

# APPLECROSS CRICKET CLUB MEMBER PROTECTION POLICY

**VERSION February 2022**





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***MEMBER PROTECTION POLICY***



# Introduction

The **Applecross Cricket Club** (ACC) was established in 1975 and has worked hard for its reputation as one of the most successful and dominant clubs in the West Australian Suburban Turf Cricket Association (WASTCA). As of 2022 the club fields nine men’s senior sides, 2 womens sides, an integrated side, eight junior sides, and a Junior and Master Blasters program.Its increasing membership makes it one of Perth’s largest community cricket clubs.,

Based at Shirley Strickland Reserve in Ardross, the club has around 140 locally based senior playing members, 125 junior cricketers (including Blasters participants) and a broader group of past players, junior parent members and social members. The number of local residents who regularly visit the club during the season is also increasing. The Club is enjoying one of the healthiest periods, both on and off the field, of its 47 plus years and it can be argued that it is out growing (but not forgetting) its humble beginnings, as a bunch of mates having a hit, to a more professional enterprise.

Succession planning is imperative to any organisation’s strategic aspirations. In this context, this document has been raised to ensure the efficient and effective development, management and administration of the Club. Further, it should inform and encourage fair and equal use of the volunteer work effort, critical to the ongoing sustainability and success of the club.

# Mission Statement

To provide the sustainable aspects and articles of cricket for any person, and encourage participation and development in an enjoyable social environment both on and off the field - within the spirit of the game.

# Purpose of Our Policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by all participants in this club. It outlines our commitment to a person’s right (whether a junior or senior participant) to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are required.

# To Whom Our Policy Applies

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, players, parents and spectators.

Individuals bound by this policy are responsible for:

* + Making themselves aware of the policy and complying with its code of behaviour;
  + Being accountable for their behaviour or their children’s behaviour if involved in the junior club;

* + Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible discrimination, harassment or other inappropriate behaviour; and

* + Complying with any decisions and/or disciplinary measures imposed under the policy.

# Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour, and behaviour that occurs at practice, while playing games, 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.

# Club Responsibilities

We will:

* implement and comply with our policy;

* promote our policy to everyone involved in our club;

* promote and model appropriate standards of behaviour at all times;

* respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
* review this policy every 24 months; and

* recommend referring serious potential or alleged issues to the Western Australian Police or other regulatory agency as required.

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, theft etc).

# Individual Responsibilities

Everyone associated with our club must:

* + comply with the standards of behaviour outlined in our policy;
  + treat others with respect;

* + always place the safety and welfare of children above other considerations;

* + be responsible and accountable for their behaviour;

* + follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible discrimination, harassment or other inappropriate behaviour.

# Anti-harassment, Discrimination and Bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability,

gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

# Inclusive practices

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

# 8.1 People with a disability

Where possible, we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation. We will support and respect those with any disability and encourage their inclusion in our club.

# 2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms). We will actively seek to make our club accommodating of the requirements of other cultures (e.g offering non-alcoholic/vegetarian options)

# 8.3 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 take action over any homophobic or transphobic behaviour.

# Complaints Procedures

* 1. **Complaints**

Applecross Cricket Club aims to provide a simple procedure for complaints based on procedural fairness. Any person may report a complaint about a person/s bound by this policy. Such complaints should be reported to a Committee member (or in the case of Junior Cricket to the appointed Child Safety officer).

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

* all complaints will be taken seriously;

* both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said about or against them and have the opportunity to respond (give their side of the story);

* irrelevant matters will not be taken into account;

* decisions will be unbiased and fair; and

* any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the Western Australian Police or other relevant regulator.

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 after consulting with the victim.

# Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. Committee member) will:

* listen carefully and ask questions to understand the nature and extent of the problem;

* ask what the complainant would like to happen;
* explain the different options available to help resolve the problem;

* take notes; and

* 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, Kids Sport or anti-discrimination agency);

* 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 another body and an investigation is conducted, the club will:

* co-operate fully;

* ensure the complainant and respondent are not victimized by any action;

* where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and

* act on the other body’s recommendations if within the Club’s powers.

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

Applecross Cricket Club aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation against the person making the complaint. If at any point in the complaints process the Committee considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or intended to cause distress to the person complained of then the matter will be referred to the Committee for appropriate action which may include disciplinary action against the complainant.

# What is a Breach of this Policy

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

* + - Breaching the Codes of Behaviour;

* + - Bringing the sport into disrepute, or acting in a manner likely to bring the sport and the club in disrepute;

* + - Failing to follow club policies (including this policy) and procedures;

* + - Discriminating against, harassing or bullying any person;

* + - Victimising another person for reporting a complaint;

* + - Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;

* + - Making a complaint they knew to be untrue, vexatious, malicious or improper;

* + - Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or

* + - Failing to comply with a direction given to the individual or organisation during the discipline process.

# Disciplinary Measures

Our club will 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;

* Be determined by our Constitution, By Laws and the rules of the game. Possible measures that may be taken include:

* verbal and/or written apology;

* written warning;

* counselling to address behaviour;

* withdrawal of any awards, 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, bearing in mind that if a parent or carer of a junior participant is found to have breached this policy then any penalty does not apply to the child;

* 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.

# Factors to Consider

The form of discipline to be imposed on an individual will depend on factors such as:

* + - Nature and seriousness of breach;

* + - If the person knew or should have known that the behaviour was in breach;

* + - Level of contrition;

* + - The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;

* + - If there have been any prior warnings or disciplinary action;

* + - Ability to enforce discipline if the person is a spectator or parent of a junior participant; and/or
    - Any other mitigating factors.

# Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to the executive committee. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

# Attachment 1: CODES OF BEHAVIOUR





This Code of Behavior aims to set out the minimum standards for anyone involved in playing Cricket. It should apply when playing, training or taking part in club-sanctioned activities.

* + Act within the rules and spirit of the game of cricket.
  + Promote fair play over winning at any cost.
  + Encourage and support opportunities for people to learn appropriate behaviors and skills.
  + Support opportunities for participation in all aspects of the sport.
  + Treat each person as an individual.
  + Show respect and courtesy to all involved with the sport.
  + Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
  + Respect the decisions of officials, coaches and administrators.
  + Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
  + Display appropriate and responsible behavior in all interactions.
  + Display responsible behavior in relation to alcohol and other drugs.
  + Act with integrity and objectivity, and accept responsibility for your decisions and actions.
  + Ensure your decisions and actions contribute to a safe environment.
  + Ensure your decisions and actions contribute to a harassment-free environment.
  + Take active steps to prevent abusive, bullying or threatening behavior.

# PLAYERS

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

# COACHES

* + Place the safety and welfare of the athletes above all else.
  + Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
  + Obtain appropriate qualifications as necessary and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
  + Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

# UMPIRES

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

# COMMITTEE MEMBERS (INCLUDING JUNIOR COMMITTEE MEMBERS) AND ADMINISTRATORS

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

# SPECTATORS (INCLUDING JUNIOR PARENT MEMBERS)

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



# Attachment 2: SPECTATOR POLICY



**OUR COMMITMENT**

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behavior by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated. These behaviors are outlined in our Code of Behavior and specifically include:

* + using bad language
  + harassing or ridiculing players, coaches, officials or other spectators
  + making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
  + any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
  + putting undue pressure on children, berating them or putting down their performance
  + excessive drinking of alcohol at a game or training or being drunk at a club event.

# WHAT WE WILL DO

* + Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non- compliance.
  + Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members or Junior Parent Members, signing our Code of Behaviour).
  + Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
  + Encourage our coaches and officials to complete training to develop their skills and confidence.
  + Ban bringing alcohol to training, a game, a no-alcohol club event, and any junior cricket event.
  + Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
  + Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
  + Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

# WHAT WE ASK YOU TO DO

* + Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
  + Abide by our club’s Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
  + If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
  + Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
  + Call the police or a club official if you are concerned for your safety or the safety of others.

# NON-COMPLIANCE

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action as outlined in our Member Protection Policy.

# Attachment 3: Alcohol Policy





**OUR COMMITMENT**

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behavior that results from excessive drinking.

The Applecross Cricket Club acknowledges and adheres to the Shirley Strickland Reserve Sporting Association Inc (SSRSA) Facility Management Policy.

# WHAT WE WILL DO

**Serving Alcohol**

Alcohol will be served in compliance with the requirements of the SSRSA Management Policy and in accordance with the safety and wellbeing of patrons.

* + The club (or the SSRSA on its behalf) maintains a current appropriate Club Restricted Licence.
  + Only RSA trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
  + Names of RSA trained bar staff will be available behind the bar area.
  + The liquor licence will be displayed at the bar.
  + Excessive or rapid consumption of alcohol will be discouraged.
  + A person aged under 18 will not be permitted to be behind the bar under any circumstances.
  + An incident register shall be maintained behind the bar area and any incident recorded.
  + Water will be readily available for all members and guests.
  + A committee member will be present at events where alcohol is served.
  + Alcohol will not be available at any junior cricket Club function where junior players are present

# Intoxicated patrons

* + Alcohol will not be served to any person who is intoxicated.
  + Bar staff will follow RSA training procedures when refusing service. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behavior.
  + Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
  + Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

# Underage drinking

* + People aged under 18 will not knowingly be served alcohol.
  + Staff will request proof of age, where appropriate, and only photo ID will be accepted.

# Safe transport

* + We will prominently display taxi or ride share phone numbers/ web links in the venue.
  + Club members and bar staff will encourage intoxicated patrons to take safe transport home.
  + Our club will implement a designated driver program.

# Food and other drinks

* + A range of snacks and meals will be available when alcohol is served.
  + The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
  + Tea and coffee will be provided at the bar during social functions.

# WHAT WE ASK YOU TO DO

All members and sporting personnel are required to comply with the following.

* + Drink and behave responsibly at all club functions, events and away trips.
  + Do not supply alcohol to team members if they are aged under 18.
  + Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
  + Do not encourage others to drink alcohol excessively.
  + Do not encourage or take part in team bonding activities that involve alcohol.
  + Do not spike another person's drink.

# NON-COMPLIANCE

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

* + If members or sporting personnel become drunk at the club or other social events they may be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
  + Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation’s and our club’s Member Protection Policy to provide for the protection, safety and welfare of members.
  + Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation’s and our club’s Member Protection Policy to provide for the protection, safety and welfare of children.
  + Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person’s parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
  + Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

# Attachment 4: DRUG POLICY

**OUR COMMITMENT**

Our club understands that the use of illicit drugs has severe legal implications as well as the potential to impact greatly on a person’s health and safety.

Any use of illicit drugs by a member of the Applecross Cricket Club is contrary to the sporting culture of the club. Preserving the reputation of the Club and ensuring a healthy social culture for those who chose to be associated with the Club, whether it be members, players, officials and supporters, are of the highest priority.

The Applecross Cricket Club acknowledges and adheres to the Shirley Strickland Reserve Sporting Association Inc (SSRSA) Facility Management Policy. We accept that SSRSAdoes not tolerate the use of illegal drugs before, during and after sporting events or at other functions.

# WHAT WE WILL DO

All reasonable steps will be taken to ensure compliance with this policy and that the activities of the members, players, officials and supports of the Applecross Cricket Club comply with acceptable community standards and the law.

# WHAT WE ASK YOU TO DO

Illicit drug use by any club member, player, official and or supported, in circumstances that fall within the scope of this Drug Policy, will not be tolerated.

No Applecross Cricket Club member, player, official or supporter may possess, use, or supply an illegal drug:

1. within the vicinity of the club rooms;
2. anywhere in the grounds or extremities of the *Shirley Strickland Reserve*;
3. inside any club house, immediately outside any club house, car park or anywhere within the boundaries of any particular reserve where *Applecross Cricket Club* players are training or playing; and
4. at any other time or place where a *Applecross Cricket Club* member, player, official or supporter may, in the specific circumstances of the case, lead a reasonable person to make a direct connection between the possession, supply or use of an illegal drug and the *Applecross Cricket Club*.

# BREACH OF DRUG POLICY

Any member, player, official or supporter who becomes aware of, or suspects, a breach of this policy must report the breach, or suspected breach, to a member of the Committee.

That member of the Committee is then obligated to call a meeting of the Committee to deal with the breach or suspected breach.

# RELEVANT CIRCUMSTANCES

When responding to issues involving the use, possession or supply of unlawful drugs the Committee of the *Applecross Cricket Club* may take into account the following circumstances:

1. whether there is any immediate medical risk to any person;
2. whether the matter involves the use of an unlawful drug or the supply of an unlawful drug;
3. where the use or supply of the unlawful drug takes place or is alleged to have taken place;
4. the age of the persons involved or alleged to be involved;
5. relevant privacy issues; and
6. legal obligations.

The Committee may, at its sole discretion, consider any other factor it believes to be relevant when responding to an alleged breach of this policy.

# SANCTIONS

**Supply**

It is the policy of the *Applecross Cricket Club that* any allegation of the supply of an illegal drug by a member, player, official and/or supporter to another will immediately be reported to Western Australian Police.

Once that report has been made, then the individual suspected of being involved in the unlawful supply of an illegal drug will be given the opportunity to appear before the Committee to take advice from the Committee as to their standing in the club, pending the results of any police investigation.

If the person suspected of breaching this policy elects not to appear before the Committee then they will be suspended from all participation within the *Applecross Cricket Club* until such time as they do appear before the Committee and the matter is determined.

# Use or Possession

It is the policy of the *Applecross Cricket Club* that sanctions to be applied for the use or possession of unlawful drugs shall, where appropriate, be on a graduated basis.

The policy of the Committee, in relation to sanctions to be applied to the use or possession of a dangerous drug, in the ‘relevant circumstances’ referred to above, will usually be as follows:

1. first time – warning and reminder of club policy on drug use;
2. second time – suspension for a designated time; and
3. third time – expulsion.

Despite the above the *Applecross Cricket Club* Committee is not bound, in any way, by the recommendations referred to above and always has complete discretion in relation to the imposition of a sanction in every case.

The *Applecross Cricket Club* Committee can, at its discretion and at any time, refer any suspected unlawful drug activity directly to Western Australian Police if the Committee is of the view that, in the circumstances, such a referral is warranted or required by law.

In the case where a matter is referred to Western Australian Police for investigation then the alleged offender will be required to appear before the Committee to be advised as to their status in the club while the matter is under police investigation.

Should the alleged offender elect not to appear before the Committee then they shall be suspended from all activity in relation to the *Applecross Cricket Club* until such time as they do appear before the Committee and the matter is determined.

# PROCESS

Upon the report of a suspected breach of this policy to the Committee then the Committee shall follow the processes set out in the Member’s Protection Policy.

# Attachment 5: Team Selection Policy

**OUR COMMITMENT**

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the season commencing.

# WHAT WE WILL DO

**Criteria**

Selection decisions for senior teams will be based mainly on performance, however they will also consider:

* + attendance at competition, training and club / team events (commitment)
  + good sportsmanship (values)
  + abiding by our club’s Code of Behaviour on and off the field (behaviour). In addition, players or athletes:
  + must be financial members of the club, as defined by the requirements imposed by the Committee within the ACC Constitution
  + will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. age, race, sexuality, religion)
  + may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

# Process

* + Players will be informed of the dates, location and criteria for team selection.
  + Selectors will be appointed by the committee and be responsible for pre-season selection decisions.
  + Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
  + As requested, or as necessary, players will be provided with reasons for non- selection and areas to improve in order to be considered for selection.
  + Coaches will be responsible for all decisions about team selection once the season commences.
  + Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
  + Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

# WHAT WE ASK YOU TO DO

**Selection committee**

* + Ensure players are informed about and understand the selection criteria and processes.
  + Make fair and unbiased decisions based on the selection criteria.

# Players

* + Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
  + Talk with your coach about any concerns and seek feedback about how to improve

**Selection in Junior Teams**

* Generally junior teams will be selected based on age under the rules of the competition they play in and remain in that team for the season;
* where the Club has two or more sides in one age level then the teams will be agreed by the coaches at the start of the season and remain stable except in extenuating circumstances (eg. a team not being able to field a side on minimum numbers because of illness etc);
* in the event that the Club has two sides in one age level that are performing very differently the Club will act on any direction from the governing junior cricket body to allow the teams to be more evenly balanced.

# Attachment 6: Social Media Policy





**INTRODUCTION**

Social media such as Twitter, Facebook, Instagram, SnapChat, Google+, YouTube, Podcasts and blogging represent a growing form of communication for sporting organizations, allowing them to engage their members and the wider public more easily than ever before.

However, it is also an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with the Applecross Cricket Club constitution and Member Protection Policy in order to maximise our social media reach while protecting our public reputation and the well being of our participants.

**PURPOSE**

Applecross Cricket Club may choose to engage in social media such as:

* + - Twitter
    - Facebook,
    - Instagram,
    - Google+
    - WordPress/Blogger
    - YouTube/Vimeo
    - iTunes/Podcasting

Applecross Cricket Club seeks to encourage information and link-sharing amongst its membership and seeks to utilise the expertise of its members and the public in generating appropriate social media content.

At the same time, social media posts should be in keeping with the image that Applecross Cricket Club wishes to present to the public, and posts made through its social media channels should not damage the organisation’s reputation in any way.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

ACC Member Protection Policy Version – February 2022

**CORE POLICY**

Applecross Cricket Club’s social media use shall be consistent with the following core values:

* + - **Integrity**: Applecross Cricket Club will not knowingly post incorrect, defamatory or misleading information about its own club, of other clubs, or individuals and if it becomes aware such information has been posted act with haste to remove it from the Club’s communication platforms.
    - **Professionalism**: Applecross Cricket Club’s social media represents the club as a whole and should seek to maintain a professional and uniform tone. Committee members may, from time to time and as appropriate, post on behalf of Applecross Cricket Club using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.
    - **Information Sharing**: Applecross Cricket Club encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to its members.

Applecross Cricket Club should seek to grow its social media base and use this to engage with existing and potential members, sponsors, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the organisation’s reputation at risk.



**RESPONSIBILITIES**

The Committee shall nominate a Communications Officer to co-ordinate Applecross Cricket Club’s social media management.

The Communications Officer will oversee expansion of social media and help to develop the Social Media Strategy.

Members of the Club may, from time to time and where appropriate, post on behalf of Applecross Cricket Club using the organisation’s online social media profiles. This is to be done only with the express knowledge and authorisation of the Communications Officer.

The Communications Officer has ultimate responsibility for:

* Ensuring that all posts are in keeping with Applecross Cricket Club’s core Social Media Policy.
* Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimising the risk of a repeat incident.
* Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
* Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

# Delegation

Social media is often a 24/7 occupation; as such, such responsibilities as outlined above may be delegated by the Communications Officer to another appropriate member/volunteer.

**PROCESSES**

# Posting to social media

Before social media posts are made, members and other participants should ask themselves the following questions:

* Is the information I am posting, or reposting, likely to be of interest to Applecross Cricket Club’s members and stakeholders?
* Is the information in keeping with the interests of the organisation and its constituted aims?
* Could the post be construed as an attack on another individual, organisation or project?
* Would Applecross Cricket Club’s sponsors be happy to read the post?
* If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
* If reposting information, is the original poster an individual or organisation that Applecross Cricket Club would be happy to associate itself with?
* Are the tone and the content of the post in keeping with other posts made by Applecross Cricket Club? Does it maintain the organisation’s overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the Communications Officer. A few moments spent checking can save the organisation big problems in the future.

# Damage limitation

In the event of a damaging or misleading post being made, the Communications Officer should be notified as soon as possible, and the following actions should occur:

* The offending post should be removed.
* Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
* The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

# Attachment 7: Communication Policy





**OUR COMMITMENT**

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

# WHAT WE WILL DO

We use a range of electronic tools to communicate with our members.

Our communication will protect members’ privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

We will develop and implement a Social Media Policy to address the particular issues arising from the use of social media.

A webmaster will be appointed to provide accountability and control over material published on our club’s website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

# Website

* Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
* No offensive content or photos will be published.
* If we intend to publish a photo of a child, we will first seek permission from their parents and take care not to provide identifying information.
* We will seek feedback from members to improve the information available on the site.

# SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

* SMS messages should be short and about club/team matters
* email communication will be used when more information is required
* communication involving children will be directed through their parents.

# Social media websites

* We treat all social media postings, blogs, status updates and tweets as public ‘comment’.
* Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
* No personal information about our members will be disclosed.
* No statements will be made that are misleading, false or likely to injure a person’s reputation.
* No statements will be made that might bring our club into disrepute.
* Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

# WHAT WE ASK YOU TO DO

We expect our members and other participants to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

* should be restricted to club matters
* must not offend, intimidate, humiliate or bully another person
* must not be misleading, false or injure the reputation of another person
* should respect and maintain the privacy of members
* must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child’s parents or designated carers.

# NON-COMPLIANCE

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



# Attachment 8: Smoking Management Policy

**SMOKING MANAGEMENT POLICY**

**Applecross Cricket Club (ACC)**

1. **PURPOSE**

This policy outlines our procedures for tobacco and e-cigarette1 use in club venues and at club games, special events, functions and other club-related activities. It represents our club’s commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

* Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend club games, special events, functions and other activities.
* Upholds the reputation of our club, our sponsors and partners.
* Understands the risks associated with tobacco use and our role in minimising this risk.

# RATIONALE

**ACC** recognises that:

* Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
* Role modelling can have a significant impact on the junior members of our club.
* Smoke free areas make smoking less visible and less acceptable, and contribute to reduced uptake of smoking among young people.
* Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
* Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up

costs, fire risk and children’s health risk due to swallowing discarded butts.

* Smoke free environments can help attract new members and positively promote our club in the community.

# GENERAL PRINCIPLES

Smoking restrictions for sporting clubs differ from state to state, and are strengthened regularly. Our club will comply with all relevant state and local government smoking restrictions.

Our club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the club will promote resources for members wishing to quit, including the national Quitline (13 78 48, quitnow.gov.au), where appropriate.

1 The term ‘e-cigarettes’ includes Electronic Non-Nicotine Delivery Systems and Electronic Nicotine Delivery Systems.



The following policy shall apply to all club members, volunteers and visitors:

* Smoking in this policy includes the use of any form of e-cigarette device.
* Cigarettes, e-cigarettes and any other tobacco products will not be sold, including from vending machines, at any time at or by our club.
* Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore we expect that coaches, players, officials, parents/carers of junior players and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
* To foster our club’s reputation as a healthy environment, no images of club volunteers, members, officials, coaches and players smoking at club-related activities will be placed on social media.

# SMOKE FREE AREAS

Our club requires the following areas of the club’s Shirley Strickland Reserve to be smoke free:

* All indoor areas
* All outdoor playing/training areas
* All spectator areas (standing and seated, covered and uncovered)
* All canteen, catering, eating and drinking areas.

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area as advised by the Club from time to time .

# PROMOTING THIS POLICY

Our club will promote this policy regularly by:

* Placing a copy of the policy in club newsletters, printed member information and on the website.
* Promoting positive smoke free messages through the club’s social media.
* Displaying a copy of the policy in the club rooms.
* Periodic announcements to members at functions.
* Placing non-smoking signage in prominent locations both indoors and outdoors.

# NON-COMPLIANCE

All club committee members will uphold this policy and any non-compliance will be handled according to the following process:

* Club members and/or guests should notify the committee of any breaches of this policy.
* A friendly approach will be made to the person smoking, explaining our club policy, and directing them to any areas where smoking is permitted.

Last Reviewed: February 2022

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Next policy review date is 31/7/2024

# ENQUIRIES REGARDING OUR POLICY:

CONTACT:

[Tristram Fletcher](https://adf-crm.my.salesforce.com/0039000002RX6XX)

PHONE: 0404 428 233

EMAIL: secretary@applecrosscricketclub.com

Visit: [www.goodsports.com.au](http://www.goodsports.com.au/) for information regarding the Good Sports program.

Last Reviewed: February 2022



# Attachment 9: Safe Transport Policy

**SAFE TRANSPORT POLICY**

**Applecross Cricket Club (ACC)**

1. **PURPOSE**

This policy outlines our procedures for safe transport after club games, special events, functions and other club-related activities where alcohol may be consumed. It represents our club’s commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

* Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities.
* Upholds the reputation of our club, our sponsors and partners.
* Understands the risks associated with alcohol use and driving, and our role in minimising risk.
* Educates our members about standard drinks.

# RATIONALE

Ensuring members, visitors and guests getting to and from club games, activities and events safely is an important part of being a responsible, healthy club.

While **ACC** wishes to avoid club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our club’s duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers’ abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

# GENERAL PRINCIPLES

Our club recognises that:

* Drink driving is one of the main causes of road deaths in Australia.
* Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.
* Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.



# TRANSPORT FOR CLUB ACTIVITIES

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.

Our club will:

* Promote strategies that encourage members to plan how they’ll get home safely before they go

out e.g. pre-arranged transport.

* Print safe transport messages on relevant club activity and event invitations or flyers.
* Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
* Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

Where available, our club will also consider:

* Use of a club or community bus (such as council, school or tourist buses) and:
  + The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
  + The bus will not be used to transport members between licensed venues.
  + People who have consumed alcohol can get home safely from the bus drop off point
* Use a range of taxi or ride share strategies such as:
  + Free telephone calls to arrange a taxi to provide transport from the club or venue.
  + The club committee will pre-order taxis to arrive at a club or venue at the conclusion of a club event or function.
  + Encourage club members to utilise a ride share service.

# CLUBS WITH A LIQUOR LICENCE FOR ANY CLUB EVENTS OR FUNCTIONS (Delete if it is not relevant to your club)

Our club will promote low alcohol and non-alcoholic drinks as options and available at reduced prices.

Bar staff/ servers of alcohol will encourage members, volunteers and visitors to:

* Consume food while drinking alcohol at the club.
* Consume alcohol in moderation bearing in mind our commitment to the Good Sports program, its philosophies and policies.
* Make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding the legal limit (e.g. free call to a taxi/friend/family).

Last Reviewed: February 2022

# CONDUCT EXPECTATIONS

Whilst engaging in club activities, members, volunteers and visitors will:

* Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
* Encourage and assist others to use good judgment regarding alcohol consumption.
* Make alternative transport arrangements to get to and from the activity safely.
* Share a taxi or ride share (where available) with friends.
* Consider arranging overnight accommodation.

**6. Managing Junior Player Safety**

In respect to junior players at the end of training or a game who appear to have no transport available the coach, team manager or another parent will be asked to determine the transport arrangements for the child, and with the parent/carer agreement either wait with them at the venue or transport them to the parent as agreed.

# 7.PROMOTING THIS POLICY

Our club will:

* Educate members, volunteers and guests about our policy and the benefits of having such a policy.

Next policy review date is 1/3/2024

# ENQUIRIES REGARDING OUR POLICY:

CONTACT:

[Tristram Fletcher](https://adf-crm.my.salesforce.com/0039000002RX6XX)

PHONE: 0404 428 233

EMAIL: secretary[@applecrosscricketclub.com](mailto:president@applecrosscricketclub.com)

Visit: [www.goodsports.com.au](http://www.goodsports.com.au/) for information regarding the Good Sports program.

Last Reviewed: February 2022