: ..... Signature: .....

Date: ...../...../.....



### 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)

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

All people working with Aspendale Cricket Club in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

#### Step 1: Receive the allegation

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

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

#### Step 2: Report the allegation

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

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

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



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

The President or MPIO will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children.

This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of Aspendale Cricket Club.

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

The President or MPIO in consultation with the State or Territory Cricket Association will consider what support services may be appropriate for the alleged offender.

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

