



# NSFA CLUB CIRCULAR

## # 20 - 17

ALL CLUB SECRETARIES

Dated 4<sup>th</sup> December 2017

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### Working with Children Compulsory Requirements

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Members,

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

The FNSW Policy applies to all Football NSW affiliated Clubs, Associations, Branches, Centres, Referee Branches and all Officials, *Volunteer coaches, managers, trainers, **technical directors**, youth coordinators, committee members, MPIOs, tour chaperones, referees, referee coaches, referee mentors and any other role with children u18 unless exempt.*

The WWCC legislation currently provides exemptions from the requirement to obtain a WWCC 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.

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:**

1. All Volunteer parents or close relatives coaching or managing their own child's or close relative's team;

**And**

2. Referees, **will now require a WWCC number**

Persons aged under 18 years, even if they fall within the above categories, remain exempt.

## Coaches and Managers

Under this Policy, all paid persons and all volunteer Coaches, Managers, Technical Directors and other roles which require working or volunteering with children under 18 years will now require a WWCC, unless exempt. The only exemption recognised by Football NSW is the exemption for persons aged under 18 years.

For the 2018 season and beyond, it is a requirement of Football NSW that all Technical Directors, Coaches and Managers working or volunteering with children under 18 years obtain a WWCC and provide their Club,

In order to be compliant with this NSW State Government mandatory requirement all WWC numbers must be recorded.

## Registering in MyFootballClub – Information for Administrators and Participants

When registering in MyFootballClub (MFC) as a Coach, Manager, Technical Director or 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 with Football NSW that the individual obtains a WWC number and enters their WWC number in the MFC 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. The person's registration is not to be approved in the MFC registration system by the relevant administrator and will not be effective until the individual has entered their WWC number into their MFC profile during the registration process and their Club, Association, Branch, Centre and/or Football NSW (as the case may be) has verified the WWC number via the on-line WWC verification system at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au).
2. It is the responsibility of the relevant Club, Association, Branch, Centre and/or Football NSW (as the case may be) to obtain the person's WWC number either from MFC or directly from the individual and then verify the WWC number via the on-line WWCC verification system at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and retain a record of the verification details in accordance with the requirements of the WWCC legislation.

### WWC CLUB REQUIREMENTS

1. Appoint someone to manage the WWC Check at your club.
2. Register your club for the WWC Check. (*Refer Guidance notes*)
3. Identify all child related roles as people in these roles will require a WWC Check.

Child related roles in football are:

- **All paid or Volunteer** coach, manager, trainer, physio, **technical director**, youth coordinator, **committee member, MPIO**, tour chaperone and any other role with children u18 (unless exempt).
4. The only exempt is a person under the age of 18 years .
  5. Notify all workers in child related roles that they must provide their WWC Number to your club.  
If they do not hold a WWC number, **they must apply for a WWC Check and provide their WWC Number to your Club.**

Employees and volunteers cannot work with children unless their WWC Number has been verified by the club or their APP number is verified and it is confirmed that their Application is in progress.

6. **Create a verification spreadsheet of all workers.**
7. Collect and list the WWC Numbers next to the names of people who are working with children.
8. **Verify all WWC Numbers on-line** and keep a record of all verifications on file. (*Refer Guidance notes*)

### WHERE DO PEOPLE APPLY FOR A WWC CHECK?

Applications are completed online at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

## AUDITS FOR COMPLIANCE HAVE COMMENCED

The NSW Office of the Children's Guardian has commenced auditing NSW football clubs for compliance. Non-compliance can result in Government fines of \$11,000 for clubs and individuals. To help identify any gaps in compliance that need action download the [WWC Checklist](#).

## MEMBER PROTECTION OFFICERS

It is a mandatory requirement of Football NSW that all clubs and associations have a Member Protection Information Officer (MPIO). The MPIO should have a good understanding of the WWC Check and child safe practices and plays a key role in promoting a child safe culture at your club. For MPIO information [click here](#).

# GUIDANCE NOTES FOR CLUBS

## HOW TO REGISTER YOUR CLUB

- Register at [kidsguardian.nsw.gov.au](https://kidsguardian.nsw.gov.au)
- Select the sector '*clubs and other bodies providing services for children*'.
- Create a Username and Password for your organisation & keep this on file.
- Start verifying.

## HOW TO VERIFY A WWC NUMBER

Go to [kidsguardian.nsw.gov.au](https://kidsguardian.nsw.gov.au)

Select the *Employer Log In and Verify* tab.

Log in using your club Username and Password.

Enter the worker's Surname, Date of Birth and WWC Number and select Verify.

You should then receive a clearance or result message.

Print the clearance page and keep it on file and enter the information in your Verifications Records.

## HOW TO KEEP A RECORD OF WWC VERIFICATIONS

- Open FNSW Verification Record template – see below sample
- List the names of all of your employees and volunteers in child related roles in this document
- Start recording and saving the details of all worker's WWC Verifications in the document.
- **Your WWC Verifications document must be kept updated for auditing purposes.**
- **A report can be printed from MFC with full details off all registered Non-playing roles.**

Exempt U18 Years must complete and sign the FNSW Members Protection Declaration.

- Provide the MPD to their Club
- Instead of listed the WWC number in your verification record you will list MPD. Keep these as a record.

**IMPORTANT:** Just obtaining WWC numbers does not make you compliant with the WWC Check. Clubs must check and verify WWC numbers and keep a record of all verifications.

## CHILD SAFE CLUBS

Compliance with the WWC Check and having a child safe club and culture is integral to providing a safe and enjoyable sport environment for children. For more information [CLICK HERE](#)

All Working with Children information can also be found on the NSFA Website.

If you have any questions please do not hesitate to call Malcolm Waldock or Marcia Allman on (02) 9449 4933 or email [CEO@nsfa.asn.au](mailto:CEO@nsfa.asn.au)

Malcolm Waldock  
CEO

## THIS FORM IS FOR U18 EXEMPT PERSONS only.

### MEMBER PROTECTION DECLARATION



The FFA and FNSW has a duty of care to everyone associated with football and to the individuals and organisations to whom the National Member Protection Policy applies. In accordance with the National Member Protection Policy, Football NSW must enquire into the background of those who undertake any work, volunteering, coaching or regular unsupervised contact with people under the age of 18 years.

All coaches, managers, referees and others who work or volunteer in football with children aged under 18 years and who are exempt from the NSW Working with Children Check, as administered by the NSW Office of the Children's Guardian, **MUST** complete this declaration and return it to their club, association, branch, futsal club or referee branch (as applicable).

I ..... a worker/volunteer with .....  
(Name) (Club / Association / Branch / Referee branch)  
of ..... born .....  
(Home address) (Date of birth)

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping Policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping Policy applicable to me.
6. To my knowledge there is no other matter that FFA or FNSW may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me in a paid or voluntary position.
7. I will notify the President or General Manager or CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State of New South Wales on ..... (date)

Signature.....

(If the person signing the declaration is aged under 18 years their parent/guardian must also complete the Consent below)

**Parent/Guardian Consent** (To be completed where a declaration is made by a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child or a child under my guardianship are true and correct in every particular.

Name.....

Signature..... (date)

Completed forms must be returned to the club / association / branch or referee branch (as applicable).  
This form will be held securely on file by the organisation as stated (as applicable) for a period of 3 years.

