This document outline the steps that people need to take if they wish to have their Working With Children Check (WWCC) verified by CNSW. Having the WWCC verified is a statutory requirement if a person wishes to work with children under 18 at a schools croquet program, coaching session or event run by CNSW or a CNSW Affiliated Club and no parent or guardian is present.

Step 1. The person must have their full details in the CNSW database, including Date of Birth (DOB). The WWCC cannot be verified without the DOB.

Step 2. Provide the Club Secretary with a copy of the WWCC document. CNSW does not need a copy.

Step 3. The Club Secretary will confirm the details and enter the WWCC number into the database.

Step 4. The Club Secretary should notify the CNSW Membership and Records Officer on [membership@croquet-nsw.org](mailto:membership@croquet-nsw.org)

Step 5. The Membership and Record Officer verifies the WWCC via the NSW Government website and confirms the WWCC in the CNSW database.

Steve Thornton

CNSW Secretary