



Champion Club Program

Portal User Guide

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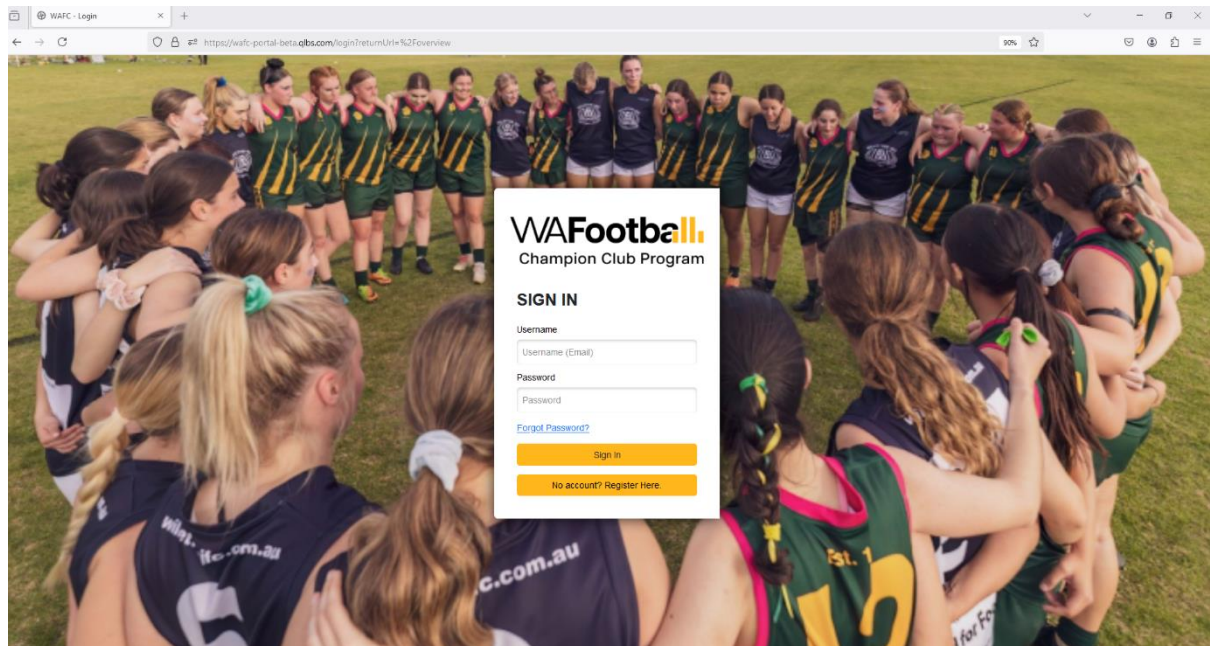
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HOW TO ACCESS THE WA FOOTBALL ONLINE CERTIFICATION PORTAL

You can use the following link or copy and paste it into a web browser to access the WAFC Online Certification Portal.

<https://championclub.wafootball.com.au>

We recommend using Google's Chrome browser for the best experience when using this portal.




REGISTRATION

You can register a user account for the WA Football Champion Club Program by clicking the **No Account? Register Here** button at the bottom of the sign in form.

No account? Register Here.

This will open the **Registration** form.


- Fill in the required fields and select the club or league you represent.
- Click the **Sign-Up** button to submit the registration form.
- A message will appear, informing you that a verification link has been sent to your registered email account.



REGISTER

Are you signing up as a club or league?

[Back to Login?](#)



Thank you for signing up to the WA Football Champion Club Program.

A verification link has been sent to your email account.

Please click on the link to verify your email and continue the registration process.

If you do not receive the email within a few minutes, please check your Spam/Junk folder.

SETTING UP YOUR PASSWRD

Check your email for a verification link. The email should look like the example below. Use the **Set your password** button (highlighted in red) in the email to activate your account.

Dear QLBS Test 2401,

A user account has been created for you for the WA Football Champion Club Program. Please start by setting your password using the button below

Once you have set a password, go to <https://wafc-portal-beta qlbs.com> to login to the system using your email address (qlbtest2401@qlbs.com) as your username.

If you have any technical issues or queries, please contact support@qlbs.com for assistance.

Kind Regards

The WA Football Champion Club Team

When the entered password meets the outlined criteria, the hints will turn green, and a confirmation message will appear at the top, indicating a successful password setup.

NOTE: A secure password must be at least 8 characters, contain a number, a symbol and a capital letter. Try not to use any dictionary words or names as these are easy to guess.

You can now log in using the email address and password you provided during the registration process.

LOGIN

To login, enter your email address as your username and enter the password on the boxes provided then click on the 'Sign In' button.

If this is your first time logging in, you will be prompted to review and accept the platform's Terms and Conditions, which can be accessed by clicking the **Terms of Use** link. Tick the checkbox **I accept**, then click the **Submit** button.

Terms of Use

This self-assessment questionnaire is owned by or licensed to WAFC, is solely intended for the purpose set out in your contract with WAFC and is subject to the same terms and conditions of use. The questionnaire is not to be used for any other purpose, copied, distributed to another party, or quoted whether in whole or in part without WAFC's prior written consent.

This SaaS platform is owned by or licensed to QLBS and your access to the platform is subject to these [Terms of Use](#).

By selecting "I accept", you confirm that:

- you will not use this questionnaire for any unauthorised purpose,
- no personal information other than login credentials (e.g. username and password) will be uploaded to this platform; and
- you have read and agree to the [Terms of Use](#) (and the respective QLBS and WAFC privacy policies hyperlinked therein) which govern your use of the SaaS platform.

☒ I accept

NAVIGATING THE DASHBOARD

Once you have logged in successfully, you will land on the **Dashboard**, with the **Home** tab displayed by default.

The navigation bar is located at the top of the page and has multiple tabs for you to access throughout your certification journey. Here's a brief overview of each tab:

Home

The Home tab is the landing page when the user logs in, showing the **Club Details**, **Welcome**, and **Status** sections. For more information see the [Navigating the Home Tab](#) section of this guide.

About

Provides information about the WAFC Champion Club program, including its goals, benefits, and how it supports clubs. For more information on this section, see the [About](#) section of this guide.

Module 1 - Foundation Level

This is the initial questionnaire that needs to be completed. Only once your club achieves Foundation Level Club Certification, can you proceed to complete the Premiership Level Champion Club Questionnaire. For more information on this section, see the [Module 1 - Foundation Level Questionnaire](#) section of this guide.

Module 2 - Premiership Level

Similar to the Foundation Level Club Questionnaire, but specifically for clubs aiming for Premiership Level Champion Club status. This questionnaire will become available for your club to complete once you have achieved Foundation Level Club Certification. For more information on this section, see the [Module 2 - Premiership Level Questionnaire](#) section of this guide.

Action Items

Lists all the tasks and items that need your attention before you can submit your assessment. This could include pending approvals, required actions, or follow-ups. For more information on this section, see the [Understanding the Action Items](#) section of this guide.

My Files

This section serves as a repository for all your uploaded documents and files related to the certification process. You can view and search for specific files you've uploaded here, ensuring easy access and organisation of all necessary documentation. For more information on this section, see the [My Files](#) section of this guide.

Assets

The Assets section provides your club with all the necessary tools and materials to celebrate and promote your achievements. Here, you will find all the essential assets for both Foundation and Premiership Level Clubs. This tab only becomes visible once **Module 1 - Foundation Level Certification** has been achieved. For more information on this section, see the [Assets](#) section of this guide.

Resources

Provides access to various resources such as guides, templates, and other helpful documents to assist you in the certification process. For more information on this section, see the [Resources](#) section of this guide.

NAVIGATING THE HOME TAB

The Home tab helps you quickly access key details about your club and track your progress toward certification. It is divided into three sections:

- **Organisation Details:** Displays the key information about your club.
- **Welcome:** Displays a message welcoming your club to the program and providing clear guidance on the next steps to take.
- **Status:** Displays your progress toward becoming Foundation Level or Premiership Level certification.

CLUB DETAILS

Club Name	Beacon FC
League	Central Wheatbelt Football League
Affiliate	Country Football WA

CONTACT DETAILS

Main Contact Name	QLBS Demo Test Club
Contact Email	qlbsdemo@qlbs.com
Contact Phone	12345
Position in Club	Coach

WELCOME

Welcome to the Champion Club Portal!

We're excited to have you on board as you work through the **Foundation Level** and **Premiership Level** modules.

Getting Started

- To begin your journey, click on the **Foundation Level** module tab.
- You need to answer all the questions and complete any action items generated before you can submit.
- Once you've completed the Foundation Level, you'll be able to progress to the **Premiership Level**.
- For program details, user guides, and helpful resources, visit the **About** section.

Stay Updated

Keep an eye on this space for important updates, reminders, and tips to help you progress through the program.

Good luck with your submissions!

The WA Football Champion Club Team
Need assistance or have any questions? Contact us at championclub@wafc.com.au. We're here to help!

STATUS

- Foundation Level In Progress
- Foundation Level Submitted
- Foundation Level Under Review
- Foundation Level Further Action Required
- Foundation Level Re-Submitted
- Foundation Level Achieved
- Premiership Level In Progress
- Premiership Level Submitted
- Premiership Level Under Review
- Premiership Level Further Action Required
- Premiership Level Re-Submitted
- Premiership Level Achieved

HOW TO UPDATE CONTACT DETAILS

1. Navigate to the Contact Details section of the home dashboard and click the pencil icon beside **CONTACT DETAILS**

CONTACT DETAILS

Main Contact name **QLBS Test2301**

Contact email **QLBSTest2301@qlbs.com**

2. Click on the fields you wish to edit and enter the new information.

You are not able to edit the text fields that are grey, these are locked.

If you need to change them, you must contact championclub@wafc.com.au

3. Click **Save** to confirm the changes.

WAFootball CHAMPION CLUB PROGRAM

Home About Module 1

Club/Organisation Name Bayswater JFC

League Metro Central

Affiliate

Main Contact Name Test RegistrationA

Main Contact Email sholia.dimasu@qlbs.com

Contact Phone 0123456789

Position in Club Coordinator

Save

HOW TO INVITE COMMITTEE MEMBERS

It is recommended that you invite other committee members to help facilitate the completion of the WA Football Champion Club certification. To do this, follow these steps:

1. Navigate to the Contact Details section of the home dashboard and click the pencil icon beside **CONTACT DETAILS**

CONTACT DETAILS

Main Contact name
QLBS Test2301

Contact email
QLBStest2301@qlbs.com

2. Scroll to the bottom of the page where you will find a section titled **Invite Committee Member**.

Invite Committee Member

Name

Email

Mobile Phone

Position

Status

Invited

Invite/Disable

Save

3. Fill in the **Name**, **Email**, **Mobile Phone** and **Position** of the new committee member and ensure the **Status** field is set to **Invited**.
4. Send the invitation to the new Committee Member by clicking the **Invite/Disable** button on the right. The new Committee Member will receive a confirmation email that will allow them to set up a username and password for the portal.

Invite/Disable

Save

5. Click the **Save** button to confirm all changes.

If you would like to add more than one Committee Members to your club, you may press the **plus icon** on the bottom right of the page.




This will duplicate the details and allow you to fill in the details of another Committee Member.

NOTE: You may only invite 2 extra members to your club.

You may wish to remove members to allow the addition of others. See the [How to remove a Committee Member](#) section for more details.

Invited Committee Members will be displayed on the home page under the Club Details.

LEAGUE DETAILS	
League Name	Avon Football Association
Affiliate	Country Football WA

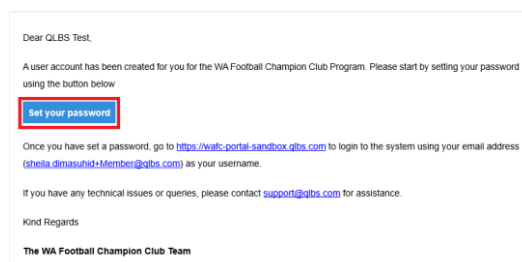
CONTACT DETAILS 	
Main Contact Name	qlbtest1102 league
Contact Email	qlbtest1102_league@qlbs.com
Contact Phone	123456
Position in Club	Coach

INVITED COMMITTEE MEMBER	
Contact	QLBS Test DemoInvited
Contact Email	sheila.dimasuhid+invited1802@qlbs.com
Contact Phone	02123456789
Position	Volunteer

HOW TO ACTIVATE A COMMITTEE MEMBER ACCOUNT

Once invited, you will receive an email invitation to activate your account.

1. Click the '**Set your password**' button in the email. This will take you to the Set Password page.
2. After setting your password, click the link in the email to log in.

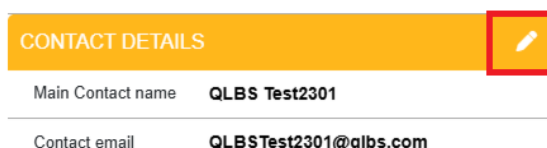


3. On your first login, you will need to **agree** to the Terms and Conditions to proceed.
4. Once logged in successfully, your account is activated.

HOW TO DISABLE A COMMITTEE MEMBER

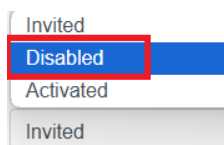
If you wish to disable the account of a member that has been added to your club, follow these steps. Disabling the account will prevent the member from accessing club information or self-assessments and participating in facilitating the club's certification.

1. Navigate to the Contact Details section of the home dashboard and click the pencil icon beside **CONTACT DETAILS**



CONTACT DETAILS	
Main Contact name	QLBS Test2301
Contact email	QLBTest2301@qlbs.com

2. Locate the member that you wish to disable in the list of Committee Members in the bottom section of the page titled **Invite Committee Member**
3. Navigate to the Status field and change the status of the Committee Member to **Disabled**.



Invited
Disabled
 Activated
 Invited

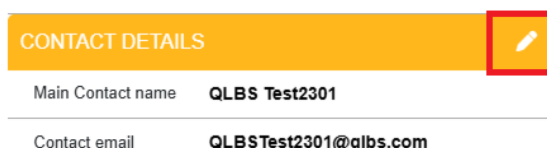
4. Click **Invite/Disable** button on the right and select OK when prompted with the confirmation message.
5. Press **Save** to confirm the changes.

NOTE: To invite the member again, simply change the status back to **Invited** and click the **Invite/Disable** button. An email invitation will be sent to the member to setup the password.

HOW TO REMOVE A COMMITTEE MEMBER

You can only add an extra 2 Committee Members to your club so you may wish to remove an existing account to make way for new members. If you wish to remove a disabled Committee Member's account, follow these steps:

1. Navigate to the Contact Details section of the home dashboard and click the pencil icon beside **CONTACT DETAILS**



CONTACT DETAILS	
Main Contact name	QLBS Test2301
Contact email	QLBTest2301@qlbs.com

2. Locate the member that you wish to remove in the list of Club Members in the bottom section of the page titled **Invite Committee Member**
3. Locate the **minus symbol** on the right-hand side of the page and click this to remove the



user. Select OK when prompted with the confirmation message. This option is only

visible if there are two Committee Members listed. If there is only one additional member, click the + button to add another member, which will make the minus symbol visible. Then, click the minus symbol on the user account you wish to remove.

4. Press **Save** to confirm the changes.

ABOUT

This section provides an overview of the WA Football Champion Club Program, outlining its purpose, benefits, and how it can help your club achieve excellence in governance, community engagement, and recognition.

WAFootball CHAMPION CLUB PROGRAM

Home About Module 1 - Foundation Level Module 2 - Premiership Level Action Items My Files Resources Test Registration

Welcome to the WA Football Champion Club Program, your gateway to strengthening your club's governance, engaging your community, and gaining recognition. By participating, your club can stand out as a leader in the football community, attracting new players, officials, and sponsors while building a strong foundation for long-term success.

A Club refers to any community Australian Rules Football Club or League operating in Western Australia.

Why Join the Champion Club Program?

- **Attract members and volunteers:** Drive growth through best-practice governance.
- **Gain recognition and rewards:** Progress through program levels, including Premiership Level status.
- **Appeal to sponsors:** Strengthen your club's financial position by enhancing its profile.
- **Stay compliant:** Meet key state and federal legal and safety standards.
- **Build for the future:** Set your club up for success with a strong governance framework.

How the Portal Works

- **Start your journey:** Click the Foundation Level module tabs above to begin. You must reach the Foundation Level of the program before progressing to the Premiership Level.
- **Store documents:** Upload and access files in the My Files tab.
- **Find resources:** Browse templates and guides in the Resources tab.
- **Track progress:** View next steps and tasks in the Action Items tab.
- **Stay informed:** Look out for updates and reminders as you progress.

Good luck with your submissions – start your Champion Club journey today!

RESOURCES AND SUPPORT (+)

PROGRAM LEVEL REQUIREMENTS (+)

RECOGNITION (+)

Click on the headers of each section to view additional information about the levels of the program, the requirements for each level, and the resources available to support your club's journey.

Whether you are just starting out or aiming to reach the Premiership Level, the About section will guide you through the key aspects of the program and how to make the most of the tools and support provided.

RESOURCES AND SUPPORT (+)

PROGRAM LEVEL REQUIREMENTS (+)

RECOGNITION (+)

FOUNDATION LEVEL CLUBS (+)

PREMIERSHIP LEVEL CLUBS (+)

MODULE 1 – FOUNDATION LEVEL

Navigate to the **Module 1 - Foundation Level** Questionnaire by clicking on it in the top navigation bar.

Home About **Module 1 - Foundation Level** Module 2 - Premiership Level Action Items My Files

Read each question carefully, including the hint and provide a relevant answer, explanation, or file. You can come back to respond to the questions anytime. Although responses are saved automatically, it's good practice to click the Save button from time to time to avoid losing any progress. This way, you can ensure that all your responses are accurately recorded and can be revisited or updated as needed.

ANSWERING QUESTIONS

Throughout the **Module 1 - Foundation Level** Questionnaire, you'll be asked to provide answers in various formats, offer explanations, and upload files to support your responses. For some questions, a note will be included indicating if a file upload or an explanation is required.

Response Types

Questions may have different response options, such as:

Yes/No


Choose either Yes or No.

Yes

No

Dates

Either enter the date manually or choose a date from the calendar by clicking the calendar symbol.



January 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Text box

Enter any text, such as a year, in the provided space.

Text Area

An input field designed for writing text across multiple lines.

Committee Position1
Committee Position2

I Confirm

Click the "I Confirm" button to acknowledge that you adhere to the question being asked.

I Confirm

Checklists

Select one or more of the available options.

Select as many as are applicable

- ☒ President
- ☐ Vice-President
- ☒ Secretary
- ☒ Treasurer
- ☐ Registrar

Explanation

Provide additional details or context as needed.

Explanation

Please enter some notes...

File Upload


Select one or more files to upload.

Files

Browse or drop files here

UTILISING THE HINT AND SHOW INCOMPLETE FEATURES

To ensure you provide all necessary information and complete the Champion Club Questionnaire accurately, make use of the Hint and Show Incomplete features. These tools will guide you through the process, helping you identify and address any missing responses or required documents.

For more information, hover over the hint  button next to the question to access additional information, resources and templates.

WAFootball CHAMPION CLUB PROGRAM Home About Module 1 - Foundation Level Module 2 - Premiership Level Action Items My

2.8. Is your club compliant with Working with Children Check legislation? 1 Yes No

2.9. Does your organisation operate a Canteen Facility?

2.10. Does your club operate a bar facility that serves alcohol?

Club Culture and Environment

Club Culture and Environment refers to the collective attitudes, values, beh

3.1. Does your club have a Purpose, Vision and/or Mission Statement?

Additional files

Working with Children Legislation - Western Australia

In Western Australia and the Christmas and Cocos (Keeling) Islands, the Working with Children (WWC) Check is a compulsory screening strategy for people who engage in certain paid or unpaid work with children, described as "child related work" under the WWC Act.

The WWC Check is administered by the WWC Screening Unit within the Department of Communities. In the sport and recreation industry, the WWC Check applies to many people who work with children in Western Australia and the Christmas and Cocos (Keeling) Islands including:

- Self-employed people
- Paid employees
- Volunteers and unpaid people
- Students on placement
- Employers, volunteer clubs and individuals have responsibilities to comply with the WWC Act and keep children safe in their clubs.

In most cases, club child related work falls under Category 12: club, association or movement

WEB RESOURCES:

[West Australian Government - Working with Children Check Resources](#)
[West Australian Government - The Parent Volunteer Exemption](#)

TEMPLATES:

↓ [WWCC - Football Bulletin](#)
↓ [WWCC - Compliance Toolkit Sport and Recreation](#)
↓ [WWCC - Volunteer Declaration](#)
↓ [WWCC - Record Keeping Spreadsheet](#)

To identify questions needing attention, click the **Show Incomplete** button. This will highlight any incomplete questions. When enabled, this button appears as a yellow-filled rectangle. A red text message will appear below each question, providing specific guidance on what information is missing.

WAFootball CHAMPION CLUB PROGRAM Home About Module 1 - Foundation Level

2.8. Is your club compliant with Working with Children Check legislation? 1 Yes No
2.8. Question Response Required

2.9. Does your organisation operate a Canteen Facility? 1 Yes No
2.9. Question Response Required

2.10. Does your club operate a bar facility that serves alcohol? 1 Yes No
2.10. Question Response Required

Club Culture and Environment

Club Culture and Environment refers to the collective attitudes, values, behaviours and norms that define the atmosphere and character of a club. These

3.1. Does your club have a Purpose, Vision and/or Mission Statement? 1 Yes No
3.1. Question Response Required

Additional files

Show Incomplete Save Submit

Question Response Required

Response is missing (e.g., Yes/No, I Confirm or an option selected from a menu).

Date Value Required	Date not supplied.
Text Value Required	Text is missing (e.g. year)
File Upload Required	File upload is missing.
Explanation Required	An explanation is required.

UNDERSTANDING THE ACTION ITEMS

Action Items

4 Pending

The certification review process may require certain information such as an organisational document before the review takes place. If a question requiring such information is answered with 'No' while completing the Questionnaire, it will be added to the Action Items tab as a Pending Item. An indicator in red shows the number of items needed to be completed before you can submit the responses for review.

Done

Once the document becomes available, the club must mark this specific question as DONE in the Action Items tab by clicking the button and uploading the file.

Done

Clear

Once marked as DONE, the button will turn yellow, and a 'Clear' button is available in case you wish to mark it as undone.

For every question in the Action Items tab marked as DONE, the indicator will update to show the number of pending items remaining. This indicator will disappear once all items are marked as DONE.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE MODULE 1 – FOUNDATION LEVEL QUESTIONNAIRE

All mandatory questions must be answered to submit your responses. This includes items found in the Action Items tab. You will not be able to submit your responses otherwise. To successfully submit the completed Foundation Level Questionnaire, follow these steps to ensure all required information and documents are provided.

1. Review Each Question:

- Carefully read each question on the page.
- Determine if the question requires a specific response, such as a Yes/No answer, a date, a text, an explanation or a file upload.

2. Provide Responses:

- For questions requiring a Yes/No answer, select the appropriate option.
- For questions requiring a date, enter the date in the specified format.
- For questions that require an explanation, enter the necessary information in the textbox labelled 'Explanation'.
- For questions requiring a file upload, click the upload button and select the relevant file from your device.

3. Check for Action Items:

Action Items

4 Pending

- If a question is answered with 'No' and requires further action, it will be added to the Action Items tab.
- An indicator in red will show the number of pending items that need to be completed.

4. Complete Action Items:

- Navigate to the Action Items tab to view all pending items.
- For each item, provide the required information or upload the necessary document.
- Mark the item as DONE by clicking the button once the information or document is provided. The button will turn yellow, and a clear button is available if you need to mark it as undone.

5. Use the 'Show Incomplete' Button:


- Click the 'Show Incomplete' button to identify any questions that are still missing information or files.
- A red text message will appear below each incomplete question, guiding you on what is required.

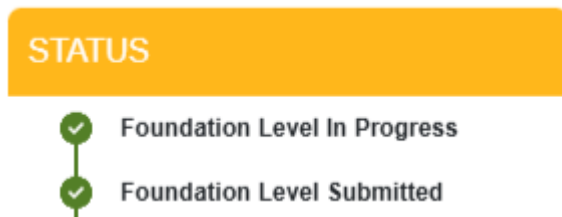
6. Final Review:

- Ensure all mandatory questions are answered and all required documents are uploaded.

- Verify that the red indicator shows zero pending items.

7. Submit Responses:

- Once all questions are complete and all action items are marked as DONE, submit your responses by clicking the **Submit**  button.
- Click OK when prompted to confirm submission. Upon successful submission, the status in the Welcome section will automatically update to **'Foundation Level Submitted'**.



- An email notification will be sent to the primary contact and the WAFC team for their review.

FOUNDATION LEVEL FURTHER ACTION REQUIRED

An email notification is sent to the club's primary contact email once the Reviewer moves status is moved to **'Foundation Level Further Action Required'**

Locating the questions that need further information or need improvement.

When you, as a club representative, log in to the portal, you will find a list of questions in the Welcome section. These questions are where the Reviewer has provided feedback.

WELCOME

Review Foundation Level module.

Thank you for your hard work in completing the Foundation Level. Our team has reviewed your submission and provided feedback to guide you through the next steps.

Please review the feedback in the 'Foundation Module' section below (click Go to), complete any remaining tasks, and re-submit when you're ready.

The WA Football Champion Club Team

If you have any questions or need assistance, contact championclub@wafc.com.au. We're here to help!

Club Management

- 1.3. At your club's committee meetings, is an agenda presented, and minutes taken? [Go to](#)

Compliance and Risk Management

- 2.1. Does your club have a Constitution that has been reviewed within the last 5 years? [Go to](#)

ACTION ITEMS

- 2.10. Your club is required to adhere to the Liquor Control Act. Refer to resources provided to assist your club in meeting these requirements. [Go to](#)

Upload your club's current Liquor Licence.

To view the Reviewer's comments or feedback, click the '**Go to**' link associated with each question. This will take you directly to the page where the question is located, allowing you to see the detailed comments and feedback from the Reviewer.

Completing the Foundation Level Further Action Required

In the Reviewer Notes, you will find comments from the Reviewer. These comments may include positive feedback, which does not require any further action from your end.

However, if the Reviewer requests additional information, process improvements, or document amendments, this indicates that further action is needed. Follow these steps to address the required actions:

Review Comments: Carefully read the comments in the Reviewer Notes to understand the specific requirements.

1. **Provide Additional Information:** If the Reviewer asks for more information, provide a detailed explanation in the same text field.
2. **Improve Processes or Amend Documents:** If the Reviewer suggests improvements or amendments, make the necessary changes to the process or document.
3. **Upload Documents:** If a document upload is required, ensure the updated document is uploaded to the platform as instructed. You may also provide an explanation to confirm that the question has been resolved.
4. **Submit the updated Actions:**
 - Double-check that all Reviewer feedback is appropriately addressed and that your submission meets the required standards.
 - Once you have completed the necessary actions, click the 'Submit' button to finalize your submission. Click OK when prompted to confirm submission.
 - Upon successful submission, the status in the Welcome section will automatically update to '**Foundation Level Re-Submitted**'.

STATUS



- An email notification will be sent to the Reviewer for their review.

2.1. Your club must upload the latest version of its Constitution to this platform. Refer to the provided resources to assist in developing your club's Constitution.
Provide the year of last review

2025

Upload a copy of your club's Constitution.

Done Clear

Explanation

Constitution uploaded

Revised constitution uploaded

Files

Browse or drop files here

1.5MB.pdf

Revised Constitution.pdf

Review Notes

Your club's submission of the Constitution did not meet the minimum requirements.
Please upload the latest version of your club's Constitution to this platform. Refer to the provided resources to assist in developing your club's Constitution. Further action is required to ensure compliance.

Show Incomplete

Save

Submit

FOUNDATION LEVEL ACHIEVED

By achieving Foundation Level certification, you will receive a congratulatory email acknowledging your accomplishment. Additionally, your club receives a certificate and gains access to valuable tools and resources for effective promotions.

Once your status changes to **Foundation Level Achieved**, the **Assets** tab will become available where you can download the resources. For more information on this section, see the [Assets](#) section of this guide.

Foundation Level Assets

↓ [WAF_Logo_CCP_Stamp_Found_RGB.png](#)

↓ [WAF_CCP_Stamp_Found_Rev_Word_RGB.png](#)

MODULE 2 – PREMIERSHIP LEVEL

Once you are awarded **Foundation Level Achieved** status, you can begin completing the **Module-2 Premiership** Questionnaire. As you start selecting or providing your responses and press the “Save” button, the status will automatically update to “**Premiership Level In Progress**”. You can pause and return at any time to gather and upload the required documents. Make sure to save the changes before logging out and closing the browser.

Similar to the process for completing the Module1 – Foundation Level Questionnaire, follow the same steps outlined below:

1. **Review Each Question:** Read each question and determine the required response (Yes/No, date, option, explanation, or file upload).
2. **Provide Responses.** Yes/No, dates, explanations, upload relevant files.
3. **Check and Complete Action Items:**
 - Go to the Action Items tab.
 - Provide required information or upload necessary documents.
 - Mark items as DONE by clicking the button.
4. **Use the ‘Show Incomplete’ Button.** Follow the red text message for required information.
5. **Final Review.** Ensure all mandatory questions are answered and required documents are uploaded. Verify zero pending items.
6. **Submit Responses:** Submit your responses once all questions and action items are complete. Status will update to ‘**Premiership Level Submitted**’.
7. An email notification will be sent to the primary contact and the WAFC team.

PREMIERSHIP LEVEL FURTHER ACTION REQUIRED

An email notification is sent to the club’s primary contact once the status is moved to **Premiership Level Further Action Required**.

When Club representatives log in, they will find a list of questions in the Welcome section. These questions indicate that the Reviewer has provided comments or feedback. Click the ‘Go to’ link to view detailed comments.

WELCOME

Review Premiership Level module.

Thank you for your hard work in completing the Premiership Level. Our team has reviewed your submission and provided feedback to guide you through the next steps.

Please review the feedback in the Premiership Level section below (click Go to), complete any remaining tasks, and re-submit when you're ready.

The WA Football Champion Club Team

If you have any questions or need assistance, contact championclub@wafc.com.au. We're here to help!

Club Management

- | | | |
|------|--|-----------------------|
| 4.1. | Does your club have committee role descriptions (e.g. President, Vice President, Auskick Coordinator) that have been reviewed within the last 5 years? | Go to |
| 4.2. | Does your club provide professional development opportunities to committee members/volunteers? | Go to |

ACTION ITEMS

- | | | |
|------|--|-----------------------|
| 4.1. | Providing clear role descriptions to members of your committee will provide clarity to those who have taken on roles. Refer to the provided resources to assist in developing your club's committee position descriptions. | Go to |
| | Upload your club's committee position descriptions. | |
| 4.3. | Your club's annual report serves as a comprehensive document summarising the financial performance, strategic initiatives, and key achievements over the past year. Refer to the provided resources to assist in developing your club's annual report. | Go to |
| | Upload a copy of your club's most recent Annual Report. | |
| 5.2. | Club policies set out what behaviour is expected from members and guests and guide the club's decision making in line with its purpose, values and mission statement. Refer to the provided resources to assist in developing policies for your club. | Go to |

Completing Premiership Level Further Action Required:

1. Review the comments in the Reviewer Notes.
2. Provide additional information or explanations as required.
3. Upload updated documents if needed.
4. Ensure all feedback is addressed and submit the actions taken by clicking the **Submit** button. Click OK to confirm.
5. The status will update to '**Premiership Level Re-Submitted**' and an email notification will be sent to the Reviewer.

PREMIERSHIP LEVEL ACHIEVED

By achieving Premiership Level certification, your club will unlock a variety of valuable tools and resources to enhance your promotional activities.

Once your status is updated to Premiership Level Achieved, the Premiership Level Assets will be added under the **Assets** tab. This section will provide you with essential assets to bolster your promotional efforts. For more information on this section, see the [Assets](#) section of this guide.

Foundation Level Assets

[WAF_Logo_CCP_Stamp_Found_RGB.png](#)

[WAF_CCP_Stamp_Found_Rev_Word_RGB.png](#)

Premiership Level Assets

[WAF_Logo_CCP_Stamp_Prem_RGB.png](#)

[WAF_CCP_Stamp_Prem_RGB.png](#)

MY FILES

In this section, you will find the uploaded files clearly marked with each question number as their reference. **Sort and Filter** features are added for ease of use. Make sure your files are named accurately so you can easily identify them in future.

HOW TO SORT

The files are listed according to their upload time. You can sort the files in ascending or descending order by **Club Name**, **Ref No (Question ID)**, **Uploaded File**, or **Uploaded Date**. To sort, click on the column label, and the sort option will be applied.

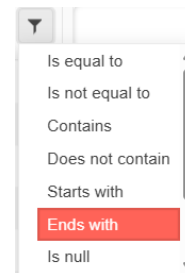
For example, if you wish to sort the list by Uploaded Date, click on the column name "Uploaded Date" and files will be sorted in Ascending Order **Uploaded Date ↑**. When you click on it again, it will change the sorting to Descending order **Uploaded Date ↓**. When you click on it the third time, it will remove the sort option applied.

USING THE FILTER FUNCTION

You can filter the files to display specific information based on the text filter you enter. For example, if you want to display all files that contain "Constitution" in their filenames, you can type the first few letters in the text box provided in the "Uploaded File" column. The list will automatically update to show filenames that contain the letters you have entered.



MY FILES			
Club/League Name ↓	Ref no	Uploaded File	Uploaded Date
<input type="text"/>	<input type="text"/>	<input type="text" value="Cons"/>	<input type="text" value="day month year"/>
Bayswater JFC	2.1.	Revised Constitution.pdf	28 Jan 2025

You can also filter files by using the preset filtering functions. For example, if you want to display only pdf file, you can use the filter function '**Ends with**'.








Enter "pdf" in the text box provided in the "Uploaded File" column.

Uploaded File







 

The list will automatically update to show only filenames that end with "pdf."

MY FILES			
Club/League Name 	Ref no	Uploaded File	Uploaded Date
<input type="text"/>	<input type="text"/>	<input type="text" value=".pdf"/>  	<input type="text" value="day month year"/>  
Bayswater JFC	1.3.	Evidence required.pdf	28 Jan 2025
Bayswater JFC	2.1.	1.5MB.pdf	28 Jan 2025
Bayswater JFC	2.1.	Revised Constitution.pdf	28 Jan 2025
Bayswater JFC	3.1.	sample-pdf-143kb.pdf	28 Jan 2025
Bayswater JFC	FL Extra.	report2024.pdf	28 Jan 2025

REMOVE FILTERS

To remove the filter, click on the '**clear filter**'  button next to the filter function.

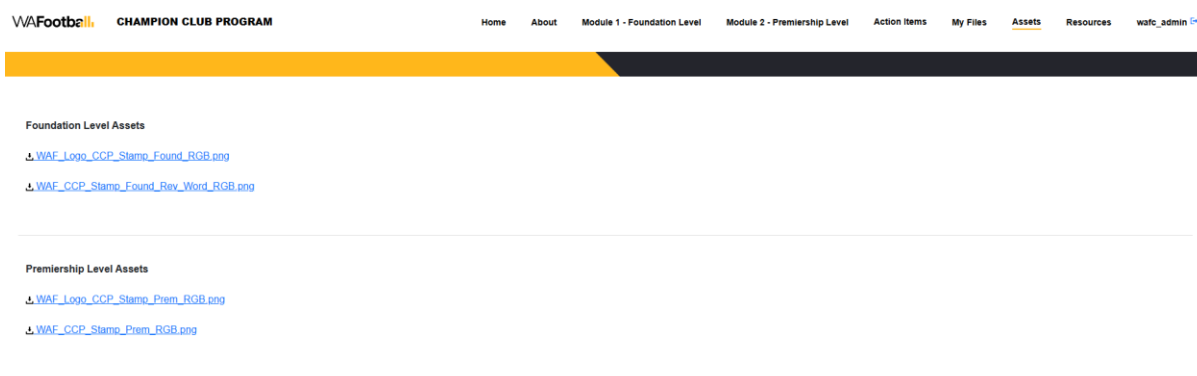
MY FILES			
Club/League Name	Ref no	Uploaded File	Uploaded Date
<input type="text"/> 	<input type="text"/> 	<input type="text"/>  	<input type="text" value="day month year"/>  
Bayswater JFC	1.3.	Evidence required.pdf	28 Jan 2025
Bayswater JFC	2.1.	1.5MB.pdf	28 Jan 2025
Bayswater JFC	2.1.	Revised Constitution.pdf	28 Jan 2025
Bayswater JFC	2.10.	PNG_transparency_demonstration_1.png	28 Jan 2025
Bayswater JFC	2.2.	Evidence signed.docx	28 Jan 2025
Bayswater JFC	2.6.	TEST.pptx	28 Jan 2025
Bayswater JFC	2.7.	Free_Test_Data_1MB_DOCX.docx	28 Jan 2025
Bayswater JFC	2.9.	Red_Kitten.jpg	28 Jan 2025
Bayswater JFC	3.1.	sample-pdf-143kb.pdf	28 Jan 2025
Bayswater JFC	FL Extra.	report2024.pdf	28 Jan 2025

1 - 10 of 10 items

ASSETS

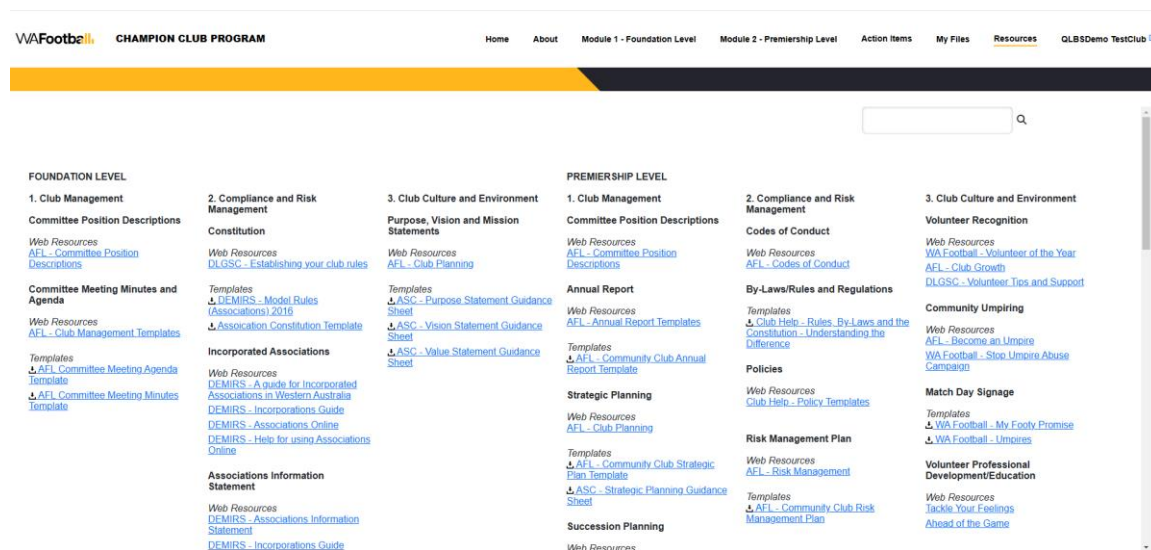
The Assets section is designed to equip your club with all the necessary tools and materials to celebrate and promote your achievements. This tab becomes available after successfully completing the Foundation Level. Here, you will find the essential Foundation and Premiership Level Assets, including:

- **Certificate of Achievement:** Official recognition of your club's certification status.
- **Foundation and Premiership Champion Club Badge:** A digital badge to showcase your club's achievement.
- **Custom Digital Assets for Promotion:** Tailored graphics and materials to help you promote your club's status.
- **Recognition on WA Football Web Platforms:** Your club will be featured on WA Football's official website and social media channels, highlighting your accomplishments.



RESOURCES

This section provides you with all the necessary tools and information to help your club achieve certification. Here, you will find a comprehensive collection of Web Resources and Templates categorised by certification levels: Foundation Level and Premiership Level.



USING THE SEARCH FUNCTION

The search function allows you to quickly find files by highlighting those that contain the text you enter in the search textbox. This is located at the top right of the files

Follow these steps to use the search function effectively:

1. **Enter Search Text:** Type the text you want to search for in the search textbox. For example, if you are looking for files related to "Constitution," start typing "Constitution" in the textbox.
2. **Automatic Highlighting:** As you type, the search function will automatically highlight all files that contain the entered text. The matching text within the filenames will be highlighted for easy identification.
3. **Review Highlighted Files:** Look through the highlighted files to find the specific file you need. The highlighting will help you quickly locate files that match your search criteria.
4. **Clear the Search:** To remove the search filter and clear the highlights, simply delete the text in the search textbox.

FOUNDATION LEVEL

1. Club Management

Committee Position Descriptions

Web Resources
[AFL - Committee Position Descriptions](#)

Committee Meeting Minutes and Agenda

Web Resources
[AFL - Club Management Templates](#)

Templates
[AFL Committee Meeting Agenda Template](#)
[AFL Committee Meeting Minutes Template](#)

2. Compliance and Risk Management

Constitution

Web Resources
[DLGSC - Establishing your club rules](#)

Templates
[DEMIRS - Model Rules \(Associations\) 2016](#)
[Association Constitution Template](#)

Incorporated Associations

Web Resources
[DEMIRS - A guide for Incorporated Associations in Western Australia](#)
[DEMIRS - Incorporations Guide](#)
[DEMIRS - Associations Online](#)
[DEMIRS - Help for using Associations Online](#)

Associations Information Statement

Web Resources
[DEMIRS - Associations Information Statement](#)

3. Club Culture and Environment

Purpose, Vision and Mission Statements

Web Resources
[AFL - Club Planning](#)

Templates
[ASC - Purpose Statement Guidance Sheet](#)
[ASC - Vision Statement Guidance Sheet](#)
[ASC - Value Statement Guidance Sheet](#)

PREMIERSHIP LEVEL

1. Club Management

Committee Position Descriptions

Web Resources
[AFL - Committee Position Descriptions](#)

Annual Report

Web Resources
[AFL - Annual Report Templates](#)

Templates
[AFL - Community Club Annual Report Template](#)

Strategic Planning

Web Resources
[AFL - Club Planning](#)

Templates
[AFL - Community Club Strategic Plan Template](#)
[ASC - Strategic Planning Guidance Sheet](#)

Succession Planning

2. Compliance and Risk Management

Codes of Conduct

Web Resources
[AFL - Codes of Conduct](#)

By-Laws/Rules and Regulations

Templates
[Club Help - Rules, By-Laws and the Constitution - Understanding the Difference](#)

Policies

Web Resources
[Club Help - Policy Templates](#)

Risk Management Plan

Web Resources
[AFL - Risk Management](#)

Templates
[AFL - Community Club Risk Management Plan](#)

3. Club Culture and Environment

Volunteer Recognition

Web Resources
[WA Football - Volunteer of the Year](#)
[AFL - Club Growth](#)
[DLGSC - Volunteer Tips and Support](#)

Community Umpiring

Web Resources
[AFL - Become an Umpire](#)
[WA Football - Stop Umpire Abuse Campaign](#)

Match Day Signage

Templates
[WA Football - My Footy Promise](#)
[WA Football - Umpires](#)

Volunteer Professional Development/Education

Web Resources
[Tackle Your Feelings Ahead of the Game](#)

If you have any questions or need support during this process, our team is here to help. Reach out anytime at championclub@wafc.com.au.