

**AUSTRALIAN CANOEING INC**

**Coach Accreditation Re-registration Policy**

**What is Coach Re-registration?**

Accreditation re-registration is a policy that requires Australian Canoeing coaches to undertake a prescribed amount of continuing education. Re-registration is required to retain any rights as an Australian Canoeing coach.

**Why Should Canoe Coaches Re-register?**

- 2.1 Re-registration is part of the continuing education of coaches. Its purpose is:
  - (a) to extend the knowledge and skills of coaches.
  - (b) to provide an avenue for post accreditation servicing.
  - (c) to ensure that coaches are up to date with the latest techniques, coaching methods, safety issues and injury prevention information.

**How Much Updating is Required?**

- 3.1 Accreditation re-registration begins when a coach is added to the Australian Coaching Council's (ACC's) National Register of Coaches.
- 3.2 Re-registration must be completed within the 4 years from when accreditation is granted until the date stamped on the accreditation card.
- 3.3 Each level of accreditation has its own requirements. The re-registration requirements progressively increase from Level 1 to Level 3.
- 3.4 Australian Canoeing has set the following requirements:

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Attain Level 2 <b>Or</b> Complete 24 credit points of approved update activity in 4 years	Attain Level 3 <b>Or</b> Complete 48 credit points of approved update activity in 4 years	Complete 100 credit points of approved update activity in 4 years

## Re-registration Procedure

- 4.1 All coaches will receive a 'Re-registration application form and Log Book' along with a copy of the Australian Canoeing Re-registration Policy, as part of the Accreditation package from the ACC and Australian Canoeing.
- 4.2 During the 4 year period Coaches will be required to keep an accurate record of their involvement in canoeing and other associated activities. The re-registration log book must be presented to the course lecturer for verification by signature.
- 4.3 On completion, the re-registration application form, log book and re-accreditation fee must be lodged with the State Discipline Coaching Coordinator or Australian Canoeing's Coaching & Development Manager, who reviews and endorses satisfactory re-registration. (Please refer to the Coaching Fees Policy for the current cost of re-registration).
- 4.4 The Australian Canoeing Coaching & Development Manager is responsible for re-registering re-accreditation candidates with the Australian Coaching Council and on the Australian Canoeing Database.

## What Happens if a Coach Does Not Re-register?

Coaches who do not complete the required number of re-registration points or move to the next level of accreditation within the 4 year period will no longer be recognised as an accredited Coach and be removed from the current register. Non-current Coaches will need to apply for Re-entry into the National Coach Accreditation Scheme, by following the re-registration procedure.

## Coaches Holding More Than One Accreditation

Coaches holding more than one accreditation will be required to complete the total number of re-registration points in their 'main' area as well as half the number of re-registration points in their second and/or third areas. For example an Accredited Coach in:

Whitewater	Level 1 (main area)	24 Points
Canoe Polo	Level 1	12 Points
Flatwater	Level 1	12 Points

The workshops, etc attended for re-registering in your second and/or third areas must be discipline specific.

## Further Information

Manager – Canoe Education  
Australian Canoeing  
PO Box 6805  
Silverwater NSW 2128

**Phone:** (02) 8116 9727

**Fax:** (02) 8732 1610

## Australian Canoeing Re-registration Requirements

Category	Description	Level 1	Level 2	Level 3	Evidence Required
1	First Aid Award <b>Mandatory</b>	12 –	12 -	12 -	Copy of First Aid Certificate
2	Active Coaching (2 full seasons)	12	24	50	Log or Coaching Diary
3	Complete next level	24	48	100	Level 3 requires a High Performance Coach Award or Graduate Diploma from the ASC
4	Repeat same level	24	48	100	Provide evidence in section 5
5	ACC or Australian Canoeing Coaching Seminar (min 2 days)	12	12	12	Provide evidence in section 5
6	General Re-registration Seminars (per day)	4	4	Nil	Provide evidence in section 5
7	Sports Trainers Course	12	12	4	Copy of certificate and date achieved
8	Australian Canoeing Instructor Registration	12	Nil	Nil	Copy of certificate and date achieved
9	National Officiating Course	4	4	4	Copy of certificate and date achieved
10	(NOP) Accredited Officiating Course	6	6	6	Copy of certificate and date achieved
11	International Officiating Course	8	8	8	Copy of certificate and date achieved
12	Structural Coaching at NSP Camp or National Team	12	12	12	Copy of training programs or overview of camp
13	Structural Coaching at State/ Regional Development Camps	4	4	4	Copy of training programs or overview of camp
14	Work with a mentor coach (application to the C&DM)	Up to 12	Up to 12	Up to 12	Provide evidence in section 5
15	Representative Coach:				Provide evidence in section 5
	National	12	12	12	
	State	8	8	8	
	Club	4	4	4	
16	Produce an International level athlete (max of 2)	12	12	12	Provide evidence in section 5
17	Sport Specific Courses eg. Safety, Nutrition, Etc.	12	12	12	Copy of certificate and date achieved
18	Involvement in Full Sport Specific Accreditation Course	12	24	50	Copy of certificate and date achieved
19	Presented at Canoe Coaching Course	12	12	12	Provide evidence in section 5
20	Coordinated an AC Canoe Coaching Course	12	24	50	Provide evidence in section 5
21	Assisted in the development of Canoe Education Resources	12	24	50	Provide evidence in section 5
22	Other (on application to the C&DM)	TBA	TBA	TBA	In writing to the C&DM

# Application for Re-registration as an Australian Canoeing Coach

## WHAT IS COACH RE-REGISTRATION?

Accreditation re-registration is a policy that requires Australian Canoeing coaches to undertake a prescribed amount of continuing education. Re-registration is required to retain any rights as an Australian Canoeing Coach.

## WHY SHOULD CANOE COACHES RE-REGISTER?

Re-registration is part of the continuing education of coaches. Its purpose is :

- to extend the knowledge and skills of coaches.
- to provide an avenue for post accreditation servicing
- to ensure that coaches are up to date with the latest techniques, coaching methods, safety issues and injury prevention information.

## HOW MUCH RE-REGISTERING IS REQUIRED?

Accreditation re-registration begins when a coach is added to the Australian Coaching Council's (ACC) National Register of Coaches.

Re-registration must be completed within the 4 years from when accreditation is granted until the date stamped on the accreditation card.

Each level of accreditation has its own requirements. The re-registration requirements progressively increase from Level 1 to Level 3.

Australian Canoeing has set the following requirements:

Level 1	Level 2	Level 3
Attain level 2 Or complete 24 points of re-registration activity in 4 years	Attain level 3 or Complete 48 points of re-registration activity in 4 years	Complete 100 points of re-registration activity in 4 years

## RE-REGISTRATION PROCEDURE

All coaches will receive an 'Re-registration form and Log Book' along with a copy of the Australian Canoeing Re-registration Policy, as part of the Accreditation package from the ACC and Australian Canoeing.

During the 4 year period Coaches will be required to keep an accurate record of their involvement in canoeing and other associated activities. The re-registration log book must be presented to the course lecturer for verification by signature.

On completion, the re-registration form and re-registration fee must be lodged with the State Discipline Coaching Coordinator or Australian Canoeing's Coaching & Development Manager, who reviews and endorses satisfactory re-registration. (Please refer to the Coaching Fees Policy for the current cost of re-registration).

## WHAT HAPPENS IF A COACH DOES NOT RE-REGISTER?

Coaches who do not complete the required number of re-registration points or move to the next level of accreditation within the 4 year period will no longer be recognised as an accredited Coach and be removed from the current register. Non-current coaches will need to apply for re-entry into the National Coach Accreditation Scheme, by following the re-registration procedure.

## COACHES HOLDING MORE THAN ONE ACCREDITATION?

Coaches holding more than one accreditation will be required to complete the total number of re-registration points in their 'main' area as well as half the number of re-registration points in their second and/or third areas. For example an Accredited Coach in:

Whitewater	Level 1 (main area)	24 Points
Canoe Polo	Level 1	12 Points
Flatwater	Level 1	12 Points

The workshops, etc attended for reregistering in your second and/or third areas must be discipline specific.

### 1. Address

First Name: <input style="width: 90%;" type="text"/>	Postal Address: <input style="width: 95%;" type="text"/>
Last Name: <input style="width: 90%;" type="text"/>	Suburb/Town: <input style="width: 95%;" type="text"/>
Canoe Club: <input style="width: 90%;" type="text"/>	State: <input style="width: 15%;" type="text"/> Postcode: <input style="width: 20%;" type="text"/>

### 2. Other Information

Home Telephone: ( ) <input style="width: 80%;" type="text"/>	Work Telephone: ( ) <input style="width: 80%;" type="text"/>
Facsimile: ( ) <input style="width: 80%;" type="text"/>	Mobile Telephone: ( ) <input style="width: 80%;" type="text"/>
Email: <input style="width: 80%;" type="text"/>	Date of Birth: <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/>

### 3. Qualification Information

Please indicate which qualification / and discipline are re-registering for:

<input type="checkbox"/> Level One	<input type="checkbox"/> Flatwater	<input type="checkbox"/> Slalom (level two only)
<input type="checkbox"/> Level Two	<input type="checkbox"/> Whitewater	<input type="checkbox"/> Wildwater (level two only)
<input type="checkbox"/> Level Three	<input type="checkbox"/> Canoe Polo	<input type="checkbox"/> Outrigger

# Australian Canoeing Coach/Official Accreditation Fees Current to April 4 2008



Principal strategic partner



## Fee structure

### Coaching Awards

<b>Award</b> (4 year registration)	\$44.00 each
<b>Recognition of Prior Learning Application</b>	\$66.00 each

### Officiating Awards

<b>Award</b> (Canoe/Kayak Lifeguard, Sea Leader, River Rescue, Adv River Rescue)	\$25.00each
<b>Recognition of Prior Learning Application</b>	\$66.00 each

**Postage and Handling** \$2.50

## 1 Participant details

First Name

Last Name

Email

## 2 Payment Details

### I am paying for the following awards

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
Postage & Handling	\$2.50

**Total**  **AUD**

### Payment by Credit Card

Australian Canoeing is authorised to debit my: Please mark with an X  
 Visa  AMEX  Mastercard

### Card number

### Card holder's name

### Expiry date

### Signature

#### 4. COACH RE-REGISTRATION TABLE

Category	Description	Level 1	Level 2	Level 3	Evidence Required
1	First Aid Award Mandatory	12	12	12	Copy of First Aid Certificate
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8	Aust Board of Canoe Education Instructor Registration	12	Nil	Nil	Copy of certificate and date achieved
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	National	12	12	12	
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## 5. Re-registration Information

Category	Award	Expiry Date	Evidence Provided	Assessor 1	Assessor 2
1 First Aid Award					

Category	Activity Summary	Claimed Points	Evidence Provided	Assessor 1	Assessor 2
<b>Total Points</b>					

Attached is a \$44.00 cheque/ money order for the accreditation processing fee

Supporting evidence attached to the form eg Certificates, Log Book

**Method of Payment**

By posting a cheque or money order plus form to:  
Australian Canoeing, PO Box 666 Glebe, NSW 2037

## 6. Assessment (Re-registration Assessors only to complete)

Coach approved

Coach re-registration pending further information

Assessor 1:

Assessor 2:

Signature:

Signature:

The second assessor is only required when the coach wants the re-registration re-assessed (covered in the grievance procedures)

**7.****Declaration****I acknowledge and agree that:**

- I agree to abide by the Australian Canoeing Inc Coaches Code of Ethics below.
- I acknowledge that Australian Canoeing may take disciplinary action against me, if I breach the code of ethics. (I understand that Australian Canoeing providers are required to implement complaints handling procedures in accordance with the principles of natural justice, in the event of an allegation against me).

- I acknowledge that disciplinary action against me may include de-registration from the Australian Canoeing Coaching Scheme & National Coach Accreditation Scheme (NCAS).

Signature: Date: **8.****Australian Canoeing Authorisation**

On behalf of Australian Canoeing I re-register the above person as an Australian Canoeing Coach (NCAS). I certify that the re-registration assessment was conducted correctly and the applicant has completed all re-registration assessment requirements as per the Australian Canoeing Re-registration policy.

Signature : Date:



## COACH AND REGISTERED INSTRUCTOR AND GUIDE CODE OF BEHAVIOUR

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in your role as a coach or registered instructor and guide of Australian Canoeing, a State Association or an Affiliated Club:

1. Treat all canoeists with respect at all times. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
2. Provide feedback to canoeists in a caring sensitive manner to their needs. Avoid overly negative feedback.
3. Recognise canoeists' rights to consult with other coaches and advisers. Cooperate fully with other specialists (eg. sports scientists, doctors, physiotherapists etc).
4. Treat all canoeists fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
5. Encourage and facilitate canoeists' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the canoeists in decisions that affect them.
7. Determine, in consultation with canoeists and others, what information is confidential and respect that confidentiality.
8. Encourage a climate of mutual support among your canoeists.
9. Encourage canoeists to respect one another and to expect respect for their worth as individuals regardless of their level of play.
10. At all times use appropriate training methods that in the long term will benefit the canoeists and avoid those which could be harmful.
11. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the canoeists.
12. Be acutely aware of the power that you as a coach / registered instructor and guide develop with your canoeists in the coaching relationship and avoid any sexual intimacy with canoeists that could develop as a result.
13. Avoid situations with your canoeists that could be construed as compromising.
14. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
15. Respect the fact that your goal as a coach / registered instructor and guide for the canoeist may not always be the same as that of the canoeist. Aim for excellence based upon realistic goals and due consideration for the canoeist's growth and development.
16. Recognise individual differences in canoeists and always think of the canoeist's long-term best interests.
17. Set challenges for each canoeist which are both achievable and motivating.
18. At all times act as a role model that promotes the positive aspects of sport and of canoeing by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of canoeing and of coaching at all times.
19. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your canoeists.
20. Encourage canoeists and coaches to develop and maintain integrity in their relationship with others.
21. Respect other coaches / registered instructors and guides and always act in a manner characterised by courtesy and good faith.
22. When asked to coach a canoeist, ensure that any previous coach-canoeist relationship has been ended by the canoeist-others in a professional manner.
23. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
24. Know and abide by Australian Canoeing rules, regulations and standards, and encourage canoeists to do likewise. Accept both the letter and the spirit of the rules.
25. Be honest and ensure that qualifications are not misrepresented.
26. Be open to other people's opinion and willingness to continually learn and develop.

### Australian Canoeing Use

AC Approved ..... Database ..... Certificates ..... Invoice/Cash ..... ID# ..... Qual ID# .....