

Club Sign On Coming Up – Don't Forget the Blue Card!

Club sign ons are upon us, so we thought it a good time to remind you about a few things that your club might need to be aware of in relation to blue cards.

Club Contact Person –

Every club should have a contact person/volunteer coordinator that is responsible for the administration of blue cards. We suggest you only need one contact person at any given time. The club contact is the only person, other than the applicant, who can access certain information from the Commission regarding an application or blue card. If your club contact from last year has left, you need to send a letter, that is signed by a committee member and on club letterhead, advising who the new contact person is, and who they replaced.

Application Forms –

Make sure you use the right forms as the content of the forms changes from time to time. The most current forms can be found on the Commission's website.

<http://www.ccypcg.qld.gov.au/employment/bluecard/applications.html>

Please ensure that the forms are checked and signed by an authorised representative of the club. This could be the contact person, the volunteer coordinator or committee member. If the forms are not fully completed, it might slow the processing of the application.

Try to send in the forms as soon as possible. A number of sport and recreation activities have a similar sign on period. Large volumes of applications received at the same time may cause delays in processing.

Authorisation Forms –

If a new person arrives at your club with a blue card, or tells you that they have submitted an application through another organisation, ask them to complete an authorisation form and send it to the Commission. This allows the club to check the validity of the blue card or the status of the application. The form can be found on the Commission website.

<http://www.ccypcg.qld.gov.au/pdf/bluecard/authorisation-confirmation-for-bluecard.pdf>

If you have any queries, or require more information, please call the Blue Card Contact Centre on **1800 113 611** or go to the Commission's website at www.bluecard.qld.gov.au .