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**BAYSIDE HOCKEY CLUB INCORPORATED**  
**(Bayside HC)**  
Registration Number A0044571

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## **VOLUNTEER REGISTRATION POLICY**

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### **Application**

This Policy applies to all coaches, team managers, volunteers and officials of Bayside HC acting in an official capacity as a representative of Bayside HC, or otherwise, in relation to any activities of, or relating to, Bayside HC.

Compliance is to be maintained at all times in line with Child Safety requirements, and Hockey Victoria and Bayside HC policies.

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### **Policy**

#### **1. Volunteer Registration**

It is mandatory that all coaches, team managers, volunteers and officials of Bayside HC complete the registration requirements detailed below.

- Obtain a Working with Children Check.
- Complete a Member Protection Declaration.
- Complete the following 'Play by the Rules' online courses:
  - Play by the Rules – Child Protection Course
  - Play by the Rules – Harassment and Discrimination Course.
- Complete etrainu COVID-19 training "What it is and how to prevent the spread"
- Register (for free) using TeamApp.

Coaches are also required to have completed one of the following coaching courses the last four years as per Hockey Victoria requirements:

- Community Accreditation,
- Level 1 Accreditation,
- Level 2 Accreditation, or
- Accreditation Renewal

Evidence of meeting these requirements must be recorded on the Everproof record management system, so please load the certificates for these courses onto Everproof. After completing these requirements you will be "compliant".

Please request an Everproof account through Bayside HC if you don't already have one.

If you have previously registered with Everproof please email the club to be added to the club Everproof account.



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## Questions

If you have any questions, concerns, or issue relating to the content of this Policy contact the Bayside HC Secretary on [secretary@baysidehockey.com.au](mailto:secretary@baysidehockey.com.au).

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**August 2021**