

FOOTBALL NSW

2018 COACH AND MANAGER

CHILD PROTECTION REQUIREMENTS



COMPULSORY

**Applicable to Coaches and Managers of
NPL Men's, NPL2 Men's, NPL3 Men's, SLM,
NPL Women's, NPL2 Women's, GCL,
NPL Youth, NPL2 Youth, AYL, SAP and Girls SAP**

Football NSW is committed to the safety and welfare of all children and young people involved in Football NSW competitions, tournaments and events.

To meet Football NSW child protection training requirements for Season 2018, coaches and managers registering for the teams listed below are required to complete the Play By the Rules online Child Protection training Course as outlined in this document.

APPLICABLE TO COACHES & MANAGERS REGISTERING IN 2018 FOR:	
NPL NSW Men's NPL2 NSW Men's NPL3 NSW Men's FNSW State League Men's	U18 teams
NPL NSW Women's NPL2 NSW Women's FNSW Girl's Conference League (GCL)	U14, U15, U17 teams
NPL NSW Youth NPL2 NSW Youth FNSW Association Youth League (AYL)	U13, U14, U15, U16 teams
FNSW Skill Acquisition Program (SAP)	U9, U10, U11, U12 teams
FNSW Girl's Skill Acquisition Program (Girl's SAP)	U10, U11, U12, U13 teams

NOTE: There are no exemptions to this requirement.

1. ONLINE TRAINING REQUIREMENTS

Two Play By The Rules online training courses must be completed prior to registering in 2018. The courses are the PBTR Child Protection course and the PBTR Harassment & Discrimination course. Once the courses are completed you must provide a copy of your completion certificates to Football NSW.

IF YOU HAVE COMPLETED THESE COURSES PREVIOUSLY

If these courses have been completed previously, check that your certificates are current as they are only valid for 2 years from date of issue.

To download your PBTR certificates or to check if your certificates are still current follow steps 1 and 2 below and once logged into the training portal, select the *My Learning* tab and then select *Completed* and your current courses will be displayed. To download your certificates, select the course and then select *Congratulations, you have completed the course*. *Click here to get your certificate* (at the top of the page).

All coaches and managers must provide a current certificate to Football NSW for each course as outlined in Step 6.

If your certificates are not current or if you have not completed the courses previously, complete the training courses as outlined.

TO COMPLETE THE TRAINING COURSES

The courses are free and take approximately 30 minutes each to complete.

Step 1 - Enter the Online Training portal [click here](#) (link <https://learning.ausport.gov.au/auth/login/?returnUrl=%2F>)

Step 2 - Log in by entering your Username and Password. If you are new to the site, select **Register**, enter your details, select your sport as Football (soccer) and then log in.

Step 3 - Once logged in, Select the **Browse Learning** tab at the top of the page, go to Page 2 of the course list, select '**PBTR - Child Protection**' course.

Step 4 - Complete the course and assessment then save and print the Certificate from the My Learning tab.

Step 5 - Same as Steps 3 & 4 but select '**PBTR – Harassment & Discrimination**' course.

Step 6 - Submit both course Certificates to Football NSW. To submit your course Certificates please [click here](#). Alternatively, this link is also located on the Football NSW Website, under the Member Protection tab.

IMPORTANT NOTES

1. There are NO EXEMPTIONS to this requirement.
2. Football NSW will only issue your ID card when both Certificates have been received, coaching qualifications have been checked (if applicable) and you have correctly registered on MyFootballClub (MFC).
3. Attending a WWK Seminar previously does not exempt a person from this requirement.
4. Receiving an exemption previously does not exempt a person from this requirement.

2. WORKING WITH CHILDREN CHECK

All Coaches and Managers who work or volunteer with children (u18) must hold a WWC Number and provide their WWC Number to their club. This is a NSW Government requirement and a condition of registration with Football NSW (unless exempt).

➤ IF YOU ALREADY HAVE A WWC NUMBER

Provide your WWC Number to your club and enter your WWC Number in your registration profile in MFC when registering.

Your club will then verify your WWC Number and keep a record of the verification details.

➤ IF YOU DO NOT HAVE A WWC NUMBER

You must apply for a Working with Children Check (**WWCC**) and obtain a WWC Number. Provide your WWC Number to your club and enter your WWC Number in your registration profile in MFC when registering. Your club will then verify your WWC Number and keep a record of the verification details.

TO APPLY FOR A WWCC AND OBTAIN A WWC NUMBER

1. Complete a WWCC application form online and receive an APP (Application) Number.
2. Take the APP number, proof of ID and \$80 to a NSW Service Centre (Motor Registry).
NOTE: There is no fee for volunteers.
3. The NSW Service Centre will issue a receipt.
4. The applicant should receive their WWC Number by email within approximately 7 - 10 days.
5. The applicant then enters their WWC Number into MFC at the time of registration and provides their WWC Number to their club.

[APPLY FOR A WWC CHECK](https://www.service.nsw.gov.au/transaction/apply-working-children-check) (link <https://www.service.nsw.gov.au/transaction/apply-working-children-check>)

Exemptions

There are no exemptions for persons in a paid role that involves working with children aged under 18 years. In accordance with the new Football NSW WWCC Policy, volunteer parents who coach or manage their own child's team or a close relative's team must obtain a WWCC.

The following are exempt:

- Persons under 18 years of age;
- Grounds persons;
- Guest presenters or speakers for a one-off presentation; and
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

What do Exempt Persons sign?

The FNSW Member Protection Declaration (MPD) now forms part of the registration terms and conditions when registering in MFC.

WWK Handbook

Coaches and managers must also refer to information provided in the [FNSW Working with Kids Handbook](#).

Further information & Policies

[FNSW Working with Children Check webpage](#)

[National Member Protection Policy](#)