



## Compliance / Accreditation Spreadsheet – How to Guide

Coach, manager and trainer compliance is a crucial aspect of running a professional Junior League Club. All coaches, managers and trainers must be fully compliant by 30<sup>th</sup> April 2019 in order to remain active in their given roles within your club. This document will give you all the information you need on how to populate and manage the accompanying compliance spreadsheet and achieve full compliance this season.

### The Three Steps of Compliance

These are the three steps of compliance **in order**:

- 1) **Register** - All club volunteers must register to your club. Coaches register as coaches while trainers, team managers, committee members (basically everyone else) registers as a volunteer.
- 2) **Get Accredited** – See below
- 3) **Assigned to a Team** – Once properly registered and accredited the person is permitted to be assigned to a team.

### Who Needs What Accreditation?

#### Coaches

Must have a valid Working With Children's Check

Coaching U6–U12 - Must have a minimum of a Modified Games Coach accreditation

Coaching U13–A Grade – Must have a minimum of an International Games Coach accreditation

A Club Coach accreditation (Level 1) will allow you to coach any age from U6–A Grade

A Senior Club Coach accreditation (Level 2) will allow you to coach any age from U6–A Grade

#### Managers

Must have a valid Working With Children's Check

No specific accreditation required

#### Sports Trainers

Must have a valid Working With Children's Check

See attached NRL On Field Policy



## How we will Complete the Compliance Spreadsheet Together

**Step 1** – You enter the name, date of birth and Working With Children’s Check (WWCC#) number of each coach, manager and trainer within your club.

**Step 2** – For each coach and trainer you enter in to the spreadsheet you must put their relevant accreditation\* and it’s expiry date.

\*If you’re entering the details for a trainer in the “trainer” row but they also have a coaching accreditation don’t give me the details of their coaching accreditation. I want their relevant accreditation in relation to their role for that team.

**Step 3** – As your club is the “employer” of the volunteers registered to your club you must verify their WWCC# and put the status in the “status” column. If they are cleared put “**CLEARED**” in the “status” column next to their name.

**Step 4** – Send the spreadsheet to me by 12pm midday on Friday of that week.

**Step 5** - I will cross check each of the coaching and sports trainer accreditations you’ve entered next to each volunteers name and highlight their accreditation cell in **green** if the person is properly accredited.

If the person is not properly accredited I will enter notes on what you need to make happen for them to become properly accredited.

**Step 6** – I will send the spreadsheet back to you labeled “V2” indicating version 2 so you can delete the previous one you had so we don’t double handle. You add any coaches, managers or trainers to the spreadsheet and verify their WWCC#. **I will send this back to you by 12pm Tuesday.**

**Step 7** – Then we repeat the process remembering to save the spreadsheet as the next version each time we send it to ensure we don’t double up.

## What Next?

Only once a coach, manager or trainer has their WWCC# “**CLEARED**” and their accreditation highlighted in **green** will they be permitted to be assigned to the corresponding team on LeagueNet.