



Newcastle District Women's Hockey Association Inc.

Member Protection 2016.

For 2016 there are some new requirements which were discussed last year at the Member Protection Forums. These matters are compulsory, and failure to comply may result in penalties against individuals, teams and or clubs.

As a member association of Hockey Australia and Hockey NSW we will endeavour to provide support and assist our member clubs in working together to achieve these requirements.

Prior to the dates noted with each point all clubs are responsible for the following matters regarding member protection.

1. Prior to completion of information night 17th February, 2016 member clubs are to provide the name of a club member who will act as the Member Protection Officer (MPO) for their club until such time as they are replaced by another person to act in this role.
2. All clubs must inform the board of NDWHA, in writing, if they have any members under the age of 18 years of age. If this changes at any stage during the club's membership then the club is to inform the board of NDWHA of this change.
3. If a club does not have any members under the age of 18 years but subsequently has an U18 member register, the club must notify NDWHA in writing prior to the U18 member partaking in club activities.
4. All clubs are responsible for maintaining the online register of WWCC conducted for roles which they control. The clubs must also maintain a register of the MPD forms and the details of any exemptions granted.

For Clubs with members under the age of 18 years of age the following Working with Children check requirements are as detailed below. If a club does not have any members that are under the age of 18 years of age than the club administrators are still required to complete the MPD form.

For the purpose of this policy, Child-Related Roles are roles that refer to or involve persons under the age of 18 years of age at that specific time.

For the purpose of this policy the word "club" refers to the club or administration that is engaging the person to perform the duties.

All persons undertaking one of the following child-related roles are required to provide their club with a Working With Children Check (WWCC) ID Number and a completed Member Protection Declaration (MPD) form:

- Coaches,
- Managers,
- Assistant Coaches,
- Assistant Managers,
- First Aiders,
- Trainers,
- Referee coaches,
- Referee Assessors,
- Referee mentors and



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- Any other role that involves working face-to-face with children under 18 years of age.

The following exemptions apply to persons performing the above roles providing a WWCC ID number, these persons are still required to supply a completed Member Protection Declaration (MPD) form:

- Children under 18 - if over 16 and in one of the roles nominated above a completed Member Protection Declaration (MPD) form is required
- From 2015, all volunteer parents, coaching or managing their own child's team, will also be exempt from providing a WWCC but are required to complete a MPD form.

The following roles do not require a WWCC or a completed Member Protection Declaration (MPD) form:

- Umpires - who only referee hockey games
- Canteen & BBQ workers and volunteers
- Grounds persons (if they do not have face-to-face contact with children as part of their role)

All persons not exempt will be required to provide a WWCC ID number and a completed MPD form to their club.

Persons who are performing one of the above child-related roles on a regular, non-casual basis will be required to be registered with HNSW as an affiliated, non-playing member (minimum requirement) to have insurance cover.

Persons performing these roles on a casual basis have insurance cover via Hockey NSW and are not required to be registered with Hockey NSW. Persons performing any of the above roles on a casual, regular basis will still be required to complete a MPD form and also supply WWCC ID number unless exempt.

Club administrators who do not perform any of the roles above will not be required to provide a WWCC ID but will still be required to complete a MPD form. This will display that they understand the requirements and policy.

All senior teams that have a player under the age of 18 years of age playing in that game must have a non-playing female on the bench with any male coach or manager. All junior teams are also required to have at least one non-playing female on the bench. All relevant people must have completed a MPD form and provided a WWCC ID as per the conditions above.

Clubs are responsible for ensuring that all persons in child-related roles have provided the WWCC ID numbers unless exempt and that all persons in child-related roles have provided a completed MPD form prior to undertaking a child-related role.

Clubs are responsible for ensuring that the persons in child-related roles such as Coaches, Managers, Assistant Coaches, Assistant Managers, First Aiders, Trainers, Referee coaches, Referee Assessors, Referee mentors and any other role that involves working face-to-face with children under 18 years of age in a child-related role are aware of these requirements.

Clubs are responsible for ensuring that their members and persons working in child-related roles are made aware of these requirements for insurance and registration purposes.



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The Member Protection Declaration (MPD) form to be completed is the HNSW Member Protection Declaration (MPD) form. This form can be found using the link and will also be published on the NDWHA Inc. website

<http://hockeynewsw.com.au/Portals/21/WWCC/WHS%201300%20Member%20Protection%20Declaration%20Form.pdf>

If the role is a paid role then the ID Number must be suited to paid employment and a volunteer WWCC ID number cannot be used. A Paid employment WWCC clearance can be used for voluntary work.

The club must register online and check that the person's details and information are correct.

This must be in place prior to the 31st March 2016, as per legislation.

Should a person refuse to supply a clearance check number or not be able to gain one then they cannot be permitted to have any contact with clubs who have any U18 members. If this scenario arises you should refer the matter to the NDWHA MPO and Vice President so that all parties can work together to resolve the matter.

The Vice president and the NDWHA MPO will ensure that all persons in roles as listed above and that are directly appointed by NDWHA Inc, the NDWHA Board of Management and any other associated persons have provided details of the WWCC clearance status and ID number along with the MPD form prior to engaging them in any activities as per the conditions above.



Working with Children Checks

How to apply

- Fill out an online application form at www.kidsguardian.nsw.gov.au/check
- When you have completed the application form, you will receive an Application number (APP) by email.
- Take this Application number and proof of your identity to a NSW motor registry or NSW Government Access Centre. If you are in paid work, you will also need to pay a fee of \$80. The process is free for volunteers.
- Your Application number can be used by an employer to verify your Check status. If the outcome of the verification is 'application in progress' you are allowed to begin working with children.
- Once your application has been processed and you are cleared, you will receive your Working with Children Check number (WWC) by email (or post if you do not have an email address).

Requirements for Sports Clubs and other bodies

To comply with the legislation, employers (including sporting clubs) need to go online to verify the status of a Working with Children Check number for any paid or volunteer staff in child-related work. Online verification is an important tool for employers to keep children safe in their organisation. All sporting clubs and bodies who provide services to children must:

- register with the Working With Children Check
- identify the roles and individuals to whom an exemption from the Working With Children Check applies
- verify every Working With Children Check status online (employers must NOT rely on a notification or email from an employee or volunteer containing an application or clearance number)
- remove barred workers from child-related work