



Goodwood Cricket Club Inc

Conduct Policy

The purpose of this document is to outline the expected conduct of its players, officials, volunteers and employees, to promote a positive work and player culture as a foundational part of Goodwood Cricket Club Inc's operational framework.

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**Date of issue:** December 2020

***Authorised by:*** *Goodwood Cricket Club Committee*

## POLICY STATEMENT

Goodwood Cricket Club Incorporated ('the Club') has developed this *Conduct Policy* to make clear the expected standards of conduct for members, employees, volunteers, players and visitors.

This policy supports the Club in achieving its objectives as set out in the Club Constitution. These objectives include 'to foster and cultivate the spirit of sportsmanship and fellowship amongst the members of the Club'<sup>1</sup> and to 'cater for and promote the game of cricket' in the local area including to 'educate, train, coach and encourage members of the club'<sup>2</sup> in playing cricket.

The Club recognises that to achieve those objectives it has a responsibility to provide a safe and welcoming environment for boys, girls, men and women from any of cultural, racial, or religious background interested in playing or watching cricket in a sociable community environment.

### 1. PRINCIPLES AND OUTCOMES

#### *Code of Conduct*

The Club endorses the principles of the South Australia Cricket Association's *Affiliates and Club Protection Policy*<sup>3</sup>. Consistent with SACA's Code of Conduct in that policy, the Club requires every member on or off the field and at any time they may be associated with the Club to:

- be ethical, fair, and honest in all their dealings
- treat everyone with respect and courtesy and have proper regard for their dignity, rights and obligations
- place the safety and welfare of children and young people above other considerations
- comply with the Club's policies including the Club Constitution, the by-laws and policies of the Adelaide Turf Cricket Association, South Australian Cricket Association, or Cricket Australia that apply to individuals involved in cricket or to affiliated clubs
- operate within the laws and the 'Spirit of Cricket'
- comply with all relevant Australian and South Australian laws particularly in regard safety, liquor licencing, anti-discrimination and child protection
- be responsible and accountable for their conduct and
- abide by relevant role specific Codes of Behaviour identified in this policy.

#### *Codes of Behaviour*

The Club endorses the following role Codes of Behaviours<sup>4</sup> as binding on all participants:

- Coaches' Code of Behaviour
- Parents' Code of Behaviour
- Players' Code of Behaviour
- Umpires' Code of Behaviour

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<sup>1</sup> See the Objectives of Goodwood Cricket Club in the Club Constitution at 3.2

<sup>2</sup> See the Objectives of Goodwood Cricket Club in the Club Constitution at 3.1 and 3.3

<sup>3</sup> <https://www.saca.com.au/about/about/policies>

<sup>4</sup> <https://www.community.cricket.com.au/clubs/policies/codes-of-behaviour>

### *Safety and welfare of children and young people*

The Club endorses the following standards as binding on all Club Members:

- Australian Cricket Policy for Safeguarding Children and Young People
- Looking After Our Kids for Associations and Clubs
- Looking After Our Kids for Australian Cricket Personnel; and
- SACA Safeguarding Children and Young People Policy

### *Anti-harassment and anti-discrimination*

The Club endorses the following standards as binding on all participants:

- Cricket Australia Racial and Religious Vilification Code
- Cricket Australia Anti-Harassment Policy

### *Laws and spirit of cricket*

The Club endorses the Spirit of Cricket as written in the Preamble to the Laws of Cricket and acknowledges cricket owes much of its appeal and enjoyment to the fact that it should be played not only according to the Laws, but also within the 'Spirit of Cricket'. The Spirit of Cricket calls on all individuals to display respect, create a positive atmosphere by our conduct, and to show self-discipline even when things go against us<sup>5</sup>.

No member shall deliberately or intentionally violate: the Laws of Cricket to gain an unfair advantage in a match, the Spirit of Cricket, Law 41 'Unfair Play', or Law 42 'Player's Conduct'.

### *Statutory standards*

Australian and South Australian laws, along with mandatory standards which the Club, its employees, members, and guests can expect to apply include but are not limited to:

- *Associations Incorporation Act 1985 (SA)*
- *Children and Young People (Safety) Act 2017 (SA)*
- *Liquor Licencing Act 1997 (SA)* and the Liquor Licence General Code of Practice<sup>6</sup>
- *Equal Opportunity Act 1984 (SA)*
- *Sex Discrimination Act 1984 (Cth)*
- *Race Discrimination Act 1975 (Cth)*
- *Racial Vilification Act 1996 (SA)*
- *Work Health and Safety Act 2012 (SA)*

### *Conflicts of interest*

Where a member or volunteer may face, or be seen to face, a conflict between their duty for the club and any personal, financial, commercial or other responsibility, they are required to declare that conflict or potential conflict, offer to withdraw from the club duty, and to act in the interests of the Club while fulfilling a duty for the Club.

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<sup>5</sup> See 'The Preamble - The Spirit of Cricket', <https://www.lords.org/mcc/about-the-laws-of-cricket>

<sup>6</sup> <https://www.cbs.sa.gov.au/resources/liquor-licence-general-code-practice#>

## 2. SCOPE AND AUTHORITY

Goodwood Cricket Club Inc positions itself in the community to provide a positive and enjoyable cricket experience for people of all ages and abilities in a fully structured, organised and resourced club environment, while developing players, people and partnerships in the community.

It is within that context the *Conduct Policy* is implemented by all staff, players, officials and volunteers both in their interactions with each other and during all aspects of the Club's operations.

This policy is issued under the authority of Goodwood Cricket Club Inc Management Committee. Any issues relating to the application and review of this policy should be referred to the Club Secretary or Risk Officer.

## 3. OPERATIONAL CONTEXT

The Club is affiliated with the Adelaide Turf Cricket Association, which is associated with the South Australian Cricket Association, which is associated with Cricket Australia<sup>7</sup>. As a consequence, the Club and its members are bound by the relevant by-laws, policies, and codes of those bodies.

| Issue                                                        | Policies/Staff Instruction                                                                                  | Authority Documents                                                                                                                      |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Staff and volunteer<br>RECRUITMENT and INDUCTION             | Staff Induction (Orientation) documents<br>Volunteers Policy                                                | Equal Opportunity Act (SA)<br>Sex, Race, Age and Disability<br>Discrimination Acts (C'wealth)                                            |
| ROSTERING, LEAVE and DUTIES                                  | Position Descriptions                                                                                       | Fair Work Act (C'wealth)<br>Contract of Employment<br><i>Registered and Licensed Clubs<br/>Award 2010</i>                                |
| PRIVACY and INFORMATION<br>TECHNOLOGY use                    | Acceptable<br>Telecommunications Policy                                                                     | Privacy Act (C'wealth)<br>South Australian Information<br>Privacy Principles                                                             |
| APPRAISAL and PERFORMANCE<br>MANAGEMENT                      | Performance Development<br>Guidelines<br>Volunteers Policy                                                  | Contract of Employment                                                                                                                   |
| FAIR TREATMENT, BULLYING<br>and HARASSMENT issues            | Anti-Bullying and Harassment<br>Policy                                                                      | Equal Opportunity Act (SA)<br>Sex, Racial, Age and Disability<br>Discrimination Acts (C'wealth)<br>Work Health and Safety Acts           |
| Staff and volunteer<br>DISCIPLINARY ACTION and<br>GRIEVANCES | Disciplinary Policy<br>Anti-Bullying and Harassment<br>Policy<br>Complaints and Customer<br>Feedback Policy | Fair Work Act (C'wealth)<br>Work Health and Safety Acts<br>Contract of Employment<br><i>Registered and Licensed Clubs<br/>Award 2010</i> |

### *Risk Officer*

To support the implementation of the *Conduct Policy*, the Club Committee will appoint a club member as the Risk Officer<sup>8</sup>. The Risk Officer should be selected as a person who would be approachable by

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<sup>7</sup> See Affiliation of Goodwood Cricket Club in the Club Constitution at 4.0

<sup>8</sup> Training available at: <https://www.playbytherules.net.au/online-courses/mpio-online-course>

members, volunteers and staff about sexual, racial or religious discrimination, harassment, vilification, or any other sensitive matter. The Secretary will receive any concerns or complaints if the Risk Officer is on leave or unavailable for a significant period.

#### **4. RESPONSIBILITIES**

The Goodwood Cricket Club Committee is responsible for:

- the approval and review of the Conduct Policy
- providing the necessary assistance to the Secretary or Risk Officer when issues arise from the interpretation or implementation of this policy or sub-ordinate policies
- treating all staff and volunteers with respect, courtesy and honesty, and without harassment or discriminatory practices
- addressing grievances and complaints, which may include unresolved issues raised by staff, volunteers, visitors and members.

The Secretary is responsible for:

- the implementation of this policy or sub-ordinate policies and procedures
- ensuring that employees are inducted in this policy and any sub-ordinate policies and procedures
- the operational arrangements which include the selection, induction, performance development, assessment of duties and applications for leave, using the appropriate instruments listed in this policy
- treating all staff and volunteers with respect, courtesy and honesty, and without harassment or discriminatory practices
- reporting on any concerns, inconsistencies or areas for review arising from the application of this policy to the Cricket Club Committee.

The Risk Officer is responsible for:

- inducting the Cricket Club Committee, staff and (as appropriate) volunteers in the Conduct Policy or sub-ordinate policies and procedures
- treating all staff and volunteers with respect, courtesy and honesty, and without harassment or discriminatory practices
- addressing grievances and complaints raised by staff, volunteers, visitors and members.

The Staff, Players and Volunteers are responsible for:

- developing their awareness of the Conduct Policy and any appropriate sub-ordinate policies and procedures
- treating other staff and volunteers with respect, courtesy and honesty, and without harassment or discriminatory practices complying with this policy and sub-ordinate policies and procedures
- complying with all financial and administrative standards
- providing enough information and cooperation to enable their concerns or grievances or any complaints about them, to be assessed by the Risk Officer (or Secretary in his/her absence).

## 5. MANAGEMENT AND RESOLUTION OF GRIEVANCES

The Club is committed to maintaining positive relationships and in so doing is committed to resolving concerns or grievances with positive outcomes for any aggrieved party.

All staff and volunteers have the right to access a transparent and supportive resolution process if they have a grievance and have the right to seek review of significant decisions made about them.

It is expected that any concern or dispute about a decision or action involving staff or volunteers will be resolved in a conciliatory and (as appropriate) confidential way. If this is not achievable or appropriate for the Risk Officer to address, then the concern or dispute is referred for resolution to the Cricket Club Committee.

## 6. REVIEW

The Goodwood Cricket Club Committee is responsible for initiating the review of this policy in collaboration with relevant volunteers. It is expected that a thorough review of this policy any procedures will occur every 2 years to ensure compliance with relevant standards.

### Appendix 1 – Updates and Amendments

| Date of Operation | Sections Updated or Change        | Reasons/Comments                                                                                                     |
|-------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------|
| December 2020     | New policy developed and approved | Development of policy as part of volunteer management processes<br><br>Authorised by Goodwood Cricket Club Committee |