



Together, we
are stronger

Policy Document

Policy: Working with Vulnerable People

Version: 1.01

Responsible Officer: MPIO Board Sponsor

Date Revised: 20th December 2025

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Introduction

The protection of vulnerable people is a matter that Tuggeranong United Football Club (The Club) treats with the upmost importance. The Club operates in accordance with Football Australia's Member Protection Safeguarding Policy and the ACT Government Law Working with Vulnerable People (Background Checking) Act 2011.

The Working with Vulnerable People (WWVP) Act aims to reduce the risk of harm or neglect to vulnerable people in the ACT. The WWVP Act requires those who work or volunteer with vulnerable people to have a background check and be registered. Under the Act you must be registered if you are going to be work or volunteer with vulnerable people in a regulated activity or service on a regular basis.

The Club is committed to a standard that requires everyone that holds an official position within the organisation to have a current WWVP card.

Our Mission

To strengthen every player, coach, volunteer, and supporter by working together as one club – providing the resources, support, and opportunities to achieve our best on and off the field, no matter where people are in their journey in football or life.



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Who Requires a WWVP Card

All of the following TUFC officials, aged 16 or over, require a WWVP that cannot have any conditions that restrict activities they would reasonably be required to participate in:

- All TUFC Board members
- Coaches
- Managers
- Referees
- Canteen Managers
- Administrators
- Physio / Trainer
- Technical Directors

If an individual has a restricted WWVP card, they cannot hold any of the positions listed above. If an individual has a restricted WWVP card, they can participate in the below with the approval of the Board:

- Assistant Coach
- Other roles as the Board deems necessary.

If an Assistant Coach is appointed with a restriction, then the head coach will be required to sign a document stating they will take responsibility for the supervision of the restricted WWVP card holder for the season.

Other support staff that engage with children for more than 3 days in a 4-week period, or 7 days in 12 months also require a WWVP card. If the card includes any restrictions, approval from the Board must be sought prior to any engagement with children, and the head coach of a team will be required to sign a document stating they take responsibility for supervising

Any official that does not already have a valid WWVP card, must submit an application for a WWVP card and provide the receipt of submission to TUFC's Member Protection Information Officer (MPIO) prior to commencing any role that engages with children. If an application is declined, or a WWVP card is revoked, the individual will be immediately withdrawn from any TUFC activities that engage children.



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It is the responsibility of the WWVP card holder to ensure their card is always up to date and apply for renewal before that date.. Should the holder not act to renew their card they will be ineligible to continue their role until evidence of the renewal has been provided.

Applications and renewal of a WWVP can be made through Access Canberra.

It is an offence to work or volunteer in a regulated activity without a WWVP registration. Fines up to \$7,000 and/or 2 years imprisonment can apply.

Additional Safeguarding Measures

To strengthen TUFC's child safeguarding processes, all Coaches and Managers are required to undertake Sport Integrity Australia's free online e-learning module - Safeguarding Children and Young People in Sport Induction, which is available to access at [eLearning course overview | Sport Integrity Australia](#). Once completed this course, a copy of the certificate of completion should be sent to the MPIO by emailing it to MPIO@tufc.org.au

All other TUFC officials are strongly encouraged to complete this course. Working with other volunteers to remedy the situation.