

## Blue Card System – Information Sheet

# Sporting Industry

This information sheet provides information about when a blue card may be required when working or volunteering with people under the age of 18 as part of a sporting activity.

### When do I need a blue card?

Blue card requirements depend on the nature of the activities being conducted. Blue cards may be required under various categories of activities regulated by the blue card system, including, 'Churches, clubs and associations involving children', 'Sport and active recreation', 'Private teaching, coaching or tutoring', or "Health, counselling and support services".

The table overleaf outlines possible scenarios where blue cards may or may not be required. This list is not exhaustive and even though one category may not apply, you may still require a blue card under an alternative category. Please contact Blue Card Services if you require further information.

### What if I am a volunteer?

If you are a volunteer of a club or similar organisation and you are required to have a blue card, you will need to hold a valid blue card **prior** to undertaking activities with them. You can apply by completing a *Blue card (BC) application* form.

### What if I am a paid employee?

Paid employees must hold a blue card if they are undertaking work that is regulated on a regular basis, i.e. for at least:

- eight consecutive days, or
- once a week for each week during a period of four weeks, or
- once a fortnight for each fortnight during a period of eight weeks, or
- once a month for each month during a period of six months.

Paid employees can commence regulated child-related work **after** they have lodged a completed application with Blue Card Services.

### What if I run a business?

Business operators must hold a blue card **before** commencing work if their work falls into a category of regulated business.

Your employees and volunteers may also require a blue card. For more information about your obligations as a business operator please refer to the *Obligations for regulated organisations* information sheet on the Blue Card Services website.

Business operators must also implement child and youth risk management strategies. This includes policies and procedures aimed at identifying and minimising potential risks of harm to young people, including codes of conduct, procedures for recruiting and managing staff and volunteers, as well as policies for reporting disclosures or suspicions of harm to children.

For more information please see the [Risk Management Toolkit](#).

### How do I apply for a blue card?

#### Paid employees and volunteers

An employer or volunteer organisation is responsible for applying to Blue Card Services for a blue card for paid employees and volunteers.

Your employer or volunteer organisation will ask you to complete the *Blue card (BC) application form* and sign your identification documents.

#### Business operators

A business operator is responsible for applying to Blue Card Services for a blue card.

You should complete the *Blue card business (BCB) application form* and have a prescribed person sign your identification documents.

## When is a blue card required?

### Churches, clubs and associations involving children

You **will** require a blue card if :

- you are a **paid employee regularly**\* providing services directed mainly towards children or conducting activities mainly involving children;
- you are a **volunteer** providing services directed mainly towards children or conducting activities mainly involving children.

You **will not** require a blue card if you are:

- a **volunteer parent** and your child receives the same services or similar services to those you are providing.

### Private, teaching, coaching or tutoring

You **will** require a blue card if :

- you are a paid employee **regularly**\* teaching, coaching or tutoring one child, or more than one child at the same time, on a commercial basis;
- you **run a business** and the usual activities of your business include private teaching, coaching or tutoring one, or more than one, child, on a commercial basis.

### Sport and active recreation

You **will** require a blue card if :

- you are a **paid employee regularly**\* providing services directed mainly towards children or conducting activities mainly involving children as part of sport and active recreation;
- you are a **volunteer** providing services directed mainly towards children or conducting activities mainly involving children as part of sport and active recreation;
- you **run a business** and the usual activities of the business include sport or active recreation activities directed mainly towards or involving children.

You **will not** require a blue card if you are:

- a **volunteer parent** and your child is receiving the service you are providing.

### Health, counselling and support services

You **will** require a blue card if :

- you are providing a **health service** to a child at a **health facility** in certain circumstances;
- you are providing a health service, counselling service or support service (other than at a health facility) that requires **physical contact** with the child or you are **physically present** with the child while **no-one else is present**.

You **will not** require a blue card if you are:

- a **registered health practitioner** to the extent the activities performed or services provided relate to your functions as a registered health practitioner.

\*Paid employees are considered to be regularly providing services or conducting an activity if they work, or are likely to work for at least:

- eight consecutive days, or
- once a week for each week during a period of four weeks, or
- once a fortnight for each fortnight during a period of eight weeks, or
- once a month for each month during a period of six months.

**NB: This list is not exhaustive and even though one category may not apply, you may still require a blue card under an alternative category.**

Examples of when you <u>will</u> require a blue card:		
Volunteers	Paid Employees	Business operators
<ul style="list-style-type: none"> <li>• A volunteer <b>coach</b> or <b>coaches' assistant</b> of a junior sporting team, e.g. a coach at the local cricket or soccer club.</li> <li>• A volunteer <b>trainer</b>, e.g. a trainer preparing nippers for a surf lifesaving competition.</li> <li>• A <b>chaperone</b> for a junior sports team on an interstate or international trip, e.g. a grandparent acting as a chaperone for a junior hockey team on a trip.</li> <li>• A volunteer supporting athletes at a junior swimming meet.</li> <li>• A volunteer <b>member of a board/committee</b> for a community organisation which provides regulated activities for children e.g. the local football club.</li> </ul>	<ul style="list-style-type: none"> <li>• A <b>referee</b> or <b>umpire</b> engaged to regularly adjudicate at junior games, e.g. a junior rugby league referee.</li> <li>• An <b>instructor/coach</b> regularly providing one-on-one lessons to a child, e.g., private surf lessons, tennis lessons, golf lessons or ballroom dancing lessons.</li> <li>• An employee of a <b>private ambulance service</b> regularly engaged to attend junior sporting event.</li> <li>• An <b>official</b> at a sporting event, e.g. an official at the junior swimming championships.</li> </ul>	<ul style="list-style-type: none"> <li>• A business operator providing <b>private coaching services to children</b> or <b>targeted child-related sports activities</b>, e.g. a learn to swim school or a martial arts centre which trains junior martial artists to compete at junior championships.</li> <li>• You are a <b>personal trainer</b> and a parent engages you to provide <b>one-on-one personal training sessions</b> to their child.</li> <li>• A <b>remedial massage therapist</b> providing massage services to children.</li> <li>• An <b>executive officer</b> of a company providing sports services to children on a commercial basis.</li> </ul>
Examples of when you <u>will not</u> require a blue card:		
Volunteers	Paid Employees	Business operators
<ul style="list-style-type: none"> <li>• A <b>volunteer parent</b> coaching at the local sports club and their child is playing at the club*.</li> <li>• A <b>canteen operator</b> at the sports grounds where junior sports are played.</li> <li>• A <b>team member</b> over the age of 18 and your team includes children.</li> <li>• A <b>coach of an over 18 team</b> which includes a person under the age of 18.</li> <li>• A <b>volunteer coach</b> under the age of 18.</li> <li>• A <b>student under</b> the age of 18 acting as an <b>official</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• A <b>mentor</b> for a coach of a junior sporting organisation and your role is focused on the professional development of the head coach and your duties <u>do not</u> involve contact with children</li> <li>• An <b>employee</b> of a surf school providing services to the <b>general public</b> and a child attends with a parent.</li> </ul>	<ul style="list-style-type: none"> <li>• You are a <b>personal trainer</b> running boot camp classes for the <b>general public</b> and a child attends with their parent.</li> <li>• A <b>registered health practitioner</b> providing health services to athletes under the age of 18, e.g. a physiotherapist treating a junior athlete.</li> </ul>

**NB: This list is not exhaustive and even though one category may not apply, you may still require a blue card under an alternative category.**

\* There is an exemption for volunteer parents under the 'churches, clubs and associations' category if their child receives services or participates in activities that are the same or similar to the services or activities provided by the parent at the club. Volunteer parents should speak to their clubs to clarify the nature of volunteer work they will be undertaking and whether this exemption is applicable.