

Dear Coaches,

Every sporting organisation that works with children and young people has an obligation to provide a safe environment for them. Under NSW Legislation, NSWFA is required to be supplied with a Prohibited Employment Declaration from you if you are a volunteer or are paid for your services by NSWFA. The major change to the legislation is that if you are self employed and are coaching children you are required to apply for a Certificate.

Below I have tried to categorise the different situations and the action that needs to be taken.

Thanks

Anna Fitzgerald for NSWFA

Coaches who only work at Schools

If you are a coach at a school you will have filled in a Prohibited Employment Form at the school. NSWFA does not need you to fill in a separate form unless you do volunteer or paid work for NSWFA. E.g. refereeing, camps etc

Coaches and others who are volunteers to NSWFA

If you offer your services to NSWFA either at competitions, squads or camps you are required to fill in a Prohibited Employment Declaration Form. This includes people who volunteer to referee at competitions or help Peter with the hire gear.

http://www.kids.nsw.gov.au/uploads/documents/wwcc_form4.pdf

Coaches self employed (paid for lessons either privately or within a club)

Certificate for Self Employed People - As from 1 May 2009, self employed people over 18 years of age, who are in child-related employment are required to apply for a certificate to show that they do not have a criminal record that makes them a prohibited person. The certificate will be current for three years.

Applying for a certificate - The application form for this certificate can be downloaded at

<http://www.kids.nsw.gov.au/kids/working/certificateforselfemployedpeople/gettingacertificate.cfm>

The steps involved to apply are:

- Complete and download the application form from the [Commission for Children and Young People website](#)
- Make an appointment by telephone with your nearest police station to take in your application to be processed
- Take the unsigned application form with required identification and fee of \$80 to the police station
- Once your application is approved your certificate will be forwarded by Australia Post to your nominated address. Your certificate will be numbered and can be accessed on the CC&YP website. The provision of this certificate number in all other child related employment situations is sufficient to confirm your Prohibited Employment status.

Questions? Should you require further information please contact the NSW Commission for Children and Young People on 02 9286 7219.

Coaches and others who are paid for services by NSWFA

If you are paid by NSWFA for your services including being sub-contracted, you are required to fill in the Prohibited Employment Declaration Form but are also required to provide 100 points of identification. This can be verified by a member of the association (preferably a member of the executive). Listed below are the types of identification and their value.

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- A rating authority (e.g. land rates)
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.