

**CRICKET CLUB**

POLICY HANDBOOK

This Policy Handbook should be read in conjunction with the Club Coaches and Managers Handbook available at <http://mcccc.act.cricket.com.au/>

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# INTRODUCTION

The Marist College Canberra Cricket Club (MCCCC or the Club) Policy Handbook provides information on the operation and management of cricket at Marist College, Canberra (MCC or the College). The Handbook is available to all who have an interest in the administration, transparency and running of cricket at MCC. The Cricket Committee will update and approve changes to the Handbook as required. Any changes to the Handbook will require endorsement by a majority of the Committee prior to being accepted. The handbook has been developed to complement the [*Marist College Sports Policy*](https://www.maristc.act.edu.au/student-life/co-curricular#sports)and where appropriate the Policy is referred to or quoted in this document.

## Marist College Sports Committee

The Marist College Sports Committee, chaired by the Sports Master (Senior School), governs policy development for the conduct of sport, including awards, registration fees, presentation evenings and associated activities. The relevant College Coordinator and a representative of the relevant club represent each sport.

1. MARIST COLLEGE CANBERRA CRICKET CLUB PHILOSOPHY AND GOALS

The Marist College Canberra Cricket Club was established on 7 September 1993 to oversee and manage all aspects of cricket at the College. The aim is to improve the overall standing of cricket both within and outside the College.

# Mission Statement

**The Marist College Canberra Cricket Club exists to provide an effective cricket support infrastructure for Marist students to play cricket and develop their skills and interest in the game so that Marist is considered a successful cricketing school.**

# Goals

1. To provide all students at Marist with the opportunity to play cricket.
2. To maximise the level of participation and enjoyment of students who play cricket.
3. To provide qualified coaches for the school's cricket teams.
4. To provide all players with the opportunity to be coached in all facets of the game.
5. To instil in all Marist cricketers, coaches and supporters the importance of playing the game according to the etiquette and spirit of the sport, the Club Code of Conduct and of upholding the values that underpin the Marist ethos (Faith, Love, Justice, Compassion and Hospitality).
6. To develop leadership, team work and technical cricket ability from junior school through senior school, including the 1st XI, to contribute to player development; individually and collectively, for personal, team and club success.
7. To keep the College and general community informed of the progress of its cricket teams.
8. To maximise the level of satisfaction students gain from playing cricket so they will want to play “next year".
9. To assist with the running of junior cricket in the ACT.
10. To encourage Marist players to play in representative teams.
11. To enhance the College’s reputation as a school that produces fine young men.

1. ADMINISTRATION
   1. The Marist College Canberra Cricket Club Annual General Meeting (AGM)

In complying with legal protocol, the MCCCC will hold its Annual General Meeting (AGM) in the first half of May every year to select its President, Executive and Committee Members. Parents and guardians of boys who are registered to play cricket at Marist are encouraged to attend.

The AGM will be advertised to all members of the Marist Cricket Community no less than 28 days from the scheduled date of the AGM. The Secretary will run the AGM and can make rulings on any issues of procedure that are not covered in the constitution.

A Member of the Marist Cricket Community is a life member, Marist teacher, parent or guardian whose son is a registered cricket player at the College, or a person actively involved in the Club in the immediate season either as a team official or committee member. However, it is one vote per family and persons under the age of eighteen are ineligible to vote. Membership is annual and commences from payment of cricket registration and runs for a *cricket* calendar year - cricket club registration to cricket club registration.

The Purpose of the AGM is to elect Committee Members. The positions are;

* Equipment Officer;
* ACT Junior Council Delegate;
* Sponsorship/Fundraising Officer;
* Senior & Junior School Coordinators;
* Registrar;
* Information Officer;
* Age Coordinators, and
* General Committee Members.

Of note it is preferred that no Committee Member is dual hatted unless there is a specific requirement and it is endorsed by the Committee.

The Committee Members, newly voted will then by a show of hands, or secret vote (no proxies allowed) vote for the Executive of the Marist Cricket Club. An auditor must be appointed from the Committee to manage a secret vote. All nominations for positions within the Executive are to be received by the Secretary no later than 14 days before the AGM to allow distribution to the other Committee Members for consideration.

The Marist College Canberra Cricket Club Executive is made up of the following positions:

* President;
* Vice-President;
* Secretary, and
* Treasurer.

Once all positions are filled and the Executive voted and confirmed, the list of the MCCCC officials will proceed to the Marist Senior School principal for endorsement.

## Quorum

The MCCCC requires a majority of the elected Committee members in attendance at any meeting to form a quorum to enable Club decisions to be made.

## Proxies

No proxy votes will be considered or accepted at any general or special AGM held by the Club.

## Documentation

The Annual Report, containing:

* the accounts,
* a summary of the year's activities,
* a record of the year's achievements,
* a preview of what is planned for the next year, and
* a re-statement of the organisation's vision,

is to be available to any member of the Club three days prior to the AGM.

## Minutes

The minutes will record every decision made, and have to include the financial statements. After the meeting, any member is entitled to consult the minutes and the attached financial reports.

The relevant minutes are the minutes from the previous AGM, not the previous board meeting. The mover and seconder don't have to have been at the previous meeting; their function is purely mechanical.

* 1. AGM Procedure

Motions

Arrange in advance for someone to move a motion to:

* accept the minutes of the last AGM;
* approve the chair's report (the Annual Report);
* approve the treasurer's report (the Financial Statement);
* call for nominations for office bearers; and
* confirm timing of the next general meeting.
  1. Executive Tenure

In the spirit of refresh, renewal and reinvigoration, it is expected that the club will harmoniously transition key leadership positions. There is no specific length of tenure. There is an expectation that the Club President, who after his tenure is complete should serve one more year, or what is considered appropriate as the past President to ensure continuity, seamless transition and corporate memory.

* 1. Stage Co-ordinators

A particular requirement in the administration of cricket at the College is the need to ensure that information is disseminated.

At certain times, the Committee will need to pass information quickly to all players and on other occasions the Committee will require information from players, teams etc.

To facilitate the efficient exchange of information, each Stage will be represented by a "Stage Co-ordinator". This is usually a coach or manager from one of the teams in the Stage group although this is not mandatory.

The Stage Co-ordinator will be provided with team lists for their particular group together with the phone numbers and email addresses of team managers and coaches. Information should be passed by phone or email and it is important that individual team managers or coaches respond to requests from the Stage Co-ordinators.

* 1. Cricket Committee Meetings

Cricket Committee meetings are held on a regular basis and at other times when specifically called. For the meetings to be an effective forum all Committee Members are requested to attend. The Secretary is to give prior notice of all meetings and members are to advise the Secretary if they are unable to attend.

A separate MCCCC Carnival Committee will be established and work with the College in the years that the College is selected to host the annual Marist Cricket Carnival.

* 1. Cricket ACT Junior Council Meetings

Cricket ACT Junior Council meetings are held on a regular basis and at other times when especially called. Marist Cricket Club is represented by a Delegate to the Cricket ACT Junior Council. The Delegate represents the interests of the club and reports to the Committee on Junior Council proceedings.

* 1. Finances

A budget will be prepared at the beginning of each season and approved by the Committee. The budget will be continually monitored throughout the season.

The Treasurer will maintain all records associated with the financial operations of the Club.

Signatories to the Club's bank accounts shall be the Treasurer, President, Vice President/Immediate Past President and the Secretary. Any two of these signatories shall be required to sign cheques, process EFT payments and other instruments on behalf of the Club.

No expenditure of MCCCC funds can be made without prior authorisation by the Committee. Authorisation can be obtained at a Committee meeting or out of session in urgent circumstances.

Refer to Treasurer’s Duty Statement.

* 1. Privacy Policy

Marist College is bound to comply with the *Privacy Amendment (Private Sector) Act 2000*. In order to comply with the Act, the College has developed a Privacy Policy and Information Collection Notice. These documents cover the collection of personal information by the College and its sporting clubs. As a College sporting club, MCCCC is required to ensure that data collected by it is treated, by those who will have access to personal data, in accordance with the policy.

The College's Privacy policy can be obtained from the College's website

[(](http://www.maristc.act.edu.au/privacy)<https://www.maristc.act.edu.au/resources/privacy-policy>[)](http://www.maristc.act.edu.au/privacy).

Any information distributed by the Club should be cleared by the President before being sent. Stage Co-ordinators should remind coaches and managers of the basic privacy requirements. Before team contact lists are provided to team members and parents, the coach or manager should obtain the parents’ permission to provide such details. (Note: a permission note has now been included on the electronic registration form).

* 1. Code of Conduct

The Club is committed to promoting cricket and the personal development of our players in accordance with the College ethos, the highest standards of sportsmanship and the Laws and Spirit of Cricket. The Club Code of Conduct is found on the Club website [(http://mcccc.act.cricket.com.au/)](http://mcccc.act.cricket.com.au/) in the Club Coaches and Managers Handbook. All Committee Members, coaches and managers are to sign and submit a copy of the Code of Conduct electronically via the Club email address (cricket@mcc.act.edu.au) or to the Club Secretary.

* 1. Working with Vulnerable People Registration

The *Working with Vulnerable People (Background Checking) Act 2011* (WWVP Act) commenced on 8 November 2012. It aims to reduce the risk of harm or neglect to vulnerable people in the ACT. The WWVP Act requires those who work or volunteer with vulnerable people to have a background check and be registered. The premise of background checking is that the past behaviour of an individual can provide an indication of the possible future behaviour of that individual. Examples or patterns of abusive or inappropriate behaviour can sometimes be evident in information available for assessment, which includes an individual’s criminal record. The ACT Government considers that the creation of a checking system with appropriate safeguards for people who work with, or who want to work with vulnerable people is consistent with section 28 of the *Human Rights Act 2004*.

Therefore, all employees and volunteers of the College are required to comply with the ACT WWVP legislation and apply for and be approved WWVP registration prior to working or volunteering in any capacity within the Club.

All approved registrations are to be submitted to the College Sports Master via the Club President (the nominated person) for confidential storage.

* 1. Conflict of Interest

The Club is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

## Purpose

This policy has been developed to provide a framework for:

1. All Committee Members in declaring conflicts of interest; and
2. The Committee, when determining how to deal with situations of conflict.

## Policy

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of a Committee Member to exercise objectivity. The Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Clubs Conflicts of Interest Register.

A Committee Member who believes another Committee Member has an undeclared conflict of interest should specify in writing the basis of this potential conflict. Where a Committee Member has a conflict of interest, as defined by statute, or protocol that Committee Member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee Members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other Members present.

Where a Committee Member has a conflict of interest, as defined by statute, that Committee Member shall not vote on that matter. The Committee may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply. Committee Members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm’s length without the participation of the Committee Member concerned.

All Committee Members are to complete and provide the Secretary a signed and witnessed copy of the Probity and Conflict of Interest declaration (Annex C).

1. GENERAL POLICIES
   1. Selection of Coaches / Managers

The committee shall appoint coaches and managers for all teams except the First and Second Elevens, where it shall submit a recommendation to the College Headmaster for endorsement and appointment. Nominees for coaching positions are to be formally advised by the Club President on their appointment. Unsuccessful applicants are to be afforded an opportunity of an interactive feedback session from the President.

Nominations for coaching positions will be invited before the commencement of each season. Nominations received will be considered and decided by the Committee.

In all cases except for the 1st and 2nd XI it is preferred that the coach be a parent or family member of one of the players or alternatively a teacher at the school. If this cannot be achieved the Committee with the assistance of the school will seek nominations from other interested parties.

Incumbency as a coach does not guarantee automatic selection to the next Stage and grade at the MCCCC.

In making appointments, the Committee will take into account:

* + 1. the nominee’s qualifications and track record as a coach;
    2. involvement and commitment to the game of cricket;
    3. the nominee’s past involvement in the Club, or any other cricket club, if any;
    4. the capacity and willingness of the nominee to abide by the Club’s policies and Code of Conduct; and
    5. the overall contribution the nominee can make to the Club, its players and the Marist cricket community.

Coaches and managers are to encourage engagement and participation of parents including taking on scoring, umpiring and other support roles.

* 1. ACT Comet Trial Selection

Boys who play Division One are eligible to be selected to trial for the ACT Comets in their age cohort. Coaches are to have the list to the Committee for consideration and endorsement at the end of the season as a matter of last business prior to the winter sports season. Nomination forms are at Appendix B.

* 1. Player Eligibility

Boys attending a school other than Marist College are eligible to play cricket for Marist if they have enrolled at Marist and have an **Acceptance of Enrolment** for the following year.

To be considered for a Marist representative team a student must be currently playing for Marist in that sport.

In **exceptional** circumstances, the Committee may consider a request for the registration of players who will not be enrolling at Marist until the year after the end of the forthcoming season. This will only be considered in the case of younger siblings of current students. In these exceptional cases, clearance must be obtained from the College and parents as such players are not covered by the College’s accident insurance policy. The Club will take out insurance with Cricket ACT to cover the cost of players not yet attending school at Marist.

* 1. Player Participation

Coaches must adhere to the Cricket ACT Junior Competition Rules for both bowling and batting limitations. High level participation guidelines are also provided.

All players regardless of ability are to be encouraged to actively participate in the game. Every player, within reason should be given the chance to bat and bowl during a match. This is particularly relevant to teams in the lower divisions.

**Stage 1 (Under 10 & Under 11)**  These age groups will play under the Stage 1 rules of the revised Junior Cricket formats introduced in 2016/17. The format includes rules to ensure maximum participation for all players and includes changes to the pitch length, boundary size and the numbers of players in a team.

**Stage 2 (Under 12 & Under 13)** These age groups will play under the Stage 2 rules of the revised Junior Cricket formats introduced in 2016/17. The format includes rules to ensure maximum participation for all players and includes changes to the pitch length, boundary size and the numbers of players in a team.

**Stage 3 (Under 14 Under 15 Under 16)** All Under 14 to Under 16 divisions will play a combination of 30-over matches and T20 matches. These age groups will play under the Stage 3 rules of the revised Junior Cricket formats introduced in 2016/17.

**Stage 3 Colts (Division 2)** This age groups will play under the Stage 3 rules of the revised Junior Cricket formats introduced in 2016/17. Division 2 Colts will play a combination of 40-over matches and T20 matches.

**Stage 3 Colts (First XI)** This age groups will play under the Stage 3 rules of the revised Junior Cricket formats introduced in 2016/17. Colts will play a combination of 50-over matches and T20 matches.

These are age groups where the development of skills can mean that three or four players can overshadow other team members. Coaches should take every opportunity to involve less skilful players in all aspects of the game.

**For all Stages**, Coaches and managers should ensure player participation in the game off the field as well. Players should be involved in setting up for the days play e.g. positioning boundary markers, stumps, and helping out with scoring duties.

**Grievances.** Any parent that feels that there son is not getting a ‘Fair Go’ in the first instance should consult with the coach. If that fails to achieve a satisfactory result then the parent should seek the Age Coordinator for the cohort to discuss the grievance. If this fails to achieve a reasonable and satisfactory outcome of the issue, the parent should email the Cricket Club President and committee for final arbitration. Contact cricket@mcc.act.edu.au

NOTE: All players must remain at the ground for the duration of the match unless given permission to leave by the coach/manager.

* 1. Failure to attend training or matches

Any player who fails to notify in advance his coach or manager that he is unable to attend training or a match, without a reasonable excuse, may be stood down from part or all of that or a subsequent match with the endorsement of the Club’s Executive.

Any decision to stand a player down should be referred in the first instance to the Age Group Co-ordinator to take up with the Club Executive, in consultation with the appropriate Cricket Coordinator.

* 1. Registration Day

Registration is conducted via an online form. The form will usually be available in early August. Registration fees must be paid when a player registers to play cricket. It is preferred that all payments are conducted via the secure online method. Other methods of payment will be available for those who are not able to pay online.

* 1. Registration Fees

Registration fees will be set by the Committee prior to the Registration Day and will be restricted to a level which, together with other fund raising, enables the Marist Cricket Committee to meet its commitments in running cricket at the College.

* 1. Late Registration of Players

It is likely that in each season late registrations will be received. The Committee will consider the inclusion of late players having regard to the existing team arrangements and how much of the competition remains to be completed. As a general rule the Committee will make every endeavour to include late registration players in a team. Late registrations should pay an appropriate level of fee to be decided by the Committee.

It is important that a registration form is completed quickly to ensure that all players are "registered" and covered by insurance. The Committee, through the Age Group Coordinator, must approve allocation of such a player to a team, having regard to grading and the impact on other players.

* 1. Grading of Players

The Marist Cricket Committee has a formal process for the grading of players. At the commencement of each season the following arrangements will take place:

* + 1. All players are to be graded in their correct Stage group;
    2. The committee will appoint grading panels for each Stage group (usually consisting of 2 to 3 people);
    3. Grading panels for each Stage group will comprise a combination of people intending to coach and independent members. An independent member will chair the panel and make the final decision where there is not a unanimous position reached.
    4. Grading panels will take into account the following factors in selecting teams:
  1. Boys indication of what team they wished to be considered for;
  2. previous season’s statistics – this may be more than one year;
  3. awards given in prior years;
  4. performance at selection trials including both skills and nature of batting, bowling and fielding/keeping styles, as well as leadership and cooperation through the trials;
  5. feedback and assessments from coaches from previous seasons;
  6. balancing sides based on a blend of different skills;
  7. development shown over time; and
  8. potential.
     1. Potentially, two grading trials will be scheduled and all players wishing to be considered for division 1 must attend both of these trials;
     2. The Committee will submit the recommended Marist team arrangements (number of teams and recommended division) to the Cricket ACT Junior Council; and
     3. The Committee, together with the chair of panels, will ensure that the team lists (are promulgated at the school and to parents of boys as soon as practically possible and before the end of Term 3.

In accordance with the school sports policy, the Committee will place boys in their own age group unless selected in the 1st or 2nd XI. If a written request is received from a boys representative coach, a previous MCCCC coach, or Cricket ACT to play in an older age group, the committee will seek the approval of the boys parents and forward this letter to the MCC sports master for his/her consideration.

In these special circumstances the Committee may agree to players being placed in a team outside their age group. This arrangement will only occur in exceptional circumstances and with the approval of the Committee following recommendations by the appropriate Age Group Co-ordinators.

Selections to teams will be made on merit, based on playing ability and commitment to the

Club and team. Considerations taken into account in assessing a player’s commitment to the Club and team, particularly in regard to selection in Division One sides and the 1st and 2nd XI will include:

* attendance at training;
* conduct at training and during games;
* participation in Club and team events; and
* length of association with the Club.
  1. Requirement to play cricket for Marist

The College Sports Policy requires students to play sport for Marist clubs, unless they seek exemption from such obligations for important personal or pastoral reasons. Students who may be contemplating playing for another club should be aware of the College Sports Policy which outlines requirements in relation to seeking exemptions, and any impact this may have on student leadership eligibility. There are also implications for eligibility for selection to the First XI (see 3.12).

* 1. Movement of players between Divisions

Players may be shifted between Divisions after the commencement of the season with the agreement of the coaches of the affected teams, the Age Group Co-ordinator and following consultation with the affected parents and players.

Decisions to move a player between Divisions in an age group will be based on factors such as performance, attitude, commitment to the team and the personal development of the player.

Division One teams should always have a full complement of players, if necessary by bringing players up from Division Two. Consequent gaps in lower Division sides may be filled temporarily by players from a lower age group where the team in the lower age group is not adversely affected.

Where a long-term promotion to a higher Division is likely to leave a team short of players and the gap cannot be filled from lower Divisions, a player may be brought in from lower age groups for the duration of the season only – or a number of players may be rotated through on a game-by-game basis.

Such arrangements shall be agreed by the coaches of the affected teams and the relevant Stage Co-ordinator in consultation with the parents and players. In cases where it is proposed that players be brought up from lower age groups for more than one or two games, prior approval must be gained from the Committee.

* 1. Selection of First and Second Elevens

Grading of players for the First Eleven (XI) will occur before “under-age” team grading. This is to allow players not selected in these teams to be considered in “under-age” teams.

The First XI is the Club’s senior team. As such it receives as much support as the Club can reasonably provide. Treating all players in a fair and equitable manner and returning the commitment and loyalty shown by them is also important. Most importantly players and parents are entitled to be fully informed of the selection arrangements that apply to the senior squad.

Senior players in return have reciprocal obligations to the team and the Club as a whole and are expected to show full commitment to the success of the team and the reputation of the Club and College. As part of their responsibilities they are expected to display leadership to junior players. Eligibility for selection to the First XI shall also take account of the following:

* Students who have attended the Senior School but played cricket for clubs other than Marist in the season immediately preceding selection trials shall not be eligible for selection for the First XI; and
* Selection to the Marist Cricket Carnival Squad is only available to students who are playing with Marist Cricket Club in the normal cricket competition for the year in which the Carnival is held.

The Headmaster shall endorse selections to the First XI before they are announced.

It is College policy that the selection of the captain and vice-captain of the First XI will be approved by the Headmaster, based on nominations from the First XI coach, before any commitments or announcements are made.

* 1. Team Nominations

When Clubs are deciding upon their team nominations for the season it is important to consider the following:

1. Teams should not be entered in any competition unless there is a full complement of players, or an assumption that a full complement can be recruited. Teams are not to be entered on a “wish” or “hope” basis;
2. Whatever the sport, membership of a team includes the commitment to train regularly. If it becomes clear that a player or players are not attending training, these players are to be dropped from the team and, if necessary, the team is to be withdrawn from the competition;
3. All teams nominated must have a coach. In the event of the coach being unable to continue in this position, and a suitable replacement cannot be found, the team is to withdrawn from the competition.
   1. Equipment

Noting the propensity of individual cricket kits and the personal items that are deemed essential by Cricket Australia (Helmet, protector, etc.) cricket kits are subject to the requirement of the particular team and cognisant of ‘duty of care’ requirements for the players. Kits can be made available to coaches of all teams on request. Each kit should contain a supply of items for the season including bats, bails, stumps, pads, batting gloves, wicket keeping gloves, boundary markers etc. Kit helmets are no longer provided.

An inventory of equipment will be provided with each kit. Coaches/managers should ensure all items listed are contained. Coaches who require additional items or repair of equipment during the season should notify the Equipment Officer. Also any losses of equipment should be notified to the Equipment Officer.

New balls will be provided at the beginning of the season. All balls (used and unused) are to be returned at the end of the season.

* 1. Care and Provision of Equipment

Equipment is expensive to purchase and maintain, and everybody (players, coaches, managers, helpers etc.) is asked to look after items provided in the kits.

Cricket balls consume the biggest portion of the equipment budget. Teams will be provided with a set of new balls for the season; however, a new ball is NOT required for each new innings. Where one day games are played in younger age groups, on average, a new ball will be provided for one out of every two games. Where two-day games are played, as a general rule, one new ball per game will be provided. Used match balls are to be retained for training purposes.

Where possible coaches should use balls for at least two bowling innings and all balls (used and unused) are to be returned at the end of the season.

* 1. Safety - General

Safety is an important issue in cricket particularly in the junior teams. The Marist Cricket Committee recognises there are potential dangers in most sports and in the case of cricket this is also true. Coaches should ensure that players are instructed about correct training and protection measures.

It is important that coaches are adequately trained to meet safety responsibilities and coaches and managers should be mindful of the potential dangers both while training and playing the game of cricket.

For hygiene purposes, all players are to provide their own protector (box).

* 1. Safety - Helmets

All batsmen in Cricket ACT Junior Council matches must wear helmets for various stages of a game. Players must also wear helmets at practice.

All players must provide their own helmet.

* 1. Insurance

The College has an insurance policy that covers Coaches and Managers if negligence is found to be the cause of an accident. This applies at matches, training and approved cricket related activities. The College has an Accident policy covering all students.

The Cricket ACT Junior Council may provide accident insurance to players in its competitions. Each season the Committee will inform parents/players if any such insurance applies to Marist players.

* 1. Dress

All players who take the field to represent Marist College should be correctly attired. The official and compulsory playing attire of the Club shall be the white shirt as endorsed by the Club, embroidered with the College crest, and white cricket pants. Stage 1 players may wear white shorts if they wish. Players in Stage 2 and 3 shall wear long pants.

Players shall wear a white wide brim cricket hat embroidered with the College crest or the Marist cap. Only the College tracksuit top should be worn on cold or wet mornings. The players are representing Marist College and it is important that the correct cricket attire is worn.

Players must not wear boots with sprigs when playing or practising on synthetic wickets.

* 1. Team Tours

Team tours can be a very worthwhile and educational experience for the players. All tours must be officially sanctioned by the Headmaster well in advance of the intended date.

A high standard of dress, behaviour both on and off the field and cooperation with team management is expected from all players whilst they are on tour as representatives of Marist College.

The Committee and College must approve any proposed travel in advance. All such trips are to be described in writing to the Committee and the Cricket Coordinator. It is a requirement of the College that the names of all players travelling are submitted in writing to the College in advance of the trip.

Any request for permission for travel needs to be made to the Headmaster, through the Cricket Coordinator, before the season commences and most definitely before any expectations of approval of such a tour is given to the players.

The school expects that any such tour needs to coincide with school holiday periods and not during any school time.

* 1. Subsidies to Senior Squad

The Club may provide a limited subsidy of up to $1,000 per season to the First and Second XI to assist with additional costs faced by the Senior Squad. These include costs of the annual Marist Carnival and costs associated with lunches, specifically high cost items such as meat or chickens.

An item for this should be included in the Club’s budget. Requests for subsidies within the budgeted amount shall be referred to the Treasurer and approved by the President and shall be reported to the Committee at a subsequent Committee meeting.

Subsidy payments generally will take the form of reimbursement of costs on provision of receipts or an invoice, unless the Committee agrees to an advance payment – e.g. to assist with travel costs for a Marist Carnival.

The Club may provide assistance in kind or through fundraising instead of or as well as a cash subsidy.

* 1. Presentation Night

The MCCCC will hold a presentation evening at the end of the season to acknowledge the participation of all players and officials.

* 1. Awards

The award structure has been designed to recognise the participation of all students and to acknowledge exceptional achievements by some individual players**.**

The Committee may decide to make other awards, including where sponsors provide prizes.

Awards are to be made on the following basis each season:

|  |  |
| --- | --- |
| * **to each player** | A school pennant as a memento of the player’s participation during the season. |
| * **from each team** | Decided by respective coaches and managers from each team, normally players will not receive more than one award. |
| Batting Award  Bowling Award  Coach’s Award | Batting and Bowling awards do not necessarily go to the player with the best average. A player who makes the major contribution to the team in the season should be considered.  To be decided by the coach. The award might go to the most improved player, best team player, best all rounder or a player who just missed the batting or bowling award. |
| * **special awards** | To any player who scores a 100 runs in an innings, takes a "hattrick", takes 5 wickets in an innings or 10 wickets in a match or achieves an outstanding performance in the field or behind the stumps (e.g. affecting 5 or more dismissals in an innings or 10 in a match). |
| * **Milestone and Service Awards** | To players who reach 1,000 runs, 100 wickets or 50 dismissals for Marist in the course of the season and to players in Year 12 who have played for 5 or more years for Marist. |
| * **Premiership winners** | A small engraved memento may be given to each player. |
| * **Senior cricketer of the year** (Lindwall Medal) | Perpetual Trophy to the player who makes the greatest contribution to cricket at the school at the ASC Level as endorsed by the Senior Cricket Master and/or Head of Sport. |
| * **Junior cricketer of the year** | Trophy to the player who makes the greatest contribution to cricket at the school in Division 1 for under 13 and above at the Junior Level. |
| * **Junior School Cricketer of the year** | Trophy to the player who makes the greatest contribution to cricket at the school in the Stage 1 competition. |
| * **President’s Award** | Made by the President for outstanding services to Marist cricket during the season. |
| * **Life membership** | May be made by the Committee for outstanding service to Marist cricket over an extended period of time. |

Selection of the Senior Cricketer of the Year will be made by the Coaches of the First and Second Eleven and endorsed by the President.

Selection of the Junior Cricketer of the Year shall be made by the Committee and in accordance with guidelines approved by the Committee.

* 1. Yearbook

At the end of each season the MCCCC produces a yearbook summarising the performances of all teams and all players. The booklet should be made available on the Marist cricket website by the time of the Annual General Meeting.

Coaches/Managers are required to provide statistics and comments for their team’s performance at the end of the season. Articles of interest may also be submitted to the Secretary for inclusion in the yearbook.

1. COMPETITION
   1. General

All MCCCC teams will play in the Cricket ACT Junior Competition as appropriate for each season.

The organisation of the junior cricket competition is a function of the Cricket ACT Junior Council on which Marist has a sitting member. Through our delegate Marist has input into all aspects of the Competition in which our players participate.

The Junior Competition Rules are provided to each Club and School participating at the commencement of each season. Coaches and managers receive a copy of the rules. They should be familiar with the Rules and convey the necessary information to their teams.

* 1. Health and Safety

Cricket ACT and the MCCCC considers player health and safety paramount. Coaches and managers must ensure that the safety of players is carefully considered in both training and playing.

Coaches should remind players of the need for sun protection and should encourage "slip, slop, and slap" for sun protection and the use of wide brimmed hats when fielding.

Coaches of Stage 1 and 2 teams should make sure that players are not left at grounds by themselves after the completion of the days play. The coach or manager should ensure that all players have been collected by parents or guardians or alternative arrangements for the boys to be taken home by a responsible person are in place.

The Marist Cricket Club will adhere to the direction and or follow decisions made by Cricket Australia or Cricket ACT when it comes to unusual or inclement weather events.

* 1. Injury Reports

Injuries that occur during training or matches must be reported to the College in accordance with the College’s Occupational Health and Safety obligation. A Sports Injury Report Form must be filled in and returned to the Senior Sports Master at the College as soon as possible after the incident. A copy of the form shall be included in the Coaches and Managers handbook on the website.

* 1. Match Reports

The MCCCC must report results of matches to the Junior Council through PlayHQ at the completion of each match.

* 1. MCCCC Newsletter – Willow Talk

The Club will distribute a newsletter on a regular basis. Coaches/managers are asked to provide a short report of each match for publication, as players like to see recognition of their performances.

* 1. Competition Draw

Cricket ACT finalise the competition draws soon as possible after all planning functions have been implemented.

The Draw, subject to minor changes, will be made available through the MCCCC Website <https://www.maristcanberracricket.com.au/> and PlayHQ.

* 1. First and Second Eleven

The First and Second XI teams usually play on turf wickets. The draw is available well before the start of the season.

1. TRAINING AND COACHING
   1. Involvement of parents

MCCCC is a volunteer club and relies on parents and families of players to assist as coaches, managers, umpires or scorers and to attend matches on a regular basis to support players and provide encouragement.

The Club will assist parent coaches by providing information in relation to scoring, umpiring and the use of PlayHQ particularly in the earlier age groups, so that they can grow their knowledge of the game throughout the boys cricketing careers.

* 1. Coaching Courses and Accreditation of Coaches

The MCCCC aims to have all coaches accredited as Level 1 coaches. Cricket ACT regularly conducts relevant courses. Coaches are encouraged to attend the courses and the Club covers the cost of the course on successful completion of the course.

Where the Club pays for a person to gain Level 2 accreditation, it is expected that the coach will provide specialist coaching for the Club beyond their normal team commitments. This expectation shall be made clear to a person before the Club agrees to meet the cost of the Level 2 course.

* 1. Coaches and Managers Handbook

The Committee will produce by the beginning of each season a handbook for coaches and managers that sets out clearly their role and responsibilities and other information to assist them in running the team over the course of the season. The handbook will be made available on the Club website.

* 1. Team Training

Training locations will be allocated once teams are announced each season. Any changes in practice times must be arranged through the MCCCC Grounds Co-ordinator.

* 1. Umpire and Scoring

Coaches should ensure that parents who act as umpires have an adequate understanding of the laws of cricket and any local rules that apply. The Club will provide umpiring hints to coaches and managers.

Cricket ACT conducts an umpire course each season. The Cricket ACT and the ASC competitions provide handbooks with local rules.

The MCCCC will provide guidelines to assist in scoring.

* 1. Rules of the Cricket ACT Competition

The Committee will normally supply rules of the Cricket ACT junior cricket competition at the Coaches and Managers Night.

It is essential for the smooth conduct of matches that the coaches, managers, umpires and in the senior age groups, captains become familiar with the current rules. Coaches and managers have an obligation to teach all players the rules of the game.

* 1. 5.7 Cricket Clinic’s

The MCCCC will endeavour to hold a 4 day (10hrs) Winter Sunday Clinic in August and / or a 3 day (12hr ) Clinic in September School Holidays in order to provide the opportunity for young Marist Cricketers aged 10-15 to improve their cricket skills during Sundays in August or September School Holidays.

1. DUTY STATEMENTS

## President

* Charged with the overall running of the Marist College Canberra Cricket Club.
* Act as spokesperson for the Club.
* Chair all meetings.
* Liaise with Age Group Co-ordinators for the timely dissemination of information relating to Cricket ACT Junior Council activities.
* Liaise with the Headmaster, Senior Sports Master, Cricket Coordinators and other College staff as appropriate.

## Vice President or Immediate Past President

* Assist the President and understudy all roles and hence carry out all the normal duties of President in his/her absence.

## Secretary

* Implement policies as laid down by the Marist Cricket Committee.
* Keep account of all correspondence sent to or received by the Club.
* Maintain the overall continuity of records of the Club.
* Maintain a correct record of minutes of the Marist Cricket Committee meetings.

## Treasurer

* Operate the Club account and ensure the safeguarding of books of account and other financial records.
* Ensure current signatories to accounts are maintained and changed when necessary.
* Produce financial reports for the Club.
* Pay promptly all accounts as authorised by the Club.
* Prepare the annual budget for approval and monitor and control its implementation.
* Present a financial report at each committee meeting advising:

- Expenditure / income since last meeting;

- Progress against the season’s budget.

## Director of Coaching

* Administer all aspects of coaching.
* Oversee and provide advice as necessary to the Club’s coaches.
* Organise and supervise Club pre-season training sessions as determined by the Committee.
* Organise and supervise the Annual Marist Cricket Clinic, which should be held in the September school holidays, before the start of the cricket season.
* Liaise with College Coordinators to ensure the availability of training grounds, training nets, nets maintenance and availability of Club training equipment kept at the College.

## Equipment Officer

* Maintain all equipment and recommend replacement as necessary.
* Issue and collect kits at the start and end of the season respectively (including cricket balls).
* Maintain an approved inventory holding through the season to provide emergency replacement of equipment.
* Repair or replace damaged equipment as appropriate.

## Junior Council Delegate

* Represent the views of the Club at Cricket ACT Junior Council meetings.
* Liaise with the Committee on issues raised at Junior Council meetings.
* Distribute promptly information provided by the Junior Council e.g. draws, draw alterations, points tables.

## Registrar

* Maintain a database of details of players, coaches, managers and teams.
* Distribute team information to committee members and teams.

## Information Officer

* Compile and distribute Willow Talk on a regular basis.
* Liaise with the Committee to publish other relevant information for players and parents, including by email or on an appropriate web site.
* Arrange for the inclusion of regular items in the College Newsletter.
* Coordinate input to the Club Year Book.

## Sponsorship/Fundraising Coordinator

* Develop and implement proposals for fundraising and sponsorship.
* Liaise with sponsors

Stage Coordinator(to be nominated at start of season)

* Coordinate the activities of a particular Stage of players with the help of coaches/managers.
* Assist respective coaches/managers in undertaking their tasks.
* Liaise with the Committee on matters relating to their Stage.

1. APPENDICES
   1. Appendix A: Marist College Sports Policy.
   2. Appendix B: Comets Representative Nomination form.
   3. Appendix C: Conflict of Interest Declaration.
   4. Appendix D: Code Of Conduct
   5. Appendix E: Prohibited Employment Declaration.



The Sports Policy of Marist College Canberra applies equally to all Marist students from Years 4 to 12. While it is not absolutely required that a boy plays sport for the College it is highly popular amongst boys and families and a means by which boys and families can actively participate in the life of the College.

If a Marist student elects to play a sport offered by the College it is expected that he will play for Marist College. Sports in which students can participate include: Australian Football (AFL), Basketball, Cricket, Football (Soccer), Hockey, Judo, Rowing and Rugby.

The Sports Policy is included as a condition of enrolment in the Enrolment Acceptance Form. It is explained at time of enrolment interview. Boys and parents commit to adhering to the Sports Policy when they sign the Enrolment Acceptance Form.

The Sports Policy ensures that students are not put in the position of having to play against Marist – a situation which would do serious damage to school spirit.

Representing the College in sports is a privilege not a right and students should be proud to play for their school. Ongoing or serious misbehaviour may result in a student’s ability to participate in sport being withdrawn at the discretion of the Headmaster or Deputy Headmaster.

**As a rule, the College does not grant exemptions to the Sports Policy, except for in the following circumstances:**

1. Personal or pastoral considerations: Parents should write in the first instance to the Head of Sport, who will discuss exemptions for this reason with the Headmaster.
2. Premier League Football: Boys wishing to play Premier League Football for outside clubs may apply for an exemption as the College does not field teams at this level.
3. Aboriginal and/or Torres Strait Islander students: For students who identify as Aboriginal and/or Torres Strait Islander and intend to play for an Aboriginal and/or Torres Strait Islander team and not for Marist. The family should inform the Head of Sport before the start of each season. Such students will be permitted to play against Marist College when their Aboriginal and/or Torres Strait Islander team is playing against Marist College.

Any student who fails to comply with the Sports Policy or who plays against a Marist team will become ineligible to nominate for, be appointed to, or retain certain student leadership positions which may become available during that year or in future years. These positions include all captains, vice-captains, service or sports captains in both the Senior and Junior Schools. Only at the discretion of the Headmaster, may these requirements be waived.

Should a boy and his family choose to ignore the College Sports Policy it will bring into question the boy’s continued enrolment at Marist College.

Mr Matthew Hutchison, Headmaster

December 2020

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMETS NOMINATIONS (COACHES & AGE COORDINATOR)** | | | | | |
|  | **Player 1** | **Player 2** | **Player 3** | **Player 4** |
| **Name** | ***Bill Smith Jr*** |  |  |  |
| **Date of Birth** | ***18/08/2007*** |  |  |  |
| **PlayHQ ID** | ***xxxxxx*** |  |  |  |
| **2016-17 Club** | ***MCCCC*** |  |  |  |
| **2016-17 Division** | ***Div 1*** |  |  |  |
| **Current School** | ***MCC*** |  |  |  |
| **Batting Style (RH/LH)** | ***RH*** |  |  |  |
| **Batting Order (Top / Middle / Lower)** | ***Opener*** |  |  |  |
| **Bowling style (RA/LA)** | ***RH*** |  |  |  |
| **Bowling type (Fast / Medium / Finger Spin / Wrist Spin)** | ***Off Spin*** |  |  |  |
| **Wicket Keeper (yes/No)** | ***No*** |  |  |  |
| **Parents Name** | ***Bill*** |  |  |  |
| **Parents Email** | ***Smith*** |  |  |  |
| **Parents Phone Number** | ***8675309*** |  |  |  |
| **Home Address including suburb and postcode** | ***xx Hero Way, stackabrickortow*** |  |  |  |
| **STATISTICS** |  |  |  |  |
| **Runs (Batting)** | ***300*** |  |  |  |
| **Average** | ***25*** |  |  |  |
| **Wickets (Bowling)** | ***20*** |  |  |  |
| **Average** | ***12.45*** |  |  |  |
| **Dismissals (Fielding)** | ***5 infield catches*** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PlayHQ Cohort Statistics** |  |  |  |  |
| **Runs (Batting)** | ***No 4 in ACT*** |  |  |  |
| **Average** | ***25.66*** |  |  |  |
| **Wickets (Bowling)** | ***20*** |  |  |  |
| **Average** | ***12.45 No6 in ACT*** |  |  |  |
| **Dismissals (Fielding** | ***5 catches No 5 on ACT*** |  |  |  |

**DECLARATION OF CONFLICT OF INTEREST, FINANCIAL AND OTHER PRIVATE INTERESTS**

**EXPLANATORY NOTES**

**Please read theSE explanatory notes carefully before completing your declaration**

**Conflict of Interest**

The Marist Cricket Club is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

**Purpose**

This policy has been developed to provide a framework for:

a. All Committee Members in declaring conflicts of interest; and

b. The Committee, when determining how to deal with situations of conflict.

**Policy**

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of a Committee Member to exercise objectivity. The Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Marist Cricket Clubs Conflicts of Interest Register.

A Committee Member who believes another Committee Member has an undeclared conflict of interest should specify in writing the basis of this potential conflict. Where a Committee Member has a conflict of interest, as defined by statute, or protocol that Committee Member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee Members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other Members present.

Where a Committee Member has a conflict of interest, as defined by statute, that Committee Member shall not vote on that matter. The Committee may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply. Committee Members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm’s length without the participation of the Committee Member concerned.

All Committee Members are to complete and provide the Secretary a signed and witnessed copy of the Probity and Conflict of Interest declaration.

**This is** **only declared where these interests may have a potential to conflict with your committee duties, or could be seen to impact upon your responsibilities.** The following are examples of those interest and relationships that may need to be disclosed:

1. Representative team Selection responsibilities;
2. Private business or social/personal relationships; and
3. Paid, unpaid or voluntary outside employment.

**Declaration of conflict of interest and / or Financial and other PRIVATE Interests**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that:**

I am aware of my responsibilities as a Marist Cricket Committee member to behave honestly and with integrity, to disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Marist College Canberra Cricket Club business and operations and not make improper use of (a) inside information, or (b) my duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for myself or for any other person.

I have read and understood (delete that which is not applicable):

* The Marist Cricket Club Policy

I personally undertake to inform the President and / or Executive immediately, through the Secretary, of any changes to my responsibilities or to the matters or subjects on which I am required to make decisions or give advice and/or my personal circumstances which could affect the contents of this declaration and to provide an amended declaration/s using this template.

I undertake to declare any private interests or relationships of my immediate family that I am aware of, should circumstances arise in which I consider that they could or could be seen to influence the decisions I am making or the advice I am giving.

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)



**CODE OF CONDUCT**

The Club is committed to promoting cricket and the personal development of our players in accordance with the College ethos, the highest standards of sportsmanship and the Laws and Spirit of Cricket.

## Codes of Behaviour and Courtesy

The Marist Sports Policy covers a code of behaviour for:

* players;
* coaches;
* parents; and
* spectators.

**In particular, the Code stresses:**

**For Players:**

* Be a good sport
* Play for enjoyment
* Work hard for your team as well as yourself
* Treat all team mates and opponents as you enjoy being treated yourself
* Play by the rules
* Co-operate with team and game officials
* Control your behaviour on and off the field
* Learn to value honest effort, skilled performances and improvement.

**For Coaches:**

* Set a good example for your players
* Encourage and create opportunities to develop individual skills
* Teach a wide range of team skills
* Teach your players to be friendly towards officials and opponents
* Give all interested students a chance to participate in training and games
* Remove from the field of play any of your players whose behaviour is not acceptable
* Keep your own knowledge of coaching and the developments of the game up to date.

**For parents & spectators:**

* Encourage participation by your children
* Provide a model of appropriate behaviour for the players
* Be courteous in your communication with players, team officials, game officials, and sport administrators
* Encourage honest effort, skilled performance, and team loyalty
* Make any new parents feel welcome on all occasions
* Do not interfere with the conduct of events
* Remember children play for enjoyment.  Don't let your behaviour detract from their enjoyment
* Support skilled performances and team play with generous applause
* Demonstrate respect for opposing players and their supporters

Additionally the game of cricket has certain traditions which have been developed over the years. The Preamble to the Laws of Cricket stresses that the game ‘*should be played not only within its Laws but also within the Spirit of the Game’.*

Participants, players and officials alike, must conduct themselves, at all times, in accordance with the Laws of Cricket and the ACTCA Junior Council Competition Rules.

In the words of Donald Bradman: *“it is the responsibility of all those that play the game (the custodians) to leave the game in a better state than when they first became involved.”*

Coaches and managers of the younger age teams should reinforce this aspect of the game.

## No smoking or drinking

Coaches and managers should not smoke or drink alcohol at games or during training. Parents are requested not to drink while a match is in progress.

## Undertaking by Committee and coaches/managers

All Club office bearers will abide by the Club’s Code of Conduct and work to promote the best interests of the Club and College. Committee Members will sign an undertaking to this effect at the beginning of each season. Coaches and Managers will also sign this undertaking.

## Parents and supporters

All parents and Club supporters are expected to abide by the Club’s Code of Conduct and promote the best interests of the Club and College.

Parents are entitled to raise with the coach or manager any concerns or issues they may have with the approach or conduct of the team management. **This must not be done in front of players**. Parents may also raise such concerns with the Committee.

Parents must ensure boys are picked up on time, taking into account possible early finishes and wet weather, so that players and coaches/managers are not left waiting for long periods for parents to arrive.

## Breach of Code of Conduct

Any breach of the Code of Conduct by a player, team official, parent or Club supporter should be referred to the Committee through the age group coordinator for consideration and appropriate action.

Serious and/or repeated breaches by players may result in offenders being stood down from part or all of a match. While suspended, a player may not play in any match for the Club during the period of the suspension.

Serious or repeated breaches by a team official may result in the official being removed from their position with the team.

The Club may ask a parent or supporter who breaches the Code to absent themselves from future games.

Any person reported to the Committee shall be invited to present their case to the Committee prior to the Committee coming to a decision on the matter. The Committee may appoint a sub-committee to investigate reported breaches of the Code of Conduct. Any findings of the sub-committee shall be provided to the full Committee for appropriate action. If necessary, a special Committee meeting may be called to consider the matter.

Any breach of the Code reported to the Committee shall be passed on to the College through the appropriate Junior or Senior Cricket Coordinator.

Any sanction applied by the Committee shall be referred to the College through the Cricket Coordinator.



**Code of Conduct**

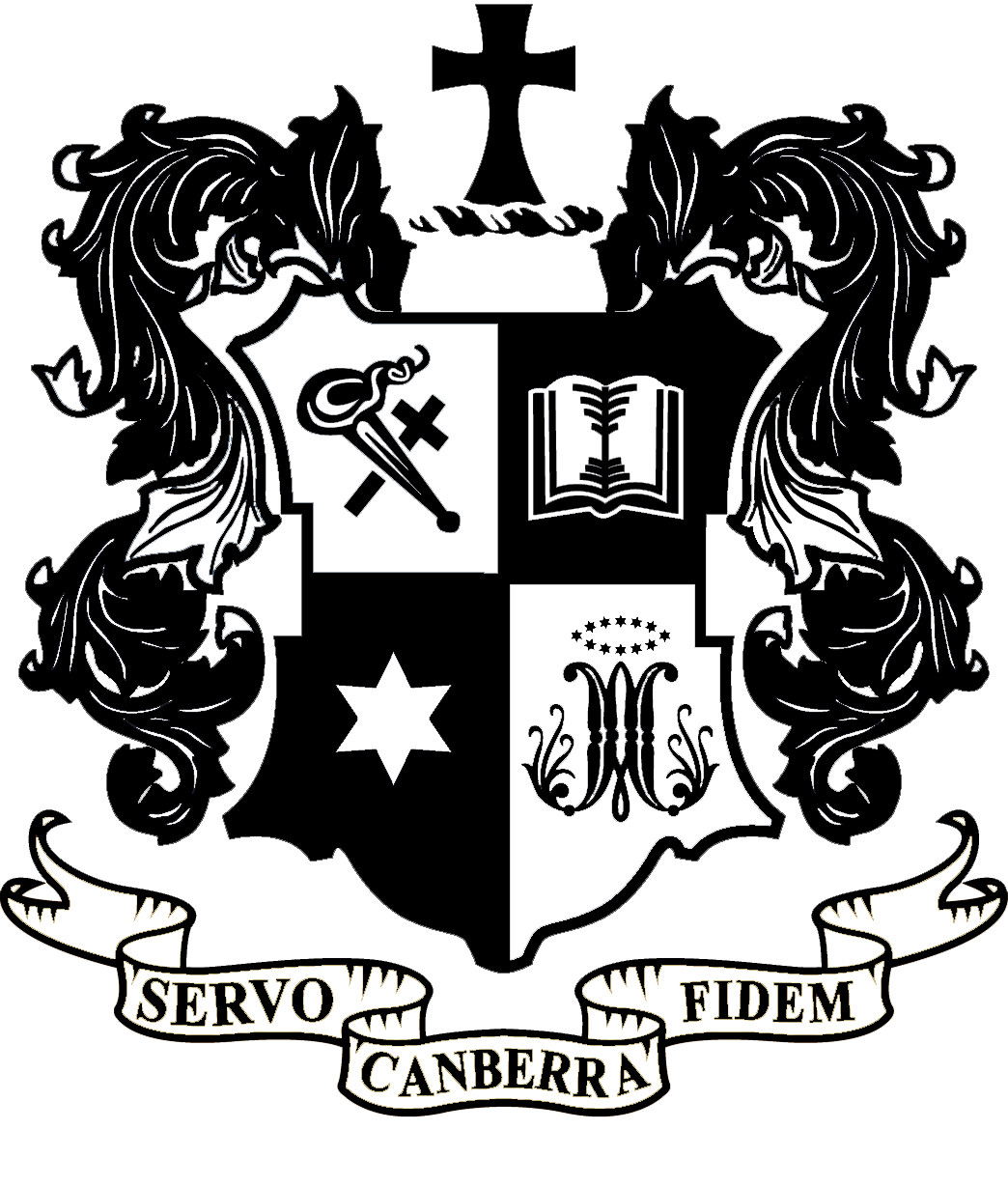
As a nominated official of the Marist Cricket Club Canberra, I agree to abide by the Club’s Code of Conduct and at all times to promote the interests of the Club and Marist College.

Name …………………………………………Signature ………………………………………………

Position at Club: ……………………………………………………………………………………………………………

Date :.………/………/… ….

**Marist College Canberra**



**PROHIBITED EMPLOYMENT DECLARATION**

**Child Protection (Prohibited Employment) Act 1998**

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person,

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

**Child-related employment** means any employment, where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

* involving the provision of child protection services
* in pre-schools, kindergartens and child care centres (including residential child care centres)
* in schools or other educational institutions (not including universities)
* in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
* in refuges used by children
* in wards of public or private hospitals in which children are patients
* in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
* in any religious organisation
* in any entertainment venues where the clientele is primarily children
* as a babysitter or childminder that is arranged by a commercial agency
* involving fostering or other child care
* involving regular provision of taxi services for the transport of children with a disability
* involving the private tuition of children
* involving the direct provision of health services
* involving the provision of counselling or other support services for children
* school buses
* at overnight camps for children.

Under this Act

* It is an offence for a prohibited person to **apply for**, **undertake** or **remain in** child related employment.
* Employers must ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a prohibited person or not.
* All child-related employees **must** inform their employers if they are a “prohibited person” or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded.
* Penalties are imposed for non-compliance.

**I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a “registrable person” under the Child Protection (Offenders Registration) Act 2000.**

**I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.**

**I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Note: Seek legal advice if you are unsure of your status as a prohibited person.**