



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 disqualification of team/s

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 Screening 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 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 the Screening Officer, VJBL as an employer on their application. Results of the Working With Children Check Application will be sent to a designated VJBL appointee (VJBL Screening Officer) and will be treated as strictly "private and confidential" If there is an adverse report about a person then that report will be immediately directed to



the Association Nominated Delegate, who shall then inform the person in question. 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 recommended 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. Lists of applicants and position held within the association must be submitted to VJBL Administration along with a signed association declaration attesting to the authenticity of the screening process. This Screening process must be complete by the [Round 1 of the Championship Phase 2009](#) i.e. Declarations and lists should be submitted to the Administrator VJBL by this date. Declarations must be submitted every 2 years.

Any query should be directed to Gerry Glennen at Basketball Victoria on 9927 6681 or email gerry@basketballvictoria.com.au.



Association - HOW TO SCREEN PROCEDURE:

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. In the Application Form in the "***Details of Organisation***" section , write
The VJBL Screening Officer
Box 3
MSAC
Aughtie Drive,
Alber Park 3206
as well as the details of the Association.

In this way, both the person's own association and the VJBL will be notified of the outcome of the application.

3. Please ensure that the section "***Declaration of Volunteer Status***" (Page 2) is completed by your association official.
4. List ALL Screening participants and positions held and submit a copy of this list, accompanied by signed declaration from your designated association official, to

The VJBL Administrator
Box 3 MSAC
Aughtie Drive
ALBERT PARK 3206

These lists must be posted to Administration at the same time as the application for a Working With Children Check is made.



VJBL Procedure

The VJBL Administrator must receive lists of Association applicants to be screened **by last round** of Grading, Part 2 each year.

Penalty for non-submission of lists by Round 1 Championship Phase 2008 - \$100.00

These lists are then forwarded to the VJBL Screening Officer.

Association Nominated Delegates are notified in writing, by the VJBL Screening Officer, of adverse decisions.

Appeal Procedure

The Nominated Delegate of the Association, upon receiving an adverse finding shall inform the applicant. The Association Nominated Delegate shall advise the appeal process upon request.

An appellant should put in a notice of appeal to

**BV Screening Officer
Box 3 MSAC
Aughtie Drive
ALBERT PARK 3206**

The Screening Officer shall immediately notify the VJBL Screening Officer 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 Championship Phase, Associations are obliged to immediately notify the VJBL Administration in writing of changes to coaching staff.

Penalty: Failure to comply with the VJBL Coaches Screening Policy will result in disqualification of team/s

Rebekah Lacy
VJBL Competition Manager



COACHES SCREENING – ASSOCIATION LIST

Association: Please tick relevant box VJBL System ☐

Current Details please
Association Nominated Delegate

Address (street)

Suburb Post Code

Phone H W Fax

Association Declaration:

I, being the Nominated Delegate of the Association declare that the Coaches Screening information provided below is current and accurate and a true representation of our coaching status within the VJBL Competition.

Signed..... Date:

*Please list all coaches/applicants within the VJBL Competition and their History.
Please attach all Statutory declarations signed by all coaches/applicants.*

Other Applicants – list (under 'position') duties performed or job description i.e. treasurer, first aider, team manager etc.

Name	Position	Team	Past Screening Year	New Screening	Statutory declaration signed

[illegible]

Post to VJBL Administration Box 3 MSAC Aughtie Dve. ALBERT PARK 3206



Statutory Declarations may be made before:

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A Barrister and Solicitor of the Supreme Court of Victoria
- A Clerk to a Barrister and Solicitor of the Supreme Court of Victoria
- The Prothonotary or a Deputy Prothonotary of the Supreme Court of Victoria
- Registrar or Deputy Registrar of the County or Magistrates' Courts, or of Probate
- Associate to a Judge of the Supreme or County Courts
- Secretary to a master of the Supreme or County Courts
- A Patent Attorney
- Member of the Police
- The Sheriff or a Deputy Sheriff
- Current or former Member of Parliament of Victoria or the Commonwealth
- Councillor or senior officer of a Council
- Medical Practitioner
- Dentist
- Veterinary Surgeon
- Pharmacist
- School Principal
- Manager of an approved deposit taking institution (bank)
- An Accountant who is a member of the Institute of Chartered Accountants, the Society of CPAs or the National Institute of Accountants
- The Secretary of a Building Society
- A Minister of Religion who is authorised to perform marriages
- A Senior Victorian Public Servant
- A Member of the Institute of Legal Executives

Regards

**Gerry Glennen
Services Manager
Basketball Victoria**