



In the interests of promoting child safety within the sport of Football, the Board of Football NSW has implemented this policy to expand the categories of individuals requiring the NSW Government's Working with Children Check (**WWCC**).

This Policy applies to all Football NSW affiliated Clubs, Associations, Branches, Centres, Referee Branches and all Officials, Coaches, Managers, Technical Directors, volunteers and participants.

The WWCC legislation provides exemptions from the requirement to obtain a WWC Number for certain categories of individuals, including:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team;
2. Referees; and
3. Persons aged under 18 years of age.

While recognising that the WWCC is only part of an organisation's tools for promoting a child safe environment, the Board of Football NSW was concerned that these exemptions, particularly the first two, meant that a significant and important portion of the membership was not being subjected to the WWCC.

Accordingly, under this Policy, the following require a WWC Number as a condition of registration:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team; and
2. Referees
3. All workers and volunteers involved in any official club, association etc. event or activity that involves overnight stays, tours or camps involving overnight accommodation.

All persons aged under 18 years of age, remain exempt.

Coaches and Managers

Under this Policy, **all paid persons** and all volunteer Coaches, Managers, Technical Directors and other roles which involve working or volunteering with children under 18 years of age require a WWCC (unless exempt). For the avoidance of doubt, this requirement extends to volunteer parents or close relatives coaching or managing their own child's or close relative's team.

The exemptions recognised by Football NSW are:

- Persons under 18 years of age;
- Grounds persons;
- Guest presenters or speakers for a one-off presentation;
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

Therefore, it is a requirement of Football NSW that all Technical Directors, Coaches and Managers working or volunteering with children under 18 years of age **MUST** obtain a WWCC and provide their Club, Association, Branch, Centre and/or Football NSW with a valid WWC Number.

Referees

Under this Policy, all referees require a WWCC, unless exempt. The only exemption for referees recognised by Football NSW is the exemption for persons aged under 18 years.

Therefore, it is a requirement of Football NSW that all referees **MUST** obtain a WWCC and provide their Referee Branch and/or Football NSW with a valid WWC Number.

Registering for Football – Information for Administrators and Participants

When registering in Play Football or the relevant registration system as a Coach, Manager, Technical Director, Referee or any other role that involves working or volunteering with a child under 18 years of age, it is now a pre-condition of registration within Football NSW that the individual enters their WWC number in the registration system at the time of registration. Persons under 18 years of age are exempt from this registration requirement.

Where a person's role requires a WWCC:

1. For all persons, including referees, registration is not to be approved in **Play Football** or the relevant registration system by the relevant administrator and will not be effective until the individual has entered their WWC Number in the registration system, AND their Club, Association, Branch, Centre, Referee Branch or Football NSW has **verified the WWC Number** via the on-line WWC verification system at <https://wwccemployer.ocg.nsw.gov.au/Login>
2. It is a **legal requirement** for the relevant Club, Association, Branch, Centre, Referee Branch (or Football NSW for FNSW employees and volunteers) to obtain the person's WWC Number directly from the individual and then verify the WWC Number in the online verification system at <https://wwccemployer.ocg.nsw.gov.au/Login> and retain a record of the verification details in accordance with the requirements of the WWCC legislation as outlined at www.ocg.nsw.gov.au/working-children-check.

The Importance of Verifying WWC Numbers

Verifying WWC Numbers is a legal requirement in NSW and the most important part of completing the Working with Children Check process to keep children safe in football.

There are significant Government fines for organisations identified by NSW OCG as not verifying and completing this important part of the WWCC process.

Verifying is the process that notifies the NSW OCG system that a particular person who holds a WWC Number is working or volunteering with your organisation.

Verifying creates an important link between the worker, your organisation and the NSW OCG in the OCG's continuous monitoring system.

This means that, if your worker or volunteer becomes barred from working with children at any time in the future, the NSW OCG will let you know immediately and advise you to remove the person from child-related work.

How to Verify a Worker's WWC Number

1. To be able to verify a WWC Number, your organisation (club, association, referee branch, futsal centre etc.) must first be registered with NSW OCG as an employer. You can register your organisation at this link <https://wwccemployer.ocg.nsw.gov.au/Register>
2. Once your organisation is registered as an employer with NSW OCG, you need to obtain the WWC Number of the worker/s required to hold a WWC Number that you wish to employ or engage as a volunteer.
3. You must then verify the WWC Number in the NSW OCG online WWCC Verification system at this link <https://wwccemployer.ocg.nsw.gov.au/Login>.
4. When you verify you will receive a result of Cleared, Not cleared, In Progress or Not Found. You can only employ workers who are CLEARED. If the result is NOT FOUND then this usually means that the information entered is incorrect, or the applicant still needs to complete the application process at a Service NSW Centre.
5. Once you have completed the Verification, you must keep a record of each verification. Download a [Verification Record Template at this link](#)

If employing someone urgently in a child related role, you can verify a person's application (APP) number once they have completed the application process by attending a Service NSW Centre. The result when verifying an APP Number must be "Application in Progress". Note, the worker must provide you with their WWC Number once it is received and you MUST also then verify their WWC Number.

You also need to verify a worker/volunteer's WWC Number again when they renew their WWCC after 5 years.

How to Apply for a Working with Children Check

1. Complete the online application form
2. Take your email receipt, your proof of identity documents and fee (if applicable) to a Service NSW Centre.
3. WWCC Screening will then commence
4. Give your APP/WWC Number to your club, association, referee branch, futsal centre to verify your details and clearance in the online verification system.

[Apply for a Working with Children Check](#)

Working with Children Check Compliance & Audits

The NSW Office of the Children's Guardian (OCG) is the State Government Agency responsible for managing the WWCC in NSW.

Football NSW works closely with the OCG in relation to child protection and compliance of our affiliated clubs, associations (and their affiliated clubs), regional branches, referee branches and futsal centres with the WWCC.

The OCG has already conducted a significant number of audits of Football NSW Clubs, Associations and other affiliates, and will continue to do so.

While Football NSW acknowledges that most clubs, associations (and their member clubs), regional branches, referee branches and Futsal Clubs and Centres are already applying the WWCC as outlined in this Policy. We note further that these changes may in fact make the process easier in some respects as clubs will no longer need to undertake the arduous task of determining which workers and volunteers are exempt and which are not.

Quick Links & Further Information

[Applying for a Working with Children Check](#)

[Find your WWC Number](#)

[How to Register & How to Verify](#)

[Compliance and Audits](#)

[Your organisation's WWCC Responsibilities](#)

[Service NSW Working with Children Check website](#)