



***Mackay Whitsunday Cricket Inc***  
***MEMBER PROTECTION POLICY***

**VERSION 9.1 April 2016**

**18/01/2023**

**IMPORTANT NOTE:**

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

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

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## ***Mackay Whitsunday Cricket Inc Member Protection Policy***

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### **1. Introduction**

*Mackay Whitsunday Cricket Inc.'s (MWI) vision is to have more of tomorrow's cricket stars, born and raised in the Mackay/Whitsundays region than anywhere else in Australia. We want to unite the Mackay/Whitsunday community through cricket.*

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

The main objective of the Mackay Whitsunday Cricket Inc ("our", "us" or "we") Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities.

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

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

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents; and
- spectators.

### **4. Extent of Our Policy**

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

### **5. Club Responsibilities**

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to NQCA, Qld Cricket or Cricket Australia

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

## **6. Individual Responsibilities**

Everyone associated with our club must:

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

## **7. Protection of Children**

### **7.1 Child Protection**

Mackay Whitsunday Cricket Inc 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.

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

#### **7.1.1: Identifying and Analysing Risks of Harm**

Mackay Whitsunday Cricket Inc will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

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

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

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

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

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

Mackay Whitsunday Cricket Inc will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where

an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Mackay Whitsunday Cricket Inc will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

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

Mackay Whitsunday Cricket Inc will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

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

Mackay Whitsunday Cricket Inc will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

#### **7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect**

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

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

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

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

## **7.2 Supervision**

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

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

## **7.3 Transportation**

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

## **7.4 Taking Images of Children**

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

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

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

*We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.*

## **8. Discrimination, Harassment and Bullying**

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

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

### **8.1 Discrimination**

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

Discrimination includes both direct and indirect discrimination:

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

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

### **8.2 Harassment**

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

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

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

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

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

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;

- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

### **8.3 Bullying**

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

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

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

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

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

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

## **9. Inclusive practices**

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

*The following are examples of some of our inclusive practices.*

### **9.1 People with a disability**

*Mackay Whitsunday Cricket Inc will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.*

## **9.2 People from diverse cultures**

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

## **9.3 Sexual & Gender Identity**

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

## **9.4 Pregnancy**

*Mackay Whitsunday Cricket Inc is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.*

*We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.*

*We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with us. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.*

*If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).*

## **9.5 Girls playing in boys teams**

*If there is not a separate sex competition the [Club] will support girls playing in boys teams and all age groups.*

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



## 10. Responding to Complaints

### 10.1 Complaints

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

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

More serious complaints may be escalated to our relevant governing body.

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

### 10.2 Complaint Handling Process

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

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

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

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our *relevant governing body*; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our *relevant governing* association 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 *relevant governing* association's recommendations.

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

### 10.3 Disciplinary Sanctions

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

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

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

#### **10.4 Appeals**

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

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## Attachment 1.1: MEMBER PROTECTION DECLARATION

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Mackay Whitsunday Cricket Inc 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:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence or narcotics.
4. 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.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory of* .....  
on ...../...../.....(date) Signature .....

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

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

Name:.....

Signature:.....

Date: .....

## **Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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

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

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)

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

### **Queensland**

Contact the Queensland Government Blue Card Services

Website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Phone: 1800 113 611

### **Travelling to other states or territories**

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

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

The laws providing interstate exemptions are not consistent across Australia.

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

## **Attachment 2.1: TEAM MEMBERS CODE OF BEHAVIOUR**

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### **AS A TEAM MEMBER:**

- Compete by the competition conditions and rules.
- Never argue with the judge's, referee's, or umpire's decision.
- Control your temper- no criticism by word or gesture.
- Work equally hard for yourself and your team's performance will benefit and so will your own.
- Keeping of late hours will detract from your own and your team's performance.
- Be a good sport. Encourage and support all team members.
- Co-operate with your coach and fellow team members.
- Show respect for your opponents and their skill levels.
- Be friendly to all participants.
- Smoking, drinking of alcoholic beverages or the taking of non-prescribed drugs is strictly prohibited.
- Entering licenced premises unless under the direct supervision of the team officials, is strictly prohibited.

### **SOCIAL MEDIA:**

- **THINK BEFORE YOU POST!!!**
- Social media will not be used to negatively affect anyone.
- Misuse of social media, will result in confiscation of devices. (Where devices are permitted).

**Serious breach of this code of behaviour in the opinion of Team Officials will result in the player being banned from the remainder of the Championships, and parents and Associations being notified. The player will be sent home. Any additional expense will be the responsibility of the parent/guardian.**

Player Signature\_\_\_\_\_

Player Name:\_\_\_\_\_

## **Attachment 2.2: COACHES AND MANAGERS CODE OF BEHAVIOUR**

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- ◆ Team Staff must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport
- ◆ Team Staff must place the wellbeing and safety of each player above all other considerations, including the development of performance
- ◆ Team Staff must adhere to all guidelines laid down by NQCA and Queensland Cricket.
- ◆ Team Staff must develop an appropriate working relationship with each player based on mutual trust and respect.
- ◆ Team Staff must not exert undue influence to obtain personal benefit or reward
- ◆ Team Staff must encourage and guide players to accept responsibility for their own behaviour & performance
- ◆ Team Staff must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- ◆ Team Staff should, at the outset, clarify with the player (and where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach
- ◆ Team Staff must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- ◆ Team Staff must always promote the positive aspects of the game (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the game or the use of prohibited substances or techniques
- ◆ Team Staff must constantly display a high standard of behaviour & appearance
- ◆ Where a breach of this code of conduct is proven Staff may be warned by NQCA or Queensland Cricket. Persistent or serious breach of the above will result in further action being taken

**Official's name:** .....

**Signed:** .....

**Date:** .....

### **Attachment 2.3: PARENTS CODE OF BEHAVIOUR**

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

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

## **Attachment 3: DUTY STATEMENTS**

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### **3.1 President**

- Chair Club meetings.
- Ensure Junior/Senior Delegates attend Monthly Association Meeting.
- Ensure all club committee members and coaches fulfil their roles.
- Facilitate planning.
- Oversee all targets and performance goals.
- Ensure all risk management, duties and code of conduct (etc.) policies are adopted.
- Provide guidance and leadership.

### **3.2 Vice President**

- Assist President with full list of duties above.

### **3.3 Secretary**

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Prepare, distribute and file minutes of all committee and General meetings of the club.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain a copy of the Rules and By-Laws of the Club.
- Receive all correspondence (email and Letter) to the Club.
- Ensure all licenses required by the club are current.
- Act as the Public Office of the Club (Incorporated Association)

### **3.4 Treasurer**

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year.
- Maintain up to date records of all income and expenditure.
- Maintain the club's cash flow and level of petty cash.
- Prepare and distribute invoices/accounts for services rendered.
- Attend monthly club committee meetings and provide a financial report.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Submit tax returns and income tax payments for employees as required.
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.

**For more information on Club committee Positions and Roles visit:**

**Mackay Whitsunday Cricket Inc.**

<http://mackay-whitsundaycricket.qld.cricket.com.au/>

**Cricket Australia Volunteer Job Descriptions**

<https://www.community.cricket.com.au/clubs/running-your-club/recruit-and-manage-volunteers/volunteer-job-descriptions>





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

## 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 Mackay Whitsunday Cricket Inc in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

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

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

### Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the President of Mackay Whitsunday Cricket Inc so that he or she can manage the situation.

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

- The Mackay Whitsunday Inc President 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 Mackay Whitsunday Cricket Inc.
- The Mackay Whitsunday Inc President will consider what services may be most appropriate to support the child and his or her parent/s.
- The Mackay Whitsunday Inc President will consider what support services may be appropriate for the alleged offender.
- The Mackay Whitsunday Inc President will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

### **Step 4: Take internal action**

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by Mackay Whitsunday Cricket Inc).
- Mackay Whitsunday Cricket Inc will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *section 10* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

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

| <b>Australian Capital Territory</b>   |   |
|---|---|
| ACT Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.afp.gov.au">www.afp.gov.au</a>                             | Office for Children, Youth and Family Services<br><a href="http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect">http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect</a><br>Ph: 1300 556 729 |
| <b>New South Wales</b>  |   |
| New South Wales Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>   | Department of Family and Community Services<br><a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a><br>Ph: 132 111  |
| <b>Northern Territory</b>   |   |
| Northern Territory Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>      | Department of Children and Families<br><a href="http://www.childrenandfamilies.nt.gov.au">www.childrenandfamilies.nt.gov.au</a><br>Ph: 1800 700 250   |
| <b>Queensland</b>   |   |
| Queensland Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>        | Department of Communities, Child Safety and Disability Services<br><a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a><br>Ph: 1800 811 810   |
| <b>South Australia</b>  |   |
| South Australia Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a> | Department for Education and Child Development<br><a href="http://www.families.sa.gov.au/childsafe">www.families.sa.gov.au/childsafe</a><br>Ph: 131 478   |
| <b>Tasmania</b>   |   |
| Tasmania Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>          | Department of Health and Human Services<br><a href="http://www.dhhs.tas.gov.au/children">www.dhhs.tas.gov.au/children</a><br>Ph: 1300 737 639   |
| <b>Victoria</b>   |   |
| Victoria Police<br>Non-urgent police assistance<br>Ph: (03) 9247 6666<br><a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>   | Department of Human Services<br><a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a><br>Ph: 131 278   |
| <b>Western Australia</b>  |   |
| Western Australia Police<br>Non-urgent police assistance<br>Ph: 131 444<br><a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a>   | Department for Child Protection and Family Support<br><a href="http://www.dcp.wa.gov.au">www.dcp.wa.gov.au</a><br>Ph: (08) 9222 2555 or 1800 622 258  |

**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

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

|   |  |  |
|---|--|--|
| Complainant's Name (if other than the child)  |  | Date Formal Complaint Received: / /  |
| Role/status in sport  |  |  |
| Child's name  |  | Age:   |
| Child's address   |  |  |
| Person's reason for suspecting abuse<br>(e.g. observation, injury, disclosure)                              |  |  |
| Name of person complained about   |  |  |
| Role/status in sport  | <input type="checkbox"/> Administrator (volunteer)<br><input type="checkbox"/> Athlete/player<br><input type="checkbox"/> Coach/Assistant Coach<br><input type="checkbox"/> Employee (paid)<br><input type="checkbox"/> Official | <input type="checkbox"/> Parent<br><input type="checkbox"/> Spectator<br><input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Other<br>..... |
| Witnesses<br>(if more than 3 witnesses, attach details to this form)  | Name (1):<br>Contact details:<br>Name (2):<br>Contact details:<br>Name (3):<br>Contact details:  |  |
| Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about) |  |  |
| Police contacted  | Who:<br>When:<br>Advice provided:  |  |

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

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