

As per the SMJFL By-Law 20.3 All Officials who are 18 and above must hold a valid Victorian Working with Children Check prior to commencing any role. If an Official turns 18 during the season they must obtain a Working With Children Check before undertaking or continuing in an Official role. Failure to comply will result in the Member Club being fined as per Appendix 3 – Fines.

Any volunteers, 18 years old and above, who are performing a role on game day, at training or forms part of the committee is required to hold a valid Victorian Working with Children Check.

## Applying for a Check

1. Complete the first part of the application online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).
  - a. After completing the application, you will be sent an email from Working with Children Victoria.
  - b. Head to your nearest participating Australia Post outlet to get a photo which will complete the application.
    - i. If you are applying for a volunteer check there will be no cost to complete the check
    - ii. If you require an employee check, there will be a small fee at this point of the application process
2. Once you have completed your application return to the Working with Children Check website

and register for a

 MyCheck Account

- i. Once created go to “Change My Details” and align themselves with the club by adding an organisation with the following details:

1. **Organisation:** SMJFL – “Club Name” (e.g. SMJFL – “Beaumaris”),  
**Postal number and street:** PO Box 3  
**Suburb:** Moorabbin  
**State:** VIC  
**Postcode:** 3189  
**Phone:** 03 8594 0293

### Occupation Fields:

#42 - Clubs, associations or movements of a cultural, recreational or sporting nature  
#70 - Clubs / associations / movements of recreational /sporting nature - high child participation

2. **Organisation:** “Club Name” (e.g. “Beaumaris FC”),

**Postal number and street:**

**Suburb:**

**State:**

**Postcode:**

**Phone:**

### Occupation Fields:

#42 - Clubs, associations or movements of a cultural, recreational or sporting nature  
#70 - Clubs / associations / movements of recreational /sporting nature - high child participation

3. Shortly after completing your application you should receive an email from Working with Children Check Victoria which will contain your WWCC number. Please forward a copy of this email to your club’s Child Safety Officer so than enter the details into Everproof.

## Already have a Check?

1. Complete Step 2 of “Applying for a Check”

**Note:** That if you have recently upgraded your check from a Volunteer Check to an Employee Check please provide your club with your Employee Check details.

## Expiration and Non-Compliance

If you do not currently hold a valid WWCC and are required by the SMJFL to have one, you **must not** perform duties at the club until you do. In many cases, it will be illegal for you to do so, and both you and the club can be liable. The SMJFL and your club uses the Everproof system (formerly BlueQ), which allows us to monitor the status of checks for all personnel, verify that they are legitimate, and all parties will be notified when one expires.

Once a qualification expires, you **cannot continue to perform their duties** until you are reaccredited *and* proof of this is uploaded to Everproof. You can either complete this yourself via your Everproof account or you can forward this to your club’s Child Safety Officer. When your qualifications are close to their expiration you will be notified by Everproof via email, and **it is your duty to ensure you renew those qualifications before expiry.**

To clarify, **personnel are not considered compliant until they have, at least, a valid WWCC and have uploaded it to their Everproof account**, connected to the club. Please note that this is in addition to any specific accreditation requirements for the role being filled, e.g. AFL Coaching Accreditation.

CLUB VOLUNTEER ROLES & QUALIFICATIONS MATRIX								
Role	Min Age	WWCC	Junior Foundation (or Level 1) Coaching Accreditation	Youth Foundation (or Level 1) Coaching Accreditation	Provide First Aid (HLTAID003) & Provide Cardiopulmonary Resuscitation (HLTAID001)	AFL Emergency Response Coordinator (ERC) Training	SMJFL Umpiring Session	Child Protection Training
Committee	not specified							
Child Safety Officer	18+							
Team Manager	not specified							
Junior Coach (U8-U12)	16+							
Junior Assistant Coach (U8-U10)	16+							
Junior Assistant Coach (U11-U12)	16+							
Youth Coach (U13+)	16+							
Youth Assistant Coach (U13+)	16+							
Trainer (U8-U12)	16+							
Trainer (U13+)	16+							
Runner	16+							
Club Volunteer Umpire (U8-U10 Mixed/U12Girls)	18+							
Umpire Escort	18+							
Goal Umpire	16+							
Boundary Umpire	14+							
Water Carrier	12+							
Timekeeper	16+							

## Working with Children Checks - Exemptions

The WWC check website lists several exemptions, including VIT registered teachers, police officers and anyone under the age of 18 themselves. Please note that for the purposes of working or volunteering at an SMJFL club, **the only exemption that applies is if the person is under 18 years of age themselves.** As such, personnel who would normally fall under another exemption category must still obtain a WWC check to perform their role at the club.

The reasons for this include the accountability and control that the WWC check allows the SMJFL in terms of monitoring the validity of club personnel’s accreditations and being notified of a change in their status. Additionally, it is a safety measure that the SMJFL has decided to implement to maximise the protection of the children who play football in the league, which is what the SMJFL (and its clubs) are legally obligated to do under this new legislation.

While some volunteers may be unhappy with the decision, please note that this is in response to legal requirements and that the safety of the children is the undisputed top priority. Ensuring an extra level of protection for the children far outweighs any inconvenience to an individual incurred by obtaining a WWC check.