

# Operational By-Law 08

## Suitability Card

(Blue Card)



### Objective:

The objective of this By-Law is:

1. To ensure all instructors as well as other members who instruct juniors has a Suitability Card.

### By-Law

All instructors, both paid and unpaid, who may instruct minors at the TMAC facility needs to have a Suitability Card.

(A minor is someone who is under 18 years of age)

Any member of TMAC, either a full member, junior member or associate member, who may instruct a minor at the TMAC facility, also needs to have a Suitability Card.

TMAC members who are instructing their own children (only) do not need to have a Suitability Card.

### Procedure to Apply for Card

Any member that meets the criteria listed above under By-Law, and wishes to apply for a Suitability Card should:

1. Contact the TMAC Secretary and give details as to why a Suitability Card is needed.
2. Fill in the appropriate Government Form.  
(Application for suitability notice for a volunteer)
3. Contact the TMAC Volunteer Coordinator to arrange a suitable time to inspect Proof of Identity Documents
4. Once Suitability Card has been issued, details need to be recorded on the TMAC Suitability Card Register.  
(Contact the TMAC Secretary with Suitability Card details: Name on Card, Registration Number, and Expiry Date)

## **Renewal Procedure**

1. Renewal notices are sent to card holders' residential address.
2. If residential address is changed, it is the card holders responsibility to notify the Commission of any change of address.

Once Renewed Suitability Card has been issued, renewal details need to be recorded on the TMAC Suitability Card Register.

(Contact the TMAC Secretary with Suitability Card details: Name on Card, Registration Number, and Expiry Date

## **Revocation**

If TMAC becomes aware of any breaches to the ACT by the card holder their right to instruct minors must be revoked and both MAAQ and the CCYP notified.