



Epsom FC
Member Protection Policy
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Member protection policy

1. INTRODUCTION

The vision of the Epsom FC 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 conduct and inappropriate behaviour that occurs at practice, at games, 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 or the Grievances and Complaints 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 Club President that you have reported your concerns.

7.2 Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

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

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) 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 Epsom FC

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.
- **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.



Code of Conduct for Epsom FC 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.**



Code of Conduct for Epsom FC

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.**



Code of Conduct for Epsom FC 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.**



Code of Conduct for Epsom FC 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.
- **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.

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 _____

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 2.2: 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 or call 1300 652 879



Epsom FC – **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 or sufficient experience
- 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

Epsom FC - **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.

Epsom FC – **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:

- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
- Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- 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.
- Collection of mail from the club Post Office Box on a weekly basis.
- Review, Process and distribute daily correspondence sent to the club email address to all relevant committee members and parties ie Bendigo Amateur Soccer League (BASL) and Football Victoria (FV). Correspondence requiring immediate attention needs to be highlighted at the next Committee meeting.
- Preparation of all team fixtures for all teams. These fixtures must be distributed to all parties involved in running the club: Junior Coordinator/s, Canteen Coordinator, Senior Coaches and Managers (1st Division, 2nd Division, Women's and Youth).
- Preparation of Committee contact details, this should be distributed to all committee members when available.
- At the AGM, ensuring minutes and reports are available and distributed in accordance with Constitutional requirements.
- Preparation of a list of suggestions offered by members and other interested parties for review by the committee. All suggestions to be received 48 hours prior to a special general meeting.
- Maintenance of a FOB/key register for COGB

More unusual duties that can arise:

- 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.
- 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 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.

Epsom FC – Sponsorship Coordinator

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

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of these roles. The Marketing Coordinator is responsible for Sponsorship and Fundraising / Social Events.

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
- Manage the sourcing of individuals and organisations that are willing to sponsor the club and/or teams. Oversee the negotiations of new sponsorship packages.
- Ensure all sponsorship arrangements are formally recorded, filed and signed off. Details recorded should include contact details and terms of sponsorship. All sponsorship packages should be noted at Committee meetings.
- Liaison with current sponsors to ensure the Club is carrying out all aspects of their sponsorship.
- Ensure sponsors are invited to and encouraged to attend relevant club events. 5. Liaison with the Property Coordinator with regards to the printing of sponsor details and logos on team shirts.
- Manufacture of advertising signs in conjunction with each sponsor.
- Liaise with the Treasurer on raising invoices for the collection of money from sponsors.
- Follow up any outstanding invoices with sponsors to collect payment.
- Discussion and agreement with the Committee of sponsorship package details, providing for all levels of support.
- 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.

Epsom FC – 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
- Preparation of annual accounts, prior to the Annual General Meeting. Headings for income and expenditure are historical which enables a comparison with prior years.
- Attend any and all registration days/nights or assign volunteers who will attend and collect registration fees. Verify the amount of money collected in cash, cheques or money orders and reconcile the total amount to registrations collect and receipts issued.
- Ensuring that all playing and non-playing members of the Committee are financial paid up members of the club. A list of outstanding fees for both junior and senior players to be presented at each Committee Meetings following any cut-off dates for payment of fees set by the Committee have expired.
- Liaise with Junior Coordinator/s, Senior Coordinator and team managers in relation to the collection of any outstanding fees from players
- Liaise with the Referees Coordinator regarding club appointed referees and ensuring they are paid on a regular basis in the way they request.
- Organise cash float for the canteen and for events and tournaments each week, with the Canteen Coordinator, and receive any takings from weekend home games.
- Provide to the Committee proposed registration fees per age group, playing discounts per families, committee discounts and coaching discounts to be charged each season for review, discussion and approval. The Committee may require a full budget to be presented as well.
- Maintain and monitor club's FFV Account to ensure enough funds to allow registrations to occur.
- 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 with internet access
- Calculator
- Accounting Book to record transactions or accounting software

Epsom FC – 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:

- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums and representing the Club (with other applicable Committee members) at nominated Football Victoria (FV), Bendigo Amateur Soccer League (BASL), Council and any other meetings deemed necessary as agreed with by the President
- Other duties as nominated by the President and / or Committee

Epsom FC – Non Competitive Junior Coordinator/s

Due to the Epsom Soccer Club continuing to grow in the number of teams the club believes it needs at least one if not two committee members to fill the position of junior coordinator. Whilst one committee member could do both positions, the club believes the two roles listed and split between Junior Non-Competitive and Junior Competitive teams is necessary. The Junior Coordinator/s is/are an important communication tool between the Committee and our junior players and parents.

Junior Non-Competitive Coordinators U6-U7 + U8-U10 The committee members responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role.

The standard duties include:

- Coordination and supervision of all teams in the Under 6 to Under 7 and the U8 – U10 Non-Competitive age groups.
- Liaison with the Coaching Coordinator with regard to the selection of qualified candidates for non-competitive junior teams coaching positions. Wherever possible coaches should have BASL/FFV coaching accreditation.
- Allocation of players to junior teams in accordance with the Junior Registration Policy.
- Approves the selection of Team Managers for each competitive team and provides the Committee with a list to endorse at a Committee meeting.
- Making sure that all non-competitive coaches, managers and players are registered with the club and BASL through the FFV's 'MyFootball' registration system, filled out relevant registration and medical forms before they participate in a match.
- Liaises with the relevant Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
- Preparation of a list of Non-Competitive coaches and team managers and their relevant details for the season. These details should be issued to other Committee members.
- Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
- Correspond with all junior players/parents, informing them of upcoming events, important dates and other information deemed necessary.
- Preparation of non-competitive junior team players details lists (incl address, phone numbers and parents' details) and distribution of same to all non-competitive junior team managers, together with relevant medical information and emergency contact details of each player in that team.
- The planning and implementation of the end of season presentation day for non-competitive juniors, including the purchase of medallions for non-competitive junior teams.
- The planning of the taking of photos for each non-competitive team and liaising with team managers to record player names to the photos.
- Liaise with team managers regarding the filling out of weekly team sheets and requirements to handing them in after each game.

- Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to.
- A 'Team Manual' should be handed out to each team prior to the commencement of the season that should provide relevant information to help team managers/coaches.
- Ensures that all junior non-competitive coaches and managers, where required, have filled out a Working with Children's Check as is an obligation in regard to the State Government's Working with Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').
- Providing necessary insurance information if a player gets injured and seeks making an insurance claim.

Epsom FC – Junior Competitive Coordinator/s

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role.

The standard duties include:

The coordination and supervision of all teams in the Under 11 to Under 16 Competitive age groups, including:

- Liaison with the Coaching Coordinator with regard to the selection of qualified candidates for competitive junior teams coaching positions. Wherever possible coaches should have BASL/FFV coaching accreditation.
- Allocation of players to junior teams in accordance with the Junior Registration Policy.
- Approves the selection of Team Managers for each competitive team and provides the Committee with a list to endorse at a Committee meeting.
- Making sure that all competitive coaches, managers and players are registered with the club and BASL through the FFV's 'MyFootball' registration system, filled out relevant registration and medical forms before they participate in a match.
- Liaises with the Competitive Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
- Liaises with the Secretary on the allocation of keys for coaches to access change rooms, storage room and toilets for match days and training. The access code for the alarm will also need to be handed put but restricted to as few as possible.
- Preparation of a list of Competitive coaches and team managers and their relevant details for the season. These details should be issued to other Committee members.
- Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
- Correspond with all junior players/parents, informing them of upcoming events, important dates and other information deemed necessary.
- Preparation of competitive junior team players details lists (incl address, phone numbers and parents' details) and distribution of same to all competitive junior team managers, together with relevant medical information and emergency contact details of each player in that team.
- The planning and implementation of the end of season presentation day for competitive juniors, including the purchase of medallions and trophies for competitive junior teams.
- The planning of the taking of photos for each competitive team and liaising with team managers to record player names to the photos.
- Provide training in regard to the entering of results for competitive junior's team managers on relevant BASL software or website.
- Ensure all competitive junior teams have entered results each week into Results Vault. Follow up any missing information prior to Monday morning.
- Liaise with team managers regarding the filling out of weekly team sheets, getting them signed by the referee and the requirements to getting them processed on Results Vault after each game.

- Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to. A 'Team Manual' should be handed out to each team prior to the commencement of the season that should provide relevant information to help team managers/coaches.
- Ensures that all junior competitive coaches and managers, where required, have filled out a Working with Children's Check (WWCC) as is an obligation in regard to the State Government's Working with
- Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').
- Providing necessary insurance information if a player gets injured and seeks making an insurance claim

Epsom FC – Senior Coordinator

The Senior Coordinator is responsible for making sure that all senior team players and team officials (Youth, Women's and Senior Men's teams) are registered with BASL as per their regulations.

The standard duties include:

- All senior (Senior Men's, Women's and Youth) registrations. Making sure that all senior coaches, managers and players are registered with the club and BASL through the League's registration system, filled out relevant registration and medical forms before they participate in a match.
- Liaising with Committee in regard to any issues with Clubs Senior teams.
- Liaising with Coaching Coordinator in regard to senior coaches and Grounds/Property Coordinator in regard to equipment to commence training.
- Liaise with the Treasurer in relation to the collection of player fees to ensure full payment received by required dates set by the Committee.
- Liaise with Non-Competitive and Competitive Junior Coordinators and offer guidance when necessary.
- Approves the selection of Team Managers for each senior team and provides the Committee with a list to endorse at a Committee meeting.
- Liaises with the Senior Property Coordinator to ensure that all teams have sufficient equipment, including balls, cones and playing shirts.
- Preparation of a list of senior coaches and team managers and their relevant details for the season. These details should be issued to other Committee members.
- Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to coaches/managers/players and/or parents in a timely manner.
- Preparation of senior team players details lists (incl address, phone numbers and parents' details) and distribution of same to all senior team managers, together with relevant medical information and emergency contact details of each player in that team. 11. The planning of the taking of photos for each senior team and liaising with team managers to record player names to the photos.
- Provide training in regard to the entering of results for senior team's managers on relevant BASL software or website.
- Ensure all senior teams have entered results each week into BASL by email at Competitions@basl.com.au. Follow up any missing information prior to Monday morning.
- Liaise with team managers regarding the filling out of weekly team sheets, getting them signed by the referee and the requirements to be getting them processed on SportsTG after each game.
- Ensure team coaches and managers understand the rules of competition and match day requirements that they will play under throughout the season. This will include the putting up and taking down of nets at home games and where to find them or return them to.
- Ensures that all the youth coach and managers, where required, have filled out a Working with Children's Check as is an obligation in regarding the Government's Working with Children Check legislation. A register should then be kept that details all volunteers with a WWCC and record expiry dates, card numbers and card type ('Volunteer' or 'Employee').
- Providing necessary insurance information if a player gets injured and seeks making an insurance claim. 18. Maintain a sound knowledge and understanding of the BASL Rules of Competition, Grievances, Disciplinary and Tribunal By-Law

Epsom FC – **Senior Player Representative**

The Senior Player Representative will be a representative of the senior teams (Youth, Women's and Senior Men's teams). Preferably a current player of a senior team will fill this role.

The standard duties include:

- Be an active member of the Committee, as a vital communication between the club's senior teams players and the Committee.
- Liaise with their respective Senior Coaches, Managers and players, or parents of players in any matters of concern occurring during a match, training or any other approved activity;
- Assist the Senior Coordinator in matters relating to the day-to-day operations of football-related activities of the Club;
- Maintain a sound knowledge and understanding of the BASL Rules of Competition, Grievances, Disciplinary and Tribunal By-Law.
- When club is catering for various tournaments, liaise with senior teams and catering coordinator to ensure all players are aware of dates and commitment needed. Help source senior team members to fill roster spots.
- Carry out all decisions made by the Directors at meetings, ensuring any information is relayed to senior coaches/managers/players and/or parents in a timely manner.
- Maintain a knowledge of current and upcoming social events, in order to advise senior members.
- Be actively involved with any sub-committees set up for social activities.

Epsom FC – Canteen Co-ordinator

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role.

The Canteen Coordinator is responsible for all activities related to the purchase of stock, cleanliness and maintenance of the club's canteen as well as the preparation and distribution of a duty team roster.

The standard duties include:

- Run the canteen efficiently and profitably within the guidelines of the club.
- Purchase of appropriate stock and stock levels to run the canteen each week. Suppliers who give discounts or have products on special or are sponsors should be used where applicable for the best interests of the club.
- Keep abreast of current food handling requirements, attending appropriate training as required.
- Ensure a safe environment and work practices are followed at all times.
- Ensuring that any canteen operating instructions are distributed to each team manager prior to the start of the season.
- Ensure at the commencement of the season that the canteen is registered with the City of Greater Bendigo along with other Council requirements including submission of a food safety program.
- Organizing a roster of volunteers to man the canteen. Where applicable, for all junior and senior teams to help out running the canteen on Saturday's and Sunday's. Teams are not to be rostered on to help out when their side is playing unless it is agreed to by that team's manager.
- During the week telephone or email all parties who are on duty on the upcoming weekend to remind them.
- Ensure that cash, keys and all food supplies are ready, set-up done and the canteen window open at least fifteen (15) minutes prior to the first game allocated on the Saturday and at least thirty (30) minutes prior to the first game allocated on a Sunday.
- Source club members to help out running the canteen and/or opening or closing of the canteen on Saturday's or Sunday's.
- Clearly communicate, as early as possible, to the President and/or Secretary when unavailable to run the Canteen, so appropriate back up can be organized. Ensure all canteen revenue is provided to the Treasurer within 3 days of it being collected.
- All supplier invoices should be provided to the Treasurer for payment. Where cash is taken from the till to pay for supplies, appropriate documentation should be provided.
- All purchase of equipment should not be done without Committee approval. At the start of the season clean refrigerators, canteen area and canteen storage room area.
- Ensure the canteen area is appropriately cleaned after being used each week during the season.

- Stock requirements and a list of all suppliers are to be listed with contact details, so if unavailable another Committee member can carry out the role.
 - Food preparation and relevant standards are adhered to.
 - Undertake stock takes of supplies and adjust orders as necessary so that excess stock is not retained, ensuring the club has nil or very minimal stock on hand at the end of a season to minimize wastage. Provide a stock take of inventory at the end of the season to the Treasurer so it can be recorded in the Balance Sheet.
 - Liaise with various other users of the Reserve where applicable who may use the canteen during the week or in the off-season.
 - For end of season presentations, if they are to be self-catered for, liaise with the Committee with what is required, source food, drinks and necessary items for the events. Organize volunteers to help out at the events to prepare and serve food where necessary.
 - Evaluate canteen operations and facilities and make recommendations to the Executive on improvements.
- Open and close up with allocated keys/swipe cards the change rooms, toilets, storage room, referee's room and other doors as required when last to leave the major pavilion.
- Carry out all decisions made by the Committee at meetings.

Epsom FC – Fundraising / Social Events

They are responsible for the planning and implementation of all fund-raising activities and social events for both parents and players.

The standard duties include:

- Prepare and coordinate the implementation of a program of social events for the club and its members, families and supporters. All planned events should be promptly reported to the Committee who need to approve them. The Communications Coordinator must also be kept informed so that the social activities can be advertised in the newsletter, on notice boards or via the web whether through the club web page.
- Where necessary create sub-committees to run each activity. Keep close liaison with each sub-committee and monitor progress of each event/function.
- Co-opt appropriately skilled volunteers to assist in the conduct of any event.
- Plan and run fundraisers for the club where necessary with Committee approval.
- Ensure each function/activity presents a final reconciliation of income and expenditure to the Committee, together with a report on the success and benefit of each function/activity.
- Ensure at the start of the season a calendar of social events, functions and fundraisers is produced. This should then be available to all members.

Epsom FC – Property and Grounds Coordinator

Due to the Epsom Soccer Club continuing to grow in the number of teams the club believes it needs at least one if not two members to fill the position of property/grounds coordinator across the whole club. Whilst one committee member could do the two positions, the club believes the two roles listed and split between Junior teams and Senior teams is necessary. The Property Coordinator/s are an important communication tool between the Committee and our junior coaches and managers.

Senior Property/Grounds Coordinator

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role.

The standard duties include:

Property:

- Acquisition, maintenance and distribution of all Senior team strips, and replacement of missing shirts as necessary.
- Purchase, maintenance and distribution of team practice balls, cones, strips and bibs. It is advised that a log book/sign in book is used as a record for those using equipment.
- Purchase and maintenance of match balls for junior and senior competition teams. Senior competition match balls are stored in the referee's room and collected by the match official prior to the start of the match.
- Lost Property.
- Barbecue and gas bottles. Ensuring BBQ is cleaned after use and gas bottles full. Other required items such as hand towels, toilet paper, soap for toilets and detergents for cleaning etc are available.
- Cleaning of change rooms and toilets or organising a roster to ensure they are maintained.
- The acquisition, maintenance and distribution of first aid kits to all club teams. It is advised that every year this person organise first aid courses for team managers and unqualified coaches. Each kit should contain at least the following items: Ice pack Roll Band aids Scissors Betadine 100mls Cotton Buds Bandages x 2 Disposable Gloves Eye pads x 2 Tape Medi wipes x 6 Meloline: x 3 (Non absorbent dressing) Butterfly closures Eyestream NB: IT IS IMPERATIVE THAT THE SENIOR COORDINATOR HAVE MEDICAL FORMS FROM ALL THE PLAYERS AND DISTIBUTE RELAVANT COPIES TO THE TEAM MANAGERS. THIS IS TO ENSURE THAT WHEN ADMINISTERING FIRST AID ALL MEDICAL CONDITIONS ARE TAKEN INTO CONSIDERATION.
- Ensure all teams return playing equipment including keys, strips, water bottles, first aid kits, balls, cones etc at the end of the season.
- The Senior Property/Grounds Coordinator needs to keep a continual stock take of the items in the first aid kits distributed to teams.
- All equipment (nets, posts, tables, chairs etc) must be removed from the pavilion/club room at the end of the season if grounds are used by other parties. Organization of storage of all equipment is required in this case. If this is not required, then all equipment should be accounted for and checked off.

- Ensure the cleaning of change rooms and toilets have occurred after home games, training and events. 13. Liaison with the Council, either directly or through the Secretary, with regard to any matters relating to property damage, property not working or other users leaving property in an unsatisfactory manner.

Grounds:

- Marking out all pitches prior to the start of the season, throughout the season according to competition guidelines. If the grounds have to be prepared prior to the beginning of the season, the Grounds Manager should liaise with the Secretary to contact the council and determine the earliest date that the ground preparation can commence.
- Marking of pitches/ovals for all other users upon request or for special events, including BASL, Bendigo Pioneers, FFV, Loddon Mallee Lightning and Council.
- Maintenance of all outdoor fixed equipment.
- Maintenance of adequate supplies of line marking material throughout the season.
- Cleaning of grounds after match days. All rubbish must be removed from the ground and the area around the pavilion must be kept clean. Rubbish bins to be moved to car park near change rooms to be emptied on a Monday morning and put back before the next lot of games commence.
- Liaison with the Council, either directly or through the Secretary, with regard to all matters relating to ground maintenance.

Epsom FC – Property Junior Coordinator

The standard duties include:

- Liaise with Senior Property Coordinator for acquisition, maintenance and distribution of all Under 11 to Under 16 Team strips, and replacement of missing shirts as necessary.
- Liaise with Senior Property Coordinator to purchase, maintenance and distribution of team practice balls, cones, strips and bibs. It is advised that a log book/sign in book is used as a record for those using equipment.
- Maintain match balls for competitive junior competition teams.
- Lost Property. 5. The acquisition, maintenance and distribution of first aid kits to all club teams. It is advised that every year this person liaise with Senior Property Coordinator to organize first aid courses for team managers and unqualified coaches. Each kit should contain at least the following items: Ice pack Roll Band aids Scissors Betadine 100mls Cotton Buds Bandages x 2 Disposable Gloves Eye pads x 2 Tape Medi wipes x 6 Meloline: x 3 (Non absorbent dressing) Butterfly closures Eyestream
- NB: IT IS IMPERATIVE THAT THE JUNIOR COORDINATOR/S HAVE MEDICAL FORMS FROM ALL THE CHILDREN AND DISTRIBUTE RELEVANT COPIES TO THE TEAM MANAGERS. THIS IS TO ENSURE THAT WHEN ADMINISTERING FIRST AID ALL MEDICAL CONDITIONS ARE TAKEN INTO CONSIDERATION.
-
- Ensure all teams return playing equipment including keys, strips, water bottles, first aid kits, balls, cones etc at the end of the season.

- The Junior Property Coordinator needs to keep a continual stock take of the items in the first aid kits distributed to teams.
- All equipment (nets, posts, tables, chairs etc) must be removed from the pavilion/club room at the end of the season if grounds are used by other parties. Organisation of storage of all equipment is required in this case. If this is not required then all equipment should be accounted for and checked off.
- Develop roster for last competitive team competing at home to clean change rooms and toilets.
- Cleaning of grounds after match days. All rubbish must be removed from the ground and the area around the pavilion must be kept clean.
- Ensure that first Epsom teams playing at home put nets up for the pitch they are playing on and the last Epsom team using the pitch puts nets and equipment away after their match finishes. This may need to be done in conjunction with the Junior Coordinator/s.

Epsom FC – **Communications Coordinator**

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role. Communications include printed media (newsletters/flyers), Club's Facebook page, Twitter and the Clubs web page.

The standard duties include:

- Preparation and distribution of a regular Club Newsletter in hard copy and/or via email. Newsletter to be approved by the Executive before distribution.
- Ensuring that the domain name of the Epsom Football Club webpage is owned by the Epsom Football Club for the period of its contract.
- Ensure that the content of the webpage is appropriate, however, creativity is always encouraged to keep the webpage up to date, fresh and imaginative.
- Ensure that all pictures of juniors are approved by parents and/or Junior Coordinators before uploading onto the webpage or Facebook.
- Seek material and stories to upload onto the web page, Facebook or Twitter. This will include weekly results, photos and any significant player achievements. Communicate and liaise with all team coaches / managers to provide information. Prepare flyers for special functions and presentation days/nights as requested.
- In conjunction with Marketing Coordinator ensure Sponsors logos are on Club webpage.
- Carry out all decisions made by the Directors at meetings.
- Report any inappropriate material recorded on Club's Facebook pages, Twitter or other media to the Committee.

Epsom FC – Catering Coordinator

The committee member responsible for this position may, with the full approval of the Executive Committee, appoint interested parties to a subcommittee to assist in any of the responsibilities of this role. This role can be taken on by a member and they do not have to join the committee, if this is the case the Committee will appoint a Committee member to oversee the position and report to meetings any concerns of the Catering Coordinator.

The standard duties include:

- Coordinating the catering for the following events that maybe run throughout the calendar year:
 - Public events ran during the week,
 - Primary and Secondary School events ran by School Sports Victoria,
 - Football Federation Victoria (FFV) events, including Boys FC, Regional Challenge Cup and Victorian Champions League Gala Days; and
 - Other major events agreed by the Committee to run catering for, which may be for other sports or organizations that use the Epsom Huntly Recreation Reserve.
- Purchase of appropriate stock levels to run the canteen and/or bbq for each event. Suppliers who give discounts or specials or are sponsors should be used where applicable for the best interests of the club and to maximize profit.
- Full control of re-ordering, restocking and evaluating if more stock is required to be purchased for any event they are coordinating. They may utilize other volunteers to obtain extra stock on their behalf if they wish.
- Food preparation and standards are to be adhered to.
- Source and coordinate club members or volunteers to help out running the canteen for these events. For the major events over a number of days, liaison with the Committee/Junior/Senior Coordinator to get players and parents involved on a roster system to help out.
- Ensure that a cash float is organized with the Treasurer for each event, and returned to them at the conclusion of the event.
- Liaise with the Secretary for the collection of keys/swipe cards to gain access to the Epsom Huntly Recreation Reserve Main and Minor Pavilion and the canteen area in each.
- All supplier invoices should be provided to the Treasurer for payment. Where cash is taken from the till to pay for supplies, appropriate documentation should be provided.
- All requirements for purchase of equipment should be sent to the Committee for approval.
- Ensure all canteen and food areas are appropriately cleaned after being used. Evaluate catering operations and facilities and make recommendations to the Committee.
- Provide above average customer service and maintain customer satisfaction to all that attend the event.
- Liaise with those running the event to do ad-hoc things as they arise.

Epsom FC – **Non Committee Positions**

There are a number of roles that require someone to perform throughout the season, however they do not form part of the Committee, unless the Committee determine to add them based on vacant spots on the General Committee. The following are a description of those roles:

Epsom FC – **Referee's Coordinator**

The person responsible for this position may, with the approval of the Executive Committee, appoint interested parties to a sub-committee to assist with any of the responsibilities of this role. This role can be taken on by a member and they do not have to join the committee, if this is the case the Committee will appoint a Committee member to oversee the position and report to meetings any concerns of the Referees Coordinator.

The standard duties include:

- Providing Referee's at all Epsom junior and senior home games that BASL or the FCV Referee's body has not appointed a referee for.
- Provide necessary education to all club appointed referees, including what they should do prior to a game commencing and at the conclusion of a game. Ensure they have received the Rules of Competition for the age groups they are refereeing so they are aware of them.
- Ensure that important information relating to law changes and rule interpretations, referee clinics and courses is communicated to club appointed referees.
- Provide necessary education to all assistant referees of each junior team.
- After all games have been completed on a weekend or on a monthly basis, provide an updated list to the Treasurer of those Club Referees who were appointed the weekend prior.
- Monitor and provide feedback to all Club appointed Referee's.
- Organisation of lines persons training courses. Courses can be conducted by members of the AASRF or Regional Development Officer.
- Ensure all club referees are paid, whether each week, month or end of the season, whichever they decide.
- Encourage club referees to further develop by doing a referee's course.
- Provide support for club appointed referees in the case of incidents occurring during, before or after a game, including helping them fill in relevant forms for misconduct incidents that need to be reported to BASL.

Epsom FC – Bendigo Amateur Soccer League Representative

The standard duties include:

The Committee is responsible for nominating a member to represent the club on the BASL Committee. This representative is usually the President, but can be any club member nominated by the Directors. This committee usually meets every six (6) weeks and each club is required to send at least one representative to the meeting, with voting rights on behalf of the Club.

The standard duties include:

- Attending all BASL Meetings.
- Acting as a liaison between Epsom Football Club and BASL.
- Corresponds all concerns of the Epsom Football Club to BASL.
- Voting on behalf of the Epsom Football Club on any motions put forward at BASL Meetings, according to clubs wishes and in line with decisions made at Epsom Football Club meetings.
- Reporting to the Committee of the Epsom Football Club on proceedings and issues of concern that come out of BASL meetings.
- Informing Committee of any changes in the running of BASL, including rules of competition and policy changes.
- Maintaining a sound knowledge and understanding of the Rules of Competition, Grievances, Disciplinary and Tribunal By-Law and any other policies or regulations of BASL.

Attachment 4: Reporting forms



Epsom Football Club (EFC) - Incident Report

For more information on the process BEFORE filling out this form; please see Epsom FC Grievance & Complaints Policy and Epsom FC Member Protection Policy accessible via our website Epsomfc.com.au

The Child safe / EFC Member protection policy / EFC Grievance policy standards require the EFC to have processes for responding to and reporting of **ALL incidents of concern** and suspected child abuse. EFC provides this resource to all members, parents, child or their family if they disclose an allegation of abuse or incident of concern within the Club. The EFC committee, coaches and team managers may also use this incident report form to record disclosures. *All incident reports must be stored securely.*

REPORTER CONTACT DETAILS

Name:	
Address:	
Phone Number:	
Email Address:	

INCIDENT REPORTER WISHES TO REMAIN ANONYMOUS?

(Mark with an 'X' as applicable)

Yes No

INCIDENT DETAILS

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child / children / Members involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

DOES THE PERSON IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER?

(Mark with an 'X' as applicable)

No Yes, Aboriginal Yes, Torres Strait Islander

PLEASE CATEGORISE THE INCIDENT

Physical violence	<input type="checkbox"/>
Sexual offence	<input type="checkbox"/>
Serious emotional or psychological abuse	<input type="checkbox"/>
Serious neglect	<input type="checkbox"/>
Verbal abuse	<input type="checkbox"/>
Personality Clash	<input type="checkbox"/>
Social Media / Digital Bullying or Harassment	<input type="checkbox"/>

PLEASE DESCRIBE THE INCIDENT

When did it take place?	
Who was involved?	
What did you see?	
Other information	

PARENT/CARER/CHILD USE

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child / members / involved:	
Name(s) of staff/volunteer involved:	

OFFICE USE:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	
Follow up / Action taken:	
Resolution:-	

HAS THE INCIDENT BEEN REPORTED?

Child protection	
Police	
Another third party (please specify):	

FURTHER INFORMATION

Further information on [child safe standards](#) can be found on the Department of Health and Human Services' website

www.dhs.vic.gov.au/about-the-department/plans.-programs-and-projects/projects-and-initiatives/children.-youth-and-family-services/creating-child-safe-organisations