



ANCAS – Coach Accreditation Overview

1 - National Sport Organisation

This is an overview of the coaching courses on offer under the AusDBF National Coach Accreditation Scheme (ANCAS) as part of the Australian Dragon Boat Federation (AusDBF).

2 - Course Objectives

Successfully completing ANCAS courses will accredit the participant as an accredited coach under the AusDBF National Coach Accreditation Scheme (ANCAS). Formally recognised by SPORTAUS (formerly ASC) National Coach Accreditation Scheme. Where an appropriately qualified trainer & assessor has been used, the Certificate II in Sport Coaching may also be conferred on the course participant under the auspices of the Australian Qualifications Framework.

The aim of the ANCAS Accreditation courses is to create a larger workforce available to coach paddlers to compete in dragon boating.

Coaches are one of the most important people in developing talented athletes (paddlers, sweeps, drummers) in every State & Territory. Quality accreditation supports a coach's capacity to provide support, development and a solid foundation of skill and knowledge in the sport of dragon boating.

ANCAS courses will target:

- Current coaches looking to increase their skills and knowledge in the capacity of a coach; and,
- Coaches seeking a more focused involvement in dragon boating with a particular emphasis on athlete development.

AusDBF offers several levels of ANCAS accreditation e.g., Level 1, 2, 3, 4.

3 - Flexible Learning

Flexible learning opportunities are a core component of any modern learning & development program. It is a requirement of the AusDBF National Coach Accreditation Scheme (ANCAS) and the Sport Industry Training Package that different learning modes are available to participants who seek to achieve ANCAS Accreditation.

To become an accredited ANCAS Coach, you may be required to:

1. Completed all the requirements for ANCAS Level accreditation.
2. Completed & passed all ANCAS nominated eLearning modules.
3. Attend a ANCAS Coach Accreditation Course workshop in full.
4. Complete the ANCAS Level Coach Accreditation Course Workbook.
5. Complete the post course assessment, within ninety (90) days of completing the course including a practical assessment conducted of your coaching.
6. Send the completed paperwork to your course coordinator.

4 - Course Training & Assessments

ANCAS courses will be delivered and assessed by ANCAS Course presenters / assessors who have been identified primarily from within the membership & organisation staff and trained accordingly to be competent coordinators, presenters, & assessors.

5 - Course Assessment

Assessment is the purposeful process of gathering, interpreting and communicating meaningful evidence about the nature and extent of a learner's achievement in the course.

Assessment shall:

- focus upon and emphasise achievement of learning outcomes
- form an integral part of the teaching / learning process contributing to, rather than being separate from, teaching and learning
- be flexible; valuing learning which occurs in a variety of learning settings
- enable a person to take advantage of prior learning and competence
- be holistic; involving moderation with multiple assessors where appropriate
- be conducted in order to ensure valid, reliable and consistent practice throughout dragon boating
- allow practices to be open, accountable and defensible; ensuring fairness and openness to the person being assessed
- be reported using timely, user-friendly reporting mechanisms
- incorporate alternative approaches to suit people who may otherwise be disadvantaged by cultural background, language ability or limiting disability
- be practised in a manner that is free of bias related to gender, age or ethnicity

6 - Recognition of Prior Learning / Competence

RPL allows coaches to gain exemption from having to complete part or all of the requirements of the accreditation program. By specifying the outcomes of the accreditation program as competencies, and indicating how these are assessed, an RPL process can be undertaken fairly and consistently to determine whether the candidate has the competencies necessary for accreditation.

The process of RPL must be quality controlled and delivered by personnel with experience in dragon boating and in coach education. These personnel are responsible for ensuring that:

- procedures are fair and equitable
- measures are valid and reliable.

A person can apply for RPL if they think their prior learning and experience mean they can provide evidence to show that they are already competent in the learning outcomes of all or part of a Level 1 Coaching Accreditation program.

RPL can only be granted on current evidence, that is, work that has been completed within the last four (4) years. RPL assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RPL application form and forwarding this with the required fees.

7 - Reaccreditation Requirements

Updating

Updating is a policy that requires coaches and officials 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.

Coaches accredited in the AusDBF National Coach Accreditation Scheme (ANCAS) are required to update their accreditation at least every four (4) years in order to remain accredited. Since October 2018 it is now mandatory for all Dragon Boat Coaches to have coaching currency if they wish to participate in dragon boat coaching / training activities.

AusDBF accredited coaches may update by completing the next level qualification; or, re-accrediting at their current level; or, completing a requisite number of updating education and / or activities totalling 80 hours.

Practical Coaching

- Fifty per cent of the required updating hours for each level 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
- 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

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

Coach Education

- Lecture / attendance at a coaching course
- Become a mentor for another coach
- Supervise coaching practice hours (AusDBF National Coach Accreditation Scheme requirement) for another coach
- Write and / or publish an article related to an aspect of coaching

Self-Education

- AusDBF nominated eLearning Modules
- Sport specific coaching seminar
- General coaching seminar (e.g., conducted through a state coaching centre, state institute / academy)
- Strength and conditioning course (ASCA approved)
- Disability Education Program modules
- Sports Medicine Australia Sports Trainers course
- Recognised First Aid course
- Sports massage course
- Sports related tertiary education e.g., Sports Coaching, Human Movement, Phys Ed
- Sports Administration course
- Leadership / communication training programs (or related topics)
- Attend another NCAS course e.g., a Level 2 Swimming course
- Observe a coaching / officiating session of a senior coach / official
- Become a member of dragon boating's Coaches or Officials forum
- Other negotiated activities may be included in this category

Other Requirements

AusDBF may introduce other requirements for participants completing the ANCAS Level 1 Coach Accreditation Course. These requirements are not limited to but include:

- Payment of Fees
- Purchase of, or access to, resources
- Completion of the post-course assessment activities as outlined within ninety (90) days from the completion of the course: Extensions maybe negotiated with the course presenter / assessor

8 - Course Specifics

8.1 ANCAS – Level 1 Accreditation

Course Requirements

1. Minimum age 16 on first day of training
2. Paddling experience
3. Current first aid certification from an accredited agency
4. Current Working with Children Clearance / Blue Card (mandatory for all coaches)
5. Registered with the ANCAS LMS (Learning Management System), completed and passed the online eLearning modules for ANCAS Level 1 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/> .
6. Reviewed the SPORTAUS Essential skills course via SPORTAUS website. URL <https://www.sportaus.gov.au/coaching/course>
7. Attendance at a ANCAS Level 1 course workshop
8. Completion of all post course requirements within the specified time frame for Level 1

Course Content Overview

This course is convened over 2 consecutive days (weekend) run by local presenters / assessor in each state. It is designed to provide new and existing coaches with the tools to effectively train club athletes for general training and regatta preparation. There is a good mix of online eLearning modules, class room activities (workshop format) plus water sessions and landed based drills.

Come prepared to paddle, perform warm up – cool down exercises, run training sessions and be subject video filming and review.

Topics included in the course (but not limited to)

- Coach Development – Online eLearning Modules (Cultivating Diversity, Inclusion, & Belonging for Dragon Boat activities, Leadership Styles to Influence Dragon Boat Activities, Coaching for Athlete Safety, Coaching & the Law, Rule & Regulations)
- Diversity Inclusion Belonging
- Reasons to become a coach
- Coaching values and ethics
- Communicating effectively – teaching skills
- Legal requirements of the coach
- Risk management assessments
- Working with children and special needs groups
- Safety practices and first aid

- Preparing session plans
- Delivering session plans – practical on water sessions and video review of group
- Boat loading, boat balance and trim – practical session, create crew list and seating plan
- Design and conduct warm up and cool down exercises – practical session
- Evaluate coaching
- Competition regulations and rules of racing

Post Course Requirements

At the completion of this course all participants will be required to complete the following assessment tasks:

1. Develop a series of ten (10) training session plans. Session plans should include plans for at least the following: a Diverse range of paddlers, Aerobic Development, Anaerobic development, Recovery / De-load session, Speed development, Race Preparation.
2. Successfully conduct of three (3) training sessions from those plans under assessment conditions including:
 - a) The sessions for different fundamental dragon boat paddling skills
 - b) The sessions be delivered for a different group of paddlers each time (age, gender, specific ability, community group etc.)
 - c) Where possible, they are delivered at a different venue.
3. Submission of three (3) assessment reports by a designated coach assessor articulating your competence in all facets of Level 1 Coaching
4. Submission of three (3) self- assessment questionnaires completed at the conclusion of each of the three nominated sessions and in conjunction with feedback from the assessor
5. Risk Management Plan (1)
6. Development Plan (1)
7. All assessments must be submitted to the presenter / assessor within 90 days from the conclusion of the course. Failure to do so may see the trainee having to complete the course in its entirety again. Please liaise with assessor if any difficulties with completion in this timeframe.

Contact your State Association for details on when and where the next ANCAS Level 1 course will be held.

8.2 ANCAS – Level 2 Accreditation

Course Requirements

1. Minimum age 18 on first day of training
2. Paddling experience
3. ANCAS Level 1 accreditation with a minimum of two years active coaching experience
4. Current first aid certification from an accredited agency
5. Current Working with Children Clearance / Blue Card (mandatory for all coaches)
6. Enrolled in an ANCAS Level 2 course
7. Registered with the ANCAS LMS (Learning Management System), completed and passed the online eLearning modules for ANCAS Level 2 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/> .
8. Demonstrate completion of steps from the Level 1 reaccreditation process eg provide personal development plan, Practical Coaching - coaching hour logbook, coaching development – Coach education, Self-Education
9. Attendance at a ANCAS Level 2 course workshop
10. Completion of all post course requirements within the specified time frame for Level 2

Course Content Overview

This course is convened over 2 consecutive days (weekend) run by local presenters / assessor in each state. It is designed to provide existing coaches with the tools to effectively train talented athletes for general training and regatta preparation. There is a good mix of online eLearning modules, class room activities (workshop format) plus water sessions and landed based drills.

Come prepared to paddle, perform warm up – cool down exercises, run training sessions and be subject video filming and review.

Topics included in the course (but not limited to)

- Reasons to become a ANCAS Level 2 coach
- Safety – legal aspects
- Organise safe & effective training sessions - practical on water sessions and video review of group
- Rules of Dragon Boat Competition
- Coach Development – Online eLearning Modules (The Human Body, Skeletal system, Cardiovascular system, Respiratory system, Muscular system, Muscle Memory, Carbohydrate – Glucose Metabolism, Sport Psychology)
- Coaching sessions for a diverse range of talented athletes
- Athlete Development program
- Communicating effectively – teaching skills
- Preparing session plans (Season & Periodisation)

- Athlete testing & crew selection
- Boat Hydrodynamics
- Competition regulations and rules of racing
- Coaching Evaluate Performance

Post Course Requirements

At the completion of this course all participants will be required to complete the following assessment tasks:

1. Write and submit a season plan incorporating at least one micro-cycle, one meso-cycle, and one macro-cycle (Covering the period as specified by the course presenter / assessor)
2. As part of your season plan please write 12 consecutive water session plans and identify which cycle(s) they fit.
3. 1 off water session plan. Eg preseason, midseason, recovery session – and specific what the goals and objectives of the off-water session
4. Conduct one month (minimum 12 training sessions **based on the 12 water session plans above**) supported and signed off by club committee or president.
5. Complete 1 self-assessment which needs to be based on the session plan taking into account the goals, drills and how you met or didn't meet the goals.
6. All assessments must be submitted to the presenter / assessor within 90 days from the conclusion of the course. Failure to do so may see the trainee having to complete the course in its entirety again. Please liaise with assessor if any difficulties with completion in this timeframe

Contact your State Association for details on when and where the next ANCAS Level 2 course will be held.

8.3 ANCAS – Level 3 Accreditation

Pre-Course Requirements

1. Minimum age 21 on first day of training
2. Paddling experience
3. Access to specific venues for training
4. ANCAS Level 1 & 2 accreditation with a minimum of five (5) years overall active coaching experience and minimum of three (3) years active coaching experience as a ANCAS Level 2.
5. Current Working with Children's Clearance / Blue Card (mandatory for all coaches)
6. Current first aid certification from an accredited training agency
7. Current sweep accreditation
8. Enrolled in a ANCAS Level 3 Coaching course
9. Registered with the ANCAS LMS (Learning Management System), 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.
10. Completed the Officials LMS eLearning modules
11. Attendance at a ANCAS Level 3 course workshop
12. Prepare and bring to Day 1 of the coaching course the following: Detailed Periodised Full Club Season Plan (prepared by the attendee not the club head coach) outlining on water & land content with micro, meso & macro cycles including intensity, volume, duration etc. including examples of individual session plans to substantiate each modality of the plan. Overview to be presented by applicant in workshop. Typical Warm up / Stretch & cool down / Stretch session activities - muscle activation, blood flow and oxygen delivery.
13. Completion of all post course requirements within the specified time frame for Level 3

Course Content Overview

The ANCAS Level 3 course is designed to provide existing Level 2 coaches with the tools to effectively train talented athletes at a club, state, Aurora divisional / Aurora Head Coach level. There is a good mix of online eLearning modules, class room activities (workshop format) plus water sessions and landed based drills.

Come prepared to paddle, perform warm up – cool down exercises, run training sessions and be subject video filming and review.

Topics included in the course (but not limited to)

- Reasons to become a ANCAS Level 3 coach
- Diversity Inclusion Belonging
- Safety – legal aspects
- Organise safe & effective training sessions - practical on water sessions and video review of group
- Rules of Dragon Boat Competition

- People Management
- Coach Development – Online eLearning Modules 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
- Strength & Conditioning
- Coaching sessions for elite level athletes
- Athlete Development program
- Communicating effectively – teaching skills
- Preparing session plans (Season, Periodisation, National Squads)
- Athlete testing & crew selection
- Boat Hydrodynamics
- Competition regulations and rules of racing
- Coaching Evaluate Performance

Post Course Requirements

At the completion of this course all participants will be required to complete the following assessment tasks:

1. Create & submit 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.
2. Create & submit state squad(s) water & land-based session plans.
3. Complete 1 self-assessment.
4. Complete 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#>
5. Enrol & complete a strength & conditioning course.
6. All assessments must be submitted to the presenter / assessor within 90 days from the conclusion of the course. Failure to do so may see the trainee having to complete the course in its entirety again. Please liaise with assessor if any difficulties with completion in this timeframe.

Contact development@ausdbf.com.au for details on when and where the next ANCAS Level 3 course will be held.

8.4 ANCAS – Level 4 Accreditation

Pre-Course Requirements

1. Minimum age To Be Determined on first day of training
2. Paddling experience
3. ANCAS Level 1, 2, & 3 accreditation with a minimum of To Be Determined years active coaching experience
4. Current first aid certification from an accredited agency
5. Current Working with Children Clearance / Blue Card (mandatory for all coaches)
6. Enrolled in an ANCAS Level 4 course via the AusDBF Learning Management System (LMS)
7. Completed and passed all the nominated Level 4 eLearning modules
8. Attendance at a ANCAS Level 4 course workshop
9. Completion of all post course requirements within the specified time frame for Level 4

Course Content Overview

ANCAS Level 4 accreditation course content is currently under review and being reformatted to incorporate the AusDBF LMS online eLearning modules relevant for ANCAS Level 4.

The ANCAS Level 4 course is designed to provide existing Level 3 coaches with the tools to effectively train elite level athletes at a club, state, Aurora divisional / Aurora Head Coach level. There is a good mix of online eLearning modules, class room activities (workshop format) plus water sessions and landed based drills.

It should require coaches to develop detailed plans, a self-reflective journal, and a research project. The research projects should be compiled and published or made available to other coaches. This has the benefit of building a strong coach network, and also providing high level content as an ongoing resource. This has been a successful strategy in Rugby.

Come prepared to paddle, perform warm up – cool down exercises, run training sessions and be subject video filming and review.

Topics included in the course (but not limited to)

It is anticipated that the course will include approximately three days equivalent of content delivery. However, this may be delivered as webinars or via other means than traditional face to face delivery.

- Campaign strategy and planning
- Coordinating a touring team
- Selection of coaching team
- Coordinating coaches and allocation to divisions
- Coordinating and assessing venue, equipment and resources as suitable for athletes from 16 – 60+ years of age
- Conducting coaching sessions to prepare high-performance athletes for competition
- Organising training/performance camps in Australia
- Organising pre-competition training camps in overseas host country
- Evaluate and reflect on own coaching performance

- Complete competition, program and session level evaluations and develop strategies to improve performance
- Evaluate athletes' performance using advanced athlete management techniques.

Post Course Requirements

Post Course Requirements are to provide the following within 90 days of course completion:

- Completing course workbook
- Complete detail campaign plan – training, travel, competition venue, including risk identification/personnel appointment/management structure and accountability chart
- Self-reflective journal

Research project (self -selected from range of nominated topics)

Contact your development@ausdbf.com.au for details on when and where the next ANCAS Level 4 course will be held.

To Be Determined