

PROCEDURE OUFC- PD 013

Member Protection Officer

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Member Protection Officer of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Working with Children Forms
- Prohibited Employment Forms
- Coaching Manuals
- Manager Manuals

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD Football Director 005
OUFC 002 Executive Committee

4 RESPONSIBILITY

Member Protection Officer	The Member Protection Officer is responsible for all matter relating Child Protection within the Club and its associated activities. Support the Executive in encouraging the club members to adhere to and follow the constitution and Policy and Procedures.
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5 DEFINITIONS

Club: - Ourimbah United Football club
Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have any understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stakeholders. Strive to continually improve communications processes within the Club.
- 3) Maintain resources and Records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 5) Encourage all members of the Club observe the code of conduct.
- 6) The duties of Member Protection Officer shall include but not limited to;
 - * Being familiar with the rules and recommendations prescribed by the NSW Department of Sport and Recreation and any additional rules and recommendations prescribed by Soccer NSW, CCF and the Club.
 - * Coordinating all child protection activities and convey a clear message to all members, parents and guardians that child abuse will not be tolerated.
 - * Administer the record keeping associated with the Prohibited Employment Declarations.
 - * Ensure the Working with Children Check process is followed.
 - * Ensure all people involved with our organisation are aware of our child protection policy and relevant codes of conduct.
 - * Knowledge of the DOCS helpline number (132 111) and have copies of standard reporting forms.
 - * Be aware of, or create, reporting procedures to deal with allegations of abuse.
 - * Promote the position to ensure children and adults in the club have knowledge of where to go to if they have a concern or need information on child protection.
- 7) Where possible, attend all official functions and major events of the Club.
- 8) The Member Protection Officer shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The Member Protection Officer is accountable to the Secretary and the members for the actioning of their duties and their professional conduct.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original