



**QUEENSLAND RUGBY REFEREES ASSOCIATION  
(BRISBANE) INC.**  
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## **QRRRA BLUE CARD PROCEDURES**

The Blue Card system administered by the Queensland Government helps ensure a safe and supportive environment for children who are participating in activities including sport. As any member of the QRRRA may be appointed to matches involving children under the age of 18, all QRRRA members will comply with the requirements of the Blue Card system. This system has three components: an initial Working With Children Check, ongoing monitoring, and implementation of child and youth risk management strategies.

### **WORKING WITH CHILDREN CHECK – NEW MEMBERS**

All new QRRRA members are required to undergo the initial Working With Children Check, which assesses a person's eligibility to hold a Blue Card based on their known past police and disciplinary information. This check requires members to complete a 'Blue card application'; this form with Parts A, B and C completed can be downloaded from the 'Resources' page at [www.qrra.com.au](http://www.qrra.com.au). Parts D, E and F require information from the member and an approved organisational representative. Instructions on the completion these sections are given below. Do not complete Part G; QRRRA members are all considered volunteers. Once completed, the form should be posted to:

Blue Card Services, Public Safety Business Agency  
PO Box 12671  
Brisbane George St QLD 4003

When the application has been approved, members will receive notification of their Blue Card details, which must be passed on to the QRRRA Administration Officer. Your Blue Card is then current for three years from the date of issue.

### **ONGOING MONITORING – CURRENT MEMBERS**

Blue Cards remain current for three years. After three years a renewal notification will be sent by Blue Card Services via SMS and email. Renewal requires completion and submission of a full 'Blue card application' per the above section. Once you have been notified that your Blue Card has been renewed, you must pass these details on to the QRRRA Administration Officer. Your Blue Card is then current for a further three years from the date of renewal.

### **CHILD AND YOUTH RISK MANAGEMENT STRATEGIES – ALL MEMBERS**

All QRRRA members should be familiar with the QRRRA's Child Protection Risk Management Policy, and the Queensland Rugby Union's Child Protection Policy. Both can be found under the 'Child Protection Policy' link under the 'Resources' tab at [www.qrra.com.au](http://www.qrra.com.au).

## COMPLETION OF PARTS E AND F OF 'BLUE CARD APPLICATION' FORM

Completion of Part E requires applicants to provide two ORIGINAL documents as proof of identity. Part F requires an authorised representative of the QRRRA to declare that these ORIGINAL documents have been sighted, and provide a warning to the applicant that it is an offence for a disqualified person to sign a Blue Card application. Sighting of the ORIGINAL documents and completion of Part F may be performed by any QRRRA office holder, including the President, Vice-President, Secretary, Treasurer, Committee Members, Administration Officer or Appointments Officers.

## EXEMPTIONS FROM THE BLUE CARD PROCESS

Certain occupations, including registered teachers and police officers, may apply for an Exemption Card, which remains valid for as long as they are employed in that occupation. The Exemption Card Application can be found on the 'Resources' page at [www.qrra.com.au](http://www.qrra.com.au). Those QRRRA members who are eligible and obtain an Exemption Card should advise the Administration Officer of their card details.

If a QRRRA member has obtained a Blue Card through any other employment or voluntary activities they are not required to obtain another, but should advise the Administration Officer of their card details.

Any questions relating to the Blue Card process should be directed to the QRRRA's Administration Officer at [admin@qrra.com.au](mailto:admin@qrra.com.au) or via phone on 0409 192 396.



N. LESEBERG  
Administration Officer  
QRRRA

11 Jan 16

## BLUE CARD APPLICATION/RENEWAL CHECKLIST

- Download and print a 'Blue card application' from the Resource Library link at [www.qrra.com.au](http://www.qrra.com.au)
- Complete and sign Part D
- Obtain required ORIGINAL proof of identity documents as detailed in Part E
- Have an authorised representative of the QRRRA (any QRRRA office holder) sight the ORIGINAL proof of identity documents and complete Part F
- Do not complete Part G. All QRRRA members are considered volunteers
- Post the completed form to Blue Card Services
- Once approved, advise the QRRRA Administration Officer of your card's details