



maccabi
*connecting our Jewish
community through sport*

MEMBER PROTECTION HANDBOOK

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WELCOME

Maccabi Australia together with our member States and affiliated Clubs exist to promote Jewish identity and continuity – connecting our Jewish community through sport.

The purpose of the Member Protection Policies is to protect the health, safety and wellbeing of those who participate in the activities of Maccabi Australia and its clubs in all Australian states.

Maccabi Australia aims to create a safe, fair and inclusive environment and to ensure that every member, its staff volunteers, officials, and coaches who participate in its activities is treated with respect and dignity and protected from unlawful discrimination, harassment, bullying and other inappropriate behaviours.

In the area of child safety, Maccabi, as a national organisation is working to the highest standards currently available, and is always updating and reviewing its commitments.

Any form of abuse, neglect, harassment, discrimination, vilification, indecency or violence against any adult or child by a person involved with Maccabi will be treated as a serious offence, and such conduct will not be tolerated.

Maccabi has clear processes in place to support grievances and complaints. Where possible, Maccabi seeks to resolve all grievances and complaints in a co-operative and productive manner.

Generally, incidents at club level should be reported or referred to the relevant club first.

Incidents at state or national level should be reported or referred to the State or National Maccabi Integrity Officer.

This document sets out details of our member protection policies and procedures. It includes not only details of the code of conduct that apply to all our members, but it also contains an explanation of our child safety and all ability/inclusion policies. These documents explain to all those involved with Maccabi at all levels (whether it be at National, State or club level) their rights and obligations under the MPP rules that we have developed. The key objective of all of these policies and procedures is to protect our members whenever they are involved in any Maccabi activity.

We require all our those in our organisation (whether they be players, officials, coaches, staff and volunteers) and all parents of our junior members to read and understand the enclosed pages and to become aware of their obligations to comply with our organisation's MPP requirements.

Signed:

Debbie Rutstein

MAI Director and Chairman of the MPP Sub-Committee

MEMBER PROTECTION POLICIES HANDBOOK

This Handbook sets out details of Maccabi's Member Protection Policies ("MPP"), including the Maccabi Code of Conduct.

The purpose of the Handbook is to outline Maccabi's vision of a culture that protects all its members, including its children and young and vulnerable people. The Handbook outlines our members' respective rights and responsibilities when participating in any activities run by or associated with Maccabi. It sets out expected standards of behaviour and explains grievance processes that members can follow if they believe that one of those standards has not been met.

For further information on any of the matters set out in this Handbook please contact your local Maccabi Office:

CONTACT DETAILS:

Maccabi Australia | 03 9563 5865 | officempp.mai@maccabi.com.au

Maccabi Victoria | 03 9563 5885 | Executiveassistant.vic@maccabi.com.au

Maccabi NSW | 02 9331 0573 | gm.NSW@maccabi.com.au

Maccabi WA | 08 9375 8785 | admin.wa@maccabi.com.au

Maccabi QLD | queensland@maccabi.com.au

CHAPTER 1 – OVERVIEW

DOCUMENT VERSION

This version of the Maccabi MPP handbook supersedes all other policies and procedures on a national level that have been developed prior to this time.

It is expected that all coaches, volunteers, officials, committee members and staff members will make themselves familiar with the contents of this handbook. Updates will be made, as needed, and you will be advised of any changes by Maccabi Office. All Maccabi members (including coaches, volunteers, officials, committee members, staff and athletes) are expected to stay up-to-date with the latest version, replace any printed copy they may be referencing and comply accordingly.

For any further questions regarding this document, you can contact the Maccabi Australia office:

03 9563 5865 | officempp.mai@maccabi.com.au | 1/115 Hawthorn Rd, Caulfield North VIC 3161

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 policies and procedures that:
 - work to protect the rights and interests of all those persons who participate or are otherwise involved in Maccabi activities;
 - explain the rights and obligations that each participant has under relevant legislation; 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 a transparent fashion and on an on-going basis in a manner that will, as far as possible, help to unite and protect Maccabi and its members.

ROLES AND RESPONSIBILITIES

Everyone has a part to play in keeping Maccabi safe and welcoming.

ROLES: MACCABI AUSTRALIA / NATIONAL BODY (MAI)

MAI is the peak body for all Maccabi organisations throughout Australia. It provides oversight and overriding policy direction for the entire organisation, including those for Junior Carnival and interstate challenges, as well as facilitating Maccabi international tours such as Maccabiah.

- **NATIONAL MEMBER INTEGRITY OFFICER (MIO)**
 - The national MIO is responsible for resolving issues that happen on state level (e.g. at Maccabiah).
 - The national MIO might also be engaged if an issue has arisen that cannot be handled at state level (i.e. due to the nature of the case or conflict of interest).
 - The national MIO can also be engaged if a party is unhappy with a state MIO's ruling on a matter.
 - [Click here to contact the national MIO.](#)
- **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](#)

ROLES: MACCABI STATES (NSW, QLD, VIC, WA)

Each state has its own governing body that is affiliated to MAI that works to provide oversight and assistance to individual Maccabi clubs. They also assist Maccabi Australia with hosting Junior Carnivals, on rotation.

- **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.

- **STATE MEMBER INTEGRITY OFFICER (MIO)**

- The state MIO is responsible for resolving issues that happen on state level (e.g. at Junior Carnival).
- Clubs can also engage their state MIO if an issue has arisen that they are unable to handle (i.e. due to the nature of the case or conflict of interest).
- The state MIO can also be engaged if a party is unhappy with a club member protection officer's ruling on a matter.
- State Integrity Officers are also available to offer advice to a club handling a matter internally.

ROLES: MACCABI CLUBS

Maccabi Clubs are affiliated members of their respective Maccabi state organisations. They work to ensure that individual members are being provided with great sporting experiences and environments within which to compete on a regular basis.

- **CLUB COMMITTEES**

- Club committees are responsible for appointing a suitable club member protection officer.
- It is expected that all club committees will complete the online MPP training and obtain WWCC, regardless of the demographic of the club. This is to ensure that as an organisation we are working towards providing not only a child-safe, but also a child-friendly environment.
- The committee must ensure that someone is responsible for the club meeting its compliance requirements. This may be the club MPO, secretary or club administrator.

- **CLUB MEMBER PROTECTION OFFICER (CLUB MPO) (previously Club Compliance Officer)**
 - They should be the first point of contact when any issues are raised within the club.
 - They need to know what matters can be handled at club level, and what matters need to be referred to either the state integrity officer, or external authorities.
 - It is expected that the club MPO will complete the online MPP training, obtain a WWCC, and will familiarise themselves with the MPO handbook.

- **CLUB COACHES AND VOLUNTEERS**
 - Club coaches and volunteers are responsible for ensuring that the behaviours and practices outlined in the MPP are put into action during regular club activity.
 - It is expected that all coaches and volunteers will complete the online MPP training, and that any coach or volunteer dealing with 1 or more player aged under 18 will obtain a WWCC.
 - For more information, coaches and volunteers can refer to the MPP handbook, or their club member protection officer.

ORGANISATIONAL RESPONSIBILITIES

Maccabi Australia, the Maccabi states and affiliated Maccabi clubs must:

- adopt, implement and comply with this policy
- distribute and promote this policy, including any updates or revisions
- model and encourage appropriate standards of behaviour at all times
- deal with any grievances raised under this policy in a suitable manner
- handle any breaches of this policy in an appropriate manner
- recognise and enforce any penalty imposed under this policy
- ensure that a copy of this policy is available or accessible to all parties to whom this policy applies
- use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour

INDIVIDUAL RESPONSIBILITIES

All individuals bound by this policy must:

- be aware of the MPP and act in accordance with the Codes of Conduct provided in the Handbook;
- act in accordance with the standards detailed in this Handbook and other requirements of the MPP;
- cooperate in providing a sporting environment free of child abuse, unlawful discrimination, harassment and bullying;
- be accountable for their behaviour and understanding the possible consequences of failing to act in accordance with the MPP;
- 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 they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other 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. Events such as Carnival and Maccabiah may have additional requirements due to the nature of the activity.

- 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.
- Help everyone to reach their potential and respect their talent and goals, and offer positive and constructive feedback. Address unsporting behaviour. Never ridicule or yell at a child or other athlete for making a mistake or losing a competition.
- Ensure your decisions and actions contribute to an inclusive, harassment-free environment and that you don't disadvantage, disempower or judge anyone, regardless of their age, ability, gender, family responsibilities, race, cultural background, religion or gender or sexual identity. Identify and reject discrimination, harassment, bullying and violence in any form (including physical, sexual, verbal and cyber), whether by other spectators, coaches, officials or athletes. [Click here to see Maccabi's Anti-Discrimination and Harassment Policy](#)
- Act in such a manner as to protect children, young people and vulnerable people. [Click here to see Maccabi's Children, Young and Vulnerable People Protection Policy](#)
- Do 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. Be consistent, impartial and objective when making decisions.
- Do not participate in, or encourage action that may jeopardise the integrity of sport and recreation including match-fixing, illegal sports betting and other corruption.
- Act in accordance with the Constitution, rules and by-laws of Maccabi and the standards set out in the MPP Handbook.
- Ensure that any physical contact with another person is appropriate and necessary to the situation.
- Be reasonable in your demands and expectations of athletes, coaches and officials. Parents are encouraged to assist at training and games where possible.
- Strive to earn and sustain a high level of community trust and goodwill.
- Recognise that, no matter your role, you are part of a team. Give your best at all times and work equally hard for yourself and for your team. Have fun and encourage others to do the same.
- Be a positive role model by displaying self-control, respect, care and diligence towards all involved with sport and recreation and control your temper on and off the field.

- Be ethical and honest in all dealings with individuals, clubs and associations, showing respect and courtesy to all involved with the sport or event. This includes, but is not limited to, showing respect for the decisions of officials, coaches and administrators. Instil in your athletes, children and teammates respect for officials and an acceptance of their judgement.
- Take all reasonable steps to ensure equipment, facilities and programs meet health and safety standards and are appropriate to the age and ability of participants.
- Show concern and caution towards others who may be sick or injured and immediately reporting any safety issues to appropriate authorities. Be aware of, and support, policies and practices in relation to injury management and return to play.
- Coaches are to obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Any board/committee members and administrators are to respect their position. They are to conduct their club/organisation with due care, competence and diligence and not misuse any information acquired or advantage gained from their position.

THE USE OF RESTRICTED AND PROHIBITED SUBSTANCES

No junior participant is permitted to consume caffeinated energy drinks or caffeinated tablets whilst in attendance at a Maccabi event.

No smoking or vaping is allowed at any Maccabi event or venue.

No junior participant is permitted to possess or consume alcohol at any time.

The supply of alcohol to participants under 18 years of age is a criminal offence and is completely prohibited.

Any events that include alcohol must be mindful of the Maccabi Alcohol policy and guidelines, and must adhere to responsible service of alcohol requirements.

The supply, possession or taking of illegal drugs while at any Maccabi event is completely prohibited.

CHAPTER 3 – POLICIES REGARDING THE SAFETY OF CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE

This policy applies to anyone under the age of 18, or anyone who is over 18 but 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.

Maccabi is committed to ensuring the safety of children, young people and vulnerable people throughout our organisation, by protecting the safety and wellbeing of all children and young and vulnerable people accessing Maccabi services, events and activities. This commitment is endorsed at the highest level and applies throughout all levels of our organisation.

Recent changes to the law and changes to convention in the community around us mean that we all have changed responsibilities. Our task is now to inform, train and educate our Participants about those responsibilities.

In accordance with its commitment to the safety of vulnerable people, Maccabi has developed an extensive child safety policy. [Click here to see Maccabi's full Children, Young and Vulnerable People Protection Policy](#)

GENERAL INFORMATION

WHAT IS CHILD ABUSE?

Child abuse involves conduct that puts children and young people at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust.

Child abuse includes:

- Grooming
- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse
- Psychological abuse
- Exposure to domestic violence

CHILD SAFE STANDARDS AND NATIONAL PRINCIPLES

As part of our commitment to providing an environment that is safe and welcoming for children and young and vulnerable people, Maccabi Australia acknowledges that policies and procedures alone are not enough to keep children safe. A child safe organisation is one that creates a culture, adopts

strategies and takes action to promote child wellbeing and prevent harm to children and young people.

As a result of the Betrayal of Trust Inquiry (final report tabled 2013 and available [here](#)) and the Royal Commission around institutionalised abuse (final report presented 2017 and available [here](#)), there are a number of checklists that organisations need to follow. In Victoria, there are 7 mandated child safe standards, and nationally there are ten national principles which have been endorsed by members of COAG. These standards and principles apply to everyone involved in our organisation – they apply to both paid and voluntary personnel.

FAILURE TO DISCLOSE AND FAILURE TO PROTECT

It is important to note that there are certain legal requirements which apply to everyone, and others which apply specifically to ‘people in authority’ in an organisation. **It is a responsibility and requirement of every adult that they report any disclosures of child abuse.** The disclosure must be reported to the local police station or Crime Stoppers. There is an additional requirement for ‘people in authority’ to show that they have done everything they reasonably can to prevent abuse, should any cases of child abuse arise. This is essentially a duty of care which creates a presumption of liability, such that certain organisations will need to prove that they took "reasonable precautions" to prevent child abuse if they are defending a legal claim.

APPROPRIATE CONDUCT AND BEHAVIOUR

PHYSICAL CONTACT

Maccabi does not prohibit all physical contact between children and young people and Maccabi Representatives. Some physical contact may be required for the purpose of training or coaching or assisting the individual.

At all times the physical contact must be appropriate, for example to aid skill refinement and technique, based on the needs of the young person or child not the adult.

SEXUAL MISCONDUCT

No sexual behaviour or romantic or intimate contact is permitted between a Maccabi representative and a person under the age of 18, unless they were a couple prior to their involvement with Maccabi. Even if the young person is over the relevant age of consent in their jurisdiction, it is not permitted as the relationship has been formed under circumstances where there is an imbalance of power. Sexual conduct involving a person placed in a position of authority, whether consensual or not, may be exploitative because there is usually a disparity between coaches and athletes in terms of authority, maturity, status, influence and dependence.

If a person under the age of 18 attempts to initiate an intimate relationship, the Maccabi Representative must take personal responsibility for discouraging the approach.

ELECTRONIC COMMUNICATION

Whilst social media and electronic communication are a significant part of how we communicate, it's important for Maccabi representatives to be mindful of their usage, especially with regards to communicating with children and young and vulnerable people.

In particular:

- Maccabi representatives are not permitted to actively 'friend', 'follow' or accept a friend request from a young athlete over whom they have authority via any social media platform.
- Any communication between a Maccabi representative (especially a coach or volunteer) and a young athlete needs to have a parent/guardian copied in or included in the chat.
- Any communication between a Maccabi representative (especially a coach or volunteer) and a young athlete must be for legitimate Maccabi purposes (for example, coaching feedback or training venues).
- Any communication from a Maccabi representative must be professional, not secretive or suggestive and must not contain any sexual or inappropriate content.

ALCOHOL, SMOKING AND DRUGS

MAI has comprehensive policies regarding alcohol, smoking, drugs and doping. Additionally, the laws regarding the use and consumption of these substances by children and young people are always the minimum, and illegal activity may be referred to the police.

Illegal drugs and doping are not tolerated by anyone at Maccabi as they are fundamentally contrary to the spirit of sport.

Smoking, vaping and the consumption of alcohol are not permitted for any Maccabi participant under the age of 18. Anyone found to be in breach of this policy, whether by use/consumption, or by providing these substances to children and young people, will be subject to disciplinary action.

Additionally, it is highly recommended that alcohol is not served at events focused on or with a contingent of junior athletes (e.g. Junior Carnival opening ceremony, MAI-run athlete parties at international games with a junior delegation).

[Click here to read Maccabi's full drug and anti-doping policy](#)

PHOTOGRAPHY

It is important to be mindful of behaviours around taking photos of children, young and vulnerable people. This includes what is taken by Maccabi representatives, but also being mindful of what images and videos are being taken by other people.

[Click here to read the full social media policy](#)

TRANSPORT

Transporting children and young people to or from training or match venues by Maccabi Representatives (particularly coaches) is discouraged. However, it is recognised that it is not practical to prohibit it because from time to time Maccabi Representatives will be required to transport children in their own or rented vehicles to facilitate club activity. Transporting children, and young people can only be done with the express permission of the parent or guardian.

IMPORTANT: There is a zero tolerance policy in relation to the consumption of drugs and alcohol when transporting children or young or vulnerable people. All drivers must be drug and alcohol free when transporting Maccabi participants.

TRAVEL

Please refer to the travel policy for additional requirements regarding travelling with young and vulnerable people.

[Click here to read the MPP travel requirements](#)

ACCEPTABLE BOUNDARIES

All Maccabi Representatives must limit all contact with children and young people to what is reasonably expected to be Maccabi business. Appropriate boundaries include the following:

- Meeting or contacting children outside of official Maccabi business is not permitted.
- Meeting alone with a child or young person whom they coach or supervise is not permitted. If meeting with a child or young person for coaching purposes, another Maccabi Representative or the young person's parent or another authorised adult must be present.
- Maccabi discourages its Representatives from providing separate personalised services (paid or voluntary) to the child's family e.g. babysitting, coaching or tutoring. If a parent wants to engage a Maccabi representative for these services, despite Maccabi's preferences, then it is incumbent upon the parent/guardian to take responsibility for any check required and services provided. Any arrangements will be external to Maccabi and not Maccabi's responsibility.
- External coaches or support personnel may not be invited to participate in Maccabi activities at any level without prior endorsement from the Club's Committee.
- Any specialised training or coaching must be offered to everyone in a team, and no favouritism or special treatment shown to one young person or child.
- The giving of gifts by a Maccabi Representative to young people or children who they coach or supervise is not permitted. The only exception to this rule relates to the next clause; that is, that gifts may be given upon attendance at a social function where the gift is part of social etiquette and does not signify special treatment and cannot be misinterpreted or used for the purposes of grooming a child.

- Maccabi Representatives must not attend a private social function of the child or young person except in exceptional circumstances such as significant milestone, for example an 18th birthday party or Bar or Bat Mitzvah party, or if an adult member of the child's family is a close friend of the Representative. However in these circumstances the following conditions must be followed:
 - the invitation must be sanctioned by the parent/guardian; and
 - other adults must be present at the function and the Maccabi Representative must not be alone with the child/young person or other young people or children; or
 - 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 appropriateness of them attending.

APPROPRIATE LANGUAGE

Language and tone of voice used when speaking with children and young people or in the presence of young people should provide clear direction, boost their confidence, encourage and sustain them.

Language and tone of voice should not be harmful to children. Language used must be appropriate to the circumstances and where possible nurturing towards the child or young person. Harmful language and using an aggressive raised voice should be avoided when disciplining young people.

Jokes, stories or references which are sexual in nature should be avoided at all times.

CHANGE ROOMS

The right to children's privacy must be balanced with their need for safety and protection. Therefore Maccabi Representatives (especially coaches and managers) need to use their discretion based on the age, developmental stage and needs of the child or young person.

GUIDELINES FOR PARENTS AND SPECTATORS

We expect all parents and other spectators associated with Maccabi to:

- observe Maccabi's guidelines for parents set out below;
- when necessary, politely and respectfully remind others of their obligations under these guidelines; and
- if witnessing another person behaving in a manner inconsistent with the MPP Handbook (particularly with respect to child safety), report the matter to a Maccabi official so that appropriate action can be taken. For further details on how to make a report of this nature, see the Grievance Resolution Guidelines in Chapter 6.

To create a safe environment, we have developed the following as an overarching guideline for parents:

- always comply with the Codes of Conduct;
- advise Maccabi of any special needs your child may have or develop relating to unique medical, physical, behavioural, and psychological factors that affect his or her development. Including but not limited to gender, health (asthma, physical abilities allergies etc.) and behavioural issues (Trauma, ADHD, self-harming etc.); and
- follow the rules and guidelines as determined by the association conducting the game or event.

CHAPTER 4 – DISABILITIES AND INCLUSION

Maccabi recognises that its members come from all backgrounds, abilities and identities. Our goal is:

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

Our commitment and expectations:

- Everyone in Maccabi is to promote a safe, approachable and respectful culture where everyone feels welcome and accepted.
- We strive to inform, support and empower everyone in the Maccabi community in relation to diversity and inclusion issues.
- All Maccabi staff, volunteers and clubs are to ensure their programs and activities consider the individual needs of participants and are appropriate to the level of development and skill.
- Maccabi can provide resources and support to clubs and individuals to identify adaptations and modifications to cater for individual needs.
- Maccabi staff, volunteers and clubs need to be open to making all reasonable adaptations but must be honest and explain if certain modifications or adjustments are not currently feasible given the environments in which they operate.
- Our Code of Conduct requires mutual respect and consideration from everyone involved in Maccabi, including athletes, coaches, team managers, committees, parents, spectators and volunteers. Discriminatory language or anti-social conduct is not tolerated in any form.

Maccabi acknowledges that it has an opportunity to shape the culture of not only the organisation, but also the wider community, through its commitment to inclusion.

CHAPTER 5 – OTHER MACCABI MEMBER POLICIES

INTIMATE RELATIONSHIPS POLICY

It is inappropriate for a person in a position of power to initiate or pursue an intimate relationship (whether or not of a sexual nature) with someone for whom they are responsible. Whilst we recognise that existing adult relationships (e.g. marriage, de facto, long term relationships) may exist between Maccabi parties, this policy is regarding relationships that develop 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 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 basis for doing so.

If a Maccabi Participant feels harassed or considers that an inappropriate sexual relationship has developed, the Participant 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 determine 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

ANTI-DISCRIMINATION AND HARASSMENT

Unlawful discrimination and harassment are not tolerated at Maccabi, and any reports will be investigated.

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;
- in the selection or otherwise of any person for competition or a team (domestic or international);
- in the entry or otherwise of any player or other person to any competition;
- and in the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Discrimination happens when a person, or a group of people, is treated less favourably than another person or group because of certain protected characteristics such as gender, disability and marital status.

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.

[Click here to read Maccabi's full Anti-Discrimination and Harassment Policy](#)

ANTI-BULLYING POLICY

Maccabi regards bullying in all its forms as unacceptable and requires its Participants not to bully others with whom they interact through their Maccabi participation. Bullying is defined at law as repeated unreasonable behaviour that creates a risk to (physical or psychological) safety.

Bullying behaviour can include:

- physical or verbal abuse
- humiliation
- domination
- yelling, screaming or offensive language
- excluding or isolating other persons
- psychological harassment

- intimidation
- 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 of any form or for any reason can have long-term effects on those involved, including bystanders.

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 that takes place over digital devices 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.

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
- creating fake accounts to trick someone or humiliate them

Incidences of cyberbullying and image-based abuse can be reported to the eSafety Commissioner.
<https://www.esafety.gov.au/>

SOCIAL MEDIA POLICY

Social media is changing the way we communicate and Maccabi wishes to utilise technology and communication media to benefit the sports it runs, its Participants, and to applaud achievements.

The Maccabi social media policy applies to all platforms including social networking, video and photo sharing sites and online forums.

Key guidelines:

- Use common sense. Don't post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate, and avoid controversial issues.
- Gain permission when publishing a person's identifiable image, abide by copyright laws and don't use Maccabi's intellectual property or imagery on your personal social media without prior approval from Maccabi.
- Keep in mind that what you write is your responsibility, and deal with any mistakes efficiently and professionally.
- Respect confidentiality and sensitivity and be smart about protecting yourself and your privacy
- Always use social networks to add value and promote sport in a positive way.

[Click here to read Maccabi's full social media policy](#)

DRUG AND ANTI-DOPING POLICY

The use, distribution or selling of illegal drugs by any Maccabi Participant is expressly prohibited. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities. Maccabi condemns doping as fundamentally contrary to the spirit of sport and to the essential principles of fairness, respect, responsibility and safety.

All Maccabi Participants are expected to:

- Comply with the drug and anti-doping policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour. They are to take full responsibility for what they 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.
- Alert club officials with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.
- Remain drug-free and not use any illicit or performance-enhancing substances that are included on WADA's Prohibited List of banned substances.

NON COMPLIANCE WITH THIS POLICY

Maccabi will respond to all breaches of this policy. Any disciplinary measures imposed must:

- Be fair and reasonable and focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age and personal circumstances of the people involved.
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people.

Where appropriate, the individual(s) may be referred to a local health service provider.

Following any suspensions, it is recommended that the club appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club, if applicable.

[Click here to read Maccabi's full Drug and Anti-Doping Policy](#)

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:

- no Participant may 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.

GENDER DIVERSITY POLICY

Maccabi expects Participants 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 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 that there are some matters around gender diversity in sport which are constantly evolving, and recommends that questions beyond the scope of this document are referred to a peak body such as the national sporting body, or an organisation such as Proud2Play (<https://www.proud2play.org.au/>) or the Australian Human Rights Commission.

CHAPTER 6 – GRIEVANCE RESOLUTION GUIDELINES

INTRODUCTION

The guidelines in this chapter outline how to deal with complaints and grievances which arise out of conduct that appears to be contrary to one of the policies in this Handbook. Where appropriate, these guidelines may also be used to handle complaints that are not covered by this Handbook.

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.

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

- An alleged breach of the MPP or Code of Conduct
- 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

MANAGING COMPLAINTS AND GRIEVANCES

Wherever possible, it is preferable that matters are handled at the level at which they arose (e.g. at club level).

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)

What Needs to Happen First?

- Ensure everyone involved in the situation is safe. If you see the incident occur, this might involve removing people from the field/court, separating parties or contacting emergency services. If you hear about the incident after it has happened, find out what was done to ensure everyone's safety.

- Maintain discretion. Only discuss the situation with people who truly need to know. Be mindful that we are part of a small community and people you speak to may know the people involved in your case.
- Be mindful of where you discuss the matter. Cases have been escalated because of carpark conversations and casual gossip.
- Find out if the matter needs to be taken further or not. The parties may not wish to pursue it, or may feel the issue has naturally resolved itself. Ensure you get confirmation of this from the parties in writing.
- Identify who is best placed to deal with the situation impartially.

ROLES INVOLVED IN THE GRIEVANCE REPORTING PROCESS

Club member protection officer (CMPO)

- If a matter arises at club level, it is preferable that it is handled at club level
- The CMPO should identify if it is an MPP issue or an issue of another nature
- Where possible, the CMPO should handle the issue. There are many resources available to assist.
- If the CMPO is unable to resolve the issue, they can complete a Deed of Appointment and involve a State Integrity Officer.

State integrity officer (SIO)

- The SIO is the first port of call for issues that arise at state level (e.g. at a Junior Carnival).
- They may also be engaged by a CMPO if unable to resolve the issue.
- If the SIO is unable to resolve the issue they are able to refer the matter to the National Integrity Officer.
- If necessary, the SIO can refer the issue to a Grievance Tribunal.

National integrity officer (NIO)

- The NIO is the first port of call for issues that arise at national level (e.g. with regard to an international event).
- The NIO may also be engaged by a CMPO or SIO if they are unable to resolve the issue.
- If necessary, the NIO can refer the issue to a Grievance Tribunal.

Maccabi grievance tribunal

- Grievance tribunals exist at both state and national levels.
- The tribunal's role is to hear and determine matters referred to them.
- It includes 3 independent people appointed by the relevant board.

Maccabi appeals tribunal

- The tribunal's role is to deal with appeals from decisions made by the grievance tribunals.
- It includes 3 independent people appointed by the MAI board.
- All decisions are final and binding.

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. Maccabi can deal with grievances 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.

This 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 provided. 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

Disciplinary measures may be imposed on a Participant for a failure to act in accordance with the MPP, 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 across all levels of Maccabi that we are prudent and formal in our screening, interviewing and induction of paid and unpaid volunteers and staff.

A formal set of guidelines, screening FAQs, sample reference check questions and templates have been developed to assist those at the Club, State and National level undertaking recruitment.

SCREENING REQUIREMENTS, GUIDELINES AND TEMPLATES

Maccabi is required by law 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.

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 representative 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.

i.e. if someone is volunteering with Auskick every fortnight they do require a check. If someone sits on the basketball score bench for one week then they do not require a check.

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

** If someone has recently moved to Australia, we recommend asking them for an international police check, or to complete a statutory declaration, wherever possible.

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.

Position descriptions should include a reference to Maccabi's commitment to creating a child safe organisation.

EMPLOYEE AND VOLUNTEER SCREENING FAQs

WHY ARE PEOPLE REQUIRED TO HAVE WWCC OR EQUIVALENT?

Maccabi must take all necessary steps to safety screen all volunteers and employees to ensure our children are kept safe. We need to ensure that all staff and volunteers have been properly screened to work with children and other vulnerable people.

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.

WHAT DO I DO IF A COACH IS REFUSING TO GET THEIR WWCC?

If the coach has one or more junior athlete in their team then it is a legal requirement for them to have a WWCC (or equivalent). Inform them that they will be unable to coach for your club if they do not get a check. Also be cautious about people who are refusing to get a check – are they hiding something?

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, but also 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 do not disclose all offences and does not go back over your lifetime.

However, due to spent conviction/non-disclosure legislation and information release policies, there are limitations on the information a NPC can provide (e.g., the Spent Convictions Scheme stipulates

that prior convictions are not to be disclosed where 10 years have passed from the date of the conviction).

IS THERE A NATIONAL WWCC?

No unfortunately there is not a National WWCC scheme and each state and territory has a different screening process and method of ensuring adults are safe to work or volunteer with children.

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 check can be used for volunteer work, but a volunteer check cannot be used for paid work.

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

No. This is a no exceptions policy.

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 will be able to be involved in an interstate event (such as Junior Carnival) without requiring a check from the event state.

CHAPTER 8 – GLOSSARY

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

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

Child abuse is 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 means and includes 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

Cyberbullying is bullying that takes place over digital devices like mobile phones, computers, and tablets.

Discrimination

Discrimination happens when a person, or a group of people, is treated less favourably than another person or group because of certain protected characteristics such as gender, disability and marital status.

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

Doping is defined as the occurrence of one or more of the anti-doping rule violations set forth by WADA.

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

'Gender diverse' is 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	‘Gender identity’ is defined as ‘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	‘LGBTQI’ (or variations of it) is 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	'Non-binary' is 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	'Pronouns' are 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	Sexual harassment is broadly defined as unwelcome sexual conduct that a reasonable person would anticipate would offend, humiliate or intimidate the person harassed.
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	'Transgender' (commonly abbreviated to 'trans') is 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	'Transition' or affirmation refers to 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

	<p>medical treatment, including surgeries or hormone therapy. People can transition as children or as adults. Each transition is different.</p>
Victimisation	<p>Victimisation means subjecting or threatening to subject a person to some form of detriment because they have lodged, proposed to lodge, or been involved in providing information for a complaint of discrimination or harassment.</p>
Vilification	<p>Public acts which incite hatred towards, serious contempt for, or severe ridicule of a person or group defined by protected characteristics.</p>
Vulnerable person	<ul style="list-style-type: none"> • a Child or Children; 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	<p>A State/Territory based mandatory pre-employment 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</p> <p>serious sexual, serious violence or serious drug offences and findings from professional disciplinary bodies.</p>
Young person	<p>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'.</p>

CHAPTER 9 – RESOURCES

There are many external organisations which can assist you in handling an issue that is beyond your role. 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