



MEREWETHER UNITED FOOTBALL CLUB

MEMBER PROTECTION POLICY

Version 1/1/2019



Table of Contents

1	Introduction.....	3
2	Purpose of Our Policy.....	3
3	To Whom Our Policy Applies	3
4	Extent of Our Policy.....	3
5	Club Responsibilities.....	4
6	Individual Responsibilities.....	4
7	Protection of Children	5
8	Identifying and Analysing Risks of Harm	5
9	Developing Codes of Conduct for Adults and Children	5
10	Choosing Suitable Employees and Volunteers	5
11	Support, Train, Supervise and Enhance Performance	6
12	Empower and Promote the Participation of Children In Decision-Making And Service Development.....	6
13	Report and Respond Appropriately to Suspected Abuse and Neglect	6
14	Supervision.....	6
15	Transportation.....	6
16	Taking Images of Children.....	7
17	Discrimination, Harassment and Bullying.....	7
18	Inclusive practices.....	10
19	Girls playing in boys teams.....	11
20	Responding to Complaints.....	11
21	Complaint Handling Process.....	11
22	Disciplinary Sanctions	12
23	Appeals.....	13
24	ATTACHMENT 1 – Working with Children Check Requirement for all Committee Members, Coaches and Managers	14
25	ATTACHMENT 2 – Codes of Conduct for Players, Spectators and Coaches.....	15
26	ATTACHMENT 3 – MUFC Position Descriptions	21



1 Introduction

Our mission is to engage with the local community to build a Club that provides an inclusive physical and social environment in which players are able to enjoy football at every level, including the development of talent for the NPL and WPL

2 Purpose of Our Policy

The main objective of the Merewether United Football Club's (MUFC) Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in this Club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Club's activities.

3 To Whom Our Policy Applies

This policy applies to everyone involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity and including:

- Club committee members, administrators and other Club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators

4 Extent of Our Policy

Our policy covers all matters directly and indirectly related to the MUFC and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the Club rooms, at social events organised or sanctioned by the Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.



5 Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and seek advice from and refer serious issues to Northern NSW Football Association. Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6 Individual Responsibilities

Everyone associated with our Club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.



7 Protection of Children

- The MUFC is committed to the safety and wellbeing of children and young people who participate in our Clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.
- MUFC acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

8 Identifying and Analysing Risks of Harm

The MUFC will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

9 Developing Codes of Conduct for Adults and Children

- We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.
- The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

10 Choosing Suitable Employees and Volunteers

- The MUFC will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children .This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.
- The MUFC will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, whether an assessment is required by law or not. If a criminal history report is obtained as part of the screening process, the MUFC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1)



11 Support, Train, Supervise and Enhance Performance

- The MUFC will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Club.

12 Empower and Promote the Participation of Children In Decision-Making And Service Development

- The MUFC will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our Club.

13 Report and Respond Appropriately to Suspected Abuse and Neglect

- The MUFC will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).
- In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.
- Please refer to our complaints procedure in section 10 of this policy.
- Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

14 Supervision

- Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.
- For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any Club activity, they will ask another member to stay until the child is collected

15 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from Club activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)



16 Taking Images of Children

- Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.
- To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our Club.
- When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.
- We will only use images of children that are relevant to our Club's activities and we will ensure that they are suitably clothed in a manner that promotes our Club. We will seek permission from a child's parent or guardian before using their images.

17 Discrimination, Harassment and Bullying

- Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.
- We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

DISCRIMINATION

- Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.
- Discrimination includes both direct and indirect discrimination:
- Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.
- For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

HARASSMENT

- Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation



- The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

- Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.
- The following is a list of all the personal characteristics that apply throughout Australia:
 - gender;
 - race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
 - national extraction or social origin;
 - marital status, relationship status, identity of spouse or domestic partner;
 - pregnancy, potential pregnancy, breastfeeding;
 - family or carer responsibilities, status as a parent or carer;
 - age;
 - religion, religious beliefs or activities;
 - political beliefs or activities;
 - lawful sexual activity;
 - sexual orientation and gender identity;
 - profession, trade, occupation or calling;
 - irrelevant criminal record, spent convictions;
 - irrelevant medical record;
 - member of association or organisation of employees or employers, industrial activity, trade union activity;
 - physical features;
 - disability, mental or physical impairment;
 - defence service; and
 - personal association with someone who has, or is assumed to have, any of these personal characteristics.
- Legislation also prohibits:
 - racial, religious, homosexual, transgender and HIV/AIDS vilification; and
 - victimisation resulting from a complaint.



BULLYING

- The MUFC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.
- Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.
- Whilst generally characterised by repeated behaviours, one off instances can amount to bullying. The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:
 - verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
 - excluding or isolating a group or person;
 - spreading malicious rumours; or
 - psychological harassment such as intimidation.
- Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.
- If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)



18 Inclusive practices

- Our Club is welcoming and we will seek to include members from all areas of our community.
- The following are examples of some of our inclusive practices.
 - People with a disability

The MUFC will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.
 - People from diverse cultures

we will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate
 - requests for flexibility (e.g. modifications to uniforms).
 - Sexual & Gender Identity
- All people, regardless of their sexuality or gender identity, are welcome at our Club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.
- Pregnancy
 - MUFC is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Club's activities. We will not tolerate any discrimination or harassment against pregnant women.
 - We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.
 - We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with MUFC. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.
 - If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).



19 Girls playing in boys teams

- If there is not a separate sex competition the MUFC will support girls playing in boys teams up until the age of 12 years.
- We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.
- If a child is over the age of 12 years our Club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

20 Responding to Complaints

- Our Club takes all complaints about on and off-field behaviour seriously. Our Club will handle complaints based on the principles of procedural fairness, and ensure:
- All complaints will be taken seriously;
- The person having a complaint made against them will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- Irrelevant matters will not be taken into account;
- Decisions will be unbiased; and
- Any penalties imposed will be reasonable.
- More serious complaints may be escalated to Northern NSW Football Association
- If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our Club may need to report the behaviour to the police and/or relevant government authority.

21 Complaint Handling Process

- When a complaint is received by our Club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:
 - listen carefully and ask questions to understand the nature and extent of the concern;
 - ask the complainant how they would like their concern to be resolved and if they need any support;
 - explain the different options available to help resolve the complainant's concern;
 - inform the relevant government authorities and/or police, if required by law to do so; and
 - where possible and appropriate, maintain confidentiality but not necessarily anonymity.



- Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:
 - supporting the person complaining to talk to the person being complained about;
 - bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
 - gathering more information (e.g. from other people that may have seen the behaviour);
 - seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
 - referring the complaint to Northern NSW Football Association; and/or
 - referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
- In situations where a complaint is referred to Northern NSW Football Association and an investigation is conducted, the Club will:
 - co-operate fully with the investigation;
 - where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
 - act on Northern NSW Football Association's recommendations.
- At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency

22 Disciplinary Sanctions

- Our Club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:
 - be applied consistent with any contractual and employment rules and requirements;
 - be fair and reasonable;
 - be based on the evidence and information presented and the seriousness of the breach; and
 - be determined by our constituent documents, by Laws and the rules of the game.
- Possible sanctions that may be taken include:
 - a direction that the individual make verbal and/or written apology;
 - counselling of the individual to address behaviour;



- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our Club considers reasonable and appropriate.

23 Appeals

- The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our Club) to our Northern NSW Football Association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.



24 ATTACHMENT 1 – Working with Children Check Requirement for all Committee Members, Coaches and Managers

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Detailed information, including the forms required to complete a Working with Children Check, are available from:

Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

TRAVELLING TO OTHER STATES OR TERRITORIES

- It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.
- In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.
- The laws providing interstate exemptions are not consistent across Australia.
- If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.



25 ATTACHMENT 2 – Codes of Conduct for Players, Spectators and Coaches

CODE OF CONDUCT FOR PLAYERS

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour players will not be tolerated.

Behaviours specifically include:

- Always play by the rules
- Never argue with an official
- If disagreeing with a decision, inform the captain, coach or manager during a break or after the competition
- Control bad temper.
- Understand that verbal abuse of officials and sledging other players and deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- Work equally hard for self and/or my team
- Be a good sport and applaud all good plays whether they are made by own team or the opposition
- Interact with all players in the sport without bullying or taking unfair advantage of another competitor
- Cooperate with coaches, team mates and opponents
- Display modesty in victory and graciousness in defeat
- Participate for own enjoyment and benefit, not just to please parents and coaches
- Not arrive at the venue intoxicated or drink alcohol at junior matches
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Thank the opposition and officials at the end of the game
- Comply with anti-doping policies



What we will do

- Provide members, their parents and other sporting personnel with our Code of Conduct and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to assist children to abide by club rules and having parents sign our Player Code of Conduct Policy on behalf of their children).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by players prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Codes of Conduct and encouraging and modeling appropriate behavior to young players
- If you are aware of inappropriate player behaviour speak with the MPIO or a committee member present to ask for their assistance.
- Report any inappropriate player behaviour to the club president, MPIO or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Players who have been found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Codes of Conduct and this policy, may face disciplinary action as outlined in our Member Protection Policy.



CODE OF CONDUCT FOR SPECTATORS

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Conduct and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a club event.

What we will do

- Provide members, their parents and other sporting personnel with our Code of Conduct and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing our Code of Conduct).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.



What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Conduct and this policy, may face disciplinary action as outlined in our Member Protection Policy.



CODE OF CONDUCT FOR COACHES

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Conduct and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a club event.

What we will do

- Place the safety and welfare of the participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

Coaching excellence

- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

Honour the sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.



- Display responsible behaviour in relation to alcohol and other drugs.

Integrity

- 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.
- Respect
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.



26 ATTACHMENT 3 – MUFC Position Descriptions

President

OBJECTIVE:

- To ensure the Club promotes the participation and achievement of its teams. Ensure the Club is run efficiently administratively, financially and socially to support all on-field activities.
- The President helps the committee prioritise its goals and keeps the committee on track by working within the Club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

RESPONSIBILITIES:

- Ensure committee members, team manager and coaches fulfil their responsibilities to the Club.
- Attend NNSWF and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings and the Clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for Club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.

ELATIONSHIPS:

- The President reports to the Club's members and General Committee of the Club.
- A close relationship is required with all NNSWF departments.
- Supports all managers, committee members, coaches, players and staff.



ACCOUNTABILITY:

- The President is accountable to the members and General Committee of the Club.
- The estimated time commitment required as the President is 3-4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all Club activities.
- Aware of the future direction and plans of Club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the Club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated Club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



TREASURER

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the Club committee has an accurate understanding of the financial status of the Club at all times.

RESPONSIBILITIES:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the Club committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Ensure all taxation commitments are met by the Club.
- Ensure the Club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories on Club bank accounts.
- Monitor sponsorship funds.
- Attend monthly Club committee meetings.
- Liaise with NNSWF regarding financial payment system.
- Attend NNSWF financial training session as required.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and General Committee.



- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated Club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.



SECRETARY

OBJECTIVE:

The Club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the Club, distribute them in accordance with the Club's Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the Club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, NNSWF and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the Club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the Club are current.
- Coordinate team reports for Club newsletter, email.
- Act as the Public Officer of the Club
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to NNSWF and relevant stakeholders regarding changes to committee members and key contacts.

RELATIONSHIPS:

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and Club staff.
- Will be in regular contact with NNSWF, Council and other external stakeholders.

ACCOUNTABILITY:

- The Secretary is accountable to the President and General Committee.



The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated Club person.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.



VICE PRESIDENT

OBJECTIVE:

The role of Vice President generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with Club rules)

The role of Vice President is the ideal position for those considering becoming Club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the Club.

RESPONSIBILITIES:

The general role of the Vice President is to support the President, assisting them to fulfill their responsibilities.

Knowledge

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all Club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the Club

Governance

The Vice President will assist the President ensure the Club undertakes its key governance responsibilities include ensuring the Club:

- Defines and documents its Club culture and behaviors these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the Clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance of all obligations and the health and safety of all Club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures
- All Club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully



Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the Clubs annual general meeting
- In the absence of the President, the Vice President will:
- Chair committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the Club and represent it at locally, regionally and nationally as required
- Ensure all responsibilities of the President are undertaken

RELATIONSHIPS:

- President and all Committee.

ACCOUNTABILITY:

- The Vice President is accountable to the President and Executive Committee.

The estimated time commitment required is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the Club and the duties of all office holders and subcommittees
- Able to chair committee or executive meetings. Unbiased & impartial on all issues.

DESIRABLE SKILLS:

- Knowledge of competitions rules & regulations.



CLUB COACHING COORDINATOR

OBJECTIVE:

The primary purpose of the position is to provide relevant and valued coach support in the Club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

RESPONSIBILITIES:

- Develop a positive Club coaching culture.
- Promote inclusive practice within the coaching at the Club.
- Monitor and mentor Club coaches and provide support based on their needs/ wants.
- Ensure the coaches have access to appropriate resources including websites.
- Ensure coaches are aware of any development opportunities including observing senior coaches and up to date information related to coach education.
- Present parents with relevant information at the start of the season and update at regular intervals.
- Ensure coach registration is completed for each Club coach
- Liaise with Federation staff/personnel and other CCCs.
- Attend meetings/workshops in relation to the role of the CCC.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Work with Schools Liaison Officer to provide clinics for local school children.
- Work with Small Sided Football Coordinator to provide information sessions for parents.
- Work with Senior / Junior Teams Coordinators to coordinate grading sessions as required.

ACCOUNTABILITY:

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report to the General Committee to ensure all members are aware of any upcoming coaching courses available etc.

ESSENTIAL SKILLS:

- Desirable: Minimum 12-24 months coaching experience at Junior level
- Well known and respected within the Club
- Attendance at Club Coordinator workshop
- Basic understanding of the Football National Curriculum
- Sound organisational skills
- Good communication skills – both verbal and written



- Well-developed interpersonal skills, including empathy and caring qualities
- An ability to think on their feet, be proactive.

The estimated time commitment required as the Coaching Coordinator is up to 4-6 hours per week.



MINIROOS COORDINATOR

OBJECTIVE:

The primary purpose of the position is to provide relevant and valued coach support in the Club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

RESPONSIBILITIES:

- Develop a positive Club coaching culture.
- Promote inclusive practice within the coaching at the Club.
- Monitor and mentor Club coaches and provide support based on their needs/ wants.
- Ensure the coaches have access to appropriate resources including websites.
- Ensure coaches are aware of any development opportunities including observing senior coaches and up to date information related to coach education.
- Present parents with relevant information at the start of the season and update at regular intervals.
- Ensure coach registration is completed for each Club coach
- Liaise with Federation staff/personnel and other CCCs.
- Attend meetings/workshops in relation to the role of the CCC.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Work with Schools Liaison Officer to provide clinics for local school children.
- Work with Small Sided Football Coordinator to provide information sessions for parents.
- Work with Senior / Junior Teams Coordinators to coordinate grading sessions as required.

ACCOUNTABILITY:

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report to the General Committee to ensure all members are aware of any upcoming coaching courses available etc.

ESSENTIAL SKILLS:

- Desirable: Minimum 12-24 months coaching experience at Junior level
- Well known and respected within the Club
- Attendance at Club Coordinator workshop
- Basic understanding of the Football National Curriculum
- Sound organisational skills
- Good communication skills – both verbal and written



- Well-developed interpersonal skills, including empathy and caring qualities
- An ability to think on their feet, be proactive.
- The estimated time commitment required as the Coaching Coordinator is up to 4-6 hours per week.



MEMBER PROTECTION INFORMATION OFFICER (MPIO)

OBJECTIVES

- Provide information and guidance on complaints procedures for members who want to discuss problems at the club, particularly if they are considering making a formal complaint.
- Provide information about a person's rights, responsibilities and options to individuals making a complaint or raising a concern
- Provide information to administrators and complaint handlers with regard to the Member Protection Policy.
- Play a key role in ensuring Football is safe, fair and inclusive through ensuring Club people and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection policies, harassment and discrimination policies.

KEY RESPONSIBILITIES

- Listen to complaints and concerns from members
- Provide support, information and options to members in regards to their complaint or concern
- Understand Club policies and procedures in relation to complaints, member protection and code of conduct.
- Keep up to date with information relating to Member Protection
- Manage documents relating to child protection and the NSW Working with Children Check
- Verify Working with Children Check numbers online
- Maintain confidential records of complaints or concerns

RELATIONSHIPS:

- Interact with the Club Committee, players parents, coaches, managers, volunteers, officials, spectators
- Independent of any decision making at the Club and be neutral in their role.
- Ensure there is no conflict of interest in any matters to which they respond
- Have NO role in decision making process in relation to complaints
- Report to President and General Committee
- Support the President and Vice President in complaint handling
- Assist and provide information to the Club Committee in relation to Member Protection



ACCOUNTABILITY:

- It is the responsibility of the MPIO to ensure that all Club Members, Coaches and Managers have a current Working with Children Check
- Ensure that the Committee Policies, Procedures and Codes of Practice are up to date and implemented

ESSENTIAL SKILLS:

- Completed the Member protection Information Officer Course
- Good interpersonal and communication skills
- Be accessible and approachable
- Good understanding of governing Constitution/By-Laws/Policies and Procedures
- Good organisational skills
- Conflict resolution skills
- Ability to provide support but not take over conversations
- MPIO's must hold a valid NSW Working With Children Check