



When Bowls WA Presenters & Assessor's run Club Coach workshops, the process of training newly accredited Club Coaches, we must consider whether Coaches will require a Working with Children Check (WWC). Bowls WA's previous process was to require ALL Coaches to have a WWC and this process was monitored through the Bowls WA office; however, with changes in the WA WWC Act it is actually illegal to require a person to have a WWC act if they DO NOT Coach children; similarly, it is also illegal to Coach children and NOT have a WWC.

Further to this, it is the responsibility of the host organisation – in this case the Bowling Club itself, as an independent organisation with an ABN (members under the umbrella of the State Sporting Authority Bowls WA), to actually apply the WA WWC laws and ensure that club members who are accredited Coaches apply for and keep current a Working with Children Check if they fall under the correct category as noted further in this document (*as per Section 6 of the WWC Act*).

When registering to take a Club Coach course, or renew accreditation as a Club Coach, the applicant is asked to comply to their States WWC laws, in this case a Western Australian applicant must:

If applicable, acquire or re-new a Working with Children card (WWC) and provide a physical copy of the card to Bowls WA ([Available from Australia Post Offices that take passport photos, you will be most likely be applying under Category 12: A Club/Association/Movement. Processing of the cards takes approximately 3 to 4 weeks, and we will only finalize processing of your Accreditation or Reaccreditation with Bowls Australia when we have a physical copy of your card. As of 2019 the cost as a volunteer for the WWC application is \\$11.00](#)).

- a. **NOTE:** Due to Sports Federation law changes in WA a WWC is **only required** if you are:
 - i. currently coaching juniors
 - ii. plan to coach juniors
 - iii. there is a likelihood that you will be involved &/or interact as a coach to juniors or run junior programs (i.e., club member relatives, club initiatives, community initiatives, etc).
- b. If you are **NOT** going to be involved in coaching with juniors, you do **NOT** need to apply for a WWC card, please **cross out** this requirement on the application form and **sign your name** – this will tell us to process your reaccreditation without a WWC.
- c. Please be aware that in the event you do ANY COACHING with children it is your responsibility, and your clubs' responsibility as the Club under Category 12, to immediately apply for a current WWC.
- d. Processing of the cards takes approximately 3 to 4 weeks, and we will only finalize processing of your Club Coach Certificate with Bowls Australia when we have sighted your card, so we suggest you apply prior to taking the Club Coach Course.

When does a person require a WWC Check?

Each State and Territory in Australia has laws to determine when a person needs a WWC Check. In Western Australia and the Christmas and Cocos (Keeling) Islands, a person requires a WWC Check if they do paid or voluntary 'child-related work'. It is an offence for a person to carry out child-related work without having applied for or holding a current WWC Card.

Where services are provided to children, both organisations and individuals must determine if the work is 'child-related work' as defined in Section 6 of the WWC Act and if a WWC Check is needed.

What is child-related work?

For the purpose of WWC Checks, work done with children, paid or unpaid, needs to fit with a category of child-related work. The most commonly used category of child-related work in sport is **category 12: A club, association or movement (including that of 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.**

Other categories commonly used in sport include:

Category 4 – *A coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purposes*

Category 15 – *An overnight camp, regardless of the type of accommodation or how many children are involved.*

Category 16 – *A transport service specifically for children*

Sport clubs delivering junior sport fit within category 12. Paid staff and volunteers are likely to require a WWC Check where their *usual duties* involve, or are likely to involve **contact** with a child, and no exemption applies.

What is contact?

Contact is defined in the Act and includes:

- any form of oral communication, whether face to face or by telephone or otherwise;
- any form of physical contact; and
- any form of electronic communication

But does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.

Does there need to be both a significant membership AND involvement of children for category 12 to apply?

No, category 12 will apply if an organisation has either a significant membership of children or the organisation has a significant involvement of children. Organisations must consider both the membership AND the level of involvement of children. An organisation that has substantial numbers of children as members or who are otherwise involved with the organisation will be considered as having a "significant membership or involvement of children"; as will an organisation that does not have many children as members but has activities directed specifically at children or to attract children to the organisation.

Use this guide to help:

The WWC Screening Unit recommends organisations use the following questions to help work out whether they have a "significant membership or involvement of children":

- *Do members, volunteers or employees of your organisation ever have duties that enable them to develop relationships with children, or which bring them into regular contact with children, or put them in positions of authority over children?*
- *Are children often present when your organisation carries out its events, activities or conducts its business?*
- *Does your organisation provide services for children or conduct activities directed at or involving children?*

If the answers to one or more of the above is yes, the organisation is likely to be considered to have a significant involvement of children even where the number of children involved are not considered significant.

Juniors in senior teams

Where sport clubs usually involve only adult teams but occasionally provide opportunities for juniors to play, the club and the individuals involved need to consider if there is a category of child-related work that applies.

The club must determine if the membership or involvement of children is significant. Keeping in mind that other categories may apply. Category 4 for example is for coaching and instruction. So, coaches delivering services to a child within a senior team will be in scope under category 4.

Organisations can seek further guidance from the [Working with Children Check Online Services](https://www.workingwithchildren.wa.gov.au/online-services) (<https://www.workingwithchildren.wa.gov.au/online-services>). The Unit encourages all organisations to act in good faith and keep records of all decisions.

ALL RESOURCES FOR EMPLOYERS & ORGANISATIONS ABOUT WWC CAN BE FOUND ONLINE BY CLICKING HERE

(<https://www.wa.gov.au/government/document-collections/working-children-check-resources-and-guides-factsheets-and-other-resources>)