

BASEBALL WA

Working With Children Policies and Procedures

Acknowledgements;

BWA acknowledges the role of the SportsWest, Australian Baseball Federation (BA) and the Department of Local Government, Sport and Cultural Industries (DLGSCI) in the development of its Working with Children procedures.

Strategic Priorities;

While BWA acknowledges its governance role across club competitions in WA, its first priority is to ensure WWC compliance for the following broad categories of events;

1. BWA Programs that are essentially independent of Club or NSO WWC regulation procedures.
2. Tournaments operated by BWA
3. Teams that represent BWA at national or international events.
4. BWA will provide review services and record keeping for independent programs that request assistance or that have significant BWA involvement.

Areas of Compliance:

1. BWA Programs
 - a. For the purpose of this document BWA programs refers specifically to:
 - i. Heat Futures
 - ii. Pro League
 - iii. Youth Girls Development Program
 - iv. Camps and Clinics
 - v. Transition Clinics
 - vi. Pony League
 - vii. School visits
2. BWA Tournaments
 - a. Little League
 - i. State Championships
 - ii. Club Championships
 - b. Junior League
 - i. State Championships
 - ii. Club Championships
 - c. Senior League
 - i. State Championships
 - ii. Club Championships
3. BWA Representative Teams (including but not limited to)
 - a. Little League National Championships
 - b. Junior League National Championships
 - c. Senior League National Championships
 - d. Pony League Series
 - e. State U16 Team
 - f. State U18 Team
 - g. State Women's Team
 - h. State Girls Youth Team
 - i. Any team determined to be participating in a nationally sanctioned game or tournament.

- j. Any team determined to be participating in a game or tournament sanctioned by another nationally accredited State Association.
4. Teams and programs that have significant BWA assistance or involvement.
- a. State Schoolboys Teams
 - b. Darling Range Sports College

Tactical Procedures:

1. BWA Programs;

- a. The BWA WWC Compliance Officer will solicit, prepare and maintain the attached WWC Reporting Template for each program listed.
 - i. Specific consideration must be given to:
 - 1. Head Coach
 - 2. Assistant Coaches
 - 3. Executive Officers
 - 4. Official Scorers*
 - 5. Umpires
 - ii. All programs will appear inside a single excel document.
 - iii. Each program must have a separated and designated tab.
 - iv. Separate tabs must be allocated to each program on an annual basis.

2. BWA Tournaments;

- a. The BWA WWC Compliance Officer will solicit, prepare and maintain the attached WWC Reporting Template for each team participating in the tournaments listed.
 - i. Specific consideration must be given to:
 - 1. Head Coach
 - 2. Assistant Coaches
 - 3. Executive Officers
 - 4. Official Scorers*
 - 5. Umpires
 - ii. All teams will appear inside a single excel document.
 - iii. Each team must have a separated and designated tab.
 - iv. Separate tabs must be allocated to each team on an annual basis.

3. BWA Representative Teams;

- a. The BWA WWC Compliance Officer will solicit, prepare and maintain the attached WWC Reporting Template for each team listed.
 - i. Specific consideration must be given to:
 - 1. Head Coach
 - 2. Assistant Coaches
 - 3. Executive Officers
 - 4. Official Scorers*
 - 5. Umpires
 - ii. All teams will appear inside a single excel document.
 - iii. Each team must have a separated and designated tab.
 - iv. Separate tabs must be allocated to each team on an annual basis.
- b. It is recognised that BA, will, under its own Member Protection Policy, collect WWC data and ensure compliance with the home state WWC legislation.



- i. However, BWA acknowledges the preparation of the participating teams prior to entering into the NSO activities occurs within BWA jurisdiction.
- ii. Where this occurs, BWA will collect the data for each team independent of BA.
- iii. If a member has provided WWC information to the National Database, the individual may refer the BWA compliance officer to the database as provision of the required information.
 1. If for any reason the BWA WWC Officer is unable to locate the required data on the database within 24 hours, they will advise the individual within 48 hours in accordance with the remainder of this policy.

4. Teams and programs that have significant BWA assistance or involvement;

- a. BWA will inform such programs of any WWC obligation it determines may be applicable.
- b. BWA will offer to keep WWC records in a manner consistent with BWA representative teams.

Collection of Data – Representative Teams;

1. BWA will designate a WWC Compliance officer who is authorised to request and collect data on behalf of BWA.
2. The Head Coach and Executive Officer or each team or program shall assume responsibility for reporting WWC to the BWA Compliance Officer on the attached template.
3. Reporting:
 - a. A WWC compliance report applicable for each team or program must be reported within 7 days of the first activity. This report must contain all relevant staff and the current WWC status of each.
 - b. An updated report indicating full compliance must be completed and lodged with Baseball WA within 14 days.

Collection of Data – Programs and Tournaments;

1. BWA will designate a WWC Compliance officer who is authorised to request and collect data on behalf of BWA.
2. The Head Coach and Executive Officer or each participating team or program shall assume responsibility for reporting WWC to the BWA Compliance Officer on the attached template.
3. Reporting:
 - a. A WWC compliance report applicable for each team or program must be reported 48 hours prior of the first activity. This report must contain all relevant staff and the current WWC status of each.
 - b. An updated report indicating full compliance must be completed and lodged with Baseball WA within 24 hours of the commencement of the first activity

Provision of Service – BWA WWC Compliance Officer;

1. BWA will designate a WWC Compliance officer who is authorised to request and collect data on behalf of BWA.
2. The BWA WWC Compliance Officer will:
 - a. Contact the EO of each team or program to provide the WWC reporting template and a copies of this policy and procedures document at least 7 days prior to the first sanctioned event.
 - b. Validate WWC cards and register each on the WWC website.
3. The WWC Compliance Officer is ultimately responsible for the completion and storage of the WWC reporting template and therefore:
 - a. Will report any non-compliance to the BWA CEO.



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- b. Report satisfactory compliance for each team or program to the BWA CEO.
4. Where required, cross reference data with the Baseball Australia national database.

Outcome of a WWC Check;

People who apply for a WWC Check will be issued with either an Assessment Notice in the form of a WWC Card or a Negative Notice. A WWC Card allows a person to engage in child-related work in Western Australia. The applicant receives their WWC Card with a unique Assessment Number by post, while their employer or volunteer organization is also mailed a copy of the Card for their records. The WWC Card is valid for three years unless cancelled sooner and is transferable between paid and unpaid work i.e. if a person changes jobs or moves from volunteering to paid work or vice versa they do not need to re-apply each time.

A Negative Notice prohibits a person from all child-related work in Western Australia. In some cases, an Interim Negative Notice may be issued before a final decision is made and this too immediately prohibits the person from child-related work. Both the applicant and the employer or volunteer organisation are notified of an Interim Negative Notice or Negative Notice.

BWA is not permitted must not engage a person in child-related work if they are issued with an Interim Negative Notice or Negative Notice, or have withdrawn their application.

Confidentiality of Records;

1. All information collected will be used for BWA internal purposes only.
2. Information will only be shared in a manner consistent with Working with Children Legislation and Laws of Western Australia.
3. Confidential BWA records will be protected in accordance with any applicable BWA Data Collection, Privacy and Confidentiality policies. In the event any BWA policy is not present or cannot be found, it will default to BA Policy

Casual Parental Involvement as Officials:

It is recognised that occasional variations to planned official schedules will result in the need for casual parental involvement as team officials.

Current WWC legislation requires that BWA collect the status of all officials defined in this document, including causal and "one off" officials.

Where this occurs: The Head Coach and Executive Officer must;

1. Obtain the persons WWC status and details BEFORE they begin activities.
2. Communicate those details to the BWA WWC Compliance Officer for verification within 24 hours of the activity commencing.
3. For the purposes of this policy; An activity will not be considered an overnight stay unless the person undertakes the activity on consecutive days.

Exemptions:

- If a person is exempt, they **must not** apply for a WWC Check.
 - If claiming and exemption, you detail must still be lodged with BWA WWC records as outlined in this policy document.
1. Short-term visitors to WA engaging in child-related work during the period of two weeks after their arrival in WA, and for no more than two weeks in any period of 12 months.
 2. Parents volunteering as officials where their child is also directly involved (**this exemption does not apply when parents volunteer at overnight stays or camps attended by their children**).
 3. Volunteers and students on unpaid placement under 18 years of age.
 4. **Employers of children and people who work alongside children as fellow employees, unless otherwise doing child-related work.**



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For more information about exemptions please refer to Factsheet 5: Child-Related Work and Exemptions at: www.checkwwc.wa.gov.au.

Overnight Camps, Tours or Stays for Any Reason:

1. All officials listed to accompany a team on overnight camps, tours or stays for any reason are **required to have a current WWC card.**
2. **Parental exemption does not apply** when parents volunteer at overnight stays or camps attended by their children.
3. WWC compliance is required regardless of accommodation arrangements as per WWC legislation.

NOTES:

* Official Scorer is defined as the person who prepares the official scoring data on behalf of the team or program for lodgment as official game results. It does not include unofficial record keeping for other purposes.

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For more information:

<https://www.dlgsc.wa.gov.au/department/child-safeguarding>



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