



Working With Children Check Guide

The New South Wales Working With Children Check (WWCC) is an essential component of child safeguarding and a Government legal requirement for all sport organisation and individuals who work or volunteer in sport with children under 18 years of age.ⁱ

Where a person aged over 18 is unable to satisfy the requirements of the NSW Working with Children Check or the FNSW WWC Policy requirements, they are not permitted to work or volunteer in a child related role in football under the authority of Football NSW.ⁱⁱ

Fines Up to \$11,000 and Imprisonment up to 2 years apply for Clubs and individuals found to be non-compliant with the Working with Children Check (WWCC) in NSW.ⁱⁱⁱ

Coach, Manager & Volunteer Requirements

The WWCC is mandatory for all coaches, managers, and volunteers associated with Wyoming FC, as stipulated in the Wyoming FC Constitution. To complete your registration for any of these roles, you must first apply for and obtain an approved WWCC through Services NSW before submitting your PlayFootball registration. *Please note: if you currently hold a valid WWCC (paid or volunteer) they can be used and you do not need to reapply. If you have a WWCC number & cannot locate it – See the following page.*

NO REGISTRATION NO TEAM. A registration will not become active or be able to allocate a team a Coach or Manager until full registration has been completed.

NOTE : No training allocation or team kits will be issued to teams without a fully registered Coach and Manager.

HOW TO APPLY

1. Go to [Service NSW](#) - Click on “Apply online”.
2. Fill in the form using the details that appear on your driver’s license or ID **exactly**. These details must match your PlayFootball registration details.
4. Be sure to click that the purpose for your check is because you’re a “volunteer” (No Fee) and select the sector as “clubs or other bodies providing services to children”.
5. Once you submit the form, you will receive an application number. You have six weeks to attend the Service NSW with this Application number and your drivers license to finalize the application.
6. Allow four weeks to receive your results and your Working with children (WWCC) number. You will need to provide this number and supporting documentation (email verification or screenshot from Service NSW app) during the registration process.
7. Please note this WWCC number will be valid for five years.
8. Your Coach/Manager/Volunteer Registration will not be finalized until your WWCC Clearance is completed and received and validated by our Club Registrar.

STEPS TO RETRIEVE YOUR WWCC NUMBER

Check Your Email: Look for the email notification you received when your WWCC was issued. This email contains your WWCC number. Search for keywords like "WWCC Notification" in your inbox.

Use the Service NSW App: If you have the Service NSW app, you can add your WWCC details to it. Once added, you can view your WWCC number and status directly in the app. To do this, log in to your MyServiceNSW Account and select the option to add your WWCC.

Retrieve Online: If you cannot find your WWCC number in your email, you can retrieve it online. Visit the Service NSW website and follow the prompts to enter your name, date of birth, and either your driver licence number or application number. This will allow you to access your WWCC number.

Contact the Office of Children's Guardian: If you still cannot find your WWCC number, you can contact the Office of Children's Guardian for assistance. They can help you retrieve your number if you provide the necessary identification details.

ⁱ Working with Children Check | Office of the Children's Guardian - <https://ocg.nsw.gov.au/working-children-check>

ⁱⁱ Working with Children Check - Football NSW - <https://footballnsw.com.au/member-protection-safety/working-with-children-check/>

ⁱⁱⁱ Penalty Notice Offences under the Child Protection (Working with Children) Act 2012 - <https://www.nsw.gov.au/sites/default/files/2022-06/Consultation-Paper-WWCC-Penalty-Infringement-Notices.pdf>