

# Registration to Work with Vulnerable People

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## Information for sport and recreation organisations

**The *Registration to Work with Vulnerable People Act 2013* aims to protect children and vulnerable people from harm through compulsory background checking for anyone working or volunteering in Tasmania.**

Sport and recreation organisations have a legal and moral obligation to reduce the risk of harm to children and young people by ensuring that all persons required to hold a Registration to Work with Vulnerable People are compliant.

Requiring a registration to work or volunteer with vulnerable people is only one of the practices that organisations need to ensure safe environments for everyone.

Organisations should also have policies in place that promote safe and supportive environments for children and young people, including risk management policies that have practices that safeguard children, codes of conduct, and supervision and training.

## Who needs a registration?

People need to have a registration if they:

- are 16 years of age and over
- work or volunteer with children (under 18 years of age)
- have more than incidental contact with children as a normal part of their duties
- provide supports and services to a person with a disability under the NDIS in Tasmania.

In sport and recreation this includes:

- board directors and affiliate board directors
- state/affiliate junior development coordinators and volunteers
- coaches and officials working with children or vulnerable people
- state team officials, managers and chaperones travelling with children or vulnerable people
- technical officials, marshals and referees
- volunteers working at events including junior development camps
- member protection information officers and first aid officers
- race directors conducting junior events
- any other people who are involved in junior events or whose duties bring them into contact with children, including parent help in sporting activities where the parents are designated officials.

A sport and recreation organisation or employer may also require other people to have a registration.

# What do sport and recreation organisations need to do?

## Check and update registration details

Clubs, associations and other organisations must check the status of an employee or volunteer's registration before they start with the organisation. A registration card should not be accepted as proof alone.

It is also mandatory to add the organisation's details to an employee or volunteer's registration or application online within 10 working days of them starting at your organisation. This ensures your organisation is contacted if their registration status changes (i.e. if their registration is suspended or cancelled).

When a person stops working or volunteering with your organisation, you must also ensure your organisation's details are removed from their registration within 10 working days.

It is also good practice for you to check the status of your employee's or volunteer's registration periodically to ensure it hasn't expired. You can do this easily through the online Employer Portal.

## How to check a volunteer or employee's registration status

You can check details of an employee or volunteer's registration through the CBOS website [here](#).

Search for the employee or volunteer using their application/card number and last name.

- [Check the status of an application or registration](#)

## How to manage your organisation's volunteers and employees

You can also easily keep track of registrations using the Employer Portal. The portal allows organisations to become a listed employer and manage registrations and notifications through a single portal.

Your organisation can search and add employees and volunteers, pay for employee and volunteer registration fees (if applicable), and update the organisation's details.

- Step-by-step instructions are available in the [Employer Portal User Guide](#).
- More information about employer obligations regarding Registration to Work with Vulnerable People can be found [here](#).
- Enrol your sporting organisation or club through the online [Employer Registration](#) form.

## Registration holder obligations

Please ensure registration holders within your sporting organisation or club are aware of their registration obligations.

- [Registration holder obligations](#)

## More information

- **Registration to Work with Vulnerable People – visit [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)**
- **Key principles that employers can look out for in organisations that work directly with children – see [child safe organisations](#).**