



Coach registration quick reference guide



National Sporting Organisations (NSOs) are responsible for managing all coach registrations for the Sporting Schools program. Coaches must register with their nominated NSO and meet the minimum coaching requirements, including Working with Children Checks (WWCC).

STEP 1 – CONTACT THE SPORT

- » **VISIT [Become a Coach](#)** on the Sporting Schools website to find the contact for your sport

STEP 2 – REGISTER WITH YOUR SPORT

- » **COMPLETE** the relevant NSO registration process
- » **PROVIDE** the following details to the NSO as a minimum:
 - Full name
 - Address details
 - Date of birth
 - Gender
 - Contact phone
 - Email address

STEP 3 – WORKING WITH CHILDREN CHECK

- » **PROVIDE** WWCC details to the sport
- » Coaches must have a valid State/Territory WWCC or be able to provide evidence of EXEMPTION. The following mandatory details will need to be provided:
 - Clearance type (WWCC, Blue card etc.)
 - State
 - ID Number
 - Expiry date (15/08/2018)
 - Or Exemption Type

Visit the [Play by the Rules website](#) for State/Territory Working with Children Check fact sheets.

STEP 4 – MINIMUM REQUIREMENT

Each NSO will have minimum coaching requirements for delivering Sporting Schools programs, and will provide coach upskilling where required. For further information, please visit the [NSO sport pages](#).

STEP 5 – PROGRAM DELIVERY

NSOs or NSO-nominated coaching providers can assign a booking request to you through the online booking system.

When an NSO or coaching provider has assigned a booking to you, you will receive an email that includes all booking details (e.g. school details, sports package, session dates, times and number of participants). you can accept or decline the booking request by clicking the relevant button within the email.

Please note that as part of the booking process, a school can request a specific coach as the preferred coach for their sports package.

The benefits of the new booking system for coaches include the ability to:

- » Receive and confirm bookings via email
- » Access to all booking details to make an informed decision on whether to accept or decline booking requests
- » Communicate directly with NSOs and/or nominated coaching providers

If you have any further queries, please contact your NSO, visit the Sporting Schools Help Centre or contact our Client Support Centre on 1300 785 707 or by email at info@sportingschools.gov.au.