

Coaches' Accreditation Policy

Version 3.0 (adopted 10 December 2011)

1. Policy Aims

This policy aims to establish the requirements and process for the accreditation of Coaches in New Zealand. This is to ensure a minimum level of qualification of Coaches and the process by which they can upgrade these qualifications.

2. Summary

- 3 Coaching Director
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3. Coaching Director

- 3.1 The Coaching Director shall be elected at the Annual General Meeting.
- 3.2 The Coaching Director shall be responsible for the education of Coaches through the accreditation programme.

4. Accreditation of Coaches

- 4.1 Criteria for Accreditation:
 - 4.1.1 In order to become accredited the coach must:
 - Be a financial member of the NZIFSA.
 - Have ~~first~~ successfully completed all requirements within eighteen months from the date they complete the initial seminar for Introduction to Coaching, Levels 1, 2 or 3.
 - 4.1.2 Nomination for achievement of accreditation
The Coaching Director shall verify evidence submitted by the candidate to ensure that it meets the NZIFSA requirements. Once evidence is verified as correct, the Coaching Director will approve the accreditation. ~~recommendation will be submitted to the Board/National Council for approval.~~ The onus is on the candidate to supply the evidence required.
 - 4.1.3 A first accreditation as a Coach will generally be made at a level no higher than Introduction to Coaching.
 - 4.1.4 Any coach from another ISU Member Federation, who coaches in New Zealand, on that Member's verification, may be placed on the accreditation list at a level ~~recommended~~ approved by the Coaching Director. ~~and approved by the Board/National Council.~~

4.2 NZIFSA requirements to be considered for Accreditation:

4.2.1 KiwiSkate Assistant Course

Age Requirement: Minimum *12 years of age as at 1 July prior to the commencement of KiwiSkate Assistant Course being held

*Coaches are able to coach KiwiSkate to Basic Level only and if under 16 years of age cannot coach a group on their own

Test Level Held: Elementary Recommended

Requirements to complete course:

- See Appendix A

4.2.2 Introduction to Coaching

Age Requirement: Minimum 14 years of age as at 1 July prior to the commencement of the Introduction to Coaching Course being held

Test Level Held: Preliminary required in any discipline

Requirements to complete course:

- See Appendix A

4.2.3 Level 1 – Singles, Pairs, Dance

Age Requirement: Minimum of 16 years of age as at 1 July prior to the commencement of the Level 1 Coaching Course being held

Test Level Held: Bronze required in any discipline

Requirements to complete course:

- See Appendix A

Note: First time coaches need to be under the Level 1 Apprentice Coach Programme. See Appendix B for the requirements.

4.2.4 Level 1 – Synchronised

Age Requirement: Minimum of 16 years of age as at 1 July prior to the commencement of the Level 1 Coaching Course being held

Test Level Held: Bronze required in any discipline

Requirements to complete course:

- See Appendix A

Note: First time coaches need to be under the Level 1 Apprentice Coach

Programme. See Appendix B for the requirements.

4.2.5 **Level 2 – Singles, Pairs, Dance**

Age Requirement: Minimum of 18 years of age as at 1 July prior to the commencement of Level 2 Coaching Course being held

Test Level Held: Inter Silver required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date you attended the Level 1 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Requirements to complete course:

- See Appendix A

4.2.6 **Level 2 – Synchronised**

Age Requirement: Minimum of 18 years of age as at 1 July prior to the commencement to the Level 2 Coaching Course being held

Test Level Held: Inter Silver required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date you attended the Level 1 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Requirements to complete course:

- See Appendix A

4.2.7 **Level 3 – Singles, Pairs, Dance**

Age Requirement: Minimum of 20 years of age as at 1 July prior to the commencement of the Level 3 Coaching Course being held

Test Level Held: Inter Silver Gold required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date you attended the Level 2 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Requirements to complete course:

- See Appendix A

4.2.8 **Level 3 – Synchronised**

Age Requirement: Minimum of 20 years of age as at 1 July prior to the commencement of the Level 3 Coaching Course being held

Test Level Held: Inter ~~Silver~~ Gold required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date you attended the Level 2 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Requirements to complete course:

- See Appendix A

4.3 Maintaining NZIFSA Coaching Accreditation:

In order to maintain an accredited coaching level, coaches must:

4.3.1 Attend either an accreditation course or attain the required number of points for refresher/updating activities relevant to their coaching level; and

4.3.2 Be a current financial member of the NZIFSA

4.3.3 Awarding of Points:

Points are awarded for activities undertaken within 1 April to 31 March in any year to improve/update skills and knowledge. A logbook must be kept and all activities signed by the course moderator and dated.

Introduction to Coaching:

A minimum of 5 points per 12 month period (1 April to 31 March) is required. Only 5 excess points may be carried over to the following year. (EXCESS POINTS CANNOT BE CARRIED OVER TO YEAR 3).

Level 1:

A minimum of 10 points per 12 month period (1 April to 31 March) is required. Only 5 excess points may be carried over to the following year. (EXCESS POINTS CANNOT BE CARRIED OVER TO YEAR 3.)

Level 2 & 3:

A minimum of 15 points per 12 month period (1 April to 31 March) is required. 30 points per 2 years. Only 5 excess points may be carried over to the following year, (EXCESS POINTS CANNOT BE CARRIED OVER TO YEAR 3.)

4.3.4 Requirements if leave is taken from Coaching:

Any Coaches that are inactive for a period of up to 3 years must attain enough continuing education points as per Appendix A for the Level they wish to reactivate (this level cannot be higher than what they have previously obtained) .

4.3.5 Coaches should anticipate that all courses will be self-funded except for events which may be subsidized by organising bodies such as the NZIFSA, APSA, ISA or ISU from time to time.

4.3.6 Recording of Updates:

Each coach must keep an updated logbook. The details of each updating activity/workshop/event attended are to be recorded in this logbook. The coordinator of each updating event will be required to sign, where indicated, as verification of attendance. Each entry must show the date(s), length of the activity and a brief description if not obvious by the title of the event. Coaches are required to present this logbook with their yearly membership renewal, as verification of updating hours completed. This logbook will be used by the Coaching Director to verify the coaching level.

4.3.7 Coaches who do not obtain enough continuing education points within a 12 month period (1 April to 31 March) shall be placed on an inactive list. Reappointment to the active list shall be made only after successfully obtaining enough points at the same level within a further 12 month period (1 April to 31 March).

4.3.8 Coaches who leave New Zealand for longer than 24 months must advise the Coaching Director and upon their return they shall apply for reinstatement. Reinstatement level will depend on any coaching activity undertaken during this time. If having coached overseas during this time, the coach needs to supply documentation to the Coaching Director for consideration.

4.4 Criteria for Promotion:

4.4.1 Attendance at training workshops and familiarity with NZIFSA Rules and Regulations are required. A coach may apply for prior learning credits to be counted toward a level of accreditation.

4.4.2 To be eligible for promotion to a higher level of accreditation, the coach must previously have satisfactorily completed (as determined by the Coaching Director ~~and approved by the Board/National Council~~) at the preceding levels, and have satisfactorily completed all requirements at the level for which promotion is sought.

4.4.3 ~~The Coaching Director makes recommendations to the Board/National Council for the purposes of coaching levels and promotions to be announced for the following skating season. Promotion will be based on successful completion of all requirements for the level promotion is sought which is to be verified by the Coaching Director, and approved by the Board/National Council. Consideration may also be given for participation at other seminars throughout the year.~~

4.5 Reconsideration of Accreditation Level:

4.5.1 Application for reconsideration may be made to the ~~Board/National Council~~ no later than one month after being advised of the accreditation level. ~~The Board/National Council shall not make a decision without consulting the Coaching Director. The coach applying for reconsideration will be advised of the decision made by the Board/National Council no later than one month after receipt of the letter requesting reconsideration.~~

- 4.6 Coaches' accreditation lists will be updated published throughout the by 15 May each year. The accreditation list will contain Regional, National and/or International levels for each coach. All coaches and Club secretaries are responsible for checking the accreditation list prior to tests and competitions. ~~will receive a copy of the accreditation list for competitions.~~

5. SEMINARS

The Coaching Director shall arrange for seminars for coaches to be conducted. The teaching at these seminars shall be directed towards the accreditation and ongoing education of coaches.

5.1 Attendance at NZIFSA Seminars:

Applications to attend NZIFSA Seminars must first go to the Coaching Director ~~Coaches' Convener~~. Coaches may request attendance to be credited towards obtaining or maintaining New Zealand accreditation.

5.2 Attendance at Overseas Seminars:

Applications to attend overseas seminars must first go to the Coaching Director for recommendation to the Board/National Council.

5.3 Attendance at ISU Seminars:

Applications to attend an ISU Seminar must first go to the Coaching Director for recommendation to the Board/National Council.

6. Level required to attend Test Sessions and competitions

To be rink side and/or in the marshalling areas at NZIFSA sanctioned competitions, including official practices, or NZIFSA tests, coaches are required to have attained the following level:

6.1 Level 1

- Coach at NZIFSA Test Sessions
- Coach up to and at NZ Nationals and Australian Interstate Competitions

6.2 Level 2

- As per Level 1
- Coach at Australian Nationals
- Coach up to and at International Competitions (excluding Junior Grand Prix, Senior Grand Prix and Four Continents Competitions)

6.3 Level 3

- As per Levels 1 & 2
- Coach at ISU ~~run Competitions and Championships~~ and Junior/Senior Grand Prix Events

Note: See Appendix D for Points