

DEVELOPMENT COACH INCOMPLETE ACCREDITATION POLICY

For those who commenced level 1 accreditation pre 2020
Policy in effect until December 2021

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Approved by Committee on: / /

Responsible Person(s): Accreditation Officer

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Our grassroots coaches are the backbone of our sport, they are the first coaches our learn to skate participants and in many cases those commencing private lessons encounter and they are often the ones who teach basic skating skills. As such it is as equally important to train the trainers as it is to train the athlete. Transitioning from a skater to coach brings with it new responsibilities and requires a clear understanding of the new role you play within the sport and your ethical and professional obligations even if you are still competing yourself.

Sport and the roles of each participant whether it be an athlete, official, coach or parent is continually evolving. During the past decade there have been enormous strides across all facets of sport. Educational practices, Safe Sport Awareness, Risk Management, Sport Science and the list goes on. The new Development course has been designed to meet those changes.

As you commenced your Level 1 under the old Accreditation system you will now be required to transfer across to the Development Coach pathway. Although there are further requirements to be met to meet the new standards, APSA will work with you to ensure this transition is as easy as possible.

What do I do next:

Accreditation for Development Coach levels and above are discipline specific. You will need to be assessed and complete further mentoring hours for each discipline you are seeking accreditation in.

To be accredited as a Development Coach you will need to complete the following:

Payment

Payments are inclusive of new course material, manuals and administration. This fee is NOT inclusive of the practical assessment fees which must be paid directly to the assessor. Practical assessments can be completed face to face or via video submission to the APSA accreditation officer. It is the responsibility of the candidate to organise the assessment and to ensure the assessor has the required paperwork to complete on the day.

Completion of course fee:

For those who commenced their course in 2019 - \$125

For those who commenced their course in 2018 - \$175

If the course was commenced prior to 2018 the course must be retaken and full course fee payable. A candidate may apply for consideration of exceptional circumstances and this must be submitted in writing to the APSA accreditation officer for approval by the APSA Committee.

Complete the online application form

You will need to complete the application form which can be found on the APSA website and upload:

- proof of payment
- documentation proving that you had commenced the level 1 course previously (at a minimum proof that you attended the practical course)
- Provide evidence / reason for incompleteness of the course within the 12 month period that was previously required as per the APSA accreditation policies.

Download the updated Development Coach Manuals

Upon registration for transfer to the Development Coach accreditation course you will receive a link to the new Development Coach manuals. The fee for the manual is included in the course fee above. Once you have your link you will have continued access to your manuals. It is a good idea to reopen the manual via the link to ensure you always have the latest copy of the manual.

10 additional Mentor hours covering: Basic Skating Skills (fwd and bwd stroking, fwd and bwd cross overs, basic edges)
Steps and turns (both simple and difficult)
Pattern Skills test (Preliminary to Basic Novice inclusive)

10 additional mentor hours for each discipline seeking accreditation in:

The basics required for Preliminary to Basic Novice levels in each discipline you are seeking accreditation in i.e for **singles** the required spins and jumps, **dance** the pattern dances - holds - and free dance requirements, **pairs** - holds - required lifts - pair spins - jumps, **synchronized skating** - holds - basic elements.

If you have already completed these hours previously recognition of prior learning will be attained.

Mentor hours can be completed one on one with a Mentor or standing in with a Mentor coaching skater(s) who are Aussie Skate™ to Basic Novice level. Hours with higher level skaters DO NOT count towards your mentoring hours. These Mentoring hours are expressly to assist you in your understanding of coaching techniques, how to recognise and make corrections, development and progression of basic skating skills.

Completion of APSA Safe Sport Worksheet

You will be provided with the link to the APSA Safe Sport worksheet. It is imperative that as a coach you are aware of Safe Sport practices for your own protection and that of your skaters.

Additional Worksheets

Additional worksheets will need to be completed that include but are not limited to:

- Preparing to coach
- Snapshot of a good coach
- Coach in Action
- Coaches Code of Ethics and Behaviour

Assignments

- Self assessment (theory and practical)
- Lesson plan

Zoom meeting

You **MUST** attend a zoom meeting to ensure you are up to date with changes and additions to the new course requirements.

The zoom meeting will cover:

- The role of APSA
- Role and responsibilities of a Development Coach and how important your role is
- Maintaining accreditation and update point requirements
- Code of ethics and professional conduct
- What to do if another coaches student or parent approaches you for lessons or vice versa
- Continuing your education
- Risk management
- Setting of coaching fees
- Roles of a coach
- Basics, Basics, Basics - get it right. Don't look for quick short term fixes
- Why are you coaching
- Team coaching and your role within a team
- Continue being mentored

During this meeting you will be asked questions and expected to partake in interactive discussions to display your knowledge and to enable us to assist you in areas that you feel less confident in.

Assessment

Upon completion of **ALL** of the above you will be able to apply for your practical assessment. An assessor will be appointed for you by APSA. Assessments must be completed in ALL disciplines you are seeking accreditation for.

Time limit

Those who commenced their level 1 course prior to 2020 will have until the end of 2021 to complete the course (this extension is being given due to the exceptional circumstances of COVID-19). No further extensions will be granted. After this time you will be required to enrol, pay and complete the Development Coach course in full.

If you have further questions please contact: accreditation@apsa.net.au