



FOOTBALL MEMBER PROTECTION POLICY

Message from the Chief Executive Officer

This Member Protection Policy aims to ensure Football Federation Australia Limited's (**FFA**) core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. Through this Policy, we aim to ensure that everyone involved in Football is aware of his or her legal and ethical rights and responsibilities.

This Policy also provides the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from Football. As part of this commitment, FFA will take disciplinary action against any person or organisation bound by this Policy if they breach it.

FFA is committed to providing an environment safe for children, which is free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values. This Policy provides codes of conduct and behaviour that form the basis of appropriate and ethical conduct which everyone must abide by.

This Member Protection Policy is an essential part of our organisation's proactive and preventative approach to tackling inappropriate behaviour.

As Chief Executive Officer, I endorse this Member Protection Policy and am personally committed to ensuring that everyone associated with FFA complies with it.

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John O'Neill
Chief Executive Officer

31 May 2005

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This Member Protection Policy is a By-law under Football Federation Australia Limited's (**FFA**) Constitution and so forms part of FFA's Rules and Regulations that apply to all state and territory federations, district associations, clubs, officials and players within FFA's jurisdiction. This Member Protection Policy is effective from 1 June 2005 and will operate until it is replaced.

The objectives of the Member Protection Policy are to:

- (a) meet our legal obligations in relation to harassment, discrimination and child protection;
- (b) recognise that we have a moral obligation to establish standards of appropriate behaviour and to provide a safe, respectful and appropriate sporting environment;
- (c) emphasise that the safety and welfare of children is of paramount importance; and
- (d) form part of FFA's overall risk management plan through the implementation of policies and procedures for addressing harassment, discrimination and child protection.

The MPP is divided into the following 7 parts:

- A. Core Policy;
- B. Roles and Responsibilities;
- C. State Specific Requirements;
- D. Complaint Procedures and Disciplinary Action;
- E. Codes of Conduct and Behaviour;
- F. Definitions and Interpretation; and
- G. Prescribed Forms.

Given the importance of this area, FFA is committed to the implementation, enforcement and continual review of this Member Protection Policy.

PART A: CORE POLICY

1. POLICY POSITION STATEMENT

- 1.1 Football Federation Australia Limited (**FFA**) is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity.
- 1.2 FFA does not tolerate discriminatory or harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches this Policy.
- 1.3 FFA is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by FFA, State Federations, District Associations and Clubs. Accordingly, any person involved in the management, coaching or administration of any Player under the age of 18 years may be asked to undergo screening procedures including police and other probity checks.
- 1.4 The law is always the minimum standard for behaviour within FFA and therefore any criminal offence will be reported to the appropriate authorities.

2. APPLICATION AND SCOPE

- 2.1 This Policy applies to FFA, State Federations, District Associations, Clubs, Players, Officials and Agents (**Members**). To the fullest extent possible, it also applies to parents or guardians of Players and to spectators at Matches.
- 2.2 This Policy:
 - (a) applies to behaviour occurring both within and outside the course of FFA's business, activities and events, when the behaviour involves Members and negatively affects relationships within FFA's sport and work environment;
 - (b) continues to apply to a Member even after that Member's association or employment or engagement has ended, if that Member breached this Policy while a current Member and, particularly, if a complaint had been lodged in accordance with this Policy; and
 - (c) does not limit or restrict FFA's Disciplinary Regulations or Code of Conduct, which seek to promote and strengthen the reputation of Football in Australia by establishing a standard of performance, behaviour and professionalism for its Members on and off the field.
- 2.3 An organisation (such as FFA or a State Federation, District Association or Club) retains primary responsibility for the actions and behaviour of its staff and personnel, including Players and Officials.
- 2.4 A person will be deemed to have engaged in conduct or behaviour:
 - (a) regardless of whether or not it was committed deliberately or negligently;
 - (b) if that person has attempted, threatened, or encouraged others, to engage in that conduct or behaviour; or
 - (c) where that person knowingly takes part in the conduct or behaviour.

3. POLICY COVERAGE

- 3.1 Discrimination, all forms of harassment and child abuse are unlawful under Federal, State and Territory legislation. The legislation provides the minimum standards of behaviour and has been taken into account in this Policy. If there is, however, any inconsistency between

a term of any legislation and a term of this Policy, the term of that legislation applies to the extent of the inconsistency.

- 3.2 This Policy imposes rights and obligations on Members in the following key areas:
- (a) child protection;
 - (b) anti-discrimination;
 - (c) anti-harassment; and
 - (d) intimate relations.
- 3.3 In addition, a Member must not subject any person to Victimisation. Victimisation means subjecting, or threatening to subject, a person to any detriment or unfair treatment because that person has or intends to pursue his or her right to make a complaint or support another person in making a complaint against another person.

Child Protection Policy

- 3.4 Each Member acknowledges and agrees that the welfare and safety of children is paramount and must be placed above all other considerations.
- 3.5 A Member must:
- (a) use best efforts to ensure children are kept safe from Child Abuse and are protected from people who are unsuitable to work with children;
 - (b) provide information and education on Child Abuse and child protection to those involved in Football, including Officials, Players and parents;
 - (c) carefully screen and select people whose roles require them to have direct and unsupervised access to children;
 - (d) protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process; and
 - (e) meet the additional requirements outlined in Part C if the State Federation, District Association or Club is based in New South Wales, Queensland or Western Australia respectively.
- 3.6 A Member must not employ or engage a person (whether paid or unpaid) to coach, instruct or otherwise have direct and unsupervised contact with a child (**applicant**) without first undertaking the following 4 step screening process:
- (a) obtain from the applicant a completed and signed Member Protection Declaration (see Prescribed Form 1);
 - (b) check the applicant's referees (verbal or written);
 - (c) interview the applicant about his or her suitability for the role and for working with children; and
 - (d) if the applicant is to be paid by the Member, obtain a national police check or clearance (noting consent is obtained through the Member Protection Declaration).
- 3.7 If a Member Protection Declaration or consent to police check is not provided, or the screening process reveals that an applicant does not satisfactorily meet the requirements of that process, FFA or the relevant Member must:
- (a) provide an opportunity for the applicant to respond or provide an explanation; and
 - (b) make an assessment as to whether the applicant may pose a risk to, or be unsuitable to work with, children. If unsatisfied, FFA or the relevant Member must:
 - (i) in the case of an applicant currently working with the Member, transfer the applicant to another role that does not require them to work with children. If this is not possible or reasonable, then the appointment must be ended in accordance with legal process; and

- (ii) in the case of someone applying for a position, the applicant must not be appointed.
- 3.8 Where it is not practical to complete a police check prior to the applicant starting work, a Member must still complete the check as soon as possible and advise the applicant that his or her ongoing engagement is conditional on the satisfactory outcome of the check.
- 3.9 Where a national police check is obtained under this Policy by a Member (such as a State Federation), another Member (such as a District Association) that is also required to screen an applicant may obtain a copy of the national police check provided that the consent of the applicant is obtained and the national police check was performed in the immediately preceding two years.
- 3.10 A Member must notify the Member Protection Officer and the appropriate authorities of:
- (a) any applicant that the Member rejected as a result of risks identified through the screening process;
 - (b) any child that they reasonably suspect has been or is the subject of Child Abuse by someone within Football; and
 - (c) the name and other identifying details of any person against whom relevant disciplinary proceedings have been completed by the Member in relation to Child Abuse, irrespective of the findings.

Anti-Discrimination Policy

- 3.11 A Member must not treat a person less favourably on the basis of an Attribute than someone else without that Attribute in the same or similar circumstances. This means that a Member must not engage in discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of an Attribute.
- 3.12 A Member must not impose a requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect or result on particular groups. Unless this type of requirement is reasonable in all the circumstance it is likely to be indirect discrimination, even if there was never any intention to discriminate.

Anti-Harassment Policy

- 3.13 A Member must not engage in any form of Harassment (including Sexual Harassment).
- 3.14 By way of example, Harassment could include:
- (a) written, verbal or physical abuse or threats;
 - (b) unwelcome physical contact;
 - (c) display of offensive materials;
 - (d) promises or threats in return for sexual favours;
 - (e) unwelcome sexual comments, jokes or propositions;
 - (f) homophobic comments or behaviours; or
 - (g) jokes or comments directed at a person's body, looks or Attributes.

Intimate Relations Policy

- 3.15 FFA takes the view that intimate or sexual relationships between Team Officials and Players, while not necessarily constituting unlawful harassment, can have harmful effects on the individual Player involved, on other Players and Team Officials, and on Football's public image.

- 3.16 FFA's position is that intimate relationships must be avoided by Team Officials working at all levels, largely due to the risk that the relative power or authority of the Team Official has been a factor in the development of such relationships.
- 3.17 Should a sexual or inappropriate relationship develop between a Player and a Team Official, FFA will investigate whether any action against the Team Official is necessary and disciplinary sanctions as specified in Part D may apply.
- 3.18 In the event that a Player attempts to initiate an intimate sexual relationship, the Team Official must take personal responsibility for discouraging the approach, explaining the ethical basis for such action.
- 3.19 The law is always the minimum standard for behaviour within FFA and therefore sex with a minor, of either the same or the opposite sex, is a criminal offence and will be reported to the appropriate authorities.

PART B: ROLES AND RESPONSIBILITIES

4. ALL MEMBERS' RESPONSIBILITIES

A Member must:

- (a) comply with:
 - (i) all applicable standards, awards, laws and regulations (particularly anti-discrimination and child protection laws); and
 - (ii) FFA's Rules and Regulations, including this Policy and the Code of Conduct;
- (b) treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- (c) be responsible and accountable for that Member's own conduct;
- (d) make complaints about a breach of the Policy, or any unethical incident involving others who are bound by this MPP, in accordance with the Complaints Handling Procedure;
- (e) not make any vexatious or knowingly untrue claim that another person is in breach of this Policy; and
- (f) submit to the Complaints Handling Procedure if an allegation is made against that Member.

5. STATE FEDERATIONS' ROLE AND RESPONSIBILITIES

5.1 FFA is the member association of FIFA and is responsible for the organisation, promotion and administration of Football throughout Australia.

5.2 Each State Federation is a member of FFA and is responsible for the organisation, promotion and administration of Football throughout its own state or territory jurisdiction. This means a State Federation is responsible for the implementation, enforcement and education of this Policy throughout its jurisdiction.

5.3 A State Federation must:

- (a) adopt this Member Protection Policy or, if it has its own member protection policy, ensure that its terms are not inconsistent with this Member Protection Policy;
- (b) investigate complaints brought by or against its District Associations, Clubs, Players or Officials within its jurisdiction; and
- (c) impose disciplinary sanctions against a party found to have breached this Policy.

5.4 A State Federation must, and must ensure its District Associations and Clubs:

- (a) provide and promote an environment free from discrimination and harassment in relation to its employment functions, its membership eligibility and participation in Football;
- (b) distribute, promote and implement this Policy;
- (c) encourage reporting of discrimination, harassment or Child Abuse;
- (d) provide appropriate training to those who manage and implement this Policy; and
- (e) deal with complaints in an impartial, sensitive, timely and confidential manner.

6. AN INDIVIDUAL'S RESPONSIBILITIES

In addition to the general responsibilities under clause 4, a Player, Official and Agent must:

- (a) make themselves aware of the contents of this Policy, including the possible consequences of breaching it;
- (b) consent to a national police or criminal record check if the individual holds or applies for a position that involves direct and unsupervised contact with children; and

- (c) co-operate in providing a discrimination, harassment and Child Abuse free sporting environment.

PART C: STATE SPECIFIC REQUIREMENTS

7. STATE SPECIFIC LEGISLATION

- 7.1 Legislation governing discrimination, harassment and child protection in each State and Territory may differ slightly. Accordingly, a State Federation may need to comply with additional terms or procedures from time to time.
- 7.2 The information specified in this Part C is subject to change at any time. As a State or Territory government introduces or varies legislation that affects this Policy, FFA will add new requirements or amend existing requirements to this Policy as required.

8. CHILD PROTECTION REQUIREMENTS – NEW SOUTH WALES

- 8.1 Soccer NSW Limited and Northern NSW Soccer Federation Limited and their respective District Associations and Clubs (**NSW Member**) who engage or employ people in child-related activities (in a paid or voluntary capacity) must meet the requirements of the Working With Children Check (details of which are provided on www.kids.nsw.gov.au).
- 8.2 A NSW Member must complete the 4 step screening process as specified in clause 3.6 and:
- (a) register with the NSW Department of Sport and Recreation Employment Screening Unit;
 - (b) identify positions (paid and voluntary) which are Child-Related Employment;
 - (c) obtain a Prohibited Employment Declaration from all existing employees in Child-Related Employment;
 - (d) if a person is a Prohibited Person, remove him or her from the Child-Related Employment; and
 - (e) include advice about the Working With Children Check in information being provided about Child-Related Employment (such as a coach of a junior team).
- 8.3 For the purposes of this clause 8:

Child-Related Employment means any work (paid or unpaid) that involves direct and unsupervised contact with children.

Prohibited Person means a person convicted of committing a serious sex offence or a Registrable Person.

Registrable Person is someone who has been found guilty of the following offences against children:

- (a) murder;
- (b) sexual offences;
- (c) indecency offences;
- (d) kidnapping;
- (e) child prostitution; and
- (f) child pornography.

9. CHILD PROTECTION REQUIREMENTS – QUEENSLAND

- 9.1 Soccer Queensland Limited and its District Associations and Clubs (**QLD Member**) who require people to work with children in certain paid or voluntary employment, must meet the requirements of the Working with Children Check, including the obtaining of a blue card which is valid for 2 years (further details of which are provided on www.ccyipcq.qld.gov.au).

- 9.2 A QLD Member must complete the 4 step screening process as specified in clause 3.6 and, in addition, apply for a Working With Children Check for volunteers (unless exempt).
- 9.3 For the purposes of this Policy, the following people are exempt from the Working with Children Check:
- (a) children who are volunteers; and
 - (b) parents who volunteer their services or conduct activities through a QLD Member if their child is involved in the same or similar service or activity.
- 9.4 If a QLD Member knows or reasonably suspects that an existing employee has a criminal history that may make that employee unsuitable for child-related employment, then the QLD Member may apply to the CCYPCG for a suitability notice for that employee.

10. CHILD PROTECTION REQUIREMENTS – WESTERN AUSTRALIA

- 10.1 From 1 January 2006, Football West Limited and its District Associations and Clubs who require people to work with children in certain paid or voluntary employment, must meet the requirements of the Working with Children Check, including the obtaining of an Assessment Notice which is valid for 3 years (further details of which are provided on www.community.wa.gov.au).

PART D: COMPLAINT PROCEDURES AND DISCIPLINARY ACTION

11. COMPLAINTS

11.1 Any person may report a complaint about a Member bound by this Policy if they reasonably think that a Member has breached this Policy or has otherwise engaged in unethical or inappropriate conduct or behaviour.

11.2 FFA and the State Federations:

- (a) must deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially and in accordance with this Complaints Handling Procedure;
- (b) must keep complaints confidential and will not disclose to another person without the complainant's consent, except if required by law or if disclosure is necessary to effectively deal with the complaint; and
- (c) recognise that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

12. COMPLAINTS HANDLING PROCEDURE

12.1 The Complaints Handling Procedure applies exclusively to the reporting, investigation and resolution of complaints reported under this Policy.

12.2 A complainant:

- (a) must initially attempt to resolve the complaint with the person involved; and
- (b) if this is not possible or reasonable given the sensitivity of the complaint, or that attempt does not provide a satisfactory outcome, the complainant may notify the Member Protection Officer and make an informal or formal complaint.

12.3 In the event of an informal complaint, the MPO:

- (a) may refer the complainant back to attempt to resolve the complaint directly with the other person involved;
- (b) will assist the complainant to resolve the complaint, including through the suggestion of possible solutions;
- (c) explains how the Complaints Handling Procedure works;
- (d) acts as a support person if required by the complainant or may refer the complainant to an appropriate person;
- (e) informs the relevant government authorities or police if legally required to do so;
- (f) keeps a written record in Prescribed Form 2 (Record of Informal Complaint); and
- (g) maintains strict confidentiality.

12.4 If the informal process does not resolve the complaint to the complainant's satisfaction or if the complainant wants to make a formal complaint, the complainant must submit to the MPO a completed and signed Prescribed Form 3 (Record of Formal Complaint).

12.5 On receipt of a formal complaint, FFA will appoint its Chief of Staff (or if he or she is unable to act, FFA's General Counsel) or, if it considers appropriate in the circumstances, an independent expert (*Investigator*) to investigate the complaint.

12.6 The Investigator may:

- (a) implement any administrative or other arrangements that will apply until the completion of the investigation;
- (b) attempt to mediate the complaint;

- (c) refer the complaint to the Grievance Tribunal in accordance with the Grievance Procedure; or
 - (d) refer the complaint to the police or an appropriate authority or agency.
- 12.7 The Investigator has the right to determine all procedures to be adopted in investigating a complaint and may during the course of the investigation:
- (a) admit or request a copy of any relevant written evidence available to a complainant, respondent or any other person; or
 - (b) interview the complainant, respondent or any other person for the purpose of asking questions relevant to the complaint.
- 12.8 On completion of his or her investigation, the Investigator must provide FFA with a written determination and a finding that the complaint:
- (a) has been successfully mediated between the complainant and the respondent;
 - (b) is substantiated (and, if so, the Investigator may make a recommendation as to an appropriate disciplinary sanction);
 - (c) is inconclusive, in that there was insufficient evidence either way;
 - (d) is unsubstantiated (or there was sufficient evidence that the complaint was unfounded); or
 - (e) was knowingly untrue or vexatious.
- 12.9 If an informal or formal complaint relates to a Child Abuse allegation, the MPO must complete Prescribed Form 4 (Record of Child Abuse Allegation) and, if it is of a serious or criminal nature:
- (a) take immediate steps to ensure the child's safety and well-being; and
 - (b) notify, and obtain advice from, the police and other appropriate authorities.

13. CONFIDENTIALITY AND TIMEFRAMES

- 13.1 All Prescribed Forms and determinations of Investigators will be kept:
- (a) confidential and will not be disclosed without the complainant's consent, except if required by law or if disclosure is necessary to effectively deal with the complaint;
 - (b) in a secure location with authorised access restrictions; and
 - (c) for a period of 5 years from when the initial complaint was made.
- 13.2 Unless a complainant can establish that exceptional circumstances exist, a complaint must be brought within 2 years from the time the subject matter of the complaint arose.

14. RIGHT TO BE HEARD AND OF INTERVENTION

- 14.1 FFA reserves the right to be heard and to make submissions in a State Federation, District Association or Club investigation or hearing.
- 14.2 FFA reserves the right to intervene in a State Federation, District Association or Club investigation or hearing if it thinks, in its absolute discretion, that the matter has the potential to affect FFA or Football generally. If FFA wants to exercise this right:
- (a) it will serve written notice on the State Federation, District Association or Club (as the case requires) and, from the date of that notice, take over the investigation and determination of the matter;
 - (b) the State Federation, District Association or Club (as the case requires) must:

- (i) promptly provide FFA with any relevant documents, prescribed forms or information that may assist FFA in investigating or determining the complaint; and
- (ii) co-operate with FFA in the investigation or enforcement of the complaint; and
- (c) any decision of FFA will be binding on the State Federation, District Association or Club and their Player or Official respectively.

15. DISCIPLINARY SANCTIONS

15.1 Disciplinary action will be taken by FFA against anyone who is found to:

- (a) be in breach of this Policy;
- (b) victimise or retaliate against a person who has complained of a breach of this Policy or who has supported another person in making a complaint;
- (c) have made a vexatious complaint or a complaint the complainant knew to be untrue; or
- (d) have not complied with a sanction.

15.2 FFA will determine the scope and duration of each sanction.

15.3 If an entity (including a State Federation, District Association or a Club) breaches this Policy, FFA may impose the following sanctions:

- (a) reprimand;
- (b) verbal or written apology to the complainant;
- (c) place the entity on a bond;
- (d) imposition of a fine;
- (e) deduction of points;
- (f) suspension from participation in a Match or Matches;
- (g) expulsion; or
- (h) such other sanction as is appropriate in all the circumstances.

15.4 If an individual (including Player, Official or Agent) breaches this Policy, FFA may impose the following sanctions:

- (a) reprimand;
- (b) verbal or written apology to the complainant;
- (c) place the individual on a bond;
- (d) direction to undergo counselling;
- (e) imposition of a fine;
- (f) ban from dressing room, substitutes bench or stadium;
- (g) ban on taking part in any Football related activity;
- (h) suspension from participation in a Match or Matches;
- (i) transfer to another job position or role;
- (j) expulsion or termination of engagement or employment;
- (k) cancellation of any FFA accreditation or licence, including Agent's licence or coaching accreditation; or
- (l) such other sanction as is appropriate in all the circumstances.

15.5 All fines payable under this Policy must be paid within 14 days after the date on which the fine is imposed unless:

- (a) otherwise agreed to in writing by FFA; or
- (b) the matter is referred to the Grievance Procedure under clause 17 of this Policy.

15.6 The sanctions provided for in this clause 15 may be combined. If a suspension is combined with a fine, it is prolonged until the fine is paid in full.

15.7 The implementation of a sanction may be suspended and, if so, the person sanctioned is subject to a probationary period. If that person commits another infringement during the probationary period, the suspension is automatically revoked and the sanction applied in addition to the sanction determined for the new infringement.

16. NOTICE AND RIGHT TO BE HEARD

FFA may enforce the terms of this Policy and invoke the sanctions only if it has given the party alleged to have breached this Policy:

- (a) reasonable and sufficient details of the alleged breach;
- (b) notice of possible sanctions; and
- (c) the opportunity to be heard and to make submissions in relation to that alleged breach.

17. GRIEVANCE PROCEDURE

17.1 Any Grievance arising out of this Policy must be dealt with in accordance with the Grievance Procedure, including a Grievance in relation to the imposition of a disciplinary sanction. This means that if a Grievance arises under the jurisdiction of a State Federation, the Member submits to the jurisdiction of that State Federation's grievance procedure and must first exhaust its remedies under that grievance procedure before it initiates a Grievance in accordance with FFA's Grievance Policy.

17.2 If a party disputes FFA's purported action taken under this Policy, that party must give notice to the Administrator of the Grievance Procedure:

- (a) within 14 days after the date on which the purported action was taken; and
- (b) specifying the relevant facts and the reason for the dispute.

17.3 Any purported action taken under this Policy will not take effect until the Grievance Procedure has been terminated or exhausted.

PART E: ROLE SPECIFIC CODES OF CONDUCT

18. FOOTBALL CODE OF CONDUCT

18.1 FFA's Code of Conduct applies to all Members and governs:

- (a) bringing FFA, FFA Partners or Football into Disrepute, including through discriminatory behaviour, offensive behaviour and incitement of hatred or violence;
- (b) betting, match-fixing and corruption;
- (c) disparaging public or media statements; and
- (d) in relation to National League Clubs and National Team Officials and Players, behaviour and relationships.

19. SPECTATOR CODE OF BEHAVIOUR

19.1 A spectator at a Match or otherwise involved in any activity sanctioned or staged by, or held under the auspices of FFA, a State Federation, a District Association or a Club must:

- (a) respect the decisions of Match Officials and teach children to do the same;
- (b) never ridicule or unduly scold a child for making a mistake;
- (c) condemn the use of violence in any form, whether it is by other spectators, Team Officials (including coaches) or Players;
- (d) show respect for the participating teams;
- (e) respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion;
- (f) not use violence, harassment or abuse in any form (including, must not use foul language, sledge or harass Players, Team Officials, Match Officials, Club Officials or other spectators or partake in indecent or racist chanting);
- (g) comply with any terms of entry of a venue, including prohibited and restricted items such as flares, missiles and dangerous articles;
- (h) not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority; and
- (i) comply with FFA Rules and Regulations and the rules and regulations of State Federations and District Associations, including the ban on national and political flags, banners or emblems (other than the national flag of a competing national team).

PART F: DEFINITIONS AND INTERPRETATION

20. DEFINITIONS

20.1 In this Policy:

Agent means a person who is licensed by FFA from time to time to act as a player or match agent under FFA Rules and Regulations or who otherwise meets the requirements of FIFA Statutes.

Attribute means race, colour, religion, language, politics, national or ethnic origin, gender, transgender, sexual orientation, age, marital status, pregnancy or intellectual or physical impairment or any other attribute specified under commonwealth or state legislation.

child means a person under the age of 18 years and **children** has a corresponding meaning.

Child Abuse means placing a child at risk of harm by verbal or physical actions or by failing to provide them with basic care and may include:

- (a) physical abuse by hurting a child or a child's development (such as hitting, shaking or other physical harm; giving a child alcohol or drugs; giving bad nutritional advice; or training that exceeds the child's development or maturity);
- (b) sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (such as sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations);
- (c) emotional abuse by ill-treating a child (such as humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child); and
- (d) neglect (such as failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Club means any club or team that is from time to time:

- (a) a member of, or affiliated to, FFA or a State Federation or District Association;
- (b) admitted by FFA to field a team in a National League; or
- (c) admitted by FFA to field a team in a National Championships.

Club Official means any personnel involved with the administration, management or organisation of a Club (whether paid or unpaid), including employees, consultants, officers and directors.

Code of Conduct means FFA's Code of Conduct as promulgated by FFA from time to time (a current version of which can be obtained on www.footballaustralia.com.au).

Complaints Handling Procedure means the procedure for the reporting and investigation of complaints about a breach of this Policy, as specified in clause 12.

District Association means a member or district association that is a member of a State Federation from time to time.

FIFA Statutes mean the statutes and accompanying standing orders and regulations promulgated by FIFA from time to time.

Grievance Procedure means the procedure that applies exclusively to facilitate the expeditious and fair resolution of disputes or grievances that arise between the Members, as promulgated by FFA from time to time (a current version of which can be obtained on www.footballaustralia.com.au).

Harassment means any unwelcome verbal or written comments, conduct, or gestures directed toward an individual or group of individuals that the harasser knows, or should reasonably be expected to know, is insulting, intimidating, humiliating, malicious, degrading or offensive.

Match means any match staged, participated in, sanctioned by or played under the auspices of FFA, a State Federation or a District Association.

Match Official means a referee, assistant referee, fourth official, match commissioner, referee inspector, selector, any person in charge of safety or any other person appointed by FFA, a State Federation or a District Association to assume responsibility in connection with a Match.

Member Protection Officer or **MPO** means the member protection officer appointed by FFA from time to time, who can be contacted on mpo@footballaustralia.com.au.

Members mean the FFA, State Federations, District Associations, Clubs, Players, Officials and Agents or any other member of the Football community.

National Championships means any male and female national championships staged or sanctioned by FFA from time to time, including the National Youth Championships.

National League means the national men's and women's club competitions or tournaments conducted under the auspices of FFA, including the semi finals, preliminary final and grand final and any pre or post season or knockout cup competition conducted, organised or sanctioned by FFA.

National Team means any national team squad selected or nominated by FFA, including the men's and women's senior, under age, Olympics, Futsal and beach Football teams or any other national representative team determined by FFA from time to time.

Official means:

- (a) a Club Official, Match Official or Team Official;
- (b) an employee, consultant, officer and director of FFA, a State Federation or a District Association; or
- (c) a member of a council, committee, panel or body constituted by FFA, a State Federation or a District Association.

Player means any person who is, from time to time, registered with, or contracted to, a Club or is selected as a member of a National Team, whether that person is an amateur or professional.

Rules and Regulations means FFA's constitution and by-laws and the rules and regulations and policies and procedures as developed or implemented by FFA from time to time.

Sexual Harassment means conduct or behaviour that has a sexual element, which is unwelcome and could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate or intimidate the person or people at whom it is directed.

State Federation means a State or Territory federation or association that is a member or interim member of FFA from time to time.

Team Official means any personnel involved with the management, preparation or participation of a Club (whether paid or unpaid), including the coaches, managers, medical staff (including team or match day doctor), physiotherapists, gear persons and other support staff.

Victimisation means subjecting, or threatening to subject, a person to any detriment or unfair treatment because that person has or intends to pursue his or her right to make a complaint or support another person in making a complaint against another person.

21. INTERPRETATION

21.1 In this Policy:

- (a) any use of the word 'includes' or words such as 'for example' or 'such as' do not limit anything else that is included in general speech;
- (b) 'business day' means a day when the offices of FFA are ordinarily open for business;
- (c) all notices must be in writing and in English; and
- (d) any reference to '\$' or 'dollars' is to Australian dollars.

21.2 FFA will interpret all terms of this Policy and any other Rules and Regulations passed by FFA from time to time and any such interpretation will be final and binding on each Member. FFA may issue guidelines to assist in that interpretation.

21.3 FFA may vary this Policy from time to time or make such further rules as it deems fit, including to implement changes to FIFA Statutes.

22. ANNUAL REVIEW

FFA must review this Policy every year to ensure it meets its stated objectives.

PART G: PRESCRIBED FORMS

PRESCRIBED FORM 1

MEMBER PROTECTION DECLARATION

As a requirement of FFA’s Member Protection Policy, a Member must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised contact with persons under the age of 18 years.

I,(name)
of(address)
born/...../..... sincerely declare:

- 1.1 I do not have any criminal charge pending before the courts.
- 1.2 I do not have any criminal convictions or findings of guilt for offences involving sexual activity, acts of indecency, child abuse or child pornography, the use of narcotics or other offences relevant to persons under 18 years.
- 1.3 I consent to FFA or its relevant Member conducting a police clearance check or any other probity check.
- 1.4 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, acts of violence, intimidation or other forms of harassment.
- 1.5 I have never been sanctioned for an anti-doping rule violation under any Anti-Doping Policy applicable to me nor have I participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or FFA’s Anti-Doping Policy.
- 1.6 To my knowledge there is no matter that FFA or its State Federations may consider constituting a risk to children by engaging me.
- 1.7 I agree to comply with FFA’s Rules and Regulations, including the Member Protection Policy and Code of Conduct (copies of which are available on www.footballaustralia.com.au).
- 1.8 I will notify the CEO of the organisation engaging me immediately on becoming aware that any of the matters set out above have changed for whatever reason.

Declared in the State/Territory ofon/...../.....
Signature

Parent/Guardian Consent (in respect of 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:

Facts as stated by complainant	
Feelings as expressed by complainant	
Desired outcome or resolution	
Information provided to complainant	
Complainant's next steps	

PRESCRIBED FORM 3
RECORD OF FORMAL COMPLAINT

COMPLAINANT'S DETAILS	Name: Contact details: Date of birth:
Role in Football	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other
RESPONDENT'S NAME	
Role in Football	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other
NATURE OF COMPLAINT Can tick more than one box	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Child Abuse <input type="checkbox"/> Intimate relations <input type="checkbox"/> Victimisation <input type="checkbox"/> Bullying <input type="checkbox"/> Gender <input type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Physical abuse <input type="checkbox"/> Race or ethnic origin <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Sexuality <input type="checkbox"/> Other
Location/event of alleged complaint	

<p>Description of alleged complaint</p>	
<p>Methods of attempted informal resolution</p>	
<p>Desired outcome or resolution</p>	

I warrant that the information contained in this Form is true and correct

.....
Signature of complainant

.....
Date

PRESCRIBED FORM 4
RECORD OF CHILD ABUSE ALLEGATION

Complainant's Name (if other than the child)		Date: / /
Role in Football		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (eg observation, injury, disclosure)		
Respondent's Name (name of person complained about)		
Role in Football	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action taken (to ensure child's safety and/or to support needs of respondent)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: Date:
Signed by complainant (if not a child)	Signature: Date: