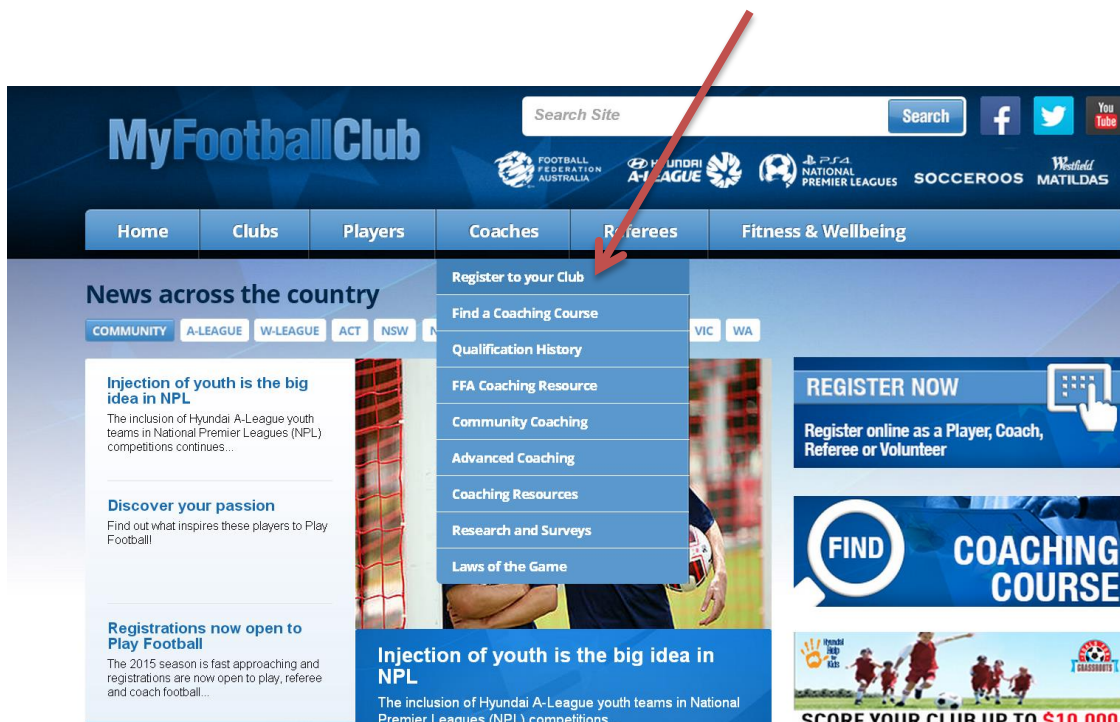


To Register as a Coach for your School

To register as a Coach you will need an FFA number. If you do not have an FFA number go to <https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx?StartAt=Waivers> and start the process.

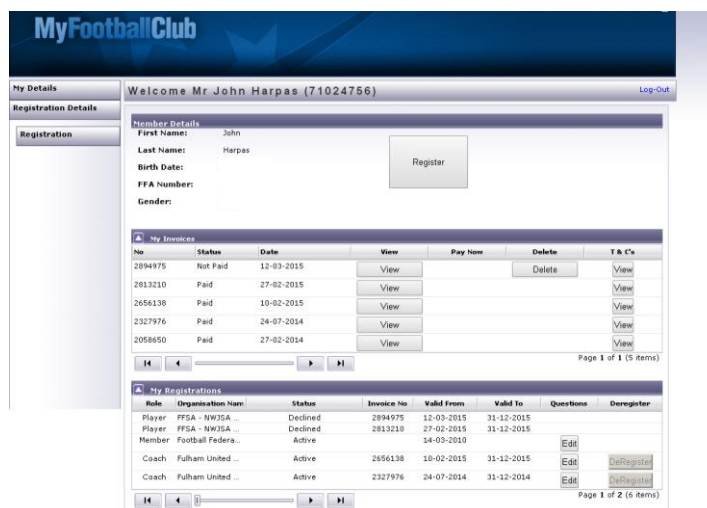
If you have an FFA number but cannot remember it go to <https://live.myfootballclub.com.au/Signup/FFAMemberSignup.aspx>

Once you have your FFA number, select Coaches/Register to your Club at <http://myfootballclub.com.au/>



Login with your FFA number and password. If you have forgotten your password follow the prompts to reset it. If this fails you will be given a phone number to call for assistance.

Once you login you will see this screen:



Click on the Register button. This will take you to your contact details. Ensure details are correct and select Next.

You will go to the Select Registration Screen.

Step 1. Type your school name and select from drop down

Step 2. Select Coach and answer question regarding accreditation

Step 3. Select Volunteer

Step 4. Click on Add Packages. The Volunteer package will appear in the table and Steps 2 and 3 may reset as per this screen shot:

MyFootballClub

Select Registration Log-Out

CONTACT DETAILS **SELECT REGISTRATION** TERMS & CONDITIONS PAYMENT ADDITIONAL QUESTIONS FINISH

Step 1: ?

Step 2: ?

Step 3: ?

Step 4: [Click on the Next button below to proceed](#)

Search for your Club by typing it's name and a list of matching clubs will be displayed. You then select the Role which can be player, referee or volunteer then select the Level(usually age-based), then click on Add.

Club	Role	Type	Package	Price	Fee Breakdown	
FFSA - NWJSA U16 ...	Coach	Outdoor	Coach	\$0.00		Delete

Page 1 of 1 (1 items)

Click Next.

Acknowledge Terms and Conditions.

Select Next at Payment screen.

You will see the Additional Questions screen

CONTACT
DETAILS

SELECT
REGISTRATION

TERMS &
CONDITIONS

PAYMENT

**ADDITIONAL
QUESTIONS**

FINISH

Please answer the questions below, then click on 'Save All Answers' button at the bottom of the page.

National Criminal History Check 2015

The Football Federation SA stipulates that any person that holds a 'Prescribed Position', as outlined below, involving a person 17 years of age or under must complete a criminal history assessment which includes a police check. The exemption to undertaking a criminal history assessment is also outlined below. * A prescribed position is: All people who have regular contact with children or regular work in close proximity to children and are not directly supervised. Manage or supervise such personnel. Have access to records in relation to children that are prescribed by regulation (child protection services, education services, health services, disability services, court orders, and proceedings). ** Exemptions: A person who volunteers who is less than 18 years of age. A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in a month. A person occupying a position in which all work involving children is undertaken in the presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children. A person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis. A person who is a police officer or a registered teacher. 3.2 The FFSA and its affiliated clubs and associations shall not employ or engage a person (whether paid or unpaid) to coach, instruct or otherwise have direct contact with a child without first undertaking the following 4 step screening process: (a) obtain from the applicant a completed and signed Team Officials Registration Form (b) check the applicant's referees (oral or written), (c) interview the applicant to ensure suitability for the role and for working with children, and (d) obtain a National Criminal History Record Check (NCHRC) (a national summary of an individual's offender history). 3.3 The FFSA and its affiliated clubs and associations shall ensure that persons employed and engaged (whether paid or unpaid) to coach, instruct or otherwise have direct contact with a child, undertake re-screening at least every 2 years from the date of the initial national police check.

Date of Issue	*	<input type="text"/>
Reference Number	*	<input type="text"/>
Expiry Date	*	<input type="text"/>
I am a SAPOL employee	*	<input type="checkbox"/> No <input type="checkbox"/> Yes
I am a registered teacher	*	<input type="checkbox"/> No <input type="checkbox"/> Yes
I have applied for a new National Criminal History Check and have provided this to my Club or FFSA	*	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes

Answer all Additional Questions. You will need Police Certificate or be a registered Teacher /SAPOL employee to proceed.

Police Certificate expiry date is 3 years after issue date.

Select Save All Answers

Your School Registrar will receive notice of your registration application.

If you have any problems, please phone Tracey Dycer at FFSA 8340 3088

Tracey.dycer@ffsa.com.au