



BULLETIN

TO: ALL RACE SECRETARIES
FROM: Peter Smith, Development Officer
DATE: 28 MAY 2012

SUBJECT: Sign on sheets with Working With Children Check - Update

MWA have introduced new sign on sheets for Riders, Officials, Volunteers and Coaches.

These carbonless copy books have now been introduced and can immediately replace any existing Rider, Officials, Volunteer or Coach sign on sheets being used by Clubs and/or promoters. Single page copies of the documents are also available on the MWA website to download if required.

1. The "RIDERS SIGN ON FORM"

This is a new 50 page carbonless copy version of the rider sign sheets and is now available for use.

The form stays essentially the same with only minor changes. Two additional information columns have been added to the previous sign on sheets commonly used.

- a. **MA LIC. EXP. DATE:** this has been added as an additional reminder to riders signing on to check that their licence is current.
- b. **RACE NUMBER:** this has been added to help identify riders and bikes practicing at venues

2. The "VOLUNTEER WORKERS, OFFICIALS AND COACHES SIGN ON FORM"

This is a single carbonless copy version of the separate Volunteer and Officials sign sheets that have been in use for many years.

The reason for combining the documents came about because MWA and all Clubs and promoters must now comply with the State Legislation guidelines regarding the Working with Children Act. One of the compliance criteria that must be met by all clubs and promoters that have children (under 18 years old) participating, is to query all volunteers or officials on their status regarding the Working With Children Check (WWCC) legislation.



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The new document will assist Clubs and Motorcycling WA to gather this information and also helps us to:

- i. prove that we are actively complying with the WWCC legislation
- ii. have documentation available when required for State audits,
- iii. raise awareness amongst all participating volunteers and officials of their need to review their position within the sport with regard to WWCC.

The format and the type of information gathered from the new sign on sheets is new to our sport and is a direct result of the State laws relating to Working with Children Check legislation.

Unfortunately, in the management of our sport, these laws make it compulsory to record specific information. Recorded on our sign on sheets we must:

1. Identify all personnel working within our sport
2. Identify the actual role the volunteer or official undertook on the day
3. Identify if they require a WWCC licence
4. Record WWCC licence information

We appreciate that initially, it may be difficult to gather this information and at first glance the documents are possibly a little confusing. The following checklist should assist you to understand what is required and why.

Explanation of headings on the revised Volunteer and Officials sign on form

1. NAME AND ADDRESS:

- Legislation requires that we gather contact information
- It allows us to update existing data for officials
- Name with address clearly identifies volunteers, Officials and Coaches. The sign on sheet is a legal document and the volunteer/official/coach is completing a contract.

2. ROLE: This is to identify the actual role the volunteer or official undertook on the day because some roles require a WWCC licence and some do not. (see attached list of roles)

3. MA LICENCE - Number: the number on your current MA officials licence Level: your accreditation level in the role you are doing on the day

4. TIMES ON AND OFF DUTY: for all officials, but particularly important if you are supervising a practice session as a Level 1 Official.

5. WORKING WITH CHILDREN CHECK LICENCE – if there are children aged under 18 participating in your events then every person working at the event as a volunteer, official or coach (paid or unpaid) must be checked and recorded on the sign on sheets, to identify the compliance requirements of a WWCC licence.

At sign on, before starting work at a motorcycle event, all volunteers, Officials or Coaches must assess whether they require a WWCC licence.

What is child related work? A person is in child related work if their usual duties of work involve, or are likely to involve, contact with a child.

“Contact” is defined as:

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

Who is exempt?

There are a number of people who do not require a WWCC licence because they are exempt. The following are some of the most common exemptions:

- Volunteer or student aged under 18 years (code = **C1**)
- Parent volunteering at a club where their child is ordinarily involved in some or all of the activities. (code = **C2**)
- Short term visitor (no more than 2 weeks) to Western Australia. (code = **C3**)
- You may also declare that you have not or will not engage in child related work more than 5 days in a calendar year. (code = **D1**) This code may be used if you are in the process of applying for a WWCC licence or if you are not going to engage in child related work at ANY sporting events more than 5 times in a calendar year.

Remember that penalties and fines of up to \$60,000 may be incurred by making false statements about your WWCC status.

Sub headings -

a) **EXEMPT – Insert Code:**

If you believe you are exempt from requiring a WWCC licence then refer to the bottom of the sign on page to find the appropriate code – C1, C2, C3 or D1. If the code description applies to you, insert the code number.

b) **REQUIRED:**

This is the area that causes the most confusion. We are asking you if, in the role you are signing on for today, you require a WWCC licence.

You may be exempt, for instance, by being a parent, but we still need people to think about the role they are undertaking and whether that role may result in contact with children. (Please refer to the info above on “contact with children”)

- After applying the definitions to yourself and your role, if you believe that you are exempt and you do not have a WWCC licence, you should write “**NO**” in the “REQUIRED” section.
- If you believe that you are not exempt and you **do not** have a WWCC licence, you should also cross check the list of typical motorcycle event role descriptions below to see if your role could involve “contact” with a child.

If your role does **NOT** involve “contact” with a child you **do not** require a WWCC licence.

- If the role you are undertaking usually involves or is likely to involve, contact with a child then write “**YES**” in the “REQUIRED” section.

Please note:

- If a person has nominated for a role that requires a WWCC licence and they are not exempt, they must be advised to apply for a WWCC licence and reconsider the role they are undertaking.
It is always worth double checking a person’s exempt status with regard to working no more than 5 days a year (Code – D1)
- If a person has nominated for a role that requires a WWCC licence and they are not exempt, but they have a WWCC licence, just write in the licence number in the next column.
- Please do not confuse a “Police Clearance” with a WWCC licence, they are not the same and a Police Clearance cannot and does not take the place of a WWCC licence.

c) WWCC LIC. Number

If a volunteer/official/coach is not exempt in the role they are undertaking on the day of the event, then a Working With Children Check clearance is required and a number should be recorded.

6. SIGNATURE

The sign on sheet is a legal document and the volunteer/official/coach is signing a contract to confirm they understand the risks of participating in a motorcycle sport event. By signing you declare that you have read and understood the disclaimer and understand and agree to accept the conditions as stated in items 1 to 14 of the disclaimer including Working with Children Check legislation.

ROLES OF VOLUNTEERS AND OFFICIALS

THE FOLLOWING LISTS THE USUAL DUTIES PERFORMED IN THE NORMAL COURSE OF MOTORCYCLE EVENTS. PLEASE REMEMBER THAT THERE MAY BE EXCEPTIONS THAT WOULD THEN REQUIRE A PERSON TO PROVIDE A WWCC LICENCE OR PROOF OF THEIR EXEMPTION.

This list is representative but certainly not comprehensive; please apply the previously mentioned “contact with a child” WWCC principles to any role carried in your club that is not listed.

STEWARD/REFEREE

Duties:

- Is Motorcycling Australia’s representative at the meeting and the person with supreme control.

- Has the power to enforce penalties and adjudicate over the rules
- Shall adjudicate on any protest lodged at the event. May also refer a protest, or any question arising from the protest, to an appellate authority.
- Is responsible for the completion and return of the Event report to MWA
- **Does NOT require a WWC Check**

CLERK OF COURSE

Duties

- Is the Chief Executive Officer on the day of the meeting
- Has the responsibility to ensure that the meeting is conducted in accordance with the GCRs and Supplementary Regulations
- Has the power to enforce penalties and adjudicate over the rules
- Is responsible to ensure the circuit is safe, and that appropriate safety, medical and control procedures have been put in place for the meeting
- Is responsible to the Steward/Referee
- **If not exempt, DOES require a WWC Check licence**

RACE SECRETARY:

Duties:

- The Race Secretary shall be responsible for the organisation of the meeting as regards all the material and notices required and be satisfied that the various officials are acquainted with their duties and furnished with the necessary equipment.
- Is responsible for the organisation and management of the meeting.
- May publish documents and notices as required for the effective management of the meeting.
- Must ensure all officials are aware of their duties and are properly equipped.
- Is responsible to the Clerk of Course and must make reports to the Clerk of Course as required throughout the meetings duration.
- Must provide assistance to the referee of the meeting as required.
- **If not exempt, DOES require a WWC Check licence**

MARSHALS:

Flag Marshal

Duties:

- To observe competitors in their area of operation (usually corner) and display relevant flags to ensure the safety of riders
- To communicate any irregularities,
- **Does NOT require a WWC Check**

Track Marshal

Duties:

- To remove any damaged motorcycles from the course
- Assist in maintaining the integrity of the circuit
- To communicate with relevant next in chain of command at meeting, any irregularities,
- **If not exempt, DOES require a WWC Check licence**

Pit Marshal

Duties:

- To maintain control of the pit area and to disseminate information to the riders as necessary for the smooth running of the meeting.
- Ensure the correct riders and machines are present and ready to take their place on the start line at the correct time.

- Notify the Secretary of the meeting of any alteration of availability of riders to take their place in a race.
- **If not exempt, DOES require a WWC Check licence**

TIMEKEEPERS, SCORERS and JUDGES:

Duties:

- To use only the form of timing apparatus his/her appointment calls for.
- To report any times which are required by the Clerk of Course.
- If requested, to send their original time sheets to the Steward/s or Clerk of the Course.
- To keep a record of the points and places scored by riders through their heats and finals
- To advise the Clerk of Course of the winners and place getters as required
- To forward to website officer and publicity officer all results
- **Does NOT require a WWC Check**

ANNOUNCER/COMMENTATOR:

Duties:

- To give the public such information as they may reasonably require to understand and enjoy the racing.
- To be strictly impartial and not to make any announcement which may incite any spectator to demonstrate against any rider, or team of riders, or against any official.
- To make any announcement as directed by the Referee, and not in any way to comment on such announcement or on any other of the Referee's decisions.
- Not to make any announcement which conveys any information or instruction which may give the public the impression that a protest or appeal may be lodged against a decision of an official.
- Not at any time to make any announcement on any matter which is being dealt with by the Referee other than that such matter is being considered.
- **Does NOT require a WWC Check**

SCRUTINEERS/MACHINE EXAMINERS:

Duties:

- Be satisfied, prior to the start of a meeting, or practice, that every competing machine conforms with the rules and any Supplementary Regulations.
- Inspect all helmets and apparel presented to them and ensure compliance with the rules and any Supplementary Regulations
- **If not exempt, DOES require a WWC Check licence**

STARTER:

Duties:

- To be satisfied that for each race every competing motorcycle and its rider carries the proper identification numbers of colours.
- To prevent from starting any excluded or ineligible rider.
- To give control or supervise the starting signal.
- **Does NOT require a WWC Check**

FIRST AID PERSONNEL:

Duties:

- The volunteers or contractors that are responsible for providing a First Aid service at a race meeting or practice
- **If not exempt, DOES require a WWC Check licence**

VOLUNTEERS

CANTEEN MANAGER

Duties:

- Ensure canteen facility is clean and tidy before and after meeting
- Order food and other products
- Assist and supervise the preparation of food
- Ensure preparation is in accordance with Health regulations
- Liaise where necessary with local council on health requirements
- Advise the Club Secretary where any permits are required for the Secretary to obtain
- Organise a float for each meeting
- Keep all money received secure
- Hand takings to Treasurer at conclusion of meeting
- Keep all receipts
- **If not exempt, DOES require a WWC Check licence**

CANTEEN ASSISTANT

Duties:

- Assist the manager as required
- Serve food to customers
- Receive money and give change
- Be pleasant and courteous at all times when dealing with the public
- **If not exempt, DOES require a WWC Check licence**

TRACK MANAGER

Duties:

- Ensure track is prepared prior to each meeting
- Organise volunteers to assist
- Instruct volunteers on use of machinery
- Arrange repairs and maintenance of machinery
- Advise in good time to the President any repairs required
- **Does NOT require a WWC Check**

GATE KEEPER

Duties:

- Take entry money from public
- Hand out an entry ticket to every person entering venue
- Be responsible for security of takings
- Account to Treasurer for all takings
- Sell programs
- Seek assistance where required
- **If not exempt, DOES require a WWC Check licence**

GRANTS/SPONSORSHIP OFFICER

Duties:

- Identify potential grants and apply as required
- Acquit funding as required
- Ensure all conditions of grants are complied with
- Identify and approach sponsors
- Provide potential sponsors with a sponsorship package
- Ensure sponsors commit to a contract
- Look after sponsors to ensure they receive value for sponsorship
- Arrange any signage with the sponsor
- Advise publicity officer of current list of sponsors/grants
- Provide VIP service to sponsors as required and appropriate
- **Does NOT require a WWC Check**

SOCIAL COMMITTEE

Duties:

- Organise raffles etc
- Lead the provision of the end of year function
- Organise relevant social events for members

- Does **NOT** require a WWC Check

BAR MANAGER

Duties:

- Obtain the necessary bar managers licence as required by legislation
- Ensure licence requirements are met, including retraining and training of staff
- Ensure bar area fully complies at all times
- Order Stock
- Account for all stock
- Keep stock secure
- Responsible for security of takings
- Account to Treasurer for all takings
- Keep receipts for all expenditure
- Prepare float
- Does **NOT** require a WWC Check

BAR ASSISTANT

Duties:

- Assist the manager as required
- Serve beverages' to customers over 18 years of age
- Receive money and give change
- Be pleasant and courteous at all times when dealing with the public
- Does **NOT** require a WWC Check

For further clarification on WWCC requirements or the use of these sign on forms please contact Peter Smith at Motorcycling WA on 9371 5333