



Managing risks

Levels of responsibility in sporting organisations and clubs

National and state sporting organisations and clubs are responsible for creating child safe, inclusive and harassment free environments. Sometimes, however, there can be confusion about their respective roles and level of responsibilities.

The table below summarises the major differences.

Associations	Clubs
<p>Develop or adopt Member Protection or welfare policies – including procedures for dealing with complaints.</p> <p>Develop policies that cover both on field and off field behaviour.</p>	<p>Adopt and implement policies.</p> <p>Develop other policies if necessary (this will depend on the size and needs of the club).</p>
<p>Review the constitution and membership rules to remove discriminatory clauses and ensure the association has the power to act in the event of a complaint.</p>	<p>Review the constitution and membership rules to remove discriminatory clauses and ensure the club has the power to act in the event of a complaint.</p>
<p>Ensure coaches and other staff who work with children have met child protection requirements (e.g. screening).</p>	<p>Ensure coaches and other club staff who work with children have met child protection requirements.</p>
<p>Develop or adopt codes of behaviour and other guidelines that make clear expected standards of behaviour and processes for decision making.</p>	<p>Adopt codes of behaviour and other guidelines.</p> <p>Develop relevant guidelines as needed.</p>

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Associations	Clubs
<p>Communicate policies and procedures to all member clubs – including who to contact with complaints and how they will be handled.</p>	<p>Communicate policies and procedures to all club members – including who to contact with complaints and how they will be handled.</p>
<p>Co-ordinate, provide and/or forward information to clubs on education and training for:</p> <ul style="list-style-type: none"> • people dealing with complaints • administrators, officials, coaches, support personnel and members. <p>Ensure association personnel in key roles undertake training.</p>	<p>Ensure club personnel in key roles undertake training to:</p> <ul style="list-style-type: none"> • understand their roles and responsibilities • improve their skills and knowledge in their roles e.g. coach.
<p>Appoint a Member Protection Information Officer to respond to complaints and support clubs.</p>	<p>Ensure all members know the contact details of the Member Protection Information Officer (MPIO).</p> <p>Larger clubs may decide to appoint additional MPIOs.</p>
<p>Manage complaints that occur at the state (or national level) or that haven't been successfully resolved at the club level.</p> <p>Make clear when a complaint should be directed from the club to the association.</p> <p>Provide support to clubs in dealing with complaints.</p>	<p>Ensure all members and club personnel know about the complaint processes.</p> <p>Follow association complaint processes.</p> <p>Respond to complaints, particularly for those involving inappropriate behaviours and disputes about club decisions.</p> <p>Seek advice and support from the association for more serious issues.</p>