



BASEBALL NORTHERN TERRITORY



CHILD PROTECTION POLICY – OCHRE CARD AND MEMBER DECLARATION FORM

PROCEDURE: Ochre Card and Member Declaration Forms

PURPOSE: To set out the process and procedure for ensuring all officials that have direct contact with minors are properly screened and ensure that all clubs, association and affiliates abide by the current child protection legislation, BNTI and the ABF member protection policies.

SCOPE: This procedure is to be followed by:

- (i) All Clubs, associations or affiliates involved in the Sport of Baseball under the control or jurisdiction of the BNTI and all affiliates in the Northern Territory.
- (ii) All officials over 15 years of age involved in the Sport of baseball in anyway under the jurisdiction of BNTI or its affiliates, this includes all coaches, assistant coaches, team managers or any official that has direct and unsupervised contact with people under the age of 18 years. Parent helpers, if under the direct supervision of a current Ochre card holder, are not required to complete an application.

REFERENCES: BNTI & ABF member protection Policy and procedures, BNTI constitution, all relevant state and federal legislation and amendment as passed from time to time.

RESPONSIBILITY: Club, association, affiliate management committees, BNTI Management Committee and the BNTI Executive Officer.

RESPONSIBILITIES OF BNTI - Where a club, association, or affiliate have been found to have knowingly breached any BNTI policy or procedure, that entity will be dealt with by BNTI under the provisions of the constitution (section 21) and by- laws.

RESPONSIBILITY OF THE CLUB/ ASSOCIATION OR AFFILIATE - The Club or association will abide by and fulfil the requirements in relation to this procedure, the BNTI, and ABF member protection policies and all relevant legislation.

The relevant Club and Association shall ensure that:

- 1: the official is provided with the required forms.

Link to relevant forms: <http://www.workingwithchildren.nt.gov.au/docs/WWC%20-%20volunteer%20application.pdf>

- 2: Forms are completed and lodged. Confirmation letter and Ochre Card has been received by applicant.
3. Confirmation is sighted and the Ochre Card number recorded on the regions Ochre Card database.
4. Ensure the regions database is forwarded to BNTI and any changes are advised immediately.

5. Officials do not undertake duties involving direct and unsupervised contact with people under the age of 18 year until confirmation is received and confirmed.

6. Any Association, Club, Team or Member found to have violated BNTI, Club or association policy or legal requirements will be dealt with at the discretion of the club, governing associations Board of Directors, or committee in accordance with the clubs, or associations prescribed By-Laws and Constitution. This may include suspension, removal from their position, or expulsion should the breach be deemed irresponsible or of a serious nature.

PROCEDURE

Upon the acceptance of a nomination or appointment to a position where the official has direct contact with junior players the relevant club, association or affiliate must provide the member with all require forms.

The official must complete:

1. The Ochre Card Application Form (and supply all required information and photo).
2. Member Protection Declaration Form.

The official may not commence in the position until all forms and the conformation letter and Ochre Card have been sighted and the reference number recorded.

The Ochre Card and the Member Protection Declaration are valid for 2 years.

Member Protection Declarations

1. The Member Protection Declaration is to be completed and returned to the relevant regional club, association or affiliate.
2. The relevant regional club, association or affiliate shall retain the original of the declaration in their files.
3. A copy shall be made and forward to the BNTI office as soon as is practicable.

Once the regional association has all required documents the secretary, or nominated representative, shall advise the member that they may commence in their nominated capacity.

Any conflicts or requirements in this policy that do not meet current legislation are superseded by the current legislation and relevant acts and amendments.

Further reference Information can be found at:
<http://www.workingwithchildren.nt.gov.au/index.html>

MEMBER PROTECTION DECLARATION

The BNTI has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with BNTI activities. As part of this duty of care and as a requirement of the BNTI's Member Protection Policy, the BNTI must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and contact with people under the age of 18 years

I (Name) of

.....(Address) born/...../.....

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
3. I have completed and lodged the Ochre Card application as required and I authorise _____ to sight and record my Ochre card and Ochre card reference number. I understand that my name and reference number will be maintained on a regional data base and that a copy of the data base will also be forwarded to baseball NT.
(Regional club or association name)
4. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment or narcotics.
5. I have never been sanctioned for an anti-doping rule violation under any anti-doping policy applicable to me.
6. I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
7. To my knowledge there is no other matter that the BNTI may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
8. I will notify the CEO/ secretary of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 7 above has changed for whatever reason.

Declared in the State/Territory of

on/...../.....(date) Signature

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date: