

COACHING ACCREDITATION - LEVEL 1

4.2

1 Level 1 Coaching accreditation is administered and approved at State/Territory level. The State/Territory Orienteering Association Coaching Coordinator has principal responsibility for administering Level 1 Coach accreditation.

Initial Accreditation Process

State/Territory Orienteering Association Coaching Coordinator Responsibilities

2 When approached by an applicant, the applicant must first be directed to the Beginning Coaches General Principles online course on the ASC website or to an alternative provider. Note that alternative providers may charge for the course.

3 They are then required to undertake a Level 1 Sport Specific (Orienteering) Coaching Course. These can be organised from time to time as required. They should be advertised widely within the State/Territory orienteering community.

4 The Level 1 Orienteering Coaching Course is generally held over two days with a theoretical component on Day 1 and a practical component on Day 2. The Coordinator should obtain from OA the Level 1 Coaching Syllabus and Level 1 Coaching Manual and provide copies for each participant.

- 5 When applicants have demonstrated that:
- they have successfully completed the Beginning Coaching General Principles course,
 - they have successfully completed the Level 1 Orienteering Coaching Course, and
 - they have signed the Coaches Code of Conduct,

the Coordinator can complete an ASC Registration Form listing all applicants for Level 1 coaching accreditation.

6 To complete the process the State/Territory Orienteering Association Coaching Coordinator should:

- Sign the accreditation form and forward both the original (white) and pink copy to the Executive Officer, Orienteering Australia, PO Box 284, Mitchell BC ACT 2911. The Executive Officer will keep the pink copy for billing purposes and forward the white form to the Manager, Coaching and Officiating Development who maintains Orienteering Australia's accreditation records.
- Keep the green copy of the form for your State/Territory records

7 Upon receipt of the form the Manager, Coaching and Officiating Development will update the ASC database and the ASC will then respond to each new coach individually.

Applicant Responsibilities

- 8 If you wish to become a Level 1 coach you need to:
- Contact your State/Territory Coaching Coordinator for advice and to let them know you are interested in becoming a Level 1 coach.
 - Complete a generic coaching course such as the online Beginning Coaching General Principles course offered by the Australian Sports Commission at <https://learning.ausport.gov.au/jPortal/Courses/tabid/62/Default.aspx> is a great place to start. Independent providers also offer generic coaching courses. You can attend one of these courses but a fee may be charged. You must discuss with your State/Territory Coaching Coordinator whether the fee can be reimbursed to you through the State/Territory Orienteering Association.

- Complete a Level 1 Orienteering Coaching Course offered by your State/Territory Association. For details of when your next State/Territory course will be held check your State Association website or contact your State/Territory Coaching Coordinator.
- When you have successfully completed your Beginning Coaching General Principles course, the State/Territory Level 1 Orienteering Coaching Course and have signed a coach's Code Of Conduct form, your State/Territory Coaching Coordinator will complete an approval form for you which will be sent to Orienteering Australia for processing within the ASC database.. The ASC will in turn respond directly to you regarding your accreditation.

Reaccreditation Process

9 The requirements for reaccreditation are set out in the Level 1 Course Syllabus. Accreditation expires after four years and during the period coaches who wish to seek reaccreditation must undertake sufficient coaching activities to ensure their reaccreditation. The State/Territory Coaching Coordinator should monitor the accreditation expiry dates and check with coaches approaching expiry of their accreditation whether they wish to seek reaccreditation. For coaches who wish to be reaccredited and who meet the reaccreditation requirements, the reaccreditation process is the same as is set out at paragraph six, with the proviso that the person seeking reaccreditation must sign a new Code of Ethics form.

Billing Processes

10 Orienteering Australia will charge a fee of \$10 for each accreditation and re-accreditation. The Executive Officer will maintain a record of all forms submitted and the Director (Finance) will raise a Tax Invoice, biannually, on 30 June and 31 December, for all accreditations/reaccreditations processed during the period. State/Territory are to include payment of the Tax Invoice with payments due by 31 July and 31 January respectively. Orienteering Australia will make separate arrangements for paying the Australian Sports Commission fees.

Adopted
August 2008