



# Carine Cats Ball Club Inc

## Policies & Procedures

# INDEX

## 1. General Notice

## **POLICIES**

2. Member Protection Policy
  - 2.1. Purpose of Our Policy
  - 2.2. Who Our Policies Applies To
  - 2.3. Extent of Our Policy
  - 2.4. Club Responsibilities
  - 2.5. Individual "Responsibilities
3. Protection of Children:
  - 3.1. Child Protection
  - 3.2. Identity & Analyse Risk of Harm
  - 3.3. Develop Codes of Conduct
  - 3.4. Choose suitable Employees & Volunteers
  - 3.5. Support, Train, Supervise and Enhance Performance
  - 3.6. Report & Respond Appropriately
  - 3.7. Supervision, Transportation
  - 3.8. Taking Images of Children
4. Picking Up of Children Policy
5. Anti-Harassment, Discrimination & Bullying
6. Inclusive Practices
7. Responding to Complaints:
  - 7.1. Complaints
  - 7.2. Complaint Handling Process
  - 7.3. Disciplinary Measures
  - 7.4. Appeals
8. Healthy Club Policy:
  - 8.1. Sun Protection
  - 8.2. Sport Safety
  - 8.3. Healthy Eating
  - 8.4. Smoking
  - 8.5. Alcohol
  - 8.6. Other Drugs
9. Alcohol Policy
  - 9.1. Serving Alcohol
  - 9.2. Intoxicated Patrons
  - 9.3. Underage Drinking
  - 9.4. Safe transport
  - 9.5. food and Other Drinks
  - 9.6. Promoting the Responsible Use of Alcohol
  - 9.7. Non-compliance
10. Communication Policy
  - 10.1. Website
  - 10.2. SMS and Email
  - 10.3. social Media Websites

11. Team Selection Policy – Junior Grades
  - 11.1. 11.1 Coaches
  - 11.2. 11.2 Parents
12. Team Selection Policy – Open Grades
  - 12.1. Criteria
  - 12.2. Process
  - 12.3. Selection Committee
  - 12.4. Players
13. Trophies/Awards
  - 13.1. Trophies
  - 13.2. Pennants
  - 13.3. Game Awards & Game Counts
  - 13.4. State Representatives

## **PROCEDURES**

14. **Correspondence:**
  - 14.1. Incoming Correspondence
  - 14.2. Outgoing Correspondence
  - 14.3. Internal Correspondence
15. **Finance:**
  - 15.1. General
  - 15.2. Budgets
  - 15.3. Income
  - 15.4. Banking
  - 15.5. Expenses
  - 15.6. Payments
  - 15.7. Reimbursements
  - 15.8. Petty Cash (Float)
16. **Canteen(s)**
17. **Agreements:**
18. **Duty of Care:**
  - 18.1. Injury or ill Health
  - 18.2. Safety
19. **Insurance:**
20. **Equipment:**
21. **Uniforms:**
22. **Grading:**
  - 22.1. Transition
23. **Championships:**
  - 23.1. Tee-Ball State Championships
  - 23.2. Baseball State Little League Championships
24. **Disputes/Complaints**
25. **Website**

## APPENDIX

- Template Code of Behaviour (Australian Sports Commission)
- Complaint Flow Chart/Handling Principles
- Descriptions

## ATTACHMENTS

1. Codes of Conduct
2. Working With Children Check Requirements
3. Reporting Form
4. Complaints Flowchart


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## 1. GENERAL NOTICE

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- The Carine Cats Ball Club Inc. (Referred to as the Club or CCBC) policies and procedures are applicable to all divisions and club members.
- Any variation to the club policies and procedures will be subject to the Management Committee's approval. Any variation will be in the interests of the Club (as a whole).
- Any issue not mentioned in this document will require approval from the Management Committee.
- Any issue requiring clarification should be dealt with by the Management committee.
- The Management Committee is the Managing Body of the Club responsible for all decisions. Delegation to the Divisions for the day to day running of the Club is solely at the discretion of the Management Committee.
- The Clubs policies and procedures will not contravene the Club's Constitution (or its intent), or any Statutory Legislation.
- Any breach of practice will be dealt with by the Management Committee. Matters relating to codes of behaviour may be dealt with by the respective Divisions.
- Club colours "Blue & Black"
- The Official Club Logo is.....



-  "Pantone 2925 C Blue on Black"
- The Club secretary will be responsible for maintaining this Manual.

# Carine Cats Ball Club Values and Philosophy

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## **Purpose**

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The Carine Cats Ball Club purpose is to provide a place for community where everybody has the opportunity to belong and a pathway to develop.

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## **Vision**

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Carine will be the Club of choice for local community, operating in top class facilities with the best coaches.

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## **Values**

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Community, Enjoyment and Teamwork

# POLICIES

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## 2. MEMBER PROTECTION POLICY

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### 2.1 Purpose of Our Policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

### 2.2 Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

### 2.3 Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

### 2.4 Club Responsibilities

The Club will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to appropriate State or National level (See attachment 4)

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

### 2.5 Individual Responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

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## **3. PROTECTION OF CHILDREN**

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### **3.1 Child Protection**

CCBC is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and environment for all participants.

CCBC acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. CCBC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

### **3.2 Identify and Analyse Risk of Harm**

CCBC will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

### **3.3 Develop Codes of Conduct for Adults and Children**

CCBC will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 1)

### **3.4 Choose Suitable Employees and Volunteers**

CCBC will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children. (See Attachment 2)

CCBC will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, CCBC will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

### **3.5 Support, Train, Supervise and Enhance Performance**

CCBC will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

### **3.6 Report and Respond Appropriately To Suspected Abuse and Neglect**

CCBC will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

CCBC will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code'(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment 4 of this policy. This will explain what to do about the behaviour and how CCBC will deal with the problem.



### **3.7 Supervision**

Members under the age of 18 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

### **3.8 Transportation**

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games).

### **3.9 Taking Images of Children**

Images of children can be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets. (See Image Consent on Registration Form).

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

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## **4. PICKING UP OF CHILDREN POLICY**

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Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after practice or games.

#### **Carine Cats Ball Club will:**

- Make sure parents/guardians and children know the time and location of practice and games and when they can expect to collect their children.
- Request coaches and other sporting personnel to arrive before scheduled practice or game times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, coaches will try to make contact with them and:
  - ask the second to last child and their parent/ guardian to wait with the coach/official and the child
  - get parents/guardians to collect their children from the club room (e.g. if there is a club room where other people will be).
  - avoid transporting children to their homes unless permission has been given by parents/guardians.

#### **Parents & Guardians will:**

- Pick your children up on time or make other arrangements.
- Inform the coach about any changes in arrangements for picking up your child.

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## 5. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

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Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

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## 6. INCLUSIVE PRACTICES

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Our club is welcoming and we will seek to include members from all areas of our community.

- **People with a disability** - Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.
- **People from diverse cultures** - We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).
- **Sexual & Gender Identity** - All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.
- **Pregnancy** - Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.
- **Girls playing in boys teams** - If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.
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## 7. RESPONDING TO COMPLAINTS

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### 7.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and

- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to an appropriate State or National level (see Attachment 4)

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

## 7.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our appropriate State or National association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our State or National association and an investigation is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our State or National association's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

## 7.3 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;

- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

#### **7.4 Appeals**

The process of complaint handling and appeals processes is outlined in the Club's Constitution.

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## **8. HEALTHY CLUB POLICY:**

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### **8.1 Sun Protection**

The health of members and supporters is of primary concern to the Carine Cats Ball Club (Inc). We will actively seek to promote, encourage and support sun protection during organised competitions.

#### **WHERE POSSIBLE CARINE CATS BALL CLUB (INC) WILL:**

- Schedule activities outside the hours of 10:30am to 2:30pm.
- Provide an SPF50+ broad-spectrum water resistant sunscreen for members and make it available for the use of spectators. Players will be encouraged to use sunscreen before and during games.
- Consideration to follow Cancer Foundation of WA guidelines for SunSmart clothing when choosing or designing uniforms. In particular, design uniforms with long sleeved shirts and higher collars.
- Encourage members to wear a hat while participating in games.
- Inform members of the need to drink adequate water during exercise and constantly remind members of their need to bring adequate supplies of water to training and games.
- Provide portable shade structures for all teams at all competitions.
- Encourage, coaches, umpires, officials and parents to be SunSmart role models. Advise competitors (and parents of junior members) about the SunSmart Policy at registration and encourage them to comply with it.
- Consider the reasons for and appropriateness of any rules that prevent the implementation of sun protection strategies.

### **8.2 Sport Safety**

Carine Cats Ball Club (Inc) will encourage all members to adopt practices that seek to prevent injury by:

- Promoting the use of protective equipment including body padding, mouthguards, suitable clothing and footwear.
- Encouraging warm up, stretching and cool down exercises as an important part of training and playing.
- Encouraging all players with a prior or current injury to seek professional advice from a sports medicine professional and to be fully rehabilitated before returning to play.
- Providing safe playing surfaces and first aid equipment at all competition matches.
- Ensuring adequate public liability and player insurance (if available) for all members.
- Providing officials with skills development courses to ensure a safe environment for players and to ensure that players are taught correct playing techniques.

### **8.3 Healthy Eating**

Carine Cats Ball Club (Inc) acknowledges that healthy eating can have an impact on our health and that the provision of healthy foods will contribute to better health for all. Through our canteens we will ensure that a variety of healthy food choices are available. We will encourage the healthy eating message by

- Providing bottled water as an alternative to other more sugary drinks and placing such in a prominent position in our canteen fridges
- When oil or margarine is used, it will be poly or monounsaturated (sunflower, safflower, canola, olive).
- Use reduced fat options for dairy products (cheese and milk).
- Use lean cuts of meat and skinless chicken.

- Avoid the addition of sugar or the use of sugary foods.
- Avoid salty foods.
- Ensure that healthy food choices are displayed more prominently than other foods.
- Ensure that healthy food choices are priced competitively.

#### **8.4 Smoking**

The health of members and supporters is of primary concern to the Carine Cats Ball Club (Inc). The Club recognises that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

The following policy applies to all venues and functions of the Carine Cats Ball Club (Inc):

- Smoking is prohibited within all indoor areas of the Club.
- All functions held at the Carine Cats Ball Club (Inc) will be smoke free and no ashtrays will be placed anywhere in the buildings.
- Smoking is prohibited in the vicinity of the playing or training areas within a distance where it would be reasonable to expect that players and spectators could be affected by tobacco smoke. Tobacco users must be mindful of wind conditions when determining what is a reasonable distance for the circumstances.
- No tobacco products will be sold on the premises or at any function.
- Appropriate non-smoking signage will be displayed within club premises.
- The policy will be actively promoted in club newsletters and website(s)
- Coaches and other officials are encouraged to act as positive role models for the smoke free message, particularly whilst with juniors.

#### **8.5 Alcohol**

Carine Cats Ball Club (Inc) will promote the responsible adult use of alcohol by:

- Discouraging excessive or rapid consumption of alcohol (eg happy hours, drinking competitions).
- Ensuring alcohol is not served to any person who is intoxicated or under the age of 18 years.
- Promoting lower pricing on low strength alcoholic drinks and non-alcoholic drinks and providing free unbottled water.
- Serve alcoholic drinks in standard sized drink portions only.
- Alcohol will be served in accordance with the requirements set out in the Liquor Licensing Act 1998.
- The Club encourages members not to consume alcohol prior to playing sport.'

#### **8.6 Other Drugs**

- The use of illicit drugs and performance enhancing drugs is not permitted by any Carine Cats Ball Club member or patron.
- Team managers must be made aware of the use and administration of prescribed medications during training and games.

Adult players, coaches and club members are expected to set appropriate examples and act as role models for junior club members.

Breaches of the policy will be addressed through the Club Committees.

Anyone wishing to discuss any aspect of this policy is invited to contact any member of the committees.

Thank you for your co-operation in the implementation of our Healthy Club Policy.

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### **9. ALCOHOL POLICY**

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Carine Cats Ball Club Inc supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

## **Carine Cats Ball Club Inc will:**

### **9.1 Serving Alcohol**

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

### **9.2 Intoxicated Patrons**

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

### **9.3 Underage Drinking**

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

### **9.4 Safe Transport**

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.
- Our club will implement a designated driver program.

### **9.5 Food and Other Drinks**

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

### **9.6 Promoting the Responsible Use of Alcohol**

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

### **9.7 Non-Compliance**

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).



- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

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## **10. COMMUNICATION POLICY**

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Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

CCBC use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

### **10.1 Website**

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### **10.2 SMS and Email**

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters.
- email communication will be used when more information is required.
- communication involving children will be directed through their parents.

### **10.3 Social Media**

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

CCBC expects our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters.
- must not offend, intimidate, humiliate or bully another person.
- must not be misleading, false or injure the reputation of another person.
- should respect and maintain the privacy of members.
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

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## **11. TEAM SELECTION POLICY – JUNIOR GRADES**

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CCBC believe that junior sport should be safe, enjoyable, inclusive and maximize individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.

Carine Cats Ball Club will:

- Emphasizes to coaches and parents that junior sport is about participation, not competition.
- Modify rules and equipment where possible to include children and young people of all abilities and encourage their participation (if our sport offers modifications).
- Provide junior players with a broad range of experiences (e.g. participating in different positions).
- Provide equal playing time for all juniors, regardless of their ability.
- Consider boys and girls under 12 years of age playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified.
- Ensure that all team members play in the finals.



### **11.1 Coaches**

- Focus on promoting participation, not winning and losing.
- Ensure all team members have the chance to play, rotate through positions and receive equal playing time.
- If you coach your own children, treat them like all other team members (e.g. rotations, playing time or participation).

### **11.2 Parents**

- Help out the coach where possible at training and games.
- Focus on your child's effort and performance, not the score.
- Encourage your child and other team members.
- Respect the selection decisions of the coach.

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## **12. TEAM SELECTION POLICY – OPEN GRADES**

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CCBC supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the season commencing.

### **12.1 Criteria**

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club / team events (commitment).
- good sportsmanship (values).
- abiding by our club's Code of Behaviour on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of the club.
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion).
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

### **12.2 Process**

- Players will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the committee and be responsible for pre-season selection decisions.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the season commences.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

### **12.3 Selection Committee**

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

### **12.4 Players**

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.

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## 13. TROPHIES & AWARDS POLICY

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The Carine Cats Ball Club Management Committee is responsible (with the support of the Divisions) for trophies & awards for the recognition of members' milestones, achievements or contribution to the Club.

The Constitution refers to "nominees rendering outstanding service to the Club for a period of not less than 5 years." Upon electing a nominee, emphases should be placed on the wording "rendering outstanding services." This, therefore, encompasses, "Exemplary conduct portraying the clubs ideals and values."

Life Member Nominees: (Refer: 6.2 of the Constitution) Please Note: 200 game count does not give a player automatic playing life membership (Refer: 6.3 of the Constitution). The Club has the power to appoint such memberships as deem appropriate.

### 13.1 Trophies

- **Life Member:** (Refer Club Constitution). Life Member Pin awarded at the Divisional's trophy presentation function & announced at the AGM by the president. (Management expense)
- **President's Trophy:** Trophy awarded at the AGM by the president. (Management expense)
- **Meritorious Award.** (One person per division for their outstanding contribution to the Club) Selected by the respective divisional committee(s). Trophy awarded at the Division's presentation function by the chairperson. (Management expense)
- **Team Trophies:**
  - **Tee-Ball:** Player awards for participation only. (Division's expense). No individual awards will be made to any tee-ball player.
  - Trophies to be presented for 100 games played (Management expense)
  - **Baseball & Softball Divisions:** (Division's expense). Four (4) trophies per team; awarded at the Division's presentation function by the chairperson and or team coach.
    - MVP (Most Valued Player) - Largest of the team trophies
    - Best Batting Average - Smaller than MVP trophy.
    - Two trophies for players who will be selected by the Team Coach who are not recipients of MVP or Best Batting Average awards. (Example: MVP runner up. Best batting average runner up, Most improved, Coach's choice.) These trophies are smaller than Best Batting Average Trophy.

Note:

- If a player qualifies for both MVP and Best Batting Average, that player will receive one trophy for MVP & highest batting average - a larger trophy to accommodate both awards.
- A player must complete 70% of fixtured games to qualify for a trophy.

### 13.2 Pennants

Pennants (or other acknowledgement) received for a club team achievement in any fixtured or other championship game(s), belongs to the Club and should not be tampered with.

### 13.3 Game Awards & Game Counts

Game awards are games played with and for the Club.

A game count is awarded for each fixtured game (including finals).

No game counts for non fixtured games.

2 game counts per each day of recognised championship tournaments.

The registrar of each division is responsible for monitoring and recording game counts, and if required, prepare for the appropriate awards in advance in order to meet the presentation dates.

<u>Games played</u>	<u>Award</u>	<u>Presented by</u>	<u>Location/Time</u>
700games	Patch & certificate	Chairperson	presentation day
600 games	Patch & certificate	Chairperson	presentation day
500 games	Patch & certificate	Chairperson	presentation day
400 games:	Patch & certificate	Chairperson	presentation day
350 games:	Patch & certificate	Chairperson	presentation day
200 game	Playing Life member pin (if qualified)	President	presentation day
150 games:	Patch, certificate	Coach or Manager	at game or presentation day
125 games:	Patch & certificate	Coach or Manager	at game or presentation day
100 games:	Patch & certificate	Coach or Manager	at game or presentation day
100 games	Trophy	Chairperson	at game or presentation day
75 games:	Patch & certificate	Coach or Manager	at game or presentation day
50 games:	Patch & certificate	Coach or Manager	at game or presentation day

#### **13.4 State Representatives**

- Club Players selected to represent the State of Western Australia in either Baseball or Softball will have their name entered on the “Carine Cats State Ball Club State Representatives” Honours Board.

# PROCEDURES

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## 14. CORRESPONDENCE:

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All correspondence will be conducted in a true and professional manner.

### 14.1 Incoming Correspondence:

- All mail to be addressed to the Club Secretary at the Club's mailing address.
- Mail proposed for a Division or Committee Member should be addressed to the Club Secretary and marked to the attention of the respective Division.
- All incoming mail will be collected weekly (from the Club mailbox) by the Club Secretary and forwarded to the respective Divisions as soon as possible.

### 14.2 Outgoing Correspondence (Club Letterhead)

- General correspondence on Club letterhead is to be signed by authorized personnel only.  
Authorities for Club letters:
  - President
  - Club Secretary
  - Club Treasurer
  - Chairperson or Secretary of a division. Ref (a) below
- Correspondence to the respective Divisional Sporting Body/Association(s), Club Member(s) or sponsors may be carried out by the respective division's chairperson, secretary or registrar. All other communication will require Management approval.
- All correspondence to be documented and be on the approved Club letter head, with the approved signature supporting the authors name and position as per the example below

**Signature**

**Authors Name**

**Chairperson Tee-Ball / Softball / Baseball Division  
For Carine Cats Ball Club Inc.**

- Correspondence entered into by a Division (as referred to above) shall be recorded at the Divisions monthly committee meetings and filed accordingly.
- Club forms or notices will not be altered unless approved by the Management Committee.
- Electronic Correspondence (email) shall be treated the same as hard copy correspondence.

### 14.3 Internal Correspondence (Application Forms, Notices, etc.)

- Club documents relative to each Division's specific use, may be used by the respective Divisional members or Office Bearers only. (No unauthorised person may use Club documents).

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## 15. FINANCE

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### 15.1 General

- Clubs finances will be carried out in a professional manner.
- Appropriate records will be kept.
- The Club Treasurer will be responsible for maintaining all financial records.
- Terms and conditions: All transactions will be acted upon within the terms and conditions of the merchant.
- The Club shall only conduct payment against a merchant's invoice for transactions with the Club. (Suppliers invoice to include the club name "Carine Cats Ball Club")
- No transaction(s) will be carried over to the following season.
- All expenses will be carried out on a "needs only basis".
- It is deemed best practice to have \$35,000 to \$45,000 in reserve at the end of each season. (Such being for the following pre-season expenses and any contingencies.)
- Signatories – refer to the Club's Constitution.

## **15.2 Budgets**

- Budgets are subject to approval by the Management Committee.
- All Divisions to submit interim budgets to the Club treasurer by June's Management Committee Meeting.
- The Management Committee to approve final budgets at the August meeting with an extension of one month if required.
- The Management Committee may amend budgets through the season if necessary if budget incomes are not met.
- Variations to any budget will require the Management Committee's approval.
- Each Division to operate within its budget.
- The Treasurer will report on all Division(s) budget status at the Management Committee Meetings.
- Divisions are to keep the Management Committee informed of any anomalies.
- The Club will not be responsible for any payment outside the approved budget without the prior approval of the Management Committee.
- The Management Committee will discuss and nominate a dollar (\$) value for Committee functions.

## **15.3 Income**

- All income is the property of the Carine Cats Ball Club.
- Registration fees are to be recommended by the Divisions for the Management Committee's approval.
- Each Division is responsible for the collection of its budgeted income.
- Fundraising may be carried out for a specific requirement. The Management Committee's approval will be based on the method of fundraising and associated practice(s) proposed.
- Donations will be the property of the Club and may be directed to a division for specific needs.
- Donations will not be implemented to compensate for the payment of registration fees.
- Sponsors support (monetary or services provided) will be the property of the Club.
- Divisions may promote and execute sponsors for Club team(s).
- Sponsorship for a Division or the Club will require the Management Committee's approval.
- Sponsors agreements / contracts will require Management Committee's consent and final approval.
- In the event of arranging sponsorship(s), the appropriate documentation should be used with a letter of appreciation submitted to the relevant sponsor.
- Grants will be the property of the Club.
- Grant applications will require the Management Committee's approval. (The Club Secretary is the signatory for any grant application)
- Canteen(s) income is the property of the Carine Cats Ball Club.
- Extraordinary income (or miscellaneous income) is the property of the Carine Cats Ball Club. Such funds will be appropriately managed by the Management Committee.
- Divisions may elect to collect funds for specific needs subject to the Management Committee's approval. (Note: Umpiring, Special Coaching and Tournaments do not require Management approval if included in budgets and associated with the normal playing season)..
- On receiving Registration Forms and Fees, sponsorship monies, donations etc. this will be passed to the divisional registrars and divisional treasurers for recording and banking.
- Banking details to be forwarded to the club treasurer once banking is completed.

## **15.4 Banking**

- Banking to be conducted by the respective divisions and the canteen(s).
- Bank deposit slips are to include the name of the division with details of the income category on the Club and book copies.
- Copies of the bank deposit slips are to be forwarded to the club treasurer on a monthly basis. (Banking details to be forwarded to the club treasurer once banking is completed by email)
- EFT users to provide a copy of receipt to the divisional treasurer.

### **15.5 Expenses**

- All expenses will be included in the approved Club budget(s).
- All purchases will fall within budget.
- All expenses will be carried out on a “needs only basis”.
- Any non budgeted expense shall require approval by the Management Committee.
- All expense transactions with the Club to include the club name “Carine Cats Ball Club” on the invoice.
- All claims/expenses to be recorded in the division(s) minutes. Refer to section “Payments/Reimbursements”.
- Unauthorised expenditure will be the responsibility of the individual responsible for this expense. Furthermore:
  - Fines incurred against the Club by a member or team will be met by the offending party.
  - If fines are not met as referred to in the above, and payment is made by the Club in order to avoid any penalties (against the Club), the Management Committee may elect to redeem such expenses against the offending party/team. The penalty for this offence may be to exclude the offending party/team from receiving trophies, or any other practical and responsible means. Such matters will be evaluated by the Management Committee.
  - Fines of a technical nature will be discussed and evaluated by the Management Committee.

### **15.6 Payments**

- Payments will be made for Club transactions only.
- Payment of accounts must be approved at divisional and or management meetings and recorded in the minutes.
- All divisional meeting minutes will be sent to Management Committee members prior to the Management meeting.
- All Divisions will submit a SCHEDULE OF ACCOUNTS APPROVED FOR PAYMENT with receipts in PDF form after monthly meetings. The Club Treasurer will not action payment without the appropriate documentation and approval.
- All expenses will be paid for by EFT or divisional petty cash. Appropriate records to be kept.
- Payments will be made against an official invoice only. (Credit cards transaction slips are not recognised as an official receipt).
- Reimbursements to members – refer below.
  - a) Invoices for payments, for club expenses only (goods and services) will require:
    - Budget approval or special approval by the Management Committee.
    - Details of the supplier and expense item(s).
    - Invoices made to “Carine Cats Ball Club”.
    - Details to be minuted.
  - b) Invoices for payment (Divisions):
    - Details of the supplier and expense item(s).
    - Invoices made to “Carine Cats Ball Club” and state the division.
    - Details to be minuted.
  - c) Invoices for payment (TBAWA, Softball WA, Baseball WA):
    - Payment without divisional approval is accepted, but must be minuted and forwarded to the Club treasurer.

### **15.7 Reimbursements**

- Petty Cash (Float)
  - Petty Cash records to be maintained at all times. A float for divisions to conduct a reimbursement for expenses not exceeding \$200.00.
  - Petty Cash may be recalled at any time.
  - A record of all petty cash transactions to be recorded.
  - Canteen Float shall be provided for the purchase of stock at start of season refer section “Canteen”

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## **16. CANTEEN(S)**

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- The Canteen will operate as a service to the Members of the Club and Club visitors.
- Appropriate records will be kept.
- The canteen manager (Division or person) will provide banking records (or banking deposit slip) to Club Treasurer
- Canteen funds (income & expenses) will be kept separate from all other club/divisional operations.

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## **17. AGREEMENTS**

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No agreements shall be entered into or applied for unless approved by the Management Committee. This includes licences of any nature or any such matter.

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## **18. DUTY OF CARE**

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The Club will at all times act in a responsible manner and in so doing calls upon all Committees, Coaches, Managers and any other Club Members to be accountable for the well being of its Members and our Opposition Teams or Clubs.

### **18.1 Injury or Ill Health:**

- In the event of a Club Member being injured or experiencing ill health, the following will apply.
  - A player shall not take to the diamond if ill health is displayed or brought to the attention of an official.
  - If a player is injured, the player will not take the diamond or will be taken from the diamond if injury occurs during a game.
  - If a player is injured or becomes ill and requires medical treatment, a team official will ensure that the player is catered for by arranging a recognised First Aid Officer or Doctor to provide the necessary treatment or action required for the player.
  - An Injury Report Form to be completed and forwarded to Divisional registrar.
  - The wellbeing of an injured or sick player shall be given priority over any action in which the team may be involved.

### **18.2 Safety**

- Members of the Club (Players and Officials) will at all times ensure safe practices are upheld.
- If any Club Member continues to act in an unsafe manner or conducts an unsafe activity causing harm or injury to others, the Management Committee may choose to expel that Member without refunding fees or part thereof.
- Causing damage to the Club's equipment may be deemed as an unsafe act.
- All Club equipment will be kept and used with safety in mind.
- No player will be permitted to take to the diamond if in the reasonable opinion of a team officer that player is considered to be under the influence of alcohol or other drug or suffering the effects of alcohol or some other drug.
- Before any training session or game the responsible club officer will ensure the grounds are in a safe condition and free of litter (beware of glass, injecting needles etc.) No team or player will take to a ground, which is considered unsafe.
- No team or player will conduct playing or coaching activities, which may be deemed dangerous under lighting that does not meet Australian standards.

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## **19. INSURANCE**

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The Club Treasurer with the aid of the Secretary and President will ensure the Club has appropriate insurance cover. (Refer to the Club's Constitution - 13 Insurance page 6).



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## **20. EQUIPMENT**

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- Equipment shall be used for Club purposes only, except with prior approval of the Management Committee.
- All equipment use is on loan to its members for the appropriate use only.
- Equipment used by the Club and its Divisions shall be maintained in good order.
- Lost or damaged equipment (through misuse) may be charged against a Player or Division. Equipment abuse will not be tolerated.
- Equipment not in use will be held at the Club's Store Room(s). All playing equipment shall be returned to the Club at the end of each season.
- Officers of the Club using equipment other than for playing use are required to sign the "Equipment Register".
- An Equipment Register will be maintained by an appointed person in each Division.
- The appointed person or division will be held responsible for this equipment.
- The "Register for Keys" (listing all holders of keys) will be maintained by the Club Secretary. Keys to be held by Club Members only.
- All equipment is owned by the Club.
- New equipment is to be approved by each division as per their budgets.

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## **21. UNIFORMS**

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- All uniforms purchased by the Club are the property of the Club (unless sold to a club member).
- Club uniform colours will be pantone blue and black. (Tee-balls team sponsorship colours and logo excepted).
- Changes to Club Uniforms either new or existing, shall be approved by the Uniform/Merchandise committee.
- The club will ensure uniforms are in good condition and do not vary in design across the respective softball, baseball divisions. (uniformity in design and style).
- The Club will provide uniforms for purchase or loan at the discretion of the division.
- Tee Ball Players will be provided with a uniform (on loan) in accordance with Sponsor's requests and with Safety and Sun Protection in mind.
- Caps, socks and undershirts (if required), will be provided by the Player. (The Club to ensure via its Sub-Committees that these items are available for members to purchase and ensuring prices are constant across all Divisions).
- Players will be responsible for care of the loaned uniforms during the playing season. (Laundering etc. will be carried out by the Player).
- Divisions and Team Managers are to ensure uniforms are not misused and are returned to the Club at the end of each season.
- A Division or Player may be charged for lost or damaged uniforms. (This does not apply to a uniform that is damaged through normal wear and tear or a mishap during a game).
- A player will not take to the diamond (in a competition game) if not in the Club's uniform.

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## **22. GRADING**

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- Grading should at all times account for "Duty of Care" ensuring the player is placed in a team or grade comparable to his/her skills and ability. It is imperative that no player plays in a grade or team beyond his/her level of ability.
- Each Division will conduct its grading with a team structure to support a competitive and enjoyable environment for its members.

### **22.1 Transition: (Tee-Ball to Softball or Baseball)**

- All divisions are to liaise and co-ordinate a program for the transition for tee-ball to softball and baseball.
- The age group for transition from teeball to softball and baseball should follow the National Junior Sports Policy (Ref: [www.activeaustralia.org.au](http://www.activeaustralia.org.au))



- There will be no encouragement by the Club or their representatives to prevent the ongoing development of club players.

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## **23. CHAMPIONSHIPS**

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### **23.1 Tee-Ball State Championships**

- Selected players to include nominations from all members who wish to participate. Team selection will be conducted in a manner providing fairness to all players. Equal opportunity is to be given in all aspects of selection and playing conditions. (Ensure equal playing time on the diamond and general player involvement).
- Associated costs & club contributions: All associated costs for any championship events will be met by the playing members. The club will provide a club shirt for each player with their names screen printed on it for use of players during training and state and pre-state carnivals. There will be an additional fee for selected state championship players that will cover costs of shirts, trophies and photo's, accounting for any sponsor that the teams may have.

### **23.2 Baseball Charter Teams**

- Selected players to include nominations from all members who wish to participate. Team selection will be conducted in a manner providing fairness to all players. Equal opportunity is to be given in all aspects of selection and playing conditions. (Ensure equal playing time on the diamond and general player involvement.)
- All costs associated with any championship events will be met by the playing members.

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## **24. DISPUTES / COMPLAINTS**

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- All disputes or complaints that are made against a Division must be reported to the Management Committee.
- A select committee will deal with all disputes or complaints by or concerning Club Players, officials or persons connected with the Club as necessary.
- The select committee comprising representatives from the Management Committee and the respective Division/s will ensure:
  - Uniformity of penalty across divisions.
  - No victimisation due to personal differences.

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## **25. WEBSITE**

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- The Club website will be managed in a responsible manner accounting for all legal requirements such as the privacy act and under aged persons.
- The website will be used for Club business only.
- The website will not contain any sledging, slandering or the use of inappropriate names (nic names etc.) of any nature whatsoever.
- The necessary security codes or passwords will apply for the protection of the Club website.

## **Appendix:**

### **Complaint Handling Principles:**

- Treat complaints seriously
- Act promptly
- Treat people fairly and listen to both sides of the story
- Stay neutral
- Keep parties to the complaint informed
- Try to maintain confidentiality if possible
- Protect against victimisation
- Keep accurate records
- Make decisions based only on information gathered not personal views
- Disciplinary action should be relative to the breach

### **Template Code of Behaviour (Australian Sports Commission)**

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.

## **Descriptions**

### **Management Committee**

- The Management Committee shall be directed as mentioned in the Club's Constitution. (4.2 Officers of the Club Management commencing page 2)

### **Divisions: Tee-Ball, Softball & Baseball Committees**

- Divisions may elect members for their respective committee for Management Committee approval.
- Divisional committees shall be responsible for the effective running of Teeball, Softball and Baseball and any other recreational opportunity as directed by the Management Committee.
- Sub Committee(s) shall be responsible to the Management Committee.

### **Memberships:**

- As referred to in the Club's Constitution (4.1 Player Membership).
- A Player shall support the Club's Codes/Practices.
- A Player will not take to the diamond unless in the Club uniform.
- A Player registering with CCBC who is from another Club must obtain a clearance certificate. Any fees incurred will be met by the Player.

### **Responsibilities:**

- Club Secretary
  - Key Register
  - Life Members
  - 200 Game Players (Playing Life members)

- Players who have represented the State (WA)
- Club Treasurer
  - All financial / banking documentation

## **Attachment 1: CODES OF CONDUCT**

### **General Code of Ethics**

- Respect the rights, dignity and worth of others
- Be fair, considerate and honest when dealing with others
- Be professional in, and accept responsibility for your actions
- Make a commitment to providing quality services
- Demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years.
- Refrain from any form of abuse towards others
- Refrain from any form of harassment or discrimination of others
- Provide a safe environment for the conduct of the activity
- Show concern and caution towards others who may be sick or injured
- Be a positive role model

### **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.

### **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.

### **Coaches**

- Remember that players participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a 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 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 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 all players.
- Any physical contact with a person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Adult players, coaches and club members are expected to set appropriate examples and act as role models for junior club members.

### **Administrators**

- Involve people in planning, leadership, evaluation and decision making related to the activity.
- Give all people equal opportunities to participate.
- Create pathways for 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 all players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasize 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 sport emphasizes fair play, and not winning at all costs.
- Give a code of behavior sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

### **Spectators**

- Remember that people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **Breach of the Code of Conduct**

If a suspected Breach of this Code of Conduct occurs - prior to the implementation of section 18. Disciplinary Action, Disputes and Mediation of the Carine Cats Ball Club constitution – the following shall occur:

- Full details of the alleged breach of the code of conduct will be collected by the Chairperson of the Division, or their allocated representative, from all parties involved in the incident.
  - The Management Committee of the Carine Cats Ball Club will be informed of all alleged Breaches of the Code of Conduct,
  - Carine Cats Ball Club documentation (held by the Club Secretary) shall be utilised for communication with all parties.
  - Following report of the alleged breach of the code of conduct to the Divisional Committee a period of 14 days to gather required information will be allocated.
  - A full report will be supplied to the Management Committee of the Carine Cats Ball Club on conclusion of investigation.
- Following investigation, the outcome of alleged breach will be one of the following:
  1. The alleged breach to be dismissed.
  2. Recommendations of corrective actions - if Section 18 of the Carine Cats Ball Club Constitution is not to be implemented:
    - Recommendations will be presented to the Management Committee of the Carine Cats Ball Club which may include but will not be limited to:
      - If a Club Official - Removed from official ball club position – Eg Coach, Manager
      - If a player - Will be benched for “so many” games
      - If a supporter - Will be requested to sit at least 30meters from the players benches during the game.
    - Written correspondence to the alleged offender to be completed by the Divisional Chairperson no later than 7 days post investigation conclusion.
    - The alleged offender will be given the opportunity to make written or oral (or both written and oral) response to recommended corrective actions within 14 days of presentation of said corrective actions.
  3. Escalation of breach of the code of conduct to the Management Committee if Section 18 of the Carine Cats Ball Club Constitution is to be implemented.

## **Carine Cats Ball Club - Club Behaviours**

<b><u>Coaching</u></b>	
<b>Appropriate Behaviours</b> Encourage Fun and Participation. Display control, respect and professionalism to all involved.	<b>Inappropriate Behaviours</b> Not being prepared for training and games. Complete focus on winning at all costs.

Communicate positively and proactively to athletes and coaches.	Abuse or physical intimidation of athletes.
<b><u>Athletes</u></b>	
<b>Appropriate Behaviours</b> Always put the club and your teammates before yourself. Be reliable and compete primarily because you love being involved. Show appreciation for volunteer coaches, officials and administrators.	<b>Inappropriate Behaviours</b> Violence or over aggressive behaviour in any capacity. Verbal abuse of officials and sledging other athletes. Bullying.
<b><u>On Competition Day</u></b>	
<b>Appropriate Behaviours</b> Support the officials involved in the game. All members help out around the club. Abide by the Club Code of Behaviour.	<b>Inappropriate Behaviours</b> Making racist, religious, sexist or inappropriate comments to coaches, athletes, officials or spectators. Any Threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators. Abuse/swearing at own or opposition players, supporters or officials.
<b><u>Socially</u></b>	
<b>Appropriate Behaviours</b> Respect people and property at all times. Provide healthy food options at all times. Promote safe alcohol practices when together.	<b>Inappropriate Behaviours</b> Tolerating antisocial behaviour. Serving drunk or underage patrons. Leaving a mess around the club.
<b><u>Committee</u></b>	
<b>Appropriate Behaviours</b> Place the safety and welfare of the participants above all else. Implement consistent behaviour standards. Communicating positively and frequently with members.	<b>Inappropriate Behaviours</b> Undermining committee members and decisions. Not following club policies and procedures.

## **Attachment 2: WORKING WITH CHILDREN CHECK REQUIREMENTS**

The following information was updated in April 2011. It is subject to change at any time.

### **WESTERN AUSTRALIA**

The Working with Children Check (WWC Check) is a compulsory and rigorous criminal record check for certain people who carry out 'child-related work' in WA. A person is in 'child-related work' if the usual duties of their work involves, or is likely to involve contact with a child in connection with specified categories of work (see the website below for further details) It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed. Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however they should still be required to complete the non-WWC Check screening process. There are other exemptions, for example volunteers under 18 years old. Further details about exemptions can be found on the website below. Only those in child-related work under the Act may apply.

Applicants will be issued with either:

- An Assessment Notice in the form of a WWC Card enabling them to be in all types of child-related work for three years unless there are new offences of concern.
- An Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.
- A Negative Notice, which prohibits them from child-related work.

There are set obligations and strong penalties for non-compliance including for employers and volunteer co-coordinators.

For more information:

- [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au) or call 1800 883 979 (toll free)





<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimization</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	



## Complaints Flowchart

If you need information, advice, to make a complaint or to raise a concern in relation to inappropriate behaviour in sport (such as harassment, discrimination or abuse), this chart may assist in working out who to contact and how. Start at the level (club, state or national) that the incident occurred.

