



## BASKETBALL VICTORIA SCREENING REQUIREMENTS

Basketball Victoria By-laws and the Victorian Government Working With Children Act make it compulsory for all coaches and administrators (such as team managers) of representative teams who have regular contact with minors to be screened unless the coach or administrator is under 18 years of age.

The Basketball Victoria Member Protection By-Laws and the Act require all relevant persons to complete a Working With Children Check. In addition to the Working With Children Check, all persons to whom the by-laws apply must complete a statutory declaration as supplied. If the person cannot truthfully sign the declaration, he or she must not continue to be involved with children but may write to Basketball Victoria explaining why the declaration cannot be signed.

If a person is new to the association and is not known, the person must be required to produce photo identification and written references and the references must be checked.

Persons who already have the Working With Children Check will not be required to undergo another until expiry of the Check (5 years from issue) as the Check is portable between sports and associations,

New personnel will need to sign the statutory declaration as soon as possible. Associations may require a person to undergo a police check at any time.

Applicants for a Working With Children Check must list their Association as an employer on their application (Not Basketball Victoria.) If there is an adverse report about a person then the Association Representative is to contact the Screening Officer at Basketball Victoria immediately to determine the course of action taken.

If your Working With Children check application is unsuccessful, an appeal process is available through the Victorian Civil and Administrative Tribunal under the Act.

It is important that all children be protected. It is required that all volunteers, e.g. coaches, team managers, uniform officers and first aid- workers be asked to complete these forms.

### HOW TO SCREEN PROCEDURE – Working with Children Check:

- Require all relevant persons to make application for a Working With Children Check. This can be done at most post offices.
- Applicants need a passport type photo and the application is free for volunteers.
- Applicants need to produce sufficient identification in a similar manner to applying for a passport or opening a new bank account.
- Application forms may be obtained from post offices or the Working With Children Office at the Department of Justice or downloaded from [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
- Applicants must list their Association details in the section “Details of Organisation”

- In this way, both the applicant and the association will be notified of the outcome of the application and any change in the person's status. By law, you must keep your details up to date. You must notify the Department of Justice and Regulation within 21 days of any changes to your personal, contact and organization details.  
<https://online.justice.vic.gov.au/wwccu/mycheck.doj>
- Please ensure that the section "Declaration of Volunteer Status" is completed by your association official.

It is the association's responsibility to keep a record of all documentation and if requested provide copies to the VJBL.

### VJBL PROCEDURE – Coaching Staff, Team Managers and other relevant persons

The VJBL Administration must receive the Screening Lists of Association applicants once all documentation is sighted

- (A) Working With Children Check,
- (B) Member Declaration
- (C) Coaching Staff Code of Conduct
- (D) Sighted by Association official and a record of all documentation kept by Association.
- (E) Return Screening List to VJBL Administration [warren.brown@basketballvictoria.com.au](mailto:warren.brown@basketballvictoria.com.au)

This Screening process must be completed by:

(ALL Coaching staff) A, B, C, D, E - 1<sup>st</sup> Game, Pre-Grading or Round 1 Grading Phase One - each year

(Team Managers) A, B, D, E - Round 1, Grading Phase Two - each year

(Other Association personnel who have face-to-face contact, or by telephone or other oral contact, by post, email or other electronic communication, including social media / newsletter distribution with children under 18 years of age.) When appointed - A, B, D – each year

Coaches and Assistant coaches should be clearly marked on all Team Lists and any change of personnel must be notified to the VJBL Administration. A signed sighted copy of the lists of applicants and position held within the association must be submitted directly to the VJBL.

Please note that Working With Children Checks are valid for 5 years from date of issue, Member Declaration (Stat. Dec) and Coaching Staff Code of Conduct must be completed **every year**.

**Penalty: Failure to comply with the Screening requirements will result in:**

- VJBL issuing a \$50 fine per coach, per game they coach in.
- Suspension of Coach and loss of game, if they coach after receiving the above penalty and still haven't complied with Screening requirements.
- Disqualification of team, if coach continues to coach after receiving above penalties and still failing to comply with Screening requirements.

## APPEAL PROCEDURE - Member Protection

The Nominated Delegate of the Association, upon receiving an adverse finding must contact the Screening Officer at Basketball Victoria immediately to determine a course of action. Similar contact needs to be made if a person cannot truthfully sign the Member Protection Declaration.

Should an applicant wish to appeal any decision made on the outcome of the screening then a written appeal should be forwarded to:

The Basketball Victoria Screening Officer  
Basketball Victoria  
PO Box 4140  
Knox City Centre 3152

The Basketball Victoria Screening Officer shall immediately notify the VJBL Manager of any appeal.

Associations and their Coaching and Management personnel must be aware that the screening requirements establish a process of application. In other words, coaches and administrators must apply to coach or administer by undergoing this check.

Individuals who do not comply with this process are not to be given coaching or administrative positions with your association.

- All coaches- permanent/replacement/substitute/developmental/assistant - should be screened.
- New coaches must be screened immediately. I.e. within two weeks of appointment.
- After Round 1 Grading Phase One, Associations are obliged to immediately notify the VJBL Administration in writing of changes to coaching staff.