**ANCAS - Level 1 Coach – Reaccreditation **

**Overview**

ANCAS Level 1 – 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 repeat the ANCAS Level 1 - Coaching Course 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 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 1 – coach accreditation is 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.

ANCAS Level 1 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 totalling 80 hours.

**Practical Coaching**

1. Fifty per cent of the required updating hours for ANCAS Level 1 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 can be completed by any combination of the following activities:

**Coach Education**

1. 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/> .
2. Complete & pass eLearning modules for same or higher Coaching Level on the AusDBF Learning Management System (LMS)
3. Complete & pass of other eLearning modules e.g., People Management, Wellness, Diversity, etc offered on the AusDBF LMS
4. Lecture / attendance at a coaching course (State Departments of Sport run coaching activities)
5. Become a mentor for another coach & document the mentor scenario & period
6. Supervise coaching practice hours for another coach
7. Write and / or publish an article related to an aspect of coaching

**Self-Education**

1. Sport specific coaching seminar
2. General coaching seminar (e.g., conducted through a state coaching centre, state institute / academy, Department. Sport and Recreation)
3. Human Resource Management workshops
4. Disability Education Program modules
5. Sports Medicine Australia Sports Trainers course
6. Recognised First Aid course
7. Sports massage course
8. Sports Administration course
9. Leadership / communication training programs (for related topics)
10. Attend another sports course e.g., Level 1 Swimming course
11. Observe a coaching session of a senior coach (and record details and signoff by Senior Coach)
12. 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 seminars
* 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 ANCAS - Level 1 Coach Reaccreditation Evidence Checklist below
* 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 the AusDBF Presenter / Assessor 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/)

* 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 AusDBF appointed 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 1 reaccreditation process please discuss with one of the AusDBF appointed Presenters / Assessors or [development@ausdbf.com.au](mailto:development@ausdbf.com.au)

**Level 1 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:** |  | | **Date of Submission** | **/ /** | |
| **Comments:** |  | | | | |
| **ANCAS Assessor Name & Contact Details** |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |  | |
|  | |  | |
| Minimum of 5 coaching records – eg training session plans, training diary, meeting notes or minutes showing involvement with coaching decision making.  Must be created & used within the last four year period prior to reaccreditation submission. | |  | |
| **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 = 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** |
| 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/> .  Access details for the ANCAS LMS can be at the following link <https://www.ausdbf.com.au/ausdbf-courses/ausdbf-learning-management-system/> | |  |  |
| Completed & passed other eLearning modules eg Higher Level coaching courses, People Management, Wellness, Diversity, etc offered on the AusDBF LMS  Health & Wellness can be found at this link <https://www.ausdbf.com.au/ausdbf-courses/httpsrisearticulatecomsharem3bbghrlkeetomvta80wlbchck11hc/>  Other courses are available via 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: | / / | | |