



AusDBF Level 3 - Coaching Course Re-accreditation

Overview

Level 3 - Coaching Course Accreditation has an expiry date of four years from its date of issue. At that time, in order to continue coaching coaches must either:

- 1) update their accreditation through the relevant re-accreditation process
- 2) or repeat the AusDBF Level 3 - Coaching Course in its entirety. **(note-due to the realignment of the new Level 2 and 3 coaching courses which will include online content the classroom courses are not available until further notice)**

The expiry date is clearly shown on accreditation certificates. If you are unsure of what your accreditation details are, please check the AusDBF website for the National Coaching Database at the following link <https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/site/gniwqbv7hsgizqb0.pdf>.

It is the responsibility of each coach to maintain their accreditation and to keep a record of active coaching and updating / development activities. **These details are to be development@ausdbf.com.au , to be assessed for reaccreditation.**

The reaccreditation process for the AusDBF Level 3 – coaching course are as per the following requirements:

Updating

Updating is a policy that requires coaches to complete a variety of activities over the accreditation period to ensure quality coaching by maintaining current knowledge and practice at the level of their accreditation.

Level 3 Dragon Boat Coaches are required to update their accreditation at least every four (4) years in order to remain accredited.

AusDBF accredited coaches may apply for reaccreditation by completing a requisite number of **education updates and other activities totalling 80 hours.**

Practical Coaching

Fifty per cent of the required updating hours for level 3 must be completed through practical coaching.

Half 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 authorised coach within dragon boating (state or regional coaching director or a coach with a higher level of qualification or an authorised AusDBF Coach presenter).

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

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

Coach Education

Lecture / attendance at a coaching course (State Departments of Sport run coaching activities)

Become a mentor for another coach and document the mentor scenario and period

Supervise coaching practice hours (NCAS training program requirement) for another coach

Write and / or publish an article related to an aspect of coaching

Self-Education

Sport specific coaching seminar

General coaching seminar (eg conducted through a state coaching centre, state institute / academy, Department. Sport and Recreation)

Human Resource Management workshops

Disability Education Program modules

Sports Medicine Australia Sports Trainers course

Recognised First Aid course

Sports massage course

Sports Administration course

Leadership / communication training programs (for related topics)

Attend another NCAS course eg Level 1 Swimming course

Observe a coaching session of a senior coach (and record details and signoff by Senior Coach)

Participate in activities of a Coaches forum

Other negotiated activities may be included in this category.

Coaching History:

During the four-year period, the coach will be required to fulfil the following:

- Be actively involved in coaching dragon boating as part of coaching a team or working individually for at least three- years during the length of the four-year accreditation period.
- Produce sample records from coaching history such as training plans, training diary, mentoring sessions etc. Must be within the last four-year accreditation period
- Hold current membership of a State Association for a minimum of three years of the four-year term of the accreditation.

Further Coaching Development/Education.

Produce attendance records for the following:

- Attendance at coaching education courses – provide receipts for courses
- Attendance at IDBF, AusDBF, State Association convened coaching and development seminars (e.g. IDBF Coaching Workshop held in Adelaide 2016)
- Enrolment in professional development activities / courses - leadership, management, general sport development – provide receipts or have presenter sign work book
- Enrolment in complimentary physical skills course e.g., strength & conditioning, sports strapping, stretching & flexibility courses, sports nutrition or the like which will add value to coaching abilities – provide enrolment receipts for courses
- Coaching leadership – participation as club coaching coordinator, mentoring coaches
- Writing coaching articles, presentations and resources developed – supply copies or electronic links to material

Checklist –

- I've completed the below document titled - Level 3 Coaches Reaccreditation Evidence Checklist below
 - I've paid the reaccreditation fee –
\$100 to cover reaccreditation and issue of new certificate for another term.
Payment to AusDBF details below and PLEASE include in Reference line:
CL3-R <your name>
- AusDBF Bank details: BSB 013 132: A/C 294013586
Email receipt details to: accounts@ausdbf.com.au
- I've included a signed letter from Club President or Secretary verifying coaching history and special activities over the past four years and that I'm a current financial member of the club and state association.

Once below is completed all details plus supporting documentation should be forwarded to development@ausdbf.com.au

Any queries regarding the Level 3 reaccreditation process please forward query to development@ausdbf.com.au

Level 3 Coaches Reaccreditation Evidence Checklist

| Personal Details – All details below must be completed | | | |
|---|--|----------------|-----|
| Coach's First Name: | | Date of Birth: | / / |
| Coach's Last Name: | | Gender (M/F) | |
| Address: | | State | |
| Suburb: | | Post Code: | |
| Club | | | |
| Phone: (H/M) | | | |
| Email: | | | |
| Comments: | | | |

| Required Certificates and Documents – Copies of below must be included when submitting | |
|---|--|
| First Aid Certificate – number & expiry date – scanned copy to be included | |
| Working with Children Check – number & expiry date – scanned copy to be included | |
| Signed Coaches Code of Conduct – scanned copy to be included | |
| Minimum of 5 coaching records – eg training session plans, training diary, meeting notes or minutes showing involvement with coaching decision making | |

| Practical Coaching Evidence = 40 hours | | |
|--|-------|---|
| Criteria – you must be able to show evidence for the below | Hours | List evidence provided – documents must be included and show currency within last 4 years |
| 20 hours of conducting training sessions at a club level – self monitored - log book evidence or a Statement of Support written by a club committee member | | |

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|--|--|--|
| 20 hours of conducted training sessions at a club level – log book evidence signed off by an accredited coach who has witnessed your coaching activity | | |
| Conducted training sessions at a representative level – a Statement of Support signed off by a regional or state coaching | | |

| Further Coaching Development = 40 hours | | |
|--|--------------|---|
| Criteria – you must be able to show evidence for the items you select below | Hours | List evidence provided- documents must be included and show currency within last 4 years |
| Attendance at coaching education courses or presentation or workshop – provide receipts or course outline or email / Statement of Support from organiser or result transcript | | |
| Attendance at IDBF, AusDBF, State Association convened coaching and development seminars or workshops | | |
| Enrolment in professional development activities / courses - leadership, management, general sport development – provide receipts or have presenter sign work book or attendance certificate | | |
| Enrolment in complimentary physical skills course e.g., strength & conditioning, sports strapping, stretching & flexibility courses, sports nutrition or the like which will add value to coaching abilities – provide enrolment receipts for courses or a Statement of support from the presenter / organiser | | |
| Coaching leadership – participation as club coaching coordinator, mentoring coaches, supervising training hours / assessment for trainee coach – provide a Statement of Support from the club committee and / or the coach involved | | |
| Writing coaching articles, presentations and resources developed – supply copies or electronic links to material | | |
| Disability education programs | | |
| Sports trainer course or experience | | |
| Massage course | | |

| | | |
|---|---|--|
| Sport Administration course or experience | | |
| Other | | |
| Assessor Details | | |
| Assessor's Name: | | |
| Assessor's Decision: | <input type="checkbox"/> Reaccreditation granted <input type="checkbox"/> More evidence required <input type="checkbox"/> Reaccreditation not granted | |
| Assessor's Feedback: | | |
| Assessor's Signature: | | |
| Date: | | |