



AKF Inc. Updating Policy for NCAS Coaches



WHAT IS UPDATING?

Updating is a policy that requires coaches to complete a variety of education activities over the four year accreditation period.

Updating aims to ensure quality coaching and officiating by maintaining current knowledge and practice.

WHY UPDATE?

- Updating also keeps coaches in contact with the most up-to-date techniques and coaching methods.
- Updating can play an important role in ensuring that the coaching environment is safe for all participants and reduce the likelihood of coaches becoming involved in legal actions.
- Updating ensures that Karate and the ASC have an up-to-date register of active coaches
- Updating ensures that coaches stay abreast of rule changes in Karate.

In order to update, coaches must, each year during their four year accreditation period:

• **PRACTICAL COACHING:**

- Bronze: 20 hours
- Silver: 30 hours
- Gold: 50 hours

These can be achieved by coaching in the following:

- dojo training
- club competition training
- training camps
- demonstrations
- self-defence classes
- school programs
- lecture at a coaching course
- mentor a trainee NCAS Bronze coach

Provide details on club letterhead, preferably signed by chief instructor or director

• **FURTHER EDUCATION**

- Attend **two** of the following each year

- General coaching *seminar* (eg. conducted through a state coaching centre, state institute/academy)
 - Strength and conditioning course (ASCA approved)
 - Disability Education Program modules
 - Sports massage course
 - Sports related tertiary education eg. *Sports Coaching, Human Movement, Phys Ed*
 - Sports Administration course
 - Leadership/communication training programs (or related topics)
 - Attend a 'related' NCAS course eg. *a triathlon coach attends a Level 1 Swimming course*
 - Teachers may submit work related course for approval
 - Work place courses such as *Communication and Conflict Resolution* may be considered for approval
- OR**
- RSA Update One-Day Program (one per year)
- OR**
- complete the next level of qualification
- OR**
- re-do the current level of qualification (*lecture or correspondence*)

Record details on the Coach's Activity Record (See Conditions page 2)

The form is titled 'ANNUAL COACHING ACTIVITY RECORD' and is part of the Australian Government Australian Sports Commission. It includes fields for Name, Sport, Gender, Club, Level, Address, State, M/F, Postcode, Email, and Telephone. Below these fields is a table with columns for Date, Activity, Hours, Location, and Presenter. The form also contains instructions for coaches to scan and send their completed annual report to their State Coaching Director before the 31st December of each year. It lists requirements for documents to be submitted, such as First Aid/CPR Certificate, NSW Sports Coach (NSW) Certificate, SA (SA) AISC Public Check / (NSW) AISC Working With Children Card, (NSW) AISC Public Check / (NSW) AISC Working With Children Card, and a Declaration of Coach Conduct per year for each team. It also mentions that registration payments are payable to Australian Karate Federation Inc. and that the record must reach the National Coaching Director no less than one week prior to expiry.

- **RISK MANAGEMENT AND ETHIC ISSUES**

- **All NCAS coaches must:**

- Hold a current recognised First Aid course/CPR, or
- Sports Medicine Australia Sports Trainers course
- Provide proof of suitability to coach children eg Blue card, working with children card, Police check
- Sign the Coach's Code of Ethics Agreement on renewal

- **CONDITIONS**

- There is no maximum number of hours that can be claimed for any of the above.
- Activities must be verified in the Coach Activity Record by an authorised person eg. *convenor of the course/workshop, national or state coaching director.*
- The number of hours claimed must be equal to the number of hours spent on that activity.
- Updating activities cannot all be completed in the space of one year. They must be spread over the four year period not all in one year.
- Preference to scanned and emailed documents rather than post.

- **RENEWAL**

- Coaching Activity Record: and all relating documents
 - **All coaches must submit their annual updating record to their State Coaching Director by the 31st December each year or a date specified by their State**
 - **All coaches must submit their renewal one month prior to their expiry date to the National Coaching Director with registration fee**
 - Code of Ethics Agreement – original signed
 - Provide cheque or money order registration fee payable to Australian Karate Federation Inc
- And send all to the National Coaching Director

- **RE-ENTRY**

If a coach does not update their accreditation as specified in the Policy, AKF Inc may:

- require the coach to re-do the entire training program

OR

- require the coach to undertake a specified number of activities from the above lists.