



**Kyneton District Soccer Club  
Member Protection Policy  
Version: 1.0**

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## **Member protection policy**

### **1. INTRODUCTION**

The vision of the Kyneton District Soccer Club 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 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/judges), 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 and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to Football Victoria.

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 the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;

- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

## **7. PROTECTION OF CHILDREN**

### **7.1 Child protection**

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

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, 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 President that you have reported your concerns.

### **7.2 Supervision**

Members under the age of 18 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 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

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

### **7.3 Transportation**

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

#### **7.4 Taking Images of Children**

Images of children can be used inappropriately or illegally. Our club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

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

#### **8. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING**

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

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

## **9. INCLUSIVE PRACTICES**

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

### **9.1 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.

### **9.2 People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

### **9.3 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.

### **9.4 Pregnancy**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend 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.

### **9.5 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 Football Victoria or government agencies on our equal opportunity responsibilities.

## **10. RESPONDING TO COMPLAINTS**

### **10.1 Complaints**

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the 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 Football Victoria.

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.

### **10.2 Complaint Handling Process**

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer, Complaint officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

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

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to Football Victoria; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Football Victoria 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 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.

### **10.3 Disciplinary measures**

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, 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.

#### **10.4 Appeals**

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to Football Victoria. 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.



## **ATTACHMENT I: CODES OF BEHAVIOUR**



## Code of Conduct for Kyneton District Soccer Club Inc.

### Coaches

- **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.
- **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.
- **Give young people the chance to try out different playing positions.**
- **Ensure you are aware of your club's child safe policy** – 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).
- **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.

I agree to abide by this code of conduct

Name:.....

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



## Code of Conduct for Kyneton District Soccer Club Inc.

### Players

- **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.**

I agree to abide by this code of conduct

Name:.....

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



## Code of Conduct for Kyneton District Soccer Club Inc.

### Parents & spectators

- **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.
- **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.

I agree to abide by this code of conduct

Name:.....

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



## Code of Conduct for Kyneton District Soccer Club Inc.

### Officials

- **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.
- **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:**.....



## Code of Conduct for Kyneton District Soccer Club Inc.

### Administrators

- **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.
- **Direct coaches and officials to highlight appropriate behaviour and skill development.**
- **Ensure that everyone emphasises fair play** - not winning at all costs.
- **Give a code of behaviour sheet to spectators, officials, parents, coaches and players** - encourage them to follow it.
- **Develop where appropriate and distribute codes of behaviour for other volunteers** – this may include team managers and sport trainers and first-aid 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.
- **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:.....

## ATTACHMENT 2.1: MEMBER PROTECTION DECLARATION

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I \_\_\_\_\_ [name] of \_\_\_\_\_  
\_\_\_\_\_ [address] (date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_),

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the state/territory of \_\_\_\_\_

on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

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### Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: \_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Attachment 2.3: Working with children check 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.

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 [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren) or call 1300 652 879



**Attachment 3: Position descriptions**

# Kyneton District SC – 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
- Promote inclusive practice within the coaching at the club.
- Recruit and encourage women to take up coaching roles
- Provide access to up to date information and professional development opportunities including observing senior coaches and model sessions.
- Present parents with relevant information at the start of the season and communicate at regular intervals.
- Liaise with Club administrators
- Attend CCC meetings
- Conduct surveys to establish and monitor levels of satisfaction

## RELATIONSHIPS:

- Club Coordinator mentor
- Club administration
- Club coaches
- Parents

## 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

# Kyneton District SC – MiniRoos Coordinator



## OBJECTIVE:

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

## RESPONSIBILITIES / TASKS:

- Act as the Club Officer and Point of Contact for all parents and Game Leaders for MiniRoos players.
- Promote MiniRoos football
- 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 PlayFootball and assist where necessary
- Regularly seek feedback from Game Leaders and assist where possible or refer to Registrar or Administrator if necessary.

## RELATIONSHIPS:

- Game Leaders, managers and parents of MiniRoos players
- Registrar & Assistant 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

# Kyneton District SC - **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:**

- 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.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the member Clubs, the 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.

# Kyneton District SC – **Publicity Officer / Media Contact**



## **Desirable Attributes:**

The Publicity Officer should:

- write well and have some knowhow 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

**Is Responsible To:** The Club President and Committee Members

## **Specific duties include but are not limited to (examples):**

- Making contact with media contacts and developing and maintaining media relationships
- Being the communications contact person for club members and media to gather and present articles
- Presenting regular articles for the club newsletter and/or website
- 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

## Kyneton District SC – Safety Officer

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



### Desirable Attributes:

The Safety Officer should be:

- Someone who is around the club during training and match days
- Organised with computer skills
- A regular email user
- Familiar with the club's emergency plans including evacuation
- Familiar with all relevant rules and policies e.g. Health and Safety Policy, Mouth Guard, Blood Rules etc

The Safety Officer needs to liaise with the team 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"><li>• Take details of first aid representatives and sight certificates of currency. Develop a data base with contact details.</li><li>• Roster First Aid Representatives for games where there is no suitable representative assigned to the team</li></ul>
Promote first aid courses	<ul style="list-style-type: none"><li>• Seek details of Level 2 First Aid Courses prior to the season and promote to members</li></ul>
Restock first aid supplies and check equipment and cleanliness of the treatment space	<ul style="list-style-type: none"><li>• Check that safety equipment is in good condition e.g. stretcher, padding. Ensure that fire extinguishers undergo their regular maintenance check. Check that the treatment area is clean and roster teams to clean this space after each match. Restock first aid kits, including ice packs and check that supplies are in date</li></ul>
Keep a track of first aid supplies required through the season	<ul style="list-style-type: none"><li>• Keep a book where first aid supplies used are noted. Undertake a regular check</li><li>• Remind the team managers of the need to undertake a ground check prior to playing</li></ul>
Ensure that ground checks are undertaken at the start of match day	<ul style="list-style-type: none"><li>• Be active in assessing the overall safety of the facility and ensuring that safety policies and procedures are adhered to including having a suitable evacuation procedure</li></ul>
Report any known hazards to the committee	<ul style="list-style-type: none"><li>• Collect medical information at the commencement of the season and provide details to the relevant coach, team manager,</li></ul>

Record Keeping	first aid representative (NB that consent is required)
File Relevant Records	<ul style="list-style-type: none"><li>• Collect Injury Report Forms and retain for 7 years</li></ul>



# Kyneton District SC – Secretary



## **Desirable Attributes:**

The Secretary should:

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

## **The more standard duties include:**

- (1) Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- (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 with the prescribed fee.
- 3.1 Obtain from Treasurer 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.

## **More unusual duties that can arise:**

- (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 the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) for forms and details of fees etc.

## **Administrative roles include:**

- Maintain committee and club records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- 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 that official records are maintained 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 meetings as specified in the rules
- 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
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

# Kyneton District SC – 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 estimated time commitment required is approximately one hour per week. This time commitment will vary during key times of the year.

## **Desirable Attributes:**

The Sponsorship Coordinator should:

- be organised and professional
- be able to delegate and support a working group
- 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:**

- Convene a group to assist with key tasks and timelines
- Review the current Sponsorship Package and be familiar with what the club promises to sponsors
- Prepare a budget, monitor it carefully and report on it regularly
- Seek to raise at least \$2,500 a year 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 a Memorandum of Understanding 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
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.

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# Kyneton District SC – Treasurer



The role of the Treasurer is to be responsible for the financial supervision of the Club 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
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- 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
- Issue yearly or ½ yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account

## **Needed:**

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

# Kyneton District SC – 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 fulfill 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 delegated to Committees
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. Other duties as nominated by the President and / or Committee

# Kyneton District SC – **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. Volunteer Handbook, 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 meeting when requested or on request.

## Kyneton District SC – 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.

The Welcoming Officer will also support all members to 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:

- 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 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 issues or problems to the Committee as they arise.



**Attachment 4: Reporting forms****Record of complaint**

<b>Name of person receiving complaint</b>			Date: ____ / ____ / ____
<b>Complainant's name</b>			<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
<b>Complainant's contact details</b>	Phone: Email:		
<b>Complainant's role/status in club</b>	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator	<input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other official: _____	
<b>Name of person complained about</b>	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18		
<b>Person complained about role/status in club</b>	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator	<input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other official: _____	
<b>Location/event of alleged issue</b>			
<b>Description of alleged issue</b>			
<b>Nature of complaint (category/basis/grounds)</b>  (you 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: _____		

<b>What they want to happen to fix issue</b>	
<b>Information provided to them</b>	
<b>Resolution and/or action taken</b>	
<b>Follow-up action</b>	