

# MEMORANDUM



<b>To</b>	AusDBF Members		
<b>From</b>	AusDBF		
<b>Date</b>	20 April 2021	<b>Document No</b>	M-0055
<b>Subject</b>	AusDBF National Coaching Accreditation Scheme – ANCAS Administration Procedures		

In order to firm up procedures and also open up information to State Associations the following process is to be followed.

Please note as of 1 July 2016 AusDBF has been managing the ANCAS Coaches data base (not SportAus formerly ASC)

- 1) State / Territory Association to advertise dates and locations for Level 1 and Level 2 Courses. Preferred attendee numbers for course is minimum of 10 attendees (14 -16 works well for one dragon boat). Contingencies can be arranged between State association and ANCAS Presenter / Assessor.
- 2) State / Territory Association to confirm course details (date, location, course presenter) via Events Feature in RevSport. Members are reminded to promote all course details via Events Feature and push the course details through to the AusDBF website which will allow all courses to be accessed nationally.
- 3) State / Territory Association should have a coaching course registration cut-off date of at least 4 weeks prior to actual course workshop date to allow attendees to complete the required online eLearning modules before attending course workshop. **PLEASE NOTE THAT THE ONLINE eLearning Modules should be completed before attending course.**
- 4) Once the course has been completed the ANCAS Presenter / Assessor to confirm names of attendees within 7 days by forwarding a copy of the Attendance documents completed at the course to [development@ausdbf.com.au](mailto:development@ausdbf.com.au)
- 5) All coaching course material remains the Intellectual property owned by AusDBF for the sole purpose of conducting coaching courses within Australia and must not be sold or reproduced in any way; by any party without obtaining prior, written permission from AusDBF.
- 6) ANCAS Presenter / Assessor to produce records for successful completion for applicants who have completed their post course requirements and forward to [development@ausdbf.com.au](mailto:development@ausdbf.com.au) and [info@ausdbf.com.au](mailto:info@ausdbf.com.au) to be registered by AusDBF as an accredited Level 1 / Level 2 Coach within RevSport. An automated certificate will be emailed to each participant upon successful completion of course.
- 7) Fees:  
AusDBF to invoice the State / Territory Association \$500.00 + GST for ANCAS Presenter and \$125.00 + GST per person attending. State / Territory Associations can independently manage their fee structure for

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applicants based on variables such as venue hire / equipment / catering and other costs associated with convening the course.

ANCAS Presenter / Assessor to invoice AusDBF Presenter fee (as per Presenter's fee schedule for Level 1 and Level 2) plus GST (if registered) for presenting the course and provide on their invoice ABN / Statement of Supplier and BSB / Bank Account details for payment (EFT) by AusDBF.

No payment can be made to any ANCAS Presenter / Assessor until names of workshop attendees are verified.

In addition, ANCAS Presenter / Assessor to invoice AusDBF Presenter assessor fee (as per Presenter's fee schedule for Level 1 and Level 2) + GST (if registered) for assessing and processing the post course requirements submitted by each participant.

- 8) Time frame for submission of all post course curriculum content is 90 days from completion of the two-day workshop. This is to align all participants to the same conditions nationally. Any extension to this time to be negotiated with the ANCAS Presenter / Assessor.

### **Accreditation - Re-accreditation Information**

Details regarding Accreditation – Reaccreditation for all ANCAS Coach levels can be found at the following AusDBF web link <https://www.ausdbf.com.au/ausdbf-courses/coaching-courses/>

Additional information regarding coaching can also be found in sub folders on the following AusDBF web link <https://www.ausdbf.com.au/ausdbf-courses/>

Automated renewal / reaccreditation reminders will be emailed to all coaches via RevSport prior to expiry.