



**LYNDOCH CRICKET CLUB**

**BY-LAWS  
OF THE  
LYNDOCH CRICKET CLUB  
INCORPORATED**



*This document contains the Regulations of the Lyndoch Cricket Club Incorporated as referred to in the Constitution*

**Version Control**

*(ensure any updates are consistent across both this master document & the individual policy document to which the update was made)*

| DATE         | CLAUSES AMENDED     | DESCRIPTION OF CHANGE                          | GENERAL MEETING DATE     |
|--------------|---------------------|--|--------------------------|
| 24 July 2025 | Full By-Laws Update | Overhaul/creation of existing/new Club By-Laws | Approved<br>28 July 2025 |
|              |                     |  |                          |
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## **I. FUNCTION OF LYNDOKH CRICKET CLUB INCORPORATED BY-LAWS**

**Last Reviewed:** 24 July 2025

As per the Constitution,

The Management Committee may formulate, issue, adopt, interpret and amend such Regulations (By-Laws) for the proper advancement, management and administration of the Club and the advancement of the purposes of the Club and the Sport in South Australia as it thinks necessary or desirable.

Such regulations must be consistent with the Constitution, the constitutions of the Association, SACA or Cricket Australia (and any regulations made by them) and any policy directives of the Management Committee.

All By-Laws are binding on the Club and all Members.

All clauses, rules, by-laws and regulations of the Club in force at the date of the approval of the Constitution (as long as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by, the Constitution) shall be deemed to be regulations and shall continue to apply.

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members by means of bulletins approved by the Management Committee and prepared and issued by the Secretary. The matters in the bulletins are binding on all relevant Members.

By-Laws may then be changed by Ordinary Resolution at an Annual or General Committee Meeting.

## **2. CLUB VISION, MISSION, GOALS & VALUES (THE LYNDPOCH WAY)**

**Last Reviewed:** 24 July 2025

These strategical Club directions here under By-Law 2 were adopted by ordinary resolution of the Management Committee at a meeting on 30 July 2024 after consultation of Members.

### **2.1 Vision**

To be a destination club in South Australian community cricket, recognised for providing positive and inclusive cricket participation experiences and enhancing sense of community.

### **2.2 Mission**

The Lyndoch Cricket Club strives to be a successful, inclusive and sustainable club with a strong focus on excellent member experiences and connections to community. We provide enjoyable cricket opportunities that promote positive health and wellbeing outcomes for people of all ages and abilities in a fun and safe environment. Reaching the highest standard possible relative to individual and/or team potential is always strongly encouraged and supported. We foster mateship, respect, learning, leadership, teamwork, sustainability and success by developing players, people and partnerships within our community.

### **2.3 Goals**

- (a) Promote a welcoming and friendly social atmosphere to Club members, families and visitors of which we are all proud; an environment that encourages active participation at all levels by any person and challenges personal or team potential.
- (b) Be competitive and strive for success on and off field within the Spirit of Cricket.
- (c) Maintain player pathways from entry-level Junior programs through to Seniors and relevant representative or premier team opportunities for all genders.
- (d) Safeguard the future sustainability of the Club through inclusive and increased participation, professional administration, sound financial management and nurturing or building ongoing relationships within the community and Club sponsors.
- (e) Promote leadership opportunities among junior and senior players, members and volunteers.
- (f) Encourage committee, coach and other volunteering participation throughout the club through the provision of necessary information and support to set up for success.
- (g) Proper recognition of outstanding contributions to the Club from members, volunteers and other relevant parties.
- (h) Find or make opportunities to connect with and give back to the local community.
- (i) Offer the best facilities on and off field within the local region and make continual improvements where appropriate.
- (j) Be open to change and innovation in club operations; listen to feedback and involve member or community opinion.

- (k) Embrace and maintain the long history and traditions of the Club and keep connections between Club, past and current members strong.

## **2.4 Values (The Lyndoch Way)**

- (a) Fun and Mateship
  - We love our cricket, our Club & playing with mates, enjoy the camaraderie & celebrate achievement.
- (b) Respect
  - We play fair & respect our Club & history, players, volunteers, officials, opposition & the Spirit of Cricket.
- (c) Integrity
  - We are committed, accountable & operate with professionalism and honesty.
- (d) Leadership and Teamwork
  - We have open communication, work together & inspire others to achieve best possible outcomes.
- (e) Inclusivity
  - We are a welcoming place for everyone to have a sense of belonging & support individuals to reach their goals.
- (f) Members and Community
  - We provide the best member experiences & make positive connections within our local community.

### 3. MANAGEMENT COMMITTEE STRUCTURE

Last Reviewed: 24 July 2025

#### 3.1 Elected Management Committee Members (the 'Executive')

- (a) The business and general affairs of the Club shall be under the management of the Management Committee (described under clause 8 of the Constitution) consisting of the following Elected Committee Members supported by Appointed Committee Members in By-Law 3.2(a).
- President
  - Vice President – Seniors
  - Vice President – Juniors
  - Secretary
  - Treasurer
  - Registrar & Property Officer
- (b) Management Committee Portfolios for the roles in By Law 3.1(a) are found in By-Law 5. These are recommended, and specifics may be shared or delegated to other roles as is most suitable to those across the whole Management Committee and in other coordinator positions.

#### 3.2 Appointed Members of the Management Committee

The remainder of the Management Committee shall consist of Appointed Committee Members, meaning there can be up to a maximum of eight (8) Management Committee Members in total. To ensure whole representation of all the Club's affairs, the Management Committee may choose to select Appointed Committee Members under clause 8.9 of the Constitution. Should the Appointed Committee Member roles be otherwise filled by Elected Committee Members, this will stand, however the structure seeks to encourage members to be appointed to roles for the benefit of diversity and representation of whole of Club. There are portfolios under By-Law 5.1 for recommended Management Committee members that may be relevant members above the age of 16 as described under clause 5 in the Constitution. These recommended portfolios relate to members that may be either:

- (a) Senior Female Players
- (b) Senior Male Players
- (c) Junior Parents/Guardians
- (d) Coaches

#### **4. SUB-COMMITTEE STRUCTURES & COORDINATOR ROLES**

Last Reviewed: 24 July 2025

The Management Committee under Clause 8.26 of the Constitution may delegate functions through creating Sub-Committees or Coordinator roles. All sub-committees or coordinator roles need the appropriate approval from the Management Committee in relation to any major decisions to be debated or use of Club monies.

##### **4.1 Senior Steering Sub-Committee**

The role of this sub-committee is to provide feedback and guidance on issues specific to senior cricket in a two-way fashion. This sub-committee may meet as frequently as desired by the Vice President – Seniors or other delegated chairperson but no mandate is set out by the Management Committee and recommended guidance is on an 'as needs' basis. The sub-committee is recommended to be made up of the following:

- Vice President – Seniors (chairperson)
- Senior Captains (number dependent on nominated teams)
- Senior Coach (if applicable)
- Head of Cricket (if applicable)

The Vice President – Seniors presiding as Chairperson (unless a delegation is made) will be responsible for reporting back and forth between the Management Committee and this sub-committee.

##### **4.2 Junior Steering Sub-Committee**

This sub-committee aims to collaborate with junior coaches and parents/guardians to ensure the needs of the junior program are heard by the Management Committee to ensure the pathway for junior cricketers is as inclusive as possible and parents/guardians and players feel that any concerns are being addressed as they arise. The frequency of meetings will be set out by matters arising from Management Committee meetings, and any correspondence and initiatives as directed by parents, coaches and the Association(s), SACA and Cricket Australia. The sub-committee is recommended to be made up of the following:

- Vice President – Juniors (chairperson)
- Coaches/Team Managers (if applicable) of each of the nominated grades for that season
- Parent/Guardian Representatives (if applicable)

The Vice President – Juniors presiding as Chairperson will be responsible for reporting back and forth between the Management Committee and this sub-committee.

##### **4.3 Life Membership Sub-Committee**

The following criteria must be met for a person to become a Life Member of the Club, as per clause 5.2 in the Constitution:

- (a) The nominee's length of service to the Club shall be a minimum of ten (10) years in either or both of an on-field or off-field role(s).



- (b) In considering the award of Life Membership to the Club, the nominee will have provided leadership and have demonstrated significant, high-quality service enhancing the reputation of the Lyndoch Cricket Club.

The nomination and assessment process for a person to become a Life Member of the Club will be as follows:

The Management Committee will annually appoint a Club Life Membership Sub-Committee to assess the applications for Life Membership. The role of the sub-committee is to assess any nominations for Life Membership based on the award criteria. The sub-committee will consist of the Committee members within these roles at the time of assessment:

- President
- Vice President – Seniors
- Vice President – Juniors
- Treasurer
- Secretary
- Registrar & Property Officer
- Life Member Representative (a role appointed at each Annual General Meeting)

The President or Secretary will forward the nomination(s) received to the Life Membership Sub-Committee soon after the annual nomination close date of 31 December (in a period open from 1 June), for any successful Life Members to be formally recognised at a major Club function soon after near the end of that current season. Any nominations received after 31 December will be assessed for potential awarding the following season.

The Life Membership Sub-Committee shall meet minimum three (3) weeks prior to a major Club social function in February or Annual Senior Presentation in March or April (whichever is confirmed to be happening for the relevant season and deemed a worthy event to award Club Life Membership) in the season that the nomination(s) are to be considered.

The Life Member Representative is charged with seeking non-attributable existing Life Member feedback in relation to each nomination and be prepared to report feedback back to the Life Membership Sub-Committee, as part of the overall sub-committee assessment process.

Each nominee will be considered individually on their merits and not in competition with other nominees. Only those nominations that the Life Membership Sub-Committee considers worthy of being a Life Member of the Club shall be endorsed and put to a vote at a proceeding Management Committee meeting. The final list of endorsed nominations for the awarding of Life Membership to the Club will be put to a vote as per clause 5.2(c) of the Constitution.

Announcement of any new Life Members of the Club that become so under clauses 5.2(b), 5.2(f) and 5.2(g) of the Constitution will take place at the main social function held by the Club in February or end of season Annual Senior Presentations in March or April; whichever is confirmed to be happening that season and deemed a worthy event for this occasion. A commemorative medallion or similar item shall be struck and presented at the occasion to the new Life Member(s). It is encouraged to keep this occasion a surprise to any incoming new Life Members.

#### **4.4 Coordinator Roles**

Coordinator roles may be appointed where required to assist with spreading the volunteer workload and contributing to the operational efficiency and progression of the Club. These should include (but are not limited to) the below roles, all which require approved authority and financial delegation from the Management Committee to act on behalf of the Club (and reporting requirements where necessary):

- Child Safe Officer
- Female Cricket Coordinator
- Deputy Junior Coordinator
- Cricket Blast Coordinator
- Sponsorship Coordinator
- Bar & Canteen Manager
- Social Media Coordinator
- Fundraising and Events Coordinator
- Head of Cricket
- Life Member Liaison
- Junior Coach
- Senior Coach
- Head Curator / Turf Pitch Management Team

Brief roles descriptions of each of these positions can be found in Appendix A.

## 5. MANAGEMENT COMMITTEE AND OTHER APPOINTED ROLE PORTFOLIOS

Last Reviewed: 24 July 2025

### 5.1 Elected Committee Member & Appointed Committee Member Role Portfolios

#### (a) *President*

##### Reports

- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

##### Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Be a dedicated Club person
- Ability to delegate
- Be approachable
- Visionary leadership or experience in a leadership role
- Well-developed decision-making skills and inspirational communication
- Strategic planning, operations and problem solving
- Ability to manage and negotiate successfully between members, lead meetings and manage conflict resolution
- Be receptive to change, showing adaptability and flexibility

##### Key Roles and Responsibilities

- Access to Club Google Drive & Passwords
- Attend meetings of the Association as the primary delegate
- Chair Management Committee meetings, presiding with a casting vote
- Ensure Management Committee members fulfil their responsibilities of the Club, including delegating tasks as required for the planning and implementing of key events and initiatives.
- Discuss the agenda items prior to the next Management Committee meeting with the Secretary and Executive Committee and ensure that it is circulated in plenty of time
- Report activities of the portfolio to the membership of the Annual General Meeting
- Facilitate and ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members, including the current strategic plan and its renewal as required
- Provide guidance and leadership internally, as well as in the community as a key contact and spokesperson of cricket
- Adopt policies of best practice as recommended by Cricket Australia, SACA and other responsible peak bodies

**(b) Vice President – Seniors**

Reports

- President
- Barossa & Light Cricket Association
- South Australian Cricket Association
- The Barossa Council

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with strategic planning, operations and conflict resolution
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change, showing adaptability and flexibility

Key Roles and Responsibilities

- Act as the President of the Club in their absence
- Represent the Club's senior playing group at Management Committee meetings
- Facilitate planning of programs and initiatives relating to and aiding the Senior playing group
- Provide recommendations to the President for appointments of Senior Coach (if applicable) and Captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Report activities of the portfolio to the membership of the Annual General Meeting
- Promote policies and code of behaviour as adopted by the Club to the senior playing group
- Take upon a leadership role as a key contact and spokesperson of cricket within the community
- Delegate to the Barossa and Light Cricket Association
  - The Vice President – Seniors will accompany the President (or attend in their place) to any Senior Meeting called by the Barossa and Light Cricket Association, unless a proxy is required and approved by the President

Senior Steering Sub-Committee

- The Vice President – Seniors will preside as Chairperson of the 'Senior Steering Sub-Committee' (unless this is delegated) whose function is to assist in addressing matters relating to the senior playing group from key stakeholders such as the Senior Coach, Captains and the playing group.

**(c) Vice President – Juniors**

Reports

- President
- Barossa and Light Cricket Association
- South Australian Cricket Association

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and junior male and female playing opportunities
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change

Key Roles and Responsibilities

- Represent the Club's junior playing group at Management Committee Meetings
- Facilitate planning of programs and initiatives relating to and aiding the junior playing group
- The organisation, administration and rollout of Woolworths Cricket Blast program
- Provide recommendations to the President for appointments of coaches and (if applicable) captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Assisting Registrar & Property Officer with administration of junior player registrations through PlayHQ
- Lead communication as required with parents/guardians and players
- Report activities of the portfolio to the membership of the Annual General Meeting
- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians
- Take upon a leadership role as a key contact and spokesperson of cricket within the community
- Delegate to the Barossa and Light Cricket Association
  - The Vice President – Juniors will represent the Club at any Junior Meeting called by the Barossa and Light Cricket Association, unless a proxy is required and approved by the President

Junior Steering Sub-Committee

- The Vice President – Juniors will preside as Chairperson of the 'Junior Steering Sub-Committee' whose function is to assist in addressing matters relating to the junior program from key stakeholders such as Coaches, Team Managers, Parents/Guardians and the playing group

#### Child Safe Officer

- The Vice President – Juniors will act as the club's Child Safe Officer, unless a separate appointment is made. The Club will support the appointed Child Safe Officer with necessary training

#### (d) **Secretary**

##### Reports

- President
- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

##### Skills Required

- Have a good working knowledge of the Club, Constitution and By-Laws
- Well-developed and effective communication skills
- Able to lead and supervise others
- Attention to detail
- Good organisational and time management skills
- Technological aptitude including the ability to use cloud-based software to manage Committee collaboration and other club operations (Microsoft Teams, Google Drive, Google Forms etc.)
- Good listening skills
- Ability to organise and delegate tasks
- Ability to liaise with external parties
- Report writing skills and record-keeping abilities

##### Key Roles & Responsibilities

- Access to Club Google Drive & Passwords
- Convene all club meetings and advise all potential attendees
- Provide secretarial support to the Management Committee, including preparing Agendas in consultation with the President
- Prepare, distribute and file minutes of all Management Committee and General Meetings of the Club
- Complete Annual Reports as required by the Incorporations Act
- Maintain an accurate copy of the Constitution and By-Laws (Regulations) of the Club
- Maintain a register of all members, sponsors and other relevant groups
- Receive all correspondence directed to the Club, inform President, react, follow up and distribute to appropriate members & file
- Ensure all licences required by the Club are current

- Liaise with the Association regarding registrations, player movements and complete other required paperwork
- Act as the Public Officer of the Club, unless a separate appointment is made
- Maintain a file of contacts for purchases
- Liaise with the local media, Clubs and other community organisations
- Minutes and Correspondence
  - If the Secretary is unable or unwilling to take minutes, the Management Committee will appoint a Minute Secretary for the duration of the specific Meeting
- The Secretary will also be responsible for assisting with the Club's correspondence where required, acknowledging that with the delegation of roles to represent all areas of the Club, not all correspondence will come to or be sent from the Secretary.

**(e) Treasurer**

Reports

- President
- Barossa and Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- Barossa Districts Football and Netball Club

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Financial background and awareness of budgeting and accounting procedures, including forecasting
- Honesty and trustworthiness
- Ability to keep accurate financial records
- Ability to use cloud-based accounting software (Xero etc.)
- Attention to detail and analytical thinking
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

Key Roles & Responsibilities

- Serve as the operator of the Club's accounts
- Prepare budget, in consultation with the Management Committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the Club's cashflow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend Management Committee meetings and provide a financial report, with a detailed report to the membership at the Annual General Meeting
- Make details of all accounts available to the Management Committee and members as per the Constitution
- Oversee and seek reports of all other accounts held by sections of the Club

- Prepare financial accounts

**(f) Registrar & Property Officer**

Reports

- President
- Management Committee
- Barossa & Light Cricket Association
- Para Districts Cricket Association
- South Australian Cricket Association
- The Barossa Council
- Barossa Park Advisory Committee
- Barossa District Football and Netball Club

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws.
- Organisation and communication
- Ability to delegate
- Ability to use cloud-based software (PlayHQ etc.)
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

Key Roles & Responsibilities

- Create registration products and provide assistance to all Club members with registrations (PlayHQ)
- Assist Captains/Coaches in Senior and Junior grades with entering match results and player scores where required and ensure all relevant information is input by deadlines, including any required votes for trophies
- Maintain an accurate record of all Club assets including time of purchase and projected end of life / renewal
- Coordinate maintenance of Club assets
- Assist with Club merchandise orders and payment/distribution
- Coordinate the cleanliness/maintenance of the Club's main storage locations and general presentation of Club facilities
- Prepare reports, in consultation with the Management Committee to reflect any major facility or other property/asset related costs

**(g) Junior Parents/Guardians**

Reports

- Junior Steering Sub-Committee



- Vice President – Juniors
- Management Committee

#### Purpose

- Represent the junior playing group
- Be a dedicated Club person
- Act as a positive role model

#### Key Roles & Responsibilities

- Communicate as required with fellow parents and players
- Represent the Club's Junior playing group at Management Committee Meetings
- Support the 'Junior Steering Sub-Committee' to address matters relating to the junior playing group from key stakeholders such as Coaches, Captains, parents and the playing group themselves
- Assist with and complete tasks as delegated by the Management Committee Executive Members in the planning and implementation of key events, including those relating to and aiding the Club's junior pathway

### ***(h) Senior Players***

#### Reports

- Senior Steering Sub-Committee
- Vice President – Seniors
- Management Committee

#### Purpose

- Represent the Senior playing group (male and/or female)
- Be a dedicated Club person
- Act as a positive role model

#### Key Roles & Responsibilities

- Communicate as required with players
- Represent the Club's Senior playing group at Management Committee Meetings
- Support the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Coaches, Captains and the playing group themselves.
- Assist with and complete tasks as delegated by the Management Committee Executive Members in the planning and implementation of key events.

### ***(i) Senior Team Captain***

#### Reports

- Senior Steering Sub-Committee
- Head of Cricket and /or Senior Coach

- Vice President – Seniors
- Management Committee
- Barossa and Light Cricket Association
- Para Districts Cricket Association (Senior Women teams only)

#### Purpose

- Act as a figurehead of the Club to players
- Lead the team they are appointed to
- Where applicable, provide leadership to both the team they are involved in, and the Club overall
- Maintain harmonious relations between the respective league captains
- Be a dedicated Club person
- Seek and represent the views of Senior players
- Be a key contact and spokesperson of cricket within the community
- Act as a positive role model

#### Key Roles & Responsibilities

- Lead, follow and promote the Club and player's acceptance of the necessary Codes of Behaviour and values of the Club
- Lead programs and initiatives relating to and aiding the senior playing group
- Communicate as required with players
- Assist with the timely collection of subscriptions, including assisting the Management Committee in the chasing of late payers
- Ensuring fulfilment of responsibilities for pre and post-match administration, collection of match fees, organisation of match catering and submission of match results, player scores and any votes needed for club trophies
- Encouraging club members to be involved in social and voluntary activities and lead by example
- Provide guidance and decision-making to team selections each round
- Where applicable, provide leadership to both the team they are involved in and the club overall
- Ensure all required equipment is collected for match day (tablet, scorebook, balls, first aid, etc.)
- Report back to the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Coaches, Captains and the playing group themselves

#### *(j) Senior Coach*

##### Reports

- Senior Steering Sub-Committee
- Vice President – Seniors
- Management Committee
- Barossa and Light Cricket Association
- Para Districts Cricket Association

#### Desired Skills

- Leadership and organisation
- Ability to analyse, study, plan and assess the game as it develops
- Effective communicator
- Knowledge of cricket skills – technical and tactical
- Ability to deal with a wide range of players, officials and supporters
- Community (Level 1) coaching course accreditation (Level 2 'Representative' is desirable)

#### Key Roles & Responsibilities

- Organise training and match day events
- Instruct cricket skills and team tactics through good training environments
- Provide clear instruction and feedback to the team and individual players
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes of Behaviour and values of the Club
- Lead programs and initiatives relating to and aiding the senior players
- Communicate as required with players
- Report back to the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Captains and the playing group themselves
- Responsible with captains, for the timely collection of subscriptions, including assisting the Committee in the chasing of late payers
- Encouraging Club members to be involved in social and voluntary activities, and lead by example
- Provide guidance and decision-making to team selections each round
- Act as a figurehead of the Club to players
- Where applicable, provide leadership to both the team(s) they are involved in, and the Club overall
- Maintain harmonious relations between the respective league captains

#### *(k) Junior Coach*

##### Reports

- Junior Steering Sub-Committee
- Vice President – Juniors
- Management Committee
- Barossa and Light Cricket Association
- South Australian Cricket Association

#### Desired Skills

- Leadership and organisation

- Ability to analyse, study, plan and assess the individual and game as it develops
- Effective communicator to young people
- Knowledge of cricket skills – technical and tactical
- Ability to deal with a wide range of players, officials and supporters
- Community (Level 1) coaching course accreditation (Level 2 'Representative' is desirable)

#### Key Roles & Responsibilities

- Organise training and match day events for their appointed grade
- Instruct cricket skills and team tactics through good training environments
- Provide clear instruction and feedback to the team and individual players
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes of Behaviour of the Club
- Lead programs and initiatives relating to and aiding their Junior squad
- Communicate as required with players
- Report back to the 'Junior Steering Sub-Committee' to address matters relating to the junior playing group from key stakeholders such as parents and the playing group themselves.
- Encouraging Club members and parents/guardians to be involved in social and voluntary activities, and lead by example
- Act as a figurehead of the Club to players and parents
- Where applicable, provide leadership to both the team they are involved in, and the club overall
- Work with the Senior Coach, other coaches and the Vice President – Juniors to ensure training environments provide skill development and transition to senior playing opportunities
- Provide opportunities for all Juniors to participate meaningfully

## 5.2 Other Coordinator Role Portfolios

Position descriptions for the below Coordinator roles can be found in Appendix A.

- Child Safe Officer
- Female Cricket Coordinator
- Deputy Junior Coordinator
- Cricket Blast Coordinator
- Sponsorship Coordinator
- Bar & Canteen Manager
- Social Media Coordinator
- Fundraising & Events Coordinator
- Head of Cricket
- Life Member Liaison
- Turf Pitch Management Team / Head Curator

## **6. GRIEVANCE PROCEDURE**

Last Reviewed: 24 July 2025

The Grievance Procedure details a step-by-step process for all stakeholders in the area of 'Complaint Handling'. Please refer to this process found in Appendix H.

**(a) Purpose**

This policy outlines how members, players, volunteers, and other can raise concerns or complaints in a fair, respectful, and timely manner.

**(b) Informal Resolution**

Where possible, grievances should be addressed informally by discussing the issue with the person involved or a team leader/club official. Most concerns can be resolved quickly through open communication.

**(c) Formal Complaint**

If informal resolution is not possible or unsuccessful, a formal complaint can be made in writing to the President. The complaint should include:

- Name of the complainant
- Details of the grievance
- Date and any relevant background information

**(d) Investigation**

The Management Committee will review the complaint, gather relevant information, and speak to those involved. A response will be provided within fourteen (14) days.

**(e) Outcome and Action**

The Management Committee will decide on appropriate action, which may include mediation, a formal apology, or disciplinary steps if necessary. The outcome will be communicated in writing.

**(f) Appeal**

If the complainant is not satisfied with the outcome, they may appeal in writing within seven (7) days. The appeal will be reviewed by a different Committee member or an independent party where possible. The decision of the appeal will be final.

**(g) Confidentiality**

All grievances will be handled sensitively and confidentially, in line with data protection principles.

**(h) Review**

This policy will be reviewed annually or as needed by the Management Committee.

## 7. MEDIA & COMMUNICATION POLICY

Last Reviewed: 24 July 2025

### (a) LCC's commitment

- Electronic communication and promotion are essential for sharing Club news and information with our members and the wider public
- Our communication will be timely, appropriate and related to club business
- Our promotion will always ensure the club is publicized in a positive manner.

### (b) What LCC will do

- We use a range of electronic tools to communicate with our members, and to provide publications to external media (e.g. The Leader) to promote the Club externally
  - Promotion of the Club may include achievements both individually and groups or teams
- Our communication and promotion will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur
- The Committee will administrate and oversee the content publicised on our website, through social media channels, and articles sent to external publications

Website ([www.lyndochcricketclub.com.au](http://www.lyndochcricketclub.com.au))

- 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
- We will constantly seek feedback from members to improve the information available on the site
- The publishing of photos will be done in accordance with Australian Cricket's Safeguarding Policy for Children and Young People and the 'Looking After Our Kids' Codes of Behaviour

SMS, Email and 'Push' notifications – via PlayHQ, MailChimp and WhatsApp

- Committee members and the like may use SMS and email to provide information about competitions, training, Club-sanctioned social events and other Club business. However:
  - SMS / WhatsApp messages will be short and about club/team matters
  - Email communication will be used when more information is required
  - Communication involving children will be purely directed through their parents, unless consent has been provided by parents or legal guardian
  - All users are free to unsubscribe, or 'opt out' from content without offence.

Social Media

- Social media will be used to complement SMS, email and our website in the sharing of information and discussion on current affairs within the Club. Given the variety of platforms, each are distinguished below:

Lyndoch Cricket Club WhatsApp Community (and sub-groups)

- These are discussion groups accessible only by current financial players, parents/guardians thereof in the case of players aged under 18, Committee members and other coach/coordinator roles, Life Members and financial Social/Non-Playing members
- It will be administered and monitored by the Management Committee along with a select few other members to ensure that there is no bullying and harassment, and that discussion is positive without denigrating the club or its members
- It is an opportunity for members to discuss topics and current affairs relative to the Club and cricket in a broader sense; promotion of events, courses, programs and the like will also be routed through these groups to ensure awareness to as many relevant people as possible

#### Facebook Page ('Lyndoch Cricket Club' or @lyndochcricketclub)

- This will be an external promotion tool for Facebook users, enabling all supporters to keep informed about the Club
- It will be administered and monitored by selected Committee and other appointed Club members, who will publish posts and share content from other pages. The content will only be shared as a positive influence to the Club, the community and wider cricket
- This will be linked to other platforms to ensure a wider reach of posts
- As this is a public forum, the publishing of photos will be in accordance with Australian Cricket's 'Safeguarding Policy for Children and Young People' and the 'Looking After Our Kids' Code of Behaviour

#### Instagram (@lyndochcricketclub)

- A photo-based channel that will be an external promotion tool, enabling all supporters to keep informed about the Club
- It will be administered and monitored by selected Management Committee and other appointed Club members, who will publish posts and share content from other pages. The content will only be shared as a positive influence to the Club, the community and wider cricket
- This will be linked to other platforms to ensure a wider reach of posts
- As this is a public forum, the publishing of photos will be in accordance with Australian Cricket's 'Safeguarding Policy for Children and Young People' and the 'Looking After Our Kids' Code of Behaviour

### **(c) What LCC asks you to do**

As the Management Committee and other selected administrators will follow due diligence and protocol in posting and sharing of content, we expect our members to conduct themselves appropriately in the same vein. Electronic communication and the use of the club's social media channels:

- 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 young people must direct electronic communication through the child's parents/guardians, unless the consent of parents or legal guardians is provided to the Club in written or electronic form.

**(d) Non-compliance**

- 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 Codes of Behaviour
  - After mediation or disciplinary hearing, the Management Committee reserves the right to remove any Member from any communication group who does not comply with this policy
- Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, chat rooms, discussion groups, 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 etc.) may be liable for defamation
- The same logic will apply to non-members of the Club in the same areas of non-compliance
- The Club reserves the right to remove offensive comments or posts from view, in the interests of protecting its members or its own identity; we will always maintain a preferred process of grievances away from public comment in the interests of all parties



## 8. SMOKE & VAPE MANAGEMENT POLICY

Last Reviewed: 24 July 2025

### (a) Purpose

This policy outlines our procedures for tobacco and e-cigarette<sup>1</sup> use in Club venues and at Club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities. This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend Club games, special events, functions and other activities
- Upholds the reputation of our Club, our sponsors and partners
- Understands the risks associated with tobacco use and our role in minimising this risk

### (b) Rationale

Lyndoch Cricket Club recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it
- Role modelling can have a significant impact on the junior members of our Club
- Smoke free areas make smoking less visible and less acceptable, and contribute to reduced uptake of smoking among young people
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts
- Smoke free environments can help attract new members and positively promote our club in the community

### (c) General principles

Smoking restrictions for sporting clubs differ from state to state, and are strengthened regularly. Our Club will comply with all relevant state and local government smoking restrictions. Our Club recognises the importance of educating Club members, particularly players, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the Club will promote resources for members wishing to quit, including the national Quitline (13 78 48 or [quitnow.gov.au](http://quitnow.gov.au)), where appropriate. The following policy shall apply to all club members, volunteers and visitors:

- Smoking in this policy includes the use of any form of e-cigarette device
- Cigarettes, e-cigarettes and any other tobacco products will not be sold, including from vending machines, at any time at or by our Club
- Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore we expect

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<sup>1</sup> The term 'e-cigarettes' includes Electronic Non-Nicotine Delivery Systems and Electronic Nicotine Delivery Systems.

that coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the Club, on and off the field

- To foster our Club's reputation as a healthy environment, no images of Club volunteers, members, officials, coaches and players smoking at Club-related activities will be posted on social media

#### Smoke-Free Areas

Our Club requires the following areas of the club's facility to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering, eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in Club materials. A designated smoking permitted area is also located within the facility just outside the licensed area.

#### **(d) Promoting this policy**

Our Club will promote this policy regularly by:

- Placing a copy of the policy in Club newsletters, printed member information and on the website
- Promoting positive smoke free messages through the Club's social media
- Displaying a copy of the policy in the clubrooms
- Periodic announcements to members at functions
- Placing non-smoking signage in prominent locations both indoors and outdoors

#### **(e) Non-compliance**

All Club Committee members will uphold this policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the Committee of any breaches of this policy
- A friendly approach will be made to the person smoking, explaining our Club policy, and directing them to any areas where smoking is permitted
- Continued non-compliance with the policy should be handled by at least two Committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the Club facilities or function

#### **(f) Policy review**

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

## **9. ALCOHOL MANAGEMENT POLICY**

Last Reviewed: 24 July 2025

### **(a) LCC's commitment**

- Our Club will ensure a relevant liquor license is held for desired locations relative to the Club and abide by all requirements as part of this.
- Our Club 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.

### **(b) What LCC will do**

In relation to 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 alcohol 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

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

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

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 encourage designated drivers

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

Promoting the responsible use of alcohol

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

**(c) What LCC asks you to do**

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
- Do not drink alcohol within close proximity to training nets (abiding by the Club's liquor license for this site) or play/officiate matches under the influence of alcohol (as per Association policies)

**(d) 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 intoxicification 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

## **10. SAFE TRANSPORT POLICY**

Last Reviewed: 24 July 2025

### **(a) Purpose**

This policy outlines our procedures for safe transport after Club games, special events, functions and other Club-related activities where alcohol may be consumed. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities. This policy will help to ensure our Club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities
- Upholds the reputation of our Club, our sponsors and partners
- Understands the risks associated with alcohol use and driving, and our role in minimising risk
- Educates our members about standard drinks

### **(b) Rationale**

Ensuring members, visitors and guests getting to and from Club games, activities and events safely is an important part of being a responsible, healthy club. While Lyndoch Cricket Club wishes to avoid Club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our Club's duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse. Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence. Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

### **(c) General principles**

Our Club recognises that:

- Drink driving is one of the main causes of road deaths in Australia
- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely

### **(d) Transport For Club Activities**

This safe transport policy applies for all activities undertaken by the Club that involve the serving and/or consumption of alcohol.

LCC will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. pre-arranged transport
- Display safe transport messages on relevant Club activity and event invitations or flyers
- Ensure the MC for events or Committee members advise attendees that the Club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the Club or venue

Where available, our Club will also consider:

- Use of a Club or community bus (such as council, school or tourist buses) and;
- The bus or transport provided can be declared an alcohol-free zone (i.e. no alcohol permitted on the bus, unless otherwise arranged)
  - The bus will not be used to transport members between licensed venues, unless otherwise arranged
  - People who have consumed alcohol can get home safely from the bus drop off point
- Promote using a range of taxi or ride share strategies such as:
  - Free telephone calls to arrange a taxi to provide transport from the club or venue
  - The Committee may pre-order taxis to arrive at a the club or other venue at the conclusion of a Club event or function
  - Encouraging club members to utilise a ride share or designated driver service

**(e) Abiding by liquor licensing for any Club events or functions**

Our Club will promote low alcohol and non-alcoholic drinks as options and available at reduced prices. Bar staff/ servers of alcohol will encourage members, volunteers and visitors to:

- Consume food while drinking alcohol at the Club
- Consume alcohol in moderation bearing in mind our commitment to the Good Sports program, its philosophies and policies
- Make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding the legal limit (e.g. free call to a taxi/friend/family)

**(f) Conduct expectations**

Whilst engaging in Club activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption
- Encourage and assist others to use good judgment regarding alcohol consumption
- Make alternative transport arrangements to get to and from the activity safely
- Share a taxi or ride share (where available) with friends
- Consider arranging overnight accommodation

**(g) Promoting this policy**

LCC will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy
- Implement strategies to create awareness of safe transport messages to club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving)
- Ensure this policy is easily accessible and will promote it via our website, social media, announcements during events and functions

**(h) Policy Review**

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.



## **II. ILLEGAL DRUGS POLICY**

Last Reviewed: 24 July 2025

### **(a) Introduction**

Lyndoch Cricket Club does not allow the use, distribution or selling of illegal drugs by any Club member or any visitors within our Club's jurisdiction. This policy reflects our Club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

### **(b) Purpose of this policy**

The purpose of this policy is to ensure the Club committee and Club members understand the Club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

### **(c) Extent of this policy**

This policy refers to illegal drugs only, which is defined as "a substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs." This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition). This policy should be read and understood in conjunction with the Club's code of conduct.

### **(d) When does this policy apply?**

This policy applies whenever the individual is taking part in activities under the Club's jurisdiction. This includes our Club's facilities, games, matches, training, events and trips organised by the club. Private behaviour of members is not included in this policy as the Club cannot be responsible for the behaviour of its members outside our Club's jurisdiction; however, this policy will apply whenever an individual is wearing a part of the official Club uniform which would identify them as being a representative of the Club.

### **(e) Who does this policy apply to?**

All Club members and visitors to our Club.

### **(f) Responsibilities**

Our Club will:

- Activate and comply with the policy
- Promote the policy to everyone within our Club
- Promote and role model expected standards of behaviours at all times
- Appoint and support appropriate persons such as mentors to lead the initial response, investigation and action for all illegal drug-related incidents
- Respond to breaches of this policy discreetly and in a timely manner
- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known
- Ensure all responses and actions will reflect the Club's duty of care to members and visitors

- Review this policy every year
- Educate members on illegal drugs
- Have a list of health service providers in our area who would be able to support an individual with a drug and/or alcohol-related issue

Individuals will:

- Comply with the policy
- Promote and role model expected standards of behaviours at all times
- Be responsible and accountable for their behaviour
- Alert Club officials with any concern about illegal drug use within the Club
- Honour our commitment to the health, safety and welfare of all of our members

#### **(g) Responding to illegal drugs**

Privacy

- Where possible, the investigation of illegal drug-related concerns or incidents will remain confidential in line with our club's privacy policy. The privacy policy of the Lyndoch Cricket Club is as follows:
  - The Lyndoch Cricket Club will always act with discretion
  - Subject to its right to contact the police if necessary, the Lyndoch Cricket Club will maintain the privacy of those involved as far as possible
  - Club members will be informed about the incident on a need-to-know basis only

Investigating the concern or incident

- The Committee will investigate all illegal drug-related concerns or incidents in a timely and discreet manner
- Once all relevant facts and circumstances are known, the President will recommend appropriate approaches and/or disciplinary measures to the Club Committee based on the guiding principles outlined in this policy

Response

- When responding to an illegal drug-related concern or incident, the responses by the Club will focus on the safety and welfare of those directly and indirectly involved. All responses will reflect the Club's duty of care to members and visitors
- All illegal drug-related concerns or incidents should be discussed with the Club's President as soon as possible. The President will document the issue using the incident register and investigate the concern/incident further. In the event that the President is not available, another Management Committee member may substitute for them
- If illegal drugs are being distributed or sold on the Club's premises by a member or visitor of any age, the President will contact the local police to seek their advice
- If illegal drugs are found within the Club's jurisdiction the President will contact local police to seek their advice and expertise on how they can be disposed of safely

Illegal drug use by a member under 18 years

- Where the Club identifies that a person under the age of 18 years is involved in illegal drug use the Lyndoch Cricket Club will:
  - Inform the individual that the President or relevant Committee member may contact the parent or guardian to discuss the incident if it is appropriate and safe to do so
  - Contact the parent or guardian to discuss, unless, informing the parent or guardian would put the individual at risk of greater harm
- In the case of a visitor in this instance, the Lyndoch Cricket Club will inform the visiting club

#### **(h) Non-compliance**

Our Club will respond to all breaches of this policy. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable and will focus on the safety and welfare of those directly and indirectly involved
- Be based on the evidence and information gathered and the impact on the Club, other members, players, patrons, visitors and the community
- Take into account the age and personal circumstances of the people involved
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people

Breaches of policy:

- If a member uses/is affected by, sells/distributes or is found in possession of illegal drugs in the club's jurisdiction, the following will occur:
  - Safety and wellbeing of the individual(s) will be prioritised; appropriate medical assistance will be sought and/or next of kin notified if required
  - The Lyndoch Cricket Club will contact the local police to seek their advice
  - Consequences for the individual(s) will depend on the circumstances or severity
  - Where applicable, the individual(s) may be referred to a local health service provider
  - If the individual(s) concerned is/are under 18, their parent/guardian would be informed immediately of the incident and of the consequences, unless informing the parent/guardian would put the individual at risk of greater harm
  - In the case of a visitor, the Lyndoch Cricket Club will inform the visiting club
  - The Club will appoint a senior person to act as a mentor to a suspended individual(s) for a nominated period of time and to assist them to reintegrate with the Club, if applicable
  - Assist individual(s) breaching policy in being safely transported to their home.
    - When the individual's health has returned to a normal state, the Club President or Committee members may investigate and take appropriate action to ensure the safety of the individual(s)

#### **(i) Managing media**

All contact with the media related to a drug-related allegation or incident within the Club's jurisdiction will be managed by the club's official spokesperson.

## **12. RISK MANAGEMENT POLICY**

Last Reviewed: 24 July 2025

### **(a) Purpose**

The Risk Management Policy is designed to ensure best practice management of risk within the Lyndoch Cricket Club ("the Club"). The policy aims to clearly define the relationship between the Club and members/volunteers by setting out expectations of the Club and outlining the rights and responsibilities of members/volunteers.

### **(b) Scope**

The policy applies to all members and volunteers involved in activities and events organised by the Club.

### **(c) Policy Statement**

The Club recognises the added value that volunteers bring to the organisation and management of the Club and we benefit their contribution. It is further acknowledged that diversity of ages, gender, backgrounds, ethnicity, members and non-members contributes to the cultural value and broader input into the club.

#### **Glossary of Definitions**

- CSO refers to Child Safety Officer
- FAO refers to First Aid Officer
- Club refers to the Lyndoch Cricket Club
- PA refers to Public Address (broadcasting system)
- WHS refers to Workplace Health and Safety
- Member refers to a person who is a member of the Club as described in the Constitution under clause 5.
- Volunteer is an individual who agrees to undertake activities to benefit the Club (volunteers offer their time of their own free will for no financial reward)
- Vulnerable people refers to those who may be at risk of abuse or exploitation due to their dependency on others (may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds)
- Children are young people under the age of 18 years
- Delegated Officer is a person who is assigned the responsibility of a designated position in that person's absence
- Committee is the Management Committee of the Club
- Safety Officer is a person delegated to sign-off on all safety aspects for an "event"; they will be the go-to person for reporting of any risk issues by members or volunteers
- Notice Board refers activities and other important notices that will be displayed or promoted through physical or digital Club communication channels

### **(d) General**

- The Club shall appoint a Committee member who shall be responsible for the safety and risk management for the club. Details of the designated "Safety Officer" on any

particular day shall be advised on the day via Facebook, website and on a daily notice board in the clubroom

- Name-tags shall be used to identify Committee Members at events largely attended by people external to the Club
- At all events, the designated Safety Officer or the delegated officer of the day has the authority to make any decision necessary in relation to any matter relating to safety; all persons present at any event organised by Club must comply with the decision of the Safety Officer
- The designated Safety Officer shall inspect all areas of the event likely to be used, shall complete the Risk Management Checklist where appropriate and shall address any issues required prior to the running of the event
- Inspections of areas considered by the Committee to be of a higher risk, as determined before the event commences, shall be undertaken
- Events where appropriate, shall follow the rules of the Club in conjunction with the Cricket Australia National Club Risk Protection Program, MCC Laws of Cricket and the SACA By-Laws (where required and/or applicable)
- Volunteers shall have training for the function they are performing or have prior experience before commencing duties and should be minuted as Volunteers at a Committee meeting (to ensure coverage within Club Insurance policy)
- WHS requires all Committee members and Volunteers to be vigilant in identifying anything that may or is likely to cause injury or harm to any delegate, Club Member or member of the public; if anything is identified it shall be brought to the attention of the Safety Officer immediately
- A First Aid Kit shall be easily accessible and located in a clearly marked area at each event
- Committee members supervising events shall have access to emergency numbers, Club membership lists and a first aid kit and shall complete incident report forms if required.
- All incidents shall require an "incident form" (refer Appendix F) to be completed and provided to the Safety Officer initially who shall then forward it to the President.

**(e) Risk Management Information**

The Club operates within the guidelines of the South Australian Cricket Association, Cricket Australia, Cricket Australia National Club Risk Protection Program and Club regulations, and this document is intended to inform members and competitors at the management of requirements in relation to safety and risk management. The Club shall review its Risk Management Policy biannually and encourages members and competitors to report anything that they consider a potential safety hazard, to the Safety Officer or Management Committee.

- Dogs creating a nuisance shall be removed if so directed by the Safety Officer
- In the event of severe weather (flooding, thunderstorms, hail and the like) for any outdoor event a decision shall be made by the Safety Officer in conjunction with the Committee to avoid damage to vehicles and personal injury; this shall either be notified through Facebook, website, delegate briefings or Notice Board (refer to specific wet weather risks below)

**(f) Child Safety**

As written under clause 10.12 of the Constitution, the Club adopts the Australian Cricket Safeguarding Children and Young People Framework (including the Looking After our Kids Code of Behaviour) and the South Australian Cricket Association Policy for Safeguarding Children and Young People, and any future amendments of these. Also throughout the management, the Club has a responsibility to provide a safe environment for children that minimises the risk of discrimination, harassment and abuse as required under the Children's Protection Act 1993 as amended.

- It is recognised that all children shall be accompanied by their parents (delegates) as part of the management. As such, it is the child's parents/guardians sole responsibility to supervise and transport their children at any management event
- Members under the age of 12 must be supervised at all times by their parents/guardians. If a delegate or member of the public finds a Member under the age of 12 who is unsupervised, they shall immediately locate a member of the Management Committee who shall take responsibility for the child's safety until the parent/guardian or an approved CSO can be found
- Parents/guardians are responsible for transporting their children to and from all Club activities unless otherwise approved by all parties involved
- The Club acknowledges that in South Australia under the Summary Offences Act 1953, a person must not engage in indecent filming. Images of children and adults shall not 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/guardian knows the way the image shall be used
- The Club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets

Club use of images/filming (please also refer Image and Live Streaming Consent and Release Policy under By-Law 13)

- If the Club uses an image of a child, it shall avoid naming or identifying the child or it shall, wherever possible, avoid using both the given and surname.
- Club and management shall not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian.
- Club and management shall not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons.
- Club and management shall 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.

**(g) Key Contacts**

The designated CSO will be appointed by the Committee or defer to the Vice President – Juniors.

Emergency Contact List:

- Ambulance, Police, Fire (Emergency) – 000
- Police attendance – 131 444
- Gawler Hospital – 85 212 000

**(h) Emergency Management Plan**

The Safety Officer (or Delegated Officer) shall convene immediately at the accident site and secure the immediate area.

Injury

- The FAO shall attend the incident, if available
- Use the PA system to ask if any medical personnel are available
- Administer first aid if appropriate
- Assess need for emergency services
- Placement of Management Committee member at entrance of facility to direct emergency services
- Contact delegate emergency contact numbers
- If first aid only administered ensure the delegate can be transported back to their accommodation or home

Fire – buildings & cars

- Identify the risks
- Call emergency services
- Secure and/or evacuate the area
- If appropriate, use the correct fire extinguisher to put out the fire

Bushfire

- Identify the risks
- Call emergency services
- Secure and/or evacuate the area in accordance with the specific locations' bushfire plan
- If appropriate, use the correct fire extinguisher to put out the fire
- Have traffic marshals direct the evacuation in accordance with bushfire plan

Storms/Floods

- Identify the risks
- Call emergency services if required
- Secure and/or evacuate the area if required
- Have traffic marshals direct the evacuation in accordance with bushfire plan

Committee Members

- Details of the Committee members (and other sub-committees or coordinator roles) will be made available via communications, social media or website updates prior to each season



- Should a contact not be up to date, emailing [lyndochcricket@gmail.com](mailto:lyndochcricket@gmail.com) can always be the first contact point

#### Appendix

- Refer to the Appendix for the below documentation:
  - Generic Risk Assessment Table
  - Event Risk Management List
  - Incident Report Template
  - Risk Action Plan

### 13. IMAGE & LIVESTREAMING CONSENT & RELEASE POLICY

Last Reviewed: 24 July 2025

This form must be viewed and approved by any person that will feature in either a match, training or event where there will be photography/videography and/or live streaming, including players and match officials ("Participants") and (if the Participant is aged under 18) their parent/legal guardian.

#### (a) Image consent

Lyndoch Cricket Club may, from time to time, record or take photographs at training, matches and other events organised or attended by the Club for the purpose of promoting the Club. These recordings may be used by the Club on its website, social media pages, advertising material or in publications. The Club may also, from time to time, take recordings or photographs for the purpose of skill correction and analysis. I give permission for my (and/or the under 18 participant's) image or physical likeness (both in video and photo), voice, name and/or biographical information to be used for the purposes set out above. If I do not give permission, I recognise I need to make this clear and known to the Committee by emailing [play@lyndochcricketclub.com.au](mailto:play@lyndochcricketclub.com.au)

#### (b) Matches could be live streamed

Cricket matches that your Cricket Club participates in could be live streamed during this season. Live video and audio of these matches will be recorded and broadcast online. Recording equipment at match may record your image, voice and other identifying features. Please observe appropriate standards of behaviour, conduct and language in or around the live streaming devices, whose presence will be marked by signage at the match. By acknowledging and agreeing to this consent form, and attending or participating in the relevant match, you are consenting to the recording and use of the information more publicly, as described. If you do not give permission, you recognise you need to make this clear and known to the Committee by emailing [play@lyndochcricketclub.com.au](mailto:play@lyndochcricketclub.com.au)

#### (c) Use of the live stream footage, images or sound

Footage, images or sound from the livestream may be used by my Cricket Club, Cricket Governing Bodies (State / Territory Association, Cricket Australia), or their representatives or partners for other purposes which may include:

- training and education purposes such as skill correction, analysis or for training tools
- promotional or marketing purposes, for example, footage or images may be featured on Cricket Club or governing body websites, social media pages or in other publications
- for commercial purposes such as commercialisation of highlights packages;
- for investigatory, complaint management, or disciplinary purposes, for example, footage, images or sound from the livestream may be used as evidence in any investigation, hearing or disciplinary process brought in under relevant competition rules

#### (d) Consent and release

I give permission for my (and/or the under 18 participant's) image or physical likeness (both in video and photo), voice, name and/or biographical information to be featured on the live stream and used for the purposes set out in this form. I relinquish (and/or relinquish on behalf of the under 18 participant) any rights, title or interest that I (and/or the under 18 participant) may have in the live stream footage, images or sound and agree that (the under 18 participant and/or) I have no rights to fees, remuneration or royalty in exchange for my (or their) appearance in the live stream. I agree (and/or agree on behalf of the under 18 participant) that my Cricket Club and Cricket Governing Bodies will be the sole owners of all rights, title and interest in the live stream images, footage and sound, and have unrestricted and perpetual rights to use the images, footage or sound for the purposes set out above. If I do not give permission, I recognise I need to make this clear and known to the Committee by emailing [play@lyndochcricketclub.com.au](mailto:play@lyndochcricketclub.com.au)

**(d) Privacy**

Lyndoch Cricket Club or Cricket Governing Bodies may collect your personal information in association with the live stream, in accordance with the Australian Cricket Collection Statement and Privacy Policy.

## **14. VOLUNTEER MANAGEMENT POLICY**

Last Reviewed: 24 July 2025

### **(a) Purpose**

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Lyndoch Cricket Club ("the Club"). The policy aims to clearly define the relationship between the Club and volunteers by setting out expectations of the Club and outlining the rights and responsibilities of volunteers.

### **(b) Scope**

The policy applies to all volunteers involved in activities and events organised by the Club.

### **(c) Definitions**

- Volunteer is an individual who agrees to undertake activities to benefit the Club; volunteers offer their time of their own free will for no financial reward
- Reimbursement is a payment to the volunteer for any pre-approved expenses incurred during the course of their activities with the Club
- Vulnerable people are those who may be at risk of abuse or exploitation due to their dependency on others (this may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds)
- Children are young people under the age of 18 years

### **(d) Policy statement**

The Club embraces strong values and actively encourages volunteer involvement at the local, zone, and national levels. We recognise the significant value volunteers bring to our organisation and operations, and we deeply appreciate and benefit from their contributions.

### **(e) Application of the policy**

#### **Protection and Insurance**

- Volunteers will receive the same legal protection as all members of the Club in terms of Occupational Health Safety and Welfare, the Equal Employment Opportunity and Privacy legislation
- Insurance cover is provided for volunteers who are identified in the minutes of the Club committee meetings when they are working on club-sanctioned business

#### **Induction and Training**

- Volunteers will be placed in roles and activities that match their skills, interests, knowledge and experience
- Volunteers can expect their duties to be clearly outlined as well as details of responsibilities, time commitment and working environment
- Volunteers will be provided with environmental induction and an orientation of the Club regulations including safety requirements
- Volunteers will be provided with any personal protection equipment necessary if they are undertaking activities requiring same

#### Volunteer Protection

- Volunteers are covered by the same provisions and protections outlined in the Member Protection Policy that covers financial members of the Club

#### Department of Human Services Screening (SA) & National Police Check

- Volunteers must provide a satisfactory screening from the Department of Human Services and/or National Police Check prior to their commencement in the voluntary role where their duties may involve:
  - Working with vulnerable people or children;
  - Working in an unsupervised capacity;
  - Cash handling or financial responsibilities; or
  - Access to personal details of members or other volunteers
- This list is not exhaustive and is the responsibility of the Club President or other Executive Committee members to determine if a volunteer position requires such a screening.

#### Conflict of interest

- No person who has conflict of interest with any activity or program of the Club, whether personal, philosophical or financial shall serve as a volunteer with the Club
- When a potential conflict of interest does arise, volunteers must declare their interest

#### Finance

- Where appropriate, reimbursement may be provided by the Treasurer to cover out-of-pocket expenses incurred by volunteers

#### Rights of volunteers

Every volunteer at the Club has the right to:

- Be treated fairly and respectfully and be valued as an important member of the Club;
- Receive ongoing support and direction from a nominated supervisor;
- Work in a safe environment;
- Have complaints or grievances heard in accordance with the Club's policy and procedures;
- Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer; and
- Every volunteer has a duty of care to ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your time working at the Club. These matters can be reported to any member of the Management Committee.

#### Responsibilities of Volunteers

The Club determines the following as responsibilities of volunteers:

- To become familiar with the Club's Regulations, Rules and safety regulations
- To respect and maintain confidential information;

- To participate in training and development as determined by the Committee of the Club Incorporated;
- To perform responsibilities as defined;
- To inform their nominated supervisor if they are unable to attend their volunteer role at any time;
- To attend their duties punctually and perform tasks appropriately; and
- To work in a safe manner and not put others at risk.

#### Volunteer Induction

- A template for a Volunteer Induction Sheet can be found in Appendix B

#### Volunteer Recognition

- The Club relies on continual support from families to ensure its success on and off the field and this must be celebrated
- It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which ultimately is the underlying foundation of each and every community club

#### **(f) Policy review**

This policy will be revised in line with the Club's annual policy review.

## **15. CLUB SUN SMART, HEAT & ADVERSE WEATHER POLICY**

Last Reviewed: 24 July 2025

This policy outlines the Club's protocols regarding adverse weather including hot weather, wet/stormy weather and lightning.

As an affiliate of the South Australian Cricket Association, the Lyndoch Cricket Club declares its compliance to the SACA Affiliate & Club Protection Policy. Within this document is the SACA heat policy, which has been included as an excerpt below.

### **15.1 Sun Smart**

The Club will encourage all members to abide by the SunSmart recommendations of Slip, Slop, Slap, Seek and Slide and accompanying information at the below website:

<https://www.sunsmart.com.au/protect-your-skin>

In addition, the Club will encourage (and make available for purchase) members to wear long sleeve playing shirts, caps and wide brim hats for training and/or matches. Coaches and Team Captains will also be supplied with sunscreen for players to use. While match times are determined by the Association, the Club will endeavour to schedule any trainings or events outside of peak UV rating hours or make adjustments if required. Caps or hats must be worn by all players during training and matches when appropriate.

### **15.2 Heat**

#### **(a) SACA Heat Policy**

- This policy applies to SACA affiliated club, players, umpires and club/SACA officials. For conciseness, these are referred to hereafter as "participants"
- The purpose of this policy is to ensure that no participant suffers significant health damage due to participating in hot conditions
- Participating in hot conditions will affect different individuals to different extents and in differing ways
- Factors which can influence the effect on different individuals include;
  - the individuals level of fitness and general health
  - the preparation the individual has undertaken in the lead-up to the match
  - whether, and how much, the individual has participated in cricket (or other strenuous activities) in the days prior to the day of the match in which he/she is now participating
  - the age of the individual
- The responsibility for ensuring the safety of individual participants is primarily the responsibility of Clubs and the individuals themselves
- SACA provides the guidelines in this policy, and makes specific directions and provisions in this policy, to ensure clubs and participants are aware of their responsibilities and have the opportunity to avoid unnecessary risk to individuals

#### **(b) Club responsibilities**

- Ensure Club, team and match officials are aware of this policy, and their responsibilities under it

- Promote to all participants the 'Drink Up' publication by SA Sports Medicine Association
- Ensure that individuals are aware of their own responsibilities in regard to preparing themselves for playing in hot conditions, and to withdraw if they are at an undue risk due to individual circumstances
- Monitor participants and ensure that individuals at particular risk (due, for example, to having played in hot conditions over a number of preceding days, or to having a fitness level lower than most) do not take part in conditions in which they are at undue risk
- Place no pressure on any participant to refrain from withdrawing from any match, or day of a match, or part of a day, for health and/or safety reasons
- Ensure participants have every opportunity under the laws and by-laws to rehydrate during and after participation
- Postpone or cancel Club trainings or other Club events should hot weather be determined to be detrimental to the safety and wellbeing of relevant members
- Liaise with the relevant Association(s) and opposing clubs should the match venue not be suitable for play with predicted hot weather (if not already cancelled due to Association policies) and find alternate options
- Communicate as soon as possible via social media, WhatsApp groups and any other messaging services required to ensure members are aware of any cancellations

**(c) Individual responsibilities**

- Read and understand this policy and the guidelines in the 'Drink Up' publication by SA Sports Medicine Association
  - Follow the recommendations in "Drink Up" before, during and after participation
- In conjunction with the Club, assess your own susceptibility to heat stress, using the factors in the introduction to this policy and withdraw from participation if you or your club assesses your risk level to be unacceptable
- Immediately inform Club officials and/or seek assistance from a qualified medical practitioner should you start to feel any of the symptoms of heat injury as listed in 'Drink Up'
- Comply with any directions from the Club

**15.3 Wet Weather & Lightning / Storms**

**(a) Club responsibilities**

- Ensure Club, team and match officials are aware of this policy, and their responsibilities under it
- In the case of wet weather, implement any actions that ensure the safety of all members in regard to participation in trainings or matches; if surfaces are wet and slippery, do not continue with the activity
- Ensure that individuals are aware of their own responsibilities in regard to their own safety in wet conditions, and to withdraw if they are at an undue risk due to individual circumstances



- Place no pressure on any participant to refrain from withdrawing from any match, or day of a match, or part of a day, for health and/or safety reasons
- Postpone or cancel Club trainings or other Club events should the adverse weather be determined to be detrimental to the safety and wellbeing of relevant members
- Liaise with the relevant Association(s) and opposing clubs should the match venue not be suitable for play because it was affected by wet weather in the days prior and find alternate options (if not already cancelled due to Association policies)
- Communicate as soon as possible via social media, WhatsApp groups and any other messaging services required to ensure members are aware of any cancellations

Relating to lightning, in accordance with Cricket Australia's 'Mitigating Risk Storm Management' publication, at Club trainings or events the Club will:

- Implement the 30/30 rule, where if thunder is heard within 30 seconds after a lightning flash action must be taken to
  - Suspend any activities
  - Seek shelter in an enclosed building (avoiding metal)
  - Wait at least 30 minutes until after the last audible sound of thunder to resume
- If thunder is heard longer than 30 seconds after a lightning flash, the situation must be continually monitored and if any doubt, suspend activity and seek shelter
- Conditions are to be monitored using the Bureau of Meteorology app or similar
- Shelter must not be anywhere open, under trees or near metal
- If someone is struck by lightning, call 000 immediately and begin CPR, using a defibrillator is accessible

**(b) Individual responsibilities**

- Read and understand this policy
- In conjunction with the Club, assess your own susceptibility to hypothermia from being wet (using first aid information available online or trained personnel) and withdraw from participation if you or the Club assesses your risk level to be unacceptable
- Immediately inform Club officials and/or seek assistance from a qualified medical practitioner should you start to feel any of the symptoms of hypothermia or other injuries related to the wet or stormy weather
- Comply with any directions from the Club

**15.4 Club trainings and match advice regarding adverse weather**

Relative to both hot and wet weather, the Club will make a decision regarding the delay or cancellation of Club trainings as close as possible to the scheduled start time of trainings on that evening, or at the earliest time possible to not cause major inconvenience.

*Q. Who should I call in the case of hot or wet weather to see if training is on?*

*A.* No one – messages will come via the Club, coaches or committee through the relevant WhatsApp group, Facebook page or other channels as required to provide further information; if you hear nothing you can assume it is going ahead.

*Q. What should I do if it is raining on the day of the match?*

A. You must still attend the match; a decision will be made by coaches (in the case of junior matches), senior captains (where a neutral umpire is not present) or an appointed umpire. In some cases, wet weather cancellations are made in advance for matches but this is rare. Similar to trainings above, if a match is cancelled ahead of time you will receive communication.

*Q. Who do I contact when it's hot to see if the match is still on?*

A. No one. The Club will make every effort to ensure you are made aware of a cancellation as per the relevant Association hot weather policy. There should be no need to contact coaches or captains – they will contact you!

#### **15.5 Association adverse weather policies**

In addition to our Club policies, the Barossa and Light Cricket Association and Para Districts Cricket Association detail specific adverse weather policies for heat, rain and lightning/storms (including cut-off temperatures for matches across junior and senior playing grades). These are reviewed annually and can be found on their respective websites.

**16. FIRST AID, INJURY PREVENTION & DRSABCD ACTION PLAN**

Last Reviewed: 24 July 2025

The Club will implement the below procedures as per the Cricket Australia publications in regard to injury or critical first aid. The Club will encourage as many volunteers/members as possible to have current first aid training certificates and provide opportunities to participate in these trainings as required, delivered externally by trained professionals in this field. At the discretion of the Management Committee, the Club may cover any first aid training course fees for Club volunteers and/or members where the training will be a direct benefit for the Club and it's objectives.

**(a) Safety & Injury Prevention – RICER**

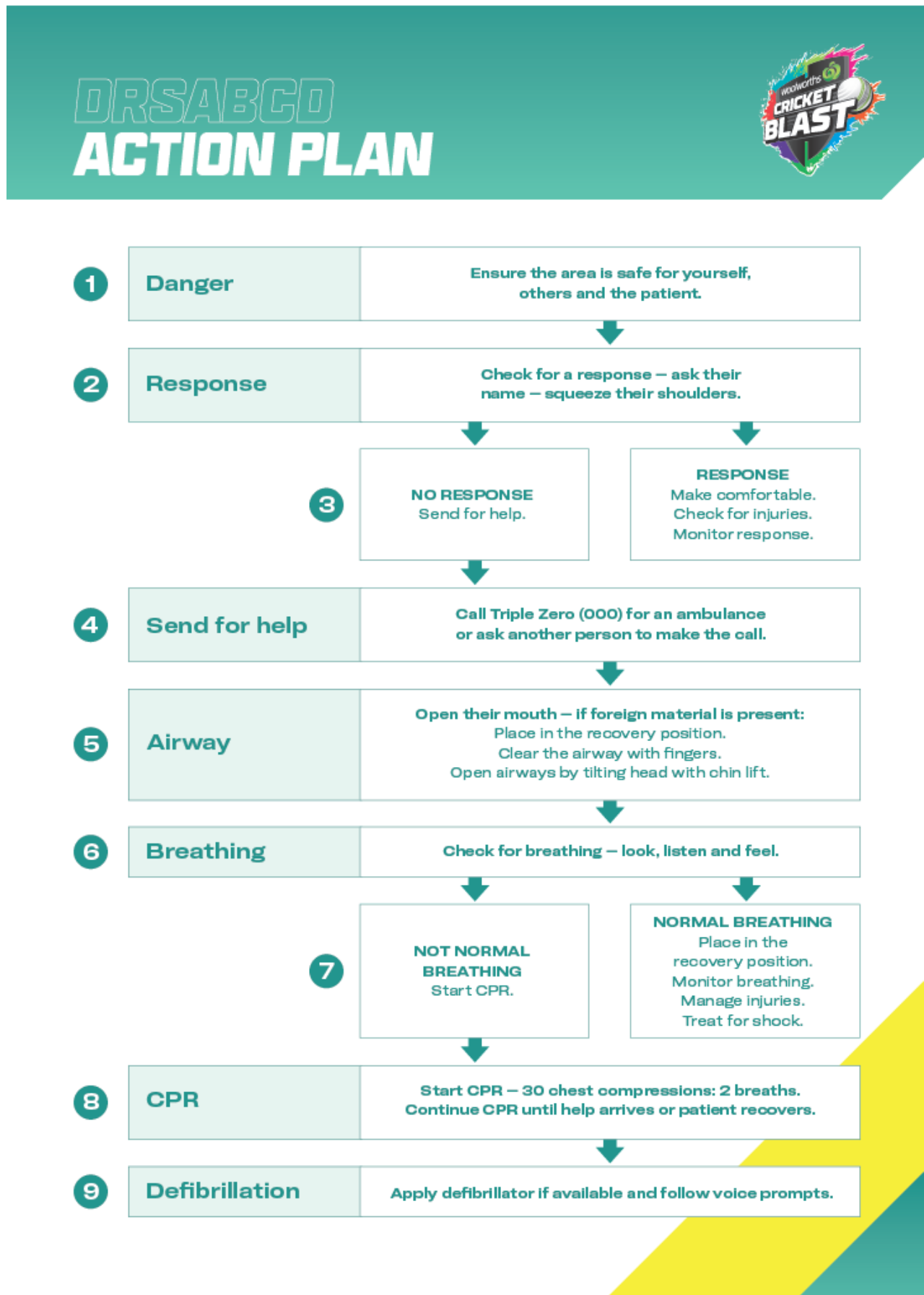
| RICER       | HOW   | WHY  |
|-------------|---|--|
| REST        | Place the athlete in a comfortable position, preferably lying down. The injured part should be immobilised and supported.   | Activity will promote bleeding by increasing blood flow.   |
| ICE         | <p><b>The conventional methods are:</b></p> <ul style="list-style-type: none"> <li>Crushed ice in a wet towel/plastic bag.</li> <li>Immersion in icy water.</li> <li>Commercial cold packs wrapped in wet towel.</li> <li>Cold water from the tap is better than nothing.</li> </ul> <p><b>Apply for 20 minutes every 2 hours for the first 48 hours.</b></p> <p><b>CAUTION</b></p> <ul style="list-style-type: none"> <li>Do not apply ice to skin as ice burns can occur.</li> <li>Do not apply ice to people who are sensitive to cold or have circulatory problems.</li> <li>Children have a lower tolerance to ice.</li> </ul> | <p><b>Ice reduces:</b></p> <ul style="list-style-type: none"> <li>Swelling.</li> <li>Pain.</li> <li>Muscle spasms.</li> <li>Secondary damage to the injured area.</li> </ul> |
| COMPRESSION | Apply a firm wide elastic bandage over a large area covering in injured parts, as well as above and below the injured part.   | <ul style="list-style-type: none"> <li>Reduces bleeding and swelling.</li> <li>Provides support for the injured part.</li> </ul>   |
| ELEVATION   | Raise the injured area above the level of the heart if possible.  | <ul style="list-style-type: none"> <li>Reduces bleeding and swelling.</li> <li>Reduces Pain.</li> </ul>  |
| REFERRAL    | <p>Refer to a suitable qualified professional such as a Doctor or Physiotherapist for a definitive diagnosis and ongoing care.</p> <p>Early referral for a definitive diagnosis to ascertain the exact nature of the injury and to gain expert advice on the rehabilitation program required.</p>   |  |

**REMEMBER**

**Remember with injuries of this kind you should avoid the HARM factors.**

- **Heat** increases bleeding. Alcohol increases swelling.
- **Running** or any other exercise too soon will make the injury worse.
- **Massage** in the first 48 – 72 hours increases swelling and bleeding.

## (b) DRSABCD Action Plan



## **17. MANAGEMENT COMMITTEE & OTHER VOLUNTEER ROLES CODE OF BEHAVIOUR**

### **(a) Purpose**

The purpose of this policy is to set out the standards of behaviour expected of Management Committee members and other appointed roles or volunteers that support the operations of the Club – all herein referred to within this policy as 'Committee members'. In agreeing to be part of the Management Committee, each member must also agree to adhere to this code of behaviour at all times. Those members who are appointed to or accept a coordinator or other volunteer role, must also agree to adhere to this code of behaviour in instances which are relevant to the objectives and scope of their role. This policy compliments and should be read in conjunction with the Volunteer Management policy outlined in By-Law 14. This policy is in effect with, in addition to and not contradictory to, any rules or considerations for Management Committee members as outlined under Clause 8 of the Constitution.

### **(b) Role and Responsibility**

Committee members will operate within clearly defined objectives that outlines the authority, purpose, and responsibilities of the Committee. These objectives can be reviewed annually and if required, agreed upon at the Annual General Meeting. Committee members are responsible for:

- Strategic planning and future-proofing the club
- Succession planning and leadership development
- Managing relationships with stakeholders, sponsors, funding bodies and other parties as required
- Overseeing fair, inclusive, and high-quality Club operations
- Ensuring compliance, financial accountability, and effective governance
- Supporting Club personnel and delegating responsibilities to sub-committees or appointed officers or volunteers as needed

### **(c) Transparency and Accountability**

As representatives of a member-based Club, Committee members commit to:

- Transparent decision-making and open communication
- Regular consultation with members and reporting on Club performance as required
- Publishing strategic and business plans, meeting summaries, and governance documents as required
- Upholding and applying both the objectives of the Club and this code of behaviour

### **(d) Commitment to Leadership and Governance**

Committee members will:

- Attend and actively contribute to meetings and decision-making as required
- Uphold ethical, accountable, and mission/goal-aligned governance practices
- Prepare for meetings and participate constructively
- Foster a culture of respect, collaboration and shared leadership

### **(e) Commitment to Inclusion**

Committee members will:

- Promote an inclusive, welcoming, and diverse environment
- Engage with underrepresented voices and respond to member/community feedback
- Prevent and address discrimination, harassment, or exclusionary behaviour
- Involve youth participants in shaping the Club future and experiences when applicable

**(f) Commitment to Safety and Wellbeing**

Committee members will:

- Prioritise the safety and wellbeing of all members
- Understand and uphold safeguarding and protection policies
- Support inclusive practices that enable safe participation for all
- Promote awareness of wellbeing and/or mental health resources as required
- Respond appropriately to disclosures of harm or concern

**(g) Understanding the Role and Influence of Committee Members**

Committee members will:

- Act as positive role models and prioritise the Club's best interests.
- Conduct themselves with integrity, professionalism, and confidentiality, in addition to upholding the Club's values
- Ensure legal, financial, and governance responsibilities are met
- Foster a Club culture that values fun, inclusion, and safety over performance outcomes

**(h) Upholding the Integrity of Sport and the Club**

Committee members will:

- Promote respectful conduct and fair play across the Club
- Maintain appropriate, professional relationships with all members
- Communicate respectfully and supportively in all interactions
- Lead by example in setting behavioural standards

**(i) Breach of this Code of Behaviour**

Breaches of this code, or other rules pertained to Committee members within the Constitution, will be addressed in the following manner:

- **Step 1: Educative Response** – A reminder of expectations and direction to relevant education and policies
- **Step 2: Written Warning** – A formal letter outlining the breach (particularly if repeated) and any required corrective actions
- **Step 3: Disciplinary Action** – Possible suspension or termination, in accordance with the Club's Constitution and policies

## **18. PLAYER CODE OF BEHAVIOUR**

Last Reviewed: 24 July 2025

As an affiliate of the South Australian Cricket Association, the Lyndoch Cricket Club declares its compliance to the SACA Affiliate & Club Protection Policy. Within this document is the Player Code of Behaviour, which has been included as an excerpt below.

### **(a) SACA Players Code of Behaviour**

- Play by the rules
- Never argue with an umpire; if you disagree, have your captain, coach or manager approach the official during a break or after the game
- Control your temper – verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport; do not show you are unhappy when given out
- Be a good sport – applaud all good plays whether they are made by your team, an opponent or the other team
- Treat all participants in cricket as you like to be treated; do not interfere with, bully or take unfair advantage of another player
- Cooperate with your coach, teammates and opponents – without them there would be no competition
- Place in proper perspective the isolated incidents of unsporting behaviour rather than make such incidents the 'highlight' of the event
- All talk must stop when the bowler reaches his bowling mark
- Bad language (swearing) is not permitted
- Once a batter is dismissed, members of the fielding team are not permitted to give the batter a 'send off'
- Participate for your own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

### **(b) Lyndoch Cricket Club Addendum**

Lyndoch Cricket Club will have zero tolerance on actions and behaviour outside of this policy, as it affects our compliance with the SACA Affiliate & Club Protection Policy, and therefore our affiliation with the state body, the South Australian Cricket Association. Given this can have ramifications on the club's ability to legally provide Child Safe Environments, and be protected under Cricket Australia's National Club Risk Protection Program (NCRPP), we commit to taking action and the upmost sincerity to this Code. In addition, the Lyndoch Cricket Club is fully committed to maintaining the highest standards of behaviour & conduct, and expects all players, members & supporters to abide by the following secondary guidelines:

- Players should also be familiar with the 'Team Selection Policy' for either 'Open Grades' and/or 'Junior Grades' to better understand the process towards teams in matches

- At matches, always dress in appropriate cricket clothing & wherever possible in Lyndoch Cricket Club uniform
- Players are not permitted to smoke or consume alcohol on the field of training or play at any time & the use of illegal drugs of any kind on Club premises is completely unacceptable
- Racism in any form will not be tolerated
- Any abuse of facilities/equipment after being dismissed is completely unacceptable
- It is expected that all teams will do their utmost to win matches but at all times to play within the 'Spirit of Cricket'
- Act in accordance with the Club's values outlined in By-Law 2.4 and demonstrate these to the highest standard
- Players are expected to minimise mobile phone usage only to breaks in play, while also taking an active involvement in scoring, umpiring and any other duties required at matches
- Actively ensure they are applying SunSmart best practice recommendations

Team captains are responsible at all times for the behaviour of their players & ensuring that play is conducted within the 'Spirit of Cricket' as well as the laws of the game during matches.

The use of social media by players, members and supporters has the ability to not only reflect back to themselves, but also the Club. Posts and comments considered detrimental to the mere fabric of the Club and cricket in the local community will not be tolerated.

Similarly, the conduct of members away from the Club may also reflect on the Club. Everyone must be aware of their actions while in Club uniform and should also consider whether casual dress may be more suitable.

Traditionally, cricket has been the one sport to maintain & exhibit the highest levels of conduct & sportsmanship. While always a most competitive game, the continued strength of the sport has relied upon the acceptance of the Umpire's decision & the preparedness to play within the 'Spirit of Cricket'.

Whether or not bad or unacceptable behaviour is evident in international or interstate cricket or whether the language used is considered to be acceptable by today's society is of little concern to the Lyndoch Cricket Club. The Club is primarily concerned in having all players, members & supporters playing within the spirit & traditions of the game.

### **(c) Non-compliance**

Any breach of this Code of Behaviour will be taken seriously to ensure the safety and wellbeing of Club members and the positive reputation of the Club is upheld.

- Any breach may be reported by players, parents/guardians, officials or other Club members, to be reviewed by the Management Committee or designated disciplinary panel
- Depending on the severity and nature of the breach, the Management Committee will determine any consequences to be handed down; these may include but are not limited to:
  - Verbal or written warning
  - Suspension from duties



- Termination of role or membership (as per Constitution process)
- Any person found to be in breach of this Code of Behaviour and dealt a consequence from the Management Committee will have the right to appeal through a process to be determined by the Management Committee in accordance with clause 5 of the Constitution

## **19. PARENT/GUARDIAN CODE OF BEHAVIOUR**

Last Reviewed: 24 July 2025

As an affiliate of the South Australian Cricket Association, the Lyndoch Cricket Club declares its compliance to the SACA Affiliate & Club Protection Policy. Within this document is the Parents Code of Behaviour, which has been included as an excerpt below.

### **(a) SACA Parent/Guardian Code of Behaviour**

- Do not force an unwilling Child and Young Person to participate in cricket
- Remember, Children and Young People are involved in cricket for their enjoyment, not yours
- Encourage your Children or Young Person to play by the rules
- Focus on the Child or Young Person's efforts and performance rather than winning or losing
- Never ridicule or yell at a Child or Young Person for making a mistake or losing a game
- Remember that Children and Young People learn best by example – appreciate good performances and skilful play by all participants
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect officials' decisions and teach Children and Young People to do likewise
- Show appreciation for volunteer coaches, officials and administrators; without them, your Child or Young Person could not participate
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

### **(b) Lyndoch Cricket Club Addendum**

Lyndoch Cricket Club will have zero tolerance on actions and behaviour outside of this policy, as it affects our compliance with the SACA Affiliate & Club Protection Policy, and therefore our affiliation with the state body, the South Australian Cricket Association. Given this can have ramifications on the club's ability to legally provide Child Safe Environments and be protected under Cricket Australia's National Club Risk Protection Program (NCRPP), we commit to taking action and the upmost sincerity to this Code. In addition to the SACA Parents Code of Behaviour, the Lyndoch Cricket Club is fully committed to maintaining the highest standards of behaviour & conduct, and expects all parents/guardians to abide by the following secondary guidelines:

- Parents should also be familiar with the 'Team Selection Policy' for either 'Open Grades' and/or 'Junior Grades' to better understand the process towards teams in matches
- The use of illegal drugs of any kind on club premises is completely unacceptable
- Consumption of alcohol should also be avoided at junior trainings or matches (any person in an official capacity at matches or trainings must not consume or be under the influence of alcohol)
- Racism in any form will not be tolerated
- Any abuse of facilities/equipment after a child/ren has been dismissed is completely unacceptable

- It is expected that parents/guardians will champion the cause of all players and all teams doing their utmost to win matches but at all times to encourage within the 'Spirit of Cricket'
- Act in accordance with the Club's values outlined in By-Law 2.4 and demonstrate these to the highest standard
- Promote SunSmart best practice recommendations

The use of social media has the ability to not only reflect back to themselves, but also the club. Posts and comments considered detrimental to the mere fabric of the Club and cricket in the local community will not be tolerated.

Similarly, the conduct of members away from the Club may also reflect on the Club. Everyone must be aware of their actions while in Club uniform and should also consider whether casual dress may be more suitable.

Parents/guardians should familiarise themselves with the 'Grievance Procedure' if they have any concerns to be raised.

Traditionally, cricket has been the one sport to maintain & exhibit the highest levels of conduct & sportsmanship. While always a most competitive game, the continued strength of the sport has relied upon the acceptance of the Umpire's decision & the preparedness to play within the 'Spirit of Cricket'.

Whether or not bad or unacceptable behaviour is evident in international or interstate cricket or whether the language used is considered to be acceptable by today's society is of little concern to the Lyndoch Cricket Club. The club is primarily concerned in having all players, members & supporters playing and supporting within the spirit & traditions of the game.

### **(c) Non-compliance**

Any breach of this Code of Behaviour will be taken seriously to ensure the safety and wellbeing of Club members and the positive reputation of the Club is upheld.

- Any breach may be reported by players, parents/guardians, officials or other Club members, to be reviewed by the Management Committee or designated disciplinary panel
- Depending on the severity and nature of the breach, the Management Committee will determine any consequences to be handed down; these may include but are not limited to:
  - Verbal or written warning
  - Suspension from duties
  - Termination of role or membership (as per Constitution process)
- Any person found to be in breach of this Code of Behaviour and dealt a consequence from the Management Committee will have the right to appeal through a process to be determined by the Management Committee in accordance with clause 5 of the Constitution

## **20. COACHES CODE OF BEHAVIOUR**

Last Reviewed: 24 July 2025

As an affiliate of the South Australian Cricket Association, the Lyndoch Cricket Club declares its compliance to the SACA Affiliate & Club Protection Policy. Within this document is the Coaches Code of Behaviour, which has been included as an excerpt below.

### **(a) SACA Coaches Code of Behaviour**

- Be reasonable in your demands on players' time and enthusiasm
- Teach your players that rules of the sport are mutual agreements which no one should evade or break
- Whenever possible, group players to give a reasonable chance of success
- Avoid over-playing the talented players; all young players need and deserve equal time
- Remember that children participate for fun and enjoyment and that winning is only part of their motivation; never ridicule or yell at a player for making mistakes or losing a game
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the players
- The scheduling and length of practice times and competition should take into consideration the maturity level of the players
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

### **(b) Lyndoch Cricket Club Addendum**

Lyndoch Cricket Club will have zero tolerance on actions and behaviour outside of this policy, as it affects our compliance with the SACA Affiliate & Club Protection Policy, and therefore our affiliation with the state body, the South Australian Cricket Association. Given this can have ramifications on the club's ability to legally provide Child Safe Environments and be protected under Cricket Australia's National Club Risk Protection Program (NCRPP), we commit to taking action and the upmost sincerity to this Code. In addition, the Lyndoch Cricket Club sets the following expectations on its coaches:

- Honour the sport
- Assist players in developing their skills on and off the field, providing constructive feedback and recognising/supporting individual difference in ability, background and learning style
- Abide by selection policies when planning coaching sessions and other decisions
- Ensure training and match environments are safe and inclusive
- Dress in appropriate Club attire maintaining a professional appearance when appropriate

- Communicate clearly and effectively with players, parents/guardians and Club officials
- Respond to injury or safety concerns as required
- Display responsible behaviour in relation to alcohol and other drugs
- Racism in any form will not be tolerated
- Act in accordance with and promote the Club's values outlined in By-Law 2.4 and demonstrate these to the highest standard
- Act with integrity and objectivity and accept responsibility for your decisions and actions
- Ensure your decisions and actions contribute to a harassment-free environment
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development
- Be honest and do not allow your qualifications or coaching experience to be misrepresented
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods
- Never participate in or advocate practices that involve match fixing
- Do not engage in or tolerate abusive, bullying or threatening behaviour
- Promote SunSmart best practice recommendations

**(c) Non-compliance**

Any breach of this Code of Behaviour will be taken seriously to ensure the safety and wellbeing of Club members and the positive reputation of the Club is upheld.

- Any breach may be reported by players, parents/guardians, officials or other Club members, to be reviewed by the Management Committee or designated disciplinary panel
- Depending on the severity and nature of the breach, the Management Committee will determine any consequences to be handed down; these may include but are not limited to:
  - Verbal or written warning
  - Suspension from duties
  - Termination of role or membership (as per Constitution process)
- Any person found to be in breach of this Code of Behaviour and dealt a consequence from the Management Committee will have the right to appeal through a process to be determined by the Management Committee in accordance with clause 5 of the Constitution

## **21. PLAYER MOVEMENT POLICY**

Last Reviewed: 24 July 2025

The Club supports an open and fair process for incoming and outgoing player movement. We will not prevent players who are financial and not subject to any behavioural, grievance or criminal matters from moving away from the Club if they so wish.

New and returning players to the Club will also be welcomed in the same way. However, should an incoming player movement raise concern around current members, this policy serves the Management Committee with the right for a process involving the Club and player to ensure that their membership to the Club does not negatively impact the Club's operations, culture and direction.

This is designed to complement existing policies to ensure transparency from entry to exit of players, and also their time as a member of the Club.

### **(a) Outgoing players – process**

The Club will follow the below regarding players wishing to move to another Club, be it within the current Association or to another Association:

- Contact the player to understand their reasoning behind the movement
- Review the player's financial compliance regarding payments of subscriptions and other fees
- Comply with any relevant laws of all parties regarding player movement – the outgoing Association, the incoming Association and the incoming Club
- Respond to any correspondence from the above parties requesting more information relating to the player, along with any legal parties should this be necessary

### **(b) Granting and denial of transfers**

The Club will grant the player movement transfer through PlayHQ, providing approval or otherwise subject to this process. However, the Club has the right to deny the pending clearance on the basis of the following grounds:

- Financial amounts outstanding
- A behavioural matter or grievance complaint involves the player (including suspension)
- Criminal grounds where a legal matter is pending (subject to further advice)

### **(c) Incoming players – new and returning**

The Management Committee may choose to activate the following process if a concern is raised regarding a player wishing to gain membership of the Club. This will occur before the lodging requirements through PlayHQ.

- The Management Committee will convene a General Meeting
- The Management Committee and the prospective incoming player will be invited in writing to attend the Special General Meeting, with all relevant documentation accompanying the Notice

- The player will be invited to present to the Management Committee and disclose their wishes and reasoning to join or return to the Club
- The Management Committee may ask questions from the floor as required
- Signed declarations of the necessary policies and codes of behaviour must be provided at the General Meeting
- A final decision on granting membership of the Club to the player may not be made at the General Meeting

As per above, the information provided by the player at the General Meeting will be taken into consideration with the following additional information and requirements:

- Discussion with the outgoing Club(s) regarding the player's involvement in the previous season
- The upfront payment of the necessary subscription fees for the season

The member's application and additional information will be reviewed by the Management Committee. The player will be advised of the outcome in writing.

## **22. TEAM SELECTION POLICY – SENIOR GRADES**

Last Reviewed: 24 July 2025

### **(a) LCC's commitment**

Our Club 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 and during the season.

### **(b) What LCC will do**

#### Criteria

Selection decisions will be based mainly on performance/ability, development and team balance, however they will also consider other areas with regards to commitment, values and behaviour:

- availability and attendance at training, matches and Club / team events (commitment)
- good sportsmanship and alignment with Club values as outlined in By-Law 2.4 (values)
- abiding by the Club's Codes of Behaviour on and off the field (behaviour)

In addition to the above criteria, players:

- must be registered, financial members of the Club (unless 'filling in' for a maximum of two (2) games or in accordance with what the relevant Association by-laws allow if less than this)
- 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

#### Selection 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 for each grade, 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
- Selection criteria will be reiterated during the season so that players are clear about how the teams competing in the finals will be chosen
- Concerns about team selection should be discussed with selectors/coach/captains in the first instance, as detailed in the Club's 'Grievance Procedure'

#### Finals Procedure

- For grades participating in finals matches, preference will be given to financial senior players who have wholly committed to the season, and have continually exhibited the criteria set out in the Club's Player Code of Behaviour



- Junior players will be assessed similarly on the above criteria where appropriate
- In some rare occasions, there may still be surplus player numbers to fill a team or teams based on the above criteria; the Club will take the attitude that team success is also important and the best make-up of the team with leading performers from the season will need to be factored after their financial status and behaviour
  - Within the rules of the Association, this may mean that players could still be included in lower grades or not selected at all

**(c) What LCC asks you to do**

**Selection Committee**

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

**Players**

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to the start of the season
- Talk with the Senior Coach (if appointed), Senior Leadership Group or Vice President – Seniors about any concerns and seek feedback about how to improve to aid their chance for selection
- Be aware and ensure this policy is read in conjunction with the Grievance Procedure and any other necessary policies prior to registration for each season

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

Last Reviewed – 24 July 2025

### **(a) LCC's commitment**

We believe that junior sport should be safe, enjoyable, inclusive and maximise individual participation. Our Club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport. However, we also acknowledge that in finals matches, team success should be an aim and therefore a balance is necessary to achieve all of the items outlined in this policy in those relevant parts of a season.

### **(b) What LCC will do**

- Emphasise to coaches and parents that junior sport is about participation, not competition
- Try to match junior players with others of their own ability (e.g. if there are enough players, have two teams in an age division)
- Provide junior players with a broad range of experiences (e.g. participating in different positions)
- Provide equal and meaningful playing time for all juniors, regardless of their ability
- Consider boys and girls playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified
  - This should not be in detriment to any existing all-male or all-female teams participating in dedicated competitions

### **(c) What LCC asks you to do**

#### Coaches

- Focus on promoting participation, not winning and losing
- Ensure all team members have the chance to play, rotate through positions and receive equal and meaningful playing time
- If you coach your own children, treat them like all other team members (e.g. rotations, playing time or participation)
- Welcome open discussion with parents as per the club's Grievance Procedure

#### Parents/Guardians

- Help 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
- Acknowledge the balance of individual participation and team success during the relevant periods of the season, including during finals matches
- Respect the selection decisions of the coach, but where necessary, utilise the Club's 'Grievance Procedure' if there are any concerns

**24. MEMBERSHIP REGISTRATION & RENEWAL PROCEDURE**

Last Reviewed: 24 July 2025

**(a) Player registrations**

As per directive from Cricket Australia and the South Australian Cricket Association, all player registrations and renewals will be completed online annually, prior to the start of the season. Online registration is completed through PlayHQ, as set up by the Club's designated administrator(s). The registration will include a National Registration & Insurance Fee (NRF) which is payable as part of registration; this is set annually by Cricket Australia. Any extra subscription fee (Club fee) or levy is detailed in clause 23 of these By-Laws. Players registering to Lyndoch Cricket Club are also bound by the Player Movement clause 22(c).

- All Cricket Blast, Junior and Senior Player registrations are to be completed online through the relevant PlayHQ registration product
- Registrations will open from 1 August and must be completed prior to the season start (October/November)
- Registrations must be renewed annually

**(b) Social / non-playing member registrations**

As outlined in Clause 5.1.1 of the Constitution, any Associate Member wishing to gain voting rights (and other benefits associated with this membership) and access to Club communication groups must be financial through the online registration product able to be completed via PlayHQ, with the exception of:

- (i) Associate Members who are a parent/guardian of a registered Junior player, and/or
- (ii) they are an Elected or Appointed Committee Member, and/or
- (iii) Life Members

Social/non-playing memberships must be renewed annually.

**(c) Player movement**

- Any player movement whereby the player wishes to depart this or another Club within the Association, SACA or Cricket Australia affiliated Clubs, will be effected by the 'Transfer' through PlayHQ as part of a new registration
- Any player movement from another Club within the Association, SACA or Cricket Australia affiliated Clubs whereby the player wishes to enter into a dual or concurrent registration will be effected by the 'Season Permit' function through PlayHQ as part of a new registration
- Players will not be eligible for selection until the player movement is approved by all relevant Club(s) or Association(s)
- Any changes to the personal details of an individual member's registration must be made by the member themselves

## **25. SUBSCRIPTION FEES & LEVIES POLICY**

Last Reviewed: 24 July 2025

### **(a) Payment of subscriptions fees**

All Club membership subscription fees and other levy fees shall be set at the Annual General Meeting or a following meeting of the Management Committee prior to the season for all players and other members. All registrations must be taken online and first preference is for payment to be made through this process (as outlined in By-Law 22). If required and approved by the Treasurer, membership and player registrations may also be payable by other preferred methods set out below:

- Cash processed directly at the Club
- Internet transfer directly to the Club's bank account from the member's own financial institution

### **(b) Life Members**

Life Members under Clause 5.2(e) of the Constitution cannot be required to pay Club fees or subscriptions (other than fees that are required to be paid by a participant in the Sport in his or her capacity as a participant in the Sport, such as the Cricket Australia National Insurance and Registration Fee).

## **26. HARDSHIP POLICY**

Last Reviewed: 24 July 2025

### **(a) Purpose**

The Lyndoch Cricket Club (LCC) is committed to providing an inclusive and supportive environment for all members. This Hardship Policy aims to ensure that no individual is excluded from participating in cricket due to temporary financial hardship. As per Clause 5.18 of the Constitution, the Club will make available a process to pay subscriptions in instalments.

### **(b) Scope**

This policy applies to all registered players and/or their parents/guardians (for junior members) who may be experiencing financial difficulties and require assistance in meeting their membership fees.

### **(c) What is financial hardship?**

Financial hardship refers to a situation where a member is temporarily unable to meet their financial obligations due to unforeseen circumstances such as:

- Loss of income or employment
- Illness or injury
- Family crisis or domestic issues
- Natural disasters
- Other personal or financial challenges

### **(d) Club support available**

The Club may offer one or more of the following supports, subject to approval:

- Flexible Payment Plans (extending the payment period or scheduling smaller, regular instalments – this can be achieved by the PayPal Pay in 4 function during the online registration process)
- Partial Fee Waiver (reduction of total Club fees payable based on need and circumstances)
- Full Fee Waiver (in exceptional cases, full waiver of Club membership fees, excluding Cricket Australia National Registration and Insurance fee or other fees set outside the control of the Club)

### **(e) How to apply**

Members seeking hardship assistance should:

- Submit a request for support in writing detailing:
  - A brief written explanation of the hardship, including any relevant supporting documentation (confidential and optional)

- The type of hardship assistance being requested (as outlined in By-Law 24(d) above)
- Submit the request in writing to the Club President, Treasurer or Vice President – Juniors (via email or in person)

**(f) Assessment process**

Applications will be reviewed by a sub-committee consisting of the Club President, Treasurer, and either Vice President – Seniors or Vice President – Juniors (dependent on the category of member applying). The Secretary can be called upon to mediate if there is a conflict of interest within these roles or there are less than two (2) different individuals on the sub-committee due to a person holding dual roles on the Executive.

- All applications will be treated confidentially and with respect
- The sub-committee may contact the applicant for further clarification if needed
- A decision will be made within 14 days of receiving the request

**(g) Confidentiality**

All hardship requests and associated discussions will be kept strictly confidential. Only those directly involved in the assessment process will have access to the information provided.

**(h) Obligations of the Member**

Members applying and therein approved for hardship assistance are expected to:

- Communicate openly and honestly with the Club
- Adhere to any agreed-upon payment plans or terms
- Remain committed to training, matches, and club activities, or for parents/guardians, ensuring the relevant child(ren) under their care as part of the hardship request do the same
- All members approved for hardship assistance with a partial or full Club fee waiver must make themselves available to volunteer their time to support Club events or other initiatives
  - Non-compliance may result in the hardship assistance agreement being retracted and the member will be liable to pay the full amount relevant to their membership circumstances.

**27. CLUB TROPHY & AWARDS POLICY – CLUB, SENIOR, JUNIOR & EXTERNAL CRITERIA**

Last Reviewed: 24 July 2025

**27.1 Eligibility for Trophies**

- Any player that is not a financial member within three (3) months of the commencement of their relevant grade fixture for the season (taking into consideration any hardship assistance arrangements), shall not be eligible to receive any trophies for that season
- Any member that has had a breach of the Club's Codes of Behaviour within the season may, at the discretion of the Management Committee, be deemed ineligible for any awards they are eligible or nominated for
- A player must play in at least 25% of eligible matches of a certain grade to entitle them to a trophy in that grade
- The Management Committee has the final decision on the awarding of trophies and may, at their discretion, waive the above eligibility criteria or set other qualifying criteria as they deem appropriate
  - This may include benchmarks for runs and wickets for performance-based awards
- Performance-based awards for Seniors and Juniors By-Law 26.3 and 26.4 Junior and Senior will include statistics accumulated in finals matches

**27.2 Club Volunteer Awards**

At the conclusion of each season, the Management Committee of Lyndoch Cricket Club will present four (4) awards to recognise the exceptional volunteering efforts and contributions made throughout the season across different aspects of the Club. Alongside the criteria outlined below when considering award recipients for each category, the Club's values in By-Law 2 must also be taken into consideration. By keeping these values in mind when reviewing candidates for awards, it enables the Management Committee to select recipients who embody the spirit of Lyndoch Cricket Club and contribute positively to the overall culture and sustainability of the Club. Nominations for these awards will be collected through an online form (Google Form etc.) and promoted to the wider Club for input, generally in February in readiness for presentations in mid-March. The Management Committee will then award 1 vote per category upon reviewing the nominations. The nominee(s) with the most votes in each category will be presented the relevant award.

**(a) Club Person of the Year**

*At the review date of this policy there are currently no naming rights attached to this award.*

- The *Club Person of the Year* award is presented annually to the most outstanding volunteer(s) at Lyndoch Cricket Club
- This prestigious recognition celebrates an individual(s) who has gone above and beyond in their support of the Club, dedicating significant time and effort to various operational roles across all aspects of the Club's activities
- The recipient(s) of this award exemplify the values and spirit of the Club, demonstrating unwavering commitment and selflessness in their efforts to make the

Club a welcoming and thriving environment for all members; their contributions ensure the sustainable future of the Club and ensure it remains a great place to play cricket and connect socially

- This award is given to a volunteer(s) who consistently acts in the best interests of the Club, takes initiative, and goes the extra mile to assist with tasks – often beyond their normal duties
- They are a role model to others, always willing to lend a helping hand, and actively work to support the operational needs of the Club
- The *Club Person of the Year* award will be presented at the Senior Presentations (if the recipient is more likely to be present at Junior Presentations, the award may be presented there and acknowledged again at the Senior Presentations)

**(b) Volunteer of the Year – Junior Program**

At the review date of this policy there are currently no naming rights attached to this award.

- The *Volunteer of the Year – Junior Program* award recognizes a volunteer(s) who has made significant contributions to the Junior program at Lyndoch Cricket Club throughout the season
- This award honours a person(s) who dedicates their time and effort to ensuring that the Junior players have a positive and rewarding experience, both on and off the field
- The recipient(s) of this award may be a Committee member, coach, parent, or any other volunteer who has played a vital role in supporting the Junior program at the Club
- This person(s) dedication and hard work creates a supportive and engaging environment for our young players, fostering their development and love for the game
- The *Volunteer of the Year – Junior Program* award will be presented at the Junior Presentations, with the recipient(s) also being acknowledged during the Senior Presentations

**(c) Volunteer of the Year – Senior Program**

At the review date of this policy there are currently no naming rights attached to this award.

- The *Volunteer of the Year – Senior Program* award recognizes a volunteer(s) who has made significant contributions to the Senior program at Lyndoch Cricket Club throughout the season
- This award celebrates a person(s) who dedicates their time and efforts to ensuring that the Senior players have a quality experience, both on and off the field
- The recipient(s) of this award may be a Committee member, coach, player, or any other volunteer who has played a key role in supporting the Senior program
- This person(s) commitment helps create a positive environment for Senior players, contributing to the overall success, enjoyment and sustainability of Senior cricket at the Club
- The *Volunteer of the Year – Senior Program* award will be presented at the Senior Presentations



**(d) Young Leader of the Year**

[At the review date of this policy there are currently no naming rights attached to this award.](#)

- The *Young Leader of the Year* award recognizes a young person(s) from Lyndoch Cricket Club, aged 21 years or younger during the relevant season (October – March), who has shown leadership and dedication in volunteering around the Club
- This award celebrates the efforts of a young individual(s) who has demonstrated a commitment to supporting the Club, whether by taking on different roles or helping out in various areas
- The recipient(s) of this award serve as a role model for other young cricketers at the Club, stepping up and actively contributing to the Club's success; their willingness to try new tasks and assist in a variety of ways makes a positive impact and is of benefit to the Club's sustainability
- The *Young Leader of the Year* award will be presented at either Junior or Senior Presentations (wherever the recipient(s) will most likely attend) and acknowledged at both events

**27.3 Senior Awards & Trophies**

The Senior Trophies outlined under this clause will apply to all Senior Grades (male and female teams) with the exception of 26.3(a) (male only) and 26.3(b) (female only). Statistics-based awards will include statistics accumulated in finals matches. The Registrar & Property Officer will work with Senior Captains to ensure all statistics have been entered correctly into PlayHQ & relevant votes collated on a weekly basis.

**(a) Darkie Liebich Award – A Grade Men's Cricketer of the Year**

[Insert naming right background information here.](#)

Awarded to the A Grade male player who accumulates the most points for the season in the main Association fixture (excluding separate T20 or similar competitions) as per the formula below:

| Statistic Type  | Multiplier |
|---|------------|
| Runs  | 0.1        |
| Assisted Wickets (caught or stumped)                          | 1.5        |
| Unassisted Wickets (bowled, LBW, caught & bowled, hit-wicket) | 0.5        |
| Catches   | 0.5        |
| Run Outs  | 2          |
| Bonus Points  |            |
| 5 Wicket Innings  | 3          |
| 3 Wicket Innings  | 1          |
| Century (100+ runs in innings)                                | 3          |
| Half Century (50+ runs in innings)                            | 1          |

**b) Senior Women Champion Player Award – A Grade Women’s Cricketer of the Year**

At the review date of this policy there are currently no naming rights attached to this award.

Awarded to the A Grade female player who accumulates the most points for the season in the main Association fixture (excluding separate T20 or similar competitions) as per the formula below:

| Statistic Type  | Multiplier |
|---|------------|
| Runs  | 0.1        |
| Assisted Wickets (caught or stumped)                          | 1.5        |
| Unassisted Wickets (bowled, LBW, caught & bowled, hit-wicket) | 0.5        |
| Catches   | 0.5        |
| Run Outs  | 2          |
| Bonus Points (for current T20 competition match length)       |            |
| 5 Wicket Innings  | 3          |
| 3 Wicket Innings  | 1          |
| Half Century (50+ runs in innings)                            | 3          |
| Quarter Century (25+ runs in innings)                         | 1          |

**(c) Senior Statistics Awards (per Grade) – includes finals matches**

All statistics are to be up to date and drawn from PlayHQ (also visible via Play Cricket). At the review date of this policy there are currently no naming rights attached to any of these awards in any grade.

**Batting Aggregate**

- The player with the highest total amount of runs at the completion of the season

**Batting Average**

- The player with the highest batting average scoring runs at the completion of the season

**Bowling Aggregate**

- The player with the highest total amount of wickets at the completion of the season

**Bowling Average**

- The player with the lowest bowling average (runs conceded per wicket)

**(d) Senior Voted Awards (per Grade)****Captain’s Award**

At the review date of this policy there are currently no naming rights attached to this award across any grade.

- Awarded to the player chosen by the Team Captain who demonstrates the below criteria across the season:
  - Represents the Club in a professional manner and upholds the Club values
  - Shows dedication to the team's goals and willing to contribute in any role needed
  - Makes meaningful contributions to trainings and matches when needed
  - Demonstrates a consistently positive attitude and encourages/uplifts teammates

#### **Most Valuable Player (includes finals matches)**

[At the review date of this policy there are currently no naming rights attached to this award across any grade.](#)

- Awarded to the player as voted by the below process as the Most Valuable Player in that team for the season:
  - At the end of each match, the Team Captain must collect a 3-2-1 vote (3 = best player, 2 = second-best, 1 = third-best) from either a neutral/appointed umpire, opposition captain or other unbiased representative external from the team who was present for and observed the entire match (whichever is available and has the best capacity to make an impartial and informed assessment of the match)
  - The Team Captain must ensure notice is given prior to the match (e.g. at the coin toss) to whoever will be asked to provide these 3-2-1 votes upon completion of the match, based on the player who in their view was the most influential on the match from an LCC perspective in regards to performance
  - The 3-2-1 vote will be collected by a Google Form link or similar and be administered by the Management Committee, to collate for end of season presentations
  - This process will allow for a round by round 'Brownlow' style count in any Senior Grade at end of season presentations

#### **Player's Player Award**

[At the review date of this policy there are currently no naming rights attached to this award across any grade.](#)

- Awarded to the player, as determined by their fellow teammates, as their best teammate within that grade for the season, based on the process below:
  - At the end of the season, the Team Captain will collect one (1) vote per eligible player who they determine to be their best teammate based on the below criteria:
    - having a positive influence on matches across the season;
    - and

- their commitment, attitude and service during the match in all areas, not restricted to just playing; and
- their value as a teammate in terms of encouragement, communication and positivity for the duration of the season
- A player must have played at least three (3) games in any particular grade to be eligible to vote and be voted for in that team's player's player awards
- A player must not vote for themselves
- The Team Captain must collate these votes in a way that suits them, then calculate the total votes each player received to provide the final count to the Management Committee

**(e) Coach Awards**

At the review date of this policy there are currently no naming rights attached to this award across any Senior male or female program.

Should the Club have a Senior Coach appointed to the Senior Grades and/or Senior Women Grade(s), the coach(es) may award a trophy based on the below criteria:

- Commitment to training and matches, represent the Club in a professional manner and upholds the Club values
- 'Most improved' in skill development or all-round performance across the season
- Displays good 'coachability' with a good work ethic and positive response to feedback and guidance

This will be awarded to one (1) person only from across all Senior Grades (Saturday/Sunday cricket) and one (1) person only from across all Senior Women Grades.

**27.4 Junior Awards & Trophies**

**(a) Ike Zerk Junior Player of the Year**

The Ike Zerk Junior Player of the Year is awarded to the best and fairest Junior player at Lyndoch Cricket Club aged 16 years or under for the relevant season. It is named in honour of Ike Zerk, a former Junior player and rising star for Lyndoch Cricket Club who sadly passed away due to a heart condition at age 14 back in 2015.

- The process of awarding the Ike Zerk Junior Player of the Year is as follows:
  - The Vice President – Juniors, in collaboration with the Junior Steering Sub-Committee, will identify three (3) Junior players from that relevant season who meet the below criteria:
    - The Junior player must be aged 16 years or younger at the time of Junior Presentations
    - The Junior player must have performed well and been a fair player throughout the season
    - Junior players who had the opportunity to represent the Club in representative teams or shown commitment or dedication

to playing Senior cricket if asked will be looked upon favourably

- The Vice President – Juniors will then present the three (3) nominations to the Management Committee, where all Committee members will cast one (1) vote
- The Junior player with the most votes will be awarded the Ike Zerk Junior Player of the Year for that season

**(b) Junior Trophies**

The Vice President – Juniors, in consultation with the Junior Steering Sub-Committee, will award trophies at their discretion at the end of the season. As a guide, the following points can be implemented:

- Cricket Blast participants can receive Cricket Blast medals (available via the Cricket Blast shop on PlayHQ) at the end of the program
- Junior grades including Rookies, U10, U12 & Junior Girls may award a personalised and fun trophy to all players in these teams that are relevant to that player (e.g. Mitch Starc Award for Best Left Arm Bowler, Mike Hussey Best Cover Drive, Ellyse Perry Best All-Rounder, Natural Leggie Award, Quiet Achiever Award, Six Machine Award etc.)
- Junior grades including U14 and U16 can recognise the below achievements (stats-based awards include finals):
  - Best Batter (highest total of runs scored)
  - Best Bowler (highest total amount of wickets taken)
  - Best Fielder (highest total from a formula of catches = 1 point & run-outs = 2 points, or coach discretion)
  - Best Allrounder (coach discretion)
  - Coaches Award – Most Improved (coach discretion)
  - Best Teammate (coach discretion – may involve player input)

**27.5 External Awards**

**(a) South Australian Cricket Association – Community Cricket Awards**

Nominations for awards offered by the South Australian Cricket Association in their various Community Cricket Award categories must be tabled at a Management Committee meeting and approved by the Management Committee. The Committee should seek to nominate the Club or relevant volunteer/initiative for at least one (1) of these awards each season.

- If a member of the Management Committee is the subject of a nomination and it is intended to be a surprise, they may be removed from any discussion or voting required

**(b) Other External Awards**

Nominations for awards offered by other external parties including local, state or federal government, community groups or other private enterprise, must be tabled

at a Management Committee meeting and approved by the Management Committee.

- If a member of the Management Committee is the subject of a nomination and it is intended to be a surprise, they may be removed from any discussion or voting required

## **28. CLUB SPONSORSHIP POLICY**

Last Reviewed: 24 July 2025

### **(a) Purpose**

The purpose of this policy is to outline the principles and procedures for securing and managing sponsorship arrangements that support the financial sustainability, growth, and development of Lyndoch Cricket Club.

### **(b) Objectives**

- To attract and retain sponsors who align with the values and vision of the Club
- To provide clear benefits and recognition for sponsors
- To ensure transparency and fairness in sponsorship agreements
- To protect the Club's integrity and community standing

### **(c) Scope**

This policy applies to all sponsorships secured by the Club, including team sponsorships, event sponsors, equipment sponsors, and advertising partners. It covers all Club-related activity including Senior and Junior teams, social activities and other specific programs or initiatives.

### **(d) Definition of Sponsorship**

Sponsorship is defined as a financial or in-kind contribution from an individual, business, or organization in return for agreed-upon promotional or branding opportunities within the Club.

### **(e) Acceptable Sponsorships**

The Club may enter into sponsorship agreements with individuals or organizations that:

- Support the development of community sport
- Have a reputable standing and legal business operations
- Align with the Club's values, mission, and inclusive community culture
- Do not present a conflict of interest or reputational risk to the Club

### **(f) Unacceptable Sponsorships**

The Club will not accept sponsorship from entities that:

- Promote tobacco, illegal drugs, or gambling
  - Any organisation where their primary business is to sell alcohol cannot be a Junior sponsor or have their logo on Junior playing uniforms, as per this and policies contained within Australian Cricket's Framework for Safeguarding Children and Young People
- Promote or are associated with violence, discrimination, or hate speech
- Conflict with the Club's child safety or inclusion policies
- Create real or perceived conflicts of interest with the Club's operations

### **(g) Sponsorship Benefits**

Sponsorship benefits will be outlined in the approved sponsorship prospectus that is created to cover a specified time frame. These may include (but are not limited to):

- Logo placement on Club playing shirts & other merchandise, website, social media and other digital channels
- Signage at Club grounds
- Verbal acknowledgment at Club events
- Complimentary invitations to Club functions or match days
- Custom arrangements as agreed upon in a written sponsorship agreement

**(h) Agreements and Approvals**

All sponsorships must be formalized in writing, outlining the terms, duration, and mutual obligations. Sponsorship agreements must be approved by the Club Management Committee or designated Sponsorship Coordinator. Sponsorship terms shall generally run for one full season unless otherwise agreed.

**(i) Use of Funds or Goods**

All sponsorship contributions (cash or in-kind) will be used to support Club activities, including player development, equipment purchase, ground & facility maintenance and improvements, merchandise and uniforms, special projects or other Club initiatives, as determined by the Management Committee.

**(j) Review and Termination**

Sponsorships may be reviewed annually. The Club reserves the right to terminate any sponsorship that breaches this policy or damages the Club's reputation.

**(k) Transparency and Reporting**

A register of active sponsors will be maintained by the Club. Sponsors will be acknowledged in the club's annual end of season presentations or report. Any concerns about sponsorship arrangements should be raised with the Sponsorship Coordinator or Management Committee.



**29. Barossa Park Main Oval Picket Fence Plaques – LCC Policy****Last Reviewed: 24 July 2025**

The redevelopment of Barossa Park has presented a recognition and fundraising opportunity for the Club through commemorative plaques installed on the fence pickets of the main oval. The design of these plaques is to be consistent with what is currently installed, and all Club logo / colour codes must be adhered to. The overarching policy and administration of the Oval Fence Plaque Scheme is coordinated by Barossa Districts Football and Netball Club (BDFNC).

**29.1 LCC Avenue of Honour****(a) Purpose**

To formally recognise and honour individuals who have made significant contributions to the Lyndoch Cricket Club (LCC) through inclusion on commemorative plaques affixed to the picket fence at Barossa Park main oval. This is conducted within the dedicated section of 100 pickets in a row to LCC between the main clubrooms and viewing pavilion at Barossa Park.

**(b) Scope**

This policy applies to the recognition of Club Patrons, Life Members, Senior Premiership Captains and approved Club Advocates.

**(c) Eligibility Criteria**

Plaques may be installed for individuals who meet one or more of the following criteria:

- Officially appointed a Club Patron
- Awarded Life Membership of the Lyndoch Cricket Club
- Served as Captain of a Senior Premiership Team representing the Club
- Been recognised as a Club Advocate (if not already recognised as a Life Member or falls outside the criteria of Life Membership, or is not already a Club Patron) for extremely significant contributions to the Club and it's sustainability/success; this may include financial, promotional or time commitments as approved by the Management Committee

**(d) Plaque Installation and Design**

Plaques will be of a standard design and size as determined by the BDFNC policy to ensure consistency around the oval, with approval from LCC on correct colour and logo use. Each LCC plaque will include the details as outlined by the below structures:

|              |              |               |                                  |
|--------------|--------------|---------------|----------------------------------|
| INSERT NAME  | INSERT NAME  | INSERT NAME   | INSERT NAME                      |
| LIFE MEMBER  | CLUB PATRON  | CLUB ADVOCATE | PREMIERSHIP CAPTAIN              |
| NO DATE/YEAR | NO DATE/YEAR | NO DATE/YEAR  | GRADE                            |
|              |              |               | INSERT SEASON(S)<br>e.g. 2025/26 |

*NOTE: The premiership grade will be deemed as being the level of that team within the Club itself that season, not the Association; for example, if the Club had 3 Senior teams in A1, A3 and A5 Grades and the A3 team wins the premiership, the plaque will state 'B Grade' under Premiership Captain. A Grade will be whatever the highest graded team*

*is at the Club in any Association for that season (e.g. Senior grades within the Barossa & Light Cricket Association and Senior Women in the Para Districts Cricket Association).*

**(e) Administration**

The administration, placement, and maintenance of the plaques is coordinated by the BDFNC, in consultation with the LCC to confirm eligibility and accuracy of information. LCC may make additional plaque orders outside of major order windows in accordance with all policies and procedures.

**(f) Approval / Endorsement and Review**

This policy is endorsed by the LCC Management Committee and aligns with the broader recognition framework managed by the BDFNC. This policy is to be reviewed annually or as required.

**29.2 Barossa Park Main Oval – Fundraising Plaques**

In accordance with BDFNC's policies and procedures, LCC will promote the Oval Fence Picket Plaque Scheme to members and the wider community to raise funds for the Club. The public can purchase plaques at different pricing tiers in which funds raised go to the community group of their choosing. BDFNC will administer all orders, payments and installation of these plaques. Communication on when order windows are open and a purchasing link is to be provided from BDFNC to LCC.

### 30. Club Colours, Branding & Logo Guide

Last Reviewed: 24 July 2025

The below guide has been updated in 2025 to ensure Club colours and branding are consistent across all merchandise, signage, social media and other promotional channels.



## LYNDOCH CRICKET CLUB BRANDING/LOGOS/MERCHANDISE GUIDELINES UPDATED 2025

### Club Colour HEX Codes (Canva etc.)

**BLUE – #050a30 (primary Club colour)**

**GOLD – #ffd700 (primary Club colour)**

**GREEN – #0c4729 (secondary Club colour)**

### Club Colour Use – Merchandise (ACE)

**Dark Navy Blue – 7547 Pc**

**Bottle Green – 357 Pc**

**Yellow Gold – 123 Pc**

**NORWESTER FONT (ALL CAPS) - MAJOR CLUB SIGNAGE & SOCIALS  
USE FOR “LYNDOCH CRICKET CLUB” & “EST 1868” (AS ABOVE)**

**POPPINS FONT (CANVA & MS Word) – Headings & text blocks on  
socials, MS Word documents**

**POPPINS Font (Bold – Headings / Text Blocks)**

**POPPINS Font (Non-Bold – Text Blocks)**

*FEELING PASSIONATE (CANVA) - Stylized social media  
posts or other club documents*

*THE YOUNGEST SCRIPT (CANVA) - Stylized social  
media posts or other club documents*



EST 1868

**Original Logo:**  
Best used on light  
backgrounds. Ideal for  
white playing & training  
merchandise.



**Secondary Logos:**  
Best used on dark  
backgrounds.  
Ideal for dark  
merchandise (including  
Junior/Senior female  
uniforms, caps, hoodies,  
club shirts etc.).



**No Est Date Logo:**  
Currently used on  
Baggy Caps.



**Other Logo  
Versions**

### 31. Club Song & Colloquial Names

Last Reviewed: 24 July 2025

#### (a) Club Song

The club song is generally performed by Senior teams after winning a match (at the discretion of the Team Captain), but it is more-so sung after winning a premiership. The words to the Club song are below:

*Sung to the tune of 'Little Peter Rabbit', which is also sung to the slower-paced melody of 'Battle Hymn of the Republic' from the American Civil War, composed by Julia Ward Howe in 1861.*

*We're the Leapin' Lyndies and we leap like kangaroos,*

*We're the Leapin' Lyndies and we wear the gold and blues.*

*You can have your lions, tigers and your magpies too,*

*But in the end we're gonna, feed you to the zoo!*

*Glory, glory to the Dockers... and again!*

*Glory, glory to the Dockers... once more!*

*Glory, glory to the Dockers, and in the end we're gonna,*

*Feed you to the zoo!*

#### Extra

*Did we win? We ripped it in!*

*How did we do it? Easy!*

*How easy? Real easy!*

*Who's on top? We are!*

#### (b) Colloquial Names for Lyndoch Cricket Club

The Club may be referred to in the below manner by players or other members/supporters alike:

|                |   |
|----------------|---|
| The "Docher's" | (using the 'Doch' from Lyndoch and pronounced 'Dockers', but with no connection to AFL club Fremantle or wharf/dock references) |
|----------------|---|

|                       |   |
|-----------------------|---|
| The "Leapin' Lyndies" | (a connection to Lyndoch teams of yesteryear, particularly the Lyndoch Football Club who also wore the blue and gold before amalgamation with Williamstown Football Club in 1980 to form Barossa Districts) |
|-----------------------|---|

# APPENDIX

This section contains:

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## APPENDIX A – Other Coordinator Role Portfolios

### **(a) *Child Safe Officer***

#### Reports

- President
- Vice President – Juniors
- Junior Steering Sub-Committee
- Management Committee

#### Purpose

- Implement best practice child safe policies
- Act as a positive role model

#### Key Roles & Responsibilities

- Coordination of volunteer Working with Children Checks through the SA Government Department of Human Services Screening Unit Organisation Portal
- Ensure Club is implementing best practice from key policies relating to the Australian Cricket and South Australian Cricket Association Child-Safe Framework
- Ensure appropriate signage is displayed around the Club
- Support the 'Junior Steering Sub-Committee' to address matters relating to the Junior playing group from key stakeholders such as Coaches, Captains and the playing group themselves.

### **(b) *Female Cricket Coordinator***

#### Reports

- President
- Vice President – Juniors
- Vice President – Seniors
- Management Committee

#### Purpose

- To drive female engagement in playing and coaching throughout the Club
- Act as a positive role model

#### Key Roles & Responsibilities

- Coordination and promotion of all-female teams within the Club through community and/or school engagement
- Ensure the Club maintains the playing pathway for females from Cricket Blast through to Seniors
- Assist Coaches in Junior/Senior teams by ensuring all female teams are well resourced and promoted
- Liaise with the SACA and relative Association to determine best outcomes for participation for Junior and Senior female players

- Support the 'Senior Steering Sub-Committee' to address matters relating to the Senior female playing group from key stakeholders such as Coaches, Captains and the playing group themselves

**(c) Deputy Junior Coordinator**

Reports

- Vice President – Juniors
- Management Committee
- Barossa and Light Cricket Association
- South Australian Cricket Association

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and Junior male and female playing opportunities
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Dedicated Club person
- Be receptive to change

Key Roles and Responsibilities

- Provide assistance to the Vice President – Juniors where required
- Facilitate planning of programs and initiatives relating to and aiding the junior playing group
- Provide recommendations to the Vice President – Juniors for appointments of coaches and (if applicable) captains and ensuring that nominated teams are adequately resourced and supported throughout the season
- Assisting Registrar & Property Officer with administration of junior player registrations through PlayHQ
- Lead communication as required with parents and players
- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians
- Support the 'Junior Steering Sub-Committee' to address matters relating to the Junior playing group from key stakeholders such as Coaches, Captains and the playing group themselves



**(d) Cricket Blast Coordinator**

Reports

- Vice President – Juniors
- Management Committee
- South Australian Cricket Association

Skills Required (Desirable)

- Complete (at minimum) the Cricket Blast Coordinator online training
- Be patient, fun and approachable for young children to get their best first experience of cricket
- Have a good working knowledge of the Australian Cricket pathway and importance of Cricket Blast and Junior male and female playing opportunities
- Experience in a leadership role
- Well-developed decision-making skills
- Ability to communicate to parents/guardians
- Dedicated Club person
- Be receptive to change or transition new coordinators

Key Roles and Responsibilities

- Deliver the entry-level Cricket Blast program for the Club (in Term 4 and Term 1, generally for 10 weeks in total)
- Promote the Cricket Blast program and make meaningful connections with local schools
- Communicate with parents/guardians before, during and after the program and provide as much information as possible to keep their children in the Club Junior pathway
- Assist Registrar & Property Officer with administration of Cricket Blast participants through PlayHQ
- Promote policies, Codes of Behaviour and Club values as adopted by the Club to the Junior playing group and their parents/guardians
- Support the 'Junior Steering Sub-Committee' to address matters relating to Cricket Blast from key stakeholders such as parents/guardians and the playing group themselves

**(e) Sponsorship Coordinator**

Reports

- President
- Treasurer
- Management Committee

Skills Required (Desirable)

- Innovative thinker
- Knowledge of existing and potential partnership opportunities

- Organised and ability to meet deadlines
- Strong ability to ensure agreements are met
- Well-developed decision-making skills
- Ability to communicate to a wide range of stakeholders
- Dedicated Club person
- Be flexible and receptive to change

#### Key Roles and Responsibilities

- Coordination and communication between all Club sponsors
- Keep a record of all current sponsorship agreements
- Ensure all agreements regarding signage and other promotional channels are met in line with relevant sponsorship tiers
- Ensure all sponsors feel supported and thanked by the Club by supporting through purchases (particularly working with Bar and Canteen Manager) providing certificates of appreciation or other items and any other initiatives to strengthen the partnership
- Review and develop sponsorship packages when existing ones are due for renewal

#### *(f) Bar & Canteen Manager*

##### Reports

- President
- Treasurer
- Management Committee

##### Skills Required (Desirable)

- Responsible Service of Alcohol
- Be organised and have the ability to delegate
- Knowledge of existing sponsorship agreements
- Honesty
- Well-developed decision-making skills & ability to find value for money
- Dedicated Club person
- Be flexible and receptive to change
- Innovative thinker

#### Key Roles and Responsibilities

- Maintain food and beverage stock levels in all Club bar and/or canteen facilities
- Be innovative when it comes to creating new revenue streams
- Use Club sponsors as primary suppliers
- Create, review and/or update/maintain pricing and advertising signage
- Assist the Management Committee in ensuring all relevant volunteers have the required qualifications (RSA, food handling etc.)

**(g) Social Media Coordinator**

Reports

- President
- Vice President – Juniors
- Management Committee
- Sponsorship Coordinator

Skills Required (Desirable)

- Ability to use social media and graphic design programs
- Ability to communicate with a diverse audience
- Proficient language and communication skills
- Be organised and plan optimal sharing times
- Knowledge of existing sponsorship agreements
- Well-developed decision-making skills & ability to represent the Club in the public domain with professionalism
- Dedicated Club person
- Creative and innovative thinker

Key Roles and Responsibilities

- Ability to use Facebook and Instagram (and other channels as required)
- Ability to create social media graphics using cloud-based software (Canva)
- Ensure whole of Club is represented in regular posts
- Adhere to Club guidelines on use of Club logos, colours, fonts and other branding considerations
- Communicate with all key groups within the Club to ensure promotion of all programs and initiatives
- Ensure sponsorship agreements are being fulfilled relative to social media
- Promote Club fixtures/results, milestones and other member/volunteer achievement to the wider community

**(h) Fundraising & Events Coordinator**

Reports

- President
- Treasurer
- Secretary
- Social Media Coordinator
- Management Committee

Skills Required (Desirable)

- Be organised and prioritise key initiatives
- Ability to communicate with a wide range of stakeholders
- Ability to lead a small team when required

- Well-developed decision-making skills & ability to represent the Club in the public domain with professionalism
- Dedicated Club person
- Creative and innovative thinker

#### Key Roles and Responsibilities

- Coordinate the planning of Club events and fundraising initiatives
- Delegating or creating a sub-committee (with approval of the Management Committee) to ensure the success of these initiatives
- Operate within approved budget for each event
- Review and create new revenue streams for the Club; try new ideas for fundraising
- Liaise with the social media coordinator for promotion of all initiatives

### *(i) Head of Cricket*

#### Reports

- Senior Steering Sub-Committee
- Vice President – Seniors

#### Desired Skills

- Leadership and organisation
- Effective communicator
- Knowledge of cricket skills – technical and tactical
- Ability to deal with a wide range of players

#### Key Roles & Responsibilities

- Assist the Senior Coach in organising training and match day events
- Assist the transition of Junior players into Senior cricket
- Actively seek new Senior players to join the Club
- Develop team morale
- Lead, follow and promote the Club and players' acceptance of the necessary Codes of Behaviour and values of the Club
- Assist in leading programs and initiatives relating to and aiding the senior players
- Communicate as required with players and be another point of contact for them to voice any issues
- Sit on the 'Senior Steering Sub-Committee' to address matters relating to the senior playing group from key stakeholders such as Captains and the playing group themselves.
- Responsible with captains, for the timely collection of subscriptions, including assisting the Committee in the chasing of late payers
- Encouraging Club members to be involved in social and voluntary activities, and lead by example
- Provide guidance and decision-making to team selections each round
- Act as a figurehead of the Club to players

**(j) Life Member Liaison**

Reports

- President
- Secretary
- Life Membership Sub-Committee
- Management Committee

Skills Required (Desirable)

- Be a Life Member of Lyndoch Cricket Club
- Have a good working knowledge of the Club, Constitution and By-Laws.
- Be organised and approachable
- Ability to communicate effectively

Key Roles and Responsibilities

- Assist the Management Committee in determining worthiness of members who are nominated for Life Membership of the Club as per the Constitution and By-Law 4.3; seeking feedback from other Life Members to assist achieving this goal
- Connect with and communicate to existing Life Members the current happenings of the Club and where possible, provide invitations to events
- Provide any recommendations to the Management Committee that will assist in strengthening the connection between past members and present members and/or the Club

**(k) Turf Pitch Management Team / Head Curator**

Reports

- President
- Management Committee

Skills Required (Desirable)

- Have a good working knowledge of the Club, Constitution and By-Laws.
- Be organised with time management / scheduling skills
- Ability to communicate effectively
- Knowledge in turf maintenance

Key Roles and Responsibilities

- Manage the curation of the main oval turf wicket square within a small team and aid from the wider Club
- Prepare wickets for matches in line with the fixture across all grades
- Ensure safe operation of the mower, roller, scarifier and other equipment used
- Delegate tasks when required and keep record of what tasks have been completed or need doing

APPENDIX B – Volunteer Induction Sheet

Position Title: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Inductor Name: \_\_\_\_\_

*Tick when complete*

- ☐ Position description provided
- ☐ Volunteer's name, address, phone and email address provided
- ☐ Emergency contact details
- ☐ Volunteer added to relevant communication channels
- ☐ Club history
- ☐ Club constitution, by-laws, policies and/or procedures overview
- ☐ Club codes of conduct overview
- ☐ Screening (Working with Children Check etc.)
- ☐ Australian Cricket child safety framework overview
- ☐ Grievance procedure/confidentiality/privacy/complaints
- ☐ Equipment location/storage/correct use
- ☐ Training, education, supervision and support
- ☐ Maintenance considerations
- ☐ Health, safety and welfare/duty of care considerations
- ☐ First aid policies and procedures
- ☐ Location of first aid equipment/local hospital
- ☐ Emergency management and evacuation
- ☐ Keys or access codes
- ☐ Relevant login details provided (role specific)
- ☐ Key external contact details provided
- ☐ Club sponsor details provided
- ☐ Reference check (if required)
- ☐ Follow up meeting date set to check comfortability in role

Induction completed (signed by volunteer) \_\_\_\_\_ Date: \_\_\_\_\_

Induction completed (signed by inductor) \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C – Management Committee Nomination Form

Please complete and sign, then email to [lyndochcricket@gmail.com](mailto:lyndochcricket@gmail.com) or deliver in person to the President

I (the person nominating for a Management Committee role),

being a member of the Lyndoch Cricket Club Incorporated in the following category as described in the Constitution of the Club under Clause 5:

- ☐ Senior Member
- ☐ Associate Member
- ☐ Junior Member (aged 16 years minimum)
- ☐ Life Member

wish to nominate for the following Management Committee position(s):

### Management Committee Elected Committee Member ('Executive')

- ☐ President
- ☐ Vice President – Seniors
- ☐ Vice President – Juniors
- ☐ Secretary
- ☐ Treasurer
- ☐ Registrar & Property Officer

### Management Committee Appointed Committee Member ('General')

- ☐ Junior Parents/Guardians
- ☐ Senior Player (Male or Female teams, including captains)
- ☐ Coach / Other

I confirm that I have received necessary resources and documents from the Club and am willing to be nominated for the position and will accept subject to the voting procedure at the upcoming Annual General Meeting. My nomination is endorsed by the following Member of the Club:

Endorser's name: .....

Signed: .....

Signed by Nominee: .....

Date: .....

## APPENDIX D – Generic Risk Assessment Table

| Risk                                       | Risk Level – consequence      | Controls  | Effectiveness        | Notes   |
|--|-------------------------------|---|----------------------|---|
| Financial – club goes broke                | Moderate                      | Budget prepared, Treasurer monitors costs, support from JA and sponsors, collect monies in advance where possible                           | Effective            |   |
| Player injury                              | Moderate                      | Follow first aid principles and policy,   | Effective            |   |
| Medical emergency including injury         | Moderate                      | Phone ambulance, first aid kit, first aid trained personnel, defibrillator at some venues. Contact Safety Officer. Complete Incident report | Effective / Low      | Public liability insurance . Current certificated FAO |
| Vehicle knocking over person               | Moderate                      | Identify roads, promote road safety and install barriers if required  | Effective / Low      |   |
| Vehicle collision                          | Low                           | Owners' risk for insurance, have traffic marshals to control  | Effective / Low      | Promote care  |
| Vehicle damaged / vandalised               | Low                           | Owners monitor security of their own vehicles, install barriers as required or promote parking in safe areas                                | Effective / Low      | Insurance   |
| Wet weather                                | Low                           | Have alternative plans for each venue where wet weather is an issue   | Effective / Low      | Need to communicate with members                      |
| Sunburn                                    | Low – discomfort, dehydration | Wear hats, provide adequate shade   | Very effective / low | Monitor the weather                                   |
| Food contamination to delegates and public | Low                           | Club to manage it's own risks. Do visual inspection to review their health, hygiene and safety plan   | Effective / Low      |   |
| Signs/banners fall                         | Low                           | Use light weight banners or A frame signs where permitted, no signs on trees etc, monitor wind for safety                                   | Effective / Low      | Safety check  |
| Fire                                       | Moderate                      | Invoke emergency management plan, clear area, call emergency services as needed   | Effective / Low      |   |
| Child safety                               | Moderate                      | Ensure Child Safety Officers appointed, ensure child safety policy is identified and promoted on registration form                          | Effective            |   |
| Privacy                                    | Low                           | Legal compliance, registration information held by one person. Limited information passed throughout the Management Committee               | Effective            | Regulations Code of Conduct Federal Legislation       |
| Discrimination / harassment                | Low                           | Promote codes of conduct in registration  | Effective            |   |
| Club reputation                            | Low                           | Management Committee daily review process   | Effective            |   |
| Use of social media                        | Medium                        | All official communication through approved Committee member or Coordinator   | Effective            |   |
| Volunteer safety                           | Low                           | Volunteer policy to be promoted among volunteers.   | Effective            | Volunteer Management                                  |



|                |     |  |           |                                   |
|----------------|-----|--|-----------|-----------------------------------|
|                |     |  |           | Policy & Member Protection Policy |
| Visitor safety | Low | Ensure that pedestrian traffic is stopped whilst vehicles moving around & parking, ensure emergency exits within buildings are known | Effective |                                   |

**EVENT DAYS: RISKS**

In addition to the generic risks listed above this particular site has the following additional perceived risks. This could be in relation to any Club function, match event or similar scenario at Barossa Park Lyndoch.

| Risk                                  | Risk Level – consequence | Controls   | Effectiveness   | Notes                              |
|---------------------------------------|--------------------------|--|-----------------|------------------------------------|
| Vehicle knocking over person          | Moderate                 | Identify roads, promote road safety and install barriers if required, traffic marshals in high visibility vests in place when needed               | Effective / Low |                                    |
| Vehicle damaged/ vandalised           | Low                      | Owners monitor security of their own vehicles, install barriers as required or promote parking in safe areas                                       | Effective / Low | Insurance                          |
| Wet weather                           | Low                      | In the event of wet weather postpone or cancel as required   | Effective / Low | Need to communicate with delegates |
| Use of external power points          | Moderate                 | All powerpoints must be connected through an earth leakage cut-off switches, leads covered to avoid trip hazards, keep children & public away      | Effective / Low |                                    |
| Fire (scrub / bushfire)               | Moderate                 | Invoke safety management plan - bushfire<br>Call fire brigade<br>If bushfire predicted then event shall be cancelled<br>Alternative venue required | Effective       | Need to communicate with delegates |
| Food Safety                           | Low                      | Catering to manage it's own risks. Do visual inspection to review their health, hygiene and safety plan  | Effective       |                                    |
| High attendance at licenced functions | Low                      | Engage security as required for events with high attendance and alcohol, follow liquor licensing laws  | Effective       |                                    |
| Trip and falls                        | Low                      | Stay on designated walkways, don't lean over balcony or retaining wall fencing   | Effective       |                                    |

**APPENDIX E – Safety Management Plan****EVENT RISK MANAGEMENT LIST**

This form shall be completed by the Safety Officer present at the Event prior to commencement of any activity. Please initial each item. For training / matches, the Marsh Game Day & Training Checklist completed online supersedes this template - <https://www.au.marsh.com/sport/cricket-australia/clubs.html>

|   |        |           |
|---|--------|-----------|
| Safety Officer Name:                        |        |           |
| Event:                                      |        |           |
| Date:                                       |        |           |
|   | Action | Completed |
| Grounds Inspection                          |        |           |
| Toilets                                     |        |           |
| Arena / Ground Surface                      |        |           |
| Check for Debris                            |        |           |
| Area clearly marked & adequate size         |        |           |
| Records and Documentation                   |        |           |
| Emergency Contact List                      |        |           |
| Emergency Management Plan                   |        |           |
| Incident Report Forms on hand               |        |           |
| Signage                                     |        |           |
| General signage in place and secure         |        |           |
| First Aid Kit and Fire Extinguisher         |        |           |
| First Aid Officers identified               |        |           |
| Identification of Committee Members on-site |        |           |
| Volunteers                                  |        |           |
| Briefed and names noted                     |        |           |

**APPENDIX F – Incident Report Form**

|   |
|---|
| Name and role of person completing this form: |
| Signature of person completing this form:     |
| Date:   |

|  |
|--|
| Date and time of incident:                   |
| Name/s of person/s involved in the incident: |
| Description of incident:                     |
| Witnesses (include contact details):         |

Reporting of the incident to Club

|   |       |
|---|-------|
| Incident Reported to:                     | Date: |
| How (this form, in person, email, phone): |       |

Follow Up Action

|                                     |
|-------------------------------------|
| Description of actions to be taken: |
|-------------------------------------|

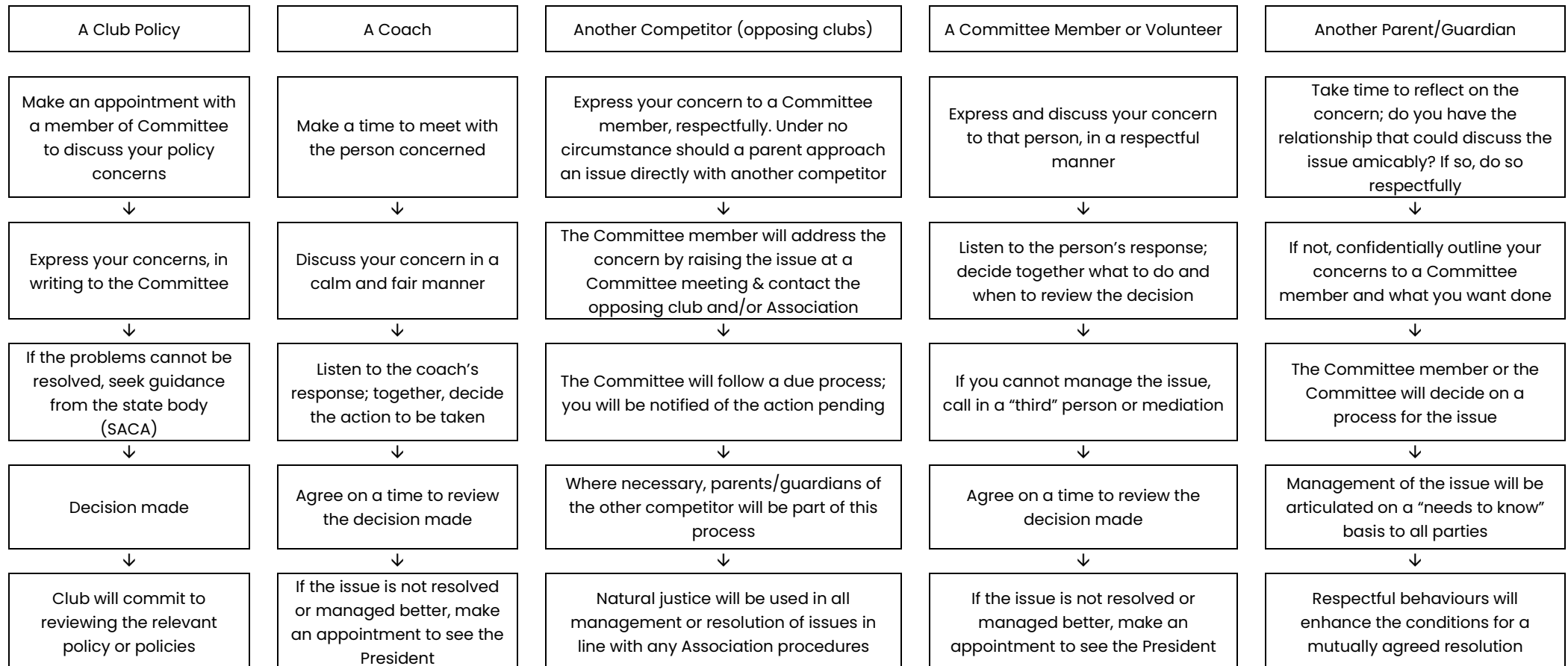
## APPENDIX G – Risk Action Plan

|   |       |
|---|-------|
| RISK CATEGORY:  | DATE: |
| IDENTIFIED HAZARD:  |       |
| RISK PRIORITY:  |       |
| LIKELIHOOD OF RISK:   |       |
| CONSEQUENCE OF RISK:  |       |
| Responsible Agencies:   |       |
| <p>Pre-emptive: Who shall address the risk to reduce the likelihood of the incident occurring?</p> <p>Response: If the incident occurs, who shall address the risk during/after the incident?</p> |       |
| Pre-Emptive Actions:  |       |
| <p>Actions taken to avoid/reduce/transfer/accept the risk:<br/>(e.g. inspections and ongoing reviews, backup plans, policy and guidelines developed and communicated to members)</p>              |       |
| Proposed Response:  |       |
| Actions taken if the event occurs:  |       |
| Resource Requirements   |       |
| What resources (financial, equipment, people, communication capabilities) shall be needed for pre-emptive and response?   |       |
| Time Frame:   |       |
|   |       |
| Compiled by:  | Date: |
| Reviewed by:  | Date: |

## APPENDIX H – Grievance Procedure

In a sporting club, issues of **difference** or **concern** can arise. All clubs have similar issues. It is how we **solve** these issues that will keep us **successful**. This form is about the need to **communicate** that those issues or concerns are resolved in **respectful** and appropriate ways. It is important that this process is **confidential** and that a time of reflection is taken before you follow these paths. **Criticism** of the club or officials will harm a successful outcome.

### I HAVE AN ISSUE/CONCERN ABOUT ...



All written communication shall be directed to the Club's official email address, [play@lyndochcricketclub.com.au](mailto:play@lyndochcricketclub.com.au) in the first instance. Our Executive Committee Members (President, Vice Presidents, Secretary, Treasurer and Registrar & Property Officer) have the right to 'disconnect' and therefore shall not be subject to messaging via SMS, Facebook Messenger or other direct messages via social media unless they have provided their mobile number solely for this purpose.