

## Coach Re-Accreditation Updating Policy and Procedure

### **Introduction**

Badminton Australia-National Coaching Accreditation Scheme (NCAS) Coach Accreditation lasts for a 4-year period.

Coaches that have remained active and have met the updating requirements specific to their accreditation level over this period may apply to the Australian Badminton Coaches Committee (ABCC) for the renewal of their nationally recognised accreditation.

The expiry date of accreditation is shown on your NCAS Coach ID Card and Badminton Australia Coaching Certificate.

Applications for re-accreditation must be made using the appropriate form (Coach Re-Accreditation Application Form).

### **Why do I have to update?**

Updating provides coaches with an opportunity to keep up-to-date with the latest information and developments in Badminton such as, rule changes, new shot production techniques, tactics and coaching methods.

Updating also plays an important role in ensuring that the coaching environment is safe for all participants and thus reducing the likelihood of coaches becoming involved in legal actions.

Furthermore, it provides Badminton Australia with an up-to-date register of active coaches.

### **What do I have to do to update?**

In order for you to maintain or regain your Coaching Accreditation, you are required to show evidence that you are actively coaching, and have been involved in a constant process of further education over a 4-year period.

Updating is divided into two specific sections:

SECTION A: Practical Coaching	Level 1	Level 1 (advanced)	Level 2	Level 3
<ul style="list-style-type: none"> <li>▪ A coach must have over a 4-year period documented a minimum number of hours practical coaching; or</li> <li>▪ Attain the next level of accreditation</li> </ul>	<b>10 hours per year. Total of 40 hours of practical coaching</b>	<b>10 hours per year. Total of 40 hours of practical coaching</b>	<b>15 hours per year. Total of 60 hours of practical coaching</b>	<b>25 hours per year. Total of 100 hours of practical coaching</b>

SECTION B: Coach Development	Level 1	Level 1 (advanced)	Level 2	Level 3
<ul style="list-style-type: none"> <li>▪ A coach must have over a 4-year period documented a minimum number of Coach Development activity points; or</li> <li>▪ Attain the next level of accreditation</li> </ul>	<b>20 points accumulated</b>	<b>20 points accumulated</b>	<b>40 points accumulated</b>	<b>50 points accumulated</b>

***I understand Section A, but how do I accumulate the required number of points for Section B?***

As stated, a coach must have over a 4-year period documented a minimum number of Coach Development activity points.

Following is a list of the Coach Development activities and the number of points you can claim for each activity over a 4-year period.

Please note this is not an exhaustive list. If you have any queries on whether a specific course or activity is appropriate then please contact your State/Territory Coaches Committee, or the ABCC for more information.

<b>Coach Development Activity</b>	<b>Maximum Points (per activity)</b>
Attain the next level of accreditation	Meets total updating requirements
Complete a sport related tertiary degree e.g. Graduate Diploma Sports Coaching	Meets total updating requirements
Presenter, assessor, mentor at a coaching conference/seminar/workshop conducted by Badminton Australia or and Overseas Badminton Federation	20 points (per conference/ seminar/workshop)
Complete an approved First Aid Course	15 points (per course completed)
Presenter at a State/Territory Badminton Association approved Badminton Coaching Updating Workshop	10 points (per course)
Presenter/Assessor/Mentor – Badminton Accredited Coaching Course	10 points (per course)
Attend a coaching conference/ seminar/ workshop conducted by Badminton Australia or and Overseas Badminton Federation	10 points (per conference/ seminar/ workshop)
Head Coach for a State/Territory Association representative team	10 points (per year)
Attend a State/Territory Badminton Association approved Badminton Coaching Updating Workshop	5 points (per workshop)
Attend a coaching related course/ workshop/ seminar conducted by a recognised body e.g. SA Department of Sport and Recreation	5 points (per course/ workshop/ seminar)

**How do I prove that I have completed the updating requirements?**

Only those coaches who can provide evidence that they have met the re-accreditation updating requirements will be re-accredited. Given this, it is important that you maintain an up-to-date record of all of your coaching activities over the 4-year period. There are a number of ways that you can do this:

- Use the Update Logbook provide by the NCAS to record all of your practical and coach development activities... remember to have the book signed by someone e.g. the course coordinator, or president of the club you coach at.
- Rather than using the Logbook, you can keep your own record of activities e.g. letters of reference from the club you have been coaching at. Just remember, you will need the activities to be verified by someone.

In addition to the above, it is highly recommended that you keep a record of all courses/workshop attendance certificates etc. You will need to forward copies of these with your coach re-accréditation application form.

***How do I apply for re-accréditation?***

It's as easy as 1...2...3...

<b>1...</b>	Complete and sign the <b>Coach Re-Accréditation Application Form</b> ;
<b>2...</b>	Complete and sign the <b>Coach's Code of Ethics Form</b> ; and
<b>3...</b>	Forward the completed forms, supporting documentation (e.g. <b>NCAS Logbook / Club References and copies of course certificates</b> ) and the required <b>coach re-accréditation fee</b> to Badminton Australia

Your application will be assessed by Badminton Australia.

Should your application for re-accréditation be successful, you will be issued with a new Badminton Coaching Certificate and NCAS Coach Accreditation ID Card.

Should your application be unsuccessful, your re-accréditation fee will be refunded, and information on the activities that you have to complete before re-accréditation will be awarded will be provided.

***What if I don't update?***

If you accreditation has expired and you do not apply for re-accréditation, your name and details will be removed from the national coach database and you will no longer be recognised or received the benefits association with being an accredited coach.

***What if my accreditation has expired?***

Badminton Australia recognizes that from time to time coaches may take a break from coaching and for some coaches this means that their accreditation expires. Such coaches may apply to have their accreditation reinstated at any time.

If your accreditation has expired and you want to apply to have it reinstated you have to apply as per the re-accréditation renewal process above.

Please note you may be required to complete some specific updating activities before re-accréditation will be awarded. In some cases this may require a coach to re-do a coaching accreditation course.

For more information contact:

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