**Member Protection**

Prior to the dates noted with each point all clubs are responsible for the following matters regarding member protection. These matters are compulsory, and failure to comply may result in penalties against individuals, teams and or clubs

1. Prior to completion of information night each year 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 NDHWA in writing prior to the U18 member partaking in club activities.

For Clubs with members U18 years of age the following Working with Children check requirements are as detailed in point 4 below. If a club does not have any members that are U18 years of age than they are required to ensure Working with Children Checks are completed.

1. The club is responsible for ensuring that all persons required to have supplied a Working with Children Check ID number have done so and that the ID number is current and suited to their role.
   1. Any person over the age of 16 years and who is performing the role of coach, assistant coach, manager, assistant manager and or club management is required to supply a Working with Children check ID number prior to engaging in any activities. This must include people who only help out at training or run the bench/game to help out.
   2. If the role is a paid role then the ID Number must be suited to paid employment and a volunteer WWC ID number cannot be used.
   3. The club must register online and check that the person’s details and information are correct.
   4. This must be in place prior to the 31st March each year, as per legislation.
   5. 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 NDWHA representative coaches, managers, assistant coaches, assistant managers, NDWHA Board of Management and any other associated persons have provided details of the WWC clearance status and ID number prior to engaging them in any activities.

**Working with Children Checks**

How to apply

* + - Fill out an online application form at [www.kidsguardian.nsw.gov.au/check](http://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 ($80 in 2016). 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