



maccabi
*connecting our Jewish
community through sport*

MEMBER PROTECTION HANDBOOK

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WELCOME TO THE MEMBER PROTECTION POLICIES HANDBOOK

Maccabi Australia Inc ("MAI"), together with our member States and affiliated Clubs ("Maccabi"), exists to promote Jewish identity and continuity – connecting our Jewish community through sport.

Maccabi aims to create a safe, fair, inclusive and enjoyable environment. We want to ensure that every athlete, member, staff, volunteer, official and coach who participates in Maccabi activities is treated with respect and dignity. Maccabi opposes all unlawful and unfair behaviours, and seeks to protect all our people – and especially those who are most vulnerable – from unlawful discrimination, harassment, bullying, abuse and other inappropriate behaviours.

To assist with this, we have created the Member Protection Policies ("MPPs") set out in this Handbook. The Handbook outlines Maccabi's vision of a culture that protects the health, safety and wellbeing of all its participants, sets out relevant legal obligations and expected standards of behaviour, and explains grievance processes that participants can follow if they believe that those standards have not been met.

Maccabi participants include many children, young people and vulnerable people. Recognising this, the MPPs have a special focus on policies and steps that are designed to reflect current community standards regarding child protection and inclusion.

We will treat very seriously any failure to meet our standards. We may discipline anyone found to have behaved inappropriately. This might include excluding them from Maccabi activities. And if the breach is serious enough, we may involve relevant authorities.

We require all those involved in Maccabi activities (whether they are athletes, members, staff, volunteers, officials or coaches), and all parents of our junior athletes and coaches, to read and understand this Handbook and to be aware of their obligations to comply with Maccabi's standards of behaviour.

We are sure you will understand and will do what you can to make Maccabi an enjoyable and safe environment for all.

Jacquie Seemann

MAI Director and Chair of the MPP/Integrity Sub-Committee

For further information about anything in this Handbook, please contact your local Maccabi Office:

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DOCUMENT VERSION

This version of the Handbook supersedes all previous national policies.

The Handbook will be updated from time to time, and new versions will be published online. You are expected to stay up-to-date with the latest version, and replace any printed copy.

CHAPTER 1 – OVERVIEW

THE MPP VISION

- To establish and maintain a transparent member protection system that applies at all levels of the Maccabi organisation in Australia.
- To establish and maintain policies and procedures that:
 - work to protect the rights and interests of all those persons who participate or are otherwise involved in Maccabi activities, with the aim of providing a sporting environment free of child abuse, unlawful discrimination, harassment and bullying;
 - explain the rights and obligations that each participant has under relevant legislation;
 - enable participants to complain if they believe they have been treated inappropriately; and
 - enable Maccabi to take disciplinary action against participants who do not act in accordance with its standards.
- To provide capable and innovative leadership and arrangements that ensure that the above vision is successfully implemented and maintained in an open and accountable fashion and on an on-going basis in a manner that will, as far as possible, help to unite and protect Maccabi and its people.

RESPONSIBILITIES

ORGANISATIONAL RESPONSIBILITIES

MAI, the State Bodies and Clubs have worked together to produce these policies. Each Maccabi body is expected to implement the policies and to be responsive to you in relation to issues arising under the policies.

INDIVIDUAL RESPONSIBILITIES

You must:

- act in accordance with the Codes of Conduct provided in the Handbook, the other standards detailed in this Handbook and other requirements of the MPPs;
- cooperate in providing a sporting environment free of child abuse, unlawful discrimination, harassment and bullying;
- be accountable for your behaviour and for understanding the possible consequences of failing to act in accordance with the MPPs;
- consent to the screening requirements set out in this policy, and any State/Territory Working with Children Checks if required;
- follow the procedures outlined in the Handbook if you wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or any other type of inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed by any Tribunal that is set up by Maccabi.

[Click here for the Maccabi Code of Conduct](#)

CHAPTER 2 – CODE OF CONDUCT

This Code of Conduct outlines the minimum standards of behaviour for anyone involved with or participating in Maccabi. It applies both on and off the sporting field and at all Maccabi-sanctioned events. It summarises the overarching principles that apply to all Maccabi participants.

The various policies set out in the MPPs provide more detail of Maccabi's expectations, and events such as Carnival and Maccabiah may have additional specific requirements.

GENERAL

You must:

- act within the rules and spirit of your sport, promoting fair play over winning at any cost. Focus on effort, performance and good sportsmanship, and teach understanding and respect for the rules;
- treat each person as an individual and respect their rights and valuable contribution. Recognise and value the contribution of everyone to sport and recreation, including volunteer coaches, officials and administrators who give up their valuable time to make sport and recreation happen;
- be ethical, honest, courteous and respectful in all dealings with and about individuals, Maccabi clubs and associations, including by complying with Maccabi's Anti-Bullying Policy (available [here](#)). This also involves showing respect for the decisions of officials, coaches and administrators;
- help everyone to reach their potential and respect their talent and goals, and offer positive and constructive feedback;
- act to protect children, young people and vulnerable people and otherwise comply with Maccabi's Children, Young Persons and Vulnerable People Protection Policy (available [here](#));
- ensure your behaviours and actions contribute to an environment free of unlawful discrimination- and harassment, and otherwise comply with Maccabi's policies on inclusivity, which are:
 - Anti-Discrimination and Harassment Policy (available [here](#));
 - All Abilities Policy (available [here](#));
 - Pregnancy Policy (available [here](#)); and
 - Gender Diversity Policy (available [here](#));
- not consume prohibited substances and otherwise comply with Maccabi's policies on the consumption of substances, which are:
 - Drug and Anti-Doping Policy (available [here](#)); and
 - Alcohol and Smoking Policy (available [here](#));
- comply with Maccabi's Intimate Relations Policy (available [here](#));
- ensure that any physical contact with other people is appropriate and necessary to the situation;
- not threaten or engage in violent or physical confrontations with any other person;

- act with integrity and objectivity, and accept responsibility for your decisions and actions;
- not participate in, or encourage action that may jeopardise the integrity of sport and recreation including match-fixing, illegal sports betting and other corruption;
- be a positive role model by displaying self-control, respect, care and diligence towards all involved with sport and recreation and controlling your temper on and off the field;
- show concern and caution towards others who may be sick or injured and immediately report any safety issues to appropriate authorities. Be aware of, and support, policies and practices in relation to injury management and return to play;
- strive to earn and sustain a high level of community trust and goodwill, including by complying with Maccabi's Social Media Policy (available [here](#)); and
- act in accordance with the Constitution, rules and by-laws of Maccabi and the standards set out in the MPP Handbook.

ATHLETES

- understand and play by the rules;
- respect referees and other officials;
- control your temper;
- work equally hard for yourself and for your team;
- be a good sport;
- give your best at all times; and
- participate for your own enjoyment and benefit.

COACHES

- place the safety and welfare of the athletes above all else;
- help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback;
- obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players;
- ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development;
- remember that sport is for enjoyment;
- be reasonable in your demands;
- teach understanding and respect for the rules;
- be prepared to lose sometimes;
- as well as imparting knowledge and skills, promote desirable personal and social behaviours; and
- instil in your athletes respect for officials and an acceptance of their judgement.

OFFICIALS

- place the safety and welfare of the athletes above all else;

- ensure all athletes are included and have real and reasonable opportunity to participate, regardless of e.g. their age, ability, gender, gender identity, sexuality, family responsibilities, race or cultural background and religious belief or practice;
- be consistent, impartial and objective when making decisions;
- address unsporting behaviour and promote respect for other athletes and officials; and
- ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

PARENTS

- encourage your child to participate, do their best and have fun;
- focus on your child's effort and performance, rather than winning or losing;
- never ridicule or yell at a child or other athlete for making a mistake or losing a competition;
- help out the coach or officials at training and games, where possible; and
- model appropriate behaviour, including respect for other athletes and officials.

SPECTATORS

- respect the effort and performances of athletes;
- respect the decisions of officials and teach children to do the same; and
- identify and reject unlawful discrimination, harassment, bullying and violence in any form, whether by other spectators, coaches, officials or athletes.

BOARD/COMMITTEE MEMBERS AND ADMINISTRATORS

- ensure that managers and coaches are appointed appropriately;
- ensure that any information acquired or advantage gained from the position is not used improperly; and
- conduct your organisation / Club responsibilities with due care, competence and diligence.

All those who participate in Maccabi activities (and, for those under 18, their parents as well) are required to enter into an agreement with Maccabi to act in accordance with this Code of Conduct, to abide by the individual policies in the MPP, and to be bound by Maccabi decisions about outcomes if they are found to have not acted in accordance with the MPP. This agreement is part of Club and event member registration forms.

CHAPTER 3 – POLICY ON THE SAFETY AND WELLBEING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE

DEFINITIONS

A ‘child’ is a person under the age of 18. In some states and territories, a ‘child’ is someone under 12 or 16, and a ‘young person’ is someone over those ages but under 18.

‘Vulnerable persons’ are individuals 18 years and older who may be unable to take care of themselves or protect themselves against harm or exploitation because of age, illness, trauma or disability, or other reasons.

Unless specified, all references to ‘children’ in this policy also encompass young people and vulnerable people.

MACCABI’S COMMITMENT

Maccabi is committed to striving to ensure the safety and wellbeing of children throughout our organisation, by implementing mechanisms that aim to protect the safety and wellbeing of all children accessing Maccabi services, events and activities (**Commitment**). Our Commitment is endorsed at the highest level and applies throughout all levels of our organisation.

In accordance with its Commitment, Maccabi:

- has developed this Policy. This policy provides clear guidelines to oppose any form of abuse against children;
- has adopted a procedure for the screening, recruitment and induction of individuals who are engaged in related work to undergo checks in accordance with relevant child protection legislation; and
- aims to train Maccabi Representatives to recognise signs of child abuse and to respond to allegations, suspicions and disclosures of abuse appropriately and in accordance with legislative requirements.

REPORTING

Every adult involved in Maccabi is responsible for reporting any disclosures or reasonable suspicions of child abuse. The disclosure should be reported to:

- your local police station and/or the relevant child protection agency in your state; and
- your Club Member Protection Officer (**CMPO**) or, if you suspect your CMPO is involved, a member of your Club committee.

The relevant reporting hotlines for each state are:

New South Wales	Child Protection Helpline	132 111 TTY 1800 212 936
Queensland	Child Safety Services	South East: 1300 679 849 South West: 1300 683 390 Far North QLD: 1300 684 062 North QLD: 1300 706 147 North Coast: 1300 703 921 Brisbane: 1300 682 254

Central QLD: 1300 703 762
After hours (all areas) | 1800 177 135

Victoria	Department of Human Services, Children, Youth and Families	Metropolitan Eastern: 1300 360 391 Southern: 1300 655 795 North & West: 1300 664 977 Rural Barwon S/West: 1800 075 99 Gippsland: 1800 020 202 Grampians: 1800 000 551 Hume: 1800 650 227 Loddon Mallee: 1800 675 598 All regions after hours 131 278
Western Australia	Department for Child Protection	(08) 9222 2555 1800 622 258 After hours (08) 9223 1111 1800 199 008

CHILD SAFE STANDARDS AND NATIONAL PRINCIPLES

As part of our Commitment, Maccabi acknowledges that policies and procedures alone are not enough to keep children safe and well. A child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children.

As a result of the Betrayal of Trust Enquiry and the Royal Commission into Institutional Response to Child Sexual Abuse, there are multiple standards that organisations must follow depending on where they operate. In Victoria, there are 11 mandated Child Safe Standards and in NSW, there are 10 mandated Child Safe Standards. These standards are based on and have been developed further from the 10 National Principles for Child Safe Organisations, which have been endorsed by the Council of Australian Governments. Maccabi has developed its policies based on these standards.

Information on the Victorian Child Safe Standards, including an outline of the standards, is available [here](#) and information on the National Principles for Child Safe Organisations is available [here](#). Please refer to Attachment A for the lists of standards.

RECOGNITION OF DIVERSITY

Maccabi recognises that the children who participate in Maccabi activities and interact with Maccabi come from diverse backgrounds. We are equally committed to striving to protect the safety and wellbeing of all children, regardless of their individual circumstances. This includes children from culturally and linguistically diverse backgrounds (including those from Indigenous backgrounds), those who identify as LGBTQ+, those living with a disability, and those who are unable to live at home.

We encourage children of culturally and linguistically diverse backgrounds to express their culture and enjoy their cultural rights in a safe and welcomed manner. We recognise the strength and importance of culture and seek to nurture and celebrate it within Maccabi. Maccabi's approach to anti-discrimination is outlined in its Anti-Discrimination and Harassment Policy.

EMPOWERING CHILDREN

Children should be informed of their rights, including relating to safety and wellbeing, information and participation.

When speaking with or in the presence of children, Maccabi encourages Maccabi Representatives and parents to use a tone of voice and language that boosts their confidence, encourages and affirms them. This approach aims to provide an open and safe environment that encourages children to speak up.

Language and tone of voice should not be harmful to children. Avoid language or references that is:

- derogatory, belittling, negative;
- intended to threaten, frighten or intimidate;
- discriminatory, sexist or racist or homophobic;
- profane (swearing); and/or
- sexual in nature.

WHAT IS CHILD ABUSE?

'Child abuse' is the mistreatment of a child that:

- causes or is likely to cause any detrimental effects to a child's physical, psychological, or emotional wellbeing; or
- endangers or is likely to endanger a child's physical or emotional health, development or wellbeing.

Child abuse may include:

- **Physical abuse:** any non-accidental injury (or a pattern of injuries) to a child by their parent, care-giver or another person. Behaviours include but are not limited to hitting and shaking.
- **Sexual abuse:** occurs when a person (whether a female or male adult or another child) with power or authority over a child uses a child for sexual gratification or pleasure. Sexual abuse includes a range of behaviour including sexual comments (verbal or written), exposing children to material of a sexual nature, sexual touching and other sexual acts.
- **Emotional abuse and psychological harm:** occurs when a parent, caregiver or other person with power damages the confidence or self-esteem of a child, resulting in serious emotional disturbance or psychological trauma. Often this is a pattern of abuse, rather than a single incident. Such abuse might include: threats, humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child. Emotional abuse also includes witnessing family violence.
- **Neglect:** occurs when a parent or caregiver fails to provide a child with basic necessities of life. Such neglect includes failure to provide food, water, shelter or clothing; failure to protect a child from danger or foreseeable risk of harm or injury; or failure to provide appropriate supervision or medical attention.
- **Grooming:** communication or conduct that is linked to facilitating the involvement of a child in future sexual behaviour with an adult. Grooming can be conducted in person or online. Many perpetrators of sexual offences against children purposely create relationships with victims, their families or carers in order to create a situation where abuse could occur.
- **Exposure to domestic violence:** occurs when children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual, emotional or financial means within a domestic relationship.

CHILD SAFE PRACTICES

This section aims to provide you with clear guidance on child safe practices. Children expect and deserve to be safe when participating in Maccabi-related activities. Acting in accordance with this policy will work to protect children.

On the other hand, if a person fails to act in accordance with this policy or other Maccabi policies, Maccabi will take this very seriously and may discipline and/or exclude that person.

PHYSICAL CONTACT

Maccabi does not prohibit all physical contact between children and other Maccabi participants. Some physical contact may be required to train, coach or assist the child.

Any physical contact must be appropriate (e.g. to aid skill refinement) and based on the needs of the child. The coach should also ask if they can show the child proper technique first rather than surprising them with contact even though it may be appropriate in the circumstances.

Under no circumstances should any Maccabi Representative have contact with a child that:

- involves touching genitals, the breast area, or the buttocks, other if delivering medical or allied health services;
- would appear to a reasonable person to have a sexual or suggestive connotation or purpose;
- is intended to cause pain or distress to the child (e.g. physical discipline);
- is overly physical (e.g. wrestling, horseplay, tickling. Full frontal hugs should be avoided. If a child initiates a hug, a side hug is recommended);
- is unnecessary for the age, stage or physical needs of child (e.g. assisting with toileting when not required); or
- is initiated against the wishes of the child, except if contact is necessary to prevent injury to the child or another person, in which case:
 - physical restraint should be the last resort; and
 - the force used must be appropriate in the circumstances

and aimed solely at preventing harm to the child or others.

SEXUAL MISCONDUCT

Under no circumstances should any Maccabi Representative engage in any form of sexual behaviour with, or in the presence of, children.

'Sexual behaviour' encompasses all actions that might reasonably be seen to be sexual in nature, including but not limited to:

- contact behaviour, such as kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- non-contact behaviour, such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Any sexual behaviour that is a criminal offence will be dealt with and reported in the same manner as any other criminal offence.

If a child attempts to initiate sexual behaviour, even if they are over the age of consent in their jurisdiction, the Maccabi Representative must take responsibility for declining the approach, explaining the ethical basis for such actions.

ELECTRONIC COMMUNICATION

Maccabi Representatives should not 'friend', 'follow' or accept a friend request from a child via any social media platform.

Any communication between a Maccabi Representative and a child must:

- have their parent or guardian copied in or included in the chat;
- be for legitimate Maccabi purposes (e.g. coaching feedback or communication of training venues); and
- be professional, not secretive or suggestive and must not contain any sexual or inappropriate content.

PHOTOGRAPHY

Maccabi opposes the inappropriate or illegal capturing, or use of, images of children. Maccabi Representatives should be mindful of the images and videos taken of children, including by other

people. If you see someone taking photos or videos of Maccabi participants with no clear reason (i.e. a stranger), it is important to follow up and ensure that they are deleted.

Maccabi Representatives may only photograph or video children if:

- the child's parent or guardian has provided prior written approval;
- the context is directly related to their participation in Maccabi activities;
- the child is appropriately dressed and posed; and
- the image is taken in the presence of other Maccabi personnel.

Images should not be published without guardian approval, unless the image is presented in a manner that de-identifies the child.

Further, Maccabi Representatives must not distribute images or videos to anyone outside Maccabi without parent or guardian approval, other than to the parent or guardian of the child.

Any external photographers engaged by Maccabi should have a valid WWCC (or state equivalent) and should be made aware of this policy.

TRANSPORT

Other than in an emergency, Maccabi Representatives may only transport children:

- in circumstances that are directly related to the delivery of Maccabi activities; and
- with the prior written approval of the parent or guardian (unless the representative is an immediate family member of the child).

Maccabi discourages Maccabi Representatives from being alone in a vehicle with a child. Another person (e.g. another Maccabi Representative or the driver's child) should always accompany the driver. A Maccabi Representative may only transport a child alone in an emergency (when all other options have been explored and a third person is not available). To the extent practicable, this travel should be notified in writing to the child's

guardian and the club committee before the journey takes place.

The driver must drive according to road rules and must not be impaired by alcohol or other mind-altering substances.

CHANGE ROOMS

Children should be supervised in change rooms whilst ensuring their right to privacy.

Broadly:

- at least two Maccabi Representatives of the same gender as the children should always be present and Maccabi Representatives should avoid one-to-one situations with a child;
- Maccabi Representatives should not shower or change at the same time as supervising groups of children;
- children who identify as transgender should be consulted on their preference of change rooms and their wishes respected;
- in a public change room, a Maccabi Representative should supervise to ensure that children are safe from abuse from other members of the public;
- Maccabi Representatives of one gender must not enter change rooms of the other gender; and
- phones, cameras and recording devices should not be used in change rooms, particularly while children are changing. Any images taken must be deleted immediately and counselling, disciplinary or legal action may be taken.

If a child requires physical support in order to get changed, Maccabi may require a support worker or family member to attend to assist.

OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS

Overnight stays must be approved in writing by the child's parent or guardian before the stay.

Maccabi Representative must comply with the Code of Conduct and Child Protection Policy at all times while travelling. Maccabi Representatives should ensure the following:

- children have sleeping arrangements that do not compromise their safety and wellbeing. For example, each child has their own bed and there should not be unsupervised sleeping arrangements;
- children are not left unsupervised with unauthorised persons. For example, children should not be left unattended in accommodation venues;
- children are provided with privacy when bathing and dressing; and
- children share rooms with children of the same gender. Children who are transgender should be consulted on their choice of sleeping arrangements;
- children are provided with the contact details of the responsible Maccabi Representative, and in the case of Junior Carnival, their host parent/s;
- children have the right and a pre-arranged method to contact their parent or guardian during their stay; and
- if children express or report fear for their current or future safety or wellbeing, immediate steps are taken to remove them from the location and procedures according to this Policy are followed.

ACCEPTABLE BOUNDARIES

Maccabi Representatives must limit contact with children to what is reasonably connected to Maccabi activities. Maccabi Representatives should not:

- contact a child outside of official Maccabi activities;
- meet alone with a child. If meeting with a child for coaching purposes, the child's guardian, an authorised adult or another Maccabi Representative must be present;
- engage external coaches or support personnel without prior endorsement from the Club's Committee;
- show favouritism to a child;
- provide services to a child or their family unrelated to the scope of their role if there is no pre-existing relationship (e.g. babysitting, coaching or tutoring). If a parent wants to engage a Maccabi Representative despite Maccabi's preferences, the parent or guardian is responsible for any check required and

services provided. These arrangements are external to Maccabi and not Maccabi's responsibility;

- give gifts to children, except if the gift is given at a social function and the gift is part of social etiquette and does not signify special treatment and cannot be misinterpreted as for inappropriate purposes;
- attend a child's private social function except in exceptional circumstances such as significant milestone (e.g. an 18th birthday or Bar/Bat Mitzvah party) or if an adult relative of the child is a close friend of the Maccabi Representative. In these circumstances the following must be followed:
 - the invitation must be approved by the parent or guardian;
 - other adults must be present at the function and the Maccabi Representative must not be alone with the child or other children at any time; and
 - if the Maccabi Representative is a coach, the coach must inform their Club Committee that they want to attend the function and take on board any feedback regarding their attendance.

CHAPTER 4 – INCLUSION

Maccabi recognises that its members come from all backgrounds, abilities and identities. We strive to:

- enable all members of the Jewish community to participate in sport and active recreation;
- ensure that Maccabi reflects the diversity of the communities in which we live; and
- work towards supporting and developing staff, volunteers, board, clubs, programs and offerings which are inclusive of everyone.

ANTI-DISCRIMINATION AND HARASSMENT POLICY

Maccabi opposes all forms of unlawful harassment and discrimination and requires its participants to refrain from engaging in these types of behaviour towards people with whom they interact as a result of their Maccabi participation.

If any person feels they are being harassed, discriminated against, victimised or vilified by another person or body bound by the MPP, they should refer to the grievance and complaint handling procedures outlined in Chapter 6 of the Handbook.

DISCRIMINATION

Unlawful discrimination and harassment can include:

- treating or proposing to treat one person less favourably than another because of a particular protected characteristic ("**direct discrimination**");
- imposing or intending to impose a requirement, condition or practice which may appear to be fair but which has an unequal or disproportionate effect on people with a particular protected characteristic ("**indirect discrimination**"); or
- any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers.

Requesting, assisting, instructing, inducing or encouraging another person to engage in unlawful discrimination or harassment may also be against the law.

Relevant attributes or characteristics covered by anti-discrimination law in various Australian jurisdictions include:

- age;
- disability;
- gender identity/transgender status;
- marital status or relationship status;
- parental/family/carer responsibility and status;
- pregnancy and breast feeding;
- race or national or ethnic origin;
- religious beliefs/activity;

- sex or gender;
- sexual orientation; and
- social origin and social class.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to anti-discrimination law apply. Examples include:

- it is permissible to hold a competitive sporting activity for a single gender in some circumstances – eg for particular ages and where strength, stamina or physique is relevant; and
- it is permissible not to select a person if that person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

HARASSMENT

Harassment is any type of behaviour that is unwelcome and of a type that a reasonable person would recognise as likely to cause the recipient to feel offended, humiliated or intimidated. Unlawful harassment is a form of unlawful discrimination. Harassment targets a person based on one of the protected characteristics listed above.

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is that, if someone else finds it harassing, then it could be unlawful harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal, and includes harassment via electronic communication.

It can include behaviour such as:

- telling insulting jokes about particular racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about someone's race
- asking intrusive questions about someone's personal life.

SEXUAL HARASSMENT

Sexual harassment is harassment through behaviour of a sexual nature. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Some sexual harassment is serious enough to constitute sexual assault, which is a crime.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

VICTIMISATION

Victimisation means subjecting or threatening to subject a person to some form of detriment because they have:

- lodged, or are proposing to lodge, a complaint of discrimination or harassment
- provided information or documents to an internal investigation or an external agency
- attended a conciliation conference
- reasonably asserted their rights, or supported someone else's rights, under federal anti-discrimination laws
- made an allegation that a person has acted unlawfully under federal anti-discrimination laws.

An example of victimisation is a player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made a complaint.

VILIFICATION

Public acts which incite hatred towards, serious contempt for, or severe ridicule of a person or group defined by race or some of the other characteristics set out above are called vilification.

Racial vilification is prohibited by law. This applies to spectators, Participants or any other person who engages in such an act in public. Some States and Territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability.

Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public. For example, it could be vilification to:

- send a group email containing a derogatory racist joke; or
- make contemptuous comments about gay people to a group of colleagues or team mates.

ALL ABILITIES POLICY

Our policy on sport for persons with a disability envisages equal opportunity and active participation for all persons with a disability in Maccabi across Australia to the full extent of their abilities and interests. Maccabi welcomes participation from all members of the community, regardless of their abilities. We seek to provide opportunities to include people with disability in our clubs in both playing and non-playing roles to the greatest extent that we can. We aim to eliminate inappropriate and unlawful discrimination or harassment in all Maccabi Clubs that is based on any Participant's physical or intellectual disability.

We will endeavour to make our Clubs as accessible as possible, taking into account the ability of individuals involved and the type and level of competition they wish to join (e.g., junior versus senior competition and social versus pennant).

All aspects of the Maccabi Child Protection Policy as outlined in this Handbook apply to those with an intellectual disability.

DETAILS OF OUR POLICY

We aim to:

- put people first, focus on what they can do and find out how they can and want to participate;
- ask each participant or their parent, guardian and/or carer (if they are a child or do not have the capacity to make an informed decision) for your advice about what modifications would help them to participate;
- where reasonably possible, make adjustments to coaching, equipment, rules or playing environment and modifications to club premises (e.g. putting in a ramp);
- be honest and explain if certain modifications or adjustments are not currently reasonably possible and discuss the hurdles that prevent participation;
- communicate with people and share information in appropriate ways and formats;
- make sure people of all abilities are accepted, welcomed and included in Maccabi social activities and are recognised for their contribution and achievement;
- provide information about other options for participation outside Maccabi; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation;
- recognise the role every person plays to make Maccabi a success. Success is not only measured by the on-field result but the feel and atmosphere of the Club e.g. that its members and supporters recognise that it is an inclusive Club.

In this context:

- you are expected to treat all people with respect and not to discriminate unlawfully, whether directly or indirectly, against people based on their physical or intellectual disability; and
- if you have, or your child has, a disability, please:
 - tell Maccabi what we can do to help include you in the Club that you wish to be involved with;
 - understand that Maccabi will try to make any necessary adjustments or modifications where reasonably possible; and
 - talk to Maccabi if you have any concerns or ideas, to help us make our Clubs more inclusive.

PREGNANCY POLICY

Maccabi strives to provide an inclusive and welcoming sporting environment for pregnant women involved in any of Maccabi's activities. You are expected to treat pregnant women with dignity and respect and to remove any unreasonable barrier, or disadvantage to their participation in sport.

While many sporting activities are safe for pregnant women, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the particular sporting activity and the particular pregnant woman's circumstances.

Maccabi recommends that pregnant women wishing to participate in any sporting competition should consult with their medical professionals, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

Where applicable, the rules and regulations of any governing sports body (including in particular the authority of the Medical Delegate or the equivalent of that person) that regulates the activities of a particular sport will prevail over the MPP, should any conflict arise.

GENDER DIVERSITY POLICY

Maccabi expects you to treat people who identify as transgender and gender diverse equally and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. Any unlawful discrimination or harassment against a person who identifies as or is thought to be transgender, intersex or gender diverse is not to be tolerated.

Maccabi recognises that gender diverse persons may wish to be referred to by specific pronouns in face-to-face or written communication, and this must be respected at all times.

Maccabi recognises that the exclusion of transgender people from participation in sporting events and activities has significant implications for their health, wellbeing and involvement in community life.

MAI recommends that Maccabi State Bodies and Clubs aim to facilitate all athletes to participate in the sport of the gender with which they identify, always subject to any overriding effect of the rules and regulations of the particular sport.

Maccabi also recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female Participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, advice should be sought on the application of the rules and regulations of the particular sport involved in the particular circumstances.

CHAPTER 5 – OTHER RELATIONSHIP AND BEHAVIOUR POLICIES

ANTI-BULLYING POLICY

Bullying is defined in safety legislation as the repeated and unreasonable behaviour directed at a person or group of people which creates a risk to health and safety. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Maccabi regards bullying in all its forms as unacceptable and you must not bully others with whom you interact through your Maccabi participation.

Bullying behaviour can include:

- physical or verbal abuse
- humiliation, domination, intimidation, and/or victimisation
- yelling, screaming or offensive language
- excluding or isolating other persons
- psychological harassment
- assigning meaningless tasks unrelated to the job
- giving Maccabi personnel (paid or unpaid) impossible jobs
- deliberately changed rosters to inconvenience particular Maccabi athletes, team managers, coaches and volunteers
- undermining work performance by deliberately withholding information vital for effective work performance.

Bullying is not:

- Legitimate comment and advice, including relevant feedback, coming from an appropriate person (e.g. Club President or Director of Coaching)
- Respectful conflict or disagreements between equals
- Single incidents
- Children not getting along well
- An existing mutual disagreement or conflict

It is important to note that many people refer to bullying as harassment or discrimination. However, bullying may not be unlawful under federal or state anti-discrimination laws unless it is linked to, or based on, one of the characteristics covered by these laws, such as the person's age, sex, race or disability.

CYBER BULLYING

Cyberbullying is bullying through information and communication technologies like mobile phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content.

Given the emergence of new telephone and internet social networks, the opportunity for unwanted and improper comments and statements has dramatically increased. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused.

Cyberbullying behaviour might include:

- abusive texts and emails
- hurtful messages, images or videos
- imitating others online
- excluding others online
- humiliating others online
- spreading nasty online gossip and chat
- encouraging a negative statement to be made on a social media platform
- creating fake accounts to trick someone or humiliate them

Frustration at an official, team-mate, coach, or sporting body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints to the relevant controlling club, league or peak sporting body (including MAI or any other organisation that is bound by the MPP).

Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying can be unlawful discrimination and/or is regarded as a criminal offence (including under safety laws) punishable, amongst other things, by imprisonment. It must be dealt with and reported in the same manner as any other criminal offence.

You can report incidents of cyberbullying and image-based abuse to the eSafety Commissioner at <https://www.esafety.gov.au/>.

SOCIAL MEDIA POLICY

Maccabi wishes to enable new media to be used to benefit the sport, its participants, and to applaud achievements to establish a culture of openness, trust and integrity in all online activities related to Maccabi.

SCOPE

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to all social media platforms that allow individual users to upload and share content.

This policy is applicable when using social media as:

- an officially designated individual representing Maccabi on social media; and
- if you are posting content on social media in relation to Maccabi that might affect Maccabi's business, products, services, events, sponsors, members, clubs, affiliated bodies or reputation.

This policy does not apply to the personal use of social media where it is not related to Maccabi in any way. However, any misuse of social media may still be regulated by other policies, rules or regulations.

USING SOCIAL MEDIA IN AN OFFICIAL CAPACITY

You must be authorised by Maccabi before engaging in social media as a representative of Maccabi.

As a part of Maccabi's, community you are an extension of the Maccabi brand. Therefore, it is important that you represent both yourself and Maccabi appropriately online at all times.

As such, the boundaries when you are representing yourself and when you are representing Maccabi can often be blurred.

You must not create either an official or unofficial Maccabi presence using the organisation's trademarks or name without prior approval from Maccabi. You must not use any of Maccabi's intellectual property (such as trademarks, logos or slogans) or imagery on your personal social media without prior approval from Maccabi.

GUIDELINES

You must adhere to the following guidelines when using social media related to Maccabi:

- **Use common sense**
- **Protect your privacy**
- **Be honest and upload any material under your real name**
- **Use of disclaimers where necessary**
- **Respect confidentiality and sensitivity**
- **Gain permission when publishing a person's identifiable image**
- **Comply with applicable laws**
- **Abide by copyright laws**
- **Do not post any material that relates to discrimination, sexual harassment or bullying**

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

- **Avoid controversial issues by always pointing out any misrepresentations with respect and facts**

Deal with mistakes by addressing it

- **Conscientious behaviour and awareness of the consequences**

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your position at risk.

POLICY BREACHES

Breaches of this policy may include:

- Using Maccabi's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members and its reputation.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous or includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content which would result in a breach of the rules of the game if said in person.
- Posting or sharing any content in breach of Maccabi's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.

REPORTING A BREACH

If you notice inappropriate or unlawful content online relating to Maccabi or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

INVESTIGATION AND DISCIPLINARY PROCESS

Investigations into alleged breaches of this social media policy and disciplinary procedures may be taken according to Maccabi's Member Protection Policy. Maccabi may report a breach of this social media policy to police if necessary.

Employees of Maccabi who breach this policy may face disciplinary action up to and including termination of employment.

INTIMATE RELATIONSHIPS POLICY

Whilst we recognise that existing adult relationships (e.g. marriage, de facto, long term relationships) may exist between Maccabi parties, this policy is regarding intimate relationships

(whether or not of a sexual nature) that develop between a person in a position of power and someone for whom they are responsible such as between an athlete and a Maccabi representative (including coaches, team managers and committee members).

These relationships can sometimes be a cause for concern. This is due to the potential for

- Harassment or abuse
- Compromising morale and giving rise to accusations of favouritism
- Harmful effects on the athlete and/or their peers
- An exploitative or perception of an exploitative relationship due to the disparity between the Maccabi Representative and the athlete in terms of authority, maturity, status, influence and dependence.
- A negative impact on Maccabi's public image

As such, relationships between these parties should be avoided by Maccabi Representatives. If an athlete attempts to initiate an intimate relationship, the Maccabi Representative must discourage such approaches, and explain the ethical basis for doing so.

If you feel harassed or consider that an inappropriate sexual relationship has developed, you should raise their concerns in accordance with the Grievance Resolution Guidelines outlined in Chapter 6 of this Handbook.

If such an intimate relationship develops between an athlete and a Maccabi representative, then Maccabi will consider whether and what action is necessary. Factors taken into account when determining whether follow up action is required include:

- The age and maturity of both parties;
- The financial or emotional dependence of the athlete on the coach/Maccabi representative;
- The likelihood of the relationship having any adverse impact on the athlete, their peers or Maccabi's public image.

If it is determined that the relationship is inappropriate, Maccabi may take disciplinary action.

DRUGS AND ANTI-DOPING POLICY

Maccabi condemns doping as fundamentally contrary to the spirit of sport and to the essential principles of fairness, respect, responsibility and safety.

The purpose of this policy is to protect athletes' fundamental right to participate in doping-free sport and thus promote health, fairness and equality for athletes worldwide.

You must:

- Comply with all relevant legislation, as well as the Constitution, rules and bylaws of your relevant sporting association in relation to the use of illicit and performance-enhancing drugs and substances;
- Remain drug-free and not use any illicit or performance-enhancing substances;
- alert club officials with any concern about illegal drug use within the club;
- take full responsibility for what you ingest, use and possess and accept that ignorance of this policy is not an excuse for an alleged anti-doping rule violation, and will not mitigate culpability in sanction;
- not use any drugs and performance-enhancing substances that are included on WADA's Prohibited List of banned substances;
- attend any anti-doping education program as directed by the relevant Maccabi State Body or their Club as is appropriate;
- where requested by your relevant Maccabi State Body or Club, undergo a drug test carried out by a properly accredited drug testing organisation;
- assist and cooperate with your relevant Maccabi State Body, your Club and any of their authorised agents in the conduct of any anti-doping enquiries, testing or hearing that they may reasonably request in ensuring adherence to this policy and/or compliance with any other relevant anti-doping laws or rules (as they may exist from time to time); and

You agree that if you fail to comply with this policy, your membership or engagement with Maccabi may immediately be terminated or suspended without further notice on such terms and conditions as Maccabi may reasonably determine.

ALCOHOL AND SMOKING POLICY

The following principles regarding alcohol apply to all events arranged by Maccabi:

- the principles of responsible service and consumption of alcohol must be followed when any alcohol is consumed, including that light alcohol, water and soft drinks must always be available;
- wherever possible, food should be made available when alcohol is available;
- service of alcohol is to be denied to anyone under the age of 18 years;
- responsible transport policies are to be applied; and
- appropriate persons are to be in attendance to ensure appropriate practices are followed.

ADDITIONAL RECOMMENDATIONS

- It is highly recommended that alcohol is not served at events focused on/with a large contingent of junior athletes (e.g. Junior Carnival opening ceremony, MAI-run athlete parties at international games with a junior delegation).
- It is preferable that gifts given on behalf of Maccabi are not alcohol.

The following principles regarding smoking and vaping apply to all events arranged by Maccabi:

- you may not smoke or vape at or near any sporting event or competition;
- all social functions must be smoke-free;
- the laws of each state must be followed with regards to vaping and e-cigarette usage.

TRAVEL POLICY

GENERAL POLICIES FOR ALL MACCABI PARTICIPANTS

- You must remember that you are representing Maccabi at all times, including on team flights and in your accommodation.
- Assess all risks, but be aware that common sense must prevail.
- All people involved in the activity must be aware of all relevant safety and security protocol, including for those required for transit and accommodation.

PERSONNEL AND SUPERVISION

- Anyone assigned to a leadership position for an overnight/interstate/international activity (e.g. team manager, youth leader, regional manager) must complete the relevant requirements (such as online MPP training, providing WWCC, and being approved by the MPP committee) before being ratified.
- Any external parties (e.g. bus drivers, CSG/security etc.) should not be responsible for supervision or discipline.

SLEEPING ARRANGEMENTS AND ACCOMMODATION

- Shared accommodation between young and vulnerable people, and an adult(s) should be avoided, unless the adult is their parent/carer/guardian.
- Only athletes and Maccabi personnel are permitted at Maccabi accommodation. Visitors are not permitted at any time except with the permission of the Team Manager / HOD. Overnight visitors are not permitted under any circumstances.
- No unauthorised parties, functions or social gathering are permitted. All Maccabi social events will be approved by the HOD/organising committee and details shall be shared prior to the trip.
- Every participant should have their own bed.
- You must respect each travel companion's privacy, personal belongings and space.

- You must respect each travel companion's training / competition schedules, keeping noise to an appropriate level and quiet times must be respected.
- Athletes are required to undertake shared cleaning duties with all parties to contributing to ensure that the property is clean and hygienic at all times. The accommodation / property is deemed clean and hygienic once all residents are 100% satisfied.
- Any hotel room charges, above the cost of accommodation, are the responsibility of the occupants of that room and must be paid for by the responsible athlete / team member.
- All rooms should be accessible in case of an emergency. However, unless it is an emergency, no one should be in anyone else's room without permission of everyone in that room.
- Accommodation and room allocations will be determined by factors including age and gender of participants.
- No smoking, vaping, or drug usage is permitted under any circumstances.

TRANSPORTING YOUNG AND VULNERABLE PEOPLE

- Head counts should be taken when getting on or off any transport
- Whilst travelling as a group, an adult should supervise all young and vulnerable participants. When travelling with members of the public (e.g. flights), it is preferable that the group is seated together. If the group cannot sit together, staff should be distributed to provide adequate supervision.
- A member of the management team should aim to ensure that everyone is aware of the meeting point and emergency procedure if they get lost.
- All drivers must have a blood alcohol level of ZERO.
- Where the transport has not been pre-arranged, the driver must notify (via text if practical) the Team Manager and parent / guardian of the athlete at the time and reasons for transporting the underage/vulnerable passenger(s), on a case-by-case scenario.
- Written consent from a parent/guardian must be obtained prior to travel. This should clearly outline who is allowed to transport the young/vulnerable person, and any additional requirements.

ADDITIONAL POLICIES WHEN TRAVELLING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE

- All children, young people and vulnerable people must have the contact details for at least 2 adults they can contact at any time as required.
- A member of the management team should be accountable for ensuring that all children, young people and vulnerable people are in their rooms or have returned to their host families, before going to bed each night.
- A member of the management team should ensure that there are clear and well-communicated boundaries and rules regarding meal time, bed times, lights out and team meetings

- Overnight on-call supervision by adults who hold a WWCC clearance or state equivalent should be provided for all children, young people and vulnerable people.
- An adult should accompany a child, young person or vulnerable person who needs to attend hospital.

NON COMPLIANCE

Non-compliance with this policy may result in disciplinary action, which may include athletes being unable to participate in events or competitions, or people being sent home at their own expense.

CHAPTER 6 – GRIEVANCE RESOLUTION GUIDELINES

INTRODUCTION

Where possible, Maccabi seeks to resolve all grievances and complaints by agreement between the people involved in a co-operative and productive manner. In order to achieve this aim, it is important to outline our procedures for dealing with complaints and grievances, and to try our best to ensure that all grievances and complaints are dealt with in a simple, straightforward and prompt way which, to the extent possible, resolves the matters of concern on a confidential basis.

Complaints and grievances might be in relation to, but are not limited to:

- An alleged breach of the MPP or Code of Conduct
- Conduct that appears to be contrary to one of the policies in this Handbook
- Alleged conduct which brings (or is likely to bring) Maccabi into disrepute
- Alleged failure to comply with a penalty given or direction given during a disciplinary process

Where appropriate, these guidelines may also be used to handle complaints that are not covered by this Handbook.

Complaints and/or grievances may be brought by a person who participates in Maccabi activities or a member of the public.

Complaints and grievances may vary in seriousness and complexity and, accordingly, Maccabi reserves the right to depart from these guidelines as it considers appropriate in the circumstances. In some cases, particularly if there is a suspected breach of the law and/or concerns about child protection, Maccabi may refer the complaint to appropriate authorities/agencies.

MANAGING COMPLAINTS AND GRIEVANCES

Wherever possible, it is preferable that matters are handled at the level at which they arose (e.g. if the relevant Club can deal with the complaint, then it should). The following is a guide to help determine the level at which a grievance or complaint should be reported:

- incidents at Club level or involving people operating at the Club level, should be reported or referred to and handled by the relevant Club in the first instance. In such circumstances the matter should preferably be dealt with by the Club's appointed Member Protection Compliance Officer. If the matter cannot be resolved at Club level, it will usually be referred to the relevant State Body's Maccabi Integrity Officer ("**MIO**");
- incidents at State level or involving people operating at State level should be reported or referred to the relevant State Body's MIO in the first instance. If the matter cannot be resolved at State level, it should be referred to the national MIO; or
- if the matter involves an incident or people operating at the National level and/or involve matters that may impact on the standing and reputation of Maccabi as a whole, the matter should be referred to and handled by the national MIO in the first instance.

- MIOs are empowered to refer a grievance to one of Maccabi's Tribunals. These Tribunals exist at both the State and National levels.

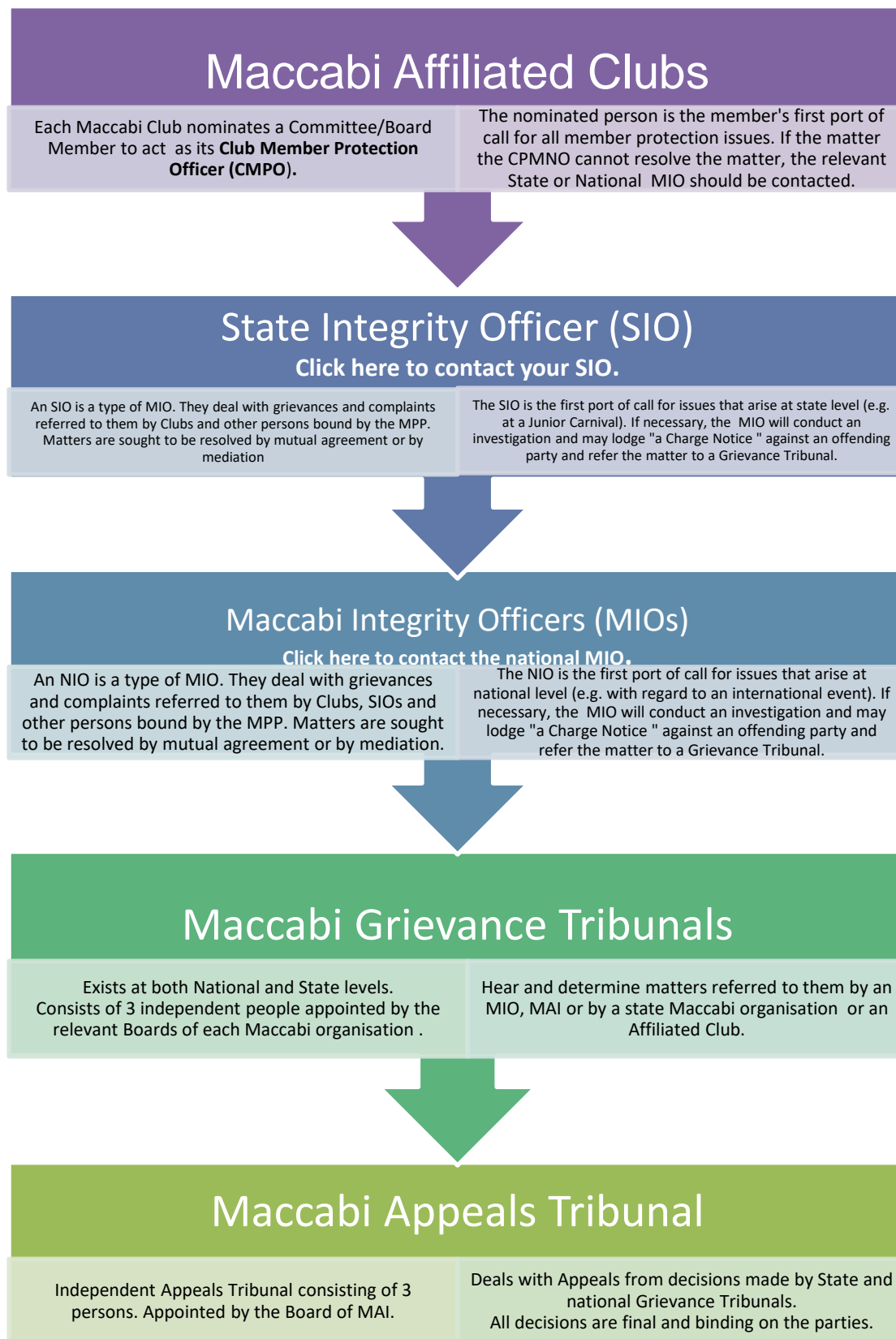
We recommend keeping a record of all incidents, in case it needs to be referred to in future. Clubs are encouraged to maintain an incident log which may include seemingly minor issues.

An issue may need to be escalated due to:

- Conflict of interest (actual or perceived)
- The inability to resolve the issue at the current level
- The need for specific expertise (e.g. interviewing children)
- The club member protection officer being involved in the case
- The serious nature of the alleged incident (e.g. alleged child abuse)

Sometimes, if the complaint involves a person outside Maccabi such as a player from another non-Maccabi team, it may be appropriate for a Club or MIO to refer the complaint to an external person or body, such as the sports association running the competition in which a Maccabi team is playing.

THE GRIEVANCE REPORTING PROCESS



Individuals and organisations may if they wish also pursue their complaint externally under anti-discrimination, child protection, criminal or other relevant legislation.

If a complaint is pursued externally, Maccabi aims to continue to liaise with the victim/complainant to ensure that their interests are being looked after properly.

HOW WILL MACCABI SEEK TO RESOLVE YOUR COMPLAINT/GRIEVANCE?

All complaints and grievances are important to us, and need to be addressed. There are different options for resolving complaints/grievances.

In cases in which an allegation or complaint involves possible child abuse or sexual abuse, and after enquiries have been made by the MIO or other proper Maccabi officer they consider that there is a possibility that a criminal offence may have occurred, the matter **must** immediately be reported to the Police and/or to any other relevant responsible authority (eg to the Department of Social Services).

If your grievance is to be dealt with within the Maccabi structure, then you may wish (or it may be appropriate) for it to be dealt with either **informally** or **formally**.

Informal resolution is what happens when the people involved resolve the issues between themselves. This may happen through:

- discussions;
- an exchange of correspondence;
- a mediated meeting between the people involved to see if the issues can be resolved between them.

Informal resolution will NOT involve Maccabi conducting any investigation or making any formal decision about what has happened, or what the consequences should be. However, we may help the parties with discussions or other communications, or give guidance about appropriate next steps.

Formal resolution is what happens when it is appropriate for Maccabi to make:

- a formal decision about what has happened; and
- a decision about what the consequences (if any) should be.

For example, a formal resolution process may be requested by either party, or be necessary because of the serious nature of the grievance.

Maccabi has an absolute discretion as to whether or not to use a formal resolution process.

Generally speaking, if there is to be formal resolution, then:

- Maccabi will ask the person with the grievance to describe that complaint, in detail, usually in writing;
- the person(s) against whom the grievance is brought will be given details of the allegation(s) against him/her and be given a reasonable opportunity to explain his/her side of the story;
- other people (witnesses) may be interviewed;

- notes will be taken of interviews;
- documents may be collected; and
- after considering the evidence, Maccabi will communicate its decisions about the facts and about the outcomes to everyone involved, usually in writing.

If there is a disagreement about the facts or the story, formal resolution may involve an investigation by a state or national MIO, or an external investigator.

The final outcome of both processes may include:

- a compromise between the parties involved about the issues raised;
- a decision that a complaint is correct or incorrect;
- a solution that satisfies the needs/interests of both parties to some extent; and/or
- a decision that the issue needs to be referred to a Maccabi Tribunal or an external body; or
- no action being taken.

CONFIDENTIALITY AND RECORD-KEEPING

Whether a complaint will be kept confidential will depend on factors including:

- the nature of the complaint
- its seriousness,
- what the person making the complaint seeks to be achieved about the issue(s) raised.

If a grievance or complaint has been received, Maccabi will generally not disclose the names of any of the parties involved or the particulars of the allegations to other parties, unless the consent of the parties has first been obtained. The general nature of the grievance and complaint may be disclosed. However, in many circumstances, disclosure may be necessary in order to ensure that the grievance can be dealt with properly and fairly. Further, if Maccabi has to investigate the complaint made, or if it must refer the complaint to external agencies (such as the relevant Child Protection agency or police), it may not be possible to maintain confidentiality.

Maccabi will record the complaint, the steps taken to resolve it and the final outcome. Maccabi aims to store all reports relating to the grievance and complaint including any decision handed down by a Tribunal in a confidential and secure place.

DISCIPLINARY MEASURES

If a breach is found, disciplinary measures may be imposed, including:

- requiring a verbal and/or written apology;
- requiring counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by a Club;
- suspension or termination of membership, employment contract, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently; and/or
- any other form of discipline that Maccabi considers reasonable and appropriate.

IMPROPER AND VEXATIOUS COMPLAINTS AND VICTIMISATION

Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint or supporting another person's complaint.

If, at any point in the complaint handling process, Maccabi considers that the person(s) making the complaint has knowingly made an untrue or vexatious complaint, and the complaint is malicious, frivolous or intended to cause distress to the person who is the subject of the complaint, disciplinary action may also be taken against the person(s) who made the complaint.

CHAPTER 7 – SCREENING, RECRUITMENT AND INDUCTION

In order to support all the policies outlined in this Handbook, it is imperative that all levels of Maccabi strives to be prudent and formal in its screening, interviewing and induction of paid and unpaid volunteers and staff.

SCREENING REQUIREMENTS, GUIDELINES AND TEMPLATES

Maccabi is expected to enquire into the background of those who undertake any work, coaching or regular unsupervised contact with its members and other players, particularly those people under the age of 18 years.

All Maccabi Representatives, and anyone otherwise engaging in child-related work and who is required to undergo such checks under relevant legislation, must undergo a Working with Children Check.

A formal set of guidelines, sample reference check questions and templates have been developed to assist those at the Club, State and National level undertaking recruitment. These can be obtained from your Club or State Body.

WORKING WITH CHILDREN CHECKS

The following people require WWCC or equivalent from the state in which they reside. Maccabi must be identified as an organisation that the WWCC applicant is engaged in for WWCC purposes.

- All paid Maccabi staff
- Every committee and board member at club, state and national level
- Any coaches or team managers who have 1+ junior (under 18 athlete) on their team*.
- Any personnel (paid or voluntary) who have any regular, direct contact with under 18s*.
- Any member of a host family (e.g. for Junior Carnival) that is aged 18+, and hosting billets who are under 18, or vulnerable people.

* if someone is under 18 they do not require a check

NATIONAL POLICE CHECKS (NPC)

From time to time there may be roles that require a Maccabi representative to undertake additional screening, therefore Maccabi reserves the right to request a NPC for these roles.

POSITION DESCRIPTIONS

Where appropriate, formal position descriptions should be developed, including the responsibilities and reporting obligations of the employee/volunteer. It is important that, upon commencement of any role in Maccabi, the person receives a copy of their position description.

EMPLOYEE AND VOLUNTEER SCREENING FAQS

WHY ARE PEOPLE REQUIRED TO HAVE WWCC OR EQUIVALENT?

Maccabi strives to ensure our children are kept safe. One method of mitigating risk towards children is screening staff and volunteers before they start working with children and other vulnerable people. Maccabi is also prohibited by child protection legislation from engaging workers or volunteers in child-related roles if that person does not hold a valid WWCC clearance.

Asking staff and volunteers to undertake a WWCC does not mean the organisation thinks they are a risk to children. It means that as citizens of a developed society we understand the need to mitigate risks to children and we want to comply with our legal obligations.

I HAVE A NATIONAL POLICE CHECK, DO I NEED A WWCC TOO?

The WWCC is not the same as the National Police Check (NPC). Working with Children Checks are more extensive and more targeted than National Police Checks.

The WWCC screens criminal and professional conduct records for sexual offences, offences related to the abuse, harm or mistreatment of a child and violence going back over your lifetime.

NPCs identify and release relevant criminal history information relating to convictions, findings of guilt or pending court proceedings. The NPC does not disclose all offences and does not go back over your lifetime.

IS THERE A NATIONAL WWCC?

No, unfortunately there is not a National WWCC scheme. Each state and territory has a different screening process.

WHAT SORT OF WWCC SCREEN DO I REQUIRE FOR THE STATE I LIVE IN?

Each state and territory has a different WWCC Scheme all with the same objective of reducing risk for children. Each state and territory has a department that is responsible for the management and monitoring of the WWCC.

Victoria

- Visit <http://www.workingwithchildren.vic.gov.au/> and click 'apply for a check'. Checks are valid for 5 years and volunteer checks are free.
- Make sure you list Maccabi (1/115 Hawthorn Rd, Caulfield North 3161) when applying for your check.
- Already got a check? Make sure you update your details and add Maccabi. Click here for information on how to add an organisation or update our address.

NSW

- Visit <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-childrencheck> and click 'apply for your check'. Checks are valid for 5 years and volunteer checks are free.
- Make sure you provide your check number (or application number) and date of birth to your club and/or Maccabi NSW so that they can verify your check.

WA

- WWCC application forms are available from Australia Post offices. For more information on the application process visit <https://workingwithchildren.wa.gov.au/applicants-cardholders/applying-for-a-wwc-check/how-to-apply>
- Make sure you select category 12 – club/association

Queensland

- Visit <http://bluecard.qld.gov.au/> to apply for a blue card

HOW SOON DO I NEED TO GET MY WWCC?

Maccabi expects each individual working or volunteering with Maccabi or any Maccabi Club to have a WWCC in place before engaging with Maccabi. These details are to be entered and recorded on Learning At Maccabi Online Platform

I ALREADY HAVE A VALID WWCC OR A STATE OR TERRITORY EQUIVALENT, IS THAT ENOUGH?

If you already have a WWCC, that is great! Depending on your state you will either need to add Maccabi as an organisation you work for, or supply Maccabi with your details so that they can verify your check and connect it to the organisation.

If required by your State or Territory, please register Maccabi as an organisation on your WWCC using the following address details: Maccabi, 1/115 Hawthorn Rd, Caulfield North VIC 3161. Phone: (03) 9563 5885.

Note: an employee WWCC check can be used for volunteer work, but a volunteer WWCC check cannot be used for paid work.

CAN I STILL WORK OR VOLUNTEER FOR MACCABI IF I CAN'T GET A WWCC?

No. If you are engaged in child-related work, Maccabi is not permitted by law to engage you.

I TRAVEL INTERSTATE WITH MACCABI – IS MY STATE WWCC ENOUGH?

A National agreement between States and Territories has been reached to exempt some people who need to cross borders to work and volunteer with children. These exemptions allow people to participate more freely in national and inter-jurisdictional activities on a short-term basis.

As a general rule, if you have a valid WWCC from your home state you can be involved in an interstate event (such as Junior Carnival) without requiring a check from the event state. Please contact your club Member Protection Officer if you need assistance in confirming.

CHAPTER 8 – GLOSSARY

Bullying	Repeated and unreasonable behaviour directed at a person or group of people which creates a risk to health and safety.
Child	A person under the age of 18. In some states and territories, a 'child' is someone under 12 or 16, and a 'young person' is someone over those ages but under 18.
Child abuse	Any behaviour that harms a child (in this case anyone under 18). It can take many forms, including physical, sexual and emotional abuse, as well as neglect and exploitation.
Club or Affiliated Sports Club	Any club that is affiliated with any Maccabi State Body.
Coach	Any trainer or instructor employed or volunteering at any Maccabi affiliated club or sanctioned Maccabi event and includes assistant coach positions.
Cyberbullying	Bullying through information and communication technologies.
Discrimination	Discrimination means treating one person less favourably than another, or subjecting a person to disadvantage.
Disability	An umbrella term for any or all of an impairment of body or cognitive structure or function, a limitation in activities, or a restriction in participation. Disability is a multidimensional concept, and is considered as an interaction between health conditions and the environment.
Doping	The occurrence of one or more of the anti-doping rule violations set forth by the World Anti-Doping Agency.
Emotional Abuse	Any act by a person having the care of a child that results in the child suffering any kind of significant emotional deprivation or trauma. Children affected by exposure to family violence are also included in this category.
Gender diverse	An umbrella term that includes all the different ways gender can be experienced and perceived. It can include people questioning their gender, those who identify as trans/ transgender, genderqueer, non-binary, gender nonconforming and many more.
Gender identity	The gender related identity, appearance or mannerisms or other gender related characteristics of a person (whether by way of medical intervention or not), with or without regard to the person's designated sex at birth.
Harassment	Harassment is any type of behaviour that is unwelcome and of a type that a reasonable person would recognise as likely to cause the recipient to feel offended, humiliated or intimidated.

Illegal drug	A substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and “ice”), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.
Intersex	<p>‘Intersex status’ is a protected attribute. It means the status of having physical, hormonal or genetic features that are:</p> <ul style="list-style-type: none"> • neither wholly female nor wholly male • a combination of female and male, or • neither female nor male. <p>The term ‘intersex’ does not describe a person’s gender identity (man, woman, neither or both). A person born with a variation in sex characteristics may identify as a man, woman, neither or both.</p>
LGBTQI	An acronym for lesbian, gay, bisexual, transgender, queer/questioning and intersex. It is used to refer collectively to these communities.
Maccabi	Variously means and includes Maccabi Australia Inc (“MAI”), State Representative Members and their affiliated Clubs.
Maccabi representative	<ul style="list-style-type: none"> • an officer bearer; • a volunteer; • a coach or assistant coach; • a support person (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers, etc); and • an official or other person participating in any teams, events and activities, including camps and training sessions, conducted or sanctioned by MAI, any State Body or any Club.
Manager	Any person volunteering or employed in a position of management, responsible for the control or administration of tasks and activities within any Maccabi affiliated club or sanctioned Maccabi event and includes assistant manager.
Member	A body or person who is a member of MAI, any Member Association or an Affiliated Club and includes Life Members.
Neglect	Any serious acts or omissions by a person having the care of a child that, within the bounds of cultural tradition, constitutes a failure to provide conditions that are essential for the healthy physical and emotional development of a child.

Non-binary	A term used to describe a person who does not identify exclusively as either a man or a woman.
Participant	Anyone involved in Maccabi including all paid or unpaid/voluntary athletes, personnel or staff.
Physical Abuse	Any non-accidental physical act inflicted upon a child by a person having the care of a child.
Police check	A national criminal history record check which may be conducted as part of a pre-employment or current employment background check on a person.
Pronouns	A grammatical means of referring to a person or persons. Conventional pronouns are 'she/her/hers' and 'he/him/his'. Some people prefer to use gender neutral pronouns, such as 'they/them/their'. The pronoun a person uses to describe themselves generally reflects their gender identity.
Role-specific codes of conduct (or behaviour)	Standards of conduct required of certain roles (e.g. coaches).
Sexual abuse	Any act by a person, having the care of a child that exposes the child to, or involves the child in, sexual processes beyond his or her understanding or contrary to accepted community standards.
Sexual harassment	Harassment through behaviour of a sexual nature.
State Representative Member or State Body	A State or Territory association or organisation that is affiliated to MAI – that is, currently, Maccabi NSW, Maccabi VIC, Maccabi QLD or Maccabi WA.
Transgender (commonly abbreviated to 'trans')	A general term used to describe a person whose gender identity is different from the sex they were assigned at birth. Being transgender is about how an individual describes their own gender. It is not necessarily about their biological characteristics.
Transition or affirmation	The social, medical or legal steps that a transgender person takes to affirm their gender identity. A transition or affirmation may or may not involve medical treatment, including surgeries or hormone therapy. People can transition as children or as adults. Each transition is different.
Victimisation	Subjecting or threatening to subject a person to some form of detriment because they have lodged, proposed to lodge, or have been involved in providing information for a complaint of discrimination or harassment.
Vilification	Public acts which incite hatred towards, serious contempt for, or severe ridicule of a person or group defined by protected characteristics.

Vulnerable person

- a child, including a young person; or
- an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

WWCC or Blue Card

A State/Territory based mandatory pre-employment and/or volunteering screening check. It is designed to help protect children from harm from adults who intend to work or volunteer in positions in which they have contact with children and young people. It checks a person's criminal history for serious sexual, serious violence or serious drug offences and findings from professional disciplinary bodies.

Young person

Someone under the age of 18. In some states/territories, there is a legal differentiation between a 'child' (up to 12 or 16) and a 'young person'.

CHAPTER 9 – RESOURCES

There are many external organisations which can assist you in handling issues. Below are some of these organisations, or you can [click here](#) for a comprehensive list.

CHILD PROTECTION | [Click here for more services](#)

Child Abuse Prevention Service Helpline | 1800 688 009

Childwise | 1800 991 099 | www.childwise.org.au

SEXUAL ABUSE AND TRAUMA | [Click here for more services](#)

Advocates for Survivors of Child Abuse | 1300 657 380 | www.asca.org.au

Blueknot | 1300 657 380 | www.blueknot.org.au

Child and Adolescent Sexual Assault Counselling | (02) 9750 0500 | www.casac.org.au

CHILDREN | [Click here for more services](#)

Australian Childhood Foundation | 1300 381 581 | www.childhood.org.au

Kids Help Line | 1800 55 1800 | www.kidshelpline.com.au

DISABILITY | [Click here for more services](#)

Disability Services Commission | 1800 677 342 | <http://www.odsc.vic.gov.au/>

National Disability Abuse and Neglect Hotline | 1800 880 052 | hotline@workfocus.com

SUICIDE AND MENTAL HEALTH | [Click here for more services](#)

Australian Jewish Psychologists Inc | www.ajp.org.au

Beyondblue | 1300 224 636 | www.beyondblue.org.au

Lifeline | 13 11 14 | www.lifeline.org.au

FAMILIES AND RELATIONSHIPS | [Click here for more services](#)

1800 MYLINE | 1800 695 463 | www.theline.org.au/get-help

1800 RESPECT | 1800 737 732 | www.1800respect.org.au

Family Helpline | 1800 643 000

Family Relationship Advice Line | 1800 050 321

EATING DISORDERS | [Click here for more services](#)

The Butterfly Foundation | 1800 33 4673 | <https://thebutterflyfoundation.org.au>

JEWISH COMMUNITY SUPPORT

Jewish Care NSW | 1300 133 660 | www.jewishcare.com.au

Jewish Care The Front Door | (03) 8517 5999 | www.jewishcare.org.au

JewishCare WA | (08) 9275 6743

FURTHER MACCABI CONTACTS

The following can be contacted for queries relating to the Member Protection Policies.

- **MPP SUBCOMMITTEE**

- The MPP subcommittee is responsible for reviewing policies and suggesting updated policies and processes to the MAI board.
- The subcommittee comprises of state representatives, as well as legal and psychology professionals.
- The chair of the MPP subcommittee sits on the MAI board and reports to the board on a regular basis.
- [Click here to contact the MPP subcommittee](#)

- **MAI MEMBER PROTECTION OFFICER (MPO)**

- The Maccabi MPO is responsible for providing administrative support for the MPP program and they are available to provide general guidance on the MPP.
- They are responsible for maintaining the MPP website and updating the website and handbook as required.
- [Click here to contact the Maccabi MPO](#)

- **STATE MPP BOARD MEMBER**

- The state MPP board member reports to the state board on any MPP issues which have arisen.
- They liaise with clubs to assist the member protection officer in ensuring that the club is meeting their requirements.
- They are available for clubs to approach to discuss MPP processes.

- [Click here to contact your state MPP board member.](#)