

**BNJCA**  
**Risk Management Strategy**  
**January 2007**

**RISK MANAGEMENT POLICY STATEMENT**

**1. Introduction**

The Brisbane North Junior Cricket Association (BNJCA) is committed to the safety and wellbeing of children and their protection from harm. The Association will maintain an effective Risk Management Plan as a means of ensuring that it can provide a safe and enjoyable environment for all involved with the game of cricket at all levels under its control.

**2. The BNJCA**

The Brisbane North Junior Cricket Association is an incorporated association governed by a Constitution (available on our website: [www.bnjca.org.au](http://www.bnjca.org.au)). The objects of the Constitution are:

- To encourage youths to play the game of cricket.
- To promote the game of cricket in North Brisbane and its environs at a junior level, subject to its responsibility to the Queensland Cricket Association.
- To advance the interests of junior cricket in Queensland.
- To arrange, control and manage intrastate and other cricket matches in North Brisbane at a junior level, subject to its responsibility to the Queensland Cricket Association and consequently to Cricket Australia.

The BNJCA fulfils the objects of its Constitution on a practical basis by:

- *Organising the BNJCA competition* on behalf of affiliated clubs
  - registering teams with Queensland Cricket
  - organising grounds
  - conducting the draw
  - managing the competition
- *Facilitating junior cricket representative opportunities* for players in affiliated clubs
  - organising teams
  - selecting players and officials
  - overseeing travel
  - accommodation
- *Providing affiliated clubs with assistance* for facility and player development
  - grants
  - coaching clinics
  - training forums

## **RISK MANAGEMENT POLICY STATEMENT (con't)**

### **3. Assistance for affiliates**

While the Association organises a summer competition for under 8 to under 16 teams on behalf of its affiliated clubs, it does not have a presence at games, and the grounds are the responsibility of clubs (all grounds are 'aligned' to the clubs). The games are overseen by the competing clubs and officials (volunteer parents) from the clubs are responsible for their conduct.

As the governing body for junior cricket in the Brisbane North region, the BNJCA will provide advice and assistance to affiliated clubs regarding the development and implementation of appropriate policies for child protection, and the development of Risk Management Plans to ensure that children can play and enjoy cricket safely and free from harm.

### **4. Representative cricket**

Where it operates representative cricket teams itself, the BNJCA will take a systematic approach to the identification and rectification of hazards.

All volunteer officials (coach, team manager and scorer) involved with BNJCA representative teams will be required to have a 'Blue Card' unless otherwise exempt.

### **5. Implementation of Risk Management Plan**

The implementation of this Risk Management Plan is the responsibility of the Management Committee of the BNJCA. The Plan will remain an active document with annual reviews undertaken to ensure its relevance.

### **6. Policies and procedures**

In conjunction with this policy, a series of specific policy documents and procedures will be established for the guidance of all members, volunteers, employees and others involved with the BNJCA.

## **STATEMENT OF COMMITMENT**

**The Brisbane North Junior Cricket Association (BNJCA) is committed to the safety and wellbeing of all children and young people involved in the game of cricket. Our volunteer coaches, managers, scorers and any others associated with the organisation of junior cricket will treat children with respect and understanding at all times.**

# **CODES OF CONDUCT**

The Brisbane North Junior Cricket Association (BNJCA) fully endorses the following Australian Sports Commission (ASC) Codes of Behaviour.

## **1. Code of Behaviour - Players**

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

## **2. Code of Behaviour - Parents**

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

## **3. Code of Behaviour - Coaches**

- Remember that young people participate for pleasure and winning are only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.

- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, 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 coaching practices and the 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.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### **4. Code of Behaviour - Administrators**

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **BNJCA ANTI-BULLYING POLICY**

The appeal of the game of cricket in Australia is not just limited to its strong history, tradition and culture. It is also about the way the game is played. For this reason, Cricket Australia places a strong emphasis on players and officials adhering to the 'Spirit of Cricket', and the 'Codes of Behaviour'.

There is also growing awareness in schools and junior sporting clubs about the need to recognise 'bullying'. This can impact on the attitude of young people towards their sport. It can result in children wanting to leave their team or their sport; in parents not getting involved, and in a poor image for a team or club.

Along with the 'Spirit of Cricket' and the 'Codes of Behaviour', the BNJCA advocates that affiliated clubs institute an awareness campaign amongst their committees, parents and players.

### **What is Bullying?**

Bullying is unacceptable behaviour and should not be tolerated. It can include name calling, constant criticism, racist remarks, threats, and unwelcome physical contact. It can also take the form of spreading rumours and excluding someone from activities.

On the sporting field, it can take the form of 'put downs' because of a players' capability (can't bat, can't catch, can't throw etc), or forming small team cliques which exclude the player.

The BNJCA believes it is the responsibility of club administrators, volunteer coaches and managers and parents to be aware of possible bullying. Many young children are reluctant to tell adults that they are being bullied. Older children are even more reluctant. This underlines the need for constant vigilance and encouragement to report bullying.

### **Bullying can occur:**

**Child to child** - includes physical aggression, verbal bullying (picking on another child), intimidation, damage to property, and isolation

**Adult to child** - includes repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade the child (including those about performance).

**Child to adult** - includes repeated gestures or expressions of a threatening or intimidatory nature by an individual child or a group of children

### **Combating Bullying**

The BNJCA recommends all affiliated clubs develop an anti-bullying policy, which at least includes the following measures:

- awareness of bullying as an unacceptable form of behaviour
- a club ethos which encourages children to report bullying

- a complaints mechanism to address this problem
- good supervision policies at junior cricket venues
- a supportive environment for victims of bullying
- the co-operation of parents/guardians to counter bullying

### **BNJCA Anti-Bullying Policy**

The BNJCA expects players and officials to respect the 'Spirit of Cricket' and the Laws of Cricket, and to adhere to the Australian Sports Commission Codes of Behaviour for players, parents, coaches and administrators. These are printed in the 'Allrounder'.

The Association does not condone physical or verbal abuse of any form in the junior cricket environment.

The BNJCA recommends affiliated clubs initiate an awareness program within their committee and amongst all volunteer coaches, managers and scorers. Clubs should also institute a complaints process to deal effectively with any bullying behaviours. A recommended complaints framework would:

- Encourage bullying to be reported to the team manager or the club secretary.
- Record the complaint. Get both sides of the story from the victim and alleged bully. Talk to witnesses and inform parents.
- Decide on any sanction (this could range from mediation, verbal warning, written warning, temporary or permanent ban from club)
- Make sure there is right of appeal.

The BNJCA anticipates any 'bullying' matters would be dealt with in the club environment. It is not envisaged the Association would become involved unless it involves an inter-club dispute.

## **BNJCA CHILD PROTECTION PROCEDURES**

**The Brisbane North Junior Cricket Association (BNJCA) applies the following procedures for protecting children in its care when organising and conducting representative cricket teams.**

- All volunteers (coaches, managers and scorers) of the BNJCA involved with junior representative teams (ie, under 12 to under 16) must hold a Suitability Card before they take any role, unless exempt under the Commission for Children and Young People Guardian Act 2000. (A parent involved with a team who has a child in that team is exempt).
- The BNJCA will maintain a register of all suitability card holders in a secure place.
- All volunteers of the BNJCA involved with the management and development of young cricketers must follow the code of conduct appropriate to the position held (eg, coach).

- All volunteers of the BNJCA are made aware of the appropriate policies and position descriptions provided by the BNJCA.
- All volunteers of the BNJCA must ensure that the following areas are handled in an appropriate manner –
  - Collect and register players' medical and indemnity details according to the Privacy Act 1998.
  - use of language
  - physical contact
  - relationships
  - discipline
  - bullying, and
  - general behaviour
- Where volunteers are given responsibility for BNJCA representative teams, wherever possible, there will be more than one person with each group of children.
- If there are girls in the group, every effort will be made to ensure that a female supervisor is available.
- The BNJCA will advise volunteer team officials to insist that all children are picked up by their parents or guardians.
- Volunteer team officials will be advised to never leave a child alone.
- In training situations, ensure that after dark there is adequate lighting.
- Ensure that toilets and change room facilities are safe.
- Do not take a child into a vehicle unless you have express permission from the child's parent or guardian to do so. This permission should be on file for reference.
- When training or playing competitively undertake all precautions to ensure the safety of the child.
- Should any abnormal occurrence be observed, an incident report must be completed and provided to the BNJCA President (or his representative), within twenty four hours of the incident occurring.

# **BNJCA REPRESENTATIVE TEAM MANAGEMENT POLICY**

The Team Management includes the Coach, Manager and Scorer who will accompany representative teams.

The BNJCA acknowledges that the supervision of the players in 'camp' is paramount and as such, the Coach, Manager or Scorer must be with or in the vicinity of the player's at all times.

These officials are an integral part of the team and are required to work in concert and in support of each other to uphold the "Code of Behaviour", to ensure that all players adhere to the "Code of Behaviour", create an environment whereby players can produce their best, be proud to represent the BNJCA and enjoy all aspects of the event.

If anyone involved in Team Management breaches any of the obligations outlined in this document they will be subject to disciplinary proceedings before the BNJCA Management Committee which may result in the termination of that person's involvement with the BNJCA.

## **TEAM COACH**

### **a) Role**

- Accountable for planning and practices
- Responsible for all technical and tactical implementation.
- Coach the players with due consideration for the mission and outcomes
- Represent the BNJCA both visibly and ethically as required.
- Work closely with the Team Manager in the supervision of team members at all times

### **b) Duties**

- Plan, conduct and evaluate training sessions.
- Develop and communicate match plans to the players and Team Manager.
- Provide ongoing feedback to individual players on performance during training and matches.
- Co-ordinate and supervise the activities of the Team Manager.
- Assume responsibility for all interaction with the players.
- Assume supervisory role of the team when required during competitions, particularly when the team is in "camp".
- The Team Coach is to provide a written report to the BNJCA within a reasonable deadline after the competition.

### **c) Attributes**

- Commitment to the position.
- High level of people management with particular sensitivity in communication and listening.

- Highly organised with forward planning.
- Ability to delegate.
- Team player, able to co-operate with the BNJCA's resources for the benefit of the team and cricket overall.
- Sound contemporary knowledge of the game.
- Ability to realistically appraise the qualities of the team and its opposition.
- Able to work with others to the benefit of the team.

## **TEAM MANAGER**

### **a) Role**

- Responsible for the welfare of all team members when the team is not under direct responsibility of the Team Coach.
- To represent the BNJCA both visibly and ethically as required.

### **b) Duties**

- Assist the Coach with the oversight of all players.
- Assume supervisory role of the team when required, particularly when the team is in 'camp' and not on the cricket field.
- Assist with any travel, accommodation, meals, medical, laundry and associated aspects where required.
- In conjunction with the Coach, establish and oversee a daily routine (eg meals and departure times, lights out etc).
- Store and dispense/or supervise any player's personal medications.
- Maintain a suitable medical kit.
- Maintaining a log of injuries and first aid stock used. Serious injuries must be reported to the BNJCA.

### **c) Attributes**

- 1 High level of people management with particular sensitivity in communication and listening.
- 2 Highly organised with forward planning.
- 3 Team player, able to co-operate with the BNJCA's resources for the benefit of the team and Cricket overall.
- 4 Able to work with other staff to the benefit of the team.