



NO VOLUNTEERS WHO REQUIRE A WORKING WITH CHILDREN CHECK ARE PERMITTED TO PERFORM ANY ROLE AFTER THE 31 MARCH 2016 IF A CURRENT CHECK OR APPLICATION IS NOT IN PLACE

WORKING WITH CHILDREN CHECK INSTRUCTIONS

APPLICANTS

All Managers, Coaches and committee and adults over the age of 18 who will be regularly helping with the junior teams (under 18) should go to

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

1. Complete application form. Tips:

- ✓ Purpose of check = tick third circle '*volunteer*'
- ✓ Child related sector = '*clubs or other bodies providing services to children*' in the drop down box.

2. Record application (APP) number.

3. Email Age Manager for your team with the application number **plus the person's family name and date of birth.**

4. Age manager to then email Vice President, Grahame Bateman (with a list of applicants in their age groups including the applicant's family name, **date of birth** and application number.

5. Applicant then needs to attend a ServiceNSW location with their drivers licence or nominated form of ID and have their ID verified.

6. Applicant will receive a letter or email confirming that they have been cleared for working with Children and this will have a specific 'WWC' number. Applicant must inform their Age Manager of this WWC number and this in turn notified to the Club's Member Protection Officer, Grahame Bateman.