



Valley District Cricket Club

MEMBER PROTECTION POLICY

Reviewed February 2022

The Member Protection Policy is linked to the MyCricket registration process for Valley District Cricket Club members. When registering each season members agree to abide by the terms and conditions within this Policy including the Code of Conduct.

Should conflict arise between the Member Protection Policy and the Valley District Cricket Club Constitution the Member Protection Policy will take precedence.

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MEMBER PROTECTION POLICY

1. Introduction

- 1.1. Valley District Cricket Club (VDCC or Club) seeks to provide a fun, inclusive and safe environment for all members. This Policy aims to ensure the core values, good reputation, positive behaviours and attitudes of VDCC are maintained and adopted by all members of the Club.
- 1.2. The VDCC Executive has endorsed and adopted this Policy.
- 1.3. This Policy comes into effect in February 2022 and replaces in full all previous versions of this Policy.

2. Purpose of Our Policy

- 2.1. The main objective of the VDCC Member Protection Policy ("Policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this Club. The Policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our Policy informs everyone involved in our Club of their legal and moral 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

- 3.1. 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;
- support personnel including managers, scorers, physiotherapists, masseurs and sport trainers;
- referees, umpires and other officials;
- athletes;
- managers
- members including any life members;
- parents;
- spectators; and
- family members.

4. Extent of Our Policy

- 4.1. Our Policy covers all matters directly and indirectly related to VDCC and its activities. In particular, the Policy governs unfair selection decisions and actions, breaches of our codes 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 where there is suspicion of harm towards a child or young person.

5. Club Responsibilities

- 5.1. VDCC 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 breach 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; and
- review this Policy every 18 months.

5.2. Seek advice from and refer serious issues to Brisbane North Junior Cricket Association, Queensland Cricket, Cricket Australia and/or the Queensland Police Service. 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

6.1. Everyone associated with our Club must:

- make themselves aware of the contents of this Policy including the Code of Conduct;
- comply with all relevant provisions of this Policy, including the standards of behaviour outlined in this Policy;
- be responsible and accountable for their behaviour;
- consent to the screening requirements set out in this Policy, and Queensland's 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;
- report concerns of child endangerment;
- 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;
- not make any vexatious, malicious or knowingly untrue claim that another person is in breach of this Policy; and
- comply with any decisions and/or disciplinary measures imposed under this Policy.

7. Protection of Children

7.1. Child Protection

VDCC is committed to the safety and wellbeing of children and young people who participate in our Club 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.

- 7.1.1. VDCC is committed to the safety and wellbeing of children and young people who participate in our Club 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.
- 7.1.2. VDCC acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.2. Code of Behaviour – Looking After our Kids

- 7.2.1. VDCC has adopted [Cricket Australia's 'Looking After our Kids' Code of behaviour](#) (for affiliated associations and clubs) which was developed in association with the Australian Sports Commission and the Australian Childhood Foundation. It specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care.
- 7.2.2. The [Looking After our Kids Code](#) clearly describes professional boundaries, ethical behaviour and unacceptable behaviour.

The key content areas for the Code of Behaviour – Looking After our Kids are as follows:

- Sexual misconduct;
- Positive guidance and discipline;
- Adhering to professional role boundaries;
- Use of language and tone of voice;
- Supervision;
- Use of electronic or online communications;
- Giving gifts;
- Photographs of children and young people;
- Physical contact with children and young people;
- Attending to an injured or unwell child or young person;
- Overnight stays and sleeping arrangements;
- Change room arrangements;
- Use of, possession, or supply of alcohol or drugs; and
- Transporting children.

7.3. Choosing Suitable Employees and Volunteers

7.3.1. VDCC 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.

7.3.2. VDCC will ensure that Working with Children Checks and criminal history assessments are obtained 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, VDCC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements (See Attachment 1.3).

7.4. Support, Train, Supervise and Enhance Performance

7.4.1. VDCC is committed to ensuring 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.

7.5. Empower and Promote the Participation of Children in Decision-Making and Service Development

7.5.1. VDCC will promote the involvement and participation of children and young people in maintaining a child-safe environment in our Club.

7.6. Report and Respond Appropriately to Suspected Abuse and Neglect

7.6.1. From 5 July 2021, a [new law](#) has made it an offence for any adult not to report sexual offending against a child to police. This means all adults have the responsibility to report sexual offences against children to police unless they have a reasonable excuse not to. Adults in an institutional setting (e.g., a school, church or sporting club) must protect children from the risk of a sexual offence being committed against them.

7.6.2. VDCC is committed to ensuring 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 grounds that a child has been, or is being, abused or neglected or is at an unacceptable risk of suffering child abuse or neglect (See Attachment 4).

7.6.3. 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.

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

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

8. Discrimination, Harassment and Bullying

VDCC is committed to providing an environment in which people are treated fairly and equitably and are free from all forms of discrimination, harassment and bullying.

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

8.1. Discrimination

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

8.1.2. 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.

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

8.2. Harassment (including sexual harassment)

8.2.1. 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.

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

8.2.3. Sexual harassment is one type of harassment. Sexual harassment involves unwelcome or uninvited behaviour of a sexual nature which could reasonably be anticipated to make a person feel humiliated, intimidated or offended. It covers a wide range of behaviours and can be verbal, written, visual or physical.

8.2.4. Sexual harassment is not limited to members of the opposite sex.

8.2.5. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, who are both open to and willing to engage in intimate / sexual conduct, it is not sexual harassment.

8.2.6. Sexual harassment can occur regardless of any 'innocent intent' on the part of the offender, can take many forms and can be physical, visual, verbal or written.

8.2.7. Sexual harassment is prohibited regardless of the gender of the parties. A person can complain if they are harassed by someone of the same sex.

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

8.2.9. 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.

8.2.10. Legislation also prohibits:

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

8.3. Sexual Relationships

8.3.1. Coaches, Managers, Officials are not to engage in any form of intimate or inappropriate relationship with a child/young person under the age of 18.

8.3.2. Relationships between Coaches / Managers / Officials / Captains and a younger person in their care (including Senior Cricket) may be perceived to be exploitative due to the differences in authority, maturity, status and dependence on the relationship.

8.3.3. Coaches, Managers, Officials and Captains must remain aware of their relative power in the development of such relationships and avoid them.

8.3.4. VDCC reminds all employees, volunteers, players and other participants and all others bound by this Policy that sexual activity of any kind with a child/young person is a criminal offence and such conduct will not be tolerated.

8.4. Bullying

8.4.1. VDCC 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.

8.4.2. 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.

8.4.3. 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 or insulting remarks or persistent unjustified criticism;
- intimidating behaviour, for example an attack or threat;
- malicious teasing or practical jokes;
- intruding on an individual's privacy by spying or stalking;
- displaying offensive material;
- giving unfavourable duties to specific individuals;
- excluding or socially isolating a group or person; and
- spreading malicious rumours; or psychological harassment such as intimidation.

8.4.4. 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. VDCC will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

8.4.5. Bullying is not:

- legitimate and reasonable Coach or Manager action;
- legitimate and reasonable performance management processes; and
- legitimate and reasonable disciplinary action.

8.4.6. 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

9.1. Our Club is welcoming and we will seek to include members from all areas of our community including:

9.1.1 People with a Disability

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

9.1.2 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).

9.1.3 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.

9.1.4 Pregnancy

VDCC 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.

All those bound by the Policy should remove unreasonable barriers to participation in cricket that disadvantage women due to pregnancy or potential pregnancy.

VDCC 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 VDCC. 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.

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).

10. Responding to Complaints and Code of Conduct breaches

VDCC aims to support people associated with our Club to make and resolve any complaints they may have in a fair, confidential, trustworthy, timely and effective way. VDCC may take such action as it deems necessary where it is aware of a breach of the Code of Conduct .

The following complaints will not be managed under this process:

- Complaints in relation to spectators, supporters, parents, relatives or guardians who are not members of VDCC;
- Complaints in relation to personal grievances; and
- Frivolous and / or vexatious complaints.

10.1. Complaints

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

- all complaints will be taken seriously;
- individuals who have had a complaint against them will be given full details of what is being alleged 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.

10.1.2. More serious complaints may be escalated to Brisbane North Junior Cricket Association/ Queensland Cricket / Cricket Australia or the Queensland Police Service.

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

10.2. Complaint Handling Process

10.2.1. When a complaint is received by our Club, or in the event a member of the Club has become aware of a potential breach of the Code of Conduct, such complaint or potential breach of the Code of Conduct will be referred to the Member Protection Officer who will:

- listen carefully and ask questions to understand the nature and extent of the complaint or possible breach of the Code of Conduct;
- ask the complainant how they would like their concern to be resolved and if they need

- any support;
- explain the different options available to help resolve the complainant's concern;
- if appropriate, inform the relevant authorities and/or police, where required by law to do so;
- where possible and appropriate, maintain confidentiality but not necessarily anonymity; and
- refer the matter to the Complaint Manager if the complaint or potential breach warrants this.

10.2.2. 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 the Complaint Manager:

- requesting the complainant to detail the complaint in writing;
- gathering more information (e.g. from other people that may have seen the behaviour);
- where possible, bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation) to achieve a resolution;
- commencing appropriate review of the complaint and/or any potential breach of the Code of Conduct;
- recommending a course of action or appropriate disciplinary sanction to the VDCC Executive Committee with consultation from the Junior Management Committee Chair where applicable.
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. Sport and Recreation Services, Queensland Government or anti-discrimination agency);
- referring the complaint to Brisbane North Junior Cricket Association / Queensland Cricket / Cricket Australia; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

10.2.3. In situations where a complaint is referred to Brisbane North Junior Cricket Association / Queensland Cricket / Cricket Australia 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 Brisbane North Junior Cricket Association / Queensland Cricket / Cricket Australia's recommendations.

10.2.4. 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. What should I do if I have a complaint or dispute?

10.3.1. The first step is to try to resolve the complaint or dispute informally with the parties involved:

Informal approaches:

Step 1: Talk with the other person (if safe, reasonable and appropriate)

If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try to resolve the problem directly.

Step 2: Contact a Member Protection Information Officer – mpio@valleycricket.org.au

We encourage you to talk with our Member Protection Information Officer (MPIOs) if:

- Step 1 above is not appropriate;
- You are not sure how to handle the issue;

- You want to talk confidentially with someone and find out what options are available to address your concerns; or
- The issue continues after you approached the other person.

The MPIO will:

- ask how you would like your concern resolved and if you need support
- seek to provide different options for you to address your concern
- listen carefully and ask questions to understand the nature and extent of the issue;
- explain the different options available to help you resolve your 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.

Step 3: Decide how to address your concern

After talking with the MPIO, you may decide:

- there is no issue;
- the issue is minor and you do not wish to take the matter forward;
- to try and resolve the issue yourself, with or without a support person;
- to resolve the issue with the help of someone impartial, such as a mediator; or
- to resolve the matter through a formal process.

10.3.2. What if the matter cannot be resolved informally?

- A complaint must then be made in writing to the Complaint Manager at VDCC. Email complaints@valleycricket.org.au.
- A complaint should include details about the matter including location, dates, times and witnesses and details the section or sections of the Member Protection Policy that the Complainant alleges has been breached.
- The Complaint Manager must investigate the complaint, talking to all relevant parties and witnesses and take statements.
- The Complaint Manager will advise the parents or the guardians of an under 18 player if a complaint has been made against their child and will invite them to be present for any discussions involving the child.
- If the Complaint Manager is not able to manage the complaint for any reason (eg conflict of interest or personal interest in the matter) the matter will be assigned to an appropriate member of the VDCC Executive.
- The Complaint Manager must talk with the person being complained about and put to that person the information furnished by the complainant and other relevant parties and witnesses about the incident.

Additional Steps:

Taking into account the Complainant's views, the Complaint Manager will then decide whether:

- a) If the parties agree, refer the complaint to mediation;
- b) make a determination on the merits of the complainant's complaint and make a recommendation to the VDCC Executive Committee for approval;
- c) to collect further evidence – eg request a written response from the respondent, collect further witness statements, photos, video footage; or
- d) to commence another process appropriate to the circumstances, examples of which include:
 - a. Implementing a temporary arrangement such as separating the parties from engaging with one another to avoid possible recurrence of the alleged incident; and
 - b. Referring the matter to the VDCC Conduct Committee.

The VDCC Conduct Committee is responsible for determining the complaint by either:

1. Assessing the evidence 'on the papers' (without holding a hearing); or
2. Holding a hearing to determine an outcome.

10.4. Disciplinary Sanctions

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

- be applied consistently with any contractual and employment rules and requirements;
- be fair and reasonable;
- consider the person's age, previous behaviour and any previous offences
- 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.

10.4.2. 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.

10.5. Appeals

10.5.1. Any person found to be in breach of this Policy, may lodge a single appeal to the Appeals Committee against the finding against them, including but not limited to in relation to the disciplinary measure imposed on them.

10.5.2. VDCC shall determine the members who comprise the Appeals Committee.

10.5.3. An appeal must be lodged with the Appeals Committee in writing within 10 business days of the notification of the finding of the breach of this Policy.

10.5.4. The appeal will be heard promptly after the other parties to the appeal have been notified and will occur no later than 28 days after the appeal is lodged.

10.5.5. Any decision made by the Appeals Committee will be final.

10.5.6. The address of the Appeals Committee for the purposes of the lodging of documents shall be appeals@valleycricket.org.au

Attachment 1.1: MEMBER PROTECTION DECLARATION

Valley District Cricket Club (VDCC) 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.

All coaches, managers, umpires, scorers and others who work or volunteer in cricket with children aged under 18 years and who are exempt from a Blue Card as administered by the Queensland Government's Blue Card Services must complete this declaration and return it to VDCC.

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, 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.
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 General Manager of the Club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above have changed.

Declared in the State of Queensland

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

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

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

Name:.....

Signature:.....

Date:

Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks (Blue Card Check) aim to contribute to 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 which 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.

Detailed information, including the forms required to complete a Working with Children Check, is available in Queensland via Blue Card Services.

Queensland

Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

Attachment 1.3: VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS

1 OBJECTIVES OF THIS REQUIREMENT

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

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

- (a) all employees and volunteers involved with VDCC involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.

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

2.1 Employees and Volunteers

All employees and volunteers of VDCC whose normal responsibilities include, or are likely to include the following are required to obtain a Blue Card:

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

In practice that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of VDCC involving players **under the age of 18** must apply for and obtain a Blue Card.

2.2 Exemptions

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

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

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

3 HOW TO APPLY FOR A BLUE CARD

Step 1

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

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

Step 2

VDCC must sight at least one Primary Identification Document and one Secondary Identification Document proving the applicant's identity as listed in the application. A list of acceptable Primary and Secondary Identification Documents are set out on page 3 of the application form. At least one of the documents provided

must show the volunteer's or employee's signature.

Step 3

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

Step 4

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

Attachment 2: CODES OF BEHAVIOUR

Cricket Australia's Codes of Behaviour: Player, Coach, Umpire, Parent follow:



Attachment 2.1:

Players' Code of Conduct

Players have a responsibility to uphold the integrity of the game whilst they are training, competing on the playing field or representing their Club away from the field of play. Please refer to the players code of behaviour below:

- Play by the rules;
- Never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire in an appropriate manner during a break or after the game;
- Control your temper. Verbal abuse of others (including players, officials, guardians and spectators), sledging other players, the use of offensive language, deliberately distracting or provoking an opponent or threatening or engaging in physical assault are not acceptable or permitted behaviours in cricket;
- Batsmen are to leave the crease promptly when given out and are not to bang their bat on the ground or throw other equipment;
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you;
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition;
- Treat all participants in cricket as you like to be treated. Do not bully or take unfair advantage of another competitor;
- Cooperate with your coach, teammates and opponents. Without them there would be no competition;
- Participate for your own enjoyment and benefit, not just to please parents, teachers or coaches;
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion; and
- Unwelcome or uninvited behaviour whether verbal or physical, that discriminates, harasses, 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 will not be tolerated.
- Players are not to intimidate, harass or threaten any witness to a breach in the code of conduct during or on the completion of an investigation.



Attachment 2.2:

Coaches' and Managers' Code of Behaviour

The environment created by a coach and manager is integral to the overall experience of all players involved within your cricket Club. See below some foundational expectations of coaches and managers within the community. They are by no means exhaustive, but are a great starting point:

- Remember that many players participate for pleasure and winning is only part of the fun;
- Never ridicule or yell at a player (particularly young players) for making a mistake or not coming first;
- Control your temper. Verbal abuse of others, (including officials, players, guardians and spectators), the use of offensive language, deliberately distracting or provoking others and threatening or engaging in physical assault are not acceptable or permitted behaviours in cricket;
- Be reasonable in your demands on players' time, energy and enthusiasm;
- Operate within the rules and spirit of cricket and teach your players to do the same;
- Ensure that the time players spend with you is a positive experience;
- Avoid overplaying the talented players - all young players need and deserve equal time, attention and opportunities;
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;
- Display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage your players to do the same;
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition;
- Obtain appropriate qualifications and keep up-to-date with the latest cricket coaching practices and principles of growth and development of young people;
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development; and
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Coaches and managers are not to intimidate, harass or threaten any witness to a breach in the code of conduct during or on the completion of an investigation.



Attachment 2.3:

Umpires' Code of Behaviour

Umpires are integral to the integrity and fairness of our sport. See below Cricket Australia's foundational code of behaviour for umpires. Umpires should:

- In accordance with Cricket Australia guidelines, modify rules and regulations to match the skill levels and needs of young people;
- Compliment and encourage all participants;
- Be consistent, objective and courteous when making decisions;
- Condemn unsporting behaviour and promote respect for all participants;
- Emphasise the spirit of the game rather than the errors;
- Encourage and promote rule changes which will make participation more enjoyable;
- Be a good sport yourself - actions speak louder than words;
- Keep up-to-date with the latest available resources for umpiring and the principles of growth and development of young people;
- Remember, you set an example. Your behaviour and comments should be positive and supportive;
- Place the safety and welfare of participants above all else; and
- Give all people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Umpires are not to intimidate, harass or threaten any witness to a breach in the code of conduct during or on the completion of an investigation.



Attachment 2.4:

Parents' Code of Behaviour

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;
- Control your temper. Verbal abuse of others (including officials, players, guardians and spectators), the use of offensive language and threatening or engaging in physical assault are not acceptable or permitted behaviours in cricket;
- Show appreciation for volunteer coaches, managers, officials and administrators. Without them, your child could not participate; and
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Parents are not to intimidate, harass or threaten any witness to a breach in the code of conduct during or on the completion of an investigation.

What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

Attachment 4.1: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Queensland Police Service immediately on 000.

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

All people working with VDCC 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
Thank the child for speaking with you	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 (this is now mandatory).
- Contact the police or [Child Safety Services](#) 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 VDCC so that he or she is aware of the situation.

Step 3: Protect the child and manage the situation

- Police advice and processes will at all times be followed however should the matter not be pursued by the police the General Manager, and the Member Protection Information Officer (MPIO) will 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 VDCC.

The General Manager and the MPIO will consider what services may be most appropriate to support the child and his or her parent/s.

- The General Manager and the MPIO will consider what support services may be appropriate for

the alleged offender.

- The General Manager and the MPIO 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); and
 - a disciplinary or misconduct inquiry/investigation (conducted by the Complaints Manager, VDCC).
- Complaints Manager 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, VDCC will follow the procedures set out in 10.3 of our Member Protection Policy.
- Where required VDCC will provide the relevant government agency with a report of any disciplinary action taken.
- **Contact details for advice or to report an allegation of child abuse**

Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 Urgent Ph: 000 www.police.qld.gov.au	Child Safety Services Queensland Government Ph: 3097 0900

Attachment 4.2: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

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

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

VDCC Member Protection Policy

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

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