**ANCAS - Level 3 Coach – Reaccreditation **

**Overview**

ANCAS Level 3 – Coach 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 attend a ANCAS Level 3 - Coaching Course and complete all post course requirements in its entirety.

The expiry date is clearly shown on accreditation certificates. If you are unsure of what your accreditation details are, please check the your RevSport profile.

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 presented to an AusDBF appointed Level 3 or above Coach Presenter / Assessor to be assessed for reaccreditation. A list of the AusDBF appointed Coach Presenters / Assessors can be found at <https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/>

The reaccreditation process for the ANCAS Level 3 – coach accreditation is as per the following requirements:

**If a coach has current ANCAS Level 3 Coach accreditation but does not wish to reaccredit as a ANCAS Level 3 coach they can reaccredit as a ANCAS Level 2 Coach by following the ANCAS Level 2 reaccreditation process. Please refer to the ANCAS Level 2 reaccreditation document on AusDBF website.**

**When sending reaccreditation details to one of the AusDBF Coach Presenters / Assessors it should be highlighted that coach is seeking reaccreditation as a ANCAS Level 2 not Level 3.**

**Updating**

Updating is a policy that requires coaches to complete and record a variety of activities **over the accreditation period** to ensure quality coaching by maintaining current knowledge and practice at the level of their accreditation. **Record of activities should be gathered over the 4 year accreditation period and not left until accreditation expiry date.**

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

ANCAS accredited coaches may apply for reaccreditation by completing a requisite number of education updates and other activities.

**Practical Coaching**

1. Fifty per cent of the required updating hours for ANCAS Level 3 must be completed through practical coaching.
2. 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 a current accredited coach within dragon boating (state, regional or club coach or an AusDBF appointed Coach presenter / assessor).
3. 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 to be completed by any combination of the following activities:

**Coach Education Essential Requirements**

1. Have completed and passed the online eLearning modules for ANCAS Level 3 as outlined in document 6 ANCAS – Prerequisite LMS eLearning modules – New Accreditation – Reaccreditation – RPL found at the following link on AusDBF website <https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/> . This includes completion of all the LMS People Management online eLearning modules.
2. Complete & pass other eLearning modules e.g., Wellness, Diversity, etc offered on the AusDBF LMS.
3. Have completed ASADA Anti-Doping Fundamentals online eLearning module. Use the below link and select the SPORT INTEGRITY AUSTRALIA option to register for ASADA course [https://elearning.sportintegrity.gov.au/login/index.php#](https://elearning.sportintegrity.gov.au/login/index.php)
4. Have enrolled & completed a strength & conditioning course.
5. Current sweep accreditation.
6. Completed the Officials eLearning LMS modules.
7. Created a plan for State Squad(s) to cover State team training programs (on & off water) including micro, meso & macro cycles for a specified period e.g., 2 years.
8. Created a state squad(s) water & land-based session plans.

**Coach Education Optional Requirements**

1. Lecture / attendance at a coaching course (State Departments of Sport run coaching activities).
2. Become a mentor for another coach & document the mentor scenario & period
3. Supervise coaching practice hours for another coach
4. Write and / or publish an article related to an aspect of coaching

**Self-Education**

* Sport specific coaching seminar
* General coaching seminar (e.g., 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 sports course eg Level 1 Swimming course
* Observe a coaching session of a senior coach (and record details and signoff by Senior Coach)
* Participate & document 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 (must be from within the prior four-year period) such as training plans, training diary, mentoring sessions etc. Must be within the last four-year accreditation period
* Hold current club membership of a AusDBF 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 seminar
* 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 –**

1. I’ve completed the below document titled ANCAS - Level 3 Coach Reaccreditation Evidence Checklist below
2. I’ve paid the reaccreditation fee –

$100 to cover reaccreditation assessment & registration for another term.

The $100.00 reaccreditation fee should be made via the AusDBF website using the SHOP page via the following link <https://www.ausdbf.com.au/shop/>

From the SHOP page select the Coach Re-Accreditation fee product.

Please read the product description then click on the Add to cart button.

Screen should display Total = $100.00.

Please now click on the Proceed to checkout button.

Please complete your details as required on screen.

If you have a username and password for RevSport and enter at top of this screen it will populate the purchaser details automatically.

Once details completed, please click on Place order button. Follow any other instructions.

You should receive an automated email via RevSport with a copy of your reaccreditation payment receipt. If not in your Inbox please check your Junk / Spam folders.

**Please forward a copy of this payment receipt along with all your required reaccreditation documentation to one of the ANCAS Level 3 or above Coach Presenters / Assessors who will be reviewing your reaccreditation documentation.**

**There is a list of assessors available in document titled AUSDBF COACHING COURSE PRESENTERS / ASSESSORS BY STATE at this below link:**

[**https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/**](https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/)

1. 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 AusDBF club and state association.

Once below is completed all details plus supporting documentation should be forwarded to one of the **ANCAS Level 3 or above Coach Presenters / Assessors.** List available <https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/>

If you have any queries regarding the AusDBF Learning Management System (LMS) please contact [lmssupport@ausdbf.com.au](mailto:lmssupport@ausdbf.com.au)

If you have any queries regarding the ANCAS Level 3 reaccreditation process please discuss with [development@ausdbf.com.au](mailto:development@ausdbf.com.au)

**Level 3 Coaches Reaccreditation Evidence Checklist**

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| --- | --- | --- | --- | --- | --- |
| **Personal Details – All details below must be completed** | | | | | |
| **Coach’s First Name:** |  | **Date of Birth:** | | | **/ /** |
| **Coach’s Last Name:** |  | **Gender** | | |  |
| **Address:** |  | **State** | | |  |
| **Suburb:** |  | **Post Code:** | | |  |
| **Club** |  |  | | |  |
| **Phone: (H/M)** |  | | | | |
| **Email:** |  | | **Date of Submission** | **/ /** | |
| **Comments:** |  | | | | |
| **ANCAS Assessor Name & Contact Details** |  | | | | |

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| --- | --- | --- | --- |
| **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  Mandatory for all ANCAS coaches | |  | |
| Created & attached a plan for State Squad(s) to cover State team training programs (on & off water) including micro, meso & macro cycles for a specified period e.g., 2 years. | |  | |
| Created & attached state squad(s) water & land-based session plans. | |  | |
| **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 |  | |  |
| 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** | | | |
| **Criteria – you must be able to show evidence for the items you select below** | | **Completed Y/N** | **List evidence provided- documents must be included and show currency within last 4 years** |
| Have completed and passed the online eLearning modules for ANCAS Level 3 as outlined in document 6 ANCAS – Prerequisite LMS eLearning modules – New Accreditation – Reaccreditation – RPL found at the following link on AusDBF website <https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/> . This includes completion of all the LMS People Management online eLearning modules. | |  |  |
| Have completed ASADA Anti-Doping Fundamentals online eLearning module. Use the below link and select the SPORT INTEGRITY AUSTRALIA option to register for ASADA course [https://elearning.sportintegrity.gov.au/login/index.php#](https://elearning.sportintegrity.gov.au/login/index.php) | |  |  |
| Have enrolled & completed a strength & conditioning course. | |  |  |
| Current sweep accreditation | |  |  |
| Completed the Officials LMS eLearning modules | |  |  |
| Complete & pass other eLearning modules e.g., Wellness, Diversity, etc offered on the AusDBF LMS. | |  |  |
| 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: | * Reaccreditation granted * More evidence required. Requires details in Assessor feedback section. * Reaccreditation not granted. Requires details in Assessor feedback section. | | |
| Assessor’s Feedback: |  | | |
| Assessor’s Signature: |  | | |
| Date: | / / | | |