



CIRCULAR

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No: 07/2017
Date: 28th August 2017
To: Zones & Districts
Re: Working With Children Check Numbers

Bowls NSW Working With Children Check Requirements

In June 2015, Bowls NSW notified all Districts and Zones via Circular that a Working With Children Check is **mandatory** for persons holding one of the following position;

- Junior (U/18) Committee Members
- Junior (u/18) Coaches, Managers or Selectors
- Coaching Committee/Panel Members
- Umpire Educators
- Representative Team Side Managers (Juniors and Open).

Please refer Circular 02/2015 Working With Children Check and Circular 12/2015 Working With Children Check Mandatory Requirements.

While this was regulated by each individual District and Zone, the Bowls NSW Board has resolved that Working With Children Check numbers will now need to be notified to Bowls NSW and kept in a central database.

Councillors were requested at the July meeting of State Council to circulate this information and collect Working With Children Check Numbers from each of the persons holding the above positions and notify Bowls NSW before **31st August 2017**.

Should any person not have a WWCC number, please complete the following steps below.

Step 1: Complete online application form

1. Go to website: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
2. Click 'Start Here' - Blue button on right hand side of the page
3. Click 'Apply for your Check' – Green button under 'Your Check' menu option
4. For Volunteers – Click Apply in pop up window
5. Complete form with your details – Click Next

An email will be sent to your email address with your application number.

Step 2: Go to a Service NSW Centre or Motor Registry

1. Visit your local Service NSW centre and show proof of ID and your application number.
2. No payment is required for persons working in a voluntary capacity. Paid workers are required to pay a fee of \$80.

Step 3: Once completed you will be notified by email.

1. An email will be sent to you with your Working With Children Check number.

Step 4: Notify Bowls NSW of your WWCC Number.

1. Send an email to Bowls NSW CEO Greg Helm greg@rnswba.org.au with your Name, Date of Birth and Working With Children Check as notified.



Greg Helm
Chief Executive Officer
Bowls NSW.