

# Coaching and Officiating

## Training Agencies - General Information

### INTRODUCTION

The Australian Sports Commission's Sports Governance and Business Capability Unit provides national leadership in the development of coaching and officiating. Working in partnership with National Sporting Organisations (NSOs) and other partners, the objective of the Coaching and Officiating Unit is to develop more and better coaches and officials at all levels of Australian Sport.

The National Coaching Accreditation Scheme (NCAS) and the National Officiating Accreditation Scheme (NOAS) offers education, training and a nationally recognised accreditation to coaches and officials working at all levels of sport. NCAS and NOAS training programs developed by NSOs in conjunction with the Coaching and Officiating Unit are aimed at improving and recognising the competence of coaches and officials.

**The NCAS and the NOAS training programs consist of three core components – general principles, sport specific and practical. The general principles programs are only one component of a full accreditation within the NCAS and NOAS system.**

### COACHING & OFFICIATING AGENCIES

The role of approved Coaching and Officiating (C&O) Agencies is to provide the community with greater access to Coaching and Officiating training and to assist the growth and development of sport through the provision of generic coaching and officiating training.

All organisations wishing to conduct the ASC's generic coaching and officiating general principles programs need to be registered with the ASC. It is recommended that agencies delivering these courses use suitable presenters that have attended a course presenter's course, have expertise in the subject area and also have practical experience, or who have a Certificate IV in workplace training and assessment.

When delivering the general principles, agencies should ensure that the competencies listed in the curriculum are covered and assessed using the assessment tasks outlined. There is scope for flexibility in the delivery of the modules (e.g. depending on the group the training is being delivered to, modules may be modified and the time spent on each module may vary). However, the assessment tasks for general principles courses should be adhered to in order to maintain national consistency.

**The Community Coaching General Principles courses provide the fundamentals of coaching and athletic performance, whilst the Officiating General Principles course enable officials to acquire greater knowledge of officiating skills and techniques.**

**It is recommended that participants should be a minimum of 14 years of age to gain accreditation for all General Principles courses.**

## GENERAL PRINCIPLE PROGRAMS

There are two general principles programs that are available for approved agencies to deliver:

- Community Coaching General Principles – covers the general skills needed to coach. The competencies listed are the minimum standard required for first level NCAS accreditation programs for NSOs. It is the first step towards a sport specific coaching accreditation.
- Introductory Level Official – covers basic skills required for new officials to officiate including such topics as people management and risk management. This course is the initial step towards a sports specific officiating accreditation.

## HOW TO REGISTER

The cost of agency registration is **\$80.00** for the delivery of one or more programs. As part of the registration package agencies will be provided with the curriculum, worksheets, presenter's slides and notes which have been developed for each of the specified programs.

**STEP 1** – Complete the agency registration form and email to [grant.voysey@act.gov.au](mailto:grant.voysey@act.gov.au), please see attachment 1. Alternatively a form can be emailed or sent to you by contacting Grant Voysey on (02) 6207 1696.

**STEP 2** – SRS in conjunction with the ASC will assess the applications and advise all applicants in writing of the outcome. The successful applicant will be issued with an invoice which outlines the payment methods available.

**STEP 3** – Once payment has been received by SRS, a certificate and letter will be issued stating the course/s the approved agency will be able to deliver. Information on how to obtain the curriculum and presenter's slides will also be provided, along with steps to follow at the completion of the course to obtain the free certificates for the participants.

## INSURANCE

Agencies must have appropriate insurance plans that underwrite their organisation and its operations (\$10 million public liability is recommended).

## BENEFITS

There is a range of benefits to becoming an approved C&O Agency. These include:

- Access to professional development and training conducted by SRS
- Ongoing support provided by SRS
- Access to newsletters and subscription to Sports Coach magazine produced by the ASC for the duration of the registration
- Discounted resource material from the ASC publications unit
- Potential generation of income derived from course delivery
- Increased public profile and kudos by holding accredited training provider status

- Increased marketing opportunities
- Ability to deliver nationally recognised generic courses
- Opportunities for participants to complete full NCAS/NOAS accreditation through State Sporting Organisations.

## **PRESENTER QUALIFICATION**

Presenters of the General Principals programs should possess suitable presenter skills in addition to one of the following:

- Tertiary Education in a related field e.g. Physical Education teachers, Science-Human Biology teachers, Sports Coaching, Human Movement; OR
- be a recognised specialist in the module topic in which they are presenting with a minimum of two years practical experience in the sporting field; OR
- Certificate IV in Training and Assessment; OR
- Presentation skills (e.g. have successfully completed a course presenter, workplace trainer or presentation skills course, or similar); AND hold a current NCAS or NOAS accreditation.

## **OBLIGATIONS OF A REGISTERED AGENCY**

Registration as a Coaching & Officiating Agency is available to organisations who agree to:

- Organise, promote and conduct courses based on information provided in the developed program curricula; and
- Provide SRS with the contact details and relevant information of participants who have completed all course requirements for entry into the national database.

*Please note: All personal Information will not be used or disclosed except in accordance with provisions of the Privacy Act 1988.*

- adhere to the principles of access and equity as they apply to course participants
- ensure the personnel conducting courses are suitably trained and qualified
- ensure that adequate public liability and professional indemnity insurance is maintained
- ensure ongoing liaison through SRS –Education and Training Officer regarding the implementation of courses, including providing feedback on course materials
- liaise with SRS - Education and Training Officer for assistance in course delivery
- attend state-based workshops that may be organised by SRS for professional development

## AT COURSE COMPLETION PLEASE DO THE FOLLOWING:

**STEP1:** Complete participant registration form or course participant/s template

**STEP2:** Complete course coordinators report

**STEP3:** Submit the forms completed in step 1 & 2 to the email address [grant.voysey@act.gov.au](mailto:grant.voysey@act.gov.au)

## PUBLICATIONS

All enquiries, orders and payment for ASC resources should be directed to:

Customer Service Officer

Australian Sports Commission

PO Box 176, Belconnen ACT 2616

Phone: (02) 6214 1795

Fax: (02) 6214 1995

Email: [pubs@ausport.gov.au](mailto:pubs@ausport.gov.au)

**NOTE:** WHEN PLACING ORDERS PLEASE REMEMBER TO QUOTE YOUR AGENCY REGISTRATION NUMBER TO OBTAIN THE DISCOUNT.

<b>Community Coaching (fourth edition)</b>	<b>(ASC Catalogue Number: 12-001)</b>
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Beginning Coaching targets the beginner coach with a focus on the 'soft skills' of coaching including; group management, communication, risk management, planning and ethical responsibilities of the coach. Inclusive practices have been emphasised throughout the manual, so that coaches are better able to apply information on how to work with specific population groups such as athletes with a disability and indigenous athletes. Current information regarding ethical issues such as child protection, drugs in sport and working with officials/coaches and parents has been included. Information in each chapter is more 'reader friendly', incorporating a range of case studies to demonstrate how to apply theoretical concepts, and 'tips' to summarise key 'take home' points.

<b>Introductory and Advanced Level Officiating General Principles Manuals</b>
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**(ASC Catalogue Number: 12-100 & 12-101)**

The Introductory Level and Advanced Level Officiating: general principles manuals support the various National Officiating Accreditation Scheme training programs. The updated and revised manuals focus on the areas of self-management, managing the competition environment and people management. They give officials the opportunity to apply inclusive techniques that provide enhanced opportunities for athletes with a disability to participate.

For further information, please contact Grant Voysey on (02) 6207 2073 or email [grant.voysey@act.gov.au](mailto:grant.voysey@act.gov.au).