



## Registering as an RTO

Thanks in advance to all volunteers who will be RTOs this year (i.e. Coach, Manager, Volunteer and Committee Member).

Detailed instructions (with screen shots) showing you how to register are here:  
[RTO Registration Online Instructions](#)

### Working with Children Check

Once you have registered as a coach or volunteer, you need to follow one of the below two processes for the Working with Children Check:

- 1) if your child is NOT IN the team you are involved with you need to follow the proper working with children's check procedure – click [here](#) for details
- 2) if your child is IN the team you need to at least fill out the Working with Children Form and Forward it to our registrar *James via email* by Thursday 24<sup>th</sup> March to have it for round 1: [Working with Children Check Form](#)

NOTE: Over the next few years there will be a transition to have a formal Working with Children Check through the NSW Government **for all RTOs** in the club (Option 1). We ask any person that will volunteer with the club to start looking at the process and to do it in time for this year's competition (soon there might be a charge to have this number so do it now as it lasts 5 years).

If you have any questions contact our Registrar James via email: [jimmy.brennan83@gmail.com](mailto:jimmy.brennan83@gmail.com). For queries about your FFA number visit <http://www.myfootballclub.com.au> or contact MyFootballClub on (02) 8020 4199.

Please note we will not be chasing photos or paperwork this year so it is important that you follow these instructions so we have enough RTOs for the beginning of the season.

Good luck everyone!