

Example Updating Policy

What is updating?

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

In order to update, coaches must, in a four year period:

- complete the next level of qualification
- **or**
- re-do the current level of qualification
- **or**
- complete the following recommended number of hours of updating activities:
 - Level 1 – 20 hours
 - Level 2 – 30 hours
 - Level 3 – 50 hours

Note these are example hours only – each sport may stipulate the number of hours

Updating Activities

Practical Coaching

- Fifty per cent of the required updating hours for each level should be completed through practical coaching.
- Half of these practical coaching hours can be self-monitored through the use of a coaching logbook. The other half of the practical coaching hours must be signed off in the logbook by an authorised coach within the sport (state or regional coaching director or a coach with a higher level of qualification).
- Practical coaching can be undertaken with any level of athlete or team or official and may occur on a regular basis (weekly, fortnightly) or in specific situations such as camps, clinics.

The remainder of the updating hours can be completed by any combination of the following activities:

Coach Education

- Lecture/attendance at a coaching course
- Become a mentor for another coach

- Supervise coaching practice hours (NCAS training program requirement) for another coach
- Write and/or publish an article related to an aspect of coaching

Self Education

- Sport specific coaching seminar
- General coaching seminar (eg. conducted through a state coaching centre, state institute/academy)
- Strength and conditioning course (ASCA approved)
- Disability Education Program modules
- Sports Medicine Australia Sports Trainers course
- Recognised First Aid course
- 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
- Observe a coaching session of a senior coach
- Become a member of the sport's Coaches or Officials Association
Note: Hours claimed must be equivalent to activities related to this association eg. attending a meeting.
- Other negotiated activities may be included in this category.

Conditions

1. There is no maximum or minimum number of hours that can be claimed for any of the above.
2. Activities must be verified in the coaching logbook by an authorised person eg. convenor of the course/workshop, state or regional coaching director.
3. The number of hours claimed must be equal to the number of hours spent on that activity.
4. Updating activities cannot all be completed in the space of one year. They should ideally be spread over the four year period. However, they must be undertaken in at least a two year period (this can be negotiated in special circumstances).

Re-entry

If a coach does not update their accreditation within the specified four year period, and they wish to re-enter the accreditation system at a later date, they will be required to either:

- re-do the entire training program
- or**
- undertake a specified number of activities from the above lists.
- or**
- show that they are still competent by complete the practical assessment tasks for the particular accreditation level that they are seeking.