



MEMBER PROTECTION POLICY

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VETERANS CRICKET AUSTRALIA INC. MEMBER PROTECTION POLICY.

TO AVOID CONFUSION, THE TERM "MEMBER" IN THIS DOCUMENT DOES NOT REFER TO CONSTITUTIONAL MEMBERSHIP OF VCA BUT INSTEAD APPLIES TO ALL INDIVIDUALS WHO ARE MEMBERS OF VCA STATE, TERRITORY AND AFFILIATE ORGANISATIONS, AND VETERAN CRICKET CLUBS.

1. Introduction

The Rules of the Game of Cricket and its Associated Codes of Conduct / Behaviour require fairness, respect, responsibility and safety in all aspects of player behaviour on and off the field.

The core values of VCA Inc are to foster, develop, promote and manage the game of cricket for all who qualify to play under the VCA Constitution.

Furthermore:

VCA Inc

- supports the rights and well-being of all who are connected with the Association in any way, and encourages their active participation in building and maintaining a safe, fair and inclusive environment for all participants.
- recognizes that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

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

All members of VCA Inc are required to abide by

- the Rules of Cricket
- all VCA Inc policies including those described in our manuals.
- the Codes of Conduct / Behaviour relevant to the competitions in which they participate.

NOTE: VCA Inc has very limited contact with children and as such this Policy has been modified as required to suit the circumstances pertaining to VCA Inc.

2. Purpose of Our Policy

The main objective of the VCA Inc. Member Protection Policy is to

- promote responsible behaviour
- encourage the making of informed decisions
- advise / inform members and others of
 - o their legal and ethical rights and responsibilities
 - o the modes of behaviour that are expected of them

3. Extent of Our Policy

The policy relates to

- any public or private behaviour within the context of VCA Inc. and its activities which might bring the Association or our sport into disrepute.
- everyone involved in the activities of VCA Inc. whether they are in a paid or unpaid/voluntary capacity, and including but not restricted to the following
 - o VCA Office Bearers and administrators;
 - o Organisers and all associated with the running of any VCA event.
 - o All players, officials and support personnel associated with VCA matches.
 - o All VCA members, their family and supporters.

4. Association Responsibilities

VCA Inc will

- **Policy implementation**
 - o promote and distribute this policy and the consequences of any breaches of it so that it is accessible to all to whom it applies.
 - o promote and model appropriate behaviours at all times
 - o ensure that this policy is enforceable
 - o review this policy periodically
- **Policy application**
 - o hear complaints made under this policy and adjudicate on breaches of it in an appropriate manner as described in S6 below
 - o recognise and enforce any penalty imposed under this policy.
 - o seek advice from the relevant State / Territory Cricket Association.
 - o refer serious issues to the appropriate authorities

5. Individual Responsibilities

All to whom this policy applies must:

- make themselves aware of the purposes and contents of this policy,
- comply with all relevant provisions of this policy, including
 - o treating all other people with respect,
 - o placing the safety and welfare of others above other considerations. This applies in particular to any for whom we may have a special duty of care.
 - o lodging a complaint about any inappropriate behaviour
 - o responding to any request made by the Association in relation to a properly lodged complaint.
 - o complying with any decisions and/or disciplinary measures imposed under this policy.

6 Responding to Complaints

Complaints should be lodged with the Secretary. Contact details are on the VCA website.

VCA Inc. undertakes to:

- treat all complaints seriously.
- handle them in accordance with the principles of procedural fairness.
- make unbiased decisions.
- where appropriate, impose reasonable penalties.

The person against whom a complaint has been made will be given full details of

- what is being alleged against them
- the process by which the complaint will be heard
- the process by which they may respond to those allegations

6.1 Process by which Complaints will be received

When a complaint is received, the Secretary (or other person receiving the complaint) will:

- listen carefully and ask questions to understand the nature and extent of the concern
- ask the complainant how they would like their concern to be resolved and if they need any support
- explain the process by which the complainant's concern will be managed

Once the complainant confirms that they wish to proceed, the Secretary will;

- advise the complainant that;
 - o a Record of Complaint form has to be completed, and
 - o forwarded to the Secretary within the required time frame
- inform the VCA President and any other relevant parties.
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

6.2 Resolution of complaints.

- The parties to a dispute must attempt to resolve the dispute between themselves within 7 days of the dispute coming to the attention of each party.
 - o If the parties to a dispute are unable to resolve the dispute between themselves within this time, either party must notify the Secretary within a further 3 days.
- The Secretary shall then request both parties to provide reasons for this failure be submitted in writing within a further 3 days.
- The parties are then to:
 - o agree to the appointment of a mediator or request one be appointed; and
 - o attempt in good faith to settle the dispute by mediation.
- The mediator must be
 - o a person chosen by agreement by both parties; or in the absence of agreement
 - o an appropriately independent and unbiased person appointed by the Board, or
 - o a person appointed or employed by Cricket Australia or
 - o a relevant state authority.
- Mediation process

The mediator to the dispute, in conducting the mediation, must

 - o give each party every opportunity to be heard; and
 - o allow due consideration by all parties of any written statement submitted by any party; and
 - o ensure that natural justice is accorded to the parties throughout the mediation process.
 - o not determine the dispute.
- Where relevant, the Rules of Cricket, the VCA Constitution, Rules or policies will apply.
- Where these do not apply, VCA or its appointed mediator reserves the right to consult with relevant experts outside the Association.
- Failure to resolve dispute by mediation

If the mediation process does not resolve the dispute, either party may seek to resolve the dispute in accordance with the Act or otherwise at law.
- If the complaint relates to suspected criminal activity of any nature, VCA Inc. will report the behaviour to the police and/or relevant government authority.
- At any stage of the process, a person can seek advice from an external agency and, if the matter is within their jurisdiction, may lodge a complaint with that agency.

ATTACHMENTS

Attachment 1: CODE OF BEHAVIOUR

The VCA Code of Behaviour is available in the VCA Championship Manual at

<http://www.veteranscricketaustralia.com.au>

Attachment 2: RECORD OF COMPLAINT

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name		
Complainant's contact details	Phone:	Email:
Complainant's role/status in Association	<input type="checkbox"/> Official (Paid) <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Spouse, Parent, Family Relative <input type="checkbox"/> Spectator <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Scorer <input type="checkbox"/> Other (Describe)	
Name of person complained about		
Other party's role/status in Association	<input type="checkbox"/> Official (Paid) <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Spouse, Parent, Family Relative <input type="checkbox"/> Spectator <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Scorer <input type="checkbox"/> Other (Describe)	
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment or Discrimination on the basis of <input type="checkbox"/> Sexuality <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other (Describe)	
Description of alleged issue including location/event/date		
Complainant's purpose in making complaint.		

<p>Information provided to both parties</p>	<p><input type="checkbox"/> VCA responsibilities (including relevant VCA policies)</p> <p><input type="checkbox"/> Complainant's responsibilities</p> <p><input type="checkbox"/> Process by which complaint will be managed</p> <p><input type="checkbox"/> Mediation process</p> <p><input type="checkbox"/> Other party's rights and responsibilities</p> <p><input type="checkbox"/> Options in the event of the complaint not being resolved</p>								
<p>ACTION TAKEN DATE/S</p>									
<p>RESOLUTION (OR FURTHER ACTION TO BE TAKEN)</p>									
<p>SIGNED / DATE/S</p> <p>DATE OF INCIDENT</p> <p>RECEIPT OF COMPLAINT</p> <p>OTHER PARTY ADVISED</p> <p>MEDIATOR APPOINTED</p> <p>FINALISED</p>	<table border="1"> <thead> <tr> <th data-bbox="518 1182 624 1211">DATE</th> <th data-bbox="624 1182 863 1211">COMPLAINANT</th> <th data-bbox="863 1182 1102 1211">OTHER PARTY</th> <th data-bbox="1102 1182 1407 1211">VCA OFFICIAL/MEDIATOR</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	COMPLAINANT	OTHER PARTY	VCA OFFICIAL/MEDIATOR				
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