

Myrtleford Savoy Soccer Club Incorporated

# MEMBER PROTECTION POLICY

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## **1. Introduction**

The Myrtleford Savoy Soccer Club Incorporated (MSSC) purpose is to provide the best environment for community participation and foster partnerships to promote the world game of football.

## **2. Purpose of our Policy**

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour, with ethical and informed decision-making by participants and members of the 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 at our club of their legal and ethical rights and responsibilities and the standards of behaviour that is required. It also covers the care and protection of children participating in our club's activities. Information has been sourced from Play by the Rules website: <http://www.playbytherules.net.au/> and Keeping Junior Sport Safe <http://www.justice.vic.gov.au>.

## **3. Who our Policy applies to**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judiciary), 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 may occur at practice, meetings, club rooms, at social events organised or sanctioned by the club (or 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.

## **5. Club Responsibilities**

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable
- implement and comply with our policy
- promote our policy to everyone involved in our club
- promote and model appropriate standards of behaviour at all times
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially
- review this policy every 12–18 months

- seek advice from, and if necessary or appropriate, refer serious issues to our district (AWFA) state Football NSW and Football Federation Victoria (FFV) or our national body Football Federation Australia (FFA).

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 body request to be referred to them (e.g., conflict of interest).

## 6. Individual Responsibilities

Everyone associated with our club must:

- comply with our Constitution and By-laws
- comply with the standards of behaviour outlined in our policy
- treat others with respect
- 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. Member Protection Information Officer Contact and Role

Myrtleford Savoy Soccer Club - Member Protection Information Officer –  
Dee Rowney mobile: 0427 522 076 email: [ckrowney@bigpond.com](mailto:ckrowney@bigpond.com)

Member Protection Officers are people trained to be the first point of contact within sporting organisations. They provide confidential, impartial and timely information and support. They act as a welcoming officer, provide information and if necessary club complaint resolution options available to address individuals concerns, they are not advocates but they may elect to accompany complainants, if requested to talk with someone else.

### What they do

- Welcome
- Listen
- Act as an impartial support person
- Provide information about the club, policy and regulations, discrimination, harassment and child abuse
- Options available to resolve the complaint
- Provide information about relevant laws and the rights to complain externally
- Discuss possible strategies the individual can use to deal directly with the other person
- Provide contact details for counselling or other referrals as appropriate or as requested

### What they don't do

- Instruct
- Advocate
- Intervene
- Take sides or judge
- Investigate
- Give advice
- Breach confidentiality

## 8. Member Protection

Our club has a duty of care to all those associated with it. As a requirement and included in our Member Protection Policy, we must have background checks of those who undertake committee, coaching or regular unsupervised contact with people under the age of 18 years. Important considerations are listed below of relevant issues that working with children's checks provide in background checks;

- criminal charges pending before the courts.
- any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence and/or narcotics.
- any disciplinary proceedings brought against someone by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence and/or narcotics.
- other matters that the club may consider constitutes a risk to its members, employees, volunteers, athletes or reputation by engagement.
- notify the Member Protection Information Officer immediately if you become aware of any issues set out above.

## 9. Working with Children Check

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The *Working with Children Act 2005* requires that some people who work or volunteer in child-related work require a WWC Check (2006). The check involves a national police records check and a review of relevant findings from prescribed professional disciplinary bodies (currently only the Victorian Institute of Teaching). The WWC is free for volunteers whose own children are involved in a particular activity; the application process is to be completed if in an official volunteer capacity of the Myrtleford Savoy Soccer Club Incorporated.

A person who has no criminal or professional disciplinary history will be granted an Assessment Notice. This notice will entitle the person to undertake child-related work in Victoria and is valid for five years (unless revoked). A person deemed unsuitable to work or volunteer with children will be given a Negative Notice and cannot work in child-related work in Victoria.

For more information visit: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren) or 1300 652 879.

### **New South Wales**

We are currently exempt from the NSW Working with Children Check  
Sporting clubs will phased in from 1 April 2015 – 31 March 2016 at this stage,

Website details: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply>

## 10. Protection of Children

### 10.1 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
- comply with state/territory child protection laws and working with children check requirements.
- careful selection and screening of 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 Member Protection Officer that you have reported your concerns.

### 10.2 Supervision

Children under the age of 10 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 child under the age of 10 is unsupervised, they should assume responsibility for the child's safety until the parent/guardian or supervisor can be found.

Parents must collect their child on time for reasons of courtesy and safety. If it appears a child will be left alone at the end of a training session the coach will ask another parent to stay with them until the child is collected.

### 10.3 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, there is appropriate adult ratio supervision to the number of children travelling, safety measures are taken into account, location of accommodation (if necessary) and emergency contact details are provided to parents/guardians.

#### **10.4 Taking images of children**

It is a **mandatory requirement** for a current photo to be uploaded onto the [www.myfootball.com](http://www.myfootball.com) website upon registration for identification of each player and officials. Our club also respects the rights of individuals to privacy the club also requires consent upon registration for images being taken for publicity within the club and game.

In particular 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 expects the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside any changing areas, showers and toilets. 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 players relevant to our sport, and ensure that the player is suitably clothed in a manner that promotes the sport, for the good of the game.

## **11. Anti-Harassment, Discrimination and Bullying**

Our club has a zero tolerance to 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 through the attached Appendix 7 Complaint Form.

## 12. Inclusive Practices

Our club welcomes and will seek to include members from all areas of our community.

### 12.1 People with disability

Where possible we will include people with disability in our teams and club. We will make reasonable adaptations (e.g., modifications to equipment and rules) to enable participation.

### 12.2 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 (e.g., modifications to uniforms).

### 12.3 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.

### 12.4 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.

### 12.5 Girls playing in boys teams (mixed)

If there is no separate gender 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 with reference to current rules and regulations.

## 13. Responding To Complaints

### 13.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club through our member protection information officer 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 our district/region/state or national body.
- 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 national body.

### 13.2 Complaint-handling process

When a complaint is received by our club, the person receiving the complaint will refer the matter to the member protection information officer who 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, regional, 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.

### 13.3 Disciplinary measures

Our club will take disciplinary action against anyone found to have breached our policy or made

false and malicious allegations. The committee will refer as it sees fit to its Judiciary Panel nominated at the start of each season. Any disciplinary measure imposed under our policy will:

- 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, placing, 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.

#### **13.4 Appeals**

The Committee of Management shall enforce and has the ultimate responsibility for presiding on complaints made to its member protection information officer. From time to time the committee may refer this process to its judiciary panel as part of its constitutional requirements. Our MSSC Constitution Chapter 21 states there is no right of appeal against a decision of the Judiciary Panel. If the matter goes beyond our club status then any appeal process shall comply with the relevant referral agency and its constitution and regulations.

## **14. Codes of Behaviour**

All members are expected to read and comply with the MSSC Codes of Conduct for our game and shall be required to sign a Member Protection Policy consent form upon membership, registration, committee nomination or any other official capacity at the Club. Appendix 1 FFA Code of Conduct is the overarching document for the following;

- Appendix 2 - FFA Spectator Code of Behaviour
- Appendix 3 – MSSC Code of Conduct Administrators
- Appendix 4 – MSSC Code of Conduct Coaches and Managers
- Appendix 5 – MSSC Code of Conduct Players
- Appendix 6 - Marshalls Code of Conduct – AWFA Regulations

## **15. Rules and Regulations**

MSSC is required to follow the rules and regulations of the Albury Wodonga Football Association (AWFA), and affiliated organisations such as Football NSW (FNSW), Football Federation Victoria (FFV) and Football Federation Australia (FFA). Members should take the time to read the rules and regulations the links are as follows;

[AWFA Rules & Regulations](#)

<http://www.footballnsw.com.au/>

<http://footballfedvic.com.au/>

<http://www.footballaustralia.com.au/>

## **16. MSSC Rules and Regulations**

For MSSC rules and regulation information please visit our website [www.myrtlefordsoccer.com.au](http://www.myrtlefordsoccer.com.au)

1. APPLICATION AND SCOPE
2. BRINGING THE GAME INTO DISCREPUTE
3. LIABILITY FOR SUPPORTER AND SPECTATOR CONDUCT
4. BETTING, MATCH-FIXING AND CORRUPTION
5. DISPARAGING MEDIA STATEMENTS
6. RESPONSIBILITIES OF PROFESSIONAL & REPRESENTATIVE PLAYERS
7. NOTICE AND DISCIPLINARY SANCTIONS
8. DEFINITIONS AND INTERPRETATIONS
9. ENFORCEMENT

### 1. Application and Scope

- 1.1 This Code of Conduct aims to promote and strengthen the reputation of football in Australia by establishing a standard of performance, behaviour and professionalism for its participants and stakeholders. In addition, it seeks to deter conduct that could impair public confidence in the honest and professional conduct of Matches or in the integrity and good character of its participants.
- 1.2 This Code:
  - (a) forms part of the FFA Statutes and applies to the conduct and behaviour of FFA, Member Federations, Competition Administrators, Clubs, Players, Officials and Agents (**Members**);
  - (b) applies to all forms of organised football under FFA's jurisdiction, including eleven-a-side, modified football, futsal, indoor and beach football;
  - (c) continues to apply to a Member even after that Member's association, registration, employment or engagement has ended, if that Member breached this Code while a current Member; and
  - (d) does not limit or restrict the application of FFA Statutes and, in particular, the National Disciplinary Regulations, Member Protection Policy or Anti-Doping Policy.
- 1.3 This Code of Conduct may be supplemented by additional codes of behaviour or ethics, provided that they are not inconsistent with the terms of this Code.

### 2. Bringing the Game into Disrepute

- 2.1 A Member must not bring FFA or the game of football into Disrepute.
- 2.2 Without limiting the generality of clause 2.1, a Member will be taken as having brought football into Disrepute if any of the following occurs:
  - (a) discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of an Attribute;
  - (b) harassment, including sexual harassment or any unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances;

- (c) offensive behaviour, including offensive, obscene, provocative or insulting gestures, language or chanting;
  - (d) provocation or incitement of hatred or violence;
  - (e) spectator or crowd violence;
  - (f) intimidation of Match Officials, which may take the form of (but is not restricted to) derogatory or abusive words or gestures toward a Match Official or the use of violence or threats to pressure a Match Official to take or omit to take certain action regardless of where such action is taken;
  - (g) forgery and falsification, including creation of a false document, forgery of a document or signature, the making of a false claim or providing inaccurate or false information on a prescribed form;
  - (h) corruption, including offering a Benefit or an advantage to a Player or an Official in an attempt to incite him or her to violate FIFA Statutes or FFA Statutes;
  - (j) abuse of position to obtain personal benefit;
  - (j) commission or charge of a criminal offence; or
  - (k) any other conduct, behaviour or statement that materially injures the reputation and goodwill of FFA or football generally.
- 2.3 A Club is deemed to have committed an offence under this section where its crowd or its spectators have engaged in any of the conduct outlined in clause 2.2.
- 2.4 Players and Officials are entitled to have their privacy respected and this Code is not intended to apply to private activities engaged in by a Player or an Official that are not in the public domain.

### **3. Liability for Supporter and Spectator Conduct**

- 3.1 A Club is responsible, and liable, for the conduct and behaviour of its supporters, whether at home or away Matches.
- 3.2 Each patron at a Match must comply with the Spectator Code of Behaviour. It is the host Club's responsibility to ensure this Spectator Code of Behaviour is implemented and enforced against all spectators.
- 3.3 A guest Club is liable for improper conduct among its own group of supporters. Supporters occupying the guest sector of a stadium are regarded as the guest Club's supporters, unless proven to the contrary.

### **4. Betting, Match-Fixing and Corruption**

- 4.1 A Member must not engage, directly or indirectly, in:
- (a) any bet, wager, gamble or any other form of financial speculation where the relevant person stands to win or gain from the win, draw or loss of any Club competing in a Match;
  - (b) the throwing or fixing of a Match; or
  - (c) any conduct or behaviour intended to unfairly affect the result of a Match, including accepting or agreeing to accept any Benefit connected with or relating to the ability of a Member to exercise control over or influence the outcome of a Match so as to bring about a result other than that which would

be achieved in a fair contest between the competing teams.

- 4.2 A Player, an Official and an Agent must not:
- (a) accept bribes through the offer, promise or acceptance of any Benefit in return for violating his or her duties; or
  - (b) provide for a Benefit any information concerning a Club, its team's actual or likely composition, the form or injuries of Players or possible tactics (other than in connection with a bona fide media interview).
- 4.3 A person who is under prosecution for action unworthy of a football management position (especially doping, corruption, forgery etc) or who has been prosecuted for such action in the last 5 years cannot be involved in football management, including as an Official or an Agent.
- 4.4 A Member must immediately report to FFA or a Member Federation any offer of a bribe or any attempt by a person in breach of this clause 4.

## **5. Disparaging Media Statements**

- 5.1 A Member must not make any statement in public, including any contribution to television, radio or print media that:
- (a) is disparaging or derogatory of a Match Official, opposition team or any Player or Official;
  - (b) is disparaging or critical of FFA, or any FFA Statute or FFA policy decision, without reasonable basis or justification; or
  - (c) comments on any matter the subject of a current hearing before the Match Review Panel, Disciplinary Committee or the Appeals Committee.
- 5.2 Where a statement made by an Official or a Player which, in the absolute opinion of the Football Administrator, constitutes a breach of clause 5.1, the Club is subject to sanction under this Code, independent of any sanction a Football Administrator has chosen to impose against the Official or Player who made the statement.
- 5.3 A Member must not make or issue any public or media statement or release that incorporates a reference to FFA or an FFA property, such as the A-League or a national team, without FFA's prior written consent.

## **6. Responsibilities of Professional Players, Representative Players & Officials**

- 6.1 Professional Players, Representative Players and Officials are the public face of football in Australia and so their behaviour is subject to greater scrutiny. Accordingly, a Professional Player, a Representative Player and an Official must:
- (a) at all times behave in a manner that promotes and upholds the highest standards of integrity, dignity and professionalism;
  - (b) comply with any team protocol and procedures, including in relation to alcohol, curfews and inappropriate relationships; and
  - (c) not act in a manner contrary to the best interests of the team.
- 6.2 A Club may discipline its Professional Players, Representative Players or Officials in relation to behaviour that relates only to that Player's employment or engagement by that Club, including:
- (a) unexplained absence from a Match or official training session or team meeting;

- (b) failure to wear designated clothing to a team promotion or activity;
  - (c) conflicting sponsor brand visible during a team promotion or activity; and
  - (d) behaviour that brings the Club into Disrepute, including inappropriate behaviour in public (such as a nightclub brawl).
- 6.3 A Club may impose disciplinary sanctions on a Professional Player in accordance with Part V of the FFA Statutes subject to the following maximum sanctions:
- (a) imposition of a fine not exceeding 50% of 1 week's remuneration (being the Annual Salary paid for the most recent week and Match Payments for the Players most recent Match);
  - (b) suspension up to a maximum of 2 Matches; or
  - (c) termination of a Standard Player Contract (provided that the Club has already enforced sanctions against the Player on at least 3 separate occasions).
- 6.4 A Club may impose disciplinary sanctions on a Representative Player and an Official in accordance with Part V of the FFA Statutes subject to the following maximum sanctions:
- (a) the imposition of a fine;
  - (b) suspension up to a maximum of 2 Matches; or
  - (c) expulsion from the representative team (provided that the Club has already enforced sanctions against the Player on at least 3 separate occasions).

## 7. Notice and Disciplinary Sanctions

- 7.1 A Football Administrator may enforce the terms of this Code and invoke the sanctions only if it has given the party alleged to have infringed this Code:
- (a) reasonable details of the alleged infringement;
  - (b) notice of possible sanctions; and
  - (c) the opportunity to be heard in relation to the issues of infringement and sanction.
- 7.2 The scope and implementation of disciplinary sanctions is as specified in Part V of the FFA Statutes.
- 7.3 The imposition of a sanction is immediate or as otherwise notified by the party imposing the sanction.
- 7.4 If a Member disputes the sanction or purported action taken under this Code that party may appeal in accordance with the Grievance Resolution Regulations provided that it does so within 7 business days of notice of the sanction.

## 8. Definitions and Interpretation

- 8.1 Any terms used but not defined in this Code of Conduct have the meaning given to them in the FFA Statutes.
- 8.2 In this Code:
- Attribute** means race, colour, religion, language, politics, national or ethnic origin, gender, transgender, sexual orientation, age, marital status, pregnancy or intellectual or physical impairment or any other attribute specified under commonwealth or state legislation.
- Benefit** means money, gift, advantage, consideration or any other benefit or reward, whether in cash or kind.

**Club** means any club registered with FFA in accordance with the National Registration Regulations from time to time. A reference to Club includes a club admitted by:

- (a) a Competition Administrator to field a team in a Competition;
- (b) a Member Federation to field a representative team in a Competition; or
- (c) FFA to field a team in a National League or a National Championships.

**Disrepute** means any conduct, statement or appearance in public that is damaging to reputation.

**FFA Statutes** means FFA's statutes as promulgated by FFA from time to time, including its constitution and by-laws and rules and regulations and policies and procedures.

**Football Administrator** means FFA, a Member Federation, a Competition Administrator or a Club as the case requires.

- 8.3 If there is any inconsistency between a term of this Code and a term of any Member Federation regulation or any Competition Rule, the term of this Code will govern to the extent of that inconsistency and the inconsistent term is void and of no effect.
- 8.4 This Code will be interpreted, varied and reviewed in accordance with Part IX of the FFA Statutes.

## **9. Enforcement**

The FFA Code of Conduct came into force on 1 January 2007 and any amendments made to the Code of Conduct come into effect immediately upon promulgation of such amendments by FFA.

## Appendix 2: Spectator Code of Behaviour

A spectator present at a match or otherwise involved in any activity staged or sanctioned by FFA or an affiliated member federation, district association or club must;

- a) Respect the decisions of match officials and teach children to do the same;
- b) Never ridicule or unduly scold a child for making a mistake;
- c) Respect the rights, dignity and worth of every person regardless of their gender, ability, race colour, religion, language, politics, national or ethnic origin;
- d) Not use violence in any form, whether it is against other spectators, team officials (including coaches), match officials or players;
- e) Not engage in discrimination, harassment or abuse in any form including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting;
- f) Comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
- g) Not, and must not attempt to bring into a venue national or political flags or emblems (except for the recognised national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language;
- h) Not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority and;
- i) Must conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of FFA and football generally.

Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future matches.

### Appendix 3: Code of Conduct - Administrators

- Involve young people in the planning, leadership, evaluation and decision making process in the club network;
- Give all children equal opportunities to participate;
- Ensure the rules, equipment, length of games and training principles suit the age, ability and maturity level of participants;
- Provide quality supervision and instruction for junior players;
- Remember that children will only continue with football, provided they enjoy their experience, so do not over-emphasise awards;
- Help coaches and match officials highlight appropriate behaviour and skill development, and assist in raising the standards of coaching and officiating;
- Ensure everyone involved in football emphasises fair play, and not winning at all costs approach;
- Be tolerant and calm under pressure and approach problem solving in a supportive manner as members and players will expect you to set an example for others;
- Support the implementation of the National Junior Sport Policy;
- Make every effort to educate persons who breach these guidelines from time to time.

I agree to comply at all times to the Myrtleford Savoy Soccer Club Code of Conduct for Administrators'.

Signature .....

Date .....

## Appendix 4: Code of Conduct - Coaches and Managers

- Remember that players participate for the fun of it and that winning is not everything;
- Never ridicule or yell at a player for making a mistake or being in a losing team;
- Be reasonable in your demands on younger players time, energy and enthusiasm;
- Teach your players to abide by the Rules and Laws of the Game;
- Whenever possible, alternate the group of players to ensure everyone has a reasonable chance of success;
- Avoid overplaying the talented players as all players deserve equal time on the playing field;
- Ensure that equipment and facilities meet a reasonable safety standard and are appropriate to the age and ability of the players;
- Modify your approach to suit the skill levels and needs of players;
- Develop and enhance respect between players, opposition coaches and the decisions of the match official;
- Follow the advice of a physician when determining the extent of a player's injury and beyond that, when players are returning from injury to training and match play;
- Keep up to date with the latest coaching practices (refer to Coach Accreditation Criteria);
- Take time out to teach players (& others) the Laws of the Game, hence raising their awareness;
- Remind all players to play within the spirit of the game at all times;
- Ensure players are good sports and ensure each team member shakes the hand of their opponents at the conclusion of every match;
- Do not smoke or consume alcohol from the team bench (technical area) or sideline;
- Remember the actions of yourself and our team is reflective of the perception others take away with them.

I agree to comply at all times to the Myrtleford Savoy Soccer Club Code of Conduct for Coaches and Managers.

Signature .....

Date .....

## Appendix 5: Players Code of Conduct

1. Play by the rules. It is just as important to understand the spirit of the rules. They are designed to make game fun to play and fun to watch. By sticking to the rules you will enjoy the game more.
2. Play to win. Winning is the object of playing any game. Never set out to lose. If you do not play to win, you are cheating your opponents, deceiving those who are watching, and also fooling yourself. Never give up against stronger opponents but never relent against weaker ones.
3. Play fair. Winning is without value if victory has been achieved unfairly or dishonestly. Playing fair requires courage and character and is more satisfying. Playing fair earns you respect, while cheats are detested.
4. Refrain from conduct which may be regarded as sexual harassment towards fellow players and coaches.
5. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition. Fair play means respect. Referees are there to maintain discipline and fair play.
6. Control your temper. Verbal abuse of officials and sledging other players, deliberate distraction or provoking an opponent, are not acceptable or permitted behaviours in any sport.
7. Be honest with the coach concerning illness and injury and ability to train and compete to the best of your ability.
8. Work equally hard for yourself and your team. Your team's performance will benefit and so will you. Your team's performance will benefit and so will you. A professional appearance relating to language, manner, temper and punctuality must be adopted at all times.
9. Be a good sport. Applaud all good plays whether they are made by your team, or the opposition.
10. Accept defeat with dignity. Nobody wins all the time. Learn to lose graciously. Don't seek excuses for defeat genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Good losers earn more respect than bad winners.
11. Promote the interests of football; it is the world's greatest game. Think of football's interests before your own. Talk about the positive things in the game. Encourage other people to watch it or play it fairly. Be an ambassador for the game.
12. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor, drugs, racism, violence and other dangers to our sport. Watch for attempts to tempt you into cheating or using drugs. Drugs have no place in football, or in our society. Say NO to drugs.

13. Help others to resist corrupting pressures. You may hear that team-mates or other people you know are being tempted to cheat in some way. Give them the strength to resist. Remind them of their commitment to their team mates and to the game itself. Form a block of solidarity, like a solid defence on the field of play.
14. Co-operate with your coach, team-mates and opponents. Without them there would be no competition. They have the same rights as you have, including the right to be respected.
15. Participate for your own enjoyment and benefit, not just to please parents and coaches.
16. Respect the rights dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
17. Denounce those who attempt to discredit our sport. Don't be ashamed to show up anybody who you are sure is trying to make another cheat. It's better to expose them and have them removed before they can do any damage. It often takes more courage to denounce what is wrong, than to go along with a dishonest plan.
18. Honour those who defend football's good reputation. The good name of football has survived because the vast majority of people who love the game are honest and fair. Sometimes somebody does something exceptional that deserves our special recognition. They should be honoured and their fair example made public. This encourages others to act in the same way.

I agree to comply at all times to the Myrtleford Savoy Soccer Club Code of Conduct for Players.

Signature .....

Date .....

### 3.14.1 AWFA Marshalls Code of Conduct

The role of Marshal's is to assist in the orderly conduct of matches. This assistance includes:

#### 3.14.1.1

Ensuring only players, coaches, managers and match officials for the current match enter the playing field beyond the barriers provided. Additionally, ensure entrance is permitted to ambulance and/or police officers as may be required.

#### 3.14.1.2

Ensuring coaches, managers and bench players remain within the technical area. The technical area extends one (1) metre either side of the designated seated area and from the barrier to one (1) metre from the sideline.

#### 3.14.1.3

Actively discourage any abusive or threatening behavior, by word or action from the coach, manager, bench players, spectators or other persons in attendance towards any participant in the match.

#### 3.14.1.4

Where there is reasonable concern for the well being or safety of match officials, players, coaches, managers or other persons seek assistance from the local Police.

#### 3.14.1.5

Provide all reasonable assistance in the conduct of the match as may be requested by the match officials.

### 3.14.2 General Requirement.

#### 3.14.2.1

Both the home and away clubs must nominate two (2) Marshal's for each fixture in which they have teams competing.

#### 3.14.2.2

All Marshals must remain in attendance for the duration of the match for which they have been nominated.

#### 3.14.2.3

Marshal's must not consume alcohol on the day of the match either prior to the match or for the duration of the match for which they have been nominated.

### 3.14.3 Identification.

#### 3.14.3.1

Nominated Marshals must be clearly identified on the team sheet prior to the commencement of the relevant match.

#### 3.14.3.2

Nominated Marshals are required to wear a clearly distinctive arm band, vest or cap indicating their status for the duration of the match for which they have been nominated.

### 3.14.4 Division 1 Men's Competition Additional Requirements

#### 3.14.4.1

All Marshal's must introduce themselves to the match officials prior to the commencement of the match.

#### 3.14.4.2

At the beginning of the halftime interval the Marshal's must enter the field of play and accompany the match officials to the change rooms.

#### 3.14.4.3

At the completion of the half time interval the Marshal's must accompany the match officials to the field of play.

#### 3.14.4.4

At the completion of the match the Marshal's must enter the field of play and accompany the match officials to the change rooms. The Marshal's must ensure the officials are permitted to change, shower and leave without hindrance.

#### 3.14.4.5

If requested by the match officials the Marshal's must accompany the officials to their point of departure from the venue.

### 3.14.5 Fines

Clubs failing to comply with regulation 3.14 will incur a \$25 fine for each failure.

### 3.15 Technical Area

- A. The only persons permitted in front of the barriers at any time during the progress of the game or during intervals between fixtures controlled by AWFA shall be:
- i The competing players as per team sheet.
  - ii The officiating Referee and Linesmen.
  - iii First Aid or Ambulance men (one per club).
  - iv Police or official maintainers of order.
  - v Two Marshal's from each club who are responsible for referee protection and crowd control only.
  - vi Members of the Press duly authorised by the M.C.
  - vii The official Coach from each team.
  - viii The Registered Manager from each team

The M.C. may take whatever action it sees fit against any persons or clubs violating these Regulations.

- B. Each playing field used in an AWFA playing competition shall have a "Technical Area" conforming to current FIFA regulations clearly marked around each club bench. The only persons permitted within a team's Technical Area shall be:
- i) Registered Coach
  - ii) Registered Assistant Coach
  - iii) Registered Manager
  - iv) Bench Players (recorded on team sheet)
  - v) First Aid

## Appendix 7 MSSC Complaint Form

Name of person receiving complaint:

Date \_\_\_\_\_

Complainants Name:

Over 18     Under 18

Complainants Contact Details:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Complainant's role/status at Club:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Administrator (volunteer) | <input type="checkbox"/> Parent          | <input type="checkbox"/> Player            |
| <input type="checkbox"/> Spectator                 | <input type="checkbox"/> Coach/Assistant | <input type="checkbox"/> Support Personnel |
| <input type="checkbox"/> Employee (paid)           | <input type="checkbox"/> Official        | <input type="checkbox"/> Other             |

Name of person complained about:

Over 18     Under 18

Person complained about role/status at Club:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Administrator (volunteer) | <input type="checkbox"/> Parent          | <input type="checkbox"/> Player            |
| <input type="checkbox"/> Spectator                 | <input type="checkbox"/> Coach/Assistant | <input type="checkbox"/> Support Personnel |
| <input type="checkbox"/> Employee (paid)           | <input type="checkbox"/> Official        | <input type="checkbox"/> Other             |

Location or event of alleged issue:

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Description of alleged issue:

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Nature of Complaint (category/basis/grounds):

*Can tick more than one box*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Harassment        | <input type="checkbox"/> Discrimination   | <input type="checkbox"/> Sexual/sexist |
| <input type="checkbox"/> Selection dispute | <input type="checkbox"/> Coaching methods | <input type="checkbox"/> Sexuality     |
| <input type="checkbox"/> Personality clash | <input type="checkbox"/> Verbal abuse     | <input type="checkbox"/> Race          |
| <input type="checkbox"/> Bullying          | <input type="checkbox"/> Physical abuse   | <input type="checkbox"/> Religion      |
| <input type="checkbox"/> Disability        | <input type="checkbox"/> Victimisation    | <input type="checkbox"/> Pregnancy     |
| <input type="checkbox"/> Child abuse       | <input type="checkbox"/> Unfair decision  | <input type="checkbox"/> Other         |

Please tell us how you would like this issue to be resolved:

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What information can the MPIO provide to you?

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What is an adequate resolution and/or action that can be undertaken:

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MPIO follow-up action:

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## Appendix 8 MSSC Member Protection Policy Consent Form

Each year at registration a variety of documents must be read, understood, agreed and signed by the participant or if under the age of eighteen a parent or guardian. All the documents form the terms and conditions around our behaviour and responsibilities, individually and as a club. If we do not abide by the rules and regulations as a club we can be held liable in a number of ways; legally, financially or disaffiliated from our peak body organisations (AWFA, Football NSW, FFV & FFA). To keep documentation streamlined and efficient we have combined the relevant information for your signature to this one document.

This signed consent form is the responsibility of the registrar who shall complete an authorised name list for the publicity officer. Please read the member protection policy before signing. If you have any questions or wish to access digital copies of your images please email [secretary@myrtlefordsoccer.com.au](mailto:secretary@myrtlefordsoccer.com.au).

Name: \_\_\_\_\_  
Individual/parent/guardian

Child/ren Name/s \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

### 2. Consent Terms and Conditions

I agree to become a paid member of the MSSC and comply at all times with the following, knowing that there are disciplinary actions in place for non compliance;

- MSSC Member Protection Policy and relevant Codes of Conduct
- MSSC Constitution, By Laws, Rules, Regulations and Policies of the game by our club and those of our affiliated peak bodies FFA, Football NSW, AWFA and FFV.
- Upload a current photo image to [www.myfootballclub.com](http://www.myfootballclub.com) upon registration and give consent to be photographed and use of image for publicity as stated in Chapter 10.4.
- I will provide a Working with Children check as an official volunteer to the MSSC. (Committee, Coaching and Management positions).
- I will be responsible for my attendance and notify my coach if not available in a reasonable timeframe for training sessions or games, I will arrive thirty minutes before game time and apply appropriate behaviour at all times and bring items such as medical, shin/ankle/mouth guards, sun screen if appropriate and wear well fitted boots.
- Players must pay any outstanding club fees and current fees at registration to be eligible to play or have an agreed payment plan paid by the 1 May of that year or they will be ineligible to play, no allowances.

### 3. Authorisation (parent/guardian if under 18)

I hereby agree and shall comply with the terms and conditions set out above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Are there any medical or physical conditions the MSSC and your coach should be made aware of?

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