

Club/Association Committees Working with Children Checks



Adding your Tennis Club/Association to your existing Working with Children Check

It is a requirement of the Tennis Australia Member Protection Policy that all committee members of Tennis Clubs and Associations have a valid Working with Children Check.

If you do not have a Working with Children Check you can obtain a Volunteer check for free via www.workingwithchildren.vic.gov.au

If you already have a Working with Children Check from your involvement with another organisation (either as a Volunteer or as an Employee) you can add your Tennis Club/Association to your existing Check.

To do so, access your **MyCheck Account** on the top right of Working with Children Check Victoria's [website](#).

Register

If you do not have a MyCheck Account you can register for one by clicking the 'Register' button.

You will need your Working with Children Check card number or Application number to successfully register. If you don't know these details you can retrieve them online using the email address and mobile number you first used to register for your Working with Children Check.

Log in

Enter your email address and the password you set up when registering for a MyCheck Account.

The opening screen will display if your Working with Children Check is currently valid and its expiry date.

Add an Organisation

On the left hand menu, select '**Change my Details.**' You will be able to update your contact details.

Further down the page is a button to '**Add an organisation.**' Select this and you will be prompted to populate the:

- Organisation's Name i.e. name of your Tennis Club or Association
- Your Tennis Club/Association's postal address and phone number.

Once complete, click **Update**.

Declaration

Scroll down to the bottom of the page to read and select the tick box declaration.

Click **Submit**.

Confirmation to Club/Association

Following Working with Children Check Victoria's review, your tennis club/association will receive a letter indicating that you have a valid Working with Children Check. Should your Working with Children Check status change in the future, your club/association will be notified.