



## MEMBERS POLICY

### Statement of Purpose

Northern Districts Baseball Club (NDBC) is committed to providing a safe environment for participants, spectators, committee members and staff. Therefore all members are expected to adhere to this member's policy.

### Aim

NDBC has taken practical steps to meet its obligations and establish a policy that creates a friendly and risk free environment for everyone.

### Objectives

- To focus upon the efforts and performance rather than the overall outcome of the event
- To display that an honest effort is as important as a victory
- To never ridicule or yell at any participant for making a mistake
- To remember that players are involved in organised sports for their enjoyment
- To support all players efforts and remove verbal abuse from sporting activities
- To show appreciation for volunteers coaches, officials and committee members
- To respect all officials decisions
- If you have a grievance or disagree with anything then raise the issue through the appropriate channels rather than express them publicly
- To Respect the rights, dignity and worth of every participant regardless of their gender, ability, cultural background or religion
- To applaud good performances and efforts from each team
- To condemn the use of violence in any form
- To not consume alcohol outside of designated areas
- To refrain from smoking around players and officials during games and training

### Process

The President, through the Executive Committee, is responsible for taking whatever action is necessary to ensure that all members abide by the NDBC Members Policy by ensuring the following:

- That this policy is observed and applied in a caring, professional and constructive manner
- Maintaining this policy and ensuring it is reviewed annually and remains current and relevant
- Ensuring all matters are investigated, reviewed and settled in a professional and timely manner

## COMMITTEE MEMBERS POLICY

### Statement of Purpose

Northern Districts Baseball Club (NDBC) is committed to providing a safe environment for participants, spectators, committee members and staff. Therefore all members are expected to adhere to this member's policy.

### Aim

NDBC has taken practical steps to meet its obligations and establish a policy that creates a friendly and risk free environment for everyone.

### Objectives

- To ensure all Committee Members are aware of their responsibilities on behalf of the NDBC
- To show respect for all officials, participants and spectators
- To be aware they are representing NDBC at all events
- To support all decisions made by the committee
- To refrain from discussing any matters, issues or grievances outside the committee
- To assist with the running of the club
- To support and aid at all functions, promotional exercises and fundraising events
- Whilst club functions are not mandatory Committee Members will endeavour to attend

### Process

The President, through the Executive Committee, is responsible for taking whatever action is necessary to ensure that all Committee Members abide by the NDBC Committee Members Policy by ensuring the following:

- That this policy is observed and applied in a caring, professional and constructive manner
- Maintaining this policy and ensuring it is reviewed annually and remains current and relevant

## COACHES AND OFFICIALS POLICY

### Statement of Purpose

Northern Districts Baseball Club (NDBC) is committed to providing a safe environment for participants, spectators, committee members and staff. Therefore all coaches and officials are expected to adhere to this member's policy.

## **Aim**

NDBC has taken practical steps to meet its obligations and establish a policy that creates a friendly and risk free environment for everyone. This policy applies to all coaches, scorers, umpires and any who provide assistance to these roles.

## **Objectives for all Coaches and Officials**

- To coach in a professional manner that is appropriate to the age group of the participants
- To be reasonable in your coaching demands on players time, energy and availability
- To teach players the rules of sport, which no-one should evade or break
- Encourage the development of respect for the ability of opponents and the judgement of officials
- Encourage the development of skills and discourage over specialising in any one playing position
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition
- Make a personal commitment to keep yourselves informed of coaching and officials principles and any new or updated accreditations or courses
- To whenever possible group players of equal ability to give a reasonable chance of individual success
- To focus upon the efforts and performance rather than the overall outcome of the event
- To ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players
- The scheduled time and length of practice times should take into consideration the maturity level of the participants
- To display that an honest effort is as important as a victory
- To never ridicule or yell at any participant for making a mistake
- To remember that players are involved in organised sports for their enjoyment
- To support all players efforts and remove verbal abuse from sporting activities
- To show appreciation for other coaches, volunteers, officials and committee members
- To respect all officials decisions
- To raise any grievances through the appropriate channels rather than express them publicly
- To respect the rights, dignity and worth of every participant regardless of their gender, ability, cultural background or religion
- To applaud good performances and efforts from each team
- To condemn the use of violence in any form
- To not consume alcohol during games and training sessions
- To refrain from smoking around players and officials during games and training sessions
- To ensure that all coaches and officials adhere to the policies of the South Australian Baseball League and its affiliates
- Place the safety and welfare of participants above all else

## **Process**

The President, through the Executive Committee, is responsible for taking whatever action is necessary to ensure that all coaches and officials abide by the NDBC Coaches and Officials Policy by ensuring the following:

- That this policy is observed and applied in a caring, professional and constructive manner
- Ensuring all matters are investigated, reviewed and settled in a professional and timely manner

# **CHILD SAFE POLICY**

## **Statement of Purpose**

Northern Districts Baseball Club (NDBC) is strongly committed to providing a safe and friendly environment for children to participate in sport.

## **Context**

NDBC has taken practical steps to meet its obligations and establish a policy that creates a friendly and risk free environment for everyone. This policy applies to all committee members, coaches, scorers, members, officials' parents, carers and officials that are involved with children. This policy complies with our obligations under the Children's Protection Act 1993.

It also complies with Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of coaches and volunteers who work with children in our club.

## **Commitment to child safety**

- NDBC are committed to ensuring all children and young people accessing the club have a safe and friendly environment
- NDBC have an appointed child safety officer as the first point of contact to provide advice and support to children, parents, carers and volunteers regarding the safety and well-being of children within our club
- NDBC encourages children to express their views, and make suggestions on any matters that directly relate to them.
- We actively encourage our children to have a say about things that affect them within our club
- Our coaches policy states:
  - They must coach in a professional manner that is appropriate to the age group of the participants
  - To be reasonable in your coaching demands on players time, energy and availability
  - To teach players the rules of sport, which no-one should evade or break
  - Encourage the development of respect for the ability of opponents and the judgement of officials
  - Encourage the development of skills and discourage over specialising in any one playing position
  - Follow the advice of a physician when determining when an injured player is ready to recommence training or competition
  - Make a personal commitment to keep yourselves informed of coaching and officials principles and any new or updated accreditations or courses
  - To whenever possible group players of equal ability to give a reasonable chance of individual success
  - To focus upon the efforts and performance rather than the overall outcome of the event
  - To ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players
  - The scheduled time and length of practice times should take into consideration the maturity level of the participants
  - To display that an honest effort is as important as a victory
  - To never ridicule or yell at any participant for making a mistake
  - To remember that players are involved in organised sports for their enjoyment
  - To support all players efforts and remove verbal abuse from sporting activities
  - To show appreciation for other coaches, volunteers, officials and committee members
  - To respect all officials decisions
  - To raise any grievances through the appropriate channels rather than express them publicly

## **Support for coaches, officials and volunteers**

NDBC ensures that all persons who are working with children have ongoing supervision, support and training so their performance is developed and maintained to promote a child safe environment.

All persons connected with children within NDBC are sent to any relevant training courses.

## **Reporting and responding to suspected child abuse and neglect**

NDBC will not tolerate any child abuse.

All persons at NDBC involved with children are made aware of this policy and their obligations to notify the Child Abuse Report Line on 131478 as soon as practicable if they have any concerns about any child they encounter within our club.

NDBC has a copy of the Child-Safe Environments Principles of Good Practice for Recreation and Sport on hand for all persons involved with children to refer to.

NDBC policy for reporting any suspected abuse is for the Child Protection Officer to be contacted immediately. It is their responsibility to complete the necessary steps as outlined on the Dept of Families and Communities website for reporting abuse or neglect <http://www.families.sa.gov.au/childsafe>. The Child Protection Officer is responsible for maintaining confidentiality when dealing with any suspected abuse or neglect issues. The Child Protection Officer will report directly to the President and the Executive Committee and ensure all information remains confidential.

### **Minimising Risk**

NDBC is committed to maintaining a safe environment for children. Therefore we undertake the following steps when dealing with children:

- All persons who have direct contact with children are subject to a National Police Check
- All persons involved with children are given a copy of our Child Safe Policy
- All persons are aware of their responsibility to ensure no child is left unsupervised after training session, an adult must remain until all children are collected
- All coaches, team managers and officials have access to parents contact details for all children
- All persons are aware NDBC has a zero tolerance to Harassment and Bullying
- All persons are given a copy of the SABL Heat Policy

### **Communication**

This policy is given to all persons who are involved with children at NDBC. It is also on display in the clubrooms. Any person is able to request a copy of this policy.

### **Process**

The President, through the Executive Committee, is responsible for taking whatever action is necessary to ensure that all children at NDBC are in a safe and protected environment and that all necessary persons have the appropriate level of clearance when interacting with children. Further ensuring:

- That this policy is observed and applied in a caring, professional and constructive manner
- Ensuring all matters are investigated, reviewed and settled in a professional and timely manner

## **RISK MANAGEMENT POLICY**

### **Statement of Purpose:**

Northern Districts Baseball Club (NDBC) is committed to providing a safe environment for participants, spectators, committee members and staff. Risk management is a planned process of taking control of the risks that confront participants, spectators, staff (paid and unpaid), committee members and the organisation. Managing exposure to risks can prevent them from occurring and/or minimises the loss and severity should they occur. It involves identifying and assessing the risk, controlling the risk by implementing the plan, and ongoing monitoring, review and modification of the process.

### **Aim:**

NDBC has taken all practical steps to meet its obligations and limit its liability in establishing the correct culture and practices to prevent and/or minimise risk and the potential for loss.

### **Objectives:**

- To prevent/minimise risk and maximise opportunity across the organisation
- To identify the potential for loss or injury
- To assess the identified risks
- To determine the most effective and practical way to control the risks identified
- To monitor the effectiveness of the action implemented to manage the risks
- To evaluate and/or modify the risk management plan in line with changing exposure to risks

### **Process:**

The President, through the Executive Committee, is responsible for taking whatever action is necessary to design and implement integrated organisation wide risk management plans that includes, but not limited to the following:

#### Governance/Business/ Risk Assessment

- Policy setting/implementation
- Strategic planning, Development Plan and Viability Analysis
- Financial Management
- Asset Management
- Audit
- Fraud
- Contractual/ Sponsorship liabilities
- Insurance program including public liability
- Product liability/Events/Membership/Corporate identity
- Information management including data integrity

#### Human Resource Risk Assessment

- Equal Opportunity and Anti-discrimination
- Training and development including orientation, continuing education/ skill maintenance/new skills
- Occupational Health Safety & Welfare plan
- Player and member complaints/grievance management
- Professional misconduct

#### Events/Activities/Product Risk Assessment

- Management of all sub-committees/groups/individuals involved in events (current members)
- Organisation's Rights and Responsibilities
- Staff's (paid and unpaid) Rights and Responsibilities
- Privacy Act/Confidentiality/Release of Information Policy
- Event planning management
- Risk Assessment Plan
- Food Handling

### **Outcomes:**

NDBC has an integrated Risk Management program that has effectively limited its liability in risk prevention and/or minimisation and the potential for loss.

All above policies shall be reviewed annually to ensure that it remains current and relevant to NDBC standards of practice.