

WORKING WITH CHILDREN CHECKS

AS APPLIES TO ALL COACHES WHO COACH CHILDREN UNDER THE AGE OF 18
IN THE STATE OF VICTORIA

INTRODUCTION

All coaches of a junior domestic team that has players, either regular or likely fill ins, under the age of 18 will require a Working With Children (WWC) check and a completed Basketball Victoria statutory declaration

This includes teams in the Under 20 and Under 23 age groups where they have regular players or likely fill in players who are under 18 years of age but does not include coaches who are themselves under the age of 18.

Coaches who are also parents or close relatives of players in the team are not exempt and must also complete a WWC check and statutory declaration

The only exemptions that are recognised by Basketball Victoria, and therefore Knox Basketball Inc., are sworn members of the Victoria Police Force, on receipt of a photocopy of their current police photo ID card and registered Victorian school teachers, on receipt of a photocopy of their current teachers registration card.

In addition to coaches all junior domestic club committee members and members of the Junior Domestic Committee must also undergo a WWC check or provide a copy of one of the above listed alternatives.

STATUTORY DECLARATIONS

Basketball Victoria Statutory Declaration will be required to be completed every 2 ½ years and WWC checks every 5 years.

LEGAL OBLIGATION.

It is a legal requirement that all coaches, who coach players under the age of 18 on a regular basis, have a WWC card. Penalties for non compliance are significant and can be applied to association and club officials. As such KBI has no other alternative than to ensure that this occurs and as such any coach who fails to meet this obligation will be prohibited from coaching and games coached will be deemed to have been illegal and will be forfeited.

After 30th June, 2009 or prior to round 1 in any subsequent seasons, any coach who has not completed the WWC check and has not notified KBI of their WWC card number

and expiry date or their receipt number and its expiry date will be INELIGIBLE TO COACH until these details have been received.

Basketball Victoria has further imposed a requirement that all coaches and committee members must complete a statutory declaration every 2 ½ years. While there is no penalty under the law this is an obligation that KBI is required to meet and as such the same requirements and forfeit penalties will also apply to the failure to complete a Statutory declaration.

Note: Where someone has a legitimate reason for not being able to sign a statutory declaration then they write a letter and forward it to the KBI office, giving details of the reason why the statutory declaration cannot be signed. This is forwarded to BV who will make a determination.

Note: There will be some leniency for late statutory declarations given that we are still awaiting the official version from BV.

CLUB RESPONSIBILITIES

Prior to round 1 of every season clubs must ensure that :-

- all teams coaches must be entered into Jamware.
- all coaches have a valid and current WWC card or have applied for the card
- the WWC number and expiry date or the receipt number for an application for a WWC check and date of lodgement, have been provided to the Office.
- a list of the members of your club committee is sent to the Office and should include the WWC number and expiry date or the receipt number for an application for a WWC check and date of lodgement.
- All coaches and committee members have completed their Statutory declarations and forwarded them to the office for updating Jamware and for long term retention.
- Where coaches or committee members have a police card or teachers registration that proof in the form of a photocopy of the card and their drivers license be sent to the office for storage.
- Each club will monitor their coaches status and use the reports that identify those whose WWC and Statutory declaration expiry dates are due so that renewals can be undertaken prior the expiry date being reached.

OFFICE RESPONSIBILITIES

The office will enter the details of the check, receipt number, expiry date, lodgement data and stat dec details into the Jamware. Clubs will be able to review the current status of all of their coaches by running a report in Jamware at any stage of the season.

Details on the committees will be maintained manually as Jamware does not hold details of club committees in the system.

Note: If the person completing the check has not added KBI in as one of the sporting bodies they are aligned to then a “**Notification of change of personal details**” form must be completed listing KBI and your domestic club on the form. This ensures that your club and KBI will be notified of any change of status that may occur.

All assessment notices will be kept in a secure filing cabinet within the offices of Knox Basketball Inc. and will only be accessed by the one nominated employee. They will not be used for any other purpose.

CHECK FAILURE

Where a failure is detected the office will advise the club, in case they had not already been informed, that this person is not able to coach or serve on a committee until the matter has been resolved. The applicant is able to contact the Department of Justice regarding the negative assessment and has the right of appeal against it. The individual will not be eligible to coach until a positive assessment notice is received.

JUNIOR COMMITTEE WWC OFFICER

The Junior Committee WWC officer will monitor Jamware to ensure that teams have accredited coaches for all teams and will contact the club secretary where this is not the case. The WWC Officer will also monitor club committee checks and the use of fill in coaches to ensure a fill in coach does not fill in on more than three occasions. On all occasions the WWC Officer will advise the club where a problem exists.

WWC FORMS

Please find attached the following forms relevant to the WWC check PROCESS.

1. Working with Children Checks – Tips for completing your application
2. Sample of section E: Details of Organisation/s – how to ensure you include your junior domestic club as well as KBI on your WWC check.
3. Notification of change of personal details form (sample)
4. Basketball Victoria Member Protection Statutory Declaration form
5. Australian Government statutory declaration signatory list

Attachments

1. Working with Children Checks – Tips for completing your application

Working With Children Checks – Tips for completing your application

Refer to Application Guide - page 10 (of 10) for 5 Top Time Saving Tips.

GENERAL HINTS FOR COMPLETING YOUR FORM

- Complete your application in BLACK ink using BLOCK letters.
- Leave a space between words when filling out your application form and start from the left hand side of the boxes. For example:

1	2	3		M	A	I	N		S	T
---	---	---	--	---	---	---	---	--	---	---
- If you are not required to give information in some parts of the form, leave the relevant boxes blank. Do not mark or cross them out.
- Ensure the photo supplied meets standards outlined on page 8 (of 10) of the Application Guide.
- Complete section 12 as per the sample provided (page 3 of 6).
- Complete the "Application receipt" (page 5 of 6).
- Do NOT sign or date the application or the application receipt before attending Australia Post

PROOF OF IDENTITY DOCUMENTATION

- Ensure the applicant is prepared with sufficient original Proof of Identity documentation as outlined on page 9 (of 10) of the Application Guide.
- ID documents must be current (ie: Licence, Passport, cards etc cannot be expired) and original.
- Documents with addresses (ie Utility bills, Licence - if used as C Document) must be current addresses and match Question 7 or 8 of the application.

SUGGESTED PROOF OF IDENTITY COMBINATIONS

<p><i>A + B + C Documents</i></p> <p>Passport (Aust or Overseas) – Current Medicare Card – Current Drivers Licence – Current and showing current address</p>	<p><i>A + B + C Documents</i></p> <p>Drivers Licence – Current Motor Vehicle Registration – Current Tax Assessment Notice – Current Utility bill – Current and showing current address</p>
<p><i>A + B + C Documents</i></p> <p>Drivers Licence – Current Full Australian Birth Certificate – if your name has changed you will need to provide evidence of change of name such as Marriage Certificate Utility bill – Current and showing current address</p>	<p>If applicant does not have Drivers Licence or Passport.</p> <p><i>3B + C Documents</i></p> <p>Full Australian Birth Certificate – if your name has changed you will need to provide evidence of change of name such as Marriage Certificate Medicare Card – Current Superannuation Statement – Current Utility bill – Current and showing current address</p>

2. Sample of section E: Details of Organisation/s – how to ensure you include your junior domestic club as well as KBI on your WWC check.

Application Form Number SAMPLE ONLY

Section E: Details of Organisation/s (This section MUST be completed)

NOTE: The organisation/s you list, may receive enquires from the Department of Justice for the purpose of assessing your application, will be advised if you withdraw your application and will be sent a copy of any Notice you are given. You should keep the Department informed of any change of organisation details using a Change of Personal Details form, available from the website: www.justice.vic.gov/workingwithchildren or on request.

12. Who will you be working/volunteering with? Read the options carefully and select ONE.

I WILL be doing child-related work for the following organisations:

I DO NOT currently work or volunteer in child-related work or have an offer to do so.

Note: Fill in details of every organisation that:

- employs you, or
- you volunteer for, or
- you have a firm offer from, or
- acts as your agent - for child related work.

DO NOT list organisations you have applied to that have not made you a firm offer.

DO NOT fill in organisation details. Now turn over the page, read (but do not sign) Section F, and complete (but do not sign) your Application Receipt.

Please complete the organisation details below and complete all fields including state, postcode and phone number. You MUST also complete Question 11 on the previous page.

Name of primary Organisation (include department/section)
K N O X B A S K E T B A L L I N C

Postal Address P A R K C R E S C E N T

Suburb/Locality B O R O N I A State V I C Postcode 3 1 5 5

Employer/Volunteer organisation contact phone number 9 7 6 2 1 2 9 8

Name of other Organisation (include department/section) * PLACE DOMESTIC CLUB DETAILS HERE

Postal Address

Suburb/Locality State Postcode

Employer/Volunteer organisation contact phone number

Name of other Organisation (include department/section)

Postal Address

Suburb/Locality State Postcode

Employer/Volunteer organisation contact phone number

If there are more organisations, complete the details on a blank sheet and give to Australia Post with your application form.

▶

WWDU AppPack November 2005 Application Form Page 3 of 4

3. Notification of change of personal details form (sample)

Working with Children Check Notification of Change of Personal Details Form



To advise of your change of personal details please complete this notification form and post it to:
Working with Children Check Unit
GPO Box 1915
MELBOURNE VIC 3001

The information you provide on this form will be used to update your record.

If you have changed your name or need a replacement card please use the **Replacement Card Application Form** which is available for printing from the Working with Children (WWC) Check web site at www.justice.vic.gov.au/workingwithchildren or by contacting the WWC Check Information Line on 1300 652 879.

Privacy Statement

The Department of Justice is bound by Victorian privacy laws (*Information Privacy Act 2000 and Health Records Act 2001*). The personal information you provide will be used to update your record and to monitor your continuing suitability to work with children. This information may also be disclosed to other agencies, including police services in Australia and the Victorian Institute of Teaching, as provided for in the *Working with Children Act 2005*. If you do not provide all relevant personal details, we may not be able to process your request. For further information about accessing your personal information or our full privacy statement please refer to the website at www.justice.vic.gov.au/workingwithchildren or contact the Information Line on 1300 652 879.

Reason for Notification

I would like to (cross all that apply)

- | | | |
|--------------------------|--|----------------------------|
| <input type="checkbox"/> | Update my address | Complete Section 1,2 and 5 |
| <input type="checkbox"/> | Update my contact phone numbers | Complete Section 1,3 and 5 |
| <input type="checkbox"/> | Update my employer or organisation details | Complete Section 1,4 and 5 |

Please print in black pen within the boxes in block letters.

Section 1 Your Details			
Title (eg. Mr, Ms, Mrs, Miss, Dr)	Family Name (Surname)		
First Name and Middle Name/s			
Gender:	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	Date of Birth: DD MM YYYY
Current Card/Application Receipt Number			
Section 2 Current Address			
Residential Address			
Suburb/Locality		State	Postcode
Postal Address (if different to above)			
Suburb/Locality		State	Postcode
Section 3 Current Contact Phone Numbers			
Home Contact Phone Number		Mobile Contact Number	
Work Contact Phone Number			

Section 4 Current Employer/Volunteer Organisation Details

Please list all organisations with whom you are currently undertaking child-related work. This will update your record and any previous organisations you have listed will be deleted.

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

If updating your employer details above, please advise below all of the types of child related work in which you currently work or volunteer or intend to work or volunteer and your status ie. volunteer or employee (self-employed) (the Table of Child-Related Work Areas is available at the Working with Children Check Website www.justice.vic.gov.au/workingwithchildren).

Code Number	Volunteer	Employee	Code Number	Volunteer	Employee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5 Declaration

I declare that the information I have provided on this form is true and correct.

Your signature

Date

It is a criminal offence under section 39 of the *Working with Children Act 2005* to provide false or misleading information in relation to an application for a Working with Children Check.

OFFICE USE ONLY

Date received

Incomplete - date returned

Date entered

Entered by



MEMBER PROTECTION DECLARATION

I, (name) of
..... (address) born / /
solemnly and sincerely declare:

- 1. I am, or wish to be appointed as, a coach/administrator/official for basketball in the competition conducted by..... [association or league etc].
2. I have never been charged with any criminal offence relating to child sexual abuse.
3. I am currently not the subject of any charge of a criminal offence relating to narcotics, violence or abuse including sexual abuse which has not yet been dealt with by the Courts.
4. No person has ever sought or obtained any intervention order, injunction or other restraining order against me alleging verbal or physical abuse (including sexual abuse).
5. I am not currently the subject of any sanction issued by a basketball association against me which prohibits me from holding a position of the type set out in clause 1 above.
6. No application submitted on my behalf has been rejected for, nor have I been suspended or dismissed from, a position in sport, volunteer organisation, business, educational or other Government or semi-government organisation where that rejection, suspension or dismissal relates to my conduct with persons aged under eighteen (18) years of age or to violence, drug use or to dishonesty.
7. There are no other matters, which a reasonable person would consider relevant to the fitness of a person to be a coach of a team of players aged under eighteen or an administrator with frequent contact with persons aged under eighteen.
8. I will notify the President or CEO of the organisations appointing me to my position immediately upon becoming aware that any of the matters set out in clauses 2 to 6 above has changed for whatever reason.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at , in the State of this day of 20

.....
Signature

Before me:

(to be witnessed by a person qualified to take statutory declarations see over)

Statutory Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives