



ACCREDITATION UPDATING

The Australian Track and Field Coaches Association (ATFCA) has an Accreditation Updating policy on a four year cycle, in line with all Sports whose National Coaching Accreditation Scheme is endorsed by the Australian Sports Commission's (ASC) Sport Education Section. The following information will be of assistance to you in undertaking this initiative.

Coaches should participate in a variety of seminars, workshops and courses to continue the process of self education in coaching track and field. Many coaches already do this, to ensure that the athletes under their guidance receive the best possible advice and attention that they can give. It is also worth remembering that the ATFCA gives support to all levels of accreditation in possible cases of litigation; it would be hard to do so, however, if the coach had not endeavoured to update their knowledge.

Updating is a part of the continuing education of coaches. Its purposes include:

- extending the knowledge and skills of coaches;
- ensuring that coaches are up to date with the latest information on skill training, conditioning activities, safety, and injury prevention and treatment;
- providing an avenue for the post accreditation servicing of coaches.

Updating does not necessarily mean more coaching theory work. Recognition is given to:

- completing the next accreditation level, or another event/group at the same level;
- attending sport related courses, lectures, seminars or workshops;
- hands on coaching situations;
- achievement by athletes you coach

A full list of these options is included in the attached 'Credit Point Scale for Accreditation Updating'. Each level of accreditation has its own requirements. The requirements are:

LEVEL I

- complete a Level II Course, or
- automatic, if full membership of the ATFCA is maintained continuously for the 4 year cycle. This ensures that there has been an ongoing knowledge base developing whilst coaching throughout this period.
- If coaches have not been a continuous member of the ATFCA, evidence of their coaching involvement needs to be forwarded to ensure that the coach has been maintaining and developing their knowledge base. This can be in the form of a letter from a person of authority (principal) or a highly accredited member of the ATFCA.
- If this is not forthcoming, the coach may need to undertake a Level I course again to fulfil requirements of ASC.

LEVEL II

- complete another Level II Course, or
- achieve Level III accreditation, or
- automatic, if full membership of the ATFCA is maintained continuously for the 4 year cycle. This ensures that there has been an ongoing knowledge base developing

whilst coaching throughout this period.

- If coaches have not been a continuous member of the ATFCA, evidence of their coaching involvement needs to be forwarded to ensure that the coach has been maintaining and developing their knowledge base. This can be in the form of a letter from a person of authority (principal) or a highly accredited member of the ATFCA.
- If this is not forthcoming, the coach may need to undertake a Level I course again to fulfil requirements of ASC.

LEVEL III & IV

- complete another Level IV Event Group, or
- achieve Level V accreditation, or
- attain 50 credit points over a 4 year period, with a minimum of 10 points per year.

LEVEL V

- attain 100 credit points over a 4 year period, with a minimum of 15 points per year.

Each coach is responsible for maintaining a record of updating events attended and other sources of credit points. A log book is provided by the Australian Sports Commission's Sport Education Section for coaches to record all of their updating activities. Alternatively if a log book is not available, coaches are encouraged to keep a record book of all professional development. These records are to be sent to the ATFCA Executive Director by Level II, III, IV and Level V coaches at the end of each four year period for endorsement of satisfactory completion of updating requirements.

Where a claim is made under Section D for producing an athlete, this should be recorded at the end of the twelve month period. The coach must have coached the athlete for a minimum of twelve months to be eligible for this claim. A claim can be made for each subsequent year of coaching.

Log Books will be reviewed by the National Quality Control Committee, which will make recommendation for the ongoing status of the coach.

Level I coaches do not have to submit a log book prior to endorsement of their updating. They will receive automatic updating to their accreditation for another four year cycle, provided they have maintained continuous full membership of the ATFCA for the preceding four years.

There are no specific fees for updating, as these are included in the ATFCA's annual membership fee structure.

I hope that this information will assist you in understanding the accreditation updating process. Please contact the Executive Director if you require further information.

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