



MaristCollege  
Canberra

## WORKING WITH VULNERABLE PEOPLE INFORMATION FOR SPORTS CLUB VOLUNTEERS

The *Working with Vulnerable People (Background Checking) Act 2011* requires individuals volunteering in 'Activities or Services for Children' to have a valid WWVP registration.

In accordance with the legislation, Marist College Canberra requires all coaches, managers, committee members and volunteers working with Marist Sports Clubs, and who are over the age of 16, to register and hold a WWVP registration in order to engage in activities with our students.

There are two important steps to this process prior to being approved to participate as a volunteer.

### STEP 1- WWVP REGISTRATION PROCESS WITH ACCESS CANBERRA

Registration is free for volunteers and is valid for 5 years. You are encouraged to submit your form as soon as possible, noting that processing times will vary and as at January 2022 are averaging 7 weeks.

The registration process involves two steps:

1. Online application via the [Access Canberra](https://www.accesscanberra.act.gov.au/s/) website at <https://www.accesscanberra.act.gov.au/s/>.
2. A face-to-face identification check at an Access Canberra office.

Individuals that need to renew their registration can do this online via the [Access Canberra](https://www.accesscanberra.act.gov.au/s/) website, via 'Apply for Renewal' button on the Working with Vulnerable People Registration page.

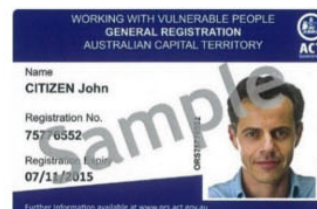
When completing the Registration/Renewal processes, please choose 'General Registration'. Under 'Employer/Organisation details', please use the following details:

Employer/Organisation name:	Marist College Canberra
Applicant's position role:	Sporting team manager/coach/committee member (enter correct title)
Address:	Marr Street, Pearce, ACT, 2607
Contact Person	Glenn Slater
Phone:	02 62987262
Email:	<a href="mailto:wwvp@mcc.act.edu.au">wwvp@mcc.act.edu.au</a>

### STEP 2 - MARIST COLLEGE REGISTRATION PROCESS

Volunteers are required to provide evidence of their WWVP registration directly to the College via a secure online [WWVP Register](#). In addition to their number and expiry, volunteers need to upload a copy (scan or photo) of their physical card (both front and back) when they complete the online form. If the card has not been received, or renewal is in progress, a copy of the application or receipt is acceptable evidence.

**PLEASE NOTE:** All coaches, managers and volunteers are required to carry their WWVP Registration Card on their person at all times while working with students (or carry their application receipt if they are awaiting the arrival of their registration).



**The College Is Grateful For The Generous Support, Assistance And Work Of All Our Volunteers.**