



## 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 with regular contact with minors to be screened unless the coach or administrator is under 18 years of age.

**Penalty: Failure to comply with the Screening By-Laws 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 By Laws.**
- **Disqualification of team, if coach continues to coach after receiving above penalties and still failing to comply with Screening By Laws.**

Basketball Victoria and the Victorian Government have recognised that there is a need to protect junior basketballers from physical and mental violence, exploitation and abuse (including sexual abuse) from basketball coaches and administrators with whom they come in contact.

The 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** in the form attached. 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.

A decision will then be made on whether the person may be involved. It requires that all persons in positions with individual unsupervised contact with youths/children/players be included in your screening. The aim of the requirements is to protect children involved in the sport and there are heavy penalties under the Act for any person appointing a relevant person without a Working With Children Check.

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, but 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 Gerry Glennen 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.

Coaches should be clearly marked on all Team Lists and scoresheets 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. This Screening process must be complete by **Round 1, Grading Phase Two – 2015**.

Please note that Working with Children Checks are valid for 5 years from date of issue, Member Declarations (Stat. Decs) must be completed every 2 years and Coaches Conduct must be completed every year. Any query should be directed to Gerry Glennen at Basketball Victoria on 9837 8091 or email [gerry.glennen@basketballvictoria.com.au](mailto:gerry.glennen@basketballvictoria.com.au).

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

1. Require all relevant persons to make application for a Working With Children Check. This can be done at most post offices. Some post offices will arrange for staff to attend a stadium where a number of people are applying.

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. Photocopied forms are not acceptable.

2. 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.

3. Please ensure that the section “**Declaration of Volunteer Status**” (Page 2) is completed by your association official.

4. Once all documentation is sighted (WWCC and Members Declaration) the enclosed list must be completed in full and forwarded to:

**Victorian Junior Basketball League  
PO Box 4140  
Knox City Centre 3152**

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

### **VJBL Procedure**

The VJBL Administrator must receive lists of Association applicants to be screened **by Round 1** of Grading Phase 2 each year.

**Penalty for non-submission of lists by Round 1, of Grading Phase Two 2015 - \$50.00 per coach, per game they coach in.**

These lists are then forwarded to the VJBL Screening Officer. Once screening is completed, 2015 Coaches Passes will be forwarded.

### **Appeal Procedure**

The Nominated Delegate of the Association, upon receiving an adverse finding shall contact Gerry Glennen 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:

**Victorian Junior Basketball League  
PO Box 4140  
Knox City Centre 3152**

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

**Notes:**

Associations and their Coaching and Management personnel must be aware that this policy establishes 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 Second Phase Grading, Associations are obliged to immediately notify the VJBL Administration in writing of changes to coaching staff.

**Penalty: Failure to comply with the Screening By-Laws 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 By Laws.**
- **Disqualification of team, if coach continues to coach after receiving above penalties and still failing to comply with Screening By Laws.**

John Hilton  
VJBL Manager