

Myrtleford Savoy Soccer Club

Member Protection Policy

Version: 3 – 25 April 2020



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1. INTRODUCTION

The vision of the Myrtleford Savoy Soccer Club (MSSC) is to develop a community centred football club aimed at promoting health and wellbeing; supporting social inclusion; and creating opportunities for the whole community regardless of ability, age or gender to develop football playing coaching and refereeing skills, engage with others and have fun.

2. PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy (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 his or her 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 (umpires/referees/judiciary), players, parents and spectators.

4. EXTENT OF OUR POLICY

Our policy covers unfair decisions (e.g. team selection), breaches of our code 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.

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, model appropriate standards of behaviour;
- Respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- Review this policy every 12-18 months; and
- Seek advice from, and if necessary or appropriate, refer serious issues to AWFA/Football Victoria/FNSW.

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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;
- 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. MEMBER PROTECTION INFORMATION OFFICER (MPIO)

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 in the role of Welcoming Officer, to provide information and if necessary club complaint resolution options available to address individuals concerns, they are not an advocate but they may elect to accompany complainants, if requested to talk with someone else.

8. MSSC DISCIPLINARY OFFICERS

The Albury Wodonga Football Association (AWFA) request that three Disciplinary Officers be nominated e.g. President, Vice President and Coaching Coordinator and included with a list of Committee Members and contact information after our clubs AGM in October. The role of the Disciplinary Officer is to investigate complaint referrals by the MPIO or Committee. They also can be an advocate for a player at an appeal against suspension by the AWFA Disciplinary Committee or the AWFA General Purpose Tribunal that may include charges of misconduct and disrepute referred to it, grievances between members, and any other matter the AWFA executive considers important to the interests of football.

9. MEMBER PROTECTION

Our club has a duty of care to all those associated with it. As mandated, we must have background checks of those who undertake committee, coaching or regular unsupervised contact with children 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.

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- 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.

10. WORKING WITH CHILDREN CHECKS REQUIREMENTS

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. 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). There is an exemption for volunteers whose own children are involved in the particular activity; however they should still be required to complete the screening process, if in an official volunteer capacity of the MSSC.

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, go to <https://www.workingwithchildren.vic.gov.au/>

New South Wales

We are currently exempt from the NSW Working with Children Check, as we do not play games in the state over 30 days.

Website details: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

11. PROTECTION OF CHILDREN

11.1 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, 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, 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 (see attachment 2);
- 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; and
- 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 that you have reported your concerns.

11.2 Supervision

Members under the age of 12 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 12 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.

11.3 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).

11.4 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 paedophile's 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.

12. 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 (see Responding to Complaints).

13. INCLUSIVE PRACTICES

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

13.1 People with a Disability

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

13.2 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).

13.3 Sexuality and Gender Identity

All people, regardless of their sexual orientation or gender identity, are welcome at our club. We strive to provide a safe, welcoming and inclusive environment for participation and will take prompt action if there is an allegation of homophobic behaviour or discrimination or harassment based on gender identity.

13.4 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 pregnant women consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

13.5 Girls playing in Boys Teams - Boys playing in Girls Teams

If there is not a mixed and/or separate sex competition, our club will support girls playing in boys teams and boys playing in girls teams up until the age of 12 years. After this age our club may make a decision about the makeup of teams after looking at the nature of our sport, the position/s the individual is likely to play, the physical development and skill level of the individual and other players, other opportunities to compete, as well as any advice from AWFA/Football Victoria or government agencies on our equal opportunity responsibilities.

14. RESPONDING TO COMPLAINTS

14.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club through our Member Protection Officer will handle complaints based upon the FFA National Member Protection Policy and apply principles of procedural fairness (natural justice), that is:

- 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; and
- Any penalties imposed will be fair and reasonable;
- More serious complaints may be escalated to AWFA/Football Victoria/FNSW;
- 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.

14.2 Complaint Handling Process

When an informal or formal 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; and
- Maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the MPIO will assist, where appropriate and necessary, with the resolution process. This may involve:

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- 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 (internal/external mediation);
- Refer to the matter to the relevant Disciplinary Officer to investigate, gathering more information on the complaint. (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 our district/region/state or national body.
- 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 our district/region/state or national body and an inquiry is conducted, the club will:

- Co-operate fully;
- Ensure the complainant and respondent are not victimised;
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- Act on AWFA/Football Victoria's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

14.3 Disciplinary measures

Our club will take disciplinary action against anyone found to have breached our policy or affiliate organisations or made false and malicious allegations. The committee will refer as it sees fit to its Judiciary Panel nominated as required. 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, placing's, 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.

14.4 Appeals

The Committee of Management shall enforce as necessary advice/recommendations from its nominated investigating officer. From time to time dependent upon the seriousness of the complaint, the Committee may refer this process to its nominated judiciary panel as part of its constitutional right there is no right of appeal against a decision of the Club's Judiciary Panel.

If the matter goes beyond our club jurisdiction, then a Complainant or Respondent must follow the process of that jurisdiction. 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.

14.5 Rules and Regulations

The MSSC has its own policies, it also observes the rules and regulations of the Albury Wodonga Football Association (AWFA) and affiliated organisations such as Football Victoria, Football NSW and Football Federation Australia.

For more information on the Clubs rules and regulations and affiliated links;

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

15. ATTACHMENT 1: CODES OF BEHAVIOUR

MSSC Code of Conduct – Coaches & Team Managers

- Respect overarching and Club Regulations (By Laws)
- Remember that young people participate for pleasure - winning is only part of the fun.
- **Operate within the rules and spirit of your sport** -help your players to understand that playing by the rules is their responsibility.
- Relate to officials in a courteous and polite way.
- Implement relevant sport safety policies and practices.
- **Implement policy and practices (and lead by example)** - in relation to responsible use of alcohol and in relation to recreational and performance enhancing drugs. No smoking at sporting venues – use designated areas.
- **Listen to your players** - ensure that the time they spend with you is a positive experience.
- Encourage young people to participate in administration, coaching and officiating - as well as playing.
- Promote a culturally tolerant environment.
- **Respect the rights, dignity and worth of all participants** - regardless of their gender, ability, cultural background or religion.
- **Keep up to date with coaching practices and qualifications** –ensure you understand the principles of physical growth and development. Attend FV accredited training for appropriate age group.
<https://www.playfootball.com.au/coach/community-pathway>
- Give junior players the chance to try out different playing positions and have adequate playing time in a game.
- **Ensure you are aware of your club’s child safe policy** – Be aware of your mandated responsibility to report suspicion of child abuse and neglect. online training www.playbytherules.net.au.
- Ensure that any physical contact with a young person is appropriate –is it necessary for the player’s skill development? **Avoid developing any ‘special’ relationships with children** – ensure that you show no favouritism such as the offering of gifts or special treatment. This includes intimate relationships and personal online social networking with team members.
- Note any medical conditions of players & advice of a physician when determining the extent of a player’s injury and returning from injury to training and match play.

I agree to abide by this code of conduct

Name:.....

Signature:..... Date:.....

MSSC Code of Conduct – Players

- Respect overarching and Club Regulations (By Laws)
- Play by the rules.
- **Never argue with an official.** - if you need clarification, have your captain, coach or manager approach the official during a break or after the competition).
- **Work equally hard for yourself and your team** - your team’s performance will benefit — so will you.
- **Be a good sport** - applaud all good plays whether they are made by your team or the opposition.
- **Show respect to and acknowledge opponents and officials** -(e.g. shake hands before and after the game and say things like ‘good luck’, ‘thanks for the game’, ‘thanks ref’, ‘three cheers for ...’).
- Cooperate with your coach, team mates and opponents - without them there would be no competition.
- Participate for your own enjoyment and benefit - not just to please parents and coaches.
- **Play fair** — no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
- **Respect the rights, dignity and worth of all participants** - regardless of their gender, ability, cultural background or religion.
- Do not expect or accept “special” favours from a coach or person involved in team or club management.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone else.
- Advise your coach or team manager of any medical conditions and/or requirements

I agree to abide by this code of conduct

Name:.....

Signature:..... Date:.....

MSSC Code of Conduct - Parents & Spectators

- Respect the FFA Code of Conduct and FFA Spectator Code of Behaviour. Go to <https://www.ffa.com.au/governance/statutes-and-regulations>
- Remember that children participate in sport for their enjoyment - not yours.
- **Encourage children to play according to the rules** - settle disagreements without resorting to hostility or violence.
- **Never ridicule or yell at a child** - for making a mistake or not winning.
- **Respect officials' decisions** - encourage children to do likewise.
- Show appreciation for coaches, officials and administrators- remember they are usually volunteers.
- Applaud good performance and efforts - from all individuals and teams.
- **Congratulate all participants**- regardless of the game's outcome.
- **Condemn the use of violence, verbal abuse or vilification in any form** – regardless of whether it is by spectators, coaches, officials or players.
- **Support all policies and practices (lead by example)**. - This includes responsible alcohol and drug use and support of child safe strategies.
- No smoking at sporting venues – use designated areas.
- Support involvement in modified rules games and other junior development programs.
- **Respect the rights, dignity and worth of every young person** -regardless of their gender, ability, cultural background or religion.
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism.
- Report Player medical conditions and requirements to the Coach or Team Manager

I agree to abide by this code of conduct

Name:.....

Signature:..... Date:.....

MSSC Code of Conduct - Officials

- Respect overarching and Club Regulations (By Laws).
- Apply rules and regulations to match the skill levels and needs of young people and to make participation more fun.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- **Compliment and encourage all participants**— you are a role model and a source of a young person’s confidence building.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect - for all opponents.
- Place the safety and welfare of the participants above all else.
- **Ensure that equipment and facilities meet safety standards** - are they appropriate to the age and ability of all players.
- **Support all policies and practices (lead by example)**. - This includes responsible alcohol and drug use and support of child safe strategies.
- No smoking at sporting venues – use designated areas.
- Be familiar with relevant policies and procedures relating to a child safe environment.
- Promote a culturally appropriate environment.
- **Respect the rights, dignity and worth of all participants** - regardless of their gender, ability, cultural background or religion.
- **Ensure you are aware of your mandated responsibility to report suspicion of child abuse and neglect** - complete the online training on www.playbytherules.net.au.

I agree to abide by these codes of conduct

Name:.....

Signature:..... Date:.....

MSSC Code of Conduct – Administrators

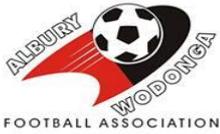
- Respect overarching and Club Regulations (By Laws)
- **Ensure you are aware of your obligations to provide a child safe environment** - this includes risk management, child safe policy, appropriate screening of staff/volunteers and mandatory notification obligations of certain people in the organisation. Complete the online training on www.playbytherules.net.au.
- Ensure your club is accessible for all to participate.
- **Create pathways for young people to participate in your club** - give them “a say “on decisions that affect them, provide leadership opportunities and most importantly listen to them.
- Ensure that the types of programs, rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players -ensure volunteers are adequately trained and/or accredited ie coaches.
- Direct coaches and officials to highlight appropriate behaviour and skill development.
- Ensure that everyone emphasises fair play - not winning at all costs.
- Promote Codes of Conduct to spectators, officials, parents, coaches and players -encourage them to follow it. ie social media and club registration as a tick box for consent.
- Develop where appropriate and distribute codes of behaviour for other volunteers – this may include sport trainers and firstaid staff.
- **Remember, you set an example** - your behaviour and comments should be positive and supportive.
- **Implement policy and practices (and lead by example)** - in relation to responsible use of alcohol and in relation to recreational and performance enhancing drugs and enforce the No Smoking Policy.
- Adopt and implement relevant sport safety policies and practices.
- Promote a culturally tolerant environment.
- **Respect the rights, dignity and worth of all participants** - regardless of their gender, ability, cultural background or religion.

I agree to abide by this code of conduct

Name:.....

Signature:..... Date:.....

16. ATTACHMENT 2 - AWFA MARSHALS POLICY - AWFA REGULATIONS



ALBURY WODONGA FOOTBALL ASSOCIATION Inc PO Box 824, Albury, NSW

MARSHALS POLICY

1. Purpose

1.1. The purpose of this Policy is to provide guidance in performing the duties of Game Day Marshals. **All AWFA Clubs** are to ensure that their respective policies are in line with this document.

1.2. This is a progressive document based on Albury Wodonga Football Association's (AWFA) Regulations outlining the roles and responsibilities of Game Day Marshals. It will be reviewed at least annually to reflect changes in AWFA, Football NSW (FNSW), and/or Football Federation Australia (FFA) policies and procedures.

2. Game Marshals Role & Responsibilities

2.1. **Game Marshals Role.** The role of a Marshal is to assist in the orderly conduct of matches.

This assistance includes:

- 2.1.1. Ensuring only players, coaches, managers, match officials and first aiders for the current match enter the playing field beyond the barriers provided (during play). Additionally, ensure entrance is permitted to ambulance and/or police officers as may be required.
- 2.1.2. Ensuring coaches, managers and bench players remain within the technical area. See paragraph 2.14.
- 2.1.3. Actively discourage any abusive or threatening behaviour, by word or action from the coach, manager, bench players, spectators or other persons in attendance towards any participant in the match.
- 2.1.4. Where there is reasonable concern for the wellbeing or safety of match officials, players, coaches, managers or other persons seek assistance from the local Police.
- 2.1.5. Provide all reasonable assistance in the conduct of the match as may be requested by the match officials.

2.2. **General Requirements.** Team Managers will ensure:

- 2.2.1. Two (2) Marshals are appointed for each Senior fixture (Division 3 and above) in which they have teams competing.

- 2.2.2. One (1) Marshal is to be appointed for all Junior and Over 35 Fixture in which they have teams competing.
- 2.2.3. Marshals are of a reasonable age and are aware of their role and responsibilities
- 2.2.4. All Marshals must remain in attendance for the duration of the match for which they have been nominated.
- 2.2.5. Marshals 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.
- 2.2.6. All Marshals' must introduce themselves to the match officials prior to the commencement of the match and advise him/her where they will be located during the match.

2.3. Identification.

- 2.3.1. Nominated Marshals must be clearly identified on the team sheet prior to the commencement of the relevant match.
- 2.3.2. Nominated Marshals are required to wear a clearly distinctive vest indicating their status for the duration of the match for which they have been nominated. Two vests are provided for each team.

2.4. Division 1 and 2 Men and Women's and Division 3 Men Competition Additional Requirements

- 2.4.1. Escort the match officials to and from the change rooms, to and from the field of play at the start of the game, at half time, and at the end of the game.
- 2.4.2. Ensure the officials are permitted to change, shower and leave without hindrance.
- 2.4.3. If requested by the match officials, accompany the officials to their point of departure from the venue.

2.5. Technical Area.

- 2.5.1. 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:
 - a. Registered Coach
 - b. Registered Assistant Coach
 - c. Registered Manager
 - d. Bench Players (recorded on team sheet)
 - e. Medical Practitioner or First Aid Attendant or Physio Practitioner
- 2.5.2. The Marshals, in support of the Team Manager, should ensure only authorized individuals are within the technical area during each game.
- 2.5.3. The role of Marshals is to assist in the orderly conduct of matches. Please review this list of responsibilities prior to agreeing to act as Marshals.
- 2.5.4. Should you feel you are unable to complete anything listed, inform your Team Manager and they will find a suitable replacement.

2.6. Marshals are TO:

- 2.6.1. Ensure only players, coaches, managers, match officials and first aiders for the current match enter the playing field during game time.
- 2.6.2. In support of the team manager, ensure only the registered coach, registered assistant coach, registered manager, bench players (recorded on the team sheet) and First Aiders are permitted and remain in the team's "Technical Area".
- 2.6.3. Ensure entrance is permitted to ambulance and/or police officers as required.
- 2.6.4. Actively discourage any abusive or threatening behaviour, by word or action from the coach, manager, bench players, spectators or other persons in attendance towards any participant in the match.
- 2.6.5. 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.
- 2.6.6. Provide all reasonable assistance in the conduct of the match as may be requested by the match officials.
- 2.6.7. Wear a clearly distinctive vest indicating your status for the duration of the match.
- 2.6.8. Remain visible and in attendance for the duration of the match.
- 2.6.9. Report any incidents to the Club MPIO and/or President/Vice President/Secretary.
- 2.6.10. Introduce yourself to the match officials prior to the commencement of the match and advise him/her where you can be located during the match.

2.7. Marshals are NOT TO:

- 2.7.1. Engage in any abusive or threatening behaviour, by word or action towards any participant in the match, spectator or others in attendance.
- 2.7.2. Consume alcohol on the day of the match either prior to the match or for the duration of the match for which you have been nominated.
- 2.7.3. Hesitate to ask from assistance from Club officials.

Dated Feb 2020

17. ATTACHMENT 3: COMMITTEE & OTHER POSITION DESCRIPTIONS

MSSC Canteen Manager

OBJECTIVE:

To manage and maintain the club canteen in an efficient manner

Reports primarily to the Treasurer and Committee

RESPONSIBILITIES / TASKS

- Attend Food Safety, RSA and other training sessions as required.
- Ensure all regulatory food and alcohol requirements are met.
- Ensure the canteen is prepared and set up prior to any events or games.
- Audit and purchase stock as necessary.
- Purchase Canteen equipment that has been approved by the committee.
- Assist registrar with canteen rosters, monitor attendance with a sign in book.
- Ensure members use visitors sign in book with the sale of alcohol at official club events.
- Ensure food standards are implemented and maintained by all members.
- Ensure Canteen is kept clean and orderly.
- Ensure a safe working environment and enforce risk management practices
- Advise committee of any maintenance or other issues.
- Organise inspections and/or maintenance as required with the Safety Officer.
- Ensure item pricing is up to date and signage is done in liaison with the Treasurer.

The estimated time commitment required as the Canteen Manager is up to 3 hours per week plus game day events, which will fluctuate throughout the season due to practice matches, Club events hire of facility and home games.

RELATIONSHIPS:

- Liaise with Committee
- Liaise with retail outlets, trades and Shire council
- Liaise with players, parents and club supporters

ESSENTIAL SKILLS:

- Willing to gain a good understanding of Food Services and Safety requirements
- Willing to learn new skills
- Can take on responsibility and supervise others
- Time commitment
- Ability to plan ahead organise and prioritise
- Enthusiasm and dedication
- Adaptable to change and dedicated club person

MSSC Club Coach 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 / TASKS:

- Support a positive club coaching culture and enjoyable player experiences
- Monitor and mentor new and inexperienced club coaches based on their development needs
- Organise Community Coaching Courses in line with appropriate age groups.
- Promote inclusive practice within the coaching at the club.
- Engage an assistant Coaching Coordinator for the female only teams.
- Recruit and encourage women to take up coaching and/or referee roles
- In liaison with the President, recruits coaches to the club and recommends appointments to the committee for approval each season as necessary.
- Provide access to up to date information and professional development opportunities including observing senior coaches and model sessions.
- Coordinate grading sessions/assessments of players as required
- Develop and deliver soccer programs into local schools and club clinics as required.
- Liaise with Club administrators and MiniRoos Coordinator
- Attend CCC meetings as necessary
- Conduct surveys to establish and monitor levels of satisfaction
- Is a disciplinary officer along with the President and Vice President
- Liaison with MiniRoos Coordinator for Schools clinics, Gala Days and programs

RELATIONSHIPS:

- Club Coordinator mentor
- Club administration
- Club coaches
- Parents and Players

ACCOUNTABILITY:

- Player and coach retention rates of 75%
- Level of satisfaction of parents with coaching
- Level of satisfaction of coaches with support provided

ESSENTIAL SKILLS:

- Well respected within the club/football community
- Current FFA coaching accreditation
- Minimum 2 years coaching experience with young players
- An understanding of quality coaching behaviours required for young children
- Sound communication skills
- Positive and approachable personality

MSSC Fundraising and Events Coordinator

OBJECTIVE

The Fundraising and Events Coordinator is a key position for ensuring the on-going financial sustainability of the Myrtleford Savoy Soccer Club. The primary responsibility is to plan and execute events, raffles and campaigns that fulfil that requirement.

RESPONSIBILITIES / TASKS:

- In liaison with the sponsorship officer lead prospective events with corporate sponsors – increasing this revenue stream.
- Work in liaison with Publicity/Media Officer to promote planned activities.
- Contribute to identification and execution of fundraising and campaign opportunities.
- Contribute to the development of methods and setting outcomes in relation to fundraising, events and campaigns aligned with MSSC Strategies.
- Develop and maintain appropriate records relating to fundraising and event/campaign activities.
- Develop, produce and deliver projects from proposal to the committee.
- Delivering events on time and within budget.
- Good communication and stewardship.

RELATIONSHIPS:

- Club Sponsors
- Committee
- Members
- Event/Facilities Managers

ACCOUNTABILITY:

Report to the Committee

ESSENTIAL SKILLS:

- Excellent oral and communication skills.
- Positive and approachable personality.
- Strong stakeholder and relationship management skills.
- Ability to handle and own multiple projects and reliable at hitting deadlines.
- Excellent administration and organisational skills.
- Strong IT skills including, Word, Excel and PowerPoint.
- Ability to negotiate.
- Competent at managing budgets.
- An effective team player with excellent interpersonal skills.
- Pro-active creative problem solver.
- High level of self-motivation, and the ability to work autonomously.

MSSC MiniRoos Coordinator

OBJECTIVE:

The MiniRoos Coordinator is primarily responsible for providing the coordination of the MiniRoos program by providing information and resources to parents of club members from the ages of 5 to 11.

RESPONSIBILITIES / TASKS:

- Act as the Club Officer and Point of Contact for all parents and Game Leaders for MiniRoos players.
- Promote MiniRoos football.
- Organise Feb (outside school terms) MiniRoos kick start 5 week program prior to the MiniRoos Session.
- Actively organise, promote & encourage Game Leaders to complete Grassroots Clinics.
- Explain the rules to club members and parents.
- Promote the benefits of MiniRoos football.
- Provide correct training equipment to each Game Leader for their age group.
- Ensure that players train and play on correct size pitches.
- Ensure that the number of players assigned to each team does not exceed the maximum allowable number for that specific age group.
- Ensure that players are playing in correct age groups.
- Ensure that Game Leaders are registered through Play Football and assist where necessary.
- Regularly seek feedback from Game Leaders and assist where possible or refer to Registrar or Administrator if necessary.
- Ensure a functional link between local schools as a School Liaison with Coach Coordinator for clinics and programs promotion in liaison with the Media Officer.

RELATIONSHIPS:

- Game Leaders, managers and parents of MiniRoos players
- Registrar
- Will be in regular contact with Football Victoria Club Ambassador & MiniRoos Development Manager to promote MiniRoos.

ACCOUNTABILITY:

- The MiniRoos Coordinator is accountable to the Registrar, President and General Committee.
- The estimated time commitment required as the MiniRoos Coordinator 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.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Planning skills.
- Communication skills.
- Problem solving skills.
- Negotiation skills.
- Mediation skills.

MSSC President

The role of the President is to provide the principal leadership and responsibility for the organisation and the Committee.

Desirable Attributes:

The President should:

- Be well informed of all organisation activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be forward thinking and committed to meeting the overall goals of the Club.
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers.
- Be able to work collaboratively with other Committee Members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the Club in representing the Committee in other forums. (e.g. league delegate meetings).
- Be a competent public speaker.

Specific duties include but are not limited to:

- Club Licensee; Alcohol Licence – training required.
- Chair Committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure and role.
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution.
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- In liaison with the Coaching Coordinator assists recruitment of coaches to the club.
- Serve as a spokesperson for the Club.
- Assist in the production of the AGM Annual Report to club membership.
- Communicate regularly and systematically with the Presidents of the member Clubs, and the AWFA Association.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

MSSC Member Protection Policy

- Act as a Club Disciplinary Officer with Vice President and Coach Coordinator and be competent in handling disputes.
- A good understanding of league requirement at local, regional and higher levels.
- Chair Grounds sub – committee and delegate as per the Constitution other sub-committees as necessary.

MSSC Publicity Officer / Media Contact

Desirable Attributes:

The Publicity Officer should:

- Write well and have some know how on presenting media releases and articles.
- Have computer skills.
- Be a good communicator and be able to develop positive relationships with media contacts.
- Be able to liaise with the committee regarding media relations and news items.
- Monitor and request updates of club website material to website support person.

Is Responsible To: The Club President and Committee Members

Specific duties include but are not limited to:

- Making contact with media persons, develop and maintaining media relationships.
- Being the communications contact person for club members and media to gather and present articles.
- Be one of multiple administrators who contribute to our Facebook by presenting regular information for the club, and utilise fully the Club Noticeboard and Blackboard.
- Ensuring that weekly media information e.g. results is provided on time and is accurate.
- Writing media releases to highlight key activities / stories about the club.
- Liaising with the committee about media opportunities.
- Ensure all new/updated policies, training times, registration information, dates & links etc. are regularly updated on the website and old material removed in liaison with the web support person.
- Lead the composition of the Annual Report.
- Liaise with sponsorship coordinator supporting our sponsors and assist with thank you letters/ certificates at end of season.
- Advertise at the start of each season teams and training times for AWFA Competition and MiniRoos with a postcode mail out or by other means. Ensure we promote “we are an inclusive club” and place a high priority on “female participation”.
- Follow the FFA Rules and Regulations in particular – ensure media/social communications do not bring the sport/club into disrepute, penalties apply.

MSSC Registrar/Administrator

The role of the Registrar is to manage and administer the club's membership in an effective and efficient manner. This includes close liaison with the Club Treasurer, AWFA Registrar & Recorder, Football Federation Victoria through the MyFootballClub database system. Link: www.playfootball.com.au/register

Desirable Attributes:

The Registrar should be able to:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposals for membership fees and arrangements for the ensuing season to the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- In liaison with the welcoming provide welcoming kits as necessary.
- Add Secretary and Treasurer to the club database by activating them as administrators in My Football club.
- Understand FFV MyFootballClub and AWFA system and attend 'System Training' session at the beginning of the season as required by AWFA/FV.
- Liaise with FV as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FV to promote and implement the self-registration and payment option via MyFootballClub.
- Check regularly for new Registration information and check that names are transferred to the team list.
- Process registrations via MyFootballClub as required for members (players, volunteers committee & team managers, coaches etc).
- Maintain member details as required by MyFootballClub and legally with Consumer Affairs Victoria.
- Set up Canteen Roster in liaison with Secretary and send out to team managers prior to season start.
- Liaise with Safety Officer, Welcoming Officer and Volunteer Officer to audit and replace items such as first aid kits and team kits, game balls (2 pumped) Strips are in good condition/replaced in team bags and follow up missing items at start/end of season, or as requested.
- Ensure the collection, spelling and error checks prior to sending team sheets to AWFA registrar after each home game before 6pm. (Fines apply).

MSSC Maintenance & Safety Officer

The Safety Officer coordinates the first aid personnel and equipment at the club and maintains health and safety documentation.

Desirable Attributes:

The Maintenance & Safety Officer should be:

- Someone who is around the club during training and match days
- Knowledge to maintain registers of courses, equipment, maintenance, stock etc.
- Can prioritise and coordinate activities for facility management
- Effective communicator dedicated to the club
- Familiar with the club's emergency plans including evacuation
- Familiar with all relevant rules and policies e.g. Health and Safety Policy

Responsible to:

The Maintenance & Safety Officer needs to liaise with the Registrar, Coaches, Trainers, First Aid Representatives and reports to the Committee.

Specific duties include but are not limited to:

Tasks	Details
– Ensure that each team, game has a nominated First Aid representative with Level 2 First Aid	<ul style="list-style-type: none">• Take details of first aid representatives and sight certificates of currency. Develop a data base with contact details.
– Promote first aid courses, responsible serving of alcohol courses, food safety and permits, Alcohol Licence requirements	<ul style="list-style-type: none">• Roster First Aid Representatives for games where there is no suitable representative assigned to the team• Seek details of Level 2 First Aid Courses prior to the season and promote to members.
– Canteen Fire Extinguisher annual check (Chubb/CFA)	<ul style="list-style-type: none">• Ensure that fire extinguishers undergo their regular maintenance check.• Ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure in the Canteen.
– Maintenance check of Canteen exhaust fan and equipment including electrical tagging of new equipment, Fridges, lighting Freezers and Grounds equipment eg: bore, irrigation, lighting towers (council	<ul style="list-style-type: none">• Be active in assessing the overall safety of the facility.• Order (with Treasurer), any stock required by club.• Recruit members or externals (with Treasurer) to undertake maintenance as needed and oversee work as necessary.• Alert committee of any major works or repairs

assets) mower etc

- Obtain stock as needed for the facility eg: toiletry items, light globes, fuel, tools, ladders etc.

- Restock first aid supplies and check equipment and cleanliness of the treatment space

- Keep a track of first aid supplies required through the season

- Ensure that ground checks are undertaken at the start of match day

- Report any known hazards to the committee

- Record Keeping and File Relevant Records

- Oversee Insurance cover with Club Assets

required. In the case of expenditure required exceeding the Treasurer's delegation the Treasurer will seek Committee approval.

- Organise Working bees as required.
- Sporting equipment comes under the responsibility of the Merchandise & Equipment Officer.
- Check that safety equipment is in good condition e.g. defib, stretcher, padding. Check that the treatment area is clean after each match.
- Restock first aid kits, including ice packs and check that supplies are in date.
- Keep a book where first aid supplies used are noted and undertake regular checks.
- Remind the coaches of the need to undertake a ground check prior to playing.
- Ensure all incidents are reported in the Incident Book (alcohol or other) (in the canteen).
- Collect medical information at the commencement of the season and provide details to the relevant coach, team manager, first aid representative (NB that consent is required) .
- Collect Injury Report Forms and retain for 7 years.
- Check items are covered by insurance in liaison with Treasurer (Elders and Assets Alpine Shire).

MSSC Secretary

Desirable Attributes:

The Secretary should:

- be very organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

Consumer Affairs duties include:

- (1) Notify Consumer Affairs of the Secretary Appointment/ change of the Secretary's details within 14 days of a secretary's departure.
- (2) Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- (3) Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents online. Including the Annual Income and Expenditure Statement and Assets and Liability Statement
- (4) Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- (5) Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
- (6) Notify Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association. For information go to: www.consumer.vic.gov.au.

Administrative roles include:

- Ensure Committee Induction is undertaken asap after AGM.
- Maintain committee club records/data, committee check list and calendar.
- Ensure Secretary Assistant manages the Minutes of Committee meetings.
- Be familiar with all current Club Policy documents.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Update Club Rules and Regulations as required, inform members and ensure added to the website through web support person.
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.

- Ensure after each AGM that AWFA is advised on the appropriate form of committee names/role with contact information and disciplinary officers x 3 are completed and sent.
- Ensure registrar at home games sends game score sheets to AWFA recorder and Treasurer to cross check referee invoices against.
- Ensure that official records (including naming conventions) are maintained by the Treasurer (\$1 membership fee from registration) of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club AGM meetings as specified in the Constitution.
- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.
- The Registrar is the nominated person to receive and file relevant Police Check records or Working with Children documentation and AWFA Assessments.
- Ensure AWFA Forms requesting game time changes are done efficiently. Always check time changes are approved with our club's relevant coach before signing off.
- Ensure all licenses are current Alcohol and Food licencing. Alpine Shire permits for events such as La Fiera through their website.

MSSC Secretary Assistant

To Assist the secretary or take on the duties of Secretary as required;

Desirable Attributes:

The Secretary Assistant should:

- be very organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential

Administrative roles include:

- Prepare Agenda, reports and papers for all Committee meetings, in consultation with the President (note record conflict of issues) or committee member agreements (non-attendance – external position, leave etc) and distribute prior to the meeting.
- Attend and take minutes at all Committee meetings and at the AGM.
- Ensure all reports required by law are forwarded to Committee, ie Treasurer reports – cash flow, profit and loss and quarterly budget reporting (actual revenue & expenditure against forecast).
- Maintain a sound knowledge of league/region/state rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good working knowledge of meeting procedures.
- Have a good understanding of the club constitution and club rules and regulations and encourage that respect amongst committee and club members. Be aware of the Strategic Directions of the Club.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Organise training courses, coaching accreditation, first aid, RSA, food safety and others as required.
- Co-operate with the Secretary and assist the committee office bearers with their duties and responsibilities.
- Review Team manager handbook with Registrar include: annual draw, committee contact list, first aid kit list, team manager position description and AWFA marshal's regulations, club time change and player assessment process.
- Ensure Publicity officer has updates training times, coaches, registration details, policies, sponsor logo's etc are uploaded on the Website by the Website Administrator.
- Oversee the Hire (Form) of the Facility; Canteen, change rooms & public toilets and pitches, ensure dates are in calendar and not forgotten, to ensure all facility is clean and in good working order, with any requested items organised, open and lock up facility after event and then send email of contact information and price of hire to Treasurer for invoicing.

MSSC Sponsorship Coordinator

The Sponsorship Coordinator is the chief organiser of sponsorship arrangements for all sections of the Club.

The Sponsorship Coordinator reports regularly to the Committee.

The time commitment will vary during key times of the year.

Desirable Attributes:

The Sponsorship Coordinator should:

- Be organised, efficient and professional
- Be personable and can present the club and the virtues of being a sponsor
- Be creative in looking at new ways to service and satisfy sponsors.

The Sponsorship Coordinator should:

- Organise key tasks and timelines.
- Review the current Sponsorship Package and be familiar with what the club promises to sponsor's.
- Prepare a budget, monitor it carefully and report on it regularly.
- Seek to raise \$10,000 per year (as a minimum) in sponsorship funds for the club.
- Keep a proper record of sponsor details.
- Send out a letter / email to current sponsors regarding their commitment for the coming season.
- Seek new club sponsors and meet with potentials to outline what services they would value most.
- Organise that signage be produced and erected on signing.
- Maintain an agreement with each club sponsor.
- Make sure sponsor representatives are met when attending functions or match day.
- Give a report at regular meetings and when required.
- Liaise with competition coordinators to ensure that sponsors get recognition.
- Make sure trophy sponsorship list is completed for all teams and committee awards and trophies ordered a month prior to presentation in Sept/October.
- Send out a thank you letter/certificate at the completion of the season and a sponsor survey to support planning for the following year.
- Make sure sponsor logos are maintained on the website; update with new and old logo's removed in liaison with web support person.
- Assist at public speaking events.

MSSC Team Manager - non Committee

Objective:

To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

Responsibilities:

Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition, canteen rosters and club functions.

- Attend to administration matters as requested by the Secretary or Registrar.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to registrar after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards/votes with appropriate coaches and support staff.

Relationships:

Reports to the Secretary and Registrar.

- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

Accountability:

The Team Manager will report to Secretary and Registrar, as well as the coach of the team they manage.

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understand the rules and regulations of the competition.

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

MSSC Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club and its computer to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Clubs financial status to both the Committee and the Club members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances.
- Administer all financial affairs of the Club.
- Ensure Club lap top, email and data information is the property of the club and kept secure at all times.
- Lead the annual budget process, against previous year and ensure an appropriate annual budget is provided to the Committee for approval around November and reported quarterly to the committee.
- Ensure development and Committee review of financial policies and procedures.
- Receipt of all incoming monies.
- Ensure outstanding debtors are followed up for prompt payment.
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure and ensure **naming conventions** are kept relatively the same for historical reporting in the Strategic Plan.
- Maintain Assets list for insurance – Alpine Shire and Elders.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Monthly financial reports – present at monthly committee meetings.
- Arrange and despatch invoices for periodical payment.
- Ensure club membership fee \$1 is separated from registration fee and placed under membership
- List and maintain all club member names as part of our legal requirements.
- Keep accurate record of all membership payments.

MSSC Member Protection Policy

- Be a signatory on club account
- Report to the Clubs external Accountant Melissa Parmesan, a month prior AGM and assist with the Compilation of the Annual Report.
- Ensure Registrar passes home game score sheets to you for cross checking AWSRA referee invoices.
- Oversee canteen and merchandise stock purchases and ensure stocktake at end of August.

Equipment:

- Receipt Books
- Cheque books
- Receipt details slips
- Club laptop
- Calculator
- Invoice Book
- Bank deposit book
- Club Stamps
- Prepaid Envelopes
- Accounting Book

MSSC Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Desirable Attributes:

The Vice President should:

- Be well informed of all club activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be willing to step in for the President where needed including chairing meetings.
- Be forward thinking and committed to meeting the overall goals of the Club.
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers.
- Be able to work collaboratively with other Committee Members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings).
- Be a competent public speaker.
- Be able to raise concerns with the President where they arise.

Specific duties include but are not limited to:

1. In the event of the President being unable to fulfil his/her duties to step into that role.
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
3. Be an alternate signatory for the Club for legal purposes and financial purposes.
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and/or delegated to a Sub- Committee.
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
6. Represent the Club at meetings and forums as agreed with by the President.
7. Club Disciplinary Officer with the Coach Coordinator and President.
8. Other duties as referred in the President Position Description or nominated by the President and / or Committee.

MSSC Volunteer Coordinator

Responsible To: Club President

The role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the club.

Desirable Attributes:

The Volunteer Coordinator should:

- Be a person who is enthusiastic about being a volunteer who could sell involvement to others.
- Be a person who can develop good relationships.
- Have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers.
- Be someone who is around the club.
- Be a regular email and social media user for ease of communication.

Specific duties include but are not limited to:

- Detail a list of the volunteer requirements for the club in conjunction with the Committee.
- Work with the Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Committee Inductions, role descriptions etc.
- Actively recruit volunteers.
- Oversee that the necessary volunteer screening is undertaken.
- Induct new volunteers or arrange for others to do so.
- Support new volunteer induction by organizing relevant people to support newcomers into their roles e.g. tee up an existing coach to support a new coach.
- Act as the “go to” person for volunteers should they have a concern or problem.
- Actively recognize volunteers generally and individually through club communication.
- Attend Committee meetings as required.
- Assist with volunteers for Canteen, Club Fundraising and Events throughout the year.
- Assist as required Committee Members.
- Assist Registrar to audit and replace items such as first aid kits and team kits, game balls (2 pumped) Strips are in good condition/replaced in team bags and follow up missing items at start/end of season, or as requested.

MSSC Welcoming Officer

The role of the Welcoming Officer is to make new and potential members, volunteers, and their networks feel welcome at the Club and to support them to learn the ropes and settle in. This will be achieved through induction, introductions, and provision of club related information.

Provide confidential, impartial and timely information and support and if necessary advise club complaint resolution of options available to address individuals concerns, you are not to advocate, but may elect to accompany complainants, if requested to talk with someone else.

Ensure all members feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. The Welcoming Officer will be called upon to play the “meet and greet” role at club functions and events to help make people feel comfortable and connected to others.

If a member ceases their involvement with the Club without explanation, the Welcoming Officer will make contact to determine if everything is OK.

Desirable Attributes:

The Welcoming Officer should:

- Act as the Member Protection Information Officer reporting to the President/Vice President and be willing to do training in this role. Online training: <https://www.playbytherules.net.au/online-courses>.
- Be affable and friendly in approaching others.
- Be a person who can develop good relationships internally and externally.
- Enjoy the Club themselves and be enthusiastic about the club and its activities.
- Be very accepting of all people and keen to develop a diverse member base.
- Be around the Club often so that people connect with the role.
- Attend social functions, club activities to undertake the “meet and greet” role.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the Club be a competent public speaker.

Specific duties include but are not limited to:

- Act as the “meet and greet” attendant at the Club Registration Day and other club-based events and functions.
- Take new members through an induction and ensure that they have the information they need to settle in smoothly.
- Provide new members with a Welcome Kit (in liaison with the Registrar) and take them through its contents.
- Seek individuals who can continue to support newcomers e.g. peer support role / buddy system.
- Ensure new members are included on newsletter and social event distribution lists.

- Follow up with members who cease their involvement without explanation to ascertain if there were any issues that should be addressed.
- Relay any general issues or problems to the Committee as they arise.
- Assist Registrar to audit and replace items such as first aid kits and team kits, game balls (2 pumped) Strips are in good condition/replaced in team bags and follow up missing items at start/end of season, or as requested.

MSSC Merchandise and Equipment Officer

The purpose of this position is to coordinate the management and maintenance of all playing, training and field equipment that belongs to the MSSC.

Reports to: Committee and needs to liaise with Registrar and Treasurer for the purchase of items.

Responsibilities

- Maintain a register of equipment including its movements, replacement and maintenance
- Obtain a contact list from the Registrar of Coaches and Team Managers.
- Allocate equipment (kit bags consisting of playing strips, bibs, balls, first aid etc) to each team within the MSSC at the commencement and conclusion of the playing season.
- Report replacement and price of all replacement items at the committee for approval to replace
- Facilitate the safe storage of the club's equipment and merchandise
- Complete annual stock take of equipment and merchandise **in August** each year.
- Ensure annual quotes (2 or 3) process (note: conflict of interest requirements) for merchandise and seek committee approval before ordering.
- Develop/maintain Club Merchandise Booklet - Website in liaison with support web person and promote to club members
- Ensure all payments for Merchandise is paid in full in liaison with the Treasurer
- Order and deliver merchandise in a timely manner
- Ensure that merchandise is only managed by one person and that stock is kept to a minimum by stocktake **in August**. It is not efficient to be holding hundreds of dollars in stock in the off season.

18. ATTACHMENT 4: REPORTING FORMS

Member Protection 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:

- Administrator (volunteer) Parent Player
- Spectator Coach/Ass Support Personnel
- Employee (paid) Official Other

Name of person complained about:

Over 18 Under 18

Person complained about role/status at Club:

- Administrator (volunteer) Parent Player
- Spectator Coach/Ass Support Personnel
- Employee (paid) Official Other

Location or event of alleged issue:

MSSC Member Protection Policy

Description of alleged issue:

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:

What information can the MPIO provide to you?

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

MPIO follow-up action:

19. ATTACHMENT 5: DECLARATION FORMS

Member Consent Form

Each year at registration a variety of documents must be read, agreed and signed by the participant or if under the age of eighteen a parent or guardian. All policy 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.

The signed consent form is the responsibility of the registrar who shall use as the club consent form upon online registration. 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.

Name: Individual/Parent/Guardian

Child/Children's name

Address

Phone: _____ email: _____

2. Consent Terms and Conditions [add to online registration payment system]

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 and affiliated peak bodies AWFA, Football Victoria and Football NSW.
- Upload a current photo image to www.myfootballclub.com upon registration and give consent to be photographed/use of image for publicity (Chapter 11).
- I will provide a Working with Children check as an official volunteer to the MSSC. (Committee, Coach and Team Manager).
- I will be responsible for my attendance and notify my coach if not available for training sessions or games, I will arrive early before game time and apply appropriate behaviour at all times. I will bring items such as medical, socks, shin/ankle/mouth guards, sun screen as appropriate and wear well fitted boots. Notify my coach of any medical conditions or requirements prior to season start.

MSSC Member Protection Policy

- No Pay No Play Policy - Players must pay any outstanding fees with current fees at registration to be eligible to play or have an agreed payment plan with the Treasurer paid by the 1 May of that year or they will be ineligible to play.

3. Authorisation (parent/guardian if under 18)

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

Signature: _____ Date: _____