

UPDATING INFORMATION & COACH UPDATING APPLICATION FORM

What is updating?

In 1991 the Australian Sports Commission introduced a policy related to ensuring ongoing quality coaching. This policy requires coaches once they have completed an accreditation course, to complete a variety of educational activities over the four-year accreditation period to maintain their place on the National Coach Accreditation Scheme active coach register.

Updating aims to ensure quality coaching by maintaining current knowledge and practice.

Why update?

Updating ensures coaches stay abreast of rule changes and keeps coaches in contact with the most up-to-date techniques and coaching methods. In addition updating plays an important role in ensuring that the coaching environment is safe for all participants and reduces the likelihood of coaches becoming involved in legal actions. Updating also provides the ASCA with an up-to-date register of active coaches.

How does updating work?

When a coach received NCAS accreditation after completing the training program, the “update” clock starts. The coach will be advised of the expiry date of their accreditation. The ASCA has specific updating activities (ASCA Updating Policy) that you are required to undertake in order to remain an accredited coach as outlined under “Approved Updating Activities” listed below.

How are updating activities recorded?

The ASCA provides all Coaches with a copy of the ASCA Updating Information and Coach Updating Application Form (See Attachment “A”) in their course kits. Additional copies may be obtained by contacting the National Office or downloading from the ASCA website www.strengthandconditioning.org.

You are required to record all your updating activities on this form and send to the ASCA prior to the expiry date shown on your NCAS Registration Card together with any documentation to support your application.

When applying for recognition of your Updating Hours please submit a clear photocopy of the pages from your Updating hours Record Book (Available from the ASC) or the attached Updating Hours Submission Form.

(Please do not send the log book or original documents in the mail)

Post this completed booklet to
The ASCA
PO Box 71
Beenleigh
QLD
4207

ASCA Updating Policy

In order to update each registration, coaches must in a 4-year period:

- Complete the next level of qualification; or
- Re-sit the current level qualification; or
- Complete the following number of hours of updating activities

Level 1	24 hours per year = 96 hours over 4 years
Level 2	48 hours per year = 192 hours over 4 years
Level 3	100 hours per year = 400 hours over 4 years

Approved Updating Activities

Practical Coaching

50% of the required updating hours for each level should be completed through practical coaching.

50% of these practical coaching hours can be self-monitored through the use of a coaching logbook. The other half of the practical coaching hours must be signed off in the logbook by an authorized coach within the sport (state or regional coaching director or a coach with a higher level of qualification).

Practical coaching can be undertaken with any level of athlete or team or official or may occur on a regular basis (weekly/fortnightly) or in specific situations such as camps and clinics.

The remainder of the updating hours must be completed by any combination of the following activities:

Coach Education

- Lecture/present at a coaching course
- Become a mentor coach for another coach
- Supervise coaching practical hours (NCAS course requirements) for another coach
- Write and/or publish an article related to an aspect of coaching

Self-Education

- Attend a strength and conditioning coaching/updating seminar/workshop
- Attend a general coaching seminar (e.g. conducted through state coaching centre, state institute/academy).
- Coaching Athletes with Disabilities Modules
- SMA Sports Trainer Course
- Recognised First Aid Course
- Sports Massage Course
- Sports related tertiary education
- Sports Administration Course (e.g. ASSA)
- Leadership/communication training programs (or related topics)
- Attend a "related" NCAS course

Maintain Membership

Maintain membership in the Australian Strength and Conditioning Association (Note: Hours claimed in one year can be no more than 20% of total hours for Coach Education e.g. 2.4 hours per year). See attachment "B" for Renewal Form if you are not a current member.

Code of Behaviour

You are also required to complete, sign and return the Coaches Code of Behaviour Form (see attachment "C") when submitting your Updating Submission Form.

'ATTACHMENT A'

COACH UPDATING APPLICATION FORM

Section 1 – Personal Details

Name - _____

Address - _____

_____ Post Code - _____

Phone - (H) _____ (W) _____ (M) _____

Email - _____

Course Level Updating: _____ NCAS No: _____ Current Expiry Date: ____/____/____

Date of Birth: ____/____/____

Current Member: Yes No

Listed on website: Yes No

Section 2 – Updating Activities

Self Monitored practical Coaching: (needs to be 50% of total hours required for each level)

Description of Activity	Date	Hours Applied For	Signature

Observed Practical Coaching: (needs to be 50% of total hours required for each level)

Description of Activity	Date	Hours Applied For	Signature

Coach Education:

Description of Activity	Date	Hours Applied For	Signature

Self Education:

Description of Activity	Date	Hours Applied For	Signature

I declare that the evidence I have provided is a true and accurate record of my updating activities:

Signed: _____

Date: ___/___/___

APPLICATION CHECK LIST

Completed Application Form	<input type="checkbox"/>
Supporting Documentation Attached	<input type="checkbox"/>
Code of Behaviour Form Signed & Attached	<input type="checkbox"/>
Membership Renewal Signed & Attached	<input type="checkbox"/>
Payment Details Included	<input type="checkbox"/>

'ATTACHMENT B'

**Please note that as of the 1st July 2005 a requirement for processing Updating and Re- registration will be evidence of current membership in the ASCA. If you are not a current member you are required to complete the following Membership Renewal / Application Form.*

PERSONAL DETAILS:

First Name: _____ Surname: _____
(please print details)

Address: _____

_____ Post Code: _____

Email Address: _____

Day Time Contact Phone Number: _____

DO YOU WISH TO BE LISTED ON THE ASCA WEBSITE UNDER 'FIND A COACH'?

(You must be a current member of the ASCA and hold a minimum of Level 1 Coach Accreditation with the ASCA)

YES NO

MEMBERSHIP SUBSCRIPTION FEES

NEW INDIVIDUAL MEMBERSHIP:	\$95.50 inc gst
RENEWAL INDIVIDUAL MEMBERSHIP:	\$88.50 inc gst
NEW STUDENT MEMBERSHIP:	\$82.50 inc gst
RENEWING STUDENT MEMBERSHIP:	\$72.50 inc gst

(copy of student ID must be provided each year to be eligible for student membership fees)

PAYMENT DETAILS:

CHEQUE MONEY ORDER VISA MASTERCARD

Please note, all payments are to be made in \$AU, the ASCA does not accept Diners or AMEX, registration will not be confirmed until payment has been received

Please note all credit cards payments incur an additional 2.5% fee

CARD DETAILS:

Name On Card: _____

Card Number: _____ / _____ / _____

Card Expiry Date: _____ / _____

Signature: _____

‘ATTACHMENT C’

ASCA COACH’S CODE OF BEHAVIOUR

The ASCA endorses the ASC’s Sport’s Code of Behaviour that provides guiding principles that reflect and uphold fairness, respect, responsibility and safety that lead to appropriate behaviour regardless of a person’s involvement in sport as outlined below:

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills
- Support opportunities for participation in all aspects of the sport
- Treat each person as an individual
- Display control and courtesy to all involved with sport
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decision of officials, coaches and administrators in the conduct of sport
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions
- Adopt responsible behaviour to alcohol and other drugs
- Act with integrity and objectivity, and accept responsibility for your decisions and actions
- Ensure your decisions and actions contribute to a safe environment
- Ensure your decisions and actions contribute to a harassment free environment
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the athlete above all else
- Help each person (athlete) reach their potential – respect the talent, development stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person’s skill development
- Be honest and do not allow your qualifications to be misrepresented

COACH'S CODE OF BEHAVIOUR AGREEMENT FORM

For registration or re-registration to the
National Coach Accreditation Scheme (NCAS)

TO: The Australian Strength and Conditioning Association Inc.

I, _____
(Full Name)

of _____
(Address)

Am seeking registration / re-registration (please circle) for the following Australian Sports Commission (ASC)
qualification:

_____ STRENGTH AND CONDITIONING
(Level) (Sport)

I agree to the following terms:

1. I agree to abide by the Australian Strength and Conditioning Associations Code of Behaviour (overleaf)
2. I acknowledge that the ASCA may take disciplinary action against me, if I breach the code of ethics (I understand that the ASCA is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me).
3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.

Please refer to the *Harassment Free Sport Guidelines* available from the Australian Sports Commission if you require more information on harassment issues.

(Signature)

(if under 18 parents/guardian signature)

(Date)

Section 3 – Payment Details

	Re-Registration Fee	Membership Renewal	Total
Current Financial Member	\$26.50		\$26.50
Non Financial Member	\$26.50	\$88.50	\$115.00

Method of Payment:

CHEQUE MONEY ORDER VISA MASTERCARD

Please note, all payments are to be made in \$AU, the ASCA does not accept Diners or AMEX, registration will not be confirmed until payment has been received

Please note all credit cards payments incur an additional 2.5% fee

Name on Card - _____
(Please Print in Block letters)

Card No- _____ / _____ / _____ / _____

Expiry Date- _____ / _____

Signature - _____

Post To: *The Australian Strength and Conditioning Association*
PO Box 71 Beenleigh, QLD, Aust, 4207

Office Use Only

Date Received: _____ / _____ / _____ Hours Verified: Yes / No Date Notified: _____ / _____ / _____