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MEMBER PROTECTION POLICY



1 INTRODUCTION

The objectives of the "Club" shall be;

- (a) to foster and develop the game of soccer football in the district by organising and managing teams for Mini, Junior and Senior players,
- (b) to enter Junior and Senior teams organised and managed by the "Club" in the highest standard of competition available in which each team will remain competitive,
- (c) to actively reinforce at all times the fact that Mini soccer is non competitive.
- (d) To protect children from all forms of abuse in complying with the requirements of the Governing Soccer Body and the Working with Children legislation.
- (e) To limit the size of the Club to a manageable level taking into account the available facilities and their ongoing usability with the predominance of teams to remain in junior and mini teams

2 PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

3 WHO OUR POLICY APPLIES TO

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, players, parents and spectators.

4 EXTENT OF OUR POLICY

Our policy covers unfair decisions (e.g., team selection), breaches of our codes of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips, and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

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5 CLUB RESPONSIBILITIES

DUTIES AND FUNCTIONS OF THE MANAGEMENT COMMITTEE

The duties and functions of the Management Committee shall include the following;

- 1) to ensure the smooth and effective operation of the "Club",
- 2) admission or rejection of applications by persons for registration as players, coaches and managers,
- 3) approval or rejection of player transfers,
- 4) the suspension or expulsion of any player from participating in any competition or matches in the name of the "Club",
- 5) arrange for delegates to any Clubs, Associations and Councils as needed.
- 6) The Management Committee shall also be responsible for the control and management of all finances of the "Club" and the control and management of all trial games, competitions and matches conducted by the "Club".

COMMITTEE

The Management Committee of the "Club" shall consist of (not with standing that a position is vacant);

- i.** President
- ii.** Vice President – Juniors
- iii.** Vice President – Seniors
- iv.** Secretary
- v.** Treasurer
- vi.** Registrar
- vii.** Recorder
- viii.** Publicity Officer
- ix.** Equipment Officer
- x.** Canteen Coordinator
- xi.** Fundraising Officer
- xii.** Grounds Attendant
- xiii.** Club Coaching Coordinator * to assume position on committee after appointment by Management Committee
- xiv.** Member Protection Officer
- xv.** Fixtures Officer

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6 INDIVIDUAL RESPONSIBILITIES

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

7 PROTECTION OF CHILDREN

7.1 Child protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- physical abuse (e.g., deliberately hurting hitting, punching, providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities food, drink, clothing, failing to protect a child from foreseeable risk of harm or injury).

Abuse is usually against the law. We will take measures to protect children involved in our club from harm. We will do this by:

- responding to all reports of abuse promptly, seriously and confidentially
- complying with state/territory child protection laws and Working with Children Check requirements
- carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children
- promoting and enforcing our codes of behaviour, particularly for roles associated with children
- making information about child protection available, particularly for roles associated with children
- adopting practices that provide the maximum opportunity for a child-safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the Club President and MPIO that you have reported your concerns.

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7 PROTECTION OF CHILDREN (cont'd)

7.2 Supervision

Members under the age of **16** must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of **16** is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g., practice and games). Where our club makes arrangements for the transportation of children (e.g., for away 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 appropriate safety measures are available (e.g, fitted working seatbelts.)

7.4 Taking images of children

Images of children can be used inappropriately or illegally. Our 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 knows the way the image will be used. Our 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.

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

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8 ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening — whether this is face-to-face, indirectly, or via communication technologies such as mobile phones and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club.

9. INCLUSIVE PRACTICES

Our club is welcoming and we will seek to include members from all areas of our community.

9.1 People with disability

Where possible we will include people with disability in our teams and club. We will make reasonable adaptations to enable participation.

9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility.

9.3 Sexual and gender identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision-making about the way they participate in our sport. We recommend that pregnant women consult their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

9.5 Girls playing in boys teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single-sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

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10 RESPONDING TO COMPLAINTS

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the following principles of procedural fairness (natural justice):

- All complaints will be taken seriously.
- Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).
- Irrelevant matters will not be taken into account.
- Decisions will be unbiased and fair.
- Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the MDSFA

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority and our state body.

10.2 Complaint-handling process

When a complaint is received by our club, the person receiving the complaint (e.g., president, member protection information officer, complaint officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem
- ask what the complainant would like to happen
- explain the different options available to help resolve the problem
- take notes
- 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 complainant to talk to the respondent
- 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 who 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 our district, state or national association, and/or
- referring the complainant to an external agency such as a community mediation centre, the police or the anti-discrimination agency.

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10.3 Disciplinary measures

Our club will 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
- be determined by our constitution, by-laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology
- counselling to address behaviour
- withdrawal of any awards, placings, records or 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
- deregistration of accreditation for a period of time or permanently
- a fine, or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, our club to our district association. MDSFA . Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure/s being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision-maker/club.

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Attachment : 1 CODES OF BEHAVIOUR

Attachment :1.1 Players Code of Conduct and Ethics

1. Be proud to represent St Mary's Eagle Vale Soccer Club Inc.
2. Do not argue with the referee or lines people.
3. Listen to your coach and attempt to do everything they ask.
4. Work hard to support your team mates.
5. Display good manners at training and games.
6. Do not use foul language at any time.
7. Work hard at your game, at training and at home.
8. Dress appropriately for training.
9. Arrive at training sessions early enough to start on time.
10. Arrive at all matches at least 30 minutes before kick off.
11. Arrive at all matches in correct uniform. Incorrectly dressed players will not be permitted to take the field.
12. Socks must be pulled up and shirts tucked in during matches.
13. 13. Players guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.

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Attachment :1.2 Parents and Supporters Code of Conduct

1. Do not criticise or enter into any discussion with the referee or lines person at matches.
2. Provide encouragement and support for your child and their team mates at matches but do not offer coaching advice.
3. Encourage your child to work hard at their game at home and at training.
4. Your child is required to arrive at matches at least 30 minutes before kick off time and is to remain with the team until dismissed by the team coach.
5. Your child is required to attend all training sessions and is required to arrive in time to prepare themselves to start at the appointed time.
6. If your child is unable to attend training or a match, it is the parents' responsibility to inform the Coach or Manager prior to training or the match.
7. Treat the opposing team and officials with respect. St Mary's Eagle Vale Soccer Club is well respected within the Association and wishes to reciprocate with all Clubs.
8. Each team's parents will be asked to assist during the year with Duty Roster, washing of shirts and fundraising - for the benefit of your children. Please contribute generously and in the good spirit the "Club" has developed.
9. Parents guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee
10. 10. Provide an example of sportsmanship and fair play to your children.

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Attachment :1.3 Coaches and Managers Code of Conduct

1. Do not criticise or enter into any dispute with the referee or lines person at matches.
2. In your coaching role, provide encouragement and support for the players in your team at matches.
3. Encourage the players in your team to work hard at their game at home and at training.
4. You are required to attend all training sessions in time to prepare to start at the appropriate time.
5. If you are unable to attend training or a match, it is your responsibility to inform all the parents and make suitable alternative arrangements prior to training or the match.
6. Treat the opposing teams and officials with respect. St Mary's Eagle Vale is well respected within the Association and wishes to reciprocate with all Clubs.
7. Coaches and Managers guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
8. Provide an example of sportsmanship and fair play to the players in your team.

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Attachment :1.4 Grading Policy

1. The objective of the grading system is to ensure that player(s) of equal ability are placed together and that their team is then placed into a division where they will remain competitive.
2. All grading of eligible players within the "Club" shall be carried out by the grading committee.
3. The Club Coaching Co-Coordinator shall head the grading committee and the committee shall be made up of three (3) other "Club" coaches. They must hold a current level one (1) coaching accreditation.
4. Coaches wishing to apply for a position on the grading committee must lodge their applications (in writing) on or before the "Club's" second registration day. In the event of more than three (3) coaches applying for a position on the grading committee the Club Coaching Co-Coordinator in liaison with the "Club" Management Committee shall appoint the coaches to the grading committee.
5. Team coaches will be asked to rate all players' performance at the end of each season then submit a recommendation as to whether or not the player should be moved in the following season. This information will then be used to place players into initial team placing and a caretaker coach will be appointed (by the Executive Committee) prior to grading being completed. New Players will be assessed taking into account playing experience and level played as well as being assessed during grading sessions)
6. Grading will be carried out when there is more than one team per age group. The players will be graded on their performance during the session and feedback from last seasons coach. If necessary, trial games will be used to grade players.
7. The number of grading sessions will be determined by the grading committee. Attendance at grading days is not compulsory BUT if players wish to be considered for grading in a higher division they MUST attend specified grading days. If they wished to be assessed and are unavailable they must give prior notification to the Club Coaching co-Coordinator.)
8. Any "Member" of the grading committee shall have no input in relation to their own child's grading.
9. After grading has been completed players will then be placed into final team allocations (pending any appeals). The grading committee will then be responsible for the placement of each team into a particular division. Both of these will be done by a majority vote of the grading committee. The Coaching Coordinator shall have a second and casting vote.
10. At this point coaches and managers will also be appointed (this will be done by

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the Management Committee).

11. Any appeals must be lodged in writing to the "Club" Management Committee within seventy two (72) hours of final team allocations (players may be required to attend a special grading session). Their decision will be final.

Attachment 2 WORKING WITH CHILDREN CHECK REQUIREMENTS

1. Appoint a suitable person to manage the WWCC within your organisation.
2. Ensure that your organisation is registered as an employer for the WWCC.
3. Identify all child related roles within your organisation as people in these roles will require a WWCC.

Child related roles in football are:

- All paid roles that involve working with children under 18 years of age; and
 - All coaches, managers, referees, trainers, physiotherapists, technical directors, youth coordinators, committee members, MPIOs, tour chaperones and any other roles working or volunteering with children under 18 years of age (*unless exempt*).
4. Determine who is exempt but please note the new FNSW Working with Children Check Policy
 5. Notify all persons in child related roles that they must apply for a WWCC and provide their WWC Number to your organisation.
 6. Create a verification spreadsheet for your organisation and:
 - List the names of all persons working and volunteering with children; and
 - Enter the details and WWC Number next to the name of each person.
 7. Verify WWC Numbers on-line and record the verification details in the Verification Records Spreadsheet.

New FNSW Working with Children Check Policy

In the interests of promoting child safety within the sport of Football, the Board of FNSW has implemented a new WWCC policy which will expand the categories of individuals requiring the NSW Government's WWCC.

From 2018 and onwards, it is a requirement of FNSW that all coaches, managers, technical directors and other persons in child related roles working or volunteering with children under 18 years obtain a WWCC and provide their club, association, branch or centre with a valid WWC Number. Further, all Referees are now required to obtain a WWCC and provide their referee branch with a valid WWC Number.

Attachment 2 WORKING WITH CHILDREN CHECK REQUIREMENTS

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Attachment 2 WORKING WITH CHILDREN CHECK REQUIREMENTS cont'd

The main elements of the new policy are:

1. Volunteer parents or close relatives coaching or managing their own child's or a close relative's team **will now require a WWC Number** to coach or manage in Season 2018; and
2. **All** Referees (except those aged under 18 years of age) **will now require a WWC Number by 30 June 2018**. Paid referees will require a paid WWCC. Volunteer referees will require a volunteer WWCC. Please note that the NSW Office of the Children's Guardian (**OCG**) advises that paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment.

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Attachment 3: DUTY STATEMENTS

(i) **PRESIDENT**

The President shall;

(a) have a broad knowledge of all facets of the "Club's" operations, such as Finance, correspondence, Association matters and bylaws, Fundraising, Registration and Insurance

(b) carry out duties of "Home Ground Duty Officer" on rotation,

(c) arrange for the duties to be carried out of any member of the Executive who may be temporarily absent. In the case of the President, the Vice President,

(d) as delegate, attend "Governing Soccer Body" meetings and attend Mary Immaculate Parish Primary School P & F Committee Meetings if requested by that entity

(e) be Chairperson at all meetings and shall conduct such meetings in accordance with the constitution of the "Club". Shall have a casting vote only at all meetings,

(f) ensure the effective co-ordination of the roles of all other Committee positions through effective communication,

(g) at all times ensure that the "Club" is represented in the proper manner at meetings, through correspondence and in the behaviour of all "Members",

(h) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee

(ii) **VICE PRESIDENT - JUNIORS**

The Vice President - Juniors shall;

(a) in the absence of the President, carry out his/her duties,

(b) as delegate, attend "Governing Soccer Body" meetings,

(c) organise events promoted by the "Governing Soccer Body" e.g. ball boy's at matches.

(d) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee

(e) carry out duties of "Home Ground Duty Officer" on rotation.

(f) organise Club trial games.

(g) coordinate annual Mini & Junior teams award presentations

(h) act as the conduit between the Mini and Junior representatives of the Club, being players, coaches, managers or parents, and the Committee

(iii) **VICE PRESIDENT - SENIORS**

The Vice President - Seniors shall;

(a) carry out the duties of both the President and the Vice- President - Juniors, in the absence of both

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- (b) as delegate, attend "Governing Soccer Body" meetings,
 - (c) organise events promoted by the "Governing Soccer Body" e.g. ball boy's at matches.
 - (d) carry out duties of "Home Ground Duty Officer" on rotation.
 - (e) organize Club photographs annually
 - (e) coordinate annual Senior teams award presentations
 - (f) act as the conduit between the Senior representatives of the Club, being players, coaches, managers or parents, and the Committee
- (iii) **SECRETARY**
The Secretary shall;
- (a) be responsible for the accurate recording and administration requirements of the "Club's" records including Insurance's, Incorporation, minutes of various "Club" meetings and reports provided or obtained by the Management Committee,
 - (b) maintain a record of all Executive Committee decisions and actions taken by the Executive Committee between monthly "Club" meetings and advise the Management Committee at the next Management Committee meeting.
 - (c) Be the point of contact between MDSFA and Club Fixtures Officer upon receipt of notification of ground closures and/or competition draw changes
 - (d) be a delegate to the "Governing Soccer Body", attend meetings and keep the "Club" Executive Committee informed on proceedings of the same,
 - (e) be the custodian of the "Club's" Constitution and the Governing Soccer Body's" rules and by laws at all times,
 - (f) act as an authorised signatory for the "Club's" bank account(s) and be responsible for approving "Club" expenditure in consultation with the Management Committee.
 - (g) keep an official record book of membership attendance at "Club" meetings. Also maintain an up-to-date "Club" membership register which shall include the name, address and date,
 - (h) carry out the duties of "Home Ground Duty Officer" on rotation,
 - (i) be responsible for keeping copies of all inward and outward correspondence to, for and on behalf of the "Club" and to present copies of that correspondence at monthly meetings,
 - (j) be the Public Officer of the Incorporated Association and hold the official "Club" common seal.

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(iv) **TREASURER**

The Treasurer shall;

- (a) be responsible for reconciliation and administration of the "Club's" financial records and also to prepare and submit, to the Management Committee, monthly statements reflecting the financial dealings of the "Club".
- (b) receive all monies e.g. match fees, canteen takings, sponsorship and any income what-so-ever, giving an official receipt where needed in return, and bank same in the "Club's" Bank Account(s),
- (c) be responsible for management and control of the "Club's" bank books.
- (d) be a signatory for the "Club's" bank account(s),
- (e) be responsible for approving "Club" expenditure in consultation with the Management Committee,
- (f) make available on request, the "Club's" bank books at each Executive, Management Committee and General meeting,
- (g) pay all claims and expense accounts when duly authorised to do so by the "Club" Executive or Management Committees,
- (h) arrange for "Club" auditor (as appointed in consultation with the Management Committee) to review books and submit an audited financial statement at the Annual General Meeting,
- (i) carry out duties of "Home Ground Duty Officer" on rotation,
- (j) prepare end of year statements based on the "Club's" financial year which shall end on 31st October each year.
- (k) submit to the Campbelltown Catholic Club Sports Committee required financial information at the times requested by the Council, with the approval of the Management Committee

(v) **REGISTRAR**

The Registrar shall;

- (a) attend to the registration of all players, coaches and managers which includes ensuring all registration papers are completed & liaise with the "Governing Soccer Body" registrar,
- (b) ensure that all registered players, coaches and managers names and addresses are forwarded to the Secretary,
- (c) maintain a service record for all players who have continuous service with the "Club",
- (d) hold all the "Club's" registration forms and player information, including proof of age and photographs,
- (e) arrange for the assembly of the photo identification books and issue same. Collect and hold the books at the end of the season,
- (f) receive all applications for coaches and managers and refer to the Management Committee,
- (g) carry out the duties of "Home Ground Duty Officer" on rotation.

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(vi) **RECORDER**

The Recorder shall;

(a) maintain a record of all Junior and Senior match results and all match cards, in consultation with the "Governing Soccer Body" Recorder,

(b) collect and verify all match cards after home matches, phone and/or fax results to "Governing Soccer Body" Recorder and deliver the match cards to the "Governing Soccer Body" representative as required,

(c) liaise with all Team Coaches and Managers regarding correct match card procedures,

(d) maintain a record of players as referred to in 6(f) of this constitution, and report this record to the Management Committee at Management Committee meetings,

(e) ensure all match card fines issued by the "Governing Soccer Body" are warranted,

(f) carry out the duties of "Home Ground Duty Officer" on rotation.

(vii) **PUBLICITY OFFICER.**

The Publicity Officer shall;

(a) be responsible for the internal and external promotion of the "Club",

(b) produce and distribute the "Club's" newsletter on a regular basis and maintain clubs website.

(c) assist the Fundraising Officer in dealing with "Club" sponsors,

(d) prepare and arrange for publication of the year book. (for inclusion in Campbelltown Catholic Club Sport Council Year book),

(e) carry out the duties of "Home Ground Duty Officer" on rotation.

(viii) **EQUIPMENT OFFICER**

The Equipment officer shall:

(a) ensure that the "Club's" equipment and uniform needs are identified, produced and maintained and that appropriate plans are developed to allow for scheduled purchasing and maintenance of equipment and uniforms.

(b) ensure the ground equipment (that game day accessories) are in good order and available before each match day,

(c) be responsible for the "Club" Flag,

(d) prepare a duty roster for the season, involving allocations of match day tasks to teams on a rotational basis,

(e) sell equipment and market club merchandise as required and re-order replacement equipment accordingly. Any purchases or sales of equipment of a significant amount, as stipulated by the Management Committee each year, should be made with the approval of the Management Committee,

(f) at the beginning of each season issue all teams with equipment (a register of all equipment issued is to be kept) and at the end of the season ensure the return of all equipment from the "Club's" teams.

(g) carry out the duties of "Home Ground Duty Officer" on rotation.

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(ix) **CANTEEN COORDINATOR**

The Canteen Coordinator Shall;

(a) order adequate supplies/stocks at commencement of season, monitor canteen sales and ensure that sufficient supplies are available for sale on home match days,

(b) pass canteen takings to the Treasurer less the statutory float, takings to be verified/checked by two persons prior to handing to the Treasurer,

(c) arrange special items such as show bags for the "Club's" presentation day,

(d) ensure strict levels of hygiene are maintained in the canteen at all times.

(e) Ensure all canteen equipment is safe and in good working order.

(x) **FUNDRAISING OFFICER**

The Fundraising Officer shall;

(a) seek and maintain "Club" and/or team sponsorship,

(b) promote fundraising activities throughout the "Club",

(c) carry out the duties of "Home Ground Duty Officer" on rotation,

(d) perform other duties which may be relevant or called upon.

(e) maintain relationship with "Club" and/or team sponsors.

(xi) **GROUNDS ATTENDANT**

(a) ensure amenities are in a safe and working order.

(b) ensure ground maintenance equipment is in working order.

(c) liaise with Campbelltown City Council for the ongoing maintenance of council facilities located at the clubs home ground.

(d) arrange for the setting out and line marking of fields before the commencement of each season.

(e) inspect and maintain line marking as required throughout the season.

(f) arrange for the inspection of the home ground in the event of inclement weather and if the ground is to be closed notify the club secretary by the required time.

MEMBER PROTECTION POLICY



(xii) CLUB COACHING COORDINATOR

- (Desirable) Minimum 5 years coaching/playing experience, level 2 or equivalent

coaching qualifications.

- (Essential) Current level one (1) coaching certificate or junior license.

The Club Coaching Coordinator shall:

(a) assess the players (of a competitive age) and assist with their selection into teams; this would require him to view the teams at home and away throughout the season and in consultation with the team coach, suggest movement of players into teams with similar capability IN THE FOLLOWING SEASON,

(b) implement the grading policy of the "Club" as set out in Policy Document 4,

(c) assist coaches where required,

(d) perform relevant/related duties when called upon,

(e) attend all Management Committee Meetings and provide written interim reports as required,

(f) liaise with the Governing Soccer Body Club Coaching Co-Coordinator and advise coaches of forthcoming training/practical sessions,

(g) must make every endeavour to keep up to date with the FIFA rules of the game.

(h) maintain and develop clubs coaching accessories for example videos, or books

(i) Organise and distribute information relating to training camps.

(xiii) FIXTURES OFFICER

(a) ensure club coaches and managers are aware of season draw and any

changes to the draw.

(b) ensure fixtures are posted on notice board on match day before kick off.

(c) preparation of the duty roster and notification of teams required for duty.

(xiii) MEMBER PROTECTION OFFICER

(a) To Coordinate the Clubs response to member protection.

(b) Administer the record keeping associated with the Prohibited Employment Declarations.

(c) Ensure the Working with Children Check process is followed.

(d) Ensure all people involved in with the Club are aware of our child protection policy.

(e) Promotes awareness and ensure children and adults have someone to go to if they have a concern or need information on child protection.

MEMBER PROTECTION POLICY



(xiv) TEAM MANAGER

A Team Manager shall be appointed at the discretion of the Management Committee for each Mini and Junior team. The prime objective of the Team Manager is to assist the Coach in the preparation of the team. Ideally, the Team Manager should be a "Member" of the "Club".

The Team Managers duties are as follows;

- (a) ensure that the team is fully aware of the Playing Policy of the "Club" at all times,
- (b) ensure that all injuries are reported to the Secretary within twenty four (24) hours of the incident,
- (c) ensure that the team is aware of the time and place of each match and is ready to take the field on time and that they are in correct strip, correctly dressed, registered and are eligible to take the field,
- (d) ensure that the referees' fees are paid at each match when applicable,
- (e) be familiar with "Club's" Constitution and the "Governing Soccer Body's" rules and by-laws and adhere to playing policy of the "Club" and Policy Document 3,
- (f) attend meetings as requested by the Management Committee or arrange a delegate and ensure business discussed at the meeting and news letters are passed on to the team,
- (g) in conjunction with the Team Coach, be responsible for the discipline of the team whilst it is under his control,
- (h) be responsible for ensuring that all match results are reported to the nominated "Club" Official by the time stipulated by the Management Committee. The Team Manager shall record the team results throughout the season, in the case of Mini teams only under 10 and 11 (10 & 11) shall have their results recorded as this will assist in the placement of these teams in the following season,
- (i) at home games it is the responsibility of the Team Manager to ensure the match cards are properly completed, signed and given to the "Club" Official as nominated by the Management Committee.
- (j) at away games the match card shall be handed to the opposition Club Official or as otherwise instructed by that Club's Match Day Official
- (k) organise team on duty days so that duties are carried out on the designated day,
- (l) arrange for parent's to carry out duties when required by the duty roster.
- (m) be responsible for the player registration cards and ensure that they are at every game. Ensure the return of these cards at season's end to the registrar.

MEMBER PROTECTION POLICY



(X). TEAM COACH

Essential - To attain a Level 1 or equivalent Coaching Certificate within the period allowed by "Governing Soccer Body". The Coach is to facilitate the coaching and development of Mini, Junior and senior soccer players by providing information and methods for improving skills, fitness and awareness of the rules and strategies for playing soccer. The coach should ideally be a "Member" of the "Club"

Team Coach's will carry out the following duties;

- (a) select player's positions for "Club" Teams in accordance with the Playing Policy of the "Club",
- (b) organise regular training of the team for team members as appropriate for team members and the Team Coach. Coaching Coordinator to be advised of the training day, time and location,
- (c) attend meetings as requested by the Management Committee or arrange a delegate,
- (d) to always conduct himself in accordance with the Playing Policy of the "Club" and Policy Document 3, 4 and 5,
- (e) take receipt of the team equipment as issued by the Equipment Officer and return same as soon as possible after the last match of the season,
- (f) ensure that competition footballs are available for each competition match and that they are used only in competition play.