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## WAFC CORE VALUES

**Our People | Our Relationships | Being our very best | Leading our Industry**

### OVERVIEW

The purpose of this policy is to clearly state the requirements and expectations of clubs, leagues and the state governing body in ensuring the appropriate safeguarding measures are in place to protect children within their organisation.

All WAFC Staff Members, WAFC affiliated leagues and clubs are legally required to operate in line with the [Working with Children Act](#) requirements.

### APPLICATION

All clubs and leagues affiliated to the **West Australian Football Commission (Inc)**.

#### Working with Children Assessment

All coaches, team managers, committee members or any other appointed person within an association must be assessed as to whether they require a Working with Children Check using the following three questions as outlined below:

- Are you or any of your employees, volunteers or [students](#) doing paid, unpaid or volunteer work in connection with any of the categories of child-related work? The five most common categories are:
  - Category 4: [Coaching or private tuition service of any kind](#)
  - Category 5: [An arrangement for the accommodation or care of children](#)
  - Category 12: [A club association or movement with a significant membership or involvement of children](#)
  - Category 15: [An overnight camp](#)
  - Category 16: [A transport service specifically for children](#)

- Do the usual duties of the work involve, or are they likely to involve, [contact](#) with a [child](#) (where that child is not a fellow employee or employed by you)?
- Does an [exemption](#) apply? If an employee, volunteer or [student](#) is exempt they are ineligible to apply for a WWC Check. Please see [Factsheet 2: Child-Related Work and Exemptions](#) for a full list of exemptions.

## FOOTBALL ROLES

### Coaches

Coaches (senior or assistant) that have duties that usually involve or are likely to involve contact with children require a WWC Check. A Working with Children Card is needed if there will be any involvement at all with children. In other words, if a coach is engaged to coach 1 child aged 17 or under and 50 adults, that will be enough to require that the coach have a Working with Children Card applying under Category 4.

Coaches who may require a Working with Children Card include:

- All appointed State Coaches
- All appointed Community Football Umpire Coaches
- All Appointed Club Coaches

Category 4: [Coaching or private tuition service of any kind](#)

### Senior Club Committee Members or Other Club Appointed Personnel

*Other role examples: Team manager, canteen manager, medical staff etc.*

The WAFC deems that most clubs with only Senior teams will not have a 'significant membership or involvement with children' and therefore, roles outside of the coach will not require a check under Category 12.

Any person appointed into a role by a club will require a check if they are operating within one of the following categories

- Category 4: [Coaching or private tuition service of any kind](#)
- Category 5: [An arrangement for the accommodation or care of children](#)
- Category 15: [An overnight camp](#)
- Category 16: [A transport service specifically for children](#)

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## Junior/Combined Clubs Committee Members or Other Club Appointed Personnel

*Other role examples: Team manager, canteen manager, medical staff etc.*

The WAFC deems that most clubs with Junior teams aligned to their association have a 'significant membership or involvement with children' and therefore any appointed role within the club where 'usual duties involve, or are likely to involve contact with a child' are eligible under Category 12: [A club, association or movement with a significant membership or involvement of children.](#)

Any person appointed into a role by a club will require a check if they are operating within one of the following categories:

- Category 4: [Coaching or private tuition service of any kind](#)
- Category 5: [An arrangement for the accommodation or care of children](#)
- Category 15: [An overnight camp](#)
- Category 16: [A transport service specifically for children](#)

## Umpires

First year umpires have a reduced earning capacity and upfront costs associated with umpiring so therefore are deemed to be covering the cost of upfront expenses in their first year of umpiring. They are deemed to be in [Volunteer Work](#) and therefore the Child Volunteer Exemption applies to first year umpires who are under the age of 18.

Umpires who are beyond their first year have minimal upfront costs and begin increasing their earning capacity. An umpire's income in most cases will exceed the cost of carrying out the work so therefore the WAFC deems that most umpires beyond their first year of umpiring are not eligible for the Child Volunteer Exemption if they are under the age of 18 and will require a Working with Children Check (unless another exemption applies).

## Exemptions

Certain people fall within an exemption category and therefore must not apply for a WWC Check.

The following are some examples of exemptions and a full list can be [found here](#):

- Volunteers or unpaid students on placement who are under 18 years of age
- Parents volunteering in activities where their child is also involved (at the same club). This exemption **does not** apply to parents volunteering at overnight camps attended by their children.

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## CLUB REQUIREMENTS

### WWC Card Checking

- Upon receipt of a WWC Card clubs must complete a [WWC Card Validation](#) to check whether the WWC Card is valid in Western Australia.
- To ensure a club knows if a volunteer receives a Negative Notice or Interim Negative Notice, all clubs must complete [WWC Card Holder Registration](#) for its volunteers.
- If someone is deemed an unacceptable risk to children, they will be issued with a Negative Notice (or an Interim Negative Notice if the risk to children is significant while the application is assessed). As the person's registered organisation you are notified of a Negative Notice or Interim Negative Notice, and clubs must immediately stop that person from carrying out child-related work. For more information about actioning an Interim Negative Notice or Negative Notice visit: <https://workingwithchildren.wa.gov.au/employers-organisations/managing-wwc-checks/action-a-negative-notice>
- Clubs must provide the WAFC with a copy of a members WWC Card upon request.

### Reporting

- All child protection related incidents must be reported to the WAFC via [www.memberprotection.wafootball.com.au](http://www.memberprotection.wafootball.com.au)

### Monitoring & Assessing Volunteers

- All clubs are required to appoint a committee member as responsible for ensuring the club is conducting the Working with Children Checks in line with their legal requirements. The WAFC and its partners will provide regular training opportunities for these people.

### Member Communication

- All clubs that qualify as having 'significant junior membership' should circulate WAFC Child Safety information at least once annually

### Additional Screening of Volunteers

It is acknowledged that the Working With Children Act is only a small part of creating a child safe environment, so the WAFC also recommends that clubs implement the below additional measures:

- [Interviews](#)
- [Reference Checks](#)
- [Volunteer National Police Certificate](#)

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## HOW TO APPLY

WWC Check application forms are only available from authorised Australia Post outlets as each form has a unique identifier. WWC Check application forms are NOT available online for download. When you lodge your Application for a WWC Check form you must present certain documents to prove your identity, so that the correct criminal record information is obtained.

For more detailed information about the WWC Check download:

- [Factsheet 18: WWC Checks in the Sport and Recreation Sector](#)
- [WWC Checks: Information for the WA sport and recreation industry](#)

The WA Football Industry subscribes to the AFL Member Protection Policy and AFL National Child Protection Policy. This information relates to application of these policies,

AFL Member Protection Policy – [Click Here to download](#)

AFL National Child Protection Policy – [Click Here to download](#)