






This factsheet has been designed specifically for the sport and recreation sector and is intended as a guide only. Examples are not intended to be exhaustive and do not include all circumstances or variations based on the specific role and associated responsibilities. If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

Below is a list of **categories** of [child-related work](#) that may apply to sector, where a person has a role that involves, or is likely to involve, **contact** with a child as part of their **usual duties**. The examples provided may also be subject to [exemptions](#).

Categories may include:	Roles may include:
 <p>4. A coaching or private tuition service of any kind</p>	<ul style="list-style-type: none"> <li>• people providing children’s coaching or instruction such as private sports coaches/tutors or swim instructors, who are not doing so in connection with a club or association (if so, use category 12)</li> <li>• interstate or international coaches working with children in Western Australia (WA)</li> <li>• students coaching a junior sports team as part of their placement (required practical training)</li> <li>• personal trainers providing individual sessions for children</li> <li>• coaches/instructors delivering recreation centre classes that are primarily for children.</li> </ul>
 <p>5. An arrangement for the accommodation or care of children</p>	<ul style="list-style-type: none"> <li>• people billeting children from visiting teams.</li> </ul>
 <p>12. A club, association or movement</p>	<ul style="list-style-type: none"> <li>• coaches/instructors providing activities to children</li> <li>• referees/umpires/judges of junior teams or junior competitions</li> </ul>

Categories may include:	Roles may include:
	<ul style="list-style-type: none"> <li>• junior team support roles, such as team managers and first aid/medics</li> <li>• canteen roles that serve junior participants</li> <li>• people in board positions who present medals/awards to junior members</li> <li>• visitors/VIPs who attend the club or association to present medals/awards</li> <li>• sports stars who attend the club/association for 'meet and greets' or signings.</li> </ul>
 <p>15. An overnight camp</p>	<ul style="list-style-type: none"> <li>• people running activities, coaching, or officiating at overnight events/camps</li> <li>• people supervising children at overnight events/camps</li> <li>• people serving food to junior participants at the overnight event/camp.</li> <li>• people carrying out child-related work on a trip to another state or overseas, where the employees/volunteers leave with the children from WA and/or return with the children to WA.</li> </ul> <p>Includes <b>parent</b> volunteers and is irrespective of whether they are staying overnight themselves.</p>
 <p>16. A transport service specifically for children</p>	<ul style="list-style-type: none"> <li>• people specifically transporting children for a club/association/team.</li> </ul>

## Frequently asked questions

### Does our organisation have a significant membership or involvement of children?

The most used category for the sport and recreation sector is category 12: A club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated

or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.

Your organisation will have a significant membership or involvement of children, when:

- the organisation has a substantial number or percentage of children as members
- the involvement of children in the activities undertaken is significant
- the organisation's activities are directed specifically at, or to attract, children. For example, a sailing club with only adult members may decide to broaden its membership and undertake specific activities to recruit junior members.

### **What is the parent volunteer exemption?**

Many parents who volunteer in activities involving their children are exempt from having to apply for a WWC Check, for example, a parent volunteer who coaches their child's sporting team. However, the parent volunteer exemption is applied differently depending on the category of child-related work; for further information refer to [Factsheet CRW03 – Exemptions, the parent volunteer exemption](#).

Please also note that individuals who hold a **Negative Notice** or **Interim Negative Notice** are prohibited from accessing the parent volunteer exemption. For more information refer to [Factsheet CRW04 – Exemptions, narrowing of access](#).

### **Are our parent volunteers in our club exempt if they also volunteer at different levels of our sport?**

Under category 12, parents are only exempt when volunteering in connection with the club/association at which their child is involved, or ordinarily involved. If a parent volunteers at a different level within the sport, for example state or national level, their child must also be involved, or ordinarily involved, (i.e. playing) at this level for the parent to qualify for the parent volunteer exemption.

### **Do our senior team coaches require WWC Checks?**

People coaching in connection with a club/association under category 12, who coach even one

child in a senior team, will require a WWC Check.

If your team/organisation does not consider themselves a club/association with a significant membership or involvement of children, for example you are a senior club/team which may have one or two children playing, a WWC Check is not required.

### **Our association is hosting an event next month and we have engaged a third party to help the event – who needs a WWC Check?**

Ultimately, it is the third-party organisation that is obligated to ensure their own WWC Check compliance. However, you might like to have in writing from them that they understand and comply with their obligations under *Working with Children (Screening) Act 2004* (the Act).

### **How does our organisation determine who is a volunteer and who is paid?**

Determining employment type is an important step in upholding your WWC Check compliance as it may affect who within your organisation qualifies for certain exemptions, for example the parent and child volunteer exemptions.

A volunteer is a person who engages in child-related work for an employer or volunteer organisation for no financial reward or wage. A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive no financial reward and is considered a volunteer by the WWC Screening Unit.

Organisations should carefully consider whether any amount paid to an individual can reasonably be considered either income or a payment to cover costs. This should be done prior to determining any applicable exemptions or signing an Application for a WWC Check form or renewal application.

When making this decision organisations may find it useful to consider the following questions:

- What are the costs to the individual providing the work? Their costs may include travel expenses, phone calls, uniforms, stationery, sports equipment, and other items if they are necessary to engage in their child-related work.

- Over what period is this service provided and the payments made? For example, if payment provided to the individual is no more than can be reasonably expected to cover the person's costs incurred over the year, the person may be considered a volunteer.
- Does the payment the individual receives exceed the costs of the individual carrying out the work? If so, they would be considered a paid employee. It is irrelevant whether the work occurs frequently or infrequently and whether there are small frequent payments or large infrequent payments.

For example, an umpire who umpires one game per week and receives \$20, could be considered to receive a payment that covers their expenses (travel, membership, accreditation, and uniform). However, if that same person umpires three games a day for \$20 per game, this could be considered to exceed the costs of their expenses and therefore be a payment.

### **What are informal arrangements?**

The WWC Screening Unit considers that “an informal arrangement entered into for private or domestic purposes” is one that is made available only to a limited number of people, associated with a private friendship or family group and organised on a casual basis. For example, a neighbour taking a few children from their street to the local football oval.

A formal arrangement might include a person advertising their services, running a business providing the relevant service; or promoting their service to children in general and not just responding to children within their own social network. For example, the person advertising their coaching services to children in the local area. Some arrangements may start informal but then become formal, which may then require a WWC Check.

### **Who should verify applications/renewals for a WWC Check?**

Someone in a senior position, like the President of the club/association. This person is confirming that the applicant is in child-related work and will be responsible for removing the person from child-related work, should they receive an Interim Negative Notice or Negative Notice.

Alternatively, you can choose to nominate the person to whom notices will be sent, for example

your President, and nominate application verification to an administrative role, for example your Secretary.

Your policies and procedures should reflect who within the club/association is authorised to verify applications and receive notices, keeping in mind any conflicts of interest. For assistance in developing your WWC policies and procedures refer to [Resource ORG02: WWC Check, Compliance toolkit – sport and recreation](#).

### **Our state/national policy says everyone needs a WWC Check – is this right?**

No. State/national policies cannot mandate WWC Checks where this is contrary to WWC Check legislation, the Act is state law.

Complying with the Act does not mean that all staff and/or volunteers within the club/association must apply for a WWC Check. Asking everyone to do so, where they are not in child-related work, would be non-compliance with the Act.

### **What can we do to be a child safe organisation?**

The WWC Check is only one strategy to keep children safe. There are many things that organisations can do to make sure they are child-safe and child-friendly. For more information visit the Department of Communities' [Child Safe Organisations Knowledge Hub](#).

### **What other resources are there to help my organisation comply with WWC legislation?**

Our [Resource ORG02: WWC Check, Compliance toolkit – sport and recreation](#) is a great place to start, you can find this alongside other organisation resources available on our website.

Definitions of **bold** terms can be found in the Working with Children Check glossary at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)