



# 2024-2025

# Handbook



### *A note from the president*

HELLO SINGLETON TRACK AND FIELD CLUB!!

Welcome to our 2024/2025 season!

My name is Hilary Kennedy, President of our great club. On behalf of myself and the Committee, we would like to welcome all new and returning members!

This season marks the start of a new chapter for athletics in Singleton. Our new Clubhouse is to be formally opened on the 16th November at 10am.

We are also hosting the Hunter Zone Carnival on the 30th November and 1st December

This season will see the introduction of a roster system to ensure that each club night goes ahead with minimal disruption. We will require age managers for each group- Full training will be provided!! Assistance with set-up and pack up will be shared and occasional assistance with canteen and BBQ. As the old saying goes "MANY HANDS MAKE LIGHT WORK"!!

Congratulations to our members who have been competing through the School season! There have been some commendable performances at State level, with the National Competition coming up soon. GOOD LUCK!!!!!!

Please feel free to contact me directly if you have any questions or would like more information

Ready, Set....Go SINGO!!! We can't wait to Run, Jump and Throw with you all!!

Hilary Kennedy  
President STFC

### *Important notes*

**Club House Opening Ceremony  
16th November at 10am**

**Hunter Zone Athletics Carnival- to be held in Singleton.  
Saturday 30th November and  
Sunday 1st December.**

### *Our committee*

The STFC committee members for 2024-2025 are a group of hard working, dedicated volunteers. Our focus this season is to create a fun and enjoyable environment for all our athletes and their families.

We encourage all our athletes and their families to really feel as though they are a part of our club.

Below are the names of this year's committee.

### *Inclusion*

The Singleton Track & Field Club promotes "All Abilities" We are here to assist your child in gaining classification through Little Athletics NSW & Athletics Australia, and offer our support. We are able to modify events to suit the needs of the athlete.

In the 2018/2019 Season we introduced a campaign called "Just Say Hi". This campaign gave our athletes a tool for inclusion. Each Club night we encourage all of our Athletes to say Hi, and welcome everyone to our club!

This season our Inclusion Coordinator is Hailey Ramplin. We are very lucky to have Hailey who is a passionate advocate for All Abilities who will be here to support all athletes and their families.





## COMMITTEE MEMBERS FOR 2024-2025

POSITION	NAME	EMAIL	PHONE NUMBER
President	Hilary Kennedy	<a href="mailto:stfc.president@gmail.com">stfc.president@gmail.com</a>	0466 984 352
Secretary	Tegan Barry	<a href="mailto:secretary.singleton@gmail.com">secretary.singleton@gmail.com</a>	0432 624 609
Vice President	Matty Alcorn	<a href="mailto:stfc.vice@gmail.com">stfc.vice@gmail.com</a>	0491 261 257

### POSITION

Treasurer  
 Registrar  
 Records/Programmer  
 Public Officer  
 Social Media Coordinator  
 Community Engagement  
 Championships Officer  
 Coaching  
 Canteen  
  
 Uniforms  
 Equipment Officer/Groundskeeper  
 Assistant Groundskeeper  
 Tiny Tots Coordinator  
 Tiny Tots Assistant  
 Sponsorship Coordinator  
 Fundraising Coordinator  
 Inclusion Coordinator

### NAME

Scott Williamson  
 Renee Pegler  
 Tegan Barry  
**VACANT**  
 Hilary Kennedy  
 Hailey Ramplin  
 Hilary Kennedy  
 Hilary Kennedy  
 Taylor Kirby &  
 Bernadette Williamson  
 Taylor Kirby  
 Matthew Alcorn  
 Tyson Smith  
 Mel Richmond  
 VACANT  
**VACANT**  
 Matthew Alcorn  
 Hailey Ramplin





## WHAT HAPPENS ON TUESDAY NIGHT

**Who:** Girls and boys from ages 4 and 5 years, through to 16 years of any ability. Adults can also register.

**Where:** Cook Park 5, Rose Point Drive, Singleton 2330

**Season Starts:** Tuesday, 15th October 2024

**Season Ends:** Tuesday, 18th March 2025

**Christmas Holidays:** Last comp night Tuesday, 17th December 2024  
Return from Christmas Tuesday, 4th February 2025

**Start Time:** U6-Opens 5.45pm (warm up, competition starts at 6pm)  
Tiny Tots 5.15pm

**Tiny Tots:** Each Tuesday evening Tiny Tots will meet near Tots equipment. Tiny Tots then complete various activities such as; running, jumping, throwing in a modified form, taking into consideration the developmental stage and requirements of such young children. The program encompasses games and activities that have been designed to prepare Tiny Tots for their introduction to athletics in the U6 age group.

**U6-U17 + Adults:** Each Tuesday evening begins with any important announcements. Before the announcements, the athletes are to assemble in their age groups adjacent to the finish line. The athletes must wait for their age manager in their appropriate age groups then they will be taken to their various events throughout the evening.

### IN THIS SECTION:

- Who
- Where
- Season Dates
- Christmas Holidays
- Start Time
- Tiny Tots
- U6 - U17 + Adults





## WHAT HAPPENS ON TUESDAY NIGHT



**Uniform:** All children must wear a centre uniform with registration numbers and age numbers. (See page 8 of the handbook).

**Wet/Hot Weather:** If a Local Competition Night is cancelled due to wet or hot weather, a notice will be placed on the STFC website [www.stfc.com.au](http://www.stfc.com.au) Team App and on our Facebook page. This service will be updated after 4:00 pm on the day. Please assume that a Competition Day will be held, unless we have had extended periods of rain, recent heavy falls, rain is imminent or extreme hot weather is present.

**Emails:** Emails are sometimes sent to some or all members through our club's online system. These emails contain important information such as carnival entry dates, re-registration details and LANSW (Little Athletics NSW) championship information. If you select 'NO' to the mailing list option for your children when you complete your online registration you will not receive these important details.

**Parent Participation:** To make athletics enjoyable and well run as possible for your children, WE ENCOURAGE, AND NEED YOUR HELP. Don't worry if you feel you may not know enough to assist. There is always someone who will show you. Parents can help with measuring throws or jumps and timing races. For smooth operation it is essential that parents assist in whatever capacity they feel comfortable. **During competition parents and/or guardians must stay at the ground with their children. Do not drop your children off and leave. Unsupervised children can, and will, be excluded from competition. Parents are asked to actively participate in the operation of the centre by assisting in the running of events at our regular weekly competitions.**

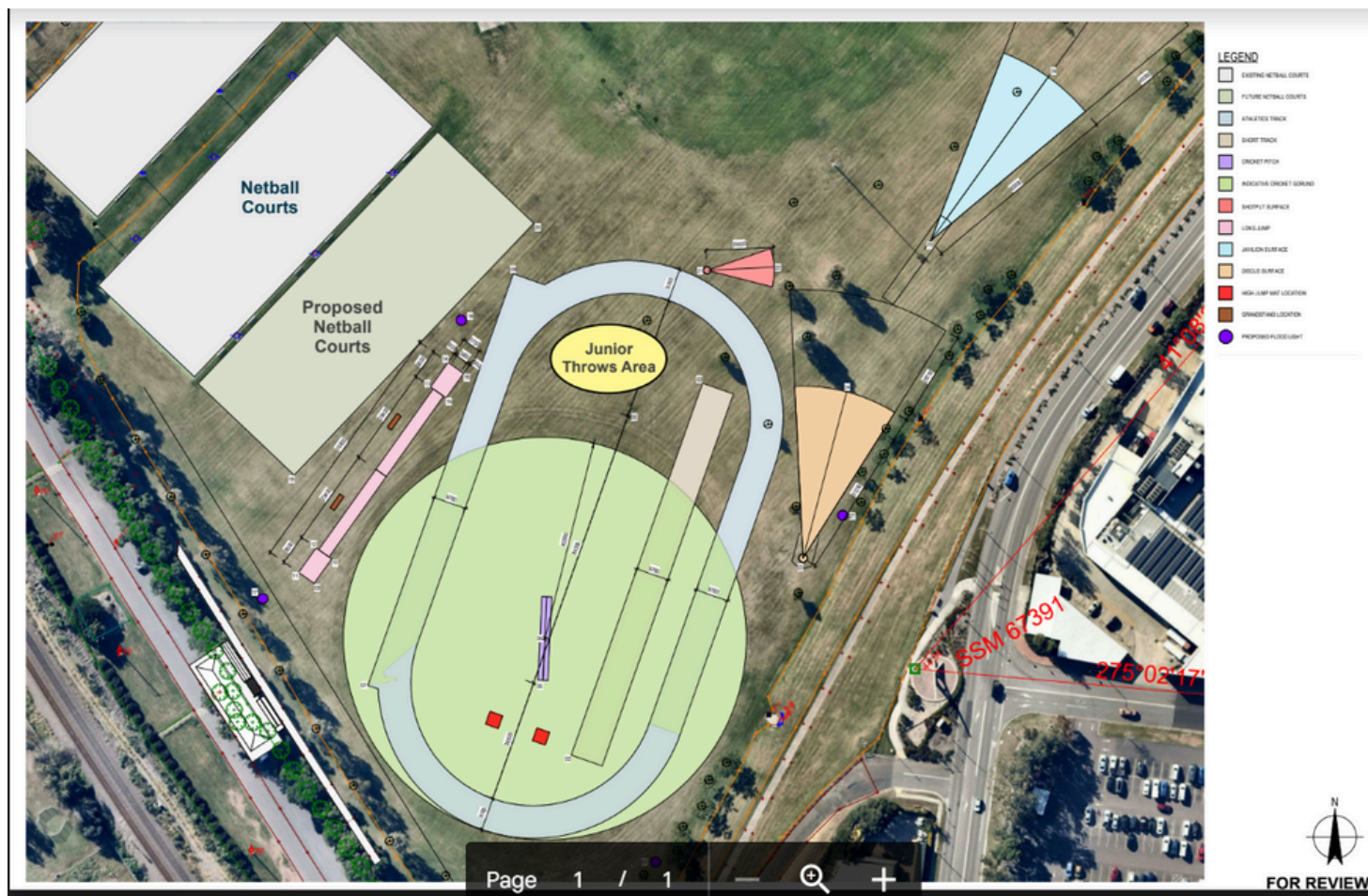
Our club coach Hilary, will be assisting across a variety events on club nights to ensure that our athletes are able to ask questions about the correct techniques & get some hints & tips! How fortunate we are to have a club coach on site!

## IN THIS SECTION:

- Uniform
- Wet/Hot Weather
- Emails
- Parent Participation



### MAP OF OUR GROUNDS - COOK PARK 5







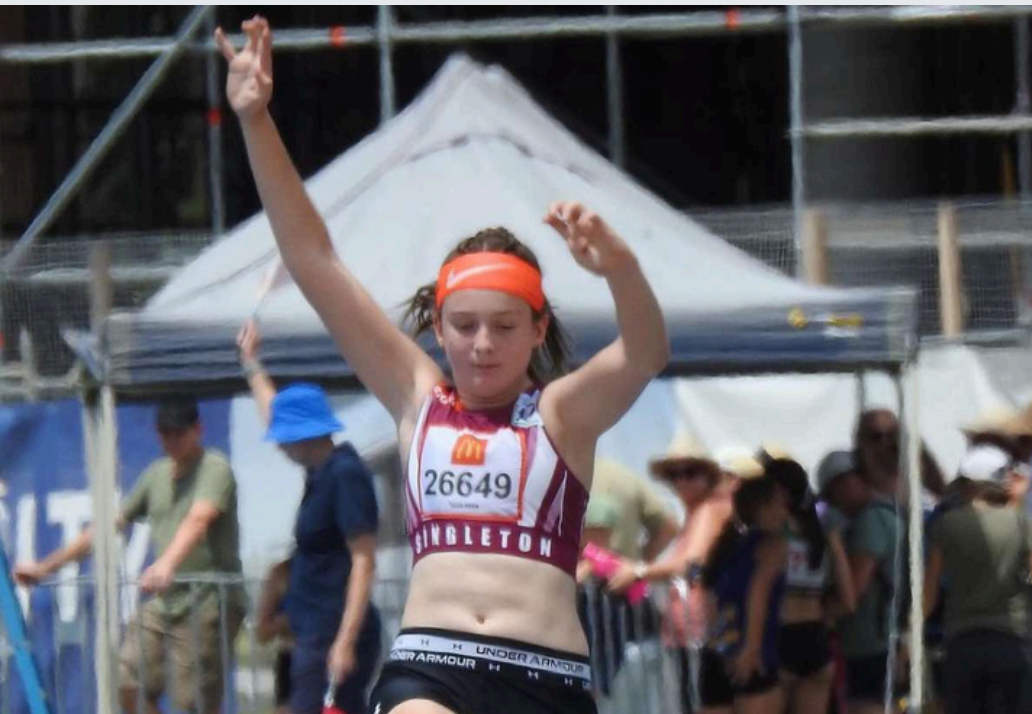
Event	U6	U7	U8	U9	U10	U11	U12	U13	U14	U15	U17	Adult
50m	X	X										
70m	X	X	X	X								
100m	X	X	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X	X	X
400m			X	X	X	X	X	X	X	X	X	X
300m (Pack start)	X											
500m (Pack start)		X										
700m (Pack start)			X									
800m (Pack start)				X	X	X	X	X	X	X	X	X
1500m						X	X	X	X	X	X	X
60m Hurdles			X	X	X	X	X					
90m Hurdles								X	X	X	X	X
Long Jump	X	X	X	X	X	X	X	X	X	X	X	X
High Jump				X	X	X	X	X	X	X	X	X
Triple Jump					X	X	X	X	X	X	X	X
Shot Put	500g	1kgs	1.5kgs	2kgs	2kgs	2kgs	2kgs (G) 2kgs (B)	3kgs	3kgs	3kgs (G) 4kgs (B)	3kgs (G) 5kgs (B)	4kgs (G) 6kgs (B)
Discus	350g	350g	500g	500g	500g	500g	500g	750g (G) 750g (B)	1kgs	1kgs	1kgs (G) 1.5kgs (B)	1kgs(G) 1.75kgs (B)
Javelin						400g	400g	400s (G) 600g (B)	400g (G) 600g (B)	500g (G) 700g (B)	500g (G) 700g (B)	600g (G) 800g (B)
Tiny Tots	Play-training activities & modified games.											





## Championships Event Grid by Age 6's - 12's

Events	6's Born in 2019	7's Born in 2018	8's Born in 2017	9's Born in 2016	10's Born in 2015	11's Born in 2014	12's Born in 2013
50m	50m	50m					
70m	70m	70m	70m	70m	70m		
100m	100m	100m	100m	100m	100m	100m	100m
200m	200m pack start	200m	200m	200m	200m	200m	200m
400m			400m pack start	400m	400m	400m	400m
800m	300m pack start	500m pack start	700m pack start	800m	800m	800m	800m
1500m						1500m	1500m
Race Walk				700m W	1100m W	1100m W	1500m W
Sprint Hurdles			60m H (45cm)	60m H (45cm)	60m H (60cm)	80m H (60cm)	80m H (68cm)
High Jump				HJ Scissor	HJ Scissor	HJ	HJ
Long Jump	LJ	LJ	LJ	LJ	LJ	LJ	LJ
Triple Jump						TJ	TJ
Pole Vault (State, Nationals - Direct Entry) (Not contested at Zone or Region)							PV
Discus Throw	350g	350g	500g	500g	500g	500g	750g
Javelin Throw						400g	400g
Shot Put	500g	1kg	1.5kg	2kg	2kg	2kg	2kg
Hammer Throw (State, Nationals - Direct Entry) (Not contested at Zone or Region)							3kg



## Championships Event Grid by Age 13's (U14) - U20 (Track)

Events	13's (U14) Born in 2012	14's (U15) Born in 2011	15's (U16) Born in 2010	16's (U17) Born in 2009	17's (U18) Born in 2008	U20 Born in 2007-2006
100m	100m	100m	100m	100m	100m	100m
200m	200m	200m	200m	200m	200m	200m
400m	400m	400m	400m	400m	400m	400m
800m	800m	800m	800m	800m	800m	800m
1500m	1500m	1500m	1500m	1500m	1500m	1500m
3000m	3000m	3000m	3000m	3000m	3000m	3000m
5000m						5000m
Steeple (State, Nationals - Direct Entry) (Not contested at Zone or Region)		2000m	2000m	2000m	2000m	3000m
Race Walk Participation Pathway (Zone, Region, State)	1500 W	1500m W	1500m W	1500 W	1500 W	
Race Walk Competition Pathway (State, Nationals - Direct Entry) (Not contested at Zone or Region)	3000m W	3000m W	3000m W	5000m W	5000m W	5,000 W and 10,000 W
Sprint Hurdles	M - 90m H (76cm) F - 80m H (76cm)	F - 90m H (76cm)	F - 90m H (76cm)	F - 100m H (76cm)	F - 100m H (76cm)	M - 110m H (99cm) F - 100m H (84cm)
Sprint Hurdles Participation Pathway (Zone, Region, State)		M - 100m H (76cm)	M - 100m H (76cm)	M - 110m H (76cm)	M - 110m H (76cm)	
Sprint Hurdles Competition Pathway (State, Nationals - Direct Entry) (Not contested at Zone or Region)		M - 100m H (84cm)	M - 100m H (84cm)	M - 110m H (91cm)	M - 110m H (91cm)	
Hurdles	200m H (76cm)	300m H (76cm)	300m H (76cm)	M - 400m H (84cm) F - 400m H (76cm)	M - 400m H (84cm) F - 400m H (76cm)	M - 400m H (91cm) F - 400m H (76cm)



# For all information regarding Age Groups and Event Specifications

Please visit:  
<https://lansw.com.au/nsw-athletics-partnership/>



## Championships & Carnivals

### General Information

All Little Athletics centres in NSW are divided into zones and regions. STFC is in the Hunter Zone. The other centres in the Hunter Zone are Aberdeen, Muswellbrook, Denman, Merriwa, Branxton/Greta, Cessnock, Kurri Kurri, Rutherford, Maitland and East Maitland.

The Hunter Zone is part of Region 2. There is an 8 Region structure. 4 metropolitan and 4 rural country.

We will update information regarding the below championships as information is presented.

### Zone Championships – 30th November & 1st December- Singleton

### Regional Championships – 7th-9th February 2025

### State Combined Carnival- 1st & 2nd March 2025 at Griffith Regional Sports Centre

### State Championships – March 2025 at SOPAC

For further events, please go to [www.lansw.com.au](http://www.lansw.com.au)



## Centre Uniform & Placement of Patches

It is compulsory for athletes to wear the STFC uniform with their registration and age group numbers in their correct position. Athletes competing at ANSW sanctioned events will also be required to wear the correct SFTC uniform with ANSW registration numbers. Failure to do so will result in disqualification.

The centre uniform consists of:

**Girls:** Club singlet or crop-top with plain black shorts, bike shorts or scungies.

**Boys:** Club singlet with plain black shorts (bike shorts may be worn underneath shorts).

Athletes intending to compete at LAANSW events are advised that rules regarding plain shorts are strictly enforced at carnivals (i.e. no logos are allowed on shorts).

**Uniforms can be purchased from the canteen**

**New style Singlets & Crop Tops \$45.00  
Other Merchandise is available for a limited time on our website-  
[singleton.lansw.org](http://singleton.lansw.org)**



## Award Structure

### Tiny Tots

Tiny Tots participate in play-training activities only.

### Measured and Timed Events

The aim of our centre's point score is to encourage all athletes to improve their own personal best efforts. It awards points for both winning and for improving.

### Points are awarded on the following basis:

#### Attaining a Personal Best

- 1st Place
- 2nd Place
- 3rd Place
- 4th Place
- 5th Place
- 6th Place
- 7th Place
- 8th Place

#### Participating in an event

- 5 points
- 10 Points
- 9 points
- 8 points
- 7 points
- 6 points
- 5 points
- 4 points
- 3 points
- 2 points

## Presentation Night

Our presentation night will be held at Club Singleton on Tuesday 8th April, 2024 at 6pm – At STFC Club House. We take great pleasure in celebrating all the athletes & their accomplishments throughout the year. It's a great night to come together & look back on the season. Bring your families & enjoy!



## SOME OTHER FREQUENTLY ASKED QUESTIONS

### Do we need special shoes?

Waffles can be worn for all ages but are not essential. Running Joggers are perfectly fine.

**Spikes** can be worn from U11 upwards, in landed events (100m, 200m, 400m) long jump, high jump and triple jump.\*\*\*Athletes in U/11 – U/12 may wear spikes in landed events, long jump, high jump, triple jump and javelin. Athletes in U/13 – U/15 may wear spikes in all track and field events except walk, as well as field events listed above.

All spikes must have all holes filled in shoe with no more than 2 blanks. Any number of spikes up to 11 may be worn in each shoe.

### Spike lengths are as follows:

1. Synthetic track max of 7mm
2. Field events – 9mm max
3. Grass all track and field events 12mm max

Spikes must be removed immediately after each event and carried with the athlete. Spike shoes are not however necessary and generally only 10% of athletes at our centre use them.

### What level of ability does my child need to be to join?

Our emphasis is on family, fun and fitness. Children can join with any level of skill or fitness and are given plenty of encouragement to improve. Sportsmanship is one of our main focuses with Little Athletics.

### Will my child be taught the correct technique or have access to coaching?

Little Athletics NSW conducts coaching clinics and camps at various venues and times throughout the season. STFC also have qualified coaches or parents who can offer some guidance during competition nights.

Athletes seeking individualised coaching are invited to contact Hilary Kennedy at Singleton Striders on Hilary Kennedy – Singleton Striders on 0466 984 352.

### Can I volunteer?

Yes! Of course, you can. The Singleton Track & Field Club runs on volunteers. We encourage all parents to assist where you can on club nights. It not only makes our nights run smoothly, but the athletes love having your support! On club nights' assistance is greatly appreciated in age group managers, gun starters & timekeepers.

Our Tiny Tots program also welcomes the parents & carers involvement.

If at any stage would like more information about policies, plans, rules or information on education and training, please contact the committee at STFC or contact Little Athletics NSW via their website [www.littleathletics.com.au](http://www.littleathletics.com.au)



## IN THIS SECTION:

- Shoes
- Ability
- Coaching
- Volunteers



## 2024/2025 SEASON DATES



COME & TRY SESSION 1- 24TH SEPTEMBER 2024 4PM

COME & TRY SESSION 2- 1ST OCTOBER 2024 4 PM

COME & TRY SESSION 3- 3RD OCTOBER 2024- 4PM

COME & TRY SESSION 4- 8TH OCTOBER 2024- 4PM

Tuesday 15th October 2024 - Comp 1

Tuesday 22nd October 2024 - Comp 2

Tuesday 29th October 2024- Comp 3

Tuesday 5th November 2024 - Comp 4- **ZONE ENTRIES CLOSE**

Tuesday 12th November 2024 - Comp 5

Tuesday 19th November 2024 - Comp 6

Tuesday 26th November 2024 - Comp 7

**SATURDAY 30TH NOVEMBER & SUNDAY 1ST DECEMBER 2024- ZONE**

Tuesday 3rd December 2024 - Comp 8

Tuesday 10th December 2024 - Comp 9

**Tuesday 17th December 2024 - Comp 10-LAST CLUB NIGHT**

Tuesday 4th February 2025 - Comp 12 - First night 2025

Tuesday 11th February 2025 - Comp 13

Tuesday 18th February 2025 - Comp 14

Tuesday 25th February 2025 - Comp 15

Tuesday 4th March 2025 - Comp 16

Tuesday 11th March 2025 - Comp 17

**Tuesday 18th March 2025-LAST CLUB NIGHT**

**TUESDAY 8TH APRIL 2025- PRESENTATION AT STFC CLUBHOUSE**

### IN THIS SECTION:

- Comp nights
- Family Fun night
- Presentation night





# Thank You!



Scan me!



## HUNTER VALLEY LANDSCAPE SUPPLIES

*Gold Sponsor!*

Hunter Valley Landscaping Supplies aim to set a new standard in the Hunter Valley for customer experience.

" Our focus is to provide great customer service, fast delivery & find the solutions best suited to your Landscaping and Gardening needs."

Thank You HVLS!!

*Thank you to the following local businesses for your support this season.*



*Read more on the blog*

# Working with Children Check Policy



## Introduction

The [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#) legislation was developed to better protect our children and means that, unless a specific exemption applies, a WWCC (Working with Children Check) is a prerequisite for anyone in child-related roles, either paid or voluntary. In July 2018 changes came into effect to the Working with Children scheme. These were made through the Child Protection (Working with Children) Amendment (Statutory Review) Act 2018. The changes impact Acts and Regulations above, except the Adoption Regulation 2015. There were also changes made to the NSW child protection legislation on 25 October 2016.

The WWCC is managed by the Office of the Children's Guardian (OCG) and involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

## New Simplified WWCC Policy

In the interests of promoting child safety within the sport of Athletics, the Board of LANSW has implemented a new WWCC policy which will expand the categories of individuals requiring the NSW Government's WWCC.

From 2022/2023 season onwards, it is a requirement that anyone in child-related roles working or volunteering with children under 18 years obtain a WWCC and provide their Centre with a valid WWCC Number. It is also a requirement to provide this to LANSW when working or volunteering with children under 18 years at LANSW sanctioned activities and events

Parents/guardians are exempt when spectating or directly assisting with their child's age group, when their child is present. When parents/guardians volunteer at a club day or association carnival where their child is not in the event, they are required to have a WWCC.

The main elements of the new policy are:

1. Volunteer parents age managing where their own child is not an active participant will now require a WWCC Number to coach or age manage in the Season, regardless of whether they have a child in a different age group
2. All Officials (except those aged under 18 years of age or not a parent as detailed within this policy) who are working at Centres or events, including carnivals and championships, will now require a WWCC. Parent helpers who assist Officials at LANSW events, including Zone and Region Championships, will need to have met their respective Centre-level WWCC requirements.
3. Paid coaches will require a paid WWCC. Note that the NSW Office of the Children's Guardian (OCG) advises that paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment
4. Volunteer coaches without a child actively participating in the coaching activity will require a volunteer WWCC.
5. Committee members, Zone and Regional Coordinators taking part in a child-related activity without their child actively participating (ie the same event) are required to obtain a volunteer WWCC.

## Scenarios

a. Jane is a volunteer age manager of her daughter's under 10 age group. Jane **does not** need the WWCC because she is volunteering in an activity in which her child participates.

- b. Joan is a volunteer age manager of her daughter's under 10 age group, and is an official at a Championship carnival. Unfortunately, Jane's daughter is either not competing that weekend or not taking part in the event Jane is officiating at. Jane **is required** to have a WWCC because she is volunteering in an activity in which her child is not participating.
- c. Dakota is a parent who is assisting her son's under 17 age group raking a sand pit on a club day where her son is actually participating in the same event that involves the sand pit. Dakota **does not** need the WWCC because she is volunteering in an activity in which her child is participating.
- d. Jeff is a volunteer age manager for his daughter's under 15 age group. He also coaches sprints at the same Centre, which his daughter does not participate in. Jeff **needs** the WWCC because he coaches a team/activity that does not include his daughter.
- e. Marty coaches athletes in the senior club that are 20 year olds. Marty **does not** need the Check as over 20s are not children.
- f. Jacob is a Zone coordinator. If Jacob has no interaction with children, then he is not required to have a WWCC, but if he participates in any interaction, such as medal presentation, he **requires** a WWCC.
- g. Sarah works in the canteen or cooks on the BBQ. Her tasks do not place her in direct one on one contact with children. Sarah does not need a WWCC

## WWCC Requirements for Centres

The WWCC is a prerequisite for paid and unpaid child-related work. Under Part 2, Section 6 of the Child Protection (Working with Children) Act 2012, child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.

### Little Athletics Centres are to comply with the following

1. Appoint a suitable person to manage the WWCC within your Centre
2. Ensure that your Centre is registered as an employer for the WWCC [Working with Children Check website](#).
3. Identify all child-related roles within your Centre as people in these roles will require a WWCC. Child-related roles in Athletics are:
  - a. All paid roles that involve working with children under 18 years of age; and
  - b. All Committee members, age managers & assistant age managers, starters, recorders, coaches and any other roles working or volunteering with children under 18 years of age. Refer to the Chart below
4. Determine who is exempt and those that are required to obtain a WWCC (refer to table 1 below)
  5. Notify all persons in child-related roles that they must apply for a WWCC and provide their WWC Number to your organisation
6. Create a Verification Records Spreadsheet for your organisation (Refer Table 2 below) and:
  - a. List the names of all persons working and volunteering with children; and
  - b. Enter the details and WWC Number next to the name of each person.

Verify WWCC Numbers online and record the verification details in the Verification Records Spreadsheet.
- 7.

## Who is Exempt from Needing a Working with Children Check?

The exemptions relevant to Little Athletics include:

- Children (under the age of 18)
- Administrative, clerical, maintenance or ancillary work not involving contact with children Eg a Centre Treasurer or Public Officer who doesn't come to competition or interact with children
  - A visiting speaker, adjudicator, performer, or other similar visitor for a one-off occasion, in the presence of one or more other adults
- Parent/guardian spectating at an event, carnival or Centre running day/night
  - Parent/guardian volunteering in an age group that their child is currently actively participating in or is a team member in at the same time.



## Do I need a WWCC

The below table (table 1) is an extract from the LANSW Working With Children Declaration for Centres  
*Using the table below, please check the box or boxes that best describe your work at our centre. If you do multiple roles tick ALL boxes that apply. This will help determine whether you will require a WWCC Number or whether you are only required to sign the declaration. If you checked any Blue boxes, you need a WWCC*

Which role applies to you?	I am a paid worker	I am under 18 years	I am a volunteer, and my child is not present in the activity	I am a volunteer, and my child is present in the activity
Coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age Manager or Age Group Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Protection Information Officer, Child Protection Officer, Grievance Officer etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official/event assistant at centre competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative, clerical, maintenance or ancillary work (e.g. BBQ & canteen helpers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer or mentor of young officials, coaches etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 1

## The Working with Children Check Process

The process for Centres is:

### 1. Register as an 'employer' with the OCG Link

a. <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

### 2. Identify who will need a WWCC

Advise all centre members who need a WWCC, refer to the flow Chart 1 on the last page

### 3. Verify the WWCC ID

a. Go to the [Working with Children Check website](#).

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

c. You should then receive a clearance or result message, refer to table 3

d. Enter the details of the verification in your Verification Records Spreadsheet.

### 4. Record the WWCC details

It is essential to record the verification date, WWCC expiry date, WWCC (or Application Number) and verification result after each online verification as the OCG does not store this information on their system for later recall. Centres need to create a document (see template below) and keep this document secure and up to date

(Insert centre name) Little Athletics Centre								
<b>WORKING WITH CHILDREN CHECK VERIFICATION RECORDS</b>								
SURNAME	FIRST NAME	D.O.B.	WWC NUMBER	VERIFICATION DATE	RESULT OF VERIFICATION	VERIFIED BY	WWC CHECK EXPIRY DATE	PAID OR VOLUNTEER
Grills (SAMPLE)	Chantelle	1/01/1992	WWC1234567V	26/07/2014	Cleared	Kerry O'Keefe	15/07/2019	Volunteer

Table 2

**5. Appoint, or remove an individual depending on the outcome of the WWCC verification**

Status	Meaning
Application in progress	A WWCC application is being processed and the applicant may work with children. If the applicant becomes barred, the OCG will contact the person applying for the WWCC and any organisations who have completed the online verification to advise of what to do next
Cleared	This applicant has a WWCC clearance that is valid until the listed expiry date
Barred	The applicant has been barred from working with children and it is an offence to engage this person in child-related work or roles
Interim barred	The applicant has been barred from working with children during the course of a risk assessment. It is an offence to engage this person in child-related work or roles
Not found	The database cannot find a matching WWCC for any one of these reasons: <ul style="list-style-type: none"> <li>• The data entered for verification (name, date of birth and WWCC number or application number) has errors;</li> <li>• The person's application has been withdrawn or terminated without an outcome;</li> <li>• The person has not completed an application for a WWCC (filled in the online form, presented proof of identity and paid any applicable fee). It is an offence to engage this person in child-related work or roles</li> </ul>

Table 3

**6. Remove anyone in a child-related role should their 'cleared' status change at any time.**

The WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring.

If a relevant new record appears it may lead to a worker becoming barred before their WWCC five year expiry date. If this happens, the Centre will be notified using information supplied during the online verification process. If the Centre has not verified the worker online, the OCG may not be able to notify immediately if a worker is barred.

If the OCG sends a letter advising the Centre that a current employee/volunteer has become barred (or has an interim bar) they must immediately remove them from child-related work. It does not matter whether they are paid or unpaid, supervised or unsupervised.

## 7. Provide the verification data to the OCG in the case of a Centre audit

The OCG will perform random audits. It is expected that they will be checking that organisations have a good understanding of who needs a WWCC and that these people are not undertaking any child-related work until their online verification has been completed. If the OCG requests the Centre's WWCC records, the Centre will need to provide them with:

- Member's full name
- Member's date of birth
- Member's WWCC Number (or Application Number where appropriate)
- The verification date
- The WWCC's expiry date
- The verification outcome
- Whether they are a paid or volunteer worker

## 8. Monitor WWCC records

Records need to be continually monitored to ensure that those in child-related roles renew their WWCC before their current WWCC expires.

### Further Information

- Office of the Children's Guardian: Working with Children Check <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Child Safe Standards <https://www.ocg.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-standards>
- NSW Sport and Recreation: Member Protection – <https://www.sport.nsw.gov.au/running-your-club/safe-and-fair-clubs/member-protection>
- Play by the Rules – <http://www.playbytherules.net.au/>
- NSW Government Communities and Justice : Keep them Safe – <http://www.keepthemsafe.nsw.gov.au/>
- LANSW Working With Children Declaration for Centres - <https://lanswresourcehub.com/child-protection>



# Do You Require a WWCC?

Office of the Children's Guardian - <https://ocg.nsw.gov.au/working-children-check/who-needs-check>

