



Understanding your Health and Safety Responsibilities:

District Clubs Guide

Introduction

Everyone deserves to get home healthy and safe at the end of each day. As a leader in your club your role is crucial in making that happen. By demonstrating your commitment to the health and safety (H&S) of the people involved in your cricketing activities you will make a powerful contribution to their lives.

This guide is designed to help you understand your role and to help you achieve positive H&S outcomes at your club.

Note: this guide does not apply to school cricket, as these events are organised by school sport organisation.

This guide has been prepared to assist those organisations supported by NZC.

Does the Health and Safety at Work Act 2015 apply to your club?

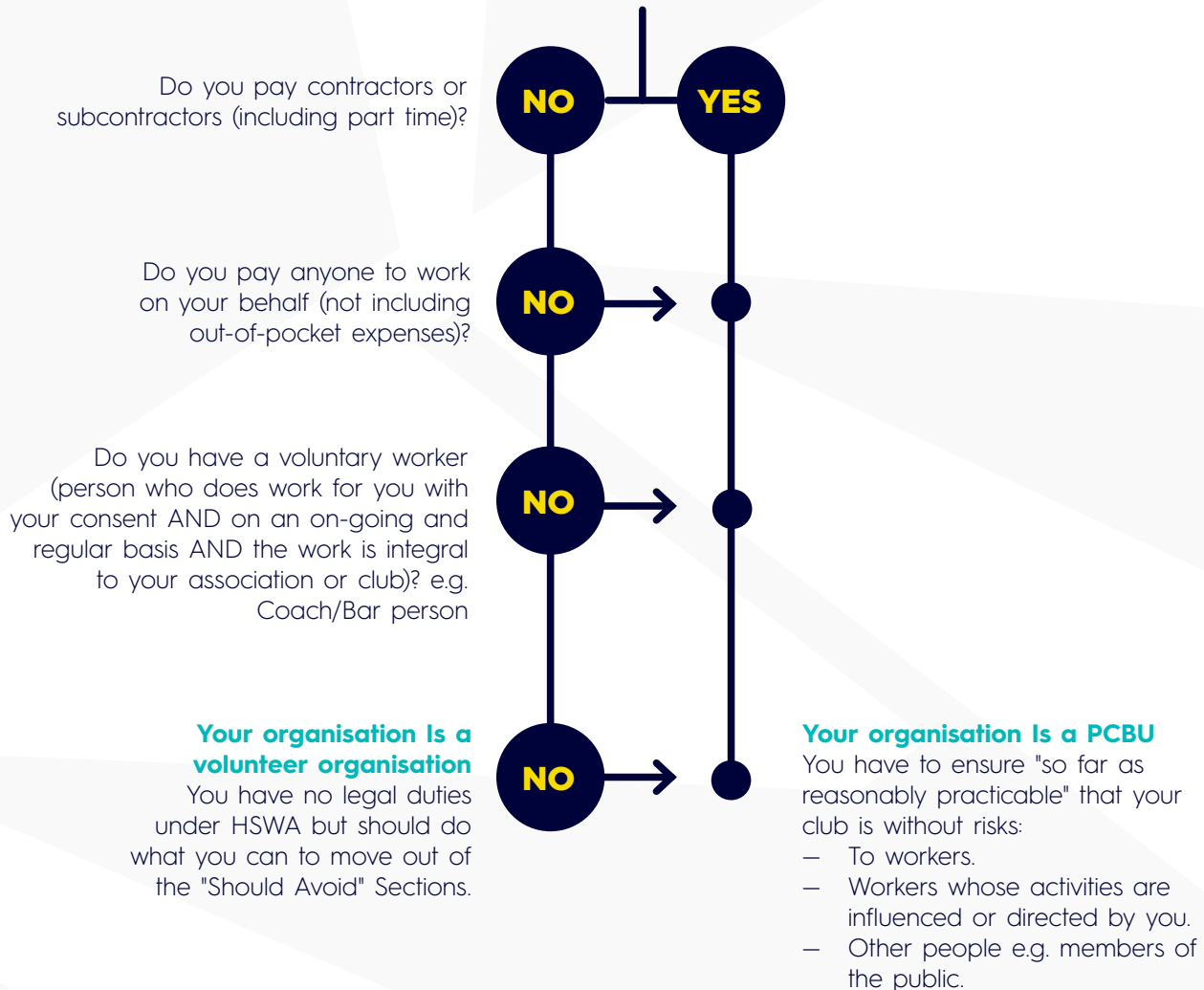
If your club is a PCBU (Person Conducting a Business or Undertaking), the Health and Safety at Work Act 2015 (HSWA) will apply to how you manage H&S risks.

Volunteer associations do not have H&S duties under the HSWA, as they are not PCBUs.

Nevertheless, whether your club is a volunteer association or a PCBU, it is good to ensure the safety of people at your club. This guide supports clubs on their journey to making club cricket a fun and safe place to be.

Use the flowchart to identify if your club is classed as a PCBU. If it is, you must ensure that your club is meeting its legal obligations.

DO YOU EMPLOY WORKERS?



If your club is a PCBU, the officer (senior leadership position who has influence over the management of the club) must exercise due diligence, by doing the following:

- Gain a knowledge of H&S in relation to your club by using resources and information, such as the NZC <https://www.nzc.nz>, WorkSafe <https://worksafe.govt.nz>, or Sport New Zealand <https://sportnz.org.nz> websites.
- Gain an awareness of how H&S is being managed at your club through discussions on what your club is doing to be a safe place to play and hold other club activities. Your discussions will include topics such as risks to club users and the general public; resources such as time, people, equipment, process, and/or finance; and incidents that have occurred and what your club is doing to prevent recurrence.
- Understand any potential risks to people from your club's activities. Take action to prevent harm or injury to people who use the club. Implement recommendations that are relevant to your club's activities from Section 4 of this guide – Identify and manage things that can hurt you.
- Ensure compliance to legislation. This may be achieved by reviewing the Sport NZ Legal Checklist for Boards resource available in the NZC online generic governance resource folder <https://www.nzc.nz/community/resources/nzc-governance>

Health and Safety at our Cricket Club

To ensure H&S practice at your club put the following processes in place:

- 1** H&S policy
- 2** Emergency management
- 3** Incident/Injury management
- 4** Identify and manage things that can hurt you

1 H&S Policy

Consider developing an H&S policy. This policy is a statement on how your club will ensure that everyone who is involved in the club will stay healthy and safe while participating in club activities.

Refer to NZC resources for an example of a club H&S policy. <https://www.nzc.nz/community/resources>

2 Emergency Management

It is important that everyone involved knows what to do in an emergency. This is usually communicated through an emergency plan.

An emergency plan details:

- Evacuation procedures;
- How to deal with emergencies that occur at the club; and
- Who to contact.

Emergency plans do not need to be lengthy or complex. The plan needs to be easy to understand and tailored to your club's facilities. If you share facilities or grounds consult with the other users to create one emergency plan that is relevant to all activities. If you do not own or if you rent the premises an emergency plan should be available from the venue you are using.

Refer to NZC resource for an emergency plan template.

<https://www.nzc.nz/community/resources>

Civil defence emergencies should be included in your plan. Make sure you are aware of the correct procedure to follow in your area in case of an earthquake or other natural disaster. For more information on civil defence planning in your area contact your local centre.

<https://www.civildefence.govt.nz/find-your-civil-defence-group>

Don't forget to test your emergency plan to make sure that it works and is up to date. For instance exit routes must be suitable and the meeting points must not place people in more danger, such as under power lines. Consider testing different scenarios in your plan annually.

It is recommended you have people in your club who are trained in first aid.

3 Incident/Injury Management

No matter how big or small your club is, it is highly recommended you record all incidents and injuries in a register. Incidents are events that did or could have resulted in harm.

Ensure everybody involved in your club knows:

- What to report.
- When to report.
- How to report.

If there is an incident at your club this needs to be managed appropriately.

- 1. Manage injuries:** Injured persons must receive timely medical care and unsafe conditions corrected.
- 2. Conduct an investigation:** It is good practice to investigate all incidents. Establish what went wrong and how can it be prevented from recurring.
- 3. Fix the issue:** Make changes to fix the problem based on your investigation findings.
- 4. Review the changes:** Check changes put in place and make sure that they are working as expected. If they are not, make additional changes until it can be established that the incident won't happen again.

Refer section 5.0 – Safe Cricket in the NZC Game On resource:

<https://www.nzc.nz/media/10802/game-on-resource-002.pdf>

Reporting incidents

NZC keeps track of incidents that occur in the New Zealand cricketing world. If any of the following occur, email NZC your incident report. Here is a list of causes of injury that NZC would like to know about:

- Bowler hit during net session.
- Batter hit during net session.
- Fielder hit during net session.
- Coach hit during net session.
- Player slip/fall in nets.
- Member of public hit by ball from game.
- Member of public hit by ball from player/team warm ups.
- Player slip/fall during game.
- Clubhouse Accident.
- Shower/Toilet Accident.
- Injury from adjacent game.
- Near Miss.

This list is also on the back of the incident record template located on the NZC resource page.

<https://www.nzc.nz/community/resources>

If you are a PCBU and have a significant incident you may need to report the incident to WorkSafe. The incident area needs to be secured and preserved. There are legal implications if the scene is not preserved and the incident is reportable to WorkSafe.

A notifiable event is when any of the following occurs as a result of work at a workplace:

- Death.
- Notifiable illness or injury.
- Notifiable incident.

Use the WorkSafe Notifiable Event Tool to guide you through the notification process. It will help you to determine whether the incident is notifiable. <https://worksafe.govt.nz/notifications/notifiable-event>

All incidents that are reported to WorkSafe need to also be reported to NZC. Make sure you let NZC know as soon as practically possible but within 24 hours of occurrence.

4 Identify and Manage Things That Can Hurt You

Club facilities may be wholly managed by the club or sometimes in partnership with other clubs or District Councils. While working with other organisations, keep communication open and build good working relationships to manage the hazards together and protect people and property.

This guide includes examples of good practice approaches. The examples are provided to be illustrative, not comprehensive. H&S risk management should be specific to your club. There is no one size fits all.

The recommendations are colour-coded:

SHOULD AVOID

These should
be avoided

GOOD PROGRESS

You are on the right
track but things can
still be improved

GOOD PRACTICE

This is what you should be
aiming for – it is where you
want to be

Playing cricket

1. Heat & dehydration

2. Mental wellbeing

THINK ABOUT

- New Zealand summers can be hot and dry
- In some areas of the country summer storms can make playing conditions unsafe
- H&S of players and club users is not only about the physical aspect but also ensuring players have a healthy mind.
- Unlike other team sports cricket is very much an individual game and can be isolating if a player is not at his best
- People of any age and at any level of the game may be affected by mental illness

SHOULD AVOID

- No management of sun exposure to players or club users
- No drinking water available
- No monitoring of weather conditions for suitability to play
- Sledging other players occurs and is accepted
- Discrimination against race, age, gender, experience, religion or sexual preference
- Accepting or allowing bullying to occur, including direct and cyber bullying

GOOD PROGRESS

- Long sleeves, long trousers and wide hats are encouraged to be worn outside
- Sunblock provided at grounds for players
- Drinking water available
- Weather forecast monitored
- Sledging is discouraged
- There is an anti-discriminating and bullying process in place that is led from the top
- Any issues are openly discussed and addressed
- Unacceptable behaviour is discouraged

GOOD PRACTICE

- Players use hats, long sleeves, and sunscreen as part of your club culture
 - Club culture of being 'sun smart' is extended to spectators who wear hats, long sleeves, sunglasses and sunscreen
 - Shade is provided for spectators
 - Coaches and parents are made aware of the effects of long term sun exposure
 - Drinking water for players and spectators is provided
 - Players have adequate fluid intake before, during and after play of either matches or practice
 - Water over energy drinks is encouraged
 - There are enough drink breaks throughout play to ensure the players stay hydrated and get relief from the sun
 - Weather is monitored and play is called in extreme heat or wet conditions, where possible the game is rescheduled
 - The Spirit of Cricket is an integral part of your club's culture
 - Respect for players and officials is demonstrated and encouraged at all levels of the club
 - Any act of discrimination or bullying is not tolerated
- Services that may be of assistance:
- Mediation services provided by Employment New Zealand:
<https://www.employment.govt.nz/resolving-problems/>
 - Citizens Advice Bureau:
<https://www.cab.org.nz/>

Playing cricket

3. Fatigue

4. Player protection & injury prevention

THINK ABOUT

- When players are tired they are less focused
- Effects of fatigue can impact on the club and the game such as people's ability to make decisions, reduce communication skills, reduce attention, make people more emotional, increase errors in judgement, and reduce reaction time
- Players are of all ages and levels of expertise
- There needs to be consideration of their differences at your club
- NZC has developed the Age and Stage Guidelines for junior and youth cricketers, coaches and parents

SHOULD AVOID

- Player attend matches and practice tired and not aware of the ball
- People participating in club duties are working excessive hours – with the club or other forms of work or a combination of the two
- Age and Stage Guidelines not adhered to
- Mixed levels of ability play together without consideration
- Players have no warm up session
- Coaching is not available
- Poor equipment in use – old, damaged or equipment that is not up to standard accepted

GOOD PROGRESS

- Players are encouraged to get rest prior to matches and practice sessions – this includes a good night sleep and managing other life activities
- Schedule official duties, club training, maintenance and other club activities to ensure that people have breaks within the day and rest days
- Spread club duties across a few people to share the load
- Age and Stage Guidelines are followed
<https://www.nzc.nz/community/nzc-programmes-and-formats/age-stage>
- Older or more experienced players teach and mentor they don't compete against players learning
- Bouncers are discouraged in junior players
- Short bowls are discouraged
- Coaches are present during official club activities
- Protective gear worn during practice and during competition

GOOD PRACTICE

- Players actively manage their fatigue by getting quality sleep and managing outside activities
- Encourage healthy lifestyles and behaviours e.g.:
 - Good eating habits and nutrition
 - Water over energy drinks
 - Regular exercise
 - Limit social drinking
- Age and Stage Guidelines used consistently
- Short pitch balls are used judiciously and carefully monitored and not against non-recognised batsman
- Culture of players looking out for each other during official and non-official activities at the club
- Players train, warm up and warm down
- Training areas are safe and free of other activities
- The right gear for the position being played is used, including correct hard/soft ball, correct type of bat, helmets worn by wicketkeeper and when fielding in close
- All club gear being used is to the relevant standard (ICC/BS 6183 Protective equipment for cricketers & ICC/BS 7928 Cricket helmets)

Refer to NZC Helmet Policy and Cricket Equipment Size Guide:

<https://www.nzc.nz/media/12733/cricket-equipment-size-guides.pdf>

5. Managing player injuries

6. Pace bowlers

THINK ABOUT

- Depending on the position played different parts of the body are prone to injuries
- It is good to be aware of what these differences are and how to best manage them
- While fielding and batting can lead to injuries, pace bowlers are prone to specific injuries in the shoulders and lumbar - there are specific ways to prevent and manage pace bowler injury

SHOULD AVOID

- Injuries are not reported or managed
- There is no first aid kits or trained first aiders
- No prevention strategy in place
- No coaching on technique
- No warm up prior to practice or play

GOOD PROGRESS

- Serious injuries are reported and actioned
- First aid kit(s) available
- Key cricket injuries are identified and first aid kit is stocked correctly e.g.:
 - Head injury
 - Shoulders - inflamed or irritated muscles,
 - Elbows - inflamed or irritated tendons
 - Hand injuries - dislocation/ fractures
 - Knee - joint tear or inflammation
 - Ankle - sprains and strains
- Techniques are coached
- Rest times are set for bowlers
- Warm up before matches or practice sessions.

GOOD PRACTICE

- Injuries and damage to property are reported and recorded
- Incidents are investigated and solutions found to prevent them happening again
- Trained first aiders at the club
- Emergency management plan is in place
- Young players are encouraged to speak up if they feel pain or discomfort in their shoulders, elbow, knees or other and injury management is started
- The seriousness of concussion management is known and communicated
- Age and Stage Guidelines for young pace/fast bowlers are enforced and followed by the club
- Techniques are coached and corrected with support and empathy

Refer NZC bowling guidelines in the Game On resource:

<https://www.nzc.nz/media/10802/game-on-resource-002.pdf>

- ACC SportSmart resources are used in your club, such as concussion wallet cards, posters and guidebooks - these can be ordered without cost or downloaded here:

<https://accsportsmart.co.nz/home/resources>

Refer to NZC resource for an example of a match medical plan:

<https://www.nzc.nz/community/resources>

Playing cricket

7. Spectators

THINK ABOUT

- Spectators are a key part of cricket – they may consist of family and friends of all ages and the general public
- Spectators can be impulsive or under the influence
- Spectators should enjoy the game as much as players and officials
- Spectators should be able to watch the game safely
- Bowling machines are used to allow batsman to practice and work on specific skills from consistent bowling

SHOULD AVOID

- Spectators allowed on field during play – play does not stop
- Spectators are allowed to be intoxicated
- No training on bowling machine operation
- Anyone can use the machine
- No safety gear used when using the machine

GOOD PROGRESS

- Boundary of play is established
- Children are managed
- Alcohol consumption is managed
- Users are training in operation
- Bowling machine kept secure and only used under supervision
- Participants use cricket safety gear

GOOD PRACTICE

- Boundaries of play are established prior to the game start and the boundary is clearly marked by a white line or other system
- A second boundary is defined making a safe zone for all spectators – this could be roped off
- A 'kids zone' is in place a safe distance from the second boundary
- Measures are in place to stop balls going out of the grounds at speeds that could harm the general public or damage property
- Zero tolerance of alcohol on the side line – messaging and signage clear
- Only one person is permitted to operate the machine at a time
- Operators are trained to use the bowling machine and your club keeps a list of trained operators
- Good communication between machine operator and batsman occurs – both visual and verbal
- Good checks are in place to ensure the speed, direction and bounce is correct for the batter's age and stage
- Full safety gear used and all batters wear helmets
- Protective screen is used
- Safety as well as coaching considerations taken into account when purchasing the bowling machine – such as remote control feature and soft ball option
- Non participants are aware of the dangers

Training

8. Bowling machines

9. Nets

THINK ABOUT

- Whether your club has fixed or mobile outdoor training facilities there is lots of cricket action in close proximity
- Nets are not designed for batting the ball as hard as possible but correcting and developing technique for both bowlers and batsmen

SHOULD AVOID

- Inadequate or damaged nets in use
- Run up area is damaged with holes and divots
- Players are not supervised
- Indiscriminate short pitched bowling
- Astroturf damaged or lifting
- Spectators in close proximity to practice area
- Spectators not watching/aware of the dangers

GOOD PROGRESS

- Nets do not limit errant balls
- Nets are to minimum length and do not accommodate extended bowler run ups and bowler protection
- Limited movement of players and spectators
- Incorrect bowling and batting techniques being used with limited coaching for correction

GOOD PRACTICE

- Prior to using nets the area is inspected to ensure the run up is not worn/damaged
- Litter, glass, rocks etc. are removed from the run up or wickets
- When using nets the coach or supervisor reminds players of the dangers of using the nets
- Players do not turn their backs to batters
- When walking across the nets of batters batting and bowler run ups players and spectators are mindful of the dangers
- No spectators are allowed inside the nets
- Correct technique for bowling and batting is being consistently coached
- Training facilities are designed so that nets and surrounds are safe for users, passers-by and property
- Warning signs are in place when nets are in use
- Signs are up that advise correct net use
- Dividing nets for both fixed and mobile training facility are sufficient enough to allow for extended bowler run-ups and bowler protection
- The club is mindful that additional barricading may be required to prevent errant balls travelling out of the enclosure training facilities area and harming passers-by or damaging property, this has been assessed by your club and corrected where needed

Clubrooms

10. Buildings & signage

11. Housekeeping

THINK ABOUT

- Clubrooms can be owned, leased or shared use
- If you lease the club, consult with the owner or agent
- If your club is a shared facility, consult and work with other users
- You are responsible for managing hazards in areas where club activities occur

SHOULD AVOID

- No understanding on standards required for the building used/owned/leased/rented
- No understanding if asbestos is present in club building(s)
- Entrance and exits to building(s) are uneven or slippery or broken
- No external entry/exit lighting
- No disabled access
- Not having enough wall plugs, so electrical plugs are 'piggy' backing each other
- Floors surfaces get slippery when raining due to people entering the building
- Toilets do not provide basic requirements
- Shower facilities/wet areas have mould
- Shower room floors are slippery
- Frayed wires/faulty electrical plugs
- Extensions cords trail across the floor
- Cricket spikes allowed to be worn in change rooms and clubrooms

GOOD PROGRESS

- Walk around your club building(s) looking for and fixing areas that are not to standard
- If your club is a shared facility, conduct walk through with other users
- Building warrant of fitness is undertaken and displayed
- Signs such as exit, fire extinguisher, first aid, licensed premises signage, etc. are displayed – if applicable
- Some lighting installed
- A residual current device (RCD) is used
- Sporadic clean-ups of entrances and exits
- Door mats are in place
- Toilet facilities, wet areas and change rooms are cleaned regularly
- All electrical equipment is checked before use for damage
- Extension cords are used and positioned away from walkways or securely covered
- Players remove spike when inside any building

GOOD PRACTICE

- Communication with building owner is documented and improvement plans and controls are in place
- The club knows and manages (or ensures the management of) any building risk – earthquake, asbestos and fire
- Asbestos management plans and registers are in place – if applicable
- Good lighting in and around the buildings
- Signs are put out when conditions are wet
- Stairways and ramps are in good working condition
- Hand rails, ramps and toilet facilities are in place to cater for persons with disability
- Shower floors are slip resistant
- There are wall plugs located to suit the club needs
- Regular cleaning and maintenance of paths and entrances is completed
- Club facilities – toilets, drinking water and hand washing facilities are serviceable
- Change rooms and shower facilities are clean and hygienic
- Electrical equipment is tagged, maintained and stored when not in use
- Culture where players remove spikes prior to entering any building – message clearly signposted and reinforced at club meetings

Refer to NZC resource for a copy of the Facilities Checklist

<https://www.nzc.nz/community/resources>

Grounds & maintenance

12. Alcohol & other drugs

13. Operating equipment

THINK ABOUT

- Alcohol and drugs can affect people's play, operation of equipment and behaviour
- Take into consideration the effects of prescription drugs as well as illegal drugs
- If your facility is shared there may be other mobile plant used – work with other groups to ensure the safety of all facility users

SHOULD AVOID

- Players, officials or people working at your club are under the influence of alcohol or other drugs
- People are taking prescription drugs that impact their ability to carry out their club duties
- People socialising at your club are drinking to excess
- A culture exists where anyone can use machinery
- Machinery is unsecured
- Machinery is poorly maintained

GOOD PROGRESS

- People working on club business tell the club manager as soon as possible they are taking medication and their potential side effects
- Encouragement of club users to stop if they feel sick or drowsy
- Taking of drugs and being under the influence of alcohol is discouraged by your club
- Discourage alcohol consumption until after club business has been finished
- Keys to equipment are kept secured
- Operators are trained in safe use of equipment
- Moving parts of machines are guarded
- Working on grass slopes is considered and managed as a risk

GOOD PRACTICE

- Your club has a policy on alcohol and drugs
- People working on club business and players do not drink alcohol or use other drugs that may impair them prior to coming to your club for official business or play
- If premises serves alcohol, it is licenced and has the appropriate licenses
- Staff have completed responsible service of alcohol training
- Your club adheres to host responsibility of not serving intoxicated people or minors
- Equipment is locked-up when not in use
- People are trained on how to use the machinery and inexperienced workers are supervised while in training
- A list of trained operators is kept by your club
- Prior to use, people check the machines making sure they are in good working condition
- Roll over protection and relevant guarding is in place
- Seat belts are used where fitted
- A safe distance is kept between operating machinery and people

More information on liquor licensing can be found at:
<https://www.alcohol.org.nz/alcohol-management-laws/licensing-local-policies/alcohol-licensing>

Grounds & maintenance

14. Purchasing equipment

15. Pitch & oval

THINK ABOUT

- When purchasing equipment it is good practice to take into consideration the safety of equipment when it is in use
- Practice nets, bowling machines, rollers and mowers are examples of equipment
- Work with your team or the owner/manager of the grounds to fix any areas identified
- The state of the pitch can not only impact on the game, but also be a causing factor for injury to players
- Even if your club is not responsible for pitch and oval maintenance, there are still some basic safety precautions you should consider

SHOULD AVOID

- No consideration of safe use of equipment is included in procurement
- No understanding of hazards associated with the equipment
- No consideration given to quality of equipment
- No understanding of who owns and maintains equipment
- No understanding of maintenance requirements
- Pitch and oval are not maintained
- Oval has rubbish and debris on it
- No boundaries are set with multiple teams or other activities playing on an oval
- Pitch is damaged and there are foot holes or synthetic is lifting

GOOD PROGRESS

- Buy equipment to relevant international or New Zealand standard
- Information is obtained from the supplier about how to use, service, maintain and decommission the equipment in a safe way
- Oval is mowed and inspected prior to the match (rubbish is removed from the field of play)
- Pitch is maintained and excessive water removed
- Playing field dimensions are defined
- Teams playing field dimensions may overlap
- Communication is in place with other activities on the oval

GOOD PRACTICE

- Equipment purchased is fit for purpose and has the required safety features such as seatbelts and guarding
 - The equipment has been evaluated to determine if there may be other hazards, such as noise or vibration
 - Training requirements have been established
 - Where and how to store equipment securely is established
 - A maintenance plan is in place that details the service and maintenance requirements and it is clear who will be responsible for ensuring this is completed
 - Equipment is locked-up when not in use
 - People are trained on how to use the machinery and inexperienced people are supervised while in training
 - Prior to play, ground inspections for debris holes, glass, stones, irrigation systems and water is conducted
 - Playing field dimensions are adjusted for the level of competition and ropes or line markings are used to identify boundaries as per the Age and Stage Guidelines
 - Fixtures are scheduled to minimise overlapping play
- Refer to NZC resource for a copy of the Game Day Safety Checklist:
<https://www.nzc.nz/community/resources>
- Refer to NZC Programmes and Formats:
<https://www.nzc.nz/community/nzc-programmes-and-formats/age-stage>

16. Pitch covers

17. Chemical handling & storage

THINK ABOUT

- Pitch covers are essential to keeping the pitch in a good state for play
- If not used correctly they can also damage a pitch
- Pitch covers can be heavy and bulky to move
- Every club will have some kind of chemical, even in domestic quantities for basic cleaning
- Work with the team and other users of the facility to ensure that chemicals are stored safely and correctly

SHOULD AVOID

- No training in the management of pitch covers
- Pitch covers not securely stored
- Pitch covers not secured correctly when in use
- No pitch covers used at all
- Chemicals are not stored, used or disposed of according to the manufacturer's instructions
- Domestic cleaning chemicals are accessible to children

GOOD PROGRESS

- People trained in laying out and securing covers as well as the removal and storage
- Pitch covers are made of a lightweight fabric
- Chemicals are stored securely so they can't be accessed by children or other persons without authority
- Personal protective equipment is worn when using chemicals

GOOD PRACTICE

- Hazards involved in using pitch covers are documented and communicated
- The club's process for securing covers is understood – both storage and on the pitch
- The minimum number of people required to move covers has been identified based on the type of cover your club uses
- Safety data sheets are available for chemicals stored at the club
- Emergency arrangements are in place to deal with any potential chemical emergency such as a spill kit

Understanding your Health and Safety Responsibilities:
District Clubs Guide is an NZC resource designed to help
players, coaches, volunteers, and officials understand their
role in developing and promoting health and safety at the
district club level.

For more information and resources contact:

NZC

+64 9 393 9700

info@nzc.nz

nzc.nz

