

Community Coach Enrolment Procedure

Thank you for your recent interest in the Active After-school Communities program. In order for you to become involved you will need to complete the Community Coach Training Program (CCTP).

Please complete the following package of information to enrol in the CCTP. Course enrolments close a minimum one week prior to the course date. Limited places are available, so be sure to enrol as soon as possible.

This package must be completed before attending the course.

Please ensure you complete:

- Community Coach Training Enrolment Form
- Applicant Declaration and Consent Form
- Copy of your 100 points of I.D. (e.g. passport and driver's license) (attachment C)

Please note originals need to be also brought to the course to confirm your identity. Certification from a Justice of the Peace is also acceptable.

If you wish to receive Automatic Credit for Modules 2,3, & 4, please attach a certificate of completion to the following qualifications prior to attending the course:

- Teaching qualifications or currently in 4th year (Primary or Secondary), or
- Certificate III in Childcare or above, or
- NCAS Beginning Coaching General Principle (or NCAS entry level coaching accreditation) – ensure you send us a copy of your completion certificate

(Visit <http://www.ausport.gov.au/participating/coaches/education/onlinecoach> for the 'Beginning Coaching General Principles' course)

Please complete **all** necessary paperwork and send/fax to the course coordinator at:

Active After-school Communities
PO Box 376
Wyong, NSW 2259

Fax: 02 43 554738

For more information, please contact Karen Burke on 02 43510102

Alternative training dates can be found at:

http://www.ausport.gov.au/participating/schools_and_juniors/aasc/get_involved/become_a_community_coach

Community Coach Training/ Orienteering NSW level O Enrolment Form

Please complete both pages of the registration form and return to the contact listed on the Course Brochure or fax to: 43 554738

Course Date 4th Feb 2012

Course Venue: Sports House Homebush

PERSONAL DETAILS

TITLE: (Please circle)

Mr

Mrs

Miss

FIRST NAME: _____ LAST NAME: _____

DATE OF BIRTH: _____ GENDER (Please circle) M / F

TELEPHONE: (W) _____ (H) _____

TELEPHONE: (M) _____ FAX: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

ACTUAL ADDRESS: _____

TOWN/SUBURB: _____ POSTCODE: _____

OPTIONAL

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER (TSI) ORIGIN?

NO

ABORIGINAL

TSI

DO YOU HAVE A SIGNIFICANT DISABILITY OR LONG TERM MEDICAL CONDITION? YES / NO

IF YES, WHAT IS THE NATURE OF YOUR DISABILITY? _____

ARE YOU FROM A NON-ENGLISH SPEAKING BACKGROUND (NESB)? YES / NO

IF YES, PLEASE SPECIFY: _____

WHICH ONE OF THE FOLLOWING APPLIES TO YOU?

ARE YOU:

- An internal deliverer from a AASC school or OSHCS (i.e. employee or enrolled student of a AASC School or OSHCS)
 - Representing an Organisation (e.g. sporting club or local council)
 - An individual deliverer whether paid or volunteer, not representing an organisation
- If representing an organisation or School/OSHCS, please list the organisation name: _____

Tick which of the following applies to you:

- | | |
|---|---|
| <input type="checkbox"/> NSO, SSO, Regional Sporting body | <input type="checkbox"/> Community member |
| <input type="checkbox"/> Student | <input type="checkbox"/> Private Provider |
| <input type="checkbox"/> Local Club Member | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Other (please Specify) _____ | |

Have you completed any of the following qualifications (please attach evidence of completion):

- Teaching qualifications or currently in 4th year (primary or secondary)
- NCAS Beginning Coaching General Principles (or NCAS entry level coaching accreditation)
- Certificate III in Childcare or above

MEDICAL CONDITIONS

PERSON TO CONTACT IN CASE OF EMERGENCY:

NAME: _____ PHONE: _____

The course may involve physical activities, some of which may require a reasonable level of fitness. Are there any known reasons: illness, disability, impairment or otherwise, which may impact, limit or restrict your participation in the course?

- NO
- YES If 'Yes' please specify:

APPLICANTS RELEASE AND ACCEPTANCE

I declare the above information is true and correct. I authorise The Australian Sports Commission personnel to obtain medical assistance that they deem necessary should any medical problem or accident occur, and I agree to pay all medical expenses incurred on my behalf.

I agree to release the ASC from any liability to me for any injury or illness that I may suffer, and for any loss or damage to property in connection with the course, except where that liability arises as a result of negligence of the ASC.

The ASC collects personal information in the course of administering the AASC and this enrolment process. In order to administer the AASC, the ASC may disclose the personal details provided on this form to schools/OSHCS who are seeking to engage a person to deliver structured physical activities.

SIGNATURE: _____ DATE: _____

UNDER 18 (PARENT OR LEGAL GUARDIAN TO COMPLETE)

As the parent/legal guardian of _____ I give consent to his/her participation in the Australian Sports Commission Community Coach Training for which he/she has enrolled and agree to the release and acceptance information stated above.

NAME: _____

SIGNATURE: _____ DATE: _____

Proof of Identity



The following lists set out the value of each document according to the 100 point check:

70 points

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

• **Birth Certificate**

- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

Note: Do not score additional points for more than one document.

40 points

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

• **Current driver photo licence** issued by an Australian state or territory

- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

Note: Additional documents can be awarded 25 points.

35 points

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Land rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

25 points

NAME of signatory verified from any other secondary identification document relating to the signatory e.g. marriage certificate (for maiden name only), credit card, council rates notices, telephone account, foreign driver's licence, Medicare Card, etc.

Note: More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if Master Card and Visa Card issued from the same financial institution, only one may be counted

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- **Medicare Card**
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- The records of another financial body of which the signatory is known customer
- A record held under a law other than a law relating to land titles
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years

- Records of a professional or trade association of which the applicant is a member.

At least one of the documents should show the applicant's signature and preferably their current address.

All original documents must be sighted and certified by relevant personnel. Certification from a Justice of the Peace is also acceptable.

The suitable wording for certification of the copy would be “I certify this is a true and unaltered copy of the original”. The certification statement is written on the copy and then signed by the officer verifying the certification, printing their name and position.

APPLICANT DECLARATION AND CONSENT

All fields must be completed. Please use block letters.

Family name: _____
 First name: _____ Other given name(s): _____
 Previous names/aliases: Family name: _____
 First name: _____ Other given name(s): _____
 Date of birth: _____ (DD/MM/YYYY) Gender: (Please tick) Male Female
 Place of birth: Town: _____ State: _____ Country: _____
 Residential Address: Street: _____
 Suburb/Town: _____ State: _____ Postcode: _____
 Contact telephone number: _____ Mobile: _____
 Email: _____

If you used one of these documents to verify your identity, please fill in these details:

Driver's licence: Issuing Agency _____ Number _____
 Firearms licence: Issuing Agency _____ Number _____
 Passport: Type _____ Issuing Country _____ Number _____

Title of child-related* position applied for (specify its child-related nature eg 'child care assistant', not 'assistant': _____

Type of position (Please tick):

- paid employee
- contractor
- volunteer providing intimate personal care to disabled children
- volunteer providing mentoring to disadvantaged children
- minister, priest, rabbi, mufti or other like religious leader or spiritual officer of a religion or other member of a religious organisation
- licensee for prescribed children's services
- authorised carer
- family day carer or home based carer

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration.

A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the [Child Protection \(Offenders Registration\) Act 2000](#).

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Details of these offences can be found online at [http://kids.nsw.gov.au/\[Guidelines/FactSheet 1\]](http://kids.nsw.gov.au/[Guidelines/FactSheet 1])

APPLICANT DECLARATION AND CONSENT

DECLARATION

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Guidelines. I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998* and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:

any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);

any child-related personal violence offence;

any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

an offence punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

may have not been heard or finalised by a court; or

are proven but have not led to a conviction; or

have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child or children; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the *Commission for Children and Young People Act 1998*.

CONSENT

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed **estimate of risk**. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by