



## WHAT COACHES, MANAGERS AND CLUB COMMITTEE MUST DO:

### Step 1:

- Coaches, managers and others working or volunteering with children under 18 must go on-line for a WWC Check
- Go to the Working with Children website:  
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>



- Click on the Start Here button
- Click on "Apply for your Check"



- Click on Continue and Apply



- Fill in the form.
  - For the Purpose of Check – select "Volunteer"
  - For Child-related sector – select "Clubs or other bodies providing services for children."
- On completion of the form you will be given an APP number. Record this number.
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### STEP 2.

- You will need to visit a Motor Registry to complete the proof of identity. Ensure you take the APP number and Proof of Identification with you.
- You will then receive a WWC Number by email within 2-4 weeks

### STEP 3.

- Provide the WCC Number, your name and date of birth to the club by sending the details to [kirrawee@kirraweekangaroos.com.au](mailto:kirrawee@kirraweekangaroos.com.au)