

Manning Rippers Football Club Inc. Est. 1957

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**MANNING RIPPERS FOOTBALL CLUB INC.  
MEMBER & VOLUNTEER PROTECTION POLICY**

**VERSION: DECEMBER 2016**



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## ***MEMBER PROTECTION POLICY***

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### **1. Introduction**

The **Manning Rippers Football Club** (MRFC) was initially established in 1957 as a junior club and subsequently established a senior club in 1986. MRFC has worked hard for its reputation as one of the most successful and community orientated clubs in the West Australian Football Landscape. The club boasts sides from auskick, juniors and seniors which have resulted in a contingent of WAFL/AFL/VFL players and administrators including Brian Peake, Peter Spencer, Rob Wiley, Mark Mclure, and Steve Hargreaves.

Based at Jarman Reserve, the club has around 350 locally based playing members and a broader group of past players and social members. Its membership base makes it one of Perth's largest football clubs, a fact not wasted on the growing number of community supporters who take the opportunity to attend games, training and functions with the club.

As the Club grows it is imperative that members and volunteers have a strong understanding of our key objective of being a professionally run organisation. This document has been raised to ensure the efficient and effective development, management and administration of the Club. Further, it should inform and encourage fair and equal use of the volunteer work effort, critical to the ongoing sustainability and success of the club.

#### **Vision**

To be the best member driven community club in the district where everyone can be involved with football.

#### **Mission**

We help build the community by offering people an interactive social experience for life through quality and relevant football teams.

### **2. Purpose of Our Policy**

The main objective of our Member & Volunteer Protection Policy is to maintain responsible behaviour and the making of informed decisions by participants in this club. It 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.

### **3. To Whom Our Policy Applies**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, players and spectators.

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with its code of behaviour;
- Being accountable for their behaviour;

- Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible discrimination, harassment or other inappropriate behaviour; and
- Complying with any decisions and/or disciplinary measures imposed under the policy.

#### **4. Extent of Our Policy**

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute.

#### **5. Club Responsibilities**

We will:

- 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;
- always place the safety and welfare of members above other considerations;
- be responsible and accountable for their behaviour;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12 months; and
- refer serious issues to the Western Australian Police.

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).

#### **6. Individual Responsibilities**

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible discrimination, harassment or other inappropriate behaviour.

#### **7. 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 phone 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).

## **8. Inclusive practices**

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

### **8.1 People with a disability**

The Manning Rippers Football Club recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

The Club embraces the Disability Discrimination Act 1992 premise that:

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities
- people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.

### **8.2 Disability Action Plan**

The Manning Rippers Football Club will develop and implement a Disability Action Plan which will focus on those physical, social & cultural barriers which create a handicap for people with disabilities to be able to enjoy football at our Club.

#### **8.2.1 Basic elements of the plan will include:**

- Education of Club members
- Education of visitors to the Club
- Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities
- Develop strategies to deal with these issues

#### **8.2.2 Specific elements of the plan will include:**

- Clearly defined disabled car parking areas at the football ground
- Disabled toilet facilities
- Access to canteen facilities
- Access to clubrooms
- Access to the football oval
- Exclusive accessible viewing areas

### **8.3 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).

### **8.4 Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

## **9. Complaints Procedures**

### **9.1 Complaints**

Manning Rippers Football Club aims to provide a simple procedure for complaints based on procedural fairness. Any person may report a complaint about a person/s bound by this Members & Volunteer Protection Policy. Such complaints should be signed and reported in writing to the Committee within 14 days of the incident.

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:

More serious complaints may be escalated to the Western Australian Police.

If a complaint does not relate to the Members & Volunteer Protection Policy, the Committee will endeavour to refer the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

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.

Manning Rippers Football Club aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation against the person making the complaint. If at any point in the complaints process the Committee considers that a complainant has knowingly made an untrue complaint or the complaint is malicious or intended to cause distress to the person complained of then the matter will be referred to the Committee for appropriate action which may include disciplinary action against the complainant.

## **9.2 Complaint Handling Process**

### **9.2.1 Collation of Evidence**

When a signed complaint is received in writing by the Committee, they will within 14 days:

- clarify with the complainant where necessary to understand the nature and extent of the problem;
- establish if the complaint relates to a breach of the Members & Volunteer Protection Policy
- provide the person the complaint is against (respondent) with full details of what is being said against them and the relevant alleged breaches of the Member Protection Policy
- provide the respondent with the opportunity to reply in writing (give their side of the story) to the Committee;
- gather more information (e.g. from other people that may have seen the behaviour);
- acknowledge receipt of documentation from both parties
- maintain confidentiality but not necessarily anonymity.

### **9.2.2 Committee Action**

The Committee will within 14 days of receiving the evidence:

- objectively review the evidence from both parties
- irrelevant matters will not be taken into account;
- determine the appropriate course of action in relation to section 9.4 of this Policy (Disciplinary Measures)
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.
- ensure the Committee responds to both parties in writing with the decision

### **9.2.3 Supplementary Committee Obligations**

In situations where a complaint is referred to another body and an investigation 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 the other body's recommendations.

### **9.3 What is a Breach of this Policy**

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- Breaching the Codes of Behaviour and/or other policies within this Member Protection Policy
- Bringing the club into disrepute, or acting in a manner likely to bring the sport or the club into disrepute;
- Failing to follow club policies (including this policy) and procedures;
- Discriminating against, harassing or bullying any person;
- Victimising another person for reporting a complaint;
- Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- Making a complaint they knew to be untrue, vexatious, malicious or improper;
- Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- Failing to comply with a direction given to the individual or organisation during the discipline process.

### **9.4 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;
- written warning;
- counselling to address behaviour;
- withdrawal of any awards, 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.

### **9.5 Factors to Consider**

The form of discipline to be imposed on an individual will depend on factors such as:

- Nature and seriousness of breach;
- If the person knew or should have known that the behaviour was in breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been any prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a spectator; and/or
- Any other mitigating factors.

### **9.6 Appeals**

The complainant or respondent can within 14 days of a determination being handed down, lodge to the President of the club in writing one appeal against decisions or disciplinary measures imposed.

Appeals must be based on:

- Denial of natural justice
- Severity of disciplinary measures imposed
- the decision was not supported by the information/evidence presented
- Relevant new evidence

The President will chair the appeal and invite 4 non-committee members of the club to preside over the appeal.

- The President will nominate a time and date for the hearing to take place.
- The appellant will be required to attend the appeal and present their case.
- The appeal committee is able to call for further evidence as required.
- Once the evidence is submitted, the appellant is asked to leave the hearing and a decision will be made by the appeal committee.
- The result of the appeal is final

## Attachment 1: CODE OF BEHAVIOUR

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### CODE OF BEHAVIOUR

Policy number	<<1>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<<Michael Tindall>>	Scheduled review date	<< December2017>>

This Code of Behavior aims to set out the minimum standards for anyone involved in playing Australian Football. It should apply when playing, training or taking part in club-sanctioned activities.

- Act within the rules and spirit of the game of football.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behavior in all interactions.
- Display responsible behavior in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behavior.

### PLAYERS

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other players, coaches and officials.

## **COACHES**

- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

## **UMPIRES**

- Place the safety and welfare of the athletes above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behavior and promote respect for other players and officials.

## **COMMITTEE MEMBERS AND ADMINISTRATORS**

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

## **SPECTATORS**

- Respect the effort and performances of players and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.
- Comply with the MRFC Spectator Policy.

## Attachment 2: SPECTATOR POLICY

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### SPECTATOR POLICY

Policy number	<<2>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<<Michael Tindall>>	Scheduled review date	<< December 2017>>

### OUR COMMITMENT

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behavior by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviors are outlined in our Code of Behavior and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- excessive drinking of alcohol at a game or training or being drunk at a club event.

### WHAT WE WILL DO

- Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing our Code of Behaviour).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.

- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

## **WHAT WE ASK YOU TO DO**

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

## **NON-COMPLIANCE**

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action as outlined in our Member Protection Policy.

## Attachment 3: Healthy Club Policy

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### HEALTHY CLUB POLICY

Policy number	<<3>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<<Michael Tindall>>	Scheduled review date	<< December2017>>

## OUR COMMITMENT

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behavior that results from excessive drinking.

The MRFC holds a club restricted license, enabling the MRFC to generate income and hold social functions. In doing so, MRFC accepts the responsibilities in adhering to liquor licensing laws.

We sell and serve alcohol according to the legal and moral requirements of the restricted club license with the safety and well being of patrons as the priority.

## WHAT WE WILL DO

### Serving Alcohol

Alcohol will be served in compliance with the requirements of any City of South Perth Facility Policies and the club restricted liquor license, in accordance with the safety and wellbeing of patrons.

- The club maintains a current appropriate Club Restricted Licence.
- Only Responsible Service of Alcohol (RSA) trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- Names of RSA trained bar staff will be available behind the bar area.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- An incident register shall be maintained behind the bar area and any incident recorded.
- Water will be readily available for all members and guests.
- A committee member will be present at events where alcohol is served.

### Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated.
- Bar staff will follow RSA training procedures when refusing service. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.

- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

### **Underage drinking**

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

### **Food and other drinks**

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of lower pricing on low-alcohol and alcohol-free drinks, at the bar and at social functions. Water will also be available.

### **Other Drugs**

- The use and administration of medications is monitored and controlled.
- We will adopt and be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel.
- The use of illicit & performance-enhancing drugs is not permitted by any club members or patrons.
- In the event that club personnel have reason to believe a member may be using illicit drugs, we will contact a relevant agency for professional advice on how to manage the situation; i.e. Alcohol & Drug Information Service.

### **Smoking**

- Manning Rippers recognises that smoking and passive smoking are hazardous to health.
- We will ensure a smoke-free environment by:
- Ensuring all areas of the club, including the change rooms, offices, the bar, and all club functions are smoke-free.
- Not selling tobacco products on the premises.
- Prominently displaying no-smoking signage.

### **Sun Protection**

- Manning Rippers will take all reasonable steps to address sun safe practices by:

- Ensuring adequate shade is provided.
- Following The Cancer Council Western Australia guidelines for Sun Smart clothing and hats.
- Providing or selling sunscreen to members and participants.

#### Sports Safety

- Manning Rippers will encourage all members to adopt practices that seek to prevent injury by:
- Encouraging warm-up, stretching and cool-down as an important component of playing and training.
- Promoting the use of protective equipment including body padding, mouth-guards, suitable clothing and footwear.
- Providing safe playing surfaces, first aid equipment and accredited First Aiders/Sports Trainers at all training sessions and competition matches.
- Ensuring adequate public liability and player insurance for all members.
- Encouraging all players with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to play.

#### Healthy Eating

- Manning Rippers recognises the importance of good nutrition for sports performance by:
- Ensuring when food is provided, healthy alternatives in accordance with the Dietary Guidelines for Australian Adults are available.
- Promoting good nutrition and healthy eating messages.

#### Infectious Diseases

- Manning Rippers will encourage all members to adopt practices that seek to reduce the risk of transmitting infectious diseases by:
- Ensuring that all open cuts and abrasions are reported to medical staff at the first available opportunity.
- Ensuring that all contaminated clothing and equipment is replaced prior to the player being allowed to resume play.

- Ensuring should bleeding recur, the above procedures must be repeated.
- Ensuring that if bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.
- Ensuring those handling bleeding players should always wear disposable rubber or plastic gloves.
- Ensuring hands are washed with soap and water immediately after attending to the player.
- Ensuring that all clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Blood stained clothing should be changed ASAP, with extra sports clothing on hand to permit this. Soiled clothing should be placed in a plastic bag.
- Ensuring that clothing should be washed with hot water and detergent and dried before re-use. Items which are blood stained, e.g. sporting equipment, should not be re-used until properly cleaned.
- Ensuring that blood spills are wiped up using disposable materials such as paper towelling, and the area washed with water and detergent. Used materials should be discarded in plastic bags, sealed, and placed in a rubbish bin.

## **WHAT WE ASK YOU TO DO**

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not encourage others to drink alcohol excessively.
- Do not spike another person's drink.

## **NON-COMPLIANCE**

The club will take action for breaches of behaviour and responsibilities outlined in this policy as follows:

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be

taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.

- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

## Attachment 4: Team Selection Policy

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### TEAM SELECTION POLICY

Policy number	<<4>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<<Michael Tindall>>	Scheduled review date	<< December 2017>>

## OUR COMMITMENT

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the season commencing.

## WHAT WE WILL DO

### Selection Criteria

#### Seniors

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behaviour).

#### Youth Y7 to Y12 Seniors

Selection decisions will be based on participation for all players as set by the WAFC Junior Club by-laws, however they will also consider:

- attendance at training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behavior)
- performance (particularly for finals selection)

#### Junior Y3 to Junior Y6

Selection decisions will be based mainly on equal participation as set by the WAFC Junior Club by-laws, however they will also consider:

- attendance at training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behaviour).

#### Auskick

All Auskick & Youth participation will involve around skills development, player enjoyment and equal participation.

In addition, players:

- must be financial members of the club, as defined by the requirements imposed by the Committee within the MRFC Constitution
- will be selected on their performance (where applicable), commitment, values and behaviour, not their personal characteristics or attributes (e.g. age, race, sexuality, religion)
- may be precluded from selection or participation if there is a concern about their ability to compete safely or if their participation poses a risk to others.

### **Process**

- Players will be informed of the dates, location and criteria for team selection where applicable.
- Selectors as required will be appointed by the operational committee and be responsible for selection decisions unless the respective coach is appointed in this capacity.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided by the Chair of Selectors or one of the relevant Captains involved, with reasons for non-selection and areas to improve in order to be considered for selection.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club operational committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

## **WHAT WE ASK YOU TO DO**

### **Selection committee**

- Ensure players are informed about and understand the selection criteria and processes.
- Inform players of their non-selection where applicable and reasons for non-selection, in person or by telephone conversation, within 24 hours of the team selection.
- Make fair and unbiased decisions based on the selection criteria.

### **Players**

- Make yourself familiar with the selection criteria and clarify any concerns with the club.
- When known, appropriate and reasonable, notify a member of the selection committee or coach of your unavailability at least 2 days prior to team selections.
- Talk with coaching staff about any concerns and seek feedback on how to improve.

## Attachment 5: Communication & Social Media Policy

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# COMMUNICATION & SOCIAL MEDIA POLICY

Policy number	<<5>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<< Michael Tindall >>	Scheduled review date	<< December 2017>>

## OUR COMMITMENT

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

It is an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with the Manning Rippers Football Club Constitution and part of the Member Protection Policy in order to maximise our social media reach while protecting our public reputation.

## PURPOSE

Social media such as Twitter, Facebook, YouTube and blogging represent a growing form of communication for sporting organisations, allowing them to engage their members and the wider public more easily than ever before.

Manning Rippers Football Club may choose to engage in communication methods such as:

- Email
- Twitter
- Facebook
- YouTube
- Website
- SMS

Manning Rippers Football Club seeks to encourage information and link-sharing amongst its membership and seeks to utilise the expertise of its members and the public in generating appropriate social media content.

At the same time, social media posts should be in keeping with the image that Manning Rippers Football Club wishes to present to the public and the core values expressed within this policy. Posts made through the Club's social media channels should not damage the organisation's reputation in any way.

This policy addresses the use of any digital media vehicle on behalf of the Manning Rippers Football Club (e.g. using the MRFC name, logo, or references). The ultimate responsibility for the provision of access to use these vehicles on behalf of the MRFC rests with the sitting President. The President has the authority to remove access or published content at any time.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

## WHAT WE WILL DO

Manning Rippers Football Club's digital media use shall be consistent with the following core values:

- **Integrity:** Manning Rippers Football Club will not knowingly post incorrect, defamatory or misleading information about its own club, of other clubs, or individuals.
- **Professionalism:** Manning Rippers Football Club's digital media represents the club as a whole and should seek to maintain a professional and uniform tone. At the delegation of the sitting President, Committee members may, from time to time and as appropriate, post on behalf of Manning Rippers Football Club using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals. The content and quality of any online posts should maintain a high standard.
- **Information Sharing:** Manning Rippers Football Club encourages the sharing and reposting of online information that is relevant, appropriate to the aims of the Club, of potential interest to its members and not in breach of this policy.

Manning Rippers Football Club should seek to grow its social media base and use this to engage with existing and potential members, sponsors, donors and stakeholders. At the same time, a professional balance must be struck which avoids placing the Club's reputation at risk.

## Responsibilities

The President of the MRFC shall nominate a Communications Officer to co-ordinate Manning Rippers Football Club's social media management. The Communications Officer becomes the delegate of the President in relation to all digital media operations.

The Communications Officer will oversee expansion of social media and help to develop the Social Media Strategy.

Members of the Club may, from time to time and where appropriate, post on behalf of Manning Rippers Football Club using the organisation's online social media profiles. This is to be done only with the express knowledge and authorisation of the Communications Officer, or by the President directly.

The Communications Officer has ultimate responsibility for:

- Ensuring that all posts are in keeping with Manning Rippers Football Club's core Communication and Social Media Policy.
- Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimising the risk of a repeat incident.
- Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
- Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.
- Ensuring accurate and timely information is communicated fairly to all members without causing undue distress to the member. The communication can be in the form of phone

call, text message, facebook, website, email or any other form as deemed necessary by the club.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

## **Delegation**

Social media is often a 24/7 occupation; as such, such responsibilities as outlined above may be delegated by the President or Communications Officer to another appropriate member/volunteer.

## **Website**

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a member we will first seek permission from them or their parent/guardian if under 18.
- We will seek feedback from members to improve the information available on the site.

## **SMS and email**

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed without their permission.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed.

## **WHAT WE ASK YOU TO DO**

### **Posting to social media**

Before social media posts are made, members should ask themselves the following questions:

- Is the information I am posting, or reposting, likely to be of interest to Manning Rippers Football Club's members and stakeholders?

- Is the information in keeping with the interests of the organisation and its constituted aims?
- Could the post be construed as an attack on another individual, organisation or project?
- Would Manning Rippers Football Club's sponsors be happy to read the post?
- If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
- If reposting information, is the original poster an individual or organisation that Manning Rippers Football Club would be happy to associate itself with?
- Are the tone and the content of the post in keeping with other posts made by Manning Rippers Football Club? Does it maintain the organisation's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the Communications Officer.

### **Damage limitation**

In the event of a damaging or misleading post being made, the Communications Officer should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

### **NON-COMPLIANCE**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member or official, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g. Facebook, YouTube or Twitter) may be liable for defamation.

## Attachment 6: Conflict of Interest Policy

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### CONFLICT OF INTEREST POLICY

Policy number	<<6>>	Version	<<2>>
Drafted by	<<Deane Criddle>>	Approved on	<< December 2016>>
Responsible person	<<Michael Tindall>>	Scheduled review date	<< December 2017>>

## OUR COMMITMENT

The committee aims to ensure that members & volunteers are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of MRFC.

## PURPOSE

The purpose of this policy is to help committee members of MRFC to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of MRFC and manage risk.

This policy applies to members, volunteers & responsible persons of MRFC.

## CONFLICT OF INTEREST

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the club. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as an owner). It also includes a conflict between a committee member's duty to MRFC and another duty that the committee member has (for example, to another club). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the club and must be managed accordingly.

## WHAT WE WILL DO

### Responsibility

- establish a system for identifying, disclosing and managing conflicts of interest across the club
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The club must ensure that its committee members are aware of the MRFC Conflict of Interest Policy, and that they disclose any actual or perceived material conflicts of interests.

## Disclosure

Once an actual, potential or perceived conflict of interest is identified, it must be entered into the club register of interests, as well as being raised with the committee. Where all of the other committee members share a conflict, the committee should refer to the members to ensure that proper disclosure occurs. The register of interests must be maintained by the secretary, and record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

## Decision

Once the conflict of interest has been appropriately disclosed, the committee (excluding the conflicted committee member if applicable) must decide whether or not those conflicted committee members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent an committee member from regularly participating in discussions, it may be worth the committee considering whether it is appropriate for the person conflicted to resign from the committee.

What should be considered when deciding what action to take:

- In deciding what approach to take, the committee will consider whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the club's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the club.

The approval of any action requires the agreement of at least a majority of the committee (excluding any conflicted committee member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

## WHAT WE ASK YOU TO DO

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the club if they are openly and effectively managed. It is the policy of MRFC as well as a responsibility of the committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the club.

MRFC will manage conflicts of interest by requiring applicable persons to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

## **NON-COMPLIANCE**

If the committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the committee may take action against them. This may include seeking to terminate their relationship with the club.

If a person suspects that an applicable person has failed to disclose a conflict of interest, they must notify the committee or the secretary responsible for maintaining the register of interests.