



## **POLICY - WORKING WITH CHILDREN CHECK**

All club members or other persons involved in the supervision, management or coaching of junior players (under 18) are required to apply for a maintain a current *Working With Children Check*, unless exempt from this requirement.

Note that this requirement extends to coaches of senior teams that have players under the age of 18.

### Exemptions:

- Parent volunteering in an activity in which their child participates, or normally participates
- Persons under the age of 18
- School teachers registered with the Victorian Institute of Teaching
- Police officers

### **Application process**

The application process in commenced online at:

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

Please nominate Box Hill Kew Hockey Club Incorporated as the organisation you will be volunteering for. The club's postal address is PO Box 1031, Box Hill, Vic 3128

After filling in the online form, finalise your application at a participating Australia Post retail outlet, by presenting your Application Summary and proof of identity documents.

There is no charge for this application for volunteers.

Upon approval of the Application, a plastic "drivers licence" style card will be sent to the applicant, and the club will be advised of the approval.

The applicant must notify the Department of Justice & Regulation within 21 days of any change of name, address and phone numbers, and the details of the organisations engaging you in child-related work. This can be done online at

<https://online.justice.vic.gov.au/wwccu/login.doj?next=chgdet>