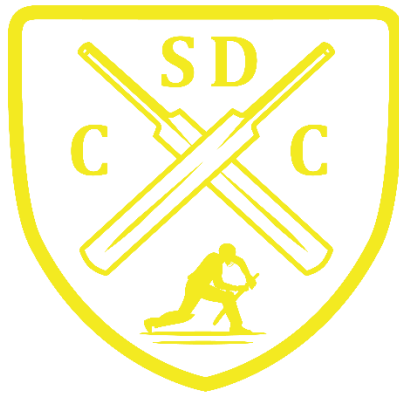


# Southern Districts Cricket Club

## Club Handbook



## Health and Safety / Risk Management

- Any injuries, incidents or near misses must be reported to Cat Quinn 027 2981031. This includes issues with grounds, facilities, or equipment.

## Club Membership

### Our responsibilities to you as club members

- Provide practice and playing facilities.
- Provide the equipment needed to play.
- Provide a facility where you can socialise after a game.
- Provide all necessary health and safety equipment.

### Your responsibilities as a SDCC Club member

- Pay your subscription before the due date **OR** make early arrangements for payment.
- Arrive at the playing venue on match days by the designated time wearing appropriate attire.
- Adhere to '[The Spirit of Cricket](#)' **Christchurch Metro Cricket Assn 'CMCA'** '[Code of Conduct.](#)' and **Christchurch Junior Cricket Assn 'CJCA'** '[Code of Behaviour and Etiquette](#)' and '[Parents code.](#)'
- Adhere to '[NZC Welfare of Children and Vulnerable Adults Policy](#)'
- Agree to the Membership terms and conditions '[Membership Terms and Conditions](#)'
- Adhere to the '[Health and Safety Policy.](#)'

## Participation in matches (all grades)

- Only SDCC registered members are permitted to play in competitive matches for the club.
- If you are unavailable to play in a match, advise your captain/manager at the earliest possible time.
- Those who want to play matches are encouraged to attend practice sessions.
- The selectors are responsible for selecting the highest graded team.
- Beginners will be given a fair chance to learn the game.
- For senior matches, players should arrive at the ground at the very least 30minutes before the start of the game.
- All players are expected to help with the preparation for the matches (removing of covers, putting out boundary markers etc.)
- There is a no smoking area designated in front of the clubrooms.
- Please do not smoke whilst wearing SDCC branded uniform.
- Provided uniform is **only** to be worn for SDCC matches and remains the property of SDCC and must be surrendered if requested.
- During match breaks, players are expected to remain at the ground, not leave for any reason.
- During matches, all players are expected to help with umpiring, scoring and taking turns to be 12th man.
- Be sporting and fair in your decisions if you are umpiring a game.
- Attend the clubrooms after every home match, and endeavour to come back after every away game for team speeches.
- All players are also expected to remain until the end of the game, even if their own participation in the match has finished.
- All players are expected to help with the tidying up at the end of a match and putting out covers if necessary.

## **Membership fees**

The membership is set each year at the AGM, so we reserve the right to adjust these figures as needed,

The indicative fees for the 2022/23 season are:

**To be paid before November 30<sup>th</sup>**

### **Club Membership fees**

Adult playing fee	\$180
Youth (High School) playing fee	\$80
Juniors (Years 0-4)	\$50
Juniors (Years 5-8)	\$60

## **Membership Terms and Conditions**

1. Full payment of playing subscription is required before the 30<sup>th</sup> of November of the current playing season
2. A member can arrange a payment plan. This is to be a regular weekly automatic payment that will see the subscription paid in full by the 30<sup>th</sup> of November.
3. Members with outstanding subscriptions after the Christmas break will be ineligible for selection unless they have received an exemption from the committee and may be subject to Debt collection costs.
4. NZC have mandated the use of PlayHQ for registering players.

# **Health and Safety Policy Statement**

- Any injuries, incidents or near misses must be reported to Cat Quinn 027 2981031. This includes issues with grounds, facilities, or equipment.

Southern Districts Cricket Club (SDCC) will conduct its operations in such manner as to ensure so far as reasonably practicable, the safety, health, and welfare of those conducting or who may be affected by its activities.

SDCC recognises that effective health, safety, and welfare management contributes towards organisational performance by reducing injuries, ill health, unnecessary losses, and liabilities.

To this end SDCC will aim to maintain a proactive safety culture which secures the commitment, participation, and cooperation of all those who may be affected by its activities.

All contractors and volunteers will be inducted to a high standard, and it shall be reinforced to them that health and safety management is an integral part of our workplace and work practices.

Contractors will share in the benefits of maintaining a healthy and safe place of work. Maintaining safe working practices and reporting any unsafe acts or incidents shall demonstrate their commitment to safety.

Safety is everyone's responsibility. No one in this organisation should feel compelled to work unsafely.

We shall at all times ensure that

- Hazard identification and control procedures are operating throughout the club to prevent personal injury.
- Promotion of a positive attitude to health, safety, and well-being by visibly demonstrating commitment to achieving a high standard of performance, and by displaying a good personal example on matters relating to health, safety, and welfare.

- All equipment is maintained in a serviceable state and any defect or fault reported immediately.
- All contractors and volunteers will be provided with the necessary support for the safe and structured return to work after an injury.
- All contractors and volunteers are provided with necessary instructions and adequate training.
- Personal protective equipment is provided as required and its safe use understood, and usage enforced.
- All practicable steps and precautions are taken to ensure the safety of our customers and other visitors.
- All operations will comply with the applicable, relevant health and safety statutory requirements.
- A comprehensive and up-to-date plan for all emergencies is in place.
- There is liaison on health and safety matters between SDCC and others visiting or engaged in its activities.
- Individual contractors/volunteers will meet their obligations to take all practicable steps to ensure their own and other health and safety and are encouraged to become actively involved in assisting management achieve a healthy and safe workplace.

## **HELMET POLICY**

New Zealand Cricket and Southern Districts are committed to ensuring all cricketers receive the very highest standard of helmet protection, whether batting or fielding (in specific positions).

To this end, NZC has adopted a formal position on helmet safety which is largely in line with similar policies implemented in England & Australia. Junior /Youth Hardball (Under 19 yrs.) Boys & Girls

The following policy will be mandatory for the 2017- 18 season onwards;

- Helmets, with a face guard, are **mandatory for junior cricketers (Under 19)**, including when they are playing senior cricket.

- They must be worn while playing and during practice sessions when batting, keeping (within 5 metres of the stumps) or fielding in close (with 7 metres of the stumps, excluding behind the wicket on the off-side).
- British Standard helmets (BS7928:2013) are considered “best of breed” helmets and supersede the existing Australian/NZ Standard (AS/NZS 4499 series).
- Any individual with responsibility for players (such as a coach or manager), together with match umpires, should take all reasonable steps to ensure that the above guidelines are followed. Senior (19 yrs. & above) Men & Women
- New Zealand Cricket strongly recommend all senior cricketers wear a helmet with a face guard while playing and during practice sessions when batting, keeping (within 5 metres of the stumps) or fielding in close (with 7 metres of the stumps, excluding behind the wicket on the off-side).
- Any individual with responsibility for players (such as a coach or manager), together with match umpires, should take all reasonable steps to ensure that the above guidelines are followed.
- British Standard helmets (BS7928:2013) are considered “best of breed” helmets and supersede the existing Australian/NZ Standard (AS/NZS 4499 series).
- It is recommended that women only use helmets which have been tested against both the men’s and junior sized ball or at least against the junior size ball

# **Welfare of Children and Vulnerable Adults** **Policy**

The following excerpt has been retrieved from

<https://www.nzc.nz/media/10261/nzc-welfare-of-children-and-vulnerable-adults-policy.pdf>

A Game for All – Creating a safe and fun environment for cricket

Safeguarding in cricket is based upon the concept of providing an enjoyable cricket environment tailored to the needs and requirements of Children and Vulnerable Adults.

Adults interacting with Children and Vulnerable Adults in sport are in a position of trust and influence. They should ensure that everyone is treated with integrity and respect and that the self-esteem of the person is enhanced. Everyone involved in delivering cricket, especially to Children and Vulnerable Adults, has a role to play in creating the best possible environment for them.

A policy decision has been taken at New Zealand Cricket (NZC) to work to the highest standard of guidance and, as such, NZC has adopted this Welfare of Children and Vulnerable Adults Policy (Policy).

The Policy sets out NZC's commitment to providing a safe, positive and fun environment for children who play cricket. The Policy outlines NZC's principles on the protection of children and vulnerable adults.



# Coach Education and Vetting

The following excerpt has been retrieved from the following policy statements

<https://www.nzc.nz/community/coaches-corner> and  
<https://www.nzc.nz/media/10261/nzc-welfare-of-children-and-vulnerable-adults-policy.pdf>

Any Contractor or Volunteer who has Regular or Overnight Contact with a Child or Vulnerable Adult must be Police Vetted. It is important to Police Vet coaches and assistant coaches, and managers as a minimum, as they have the opportunity to build up a relationship of trust with Children and/or Vulnerable Adults.

Ideally, staff members and volunteers should be Police Vetted before they commence their roles for NZC, MA's, DA's or Clubs.

Existing Staff Members and Volunteers who fall within the above criteria also ought to be progressively Police Vetted. Staff members and volunteers can perform their roles whilst a Police vet is in progress.

A network of **appropriately qualified** coaches who have completed appropriate coaching qualifications will assist in creating a safe environment and improve coaching capability to inspire the hearts and minds of children and young people, thereby retaining them in the game.

At the heart of the new Coaching and Vulnerable Persons policy is the need to maintain a healthy, safe and enjoyable environment for all those who play cricket.

# **Privacy Policy**

SDCC takes your privacy seriously and is committed to protecting your personal information.

The Privacy Statement outlines how we collect, use and disclose personal information when you use our site or enter competitions. This site and its content have been created in accordance with the laws of New Zealand.

## **Collection of information**

When you register on the website or enrolment form to receive a newsletter or become a member, we collect your personal data such as your name, address, email address and telephone number.

The information collected on the online registration can be used by SDCC for the purpose of establishing a cricket database and your name may be published on the Club website and Facebook page.

## **Use of information**

If you choose to provide us with Personal Information it will be used to deliver the information, products or services, newsletters, competition entries and offers you request or which we think may be of interest to you and subject to any preferences you indicated.

## **Opt out**

If you no longer wish to receive newsletters, offers or information, please contact us at [admin@southerndistrictscricket.co.nz](mailto:admin@southerndistrictscricket.co.nz) at any time to exercise your opt-out rights.

## **Information retention**

The information we collect will be retained for the duration of your subscription for the purposes of contacting you.

## **Security and storage**

We will ensure that all the information you supply is held securely in accordance with data protection laws and regulations. We take appropriate security measures to prevent unauthorised access, improper use or disclosure,

unauthorised modification or unlawful destruction or accidental loss of Personal Information.

### **Site traffic and cookies**

When you visit our website, we may automatically download short text files called “cookies” to your computer. Cookies enable us to provide you with a better online experience by enabling the site to know that you have visited before and in some cases to record preferences in order to personalise your visit. Cookies also assist us to analyse the profile of our visitors. Cookies do not identify the individual user, but only the computer that is being used to view the site. These can be session cookies which are deleted when you close your browser and/or persistent cookies which remain on your computer for a longer period of time.

### **Access to your data**

You are entitled to obtain confirmation of whether or not we hold any personal information about you and to obtain access to that information. You may request the correction of your personal information at any time. We will inform you of any steps taken by us in response to your request for a correction.

If you have any question about your personal information or want to amend your details you can contact us at: [admin@southerndistrictscricket.co.nz](mailto:admin@southerndistrictscricket.co.nz)

### **Third Party Websites**

This site may contain links to third party websites.

The links are for your convenience and are not governed or endorsed by us. SDCC have no control of either the content or the privacy policies of these third-party websites and encourages users to review such policies prior to submitting any personal information to them.

### **Updates to our information practices**

From time to time we make changes to our information practices or alter the functionality of our website. We always update this statement accordingly, so we encourage you to periodically review this page for the latest information on privacy practices at SDCC.

# **Photography and Videography Policy**

## **Introduction**

SDCC is keen to promote the playing of cricket. Photographs of members playing and enjoying cricket is an integral part of this promotion. However, it is necessary to ensure that photographs taken are appropriate, and do not compromise the safety of the person in the photo.

## **Consent to Photograph**

On all membership forms, members, and parents of members under the age of eighteen are asked for consent to be/for their child to be photographed. SDCC accepts that giving this consent could compromise the safety of a person in some cases (e.g., there may be estranged parents who are looking to gain access to a person). Where this is the case, consent should not be given, and the club will ensure that the member in question does not appear in any photographs.

Where consent to photograph is withheld, the member in question will be added to a no-publish list administered by the media team, for the purposes of identifying the member in photographs taken later.

## **Photographer at events**

A photographer may attend training sessions and matches. The members will always be informed at the start of the session if this is the case. The photos will subsequently be examined by our media team, and if any member appears in a photograph without consent having been obtained, the photograph will be destroyed or edited to remove the member.

## **Press Photographers**

Press Photographers may attend matches and other events from time to time. Whenever they do so, they will always ask for permission to take photographs before doing so. If a member for whom permission has been withheld is involved, then they will be instructed that any photographs taken are not to include that member.

If you are asked for permission to take photographs by a member of the press, and do not know the permission status of all members on the field, please refer the photographer to a representative of SDCC.

### **Private Photographs**

Taking pictures of your children/relatives is part of parenting and is a great way to record their childhood. However, this must be balanced against the needs of the other members who are also in the photograph. Therefore, parents/relatives who take photos must adhere to the following rules:

- All photos taken should primarily focus on the child/relative of the photographer.
- Photographs of members must not be inappropriate.
- Photographs which show any people other than the child/relative of the photographer, must not be published without first being checked and approved for publication by SDCC.

Publication includes being printed in newspapers and magazines, on posters, and being uploaded onto the Internet, including, but not limited to, social media sites such as Facebook, Instagram, and Twitter. Permission will be granted only if consent to photograph has been obtained for every person in the photograph.

People who appear in a published photograph, must not be named without permission to do so from them or from their parents for U18 members.

SDCC reserves the right to check that the photographs taken are in accordance with this policy document.

### **Publication of Photographs**

SDCC may use photographs of members in its literature, including, but not limited to, posters, the website and newspaper articles.

Photographs will not be published if they show any member for whom the club has not received consent to photograph.

Members who appear in published photographs will not be named without permission to do so from their parents.

Where the photograph focuses on a single person, specific permission to use the photograph will be obtained before the photograph is used.

Where the photograph focuses on a group of people, consent to photograph each person will be sufficient.

### **Inappropriate Photographs**

Photographs of any person must not be inappropriate. Anybody who suspects that inappropriate photographs of person are being taken, must report their suspicion to SDCC.

### **Videography**

The club photography policy applies equally to videography.

### **Photographs of Matches**

Before taking photographs of cricket matches or other events, permission must be obtained from both entities involved, as the opposition's Photography and Videography Policy may be different to SDCC policy.