

TEAM MANAGER HANDBOOK



BEDFORD JUNIOR CRICKET CLUB

BEDFORD JUNIOR CRICKET CLUB



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BEDFORD JUNIOR CRICKET CLUB



WELCOME

Thank you for volunteering to take on a Team Manager position this season at the Bedford Junior Cricket Club.

Team Managers play a key role in bringing together a group of young players and their families into an effective and happily functioning team.

Your efforts will be greatly appreciated by the Team Coach, who will be able to focus their energies on delivering the skills and techniques of the game to the players. Parents will appreciate how your organisational efforts help to make this a smooth and enjoyable cricket season for everyone involved! And the Committee appreciates and respects the work you do behind the scenes and the positive image you portray of the Bedford Junior Cricket Club!

Community-based clubs like ours simply couldn't function without the support of people like you. We want to thank you for being willing to devote the time, effort and energy that are necessary to help facilitate junior cricket at our Club.

If you ever need help or advice about your Team Manager role, please feel free to make contact with a member of the Committee - their contact details can be found on the next page. They will be only too happy to help!

Best wishes for the coming season.

BEDFORD JUNIOR CRICKET CLUB



COMMITTEE CONTACTS

| TITLE | NAME | EMAIL ADDRESS | PHONE |
|--|------------------|--|--------------|
| President | Brendon Randall | president@bedfordjcc.com.au | 0429 231 978 |
| Vice President | Trent Jackson | vicepresident@bedfordjcc.com.au | 0422 116 666 |
| Secretary | Rebecca Nairn | secretary@bedfordjcc.com.au | 0412 719 994 |
| Treasurer | Kathryn Gordon | treasurer@bedfordjcc.com.au | 0400 840 095 |
| Registrar | Nick Webster | registrar@bedfordjcc.com.au | 0448 828 033 |
| Coaching Coordinator | Brendon Randall | president@bedfordjcc.com.au | 0429 231 978 |
| Girls Cricket Coordinator | Danielle Lustig | girlscricket@bedfordjcc.com.au | 0403 002 101 |
| Child Safety Officer | Emily Glover | childsafetyofficer@bedfordjcc.com.au | |
| Social Events Coordinator | Lisa Quartermain | fourquarters1@bigpond.com | 0425 728 804 |
| Fundraising/Sponsorship/ Grants Coordinator | Vacant | | |
| Equipment Coordinator | Vacant | | |
| General Committee Member | Ranjit Paul | ranjit_paul@hotmail.com | 0421 857 091 |
| General Committee Member | Riyazi Noordeen | riyazinoor@hotmail.com | 0412 317 473 |
| General Committee Member | Darren Tyers | darren.tyers@hotmail.com | 0410 789 895 |
| General Committee Member | Muzny Mohideen | muzny@hotmail.com | 0433 843 226 |

BEDFORD JUNIOR CRICKET CLUB



OUR MISSION, VISION & VALUES

MISSION

- To provide an environment for participation, learning and success that is underpinned by the Spirit of Cricket
- To foster youth, sportsmanship, excellence and professionalism on the field and in the community
- To make every person involved in our Club feel included and valued
- To encourage individuals (whether player, parent or coach) to develop their potential in a safe, fun environment

VISION

- The Bedford Junior Cricket Club aspires to be a family friendly club that is successful in all its endeavours
- We are committed to the promotion, participation and enjoyment of junior cricket in a safe, fun environment now and into the future
- Our goal is that every member enjoys their cricket

VALUES

- Integrity
- Sportsmanship
- Encouragement
- Team spirit
- Enjoyment

BEDFORD JUNIOR CRICKET CLUB



OUR MOTTO

T.E.A.M.

Together Everyone Achieves More



BEDFORD JUNIOR CRICKET CLUB



THE BJCC WAY

PLAYERS

Co-operate with your coach, teammates, opponents and umpires

Play for enjoyment, not to please others

Be a good sport and treat others as you would like to be treated

Put the team before yourself (there's no 'I' in team!)

PARENTS

Abide by the Code of Behaviour - remember it's not about you, it's about the children!

Encourage your child to play within the spirit of the game

Applaud good play from both teams

Help out around the Club

Support the umpires and coaches

COACHES

Encourage your players and teach them to play within the spirit of the game

Display control, respect and professionalism - young people learn by example!

Remember that young people play for fun and enjoyment and winning is not everything

Communicate clearly to players and parents

COMMITTEE

Give all young players a fair go

Foster a safe, fun and inclusive environment

Communicate clearly to members

Lead by example

BEDFORD JUNIOR CRICKET CLUB



TEAM MANAGER JOB DESCRIPTION

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Team Managers offer invaluable assistance to players and parents by taking care of administrative responsibilities for the Coach - which allows the Coach to focus on 'coaching'. Regardless of the team you are managing, the responsibilities and duties are similar. The Team Manager's duties, however, become more challenging when managing teams in unfamiliar environments or difficult/unexpected circumstances.

Responsibilities and Duties

A Team Manager is responsible for:

- the general administration and management of the team;
- preparing a roster for scoring, umpiring and any other role as required by the Team Coach;
- ensuring that all players are adequately supervised where necessary;
- helping to enforce the Codes of Conduct for players, parents, spectators and coaches;
- ensuring all safety and welfare requirements for the team are met, including hydration, sun protection and protective equipment;
- resolving problems that may arise amongst team members, parents, the coach and supporters; and
- acting as a liaison between the Club and the team.

With thanks to the Department of Local Government, Sport and Cultural Industries
<https://www.dlgsc.wa.gov.au/department/publications/publication/club-team-manager>

BEDFORD JUNIOR CRICKET CLUB



PARENT CONTACT

It is important to make contact with the parents of the players in your team, introduce yourself as Team Manager and begin the process of getting organised for the season. Prior to the start of the season, the Club will provide you with a contact list for your team. It will look like the one shown below:

| <u>UNDER 12'S GOLD</u> | | | |
|---|-----------------|------------------------------------|----------------|
| <u>2019/2020 Season</u> | | | |
| <u>Coach: Brendon Randall</u> | | <u>Team Manager: Rebecca Nairn</u> | |
| Training Ground - Grand Prom Reserve (Wednesdays @ 5pm) | | | |
| <u>Player name</u> | <u>Birthday</u> | <u>Email address</u> | <u>Notes</u> |
| Joe Bloggs | 13/4/08 | jbloggs@example.com.au | Peanut allergy |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

You should be the first point of contact for parents. The most important part of the Team Manager role is the dissemination of timely and accurate information. You can take pressure off the Team Coach by being the person parents 'go to' to ask questions about team-related activities.

Some Team Managers use free messaging apps (such as WhatsApp) to get in touch with parents or set up a private Facebook group (but bear in mind, not everyone uses Facebook). Email or SMS communication can also be used. Whatever method you use, it's important that everyone has access to the messages you send. It is also important to be mindful of split families and assess how best to contact both parents.

BEDFORD JUNIOR CRICKET CLUB



SETTING EXPECTATIONS

It is important for the parents of players in your team to understand that there is an expectation that they will pitch in and help throughout the year. Our Club simply couldn't function without the help of volunteers, and there is something that everyone can do. Examples include:

- Putting out the boundary markers
- Setting up the stumps
- Clearing the field of rubbish
- Putting up the shade gazebo
- Running a warm up drill
- Bringing a team snack
- Scoring
- Umpiring
- Collecting the boundary markers
- Packing up the team kit

We suggest that you prepare a roster and involve everyone in doing something to help out across the course of the year. Our best Team Managers have told us that they get results by EXPECTING everyone to play their part. An example of a Team Roster is included on the next page.

Your Team Coach may well set some team goals/rules for the players in your team. When the Team Coach is on the field or engaged in drills, it is important that you remind the players of their responsibilities in these areas. A key time when players require supervision is during the batting phase. Players should be encouraged to stay together, watch the game and support their teammates!

If you can support the Team Coach by attending training sessions, that would also be appreciated (we realise that this isn't always possible due to work commitments).

BEDFORD JUNIOR CRICKET CLUB



TEAM ROSTER

| DATE | CONES | STUMPS | GAZEBO | SNACK | SCORER | UMPIRE |
|--------------------|-------|--------|--------|-------|--------|--------|
| Round 1 Date X/XX | | | | | | |
| Round 2 Date X/XX | | | | | | |
| Round 3 Date X/XX | | | | | | |
| Round 4 Date X/XX | | | | | | |
| Round 5 Date X/XX | | | | | | |
| Round 6 Date X/XX | | | | | | |
| Round 7 Date X/XX | | | | | | |
| Round 8 Date X/XX | | | | | | |
| Round 9 Date X/XX | | | | | | |
| Round 10 Date X/XX | | | | | | |

Parents - If you can't do your designated day due to absence/illness, please arrange a swap with another parent (and then let your Team Manager know that this has been arranged).

BEDFORD JUNIOR CRICKET CLUB



CODE OF BEHAVIOUR LOOKING AFTER OUR KIDS

Australian Cricket's Looking After Our Kids Code of Behaviour details the expectations of acceptable behaviour of all persons who are responsible for the care and wellbeing of Children and Young People in our sport.

All persons must:

1. ensure all Children and Young People participating in cricket feel safe, included, encouraged and supported;
2. use positive guidance strategies to ensure that Children and Young People are respected and treated fairly, giving positive and constructive feedback rather than negative criticism. If an individual is required to discipline a Child or Young Person, they must ensure that appropriate techniques are used with the safety and wellbeing of the Child or Young Person being considered;
3. put the welfare of Children and Young People first by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted;
4. promote good sportsmanship by encouraging Children and Young People to be considerate of players, officials and volunteers;
5. ensure that physical contact with a Child or Young Person is appropriate for delivery of the program or services such as skill development or correction, fitting equipment or to provide comfort or support;
6. use appropriate language and communication techniques when dealing with Children and Young People, providing clear direction, guidance and avoiding language that is:
 - a) discriminatory, racist or sexist;
 - b) derogatory, belittling, negative, sexual, profane or offensive; or
 - c) intended to threaten or be harmful to the Child or Young Person;

BEDFORD JUNIOR CRICKET CLUB



CODE OF BEHAVIOUR LOOKING AFTER OUR KIDS

All persons must:

7. avoid one-on-one unsupervised contact with Children and Young People at all times;
8. ensure change room and accommodation arrangements are appropriately considered to allow for suitable supervision whilst recognising the privacy of Children and Young People;
9. not take photos, videos or other recordings of Children and Young People without the prior consent of their parent or guardian. Any photos, videos or other recordings must be in connection with the Child or Young Person's participation in our sport;
10. not seek to or contact Children or Young People outside contact that is required as part of the scope of the individual's role in our sport;
11. not engage in inappropriate conversations in the presence of Children and Young People, including communication on social media, email or mobile phone; and
12. not supply alcohol or drugs to Children or Young People or be under the influence of alcohol or drugs when in the presence of Children and Young People.

With thanks to Cricket Australia

www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids

BEDFORD JUNIOR CRICKET CLUB



COACHES' CODE OF CONDUCT

THE SPIRIT OF CRICKET

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself.

COACHES' CODE OF CONDUCT

A coach must:

- remember that young people participate for pleasure and winning is only part of the fun;
- never ridicule or yell at a young player for making a mistake or not coming first;
- be reasonable in your demands on players' time, energy and enthusiasm;
- operate within the rules and Spirit of Cricket and teach your players to do the same;
- ensure that the time players spend with you is a positive experience;
- avoid overplaying the talented players; all young players need and deserve equal time, attention and opportunities;
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;
- display control and respect to all those involved in cricket. This includes opponents, coaches, umpires, administrators, parents and spectators. Encourage your players to do the same;
- obtain appropriate qualifications and keep up to date with the latest cricket coaching practices and principles of growth and development of young people;
- ensure that any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development;
- respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion; and
- abide by Clubs/Associations/Councils' Healthy Club Policies.

With thanks to the Community Junior Cricket Council cjcc.wa.cricket.com.au

BEDFORD JUNIOR CRICKET CLUB



PARENTS' CODE OF CONDUCT

THE SPIRIT OF CRICKET

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself.

PARENTS' CODE OF CONDUCT

A parent must:

- not force an unwilling child to participate in cricket;
- remember, children are involved in cricket for their enjoyment, not yours;
- encourage your child to play by the rules;
- focus on the child's efforts and performance rather than winning or losing;
- never ridicule or yell at a child for making a mistake or losing a game;
- 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; and
- abide by Clubs/Associations/Councils' Healthy Club Policies at Junior Cricket Matches.

With thanks to the Community Junior Cricket Council cjcc.wa.cricket.com.au

BEDFORD JUNIOR CRICKET CLUB



PLAYERS' CODE OF CONDUCT

THE SPIRIT OF CRICKET

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself.

PLAYERS' CODE OF CONDUCT

A player must:

- play by the rules;
- never argue with an umpire. If you disagree, have your captain, coach or manager approach the umpire during a break or after the game;
- control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in cricket;
- work equally hard for yourself and your teammates. Your team's performance will benefit and 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 cricket as you like to be treated. Do not bully or take unfair advantage of another competitor;
- cooperate with your coach, teammates 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 every young person regardless of their gender, ability, cultural background or religion; and
- not smoke at Junior Cricket Matches.

With thanks to the Community Junior Cricket Council cjcc.wa.cricket.com.au

BEDFORD JUNIOR CRICKET CLUB



UMPIRES' CODE OF CONDUCT

THE SPIRIT OF CRICKET

Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself.

UMPIRES' CODE OF CONDUCT

An umpire must:

- place the safety and welfare of participants above all else;
- in accordance with Cricket Australia and CJCC guidelines, modify rules and regulations to match the skill levels and needs of young people;
- compliment and encourage all participants;
- be consistent, objective and courteous when making decisions;
- condemn unsporting behaviour and promote respect for all opponents;
- emphasise the spirit of the game rather than the errors;
- encourage and promote rule changes which will make participation more enjoyable;
- be a good sport themselves – actions speak louder than words;
- keep up to date with the latest available resources for umpiring and the principles of growth and development of young people;
- remember to set an example. An umpire's behaviour and comments should be positive and supportive;
- give all young people a 'fair go' regardless of their gender, ability, cultural background or religion; and
- abide by Clubs/Associations/Councils' Healthy Club Policies.

With thanks to the Community Junior Cricket Council cjcc.wa.cricket.com.au

BEDFORD JUNIOR CRICKET CLUB



INSURANCE

Safety is everyone's concern but it is the Team Manager's most important responsibility.

Prior to the commencement of a home game, the Team Manager should conduct an inspection of the ground and declare it fit for play using the Marsh Insurance Game Day Checklist. This can be downloaded to your phone and is available from the App Store.

At home games, it is your responsibility to complete the Game Day Checklist and have it 'countersigned' (acknowledged) by the opposition's Team Manager, which usually requires entering their name and contact details into the App.

At away games, the opposition Team Manager will need you to acknowledge that their Game Day Checklist has been completed.

In the event of an accident or injury, having completed the Game Day Checklist helps to ensure that both Club and opposition players are covered by insurance. If someone needs to make a claim please get in touch with a member of the Club's Committee who will process the insurance claim.



Game Day and
Training Checklist
Cricket Australia



BEDFORD JUNIOR CRICKET CLUB



MARSH GAME DAY & TRAINING CHECKLIST

This Checklist is a basic pre-game/training inspection tool that helps to identify safety concerns and record your actions.

What Are You Looking For?
The Checklist is a visual inspection tool only. It will help you to identify safety concerns, such as:



| | | |
|--|---|--|
| EXTREME WEATHER such as lightning, heat, rain, visibility (fog), etc. |  | OTHER FACTORS such as sun protection, spectator behaviour, signs, etc. |
| PLAYING SURFACES such as holes, cracks, debris (glass, syringes), etc. | | FIRST AID including qualified personnel, first aid kits, ice, etc. |
| GAME FORMATS as per Cricket Australia's Policies and Guidelines www.cricket.com.au | | HAZARDS on or near pathways, exits or change rooms such as debris, protrusions, etc. |

SAFETY CONCERNS SHOULD BE ADDRESSED TO AN ACCEPTABLE LEVEL & RECORDED BEFORE YOU START PLAY. HERE'S SOME EXAMPLES OF ACTIONS YOU MIGHT TAKE...

- Control/reduce the outcome** with caution signs, traffic cones, roping off hazards, modifying the rules/game, etc.
- Avoid harm** by removing the risk/hazard/object from the area, delay/postpone the game, etc.
- Transfer responsibility** by written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to game day.
- Accept and Monitor** if there is a chance an incident will occur. All safety concerns should be monitored throughout the day.

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MARSH GAME DAY & TRAINING CHECKLIST

IMPORTANT NOTE: IF SAFETY CONCERNS CANNOT BE ADDRESSED TO AN ACCEPTABLE LEVEL, THE CHECKLIST SHOULD NOT BE SIGNED. PLAY SHOULD NOT COMMENCE UNTIL CONDITIONS ARE ACCEPTABLE TO BOTH TEAMS.

WHEN SHOULD THE CHECKLIST BE COMPLETED?

You should complete the Checklist before the commencement of each day's play for a game. The Checklist can also be used prior to training sessions. If conditions change, the Checklist should be reviewed again and further action taken if necessary (even if the Checklist has been completed earlier). A great time for the Checklist to be completed is before warm-ups. On subsequent days, it is suggested that a convenient time is agreed to complete the Checklist between the Umpires and Authorised Club Representatives - again preferably before warm-ups and well before the start of play.

DUTY OF CARE

Clubs owe a duty of care to players, spectators and volunteers. Insurance cover may not exist for clubs and/or officials who show deliberate negligence or disregard for these responsibilities.

SIGNING THE CHECKLIST

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then signing the Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

If the conditions are not safe ... and can't be made safe for play, then it may be negligent to start playing/training. To play in these conditions is placing the club in a poor position to demonstrate any duty of care.

BEDFORD JUNIOR CRICKET CLUB



MARSH GAME DAY & TRAINING CHECKLIST

If something happens ... and the Checklist has been used properly and signed, the club is in a strong position to demonstrate its duty of care as it has shown reasonable actions to provide a safe environment.

If the Checklist isn't signed ... and play commences in what appears to be normal conditions and an accident occurs resulting in serious injury, the club is in a poor position to demonstrate it has upheld its duty of care.

The basic message is ... the club and its members, including the signatories, are in a better position to demonstrate a duty of care if they complete and sign the Checklist.

PROTECTING CLUB OFFICIALS

Legislation and insurance exists to protect club officials who complete the Checklist, thereby demonstrating the club upheld its duty of care.

INSURANCE

An important part of your Public Liability Insurance is that your club supports the use of Match Day Checklists. By addressing risk before match/training commences, you can reduce your club's exposure to injuries and/or legal action. Recording your actions on the Checklist may also assist in the defence of legal action against your club.

STORING COMPLETED CHECKLISTS

Marsh recommend original Checklists are retained on file by the home club (or association where required) for a minimum of seven (7) years for future reference.

Game Venue:

Date of Inspection: DD/MM/YYYY

Time: HH:YY (24)

Home Team:

Away Team:

Training:



YES (Acceptable)

If you are satisfied the conditions are safe to start play please mark () in the "YES" column.



No (Action Required)

If you find a safety concern please mark () in the "NO" column and record your actions in the space provided.

Please refer to the Checklist Guidelines (page 1) for further information, terms & conditions. (Acceptable) (Action Required) YES/NO

WEATHER CONDITIONS:

- In regard to player safety, are the weather conditions satisfactory for play to commence?

FIELD OF PLAY

- In regard to player safety, are the playing surfaces (including the field and pitch) satisfactory for play to commence?
- Has all visible debris, that may affect player safety, been removed?
- Are the game formats and ground markings in-line with Cricket Australia's Playing Policy & Guidelines ("Well Played")?
- Are all sprinkler covers intact and level with the playing field?
- In regard to player safety, are the perimeter fences and/or signs free from visible hazards?
- Are all boundary markers (lines, ropes, hats, etc) at least 3 yards / 2.74 metres away from any off field hazards including but not limited to fencing, concrete perimeters, trees, or other solid structures which may cause injuries to fielders?

FACILITIES

- In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?
- In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?
- Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?
- Are there shaded areas, sunscreen and clean drinking water available?

OTHER FACTORS (PLEASE INSERT DETAILS OF SAFETY AREAS SPECIFIC TO YOUR CIRCUMSTANCES):

- Are the following area/s (below) satisfactory for play to commence?

PLEASE PROVIDE DETAILS OF ACTIONS TAKEN TO ADDRESS YOUR SAFETY CONCERNS:

DECLARATIONS

I / We declare that I / We are authorised representatives of the nominated Teams.

I / We declare that after reasonable inquiry, the following statements are true and accurate:

- A. the above inspection (Game Day Checklist) was completed as per the above date and time.
- B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5) both teams are satisfied that the playing conditions are acceptable prior to the commencement of play.;

WHO SIGNS THE CHECKLIST?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form. As the laws of cricket state that umpires make decisions regarding the field of play, if a neutrally appointed umpire/s are in use there is space for the umpire to sign, effectively agreeing that the playing conditions are safe.

Home Team Authorised Representative's Name
(please print)

Away Team Authorised Representative's Name
(please print)

Position at Club

Position at Club

Home Team Authorised Representative's Signature

Away Team Authorised Representative's Signature

The advice in this form is general advice only. To help you decide if the cover suits you, please read the Product Disclosure Statement. We can provide you with further information. Please contact us to request. This insurance is arranged by Marsh Advantage Insurance Pty Ltd (ABN 31 081 358 303, AFSL 238 369) ('MAI'). MAI are not the insurer.

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BEDFORD JUNIOR CRICKET CLUB



CRICKET SAFETY

Ground and Weather Conditions

Ground and weather conditions can have a significant impact on the safety and enjoyment of cricket at both junior and senior levels. Sometimes, as is the case with weather, these conditions are somewhat unpredictable and uncontrollable and appropriate care should be taken to avoid weather-related injuries. Umpires, coaches and team managers should exercise a conservative approach to continuing play in the rain, where lightning is present or where the field conditions have reached a point where they pose danger to participants. If you notice that the facilities are not up to standard, let someone on the Committee know and they will address this with the City of Bayswater.

Boundaries

All boundaries must be designated by a series of cones. Where appropriate the cones should be a required minimum distance of 3 yards (2.74 metres) inside the perimeter fencing or advertising signs.

Facilities

Sometimes, you might arrive at a ground and find that there is an issue with the facilities that is beyond your control to address. An example might be a large amount of broken glass, a vandalised pitch or a toilet block that won't open. If safety is a concern and the issue needs immediate attention, you can make a call to the City of Bayswater Ranger. Their response is usually very good and very fast. It might be a good idea to put this number into your phone right now!

CITY OF BAYSWATER RANGER HOTLINE

1300 360 333

BEDFORD JUNIOR CRICKET CLUB



CRICKET SAFETY

Helmets

Players will not be allowed to bat, field within 10m of the bat or wicket-keep up to the stumps, during a match or at practice where a hard ball is being used, without wearing a cricket helmet with a face guard. Any individual taking responsibility for players should take all reasonable steps to ensure that the above recommendation is followed. **Cricket Australia strongly recommends that all community cricket clubs take all practical steps to adopt the ICC directive and mandate that all junior and senior players wear British Standard 7928:2013 compliant helmets from 2019/20 season onwards** when batting, wicket-keeping up to the stumps and fielding in close to the batter. For a list of compliant helmets please see: <https://community.cricket.com.au/clubs/policies/helmets>

First Aid

Within each Team Kit Bag you will find a First Aid Kit. This has been designed to carry essential items that are most used by cricketers. If you run out of any items, please get in touch with our Assets Coordinator who will organise replacement items for you. Simply send an email to tjm9771@hotmail.com and arrangements will be made to deliver items to you at an appropriate time.

Heat

Players' health must always be considered in the scheduling of matches. Climatic conditions vary throughout Australia and individuals' tolerance of heat and humidity varies significantly. Cricket Australia recommends that clubs, schools and associations apply common-sense guidelines to climatic conditions that exist within their respective regions and consult with the respective Sports Medicine Australia or health promotion organisation within their state or territory to assist in the development of local policies. Sports Medicine Australia recommends that for children and adolescents, activities should be postponed or cancelled if the temperature reaches the temperature designated by the local or state association. Action should be taken promptly by umpires to cease play under any conditions that may be dangerous to the players and officials.

BEDFORD JUNIOR CRICKET CLUB



CRICKET SAFETY

Hydration

Due to the vast range of body composition, fitness, and states of acclimatisation represented in childhood and adolescence, no single recommendation on the volume of fluid to be consumed is appropriate. More fluid appears to be consumed by young people when the drinks offered are perceived as palatable to them. Regular and effective drinking practices should become habitual to young athletes before, during, and after activity.

Guidelines for fluid replacement are:

- Drinks breaks occur every 60 minutes (every 30 minutes in conditions of extreme temperature);
- Water is the most appropriate drink for re-hydration. However, diluted cordial or sports drinks may be supplied;
- Drinks should be available for individual players between drinks breaks. Umpires should be advised that additional drinks are sought and players should make every effort to ensure no time is wasted;
- Players should be encouraged to have their own drink bottles. This ensures that each player has access to an adequate level of fluid replacement and reduces the risk of contamination.

With thanks to Cricket Australia

<http://www.e-brochures.com.au/cricketaustralia/wellplayed2012/>

BEDFORD JUNIOR CRICKET CLUB



CRICKET SAFETY

Sun Protection

1. Slip on clothing

To protect your skin from over exposure to UV radiation, wearing clothing that covers as much skin as possible is recommended. It is important to consider both the weave of the fabric and the style of the clothing when choosing appropriate protection. Shirts with collars and long sleeves and long trousers or skirts give you the most protection. Look for clothing made of a closely woven material - the tighter the weave of the material, the better protection from UV radiation. Darker colours give slightly more protection than lighter colours, but can be hotter to wear during warmer weather. Some clothes are labelled with an Ultraviolet Protection Factor (UPF). The UPF number is a guide to how much protection the fabric provides from UV radiation. Look for a UPF 50+ for maximum protection.

2. Slop on sunscreen

Sunscreen should always be used with other forms of skin protection. Sunscreen contains chemicals that either absorb or reflect UV radiation before it damages the skin. SPF 50+ sunscreens filter out about 98 per cent of UV rays. Those labelled broad spectrum filter both UVB and UVA radiation. The Sun Protection Factor (SPF) label on a sunscreen is only a guide to the strength of the product, not how much time you can safely spend in the sun.

Choosing sunscreen

It is important to choose a maximum protection sunscreen, so look for one that is labelled SPF 30 or higher and broad spectrum. Sunscreen comes in a variety of different formulas (milk, lotion, cream), so choose one that suits you best. Check the use by date on the sunscreen and don't use a sunscreen that is out of date. Always store your sunscreen under 25°C.

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CRICKET SAFETY

Sun Protection

Applying sunscreen

- Always apply sunscreen liberally to clean dry skin 20 minutes before going outside. Use at least a teaspoonful for each arm and leg and half a teaspoonful for your face, neck and ears.
- Reapply every two hours, or more regularly if you are perspiring or involved in water activities.
- You do not need to rub sunscreen into your skin until it disappears. The cream will be absorbed into your skin over the 20 minutes before you go out into the sun.
- No sunscreen - even if it is reapplied regularly - offers complete protection against UV radiation. Always use sunscreen in conjunction with other forms of sun protection.

3. Slap on a hat

Wear a hat that provides plenty of shade to your face, neck and ears; these are common sites for skin cancer. Choose a hat with closely woven fabric in one of the recommended styles for good protection.

Cancer Council recommends three styles of hats for good protection:

- A broad brimmed hat with a brim width of at least 7.5 cm.
- A legionnaire style hat where the back flap meets the side of the front peak.
- A bucket hat with a deep crown that sits low on the head and has an angled brim, which is at least 6 cm wide.

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CRICKET SAFETY

Sun Protection

4. Seek shade

Using shade as much as possible when you are outdoors is an important strategy in protecting your skin. Shade from trees and man made structures (pergolas, buildings) provide protection from UV radiation, but do not totally block it out. UV radiation can still be reflected off the ground and buildings around you even under dense shade. Always use shade as well as clothing, hats, sunglasses and sunscreen for maximum protection from UV radiation.

5. Slide on sunglasses

Eyes can also be damaged by UV radiation. Damage includes degenerative changes, cataracts and pterygia. Cataracts cloud the lens of the eye and are one of the most common types of eye damage in Australia, mostly due to sun exposure. Untreated cataracts can lead to blindness.

Choose sunglasses that wrap around the eyes and don't let light in around the frames, especially at the sides, and make sure the frames fit close to the face. Sunglasses are given an Eye Protection Factor (EPF), which is a guide to how much UV protection they provide. The EPF is rated on a scale from one to 10. Sunglasses labelled EPF 10 provide almost 100 per cent UV protection.

All sunglasses must have a protection category label. Look for category two, three or four and/or a lens description that states "good UV protection". Category zero and one are fashion glasses and provide only some UV protection. Polarised lenses reduce glare.

With thanks to The Cancer Council

www.cancersa.org.au

BEDFORD JUNIOR CRICKET CLUB



PLAYER AWARDS

PLAYER OF THE MATCH AWARD

This season, we are introducing 'Player of the Match' awards. At the end of each match, the Team Coach/Manager will present a Player of the Match award in recognition of an excellent effort. These awards may be in the form of vouchers or lollies/chocolate and will be given to you before the start of the season. This can be used to recognise effort, improvement, demonstrating the Spirit of Cricket, or it could be given for an outstanding performance.

SEASON PARTICIPATION AWARDS

All Junior and Master Blasters and Under 10's to Under 12's will receive a participation medallion at the end of season wind-up in recognition of their efforts throughout the cricket season. This award is given to remind players that cricket is a team game and everyone's efforts count!

SEASON PERFORMANCE BASED AWARDS

In each age group from Under 13's and above, the following trophies will be presented:

Batting Award = The player with the highest aggregate runs.

Bowling Award = The player with the highest aggregate wickets.

All Rounder Award = The player with the best figures across bowling, batting and fielding.

Coaches Award = As determined by the Team Coach.

BEDFORD JUNIOR CRICKET CLUB



PLAYER AWARDS

BJCC CLUB CHAMPION AWARDS

Batting Award = The player with the highest aggregate runs across all age groups.

Bowling Award = The player with the highest aggregate wickets across all age groups.

Coaches Award = As determined by the Team Coaches in conjunction with the President and Coaching Coordinator.

RISING STAR AWARD

The Rising Star Award is presented to an Under 10's player (or an Under 11 player who is eligible to play in the Under 10 competition). The purpose of this award is to encourage a child to continue playing in the 'spirit of the game'. It is not necessarily awarded to the 'best player', but one who is a good team player, has passion for the game and encourages his/her team mates. It should also take into account a player's attitude and attendance at training, the ability to be a good listener and receptive to coaching advice. Finally, the player selected should be one who it is felt will be committed to the Bedford Club throughout their long term junior career.

CEC COULTAS AWARD

Each season the BJCC ensures that it recognises the efforts of a member of the Club (eg. player, coach, parent volunteer) who has made the most outstanding contribution to the Club.

BEDFORD JUNIOR CRICKET CLUB



DISPUTE RESOLUTION

Our Club has a dispute resolution clause in its Constitution. It is in the following terms:

- 24.1 *The grievance procedure set out in this rule applies to disputes under these rules between:*
- (a) a Member and another Member; or*
 - (b) a Member and the Club; or*
 - (c) a relevant non member or other party.*
- 24.2 *The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all of the parties.*
- 24.3 *If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.*
- 24.4 *The mediator must be:*
- (a) a person chosen by agreement between the parties; or*
 - (b) in the absence of agreement:*
 - (i) in the case of a dispute between Members, a person appointed by the Management Committee;*
 - (ii) in the case of a dispute between a Member or relevant non member (as defined by rule 24.1(c)) and the Club, a person who is a mediator appointed to, or employed with, a not for profit organisation.*

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DISPUTE RESOLUTION

- 24.5 *A Member of the Club can be a mediator.*
- 24.6 *The mediator cannot be a Member who is a party to the dispute.*
- 24.7 *The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.*
- 24.8 *The mediator, in conducting the mediation, must:*
- (a) give the parties to the mediation process every opportunity to be heard;*
 - (b) allow due consideration by all parties of any written statement submitted by any party; and*
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.*
- 24.9 *The mediator must not determine the dispute.*
- 24.10 *The mediation must be confidential and without prejudice.*
- 24.11 *If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.*

With thanks to the Department of Mines, Industry Regulation and Safety
<http://www.commerce.wa.gov.au/publications/model-rules-associations-2016>

BEDFORD JUNIOR CRICKET CLUB



RECORD OF DISCUSSION

| IMPORTANT DETAILS | | |
|-------------------------|---|--|
| DATE | | |
| TIME | | |
| PLACE | | |
| NAMES OF THOSE PRESENT | | |
| DETAILS OF DISCUSSION | | |
| WAS THE ISSUE RESOLVED? | IF 'YES' THEN; | IF 'NO' THEN; |
| | Maintain a copy of this Record of Discussion. | Approach a Committee Member. Ask the Club to appoint a Mediator to help resolve the dispute. |

BEDFORD JUNIOR CRICKET CLUB



ACKNOWLEDGMENT

We would like to acknowledge and thank the Quinns Rocks Junior Cricket Club for sharing their resources with us. This handbook has been adapted from their Team Manager Handbook.