

# **Myrtleford Savoy Soccer Club**

## **Member Protection Policy**

**Version: 3 – 25 April 2020**



# MSSC Member Protection Policy

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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 Club Liaison 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.

## MSSC Member Protection Policy

- 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](http://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](http://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](http://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.



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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**

Please view on our website: <https://www.myrtlefordsoccer.com.au/mssc-committee/>

**18. ATTACHMENT 4: REPORTING FORMS**

**Member Protection Complaint Form**

Name of person receiving Complaint:

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Date \_\_\_\_\_

Complainants Name:

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Over 18     Under 18

Complainants Contact Details:

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Telephone:

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Email:

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Complainant's role/status at Club:

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

Name of person complained about:

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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:

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MSSC Member Protection Policy

Description of alleged issue:

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Nature of Complaint (category/basis/grounds):

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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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## 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](mailto:secretary@myrtlefordsoccer.com.au).

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Name: Individual/Parent/Guardian

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Child/Children's name

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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](http://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: \_\_\_\_\_