



## BULLETIN

**TO:** ALL CLUBS/PANELS  
**FROM:** Rick Gill, Executive Director  
**DATE:** 19 April 2012  
**SUBJECT:** Sign on sheets with Working With Children Check - Update

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MWA have introduced new sign on sheets for Riders, Officials, Volunteers and Coaches. These carbonless copy books have now been introduced and can immediately replace any existing Rider, Officials, Volunteer or Coach sign on sheets being used by Clubs and/or promoters. Single page copies of the documents are also available on the MWA website to download if required.

1. The “**RIDERS SIGN ON FORM**”

This is a new 50 page carbonless copy version of the rider sign sheets and is now available for use.

The form stays essentially the same with only minor changes. Two additional information columns have been added to the previous sign on sheets commonly used.

- a. **MA LIC. EXP. DATE:** this has been added as an additional reminder to riders signing on to check that their licence is current.
- b. **RACE NUMBER:** this has been added to help identify riders and bikes practicing at venues

2. The “**VOLUNTEER WORKERS, OFFICIALS AND COACHES SIGN ON FORM**”

This is a single carbonless copy version of the separate Volunteer and Officials sign sheets that have been in use for many years.

The reason for combining the documents came about because MWA and all Clubs and promoters must now comply with the State Legislation guidelines regarding the Working with Children Act. One of the compliance criteria that must be met by all clubs and promoters that have children (under 18 years old) participating is to query all volunteers or officials on their status regarding the Working With Children Check (WWCC) legislation.



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The new document aims to gather this information:

- i. as part proof that we are actively complying with the WWCC legislation
- ii. to be available when required for State audits,
- iii. to raise awareness amongst all participating volunteers and officials of their need to review their position within the sport with regard to WWCC.

### **EXPLANATION OF HEADINGS ON THE REVISED FORM**

1. **NAME AND ADDRESS:** to gather contact information for volunteers and update existing data for officials.
2. **ROLE:** identifying the actual role the volunteer or official undertook on the day
3. **MA LICENCE -**      **Number:** the number on your current MA officials licence  
                                  **Level:** your accreditation level in the role you are doing on the day
4. **TIMES ON AND OFF DUTY:** for all officials, but particularly important if you are supervising a practice session as a Level 1 Official.
5. **WORKING WITH CHILDREN CHECK LICENCE** – if there are predominantly children aged under 18 participating in your events then every person working at the event as a volunteer, official or coach (paid or unpaid) must be checked and recorded to see if they require a WWCC licence.
  - i. **EXEMPT – Insert Code:** refer to the bottom of the sign on page

### **Working with Children Checks - Did you know?**

- The Working with Children (Police Checks) legislation applies to people who are likely to have electronic or telephone communication with children.
  - There are some exemptions which may mean you don't need to apply for a Check :
    - *In some cases, parents who volunteer where their child is involved or participating in the activity.*
    - Volunteers under 18 years of age.
    - A person doing no more than 5 days of child-related work in a calendar year
  - Parent who volunteer are not exempt on overnight camps (such as country week tournaments or end of season trips).
  - It is an offence to make everyone apply for the Check even though they may be exempt under the legislation.
  - The Checks generally take about four to six weeks to be processed.
  - From 2008 volunteers working with 13–17 year olds will need to apply for the Check.
- The Department of Sport and Recreation (DSR) and WA Sports Federation (WASF) provides support to the sport and recreation industry in relation to the Working with Children Checks.

For more information please visit [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au) or contact Catherine Young, Working with Children Project Manager, 9492 9736 or [catherine.young@dsr.wa.gov.au](mailto:catherine.young@dsr.wa.gov.au).