



## **BASKETBALL QUEENSLAND**

### **Blue Card Requirements for - STATE TEAMS** **(Dated 21.1.11)**

- Note: 1. It is a BQ requirement that all parent volunteers – who are normally exempt from screening – who perform in an official capacity at a State-team level (ie. coach, referee, scoretable, administrator or team manager) must hold a valid Blue Card or a valid Exemption Card.
2. BQ will maintain an up-to-date Register – noting Blue Card/Exemption Card numbers and expiry dates - of all applicants for State-Team staff/administration positions.
3. BQ will keep “Member Protection Declaration” forms of all applicants in a secure place and the information collected during screening (eg. completed MPD form, referees reports and police reports) will either be returned to all unsuccessful applicants or destroyed with the consent of the individual concerned.

#### **For volunteer Coaches/Managers/Referees/Scoretable/Administrators, prior to commencement of any child-related activities:**

1. Confirm details of **Blue Card/Exemption Card** –
  - For applicants employed by BQ within the previous 2 years, obtain confirmation/physically sight the Blue Card/Exemption Card of that individual noting Card No. and expiry date.
  - For applicants not previously employed by BQ or not employed at BQ for more than 2 years prior to this application, physically sight the Blue Card/Exemption Card of that individual noting Card No. and expiry date

**AND** request the individual complete an “Authorisation to Confirm a Valid Blue Card” form for lodgement with the Commission for Children & Young People.

  - For applicants with **no Blue Card/Exemption Card**, ensure that individual does not commence any **child-related activity** until he/she obtains a Blue Card/Exemption Card. Apply for a Blue Card on his/her behalf. Or if applicant has applied for the Blue Card through another organisation, request to physically sight the Blue Card (or the Positive Notice Letter from the Commission for Children & Young People) when it is received by the individual.
2. Check the Prohibited Person Register to verify that the applicant is not a Prohibited Person
3. Check with the Applicant’s referees (where practicable) – make verbal or written inquiries as to applicant’s suitability for the proposed role and their suitability for involvement with children under 18 years of age.
4. Obtain a completed/signed **Member Protection Declaration Form** (MPD) from each applicant and store in a secure place.
5. Return information collected during screening (eg. completed MPD form, referees reports and police reports) to all unsuccessful applicants or destroy with the consent of the individual concerned.
6. Provide each coach & assistant coach with a copy of –
  - a) Preventative Advice to Coaches
  - b) Legal Responsibilities of Coach
  - c) Coaches Code of Ethics
7. Provide each manager with a copy of –
  - a) Managers Code of Ethics
8. Obtain a completed/signed **Coaches Code of Ethics Agreement Form** from each coach/assistant coach and a completed/signed **Managers Code of Ethics Agreement Form** from each Manager