


## Coach Registration Quick Reference Guide



### STEP 1 Register as a member

- **CLICK** on  and register as a Sporting Schools member.
- **ACTIVATE** your account via the email link sent to you

If you already have an active **member** account **CLICK** on 

### STEP 2 Register as a Coach

- **SELECT** Register as a Coach from the landing page.
- **ENTER** your **Address** and **Details** (Name, Address, DOB, Gender)
- **IDENTIFY** the **Type of Coach** that you are:

Student - High School	Enrolled in a High School
Student - TAFE / University	Enrolled at a TAFE / University
Community Member	A person in the community who meets the coach registration requirements who is not associated with any other coach type identified on this form
Local Club Member	Affiliated with a local club as a coach
School Teacher / Employee	Employed by a school
Commercial Operator	Employed by a commercial operator and/or private provider to coach
Professional Coach	Employed as a full time professional coach.
SSO Employee	Employed by a state sporting organisation (SSO)
NSO Employee	Employed by a national sporting organisation (NSO)

### STEP 3 Insurance

- You must **DECLARE** your insurance status

Do you have, or are you covered by public liability insurance (minimum \$10 million) and professional indemnity insurance (minimum \$2 million) for each of your nominated activities within Sporting Schools.

### STEP 4 WWCC

You **MUST** have a valid state/territory working with children check relevant to your nominated delivery location. See the [Play by the Rules website](#) for state/territory Working with Children Checks fact sheets.

You **MUST** provide the following MANDATORY details:

- State
- Check type (WWCC, Blue card etc.)
- Identified (Number)
- Expiry date (15/08/2018)
- Evidence (upload a copy of your WWCC)

State *	Check Type *	Identifier *	Start Date	Expiry Date *	Evidence	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are applying for an **EXEMPTION** you **MUST** provide details outlining your exemption requirements within the comments section.

### Teachers WWCC

**VIC** Exempt from a WWCC if you are registered with the Victorian Institute of Teaching (VIT)

**SA** Exempt from a WWCC if you are registered with the Teachers Registration Board SA (TRBS)

**QLD** Exempt from a WWCC if you are registered with the Queensland College of Teachers (QCT)

**NSW** Exempt from a WWCC if you registered with the Board of Studies Teaching & Educational Standards (BOSTES)

### STEP 5 Qualification

You **MUST** submit evidence that meets the national sporting organisation coach endorsement requirements:

- Please refer to [NSO sport pages](#) for further details

### STEP 6 Sporting Schools Profile

- **ENTER** your **Contact Details** (Phone, Email, Contact preference)
- **ENTER** your **preferred sports to be delivered** (Sport, State and Select Coaching Provider or indicate that you will manage your own bookings). *NOTE: the state refers to the location of the coaching provider.*

SPORT *	STATE *	COACHING PROVIDER
<input type="text"/>	<input type="text"/>	<input type="text"/>

I will manage my own bookings for this sport  
 My Coaching Provider doesn't appear in this list

- **ENTER** your **area to be serviced** (Kms)
- **ENTER** your **availability** (Before, During After School)
- **ENTER** your **Rates per session** (This includes planning and travel)

### STEP 7 Declaration

- You **MUST** agree to all the terms and conditions.