**Appendix 1: Working With Children Check/ Member Protection Declaration Requirements**

**Working With Children Check Cards (WWCC):**

Volunteers’ WWCC cards must be sighted by a RCJMBA Committee member and details of name, number and expiry date provided to the RCJMBA Welfare Officer prior to commencement of volunteering in any capacity as committee, coaches, referees or other helpers.

The only exceptions to providing a WWCC are:

* for volunteers with either teacher or police registration
* volunteers aged under 18yo

If you do not yet have a WWCC please apply ASAP through this link and also nominate RCJMBA as the below info:

[http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/](http://www.workingwithchildren.vic.gov.au/home/applications/apply%2Bfor%2Ba%2Bcheck/)

**Nomination of RCJMBA with Dept of Justice**

If you have applied for or already have a WWCC card you must nominate RCJMBA as one of your volunteer organisations – to do so follow the link and instructions below or phone 1300 652 879.

[http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/](http://www.workingwithchildren.vic.gov.au/home/cardholders/update%2Byour%2Bdetails/)

Here you can register with My Check and enter new organisation details or update contact details etc. The Dept Of Justice then sends RCJMBA confirmation of WWCC details and the nomination.

Enter RCJMBA details as follows:

Organisation name: Riddells Creek Junior Mixed Basketball Association

Organisation address: PO Box 124 Riddells Creek Vic 3431

Organisation phone: 0418 322 809

Please use the “Clubs and Associations Occupational Code 42”

**Member Protection Declaration Forms**

These forms are required by Basketball Victoria to be signed every 2 yrs. This is a statutory declaration that needs to be witnessed by an appropriate person authorised to witness stat decs.

Forms are available from the welfare officer, at the stadium or contact any committee member or age group coordinator.

A WWCC Register and MPD forms are held securely by the committee.

Jude Ellis

RCJMBA Welfare Officer

0417 807 961