

Coach registration quick reference guide

Before you start you will need:

- a scanned copy or photo of your [Working with Children Check](#) for your state;
- a scanned copy or photo of your relevant coaching accreditation and/or qualifications; and
- to be covered by public liability (minimum \$10 million) and professional indemnity (minimum \$2 million) insurance for each of your nominated activities within Sporting Schools.

STEP 1 – Register as a member

- Go to www.sportingschools.gov.au
- **REGISTER** your details as a Sporting Schools member
- **ACTIVATE** your account via the link sent to your email address
- **LOGIN** using your email address

STEP 2 – Register as a coach

- **CLICK** register as a coach
- **ENTER** your address and details
- **IDENTIFY** the type of coach that you are

STEP 3 – Insurance

- **DECLARE** your insurance status

STEP 4 – Working With Children Check

You **MUST** have a valid state/territory working with children check relevant to your nominated delivery location.

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*)

STEP 5 – Qualification

You **MUST** submit evidence (certificate/confirmation letter) that you have completed at least the Foundation Coaching Course

STEP 6 – Sporting Schools Profile

- **ENTER** your contact details
- **ENTER** Volleyball as your preferred sport
- **ENTER** your state (your location and/or the location of your nominated coaching provider)
- **SELECT** the coaching provider or indicate that you will manage your own bookings
- **ENTER** your area to be serviced (KMs)
- **ENTER** your availability (before, during and/or after school)
- **ENTER** your rates per session (includes planning and travel)

STEP 7 – Final Step

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