



GEELONG FOOTBALL UMPIRES' LEAGUE INC.

WORKING WITH CHILDREN CHECK (WWCC) POLICY

VERSION 2

Adopted by the Board of Management on

17 June 2014

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**REVIEW HISTORY OF GEELONG FOOTBALL UMPIRES' LEAGUE WORKING WITH
CHILDREN CHECK POLICY**

Version	Date reviewed	Date endorsed	Content reviewed/purpose
<i>One</i>	<i>Created October 2012</i>	<i>12 November 2012</i>	
<i>Two</i>	<i>Created May 2014</i>	<i>17 June 2014</i>	<i>Changes to mirror current legislation.</i>

1. SCOPE

This policy applies to all active GFUL Members and coaches. It does not apply to Social or non-running Life Members.

2. POLICY

The Working With Children Check (WWCC) must be obtained by all members over 18 years of age as directed by any and all current legislation. Only members who are exempt from providing a WWCC under current legislation to the GFUL are exempt from this requirement. The exemptions however that will be accepted by the GFUL are limited to (along with the conditions covering the following professions in the relevant legislation):

- Victorian teachers
- Victorian or Australian Federal police officers
- Some Accredited drivers

3. DISCUSSION

The Geelong Football Umpires' League as an employer and volunteer organisation has a responsibility to:

- ensure that the appropriate people have undergone the WWCC by the timeline indicated below
- ensure a volunteer check has not been used for employment purposes
- ensure that members who are exempt from lodging a Volunteer WWCC (due to an exemption provided by current legislation) provide evidence of their exemption

Whilst the GFUL will endeavour to notify any member who needs to lodge a WWCC it does not assume the responsibility for monitoring when a current WWCC expires, or a member approaches 18 years of age. The responsibility for ensuring that a member either holds a current WWCC (or applicable exemption) rests solely with each member.

4. EVIDENCE OF WWCC

Successful application for a WWCC will be notified to the GFUL by the Department of Justice. Until the application has been processed, as evidence that the application has been lodged, the member **must** provide a copy of their application receipt to the GFUL CEO* as soon as it is lodged. Once formal notification is received, details of the card number and date of issue must be entered into the relevant membership database/s.

5. NEGATIVE NOTICE

Any member who is issued a **Negative Notice** will have his/her GFUL membership suspended until the Negative Notice is withdrawn.

6. IMPLEMENTATION TIME LINE

Results, evidence of application being lodged, or proof of valid exemption, are to be provided to the CEO within 28 days of whichever of the following occurs first:

- Member reaches 18 years of age
- Date application for membership as a GFUL member is lodged
- Previous WWCC expiry date
- 17 June 2014 (Board of Management meeting at which the policy was amended)

Inability to provide either the WWCC, evidence of an application for a WWCC being lodged, or an exemption as provided for under current legislation by a member or coach will result in either rejection and/or suspension of his/her GFUL membership.

7. WWCC APPLICATION

GFUL Members are deemed to be Volunteers and must include the details below as part of the application.

Copies of the Application Form can be obtained from the www.workingwithchildren.vic.gov.au website. Members are to complete the Working With Children Check Application Form and include the following standard GFUL details in that application - details to be inserted are written in red.

<p><u>Section A: Type of Application</u></p> <p>X A Volunteer Application</p> <p><u>Section D: Details of Child Related Work</u></p> <p>1st Code No. 42 ▶ Volunteer X</p> <p><u>Section E: Details of Organisation/s</u></p> <p>X I WILL be doing child-related work for the following organisations</p> <p>Name of primary Organisation:</p> <p>GEELONG FOOTBALL UMPIRES' LEAGUE</p> <p>PO Box 1607</p> <p>GEELONG VIC 3220</p> <p>03 5299 8599</p>
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8. WWCC INFORMATION UPDATE/CHANGE

Any person applying for GFUL Membership who already holds a WWCC must include the GFUL on their WWCC Record by complete Working with Children Check Online Change of Details which is located at www.workingwithchildren.vic.gov.au - the above GFUL details are to be included. Members who change their address should also update their WWCC Record.

*Where CEO is listed also has the dual definition of General Manager