



Working with Children Checks at Skipton Football Netball Club

Skipton Football Netball Club is required by law to obtain and keep on record Working with Children Checks for all key volunteers or paid employees at our club. If you are receiving this email, we require you, in your role, to have an active Working with Children Check.

It is also a requirement that you register Skipton Football Netball Club on your WWCC.

Could you please follow the following steps that apply to you (either 1 and 3, or 2 and 3), and provide your WWCC number and expiry date to Victoria Kennedy either by email skiptonfnc.treasurer@gmail.com or phone 0418564113?

Thank you for providing these details, and for helping make our club a success through your role!

1. If you don't have a WWCC, and need to obtain one (takes about 15 mins):

1. Go to the website:
<https://service.vic.gov.au/services/working-with-children>
2. Follow the steps to sign up (you will need several forms of ID).

2. If you need to renew, which you can do for up to 3 months after expiry (about 5-6 mins):

1. Go to the following website:
<https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/renew-your-working-with-children-check>
2. Follow the steps to sign up again.

3. How to add Skipton Football Netball Club to your WWCC (about 3-4 mins):

1. Go to the following website:
<https://www.service.vic.gov.au/services/working-with-children-check-update-details/home>
2. Confirm your details (given names, surname, DOB, WWCC number)
3. Confirm that it is you via verification code via email or phone
4. When reviewing your details, ensure that 'where you work or volunteer' has Skipton Football Netball Club listed as an organization. Details are Skipton Football Netball Club, 15 Smythe St, Skipton (use 'update' function if they are not entered).
5. Declare the information is true and correct and press ok.