

Human Resources Policy

All paid and unpaid staff, including volunteers of Gymea United Football Club are responsible for the safety and wellbeing of children and young people who engage with club.

As a club, we will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children.

All paid and volunteer staff working with children under 18 years of age must have a valid Working With Children Check (number and expiry). The Working with Children Check is a mandatory NSW Government requirement and plays an important part in safeguarding children involved in football and in providing a child safe and child friendly sport environment.

The WWC is entered into the Shared Services website when registering as a volunteer (coach, manager or committee volunteer). The MPIO also oversees the WWC checks, ensuring that all GUFC coaches, managers, committee and helpers have been verified.

Check your status to see if you already have completed the check:

<https://wwccheck.ocg.nsw.gov.au/FindMyNumber>

Apply for WWC approval here:

<https://ocg.nsw.gov.au/working-children-check/applicant/how-apply-wwcc>

All paid and volunteer staff are expected to:

- follow the relevant GUFC codes of conduct for the role they are undertaking;
- understand their obligations to child safety by undertaking any relevant training and remaining up-to-date with current policies;
- follow the GUFC child safe policy and related child safe code of conduct;
- provide feedback to continually improve the club documentation when required.

Any breaches of conduct may result in the immediate dismissal from their role at the club. For more information, please contact the GUFC Member Protection Information Officer.

Recruitment of Resources

Volunteers – Committee Members

Committee members are recruited via an interview with a club executive member, usually after the applicant has expressed an interest in volunteering for the club. The interview process ensures that the candidate is suitable to fill a GUFC Committee position and also ensures that the candidate is aware of the code of conduct and child safe policies and practices.

Volunteers – Coaches & Managers

Volunteers for these roles are recruited at the start of each season. Typically, these roles are filled by parents of the teams that they are involved in. All coaches, managers and other volunteers are invited to attend the Coaches & Managers kick off meeting, usually held in mid-March. At this meeting, volunteers are updated on the expectations of them as outlined in this policy.

Paid Staff – Canteen

Most of the canteen staff are under the age of 18 years old. Paid canteen staff are recruited by the Canteen Manager at the commencement of each season, usually by expressing interest in an advertisement. They then undertake an induction, where the expectations of the role are provided to them. For staff 18 years old and above, further obligations in respect of the code of conduct and the child safe policies are explained.

Last updated: February 2024