

# *Junior Officials Policy*



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Acknowledgement

OF COUNTRY

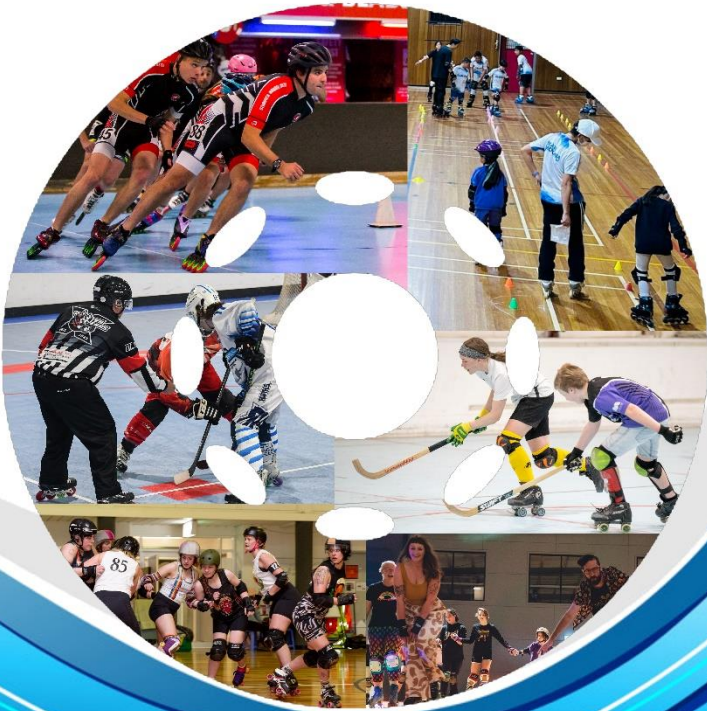
Skate Victoria acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea, and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

OF DIVERSITY AND INCLUSION

Skate Victoria recognises that inclusion is about making sure our sport reflects the diversity of all participants and are committed to providing a safe, welcoming, and respectful culture where everyone feels welcome and accepted regardless of age, gender, ability, socio economic status or cultural, ethnic, or religious background.

OF SAFE ENVIRONMENTS

Skate Victoria is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will always act to ensure that a child-safe environment is maintained.



## REFERENCES

Child Employment Act 2006  
Child Employment Regulation 2016  
[www.volunteeringvictoria.org.au](http://www.volunteeringvictoria.org.au)  
[www.volunteering.nsw.gov.au](http://www.volunteering.nsw.gov.au)  
[www.education.act.gov.au](http://www.education.act.gov.au)  
[www.volunteeringqld.org.au](http://www.volunteeringqld.org.au)  
[www.yacvic.org.au](http://www.yacvic.org.au)  
[www.nfplaw.org.au](http://www.nfplaw.org.au)

[www.sport.act.gov.au](http://www.sport.act.gov.au)  
[www.clearinghouseforsport.gov.au](http://www.clearinghouseforsport.gov.au)  
[www.ma.org.au](http://www.ma.org.au)  
[www.playnrl.com](http://www.playnrl.com)  
[www.iihf.com](http://www.iihf.com)  
[www.aflcommunityclub.com.au](http://www.aflcommunityclub.com.au)  
[www.vbra.basketball.net.au](http://www.vbra.basketball.net.au)  
[www.playbytherules.net.au](http://www.playbytherules.net.au)

## INTRODUCTION

Skate Victoria recognises that volunteers from the community make a valuable contribution to roller derby activities in Australia. Our officials are the safeguards of our sport whose contribution remains vital. Skate Victoria recognises and values the reciprocal nature of the relationship between the sport and the individual and is committed to encouraging junior participation to provide young people with an early opportunity to experience officiating.

This Junior Officials Policy aims to assist member clubs in creating a safe, fair and inclusive environment for everyone, especially volunteers under the age of 18 that are engaged in performing tasks at Skate Victoria sanctioned activities. Our commitment is to ensure that every junior official is adequately trained and appropriately supervised.

Skate Victoria has a responsibility to ensure that all member Officials operate in a healthy and safe environment that is supervised in an appropriate manner based on their age, capability and experience.

### *Purpose*

This Policy seeks to ensure the safe conduct of duties and proper supervision of all Junior Officials - that is, anyone under the age of 18. It is a Policy requirement that the conditions of this policy are met.

### *Scope*

This policy applies to all Skate Victoria Officials including those under 18 years of age and any organiser managing an activity sanctioned by Skate Victoria.

### *Definitions*

The following definitions apply to this policy:

**Game Area:** The game area at a roller derby activity is the area to which spectators or the general public are not admitted where participants may be skating and includes the track and surrounding official's areas.

**Direct Supervision:** When a Junior Official is in view of, and in direct verbal communication with the superior while carrying out tasks (shadowing a role).

**Indirect Supervision:** When a Junior Official is:

- in verbal communication by the use of a two-way radio, telephone or,
- given comprehensive instruction/induction/training to carry out tasks.

**Junior Official:** Any person under the age of 18 who is appointed by an Organiser and trained to undertake a specific task at any sanctioned Skate Victoria activity.

**Volunteer Official:** Any person who is appointed, given instruction (training) and deemed competent to undertake a specific task by an Organiser at Skate Victoria sanctioned activities.

## KEY PRINCIPLES

- Junior Officials must at all times be under the direct or indirect supervision of an 18 years or older Skate Victoria Official/Member as applicable.
- Junior Officials working in the game area must be under direct supervision except where dispensation has been granted.
- It is important to note that **Junior Officials are not permitted to attend any incidents which include First Aid or Disputes.**
- **Non-Game Areas – Non Official Roles**  
Juniors who are involved in club fundraising activities at SV sanctioned activities including Front Door/Stalls are required to have adult supervision at all times. Please check WWCC requirements within your State.
- Where permitted by state legislation the following ages are the recommended minimum age for Junior Officials:

ACTIVITY POSITION	MINIMUM AGE	SUPERVISION LEVEL REQUIRED
Non Skating Official Roles: Non Game Areas Score Keepers Scoreboard Operator Penalty Tracker Lineup Tracker <i>Note: if positions are located in game area during activity, the position needs to be classified as in game area and the appropriate age limit followed.</i>	14 years old  <i>Dispensation can be sought for 12-14 year olds if the sports facility have rink barriers which separate juniors from gameplay (ie skating rinks)</i>	Indirect
Non Skating Official Roles: Game Areas Jam Timer Inside White Board Penalty Box Penalty Wrangler	16 years old	Direct
Skating Official Roles: Full Contact Gameplay Referee	16 years old, must apply for dispensation	Indirect
Skating Official Roles: Training/Positional and Modified Adult Gameplay Referee	16 years old	Direct
Skating Official Roles: Training/Positional and Modified Junior Gameplay Referee	14 years old	Direct

## Roles and Responsibilities

The Junior Official will:

- Learn the WFTDA rules of flat track roller derby
- Complete any required Skate Victoria training as made available
- Listen to their supervisor and take direction
- Be aware of the procedures to undertake the activity safely
- Report to the supervisor as soon as possible any incidents, accidents, illnesses or near misses which relate to the activity
- Adhere to Skate Victoria's Codes of Conduct
- Advise their supervisor of any medical condition they have which may prevent them from undertaking their role
- Inform their supervisor if they are unable to undertake or complete a task
- Use appropriate communication channels within the activity structure when needing support, back up, supervision or debriefing.
- Ensure situations involving conflict of interest are declared and any conflict mitigated.



The Parent or the Legal Guardian:

- Of a Junior Official, must read the Junior Officials and other related Skate Victoria Policies and Bylaws and sign a Consent Form.

The Club organising the Skate Victoria sanctioned activity must:

- organise the recruitment, training, and supervision of junior officials;
- obtain written consent from the parent or guardian of the child
- provide a 'Schedule of Duties' to Junior Officials which includes:
  - Who they are responsible to; and
  - Safety measures related to the activity
- ensure valid Working with Children/Blue Card/Working with Vulnerable People (WWC/BC/WWVP) checks held by those supervising or working with children
- assign Junior Official's to a supervisor and monitor the work of the supervisor, ensuring proper supervision of the child

The Supervisor:

- Shall ensure that each Junior Official is trained and capable of fulfilling their functions adequately;
- shall supervise and provide suitable information, training and resources for Junior Officials;
- must be over 18 years of age; and
- must hold a current and valid WWCC for relevant jurisdiction and not be a prohibited person.

### ***Training***

Organisers/clubs must ensure Junior Officials are adequately trained to fulfil their 'duties' and must also be verbally briefed on the day by a supervisor to ensure Junior Officials have a solid understanding of their role and responsibilities.

As resources become available and requirements are updated, clubs must ensure they adhere to the current Skate Victoria minimum requirements.

### ***Types of Roles***

Types of roles that Junior Officials can participate in may include:

- Roles listed above, under Key Principles
- Working in the canteen
- Helping commentators
- Helping at working bees

### ***Personal Protective Equipment and Tools***

Junior Officials will be required to wear the Personal Protective Equipment (PPE) applicable to undertake their role. Supervisors will ensure Junior Officials are equipped with, and are trained to use the tools required to fulfil their 'duties'.

### ***No Discrimination or Harassment***

Skate Victoria believes that all officials and volunteers should be able to work in a supportive environment free of any discrimination (direct or indirect) or harassment. Skate Victoria will not tolerate harassment of any kind to volunteers or officials. Skate Victoria will treat any reports of discrimination or harassment seriously, and will investigate such complaints promptly, confidentially, and impartially.

All officials and volunteers are bound by Skate Victoria's Bylaws, Policies and Codes of Conduct.

## ***DOCUMENT REVISION HISTORY***

May 2017	Policy	Created
June 2017	Non Games Areas-Non Official Roles	Updated
June 2017	Activity, Minimum Age & Supervision Table update	Updated
October 2023	Cover, Contents Page and page Numbers	Updated

## ***CONSENT FORM TEMPLATE***

A printable consent form template can be found on the following page. Please ensure your club retains records of volunteers under the age of 18 years in accordance with your state legislation and legal requirements.

## Section 1. Parent or Guardian responsible for child

Given name \_\_\_\_\_ Family name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Nominated contact person** - Details of another person who may be contacted by the child/club if the child's parent/guardian cannot be contacted

Name of nominated contact person \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Section 2. Child's Details

Given name \_\_\_\_\_ Family name \_\_\_\_\_ Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address (if different from address listed above) \_\_\_\_\_

Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Section 3. Host Club Details

Club Name \_\_\_\_\_

Contact person (committee/office bearer) name \_\_\_\_\_

Contact person (committee/office bearer) position \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Section 4. Activity Details

Name of Activity \_\_\_\_\_

Date of Activity \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times \_\_\_\_\_

## Section 5. Activity Type

Check applicable activity positions

X	ACTIVITY POSITION	MIN. AGE
<b>Non Game Areas</b>		
	Score Keepers	14 years old
	Scoreboard Operator	14 years old
	Other: (enter details)	
<b>Game Areas</b>		
	Jam Timer	16 years old
	Inside White Board	16 years old
	Penalty Box	16 years old
	Penalty Wrangler	16 years old
	Other: (enter details)	

X	ACTIVITY POSITION	MIN. AGE
<b>Non Game Areas</b>		
	Penalty Tracker	14 years old
	Lineup Tracker	14 years old
	Other: (enter details)	
<b>Game Areas</b>		
	Referee: Training/Positional and Modified Adult Gameplay	16 years old
	Referee: Training/Positional and Modified Junior Gameplay	14 years old
	Referee: Full Contact Gameplay	16 years old, must apply for dispensation

## Section 6. Parent's consent

I (full name of parent/guardian) \_\_\_\_\_

give my permission for (full name of child) \_\_\_\_\_

to participate in the above marked positions in Section 5.

\_\_\_\_\_  
(Signature)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Date)

**SKATE**  
***VICTORIA***  
***INC***