






Below is a list of **categories** of [child-related work](#) that may apply to the sport and recreation sector, where a person has a role that involves, or is likely to involve, **contact** with children as part of their **usual duties**.

This table is a guide only and not intended to be exhaustive. It does not include all circumstances or variations based on the specific role and associated responsibilities. The examples provided may also be subject to [exemptions](#).

If more than one category applies, clubs/associations should choose the category that has the least exemptions, for example Category 15 should be chosen instead of Category 12 for clubs/associations undertaking overnight activities.

Categories may include:	Roles may include:
 <p>4. A coaching or private tuition service of any kind</p>	<ul style="list-style-type: none"> • people providing children's coaching or tuition, such as private sports coaches/tutors or swim instructors, who are not doing so in connection with a club or association (Category 12) • interstate or international coaches working with children in Western Australia • students coaching a junior sports team as part of their placement (required practical training) • personal trainers providing individual sessions for children • coaches/instructors delivering recreation centre classes that are primarily for children.
 <p>5. An arrangement for the accommodation or care of children</p>	<ul style="list-style-type: none"> • people billeting children from visiting teams.

Categories may include:	Roles may include:
 <p>12. A club, association or movement</p>	<ul style="list-style-type: none"> coaches/tutors/instructors providing activities to children referees/umpires/judges of junior teams or junior competitions junior team support roles, such as team managers and first aid/medics canteen roles that serve junior participants people in board positions who present medals/awards to junior members visitors/VIPs who attend the club or association to present medals/awards.
 <p>15. An overnight camp</p>	<ul style="list-style-type: none"> people running activities, coaching, or officiating at overnight events/camps people supervising children at overnight events/camps people serving food to junior participants at the overnight event/camp. <p>Includes parent volunteers and is irrespective of whether they are staying overnight themselves.</p>
 <p>16. A transport service specifically for children</p>	<ul style="list-style-type: none"> people specifically transporting children for a club/association/team

Does your organisation have a significant membership or involvement of children?

The most used category for the sport and recreation sector is Category 12: A club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.

Organisations have a significant membership or involvement of children, when:

- the organisation has a substantial number or percentage of children as members the involvement of children in the activities undertaken is significant.
- the organisation's activities are directed specifically at, or to attract, children. For example, a sailing club with only adult members may decide to broaden its membership and undertake specific activities to recruit junior members.

What are informal arrangements?

The Working with Children (WWC) Screening Unit considers that “an informal arrangement entered into for private or domestic purposes” is one that is made available only to a limited number of people, associated with a private friendship or family group and organised on a casual basis. For example, a neighbour taking a few children from their street to the local football oval.

A formal arrangement might include a person advertising their services, running a business providing the relevant service; or promoting their service to children in general and not just responding to children within their own social network. For example, the person advertising their coaching services to children in the local area. Some arrangements may start informal but then become formal, which may then require a WWC Check.

What is the parent volunteer exemption?

Many parents who volunteer in activities involving their children are exempt from having to apply for a WWC Check, for example, a parent volunteer who coaches their child's sporting team. However, the parent volunteer exemption is applied differently depending on the category of child-related work; for further information refer to [Factsheet CRW03 – Exemptions, the parent volunteer exemption](#).

Please also note that individuals who hold a **Negative Notice** or **Interim Negative Notice** are prohibited from accessing the parent volunteer exemption. For more information refer to [Factsheet CRW04 – Exemptions, narrowing of access](#).

How does our organisation determine who is a volunteer and who is paid?

A volunteer is a person who engages in child-related work for an employer, volunteer organisation or **education provider** for no financial reward or wage.

A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive no financial reward and is considered a volunteer by the WWC Screening Unit.

Organisations should carefully consider whether any amount paid to an individual can reasonably be considered either income or a payment to cover costs. This should be done prior to determining any applicable exemptions or signing an Application for a WWC Check form or renewal application.

When making this decision organisations may find it useful to consider the following questions:

- What are the costs to the individual providing the work? Their costs may include travel expenses, phone calls, uniforms, stationery, sports equipment, and other items if they are necessary to engage in their child-related work.
- Over what period is this service provided and the payments made? For example, if payment provided to the individual is no more than can be reasonably expected to cover the person's costs incurred over the year, the person may be considered a volunteer.
- Does the payment the individual receives exceed the costs of the individual carrying out the work? If so, they would be considered a paid employee. It is irrelevant whether the work occurs frequently or infrequently and whether there are small frequent payments or large infrequent payments.

For example, a netball umpire who umpires one game per week and receives \$20, could be considered to receive a payment that covers their expenses (travel, membership, accreditation, and uniform). However, if that same person umpires three games on a Saturday for \$20 per game, this could be considered to exceed the costs of their expenses and therefore be a payment.

What can we do to be a child safe organisation?

The WWC Check is only one strategy to keep children safe. There are many things that organisations can do to make sure they are child-safe and child-friendly. For more information visit the Department of Communities [Child Safe Organisations Knowledge Hub](#).

Definitions of **bold** terms can be found in the Working with Children Check glossary at www.workingwithchildren.wa.gov.au