



Australian Government  
Australian Sports Commission

# Coaching/Officiating Delivery Organisation Endorsement Guidelines

Updated July 2006



## **Background and Purpose of the guidelines**

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Participation in the NCAS/NOAS is restricted to national sporting organisations that are recognised by the Australian Sports Commission. If an organisation does not meet these criteria, they may wish to become an endorsed coaching/officiating delivery organisation through an NSO who does meet these criteria. NSOs play a key role in assessing applications from non-NSO coaching/officiating delivery organisations for endorsement.

To ensure quality across the NCAS/NOAS, the ASC has developed a set of coaching/officiating delivery organisation endorsement criteria. Non-NSO coaching/officiating delivery organisations will be assessed against these criteria by the relevant NSO to become an endorsed delivery organisation.

Most NSOs will develop their own training programs that will be delivered by endorsed coaching/officiating delivery organisations. In some cases, the NSO may approve an endorsed coaching/officiating delivery organisation to develop their own training programs, using the ASC *Guidelines for the Design and Registration of NCAS & NOAS Training Programs*, as well as any additional NSO criteria.

Note that recognised NSOs are only able to enter into arrangements with delivery organisations for:

- Sporting activities for which the NSO recognition is granted
- Sporting activities that the NSO has primary responsibility for.

### **Requirements of the Trade Practices Act**

It should be noted that Section 46 of the Trade Practices Act prevents organisations from using their position to prevent third parties from competing with them in the provision of services. These guidelines have been developed to assist NSOs to comply with the Trade Practices Act.

# Overview of Coaching/Officiating Delivery Organisation Endorsement Process:

NSOs have responsibility for assessing applications from potential coaching/officiating delivery organisations against the ASC *Coaching/Officiating Delivery Organisation Endorsement Guidelines*. (Note: NSOs must provide a fair process for assessing new delivery organisations.)

Note that recognised NSOs are only able to enter into arrangements with delivery organisations for:

- Sporting activities for which the NSO recognition is granted
- Sporting activities that the NSO has primary responsibility for.

Where a delivery organisation wishes to develop and deliver its own training program, the ASC and NSO have dual roles in approving training programs submitted by coaching/officiating delivery organisations. NSOs will consider the submissions for coaching/officiating delivery organisation endorsement. The NSO and ASC will both review training programs.

## Option 1 - Coaching/Officiating Delivery Organisation to Deliver NSO Training Programs

Step	Action
1. Delivery Organisation contacts the relevant ASC consultant	<ul style="list-style-type: none"> <li>• Delivery Organisation discusses application and obtains the <i>Coaching/Officiating Delivery Organisation Endorsement Guidelines</i> (this document).</li> </ul>
2. Delivery Organisation contacts the National Coaching/Officiating contact person of the relevant NSO	<ul style="list-style-type: none"> <li>• Delivery Organisation informs the NSO of their desire to deliver NSO's training programs.</li> <li>• Delivery Organisation obtains a copy of any additional criteria that the NSO may have in place in order to gain endorsement.</li> </ul>
3. Delivery Organisation prepares a submission and presents it to the NSO	<ul style="list-style-type: none"> <li>• Delivery Organisation presents a submission to the relevant NSO that demonstrates how it meets the eligibility criteria for endorsement to deliver coach/official education. Submission should include information in Section A on page 8 of this document.</li> </ul>
4. Submission reviewed by the NSO	<ul style="list-style-type: none"> <li>• <b>A. Submission approved.</b> Endorsed Coaching/Officiating Delivery Organisation status will be granted by the NSO.</li> <li style="text-align: center;"><b>OR</b></li> <li>• <b>B. Submission not approved.</b> The submission will be returned to Delivery organisation with feedback.</li> </ul>
5. Formal or Informal Agreement between NSO and Endorsed Delivery Organisation	<ul style="list-style-type: none"> <li>• It is recommended that the NSO and Endorsed Delivery Organisation sign an agreement covering aspects such as:               <ul style="list-style-type: none"> <li>○ The training that will be delivered</li> <li>○ The period of time for which the Delivery Organisation is endorsed to deliver training</li> <li>○ Quality control and reporting processes</li> <li>○ Systems for coach/official data management, including registration on the NCAS/NOAS database</li> <li>○ Signing and storage of coach's/official's code of ethics.</li> </ul> </li> </ul>
6. Coach/Official Training and Accreditation	<ul style="list-style-type: none"> <li>• Training is conducted by the endorsed Delivery Organisation, in accordance with the NSO's approved training program, which has been registered with the ASC.</li> <li>• Coaches/officials who complete all requirements can be accredited through the NCAS/NOAS for a four-year period.</li> <li>• Endorsed delivery organisations delivering NSO's approved training programs will be required to adopt the NCAS/NOAS database registration and servicing model selected by the NSO.</li> </ul>

# OR

## Option 2 - Coaching/Officiating Delivery Organisation to Develop and Deliver its own Training Programs

Step	Action
1. Delivery Organisation contacts the relevant ASC consultant	<ul style="list-style-type: none"> <li>Delivery Organisation discusses application and obtains the <i>Coaching/Officiating Delivery Organisation Endorsement Guidelines</i> (this document) and <i>Guidelines for the Design and Registration of NCAS &amp; NOAS Training Programs</i>.</li> </ul>
2. Delivery organisation contacts the National Coaching/Officiating Director of the relevant NSO	<ul style="list-style-type: none"> <li>Delivery organisation to check whether the NSO will permit them to develop and deliver their own training programs,</li> <li>Delivery Organisation to discuss any requirements the NSO has in relation to competency statements, recommended assessment, recommended module content, recommended resources, quality control and any other criteria specified by the NSO.</li> <li>Delivery organisation obtains copies of NSO policies for NCAS/NOAS (eg. Coach's/Official's Code of Behaviour, Updating, Recognition of Prior Learning/Current Competence). <i>Delivery organisations must adopt these policies (unless otherwise negotiated with the NSO).</i></li> </ul>
3. DO prepares a submission and presents it to the NSO	<ul style="list-style-type: none"> <li>Delivery organisation demonstrates how it meets the eligibility criteria for endorsement to deliver coach/official education. Address Sections A and B on pages 8 &amp; 9 of this document.</li> </ul>
4. Submission reviewed by the NSO	<ul style="list-style-type: none"> <li><b>A.</b> If submission is deemed suitable, the NSO will forward the training programs to the ASC for review.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li><b>B.</b> If any part of the submission, including the training programs, is not suitable it will be returned with written feedback from the NSO.</li> </ul>
5. ASC staff will review training programs against the <i>Guidelines for the Design and Registration of NCAS &amp; NOAS Training Programs</i>	<ul style="list-style-type: none"> <li><b>A.</b> Training programs <b>approved</b>. Endorsed Coaching/Officiating Delivery Organisation status will be granted by the NSO.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li><b>B.</b> Training programs <b>not approved</b>. Training programs will be returned, via the NSO, with feedback.</li> </ul>
6. Formal or Informal Agreement between NSO and Endorsed Delivery Organisation	<ul style="list-style-type: none"> <li>It is recommended that the NSO and Endorsed Delivery Organisation sign an agreement covering aspects such as: <ul style="list-style-type: none"> <li>the training that will be delivered</li> <li>the period of time for which the Delivery organisation is endorsed to deliver training</li> <li>quality control and reporting processes</li> <li>systems for coach/official data management, including registration on the NCAS/NOAS database</li> <li>signing and storage of coach's/official's code of ethics</li> <li>quadrennial re-submission of training program curriculum(s) with the ASC and NSO.</li> </ul> </li> </ul>
7. Coach/Official Training and Accreditation	<ul style="list-style-type: none"> <li>Training is conducted by the endorsed delivery organisation, and coaches/officials who complete all requirements can be accredited through the NCAS/NOAS for a four-year period.</li> <li>It is preferred that endorsed delivery organisations adopt the NCAS/NOAS database registration and servicing model selected by the NSO (however this is negotiable).</li> </ul>

## **Grievance/Appeals Procedures**

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All potential coaching/officiating delivery organisations are able to raise a grievance or appeal against the relevant NSO if they have evidence that the NSO has dealt unfairly with the delivery organisation, either during their application for endorsed coaching/officiating delivery organisation status, or during the term of the delivery organisation's endorsement.

If a potential coaching/officiating delivery organisation has a grievance about the process undertaken by an NSO in assessing endorsement status, the ASC will refer them back to the NSO in the first instance to deal with the grievance or dispute. Where a potential coaching/officiating delivery organisation believes that their grievance has not been dealt with fairly, and the normal processes of consultation and communication do not resolve the issue, the potential coaching/officiating delivery organisation may ask the ASC in writing to review the matter.

When such a request is made, the ASC will appoint an appropriate independent person to review and mediate the situation. The review will include interviews with a representative from the potential coaching/officiating delivery organisation and a representative from the NSO. All representatives are required to be available for that purpose within a period of four weeks from the date the request is received by the ASC. If appropriate, the independent person will bring the representatives from the two organisations together for a mediation process, which will attempt to reach a mutually acceptable solution.

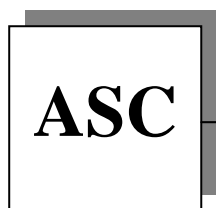
The ASC will ask the parties to jointly cover the costs incurred by the review and mediation process.

In the event that a mediated solution is not agreed to by the two parties, a decision on the matter will be recommended by the independent person to the ASC. This decision will be communicated to both parties by the ASC, as soon as possible, but no more than one month from the completion of the review. The decision will be final and binding on all parties.

## Responsibilities

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The following provides an overview of responsibilities each organisation has regarding the endorsement process for potential coaching/officiating delivery organisations to deliver coach/official education and training.



1. Provide NSOs and potential coaching/officiating delivery organisations with
  - *Coaching/Officiating Delivery Organisation Endorsement Guidelines* and
  - *Guidelines for the Design and Registration of NCAS & NOAS Training Programs* (where applicable).
2. Assess potential coaching/officiating delivery organisations' training programs (where the delivery organisation is developing their own courses, and after the NSO has assessed them).



1. Provide potential delivery organisations with a copy of the NSO's NCAS/NOAS policies (eg. Coach's/Official's Code of Behaviour, Updating, Recognition of Prior Learning/Current Competence).
2. If agreement has been given for potential delivery organisations to develop their own training programs, the NSO may wish to provide them with the following:
  - broad **competency statements** that describe the required standard for each level of training program. These statements will form the basis from which potential coaching/officiating delivery organisations may develop their own training programs. (Note: For those sports involved in the Vocational Education and Training System, these competencies may also be the industry competencies outlined in the Sport Industry Training Package)
  - recommended **module content** (negotiable)
  - a list of recommended **assessment** methods, consistent with competency based training principles
  - a list of **recommended resources**
  - **quality control** requirements
  - **any other criteria** specified by the NSO.
3. Assess submissions by potential coaching/officiating delivery organisations.
4. Assess and provide feedback on coaching/officiating delivery organisation training programs (where applicable).
5. Forward NSO approved, coaching/officiating delivery organisation training programs to the ASC.
6. Inform the ASC of the details of all endorsed coaching/officiating delivery organisations.

**Potential  
Coaching/  
Officiating  
Delivery  
organisation**

1. Contact the ASC and obtain the *Coaching/Officiating Delivery Organisation Endorsement Guidelines* (this document) and *Guidelines for the Design and Registration of NCAS & NOAS Training Programs* (if applicable).
2. Contact relevant NSO and obtain:
  - copies of the policies listed above; and
  - competency statements, recommended module content, assessment tools, quality control requirements, resources, and any other NSO requirements if submitting training programs.
3. Complete and present a submission to the NSO.

# Criteria for Endorsement of Coaching/Officiating Delivery Organisations to Deliver NSO Coach/Official Training Programs

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The information in Section A below is required to determine endorsement of a potential coaching/officiating delivery organisation to deliver coach/official education on behalf of the NSO.

Potential coaching/officiating delivery organisations seeking to develop and deliver their own training programs, must make a submission to the NSO, which also provides evidence that the organisation meets the criteria detailed in Sections B and C on the next page.

Please use the *Coaching/Officiating Delivery Organisation Endorsement Submission Checklist* at the end of this document to ensure all necessary information has been included in the submission.

## A. Coaching/officiating delivery organisation information

### A1. Identification Information

- name of the organisation (attach appropriate certification of the type of organisation, eg. company, incorporated association or statutory body)
- name of the contact person for the submission
- postal address and street addresses
- email address
- telephone and facsimile numbers
- signature of the Executive Officer (or other appropriate person) responsible for the submission.

A2. The organisation must be appropriately constituted within Australia. Please attach constitution.

A3. If operating under a business/trade name please provide names and addresses of persons conducting the business.

A4. Specify whether the organisation is public, private, an educational institution or community based.

A5. Provide a Coach/Official Development Plan which outlines the coach/official education development activities planned for the next four years (see Attachment A for guidelines regarding the information required in a coach/official training development plan).

A6. Provide details of the organisation's capability to deliver coach/officials education and training, including:

- Previous education programs delivered
- Names and qualifications of presenters to deliver this training program
- Names and qualifications of assessors to assess this training program
- Access to appropriate training venues and facilities
- Insurance plans for public liability and professional indemnity. A certificate of currency from the insurer should be provided. (*Note: This item is negotiable with the NSO, as some NSOs may not require delivery organisations to have insurance cover.*)

A7. Address any other criteria specified by the NSO (the potential delivery organisation should have already contacted the relevant NSO to obtain a copy of these).

## **Additional Criteria for Endorsement of Coaching/ Officiating Delivery Organisations to Develop and Deliver Own Coach/Official Training Programs**

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### **B. Training Program**

Proposed training programs must be attached to the submission.

Training programs must meet the requirements of the ASC's *Guidelines for the Design and Registration of NCAS & NOAS Training Programs*. The guidelines are available from ASC website at

[www.ausport.gov.au/coachofficial/education/trainingprogdesign/design\\_guidelines.asp](http://www.ausport.gov.au/coachofficial/education/trainingprogdesign/design_guidelines.asp)

Documentation/publications/resources supporting the training programs must be submitted with the training program.

# Coaching/Officiating Delivery Organisation Endorsement Submission Checklist

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This checklist can be used to ensure that you have collated all the evidence required for your submission for endorsement to deliver coach or official education.

## *Information to be Supplied by All Potential Coaching/Officiating Delivery Organisations*

### **A. Coaching/Officiating Delivery Organisation Information**

- A1. Identification Information
- A2. Constitution
- A3. If operating as a Business, names and addresses of people conducting business
- A4. Specify type of organisation – public, private, educational, community based
- A5. Coach/official development plan
- A6. Organisation's capability to deliver education and training
- A7. Other criteria (if any) specified by NSO

## *Additional Criteria for Potential Coaching/Officiating Delivery Organisations to Deliver their own Programs*

### **B. Training Program**

(Note this must meet the requirements of the ASC's *Guidelines for the Design and Registration of NCAS & NOAS Training Programs*)

## Coaching/Officiating Development Plan Guidelines

Writing a coaching/officiating development plan is an important step in developing coaches and officials within a sport. Setting goals for the organisation, and having a clear direction for everyone to follow will assist in improving the standard of coaching and officiating within the sport. Below is a list of areas which should be considered in the sport's development plan. These areas are considered very important by the Australian Sports Commission, and NSOs should endeavour to include these strategies for each of the areas in the plan. The strategies that a sport chooses will depend on the sport's stage of development.

Area of development	Possible strategies
1. Coaching/Officiating management & structure	<ul style="list-style-type: none"> <li>• Set overall goals for coaching/officiating at national and state level (for a four year period)</li> <li>• Develop national coaching and officiating committees</li> <li>• Appoint a national coaching and officiating coordinator</li> <li>• Develop state coaching and officiating committees</li> <li>• Appoint state coaching and officiating coordinators</li> <li>• Conduct regular reviews of all coaching and officiating activities</li> </ul>
2. Coaching/Officiating accreditation programs (NCAS and NOAS)	<ul style="list-style-type: none"> <li>• Determine timeframe for NCAS/NOAS course development and/or revision</li> <li>• Conduct training for NCAS/NOAS course presenters, assessors and mentors</li> <li>• Conduct accreditation courses at regional, state and national level (include information on when, where and by whom)</li> <li>• Conduct 'updating' workshops or opportunities at regional, state and national level</li> </ul>
3. Resources	<ul style="list-style-type: none"> <li>• Identify existing resources that can be used for education (eg. manuals, books, videos, tapes, etc.)</li> <li>• Where required develop resources to assist coaches/officials in their education and training</li> </ul>
4. Policy and program development	<p>Develop policies and programs on issues that affect coaches/officials For example:</p> <ul style="list-style-type: none"> <li>• Coach's/Official's Code of Ethics</li> <li>• Female coaches/officials</li> <li>• Coaching/officiating athletes with disabilities</li> <li>• Coaches/officials in remote areas</li> <li>• Drugs in sport</li> <li>• Blood/infectious diseases</li> <li>• Children/junior sport</li> <li>• Abuse of coaches/officials</li> <li>• Animal welfare (ie for equine sports)</li> <li>• Recruitment and retention of coaches and officials</li> </ul>
5. Communication and information sharing	<ul style="list-style-type: none"> <li>• State and national level coaches meetings, forums and conferences</li> <li>• Coaching/officiating exchanges</li> <li>• Coaching/officiating newsletters</li> <li>• Coaches/officials associations</li> </ul>