



Australian Calisthenic Federation

POLICY ON ACCREDITATION AND DEREGISTRATION (DECEMBER 2006)

Revised July 2017

Background

The Australian Sports Commission (ASC) maintains a database of National Coaching Accreditation Scheme (NCAS) registered coaches. This database is a joint initiative of the ASC, National Sporting Organisations (NSOs) and training providers. The Australian Calisthenic Federation (ACF) is a NSO. The database contains a record of coaches who have met the minimum competency standards, as prescribed under the NCAS.

For calisthenics the minimum competency standard for accreditation to coach is Level 1. The Level 1 Calisthenic Coaching Course is an approved NCAS course. Coaches who meet these competencies are registered for a four year period. During this time they are expected to coach and undertake further educational activities (updating requirements) to be reaccruited at the end of the four year registration period.

Coaches who fail to update and meet reaccruited requirements are automatically removed from the state/territory coaches' register and are no longer recognised as a NCAS registered coach.

Accreditation Requirements Level 1

To coach calisthenics it is an ACF requirement to achieve Level 1 accreditation. This requires:

- Grade 2 Calisthenic Skills
- Successful completion of the pre entry requirements of the National Cadet Program
- Current First Aid Certificate
- Level 1 course attendance
- 40 hours practical coaching experience
- Successful assessment
- Membership of State Association
- Police clearance as enforced and administered by the relevant state/territory

Level 1 accreditation is only active for a four year period. During this four year period coaches are required to achieve 24 points in updating activities. Upon successful completion of updating activities Level 1 is reaccruited for a further four years.

Coaches are required to complete the Strength and Conditioning Refresher Module in each subsequent four year accreditation period.

Recognition of Prior Learning/Current Competency

Trainees who have completed qualifications overseas, have sport related qualifications or have coaching experience which may exempt them from all or part of the course may apply for Recognition of Prior Learning through their state coaching coordinator.

Leave of Absence

Coaches may apply for a 'leave of absence' from Level 1 accreditation requirements due to extenuating circumstances. Leave of absence is not available for coaches wishing to take a year off from coaching. Application must be made in writing to the relevant State Association stating reasons for seeking the leave of absence as well as the start and end dates for the period of absence from calisthenics. Apart from emergencies, application must be made in advance of the period of absence, with a minimum of six weeks' notice provided. Extenuating circumstances may include traveling overseas for an extended period of time due to work or family responsibilities, significant family responsibilities such as the birth of a child, or a serious illness within the family, making it extremely difficult to meet accreditation requirements.

The period of leave of absence must be no longer than 12 months and only one leave of absence may be granted within the four year accreditation period.

During the period of absence the coach's accreditation timeframe and update points requirement will be frozen and resumed upon completion of the leave of absence period. If the period of absence is less than 12 months there will be no change to the accreditation expiry date as there is no fixed annual points requirement to maintain accreditation. Coaches on approved leave of absence are not required to maintain state/territory registration but it is advisable to do so to keep abreast of coaching issues.

If the application is approved the relevant State Association must advise the ACFCC Registrar in writing of the decision.

The process for leave of absence is:

- apply in writing to state/territory body stating reasons for leave of absence and dates for start and end of the leave period
- coach to be notified in writing of approval
- ACFCC registrar to be notified of approved leave of absence to move coach to Discontinued list on ASC database
- coach to be notified in writing of non-approval
- at end of leave of absence coach to apply to state/territory body for re-registration
- registration to be uploaded to ACFCC Registrar for ASC
- ACFCC Registrar will move coach from Discontinued to current list

De-Registration

Coaches who fail to achieve the updating requirements for Level 1 at the end of their 4 year accreditation period will be deregistered by their relevant State Association and from the accreditation expiry date on their Coaching card will no longer be able to coach without supervision.

Re-accreditation

Coaches who have been deregistered as above will not be required to repeat the Cadet Course or Level 1 Course.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Achieve the outstanding update points

On completion of these requirements coaches will be recredited with the ASC and will be able to coach without supervision.

Expired (Non-Current) Coaches (appearing on the ASC expired list for longer than 3 years **but less than 10 years**) will not be required to repeat the Cadet Course or Level 1 Course.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Complete the Beginning Coaching General Principles online course and provide a copy of the Certificate of Completion of the BCGP to their State body.

On completion of these requirements coaches will be recredited with the ASC and will be able to coach without supervision.

Coaches will be required to complete the Strength and Conditioning module within 12 months of recreditation if they have not already done so.

Coaches whose accreditation has expired for 10 years will not be required to complete 40 hours of practical coaching or be assessed at class.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Have a Technical Guide
- Complete Level 1 modules
 - 1 Role of the Coach
 - 2 Organisation and Planning
 - 3 Coaching Communication
 - 4 Strength and Conditioning

On completion of these requirements coaches will be recredited with the ASC and will be able to coach without supervision.

Please note that adjudication qualifications are different and achieved under a separate education and accreditation framework and as such are not interchangeable with coaching qualifications. Adjudicators seeking to coach must meet the entry requirements as required by all other persons.

Exemptions from Re-Accreditation Requirements

Persons seeking exemption from the above requirements should write to their relevant State Association documenting reasons why they believe they should be exempted. Included in the documentation should be a calisthenic resume and previous 5 year history of calisthenic activities. The State Association must then forward the application to the ACF for consideration and a decision. The ACF will review all documentation and may require the person in question to undergo a one on one assessment with regard to their coaching skills and capacity. Assessors will be appointed by the ACF as required.

Level 2

Coaches who have achieved Level 1 accreditation may commence the Level 2 program, an approved NCAS course. This program is designed to enable coaches to further their coaching education. The Sports Specific modules are integrated with the ACF Updating and Development program which is conducted by the states. The ACF Level 2 General Coaching Principles module is presented as open-book, to be completed at home and overseen by the ACFCC. There is no limit on the time taken to complete the Level 2 program; the Coaching Principles module is to be completed within 6 months of receiving the module.

Coaches must maintain Level 1 accreditation (updating requirements) whilst working towards Level 2 accreditation. Coaches who achieve Level 2 are registered for a 4 year period and are required

to undertake further educational activities (updating requirements) to be re-accredited at the end of the 4 year registration period.

Level 2 coaches who fail to update and meet re-accreditation requirements will revert to Level 1 accreditation.

Accreditation Requirements Level 2

Pre-requisites:

- Current First Aid Qualification according to the established criteria.
- Level 1 accreditation
- Membership of State Association

Course requirements:

- successful completion of all modules
- successful completion of ACF Level 2 General Coaching Principles module
- completion of the self-analysis task (included in the General Principles module)

Level 2 accreditation is only active for a four year period. During this time coaches are required to achieve 48 points in updating activities. Upon successful completion of updating activities Level 2 is re-accredited for a further 4 years.

Recognition of Prior Learning

General Coaching Principles Module

Application for recognition of prior learning for the Level 2 General Coaching Principles Module must be made to the ACF through the relevant State Association. The ACF will consider the application and if they believe the application warrants recognition the matter will be referred to the ASC for consideration and approval. Coaches who have completed tertiary studies in appropriate areas (e.g. Human Movement, Physical Education) may be able to claim credit for the General Coaching Principles component.

Sports Specific

There are two primary categories of recognition within the sports specific area - course presenters and appropriate tertiary qualifications. Presenters of Level 2 modules will be deemed to have completed that module. Persons seeking exemption from the Dance Module must have a tertiary qualification in dance as an educator. Similarly persons with tertiary qualifications in sports medicine may seek exemption from the Sports Injury Module. Application for recognition of prior learning must be made in writing to the ACFCC through the relevant State Association. Copies of relevant qualifications must be attached. The relevant State Association must consider the application and make a recommendation for consideration by the ACFCC. If the application clearly does not meet guidelines then the relevant State Association has the authority to reject the application without consideration by the ACFCC.

Leave of Absence

As per Level 1

De-registration

Coaches who have achieved Level 2 but fail to meet the updating requirements for Level 2 will automatically revert to Level 1 accreditation.

Coaches whose accreditation is downgraded to Level 1 will need to meet Level 1 updating requirements during the next 4 years to maintain Level 1 accreditation.

Failure to achieve this will result in the loss of Level 1 accreditation.

Re-accreditation

1. Coaches seeking Level 2 reaccreditation within 12 months of lapse of accreditation will need to:
 - achieve the outstanding points

2. Coaches whose Level 2 accreditation has lapsed for more than 3 years will need to complete the ACF Level 2 General Coaching Principles module to regain Level 2 accreditation.

Interstate Transfers

Coaches moving to another State who wish to continue coaching must complete the Interstate Transfer Form. These forms are available from the relevant State Registrar. This form must be:

- completed by the coach
- verified by the old state coach registrar
- forwarded by the coach to the new state coach registrar for registration with that state

The new state registrar is to upload coach details to ACFCC Registrar to amend the ASC (SAO) database.

Other Qualification Requirements

1. Assessors

To be an Assessor the person must have current Level 1 or Level 2 accreditation and meet other selection criteria as identified in the ACF National Assessing Guidelines October 1998.

2. Mentors, Course Presenters, support personnel in coach education

Level 1 or Level 2 accreditation is not required to undertake any of the above roles. Mentors are to be selected according to the ACF National Mentoring Guidelines October 1998.

Other persons participating in the delivery and organisation of coach education programs should be selected according to the requirements of the particular activities.

PROCESS FOR UNQUALIFIED COACHES

If it is proven that a cadet is in charge of a class/solo/duo without supervision, a warning letter will be sent to the Club, Coach and Cadet. A counselling session will be conducted for right of reply.

If the situation continues the following penalties will apply:

The coach will be de-registered for 12 months

The Cadet will be suspended from the Cadet Programme for 12 months.

At the end of this period both must pay another registration fee.

Level 1 Recreational

Accreditation Requirements Level One Recreational

To coach Recreational calisthenics unsupervised it is an ACF requirement to achieve Level 1 Recreational accreditation. This requires:

- Current First Aid Certificate
- Level 1 Recreational Practical module attendance and assessment
- ASC online Beginning Coaching General Principles module
- Viewing Banned and Dangerous Movements DVD
- Membership of State Association
- Police clearance as enforced and administered by the relevant state/territory

Level 1 Recreational accreditation is only active for a four year period. During this four year period coaches are required to achieve 12 points in updating activities. Upon successful completion of updating activities Level 1 Recreational is reaccredited for a further four years.

Recognition of Prior Learning/Current Competency

Recreational Coach Trainees who have completed the ACF Level One course are exempt from the Beginning Coaching Online General Principles course. Trainees who have achieved qualifications overseas, have sport related qualifications or have coaching experience which may exempt them

from all or part of the course may apply for Recognition of Prior Learning through their state coaching coordinator.

Leave of Absence

Coaches may take a 'leave of absence' from Level 1 Recreational accreditation requirements due to unforeseen circumstances. Coaches must notify the State Association that they are taking leave of absence and include the start and end dates for the period of absence from calisthenics. Notification must be made in advance of the period of absence. The period of leave of absence must be no longer than 12 months and only one leave of absence may be granted within a four year accreditation period.

During the period of absence the coach's accreditation timeframe and update point requirement will be frozen and resumed upon completion of the leave of absence period. If the period of absence is less than 12 months there will be no change to the accreditation expiry date as there is no fixed annual points requirement to maintain accreditation. Coaches on leave of absence are not required to maintain state/territory registration but it is advisable to do so to keep abreast of coaching issues.

When notification is received the relevant State Association must advise the ACFCC Registrar in writing of the decision.

The process for leave of absence is:

- notify state body in writing including dates for start and end of the leave period
- ACFCC registrar to be notified of leave of absence to move coach to Discontinued list on ASC database
- at end of leave of absence coach to apply to state/territory body for re-registration
- registration to be uploaded to ACFCC Registrar for ASC
- ACFCC Registrar will move coach from Discontinued to current list

De-Registration

Coaches who fail to achieve the updating requirements for Level 1 Recreational at the end of their 4 year accreditation period will be deregistered by their relevant State Association and from the accreditation expiry date on their Coaching card will no longer be able to coach without supervision.

Re-accreditation

Coaches who have been deregistered as above will not be required to repeat the Level 1 Recreational program.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Achieve the outstanding update points

On completion of these requirements coaches will be recredited with the ASC and will be able to coach without supervision.

Expired (Non-Current) Coaches (appearing on the ASC expired list for longer than 3 years **but less than 10 years**) will not be required to repeat the Level 1 Recreational Course.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Complete the Beginning Coaching General Principles online course and provide a copy of the new Certificate of Completion of the BCGP to their State body

On completion of these requirements coaches will be recredited with the ASC and will be able to coach without supervision.

Coaches whose accreditation has expired for 10 years or longer will be required to repeat the Level 1 Recreational Course.

Please note that adjudication qualifications are different and achieved under a separate education and accreditation framework and as such are not interchangeable with coaching qualifications. Adjudicators seeking to coach must meet the entry requirements as required by all other persons.

Exemptions from Re-Accreditation Requirements

Persons seeking exemption from the above requirements should write to their relevant State Association documenting reasons why they believe they should be exempted. Included in the documentation should be a calisthenic resume and previous 5 year history of calisthenic activities. The State Association must then forward the application to the ACF for consideration and a decision. The ACF will review all documentation and may require the person in question to undergo a one on one assessment with regard to their coaching skills and capacity. Assessors will be appointed by the ACF as required.

Interstate Transfers

See above.

Other Qualification Requirements

Course Presenters, support personnel in coach education

Level 1 accreditation is not required to undertake any of the above roles.

Other persons participating in the delivery and organisation of the coach education program should be selected according to the requirements of the particular activities.

PROCESS FOR UNQUALIFIED COACHES

If it is proven that:

1. a cadet/unqualified assistant is in charge of a class/solo/duo without supervision;
2. a Level 1 Recreational coach who does not hold concurrent ACF Level 1 or Level 2 accreditation is in charge of a competitive class
3. a Level 1 Recreational coach who has not completed the Strength and Conditioning module is coaching movements allowable with care
4. a Level 1 Recreational coach, or Level 1 coach or Level 2 coach is coaching Banned Movements

a warning letter will be sent to the Club, Coach, Cadet/Assistant. A counselling session will be conducted for right of reply.

In situation 3 and 4 above, the coach will be given a time-frame to view the Banned Movements DVD again and provide verified proof that this has occurred.

If the situation above continues the following penalties will apply for each category:

1. The coach/s will be de-registered for 12 months.
The Cadet will be suspended from the Cadet Programme for 12 months.
The unqualified assistant will be unable to assist for 12 months.
2. The Level 1 or Level 2 coach and Level 1 Recreational Coach will be de-registered for 12 months.
3. The coach will be de-registered for 12 months.
4. The coach will be de-registered for 12 months.

At the end of the de-registration period the coach/s must pay another registration fee and the Cadet/Assistant may be reinstated.