



CIRCULAR 1405

Released November 2018

Member Protection Information Officer Course (MPIO)

Audience: Club Presidents, Administrators and Club Executives
Date: 14th November 2018
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Summary	This circular provides an outline of the Member Protection Information Officer (MPIO) Course.
Objective	To assist clubs in nominating appropriate members as Member Protection Information Officers to ensure clubs comply with best practice procedures for the safety and well-being of their members.
Action	Clubs distribute the information to members to encourage them to register for the course which will be held at Branch on Tuesday 4 th December 2018 at 6pm.

Surf Life Saving Central Coast (SLSCC) is passionate in ensuring the safety and wellbeing of our members by promoting and encouraging a safe, happy and supportive environment for all members.

It is important for all surf clubs to understand that following good policies and practices are the best way to reduce potential risks and/or conflict should they arise within their club. Developing an understanding of correct procedures and policies may aid in early resolution of issues, therefore minimising the potential and unnecessary escalation of circumstances. It is anticipated that SLSCC will have 100% of clubs compliant with the new SLSA Member Protection Policy 6.05. Having qualified MPIO's at surf clubs will help achieve this whilst reducing the time Club executives spend in dealing with member issues.

All clubs are recommended to have a minimum of one (1) but preferably two (2) or more suitable members MPIO accredited in each club. New MPIO Course candidates must be willing to complete the course in full and act as MPIO for their respective club. Clubs are requested to approach appropriate members to nominate for this course.

SLSCC funded up to 2 participants from each club to complete the MPIO course last year, this year the \$25 per head cost will be passed on to clubs. Clubs may wish to pass on the course cost to participating members should they wish to do so. We request each club to submit their endorsed nominations to office@slscc.com.au by **no later than Tuesday 27th November**. A more detailed overview of the MPIO Course is outlined on the next page for your information.

If you have any questions, please contact Narelle Duggan on 4353 0299 or office@slscc.com.au.

Kind Regards,

Aaron Camp
BOMS Director / Surf Life Saving Central Coast



Member Protection Information Officer



Course Overview

What is an MPIO and what do they do?

The Member Protection Information Officer (MPIO) course has been specifically developed for those individuals that volunteer or work in sport who have interest or have been requested to fulfil the role of a Member Protection Information Officer.

An MPIO is responsible for providing information about a person’s rights, responsibilities and options to an individual making a complaint or raising a concern. They may be part of a club, state/territory association or a national sports organisation. They can also be freelance (*not linked directly to sport*).

What an MPIO does NOT do...!

Investigate, intervene, mediate, advocate, take sides or judge. MPIO’s don’t mediate or investigate complaints and must be impartial and non-judgemental.

What is involved?

The MPIO course comprises of seven online modules and a three-hour face-to-face workshop.

How much does it cost?

The online component is available free of charge with the face-to-face workshop costing \$25 per person. SLSCC will invoice each Club for the registered attendees. Clubs will have the ability to endorse each participant by submitting the nomination.

How do I become an MPIO?

MPIO training is a three-part process comprising online training, a face-to-face workshop and MPIO registration:

- ~ **Step 1 - Online Course** - Make time to complete the course. The online modules take a total of three to four hours, which may be completed all at once or in parts.
- ~ **Step 2 – Print Certificate from Online Course** - Once the course is completed you will receive a completion certificate that has your online certification number (*you will need to print this from the online portal and submit this at the face-to-face training*).
- ~ **Step 3 – Face to Face Course** – attend and complete the three-hour face-to-face workshop held at SLSCC on 4th December.
- ~ **Step 4 – Register** - On completion of the face-to-face workshop you will need to register as a Member Protection Information Officer and receive your Certificate of Recognition.

Ongoing Support

MPIO’s will have ongoing support via the SLSCC Branch Office, NSW Office of Sport and also fellow MPIO’s from other clubs.

Key Dates

Action	Date
MPIO Course Circular released to SLSCC clubs	Wednesday 14 th November
Clubs to send a list or endorsed nominees through to office@slsc.com.au	Tuesday 27 th November
MPIO Course participants receive Course information + log on details to complete the online component	Wednesday 28 th November
Participants to complete online course and provide certificate of completion at the face to face course as a pre requisite	Tuesday 4 th December
MPIO Face to Face Course @ SLSCC 6.00pm – 9.00pm	Tuesday 4 th December
Clubs invoiced and advised of successful participants	Thursday 6 th December
SLSCC will update the certification in SurfGuard	Thursday 13 th December

Additional Information

Should you require any additional information please contact Narelle Duggan on 4353 0299 or office@slsc.com.au or visit www.playbytherules.net.au.