



# RECORD KEEPING SHEET (EXAMPLE)

Club name/ location

Year

**WWCC Category** (h) clubs, associations or movements (including of a cultural, recreational or sporting nature) that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children.

Some sports have policies above the WWC Check minimum, such as ALL coaches require a WWC Check – check with your sport.

**Responsible person & contact details:** \_\_\_\_\_

POSITION REQUIRING WWCC	CURRENT HOLDER OF POSITION	VOLUNTEER /PAID	DOES AN EXEMPTION APPLY? - WHY	WWCC Application Receipt #	WWC Check NUMBER	WWC CARD SIGHTED	EXPIRY DATE	VALID UNTIL?
Under 11's Coach	John Smith	Volunteer	Yes - Parent		NA			
Under 18's Coach	Tim Smith	Paid	Yes Teacher registered with VIT		NA	VIT registration		05/06/2007 04/04/2008
Canteen Supervisor	Mary Blogg	Volunteer	No		123456	yes	4/04/2009	05/12/2006 05/06/2007
Marshall	Jason Young	Volunteer	Yes Under 18 years old Expires 12/07/2008		NA			05/06/2007
NSW Interstate Coach	Bill Waterhouse	Volunteer	Yes interstate visitor for Junior carnival		NA			

Note: CHECK YOUR STATE SPORTING ASSOCIATION GUIDELINES/ POLICY. You should periodically re-assess whether employees/volunteers that are exempt are still exempt. For example, if the person is exempt under the parent exemption, is their child still directly involved in the activity to warrant the parent exemption.