

Presented by: Maryborough Soccer Club Committee of Management

Maryborough Soccer Club

PO Box 119 Maryborough Victoria

Maryborough Soccer Club

Policy Manual

Version 1.3

# Maryborough Soccer Club

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**Risk Management Strategy**

**Purpose:**

The purpose of this policy is to provide a framework for the minimisation of all risks associated with the operations of the Maryborough Soccer Club.

**Policy Statement:**

Risks and sport go in tandem with each other. The Maryborough Soccer Club acknowledges this and regards its role of risk management as critical to the safe and controlled provision of the sport of football to players, officials, volunteers and spectators.

The type of risks that Maryborough SC must recognise and needs to be prepared for include:

* Public and Professional Liability Responsibilities
* Occupational Health and Safety Responsibilities
* Financial Management
* Organisational and operational practices.

**Objectives:**

The objectives of this policy are as follows:

* Identify, report and analyse Maryborough SC’s associated risks and its liabilities to them.
* Encourage the ongoing identification and reporting of potential risks.
* Determine the magnitude of such risks
* Develop, prioritise and implement ongoing plans and strategies to address risks.
* Promote and support risk management strategies
* Educate club members on risk practices
* Protect the Club’s corporate image as a professional, responsible and ethical organisation.

**Review:**

The Maryborough SC risk management policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Equal Opportunity and Tolerance Policy**

**Purpose:**

The purpose of this policy is to eliminate discrimination or harassment within the premises of the club or within any of the Club’s operations that is based upon personal characteristics including race, gender, marital status, disability, sexuality, age, religion or political beliefs.

**Policy Statement:**

Maryborough SC is and will always be an all-inclusive club that aims to provide equal opportunity for all to participate in the world game of soccer within the Central Goldfields of Victoria. All members of the club are expected to treat all people, regardless of their personal characteristics, with respect. Any member seen to be involved in behavior deemed as racially vilifying, homophobic, or discriminatory will encounter disciplinary action against them by the Club.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC equal opportunity and tolerance policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Anti-Harassment/ Sexual Harassment Policy**

**Purpose:**

The Anti-Harassment policy at Maryborough SC is in place to ensure that all members of the club can enjoy the world game of soccer within the Central Goldfields of Victoria in a safe and harassment-free environment.

**Policy Statement:**

Any form of harassment will not be tolerated within any of the operations of Maryborough SC. This includes online bullying or harassment related to the Club or within the online forums of the Club such as the website or social media outlets. Any harassment claims will be taken seriously and action will be taken promptly. All harassment claims will be held in confidentiality and no person who makes a complaint will be disadvantaged because they have made the complaint.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC Anti-Harassment/ Sexual Harassment policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Volunteer Management Policy**

**Purpose:**

The volunteer management policy outlines Maryborough SC’s commitment to utilising and recognizing the skills and work done by all of our clubs volunteers. This policy also briefly outlines the rights and responsibilities of all volunteers within the club.

**Policy Statement:**

Maryborough SC values all contributions made by volunteers of our club who inevitably make the operation of the club possible. The Club is committed to formally recognising the efforts of its volunteers through presentations and awards for their outstanding service. Maryborough SC aims to be a leader in recognising all contributions made by volunteers within our Club.

**Application of Policy:**

*Rights and Responsibilities of Volunteers:*

Volunteers are protected from personal liability while carrying out volunteer work for an incorporated community organization by the Volunteer Protection Act 2001.

*Induction, Training and Retention:*

No member over the age of 18 will be considered for a voluntary role if they do not possess a valid Working with Children’s check.

Volunteers may be requested to attend training or development programs to further their skills. The club is committed to financing the fee of these programs.

Each volunteer ideally will be placed in roles within the Club that suit their personal skills, interests, knowledge and previous experience.

The minimum age for referees is 13 years old. The minimum age for the senior coach of a team is 15 years old.

Those aged 13 - 14 years of age can undertake a one-year assistant coach’s role to help further educate them on the role and responsibilities of a coach. Members aged below 13 years old cannot qualify to coach a team but are encouraged to become involved elsewhere.

**Review:**

The Maryborough SC volunteer management policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Alcohol and Smoking Policy**

**Purpose:**

To maintain the good name of Maryborough SC as a safe environment for all to have a good time and to ensure that products such as alcoholic beverages and cigarettes are only consumed by members at appropriate times.

**Policy Statement:**

Maryborough SC has a strict no alcohol policy within the grounds during the time when a junior match is in play. The Club also encourages members to limit their alcohol consumption whilst attending formal club functions such as end of year presentations. When alcohol is permitted, only a fully licensed member will be serving beverages. Maryborough SC will also provide smokers with a designated smoking area but also will enforce a strict no smoking policy within 50 metres of Club facilities such as the canteen and change rooms.

Alcohol will not be served to any persons under the age of 18 under any circumstances. Photo ID may be asked for if there is any doubt to a person’s age.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC Alcohol and Smoking policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Canteen Policy**

**Purpose:**

To provide information to all club members about the stance that Maryborough SC takes on the operation of the Club’s canteen.

**Policy Statement:**

A member of the Club will be appointed by the committee of management to fulfill the role of canteen coordinator at the beginning of each season. The canteen coordinator is to be responsible for the day-to-day operations of our canteen throughout the season. The canteen coordinator will be in constant communication with the volunteer coordinator and is to report any issues to the volunteer coordinator. It is the club’s firm stance that the canteen coordinator is to have an up-to-date food handling certificate. At least one volunteer working within the canteen must have an up-to-date food handling certificate at all times. The volunteer coordinator will ensure this is the case when creating a canteen roster at the start of each season. No children are permitted to be in the canteen during operational hours due to safety reasons. No smoking or alcohol consumption is permitted to be undertaken by any canteen volunteer during the duration of their time assisting in the operations of the canteen. Gloves are also to be worn by canteen volunteers where possible.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

Maryborough SC Canteen policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Responsible Committee Policy**

**Purpose:**

The Responsible Committee policy has been put in place to ensure that all members of the Committee are acting in the best interests of the Club and to help guide committee members of their responsibilities and actions required should a fellow committee member abuse their power.

**Policy Statement:**

Maryborough SC will always have a fair governance structure lead by the committee of management who are required to act in the best interests of the Club. Under no circumstances is any member of the club’s committee to undertake individual operations that impact the strategic direction of the Club without consultation with the committee of management. All committee actions must be put to a fair vote at meetings and decided upon by the whole committee. These actions are to be included in the minutes of the meeting which must be kept up to date by the Club’s secretary.

The public must be advised of the Clubs Annual General Meeting at least two weeks in advance and all positions are to be declared open at the commencement of the meeting. To acquire a position on the committee a member needs to be first nominated and then voted in.

Any member of the committee of management who is deemed to not be acting within the best interests of the Club or abusing their position power can be stripped of their position by a majority vote completed by the committee. This action should be taken only after previous attempts to re-focus the efforts of the particular committee member.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC Responsible Committee policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Healthy Food Policy**

**Purpose:**

The healthy food policy at Maryborough SC has been set in place to ensure that positive eating habits are promoted within the operations of the club. The policy aims to ensure that healthy options are always available to all club members on match day and at Club functions.

**Policy Statement:**

Maryborough SC will promote healthy eating habits to all Club members in an effort to ensure that our members can make an informed choice on what they and their children consume within the operations of the Club. Maryborough SC will make a determined effort to ensure there is a variety of healthy food options available at Club functions but also on match day at the Club’s canteen. Each year the canteen menu will make clear, in bold, the healthy options that are available to our members.

All necessary and correct food handling procedures will be followed by volunteers and canteen staff and it will be a requirement that the canteen supervisor has up to date food handling qualifications.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC Healthy Food policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Extreme Weather Policy**

**Purpose:**

The Maryborough SC Policy aims to quell confusion surrounding when the weather will impact match day programs and when it will not. This policy also outlines the procedures that will be taken by the committee of management in an event of extreme weather effecting match day operations.

**Policy Statement:**

Maryborough SC recognises that soccer is a winter sport and therefore some matches will be played in unpleasant conditions. However, cancelling all match day programs will always be the very last resort for the committee of management. In the event of cold, frosty or even rainy weather, play will still go ahead unless deemed unsafe by the committee of management. If such weather conditions occur on a training night, then each teams’ coach will make the final decision on the night of training. Maryborough SC does however advise all coaches not to undertake training programs in adverse weather conditions. If training is interrupted by weather conditions, then it is the responsibility of the coach to get the players under shelter and to make contact with their families or guardians. Each coach will be given a contact list at the start of the season and are not to leave the grounds until all team members have left safely. In the event of extreme weather conditions such as thunderstorms, extreme heat etc, the committee of management will make a final decision on match day cancellation at least 1 hour before games are to commence. All parents and families will be notified via all communication methods the Club has in place. Committee members will remain at the ground in case any members do not receive the notification and arrive later on.

**Policy Breach Procedure:**

If a breach of this policy occurs, a grievance form should first be completed by those individuals involved in the incident. The committee is then to investigate the incident and come to a decision on whether or not disciplinary action is required to be taken.

**Review:**

The Maryborough SC extreme weather policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.

**Victorian Child Safe Standards**

**Purpose:**

The focus of the Victorian child safe standards is helping organisations to drive cultural change so that protecting children from abuse is embedded in everyday thinking and practice. These standards have been implemented in Victoria in response to the *Betrayal of Trust* report which was tabled to the Victorian government In November 2013.

**Policy Statement:**

The Maryborough SC adopts and will implement the Victorian Child Safety standards in an effort to ensure that the club is safe for children of all ages, all races, all genders and all abilities. The Maryborough SC will strive to particularly promote the safety and wellbeing of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability. Our club prides itself on being a family friendly, welcoming environment for the people of the Central Goldfields Shire of all ages to participate in the world game of Soccer, right here in Maryborough.

Here at the Maryborough Soccer Club, our junior members will always be at the forefront of our club’s safety decision making.

The Club will take a zero-tolerance stance on Child Abuse. We will also take any concerns or allegations of this issue very seriously. It is essential that our members bring such concerns or allegations regarding the issue of Child Abuse to our committee of management. The identity of the individual providing this information will always be kept confidential.

Child Abuse can take any form within the following 5 categories:

Physical Violence, Sexual offences, Serious emotional or psychological abuse and Serious neglect. Each of these categories will be outlined in detail in documentation provided by the Victorian State Government which will be accessible to all of our members via our club website.

The Maryborough Soccer Club will ensure that all of our volunteers who are working alongside and with Children have an up to date working with children’s check (WWC). We will also endeavor to provide appropriate training of our volunteers with regards to the issues surrounding child abuse.

**Policy Breach Procedure:**

If this policy is breached, it is to be brought to the immediate attention of a member of the MSC’s committee of management where it will be investigated further by appropriate authorities. Breaches can be brought to the attention to the committee of management either via a verbal complaint, or preferably by completing a confidential record of child abuse allegation.

**Review:**

The Maryborough SC Child Safe policy will be reviewed annually at the Club’s AGM to ensure the actions remain appropriate and effective.