



Level Zero Coach Accreditation Information

Please fill in this form and return to

Triathlon Australia
PO Box 13
Alexandria
NSW, 1435
Or scan and email to
Alexandra.fehon@triathlon.org.au

Payment:

Accreditation with the National Coaching Accreditation Scheme is \$50.00. You will receive a coaching accreditation card, coaching certificate and access to the Australian Sports Commission coaching materials.

Payment for your National Coaching Accreditation Scheme Accreditation can be made by one of the following options:

1. Cheque made out to Triathlon Australia
2. Money order made out to Triathlon Australia
3. Direct Deposit to Triathlon Australia. Please note that you must note your full name and "coach" in your deposit details. (Triathlon Australia BSB: 032-123, Account Number: 263 106)

Please note you must be a current Triathlon Australia financial member at the time of applying for your coaching accreditation.

Level 0 Accredited Coach New (You have never been a triathlon accredited coach previously)

1. Complete Triathlon Australia Individual Agreement Form
2. Complete the Coach's Code of Ethics Agreement Form
3. Complete Triathlon Australia Member/ Child Protection Acknowledgment Form
4. Complete the Triathlon Australia Member/ Child Protection Declaration

Please note below you will need to have your State or Territory Association approve your application for accreditation before you send the completed documentation to Triathlon Australia.

On receiving NCAS accreditation, the coach has a four-year period in which to update knowledge and practice, and hence remain accredited.

Level 0 Accredited Coach Reaccreditation (You have previously been a level 0 coach and would like to continue coaching as a level 0 coach)

1. Complete Triathlon Australia Individual Agreement Form
2. Complete the Coach's Code of Ethics Agreement Form
3. Complete Triathlon Australia Member/ Child Protection Acknowledgment Form
4. Complete the Triathlon Australia Member/ Child Protection Declaration

Additional Requirements for Re-accreditation:

- Another Level 0 Course completed, within 4 years.
Date of completion: _____

OR

- NCAS Level 1 Course undertaken, within 4 years or complete another related Level 1 coach training program (e.g. swimming-specific, cycling specific, running-specific, or strength and conditioning) within four years;

Date of Course: _____

OR

- Demonstrated six (6) hours of updating activities and 24 hours coaching practice
- Six (6) hours of Updating Activities** completed. These can include: workshops, seminars, lecturing, publishing an article.

Please list activities:

AND

Coaching Practice per Year

Half of the practical coaching hours can be self monitored through the use of a coaching logbook. The other half of the practical coaching hours must be monitored and signed off in the log book by an authorised triathlon coach within the sport, or validated by their Club President, STTA representative or Triathlon Australia representative.

Level Two: A minimum of 24 hours coaching practice per year.
Please provide evidence.

State and Territory Associations Approval for New Accreditation and Re-accreditation

Signed.....

Name.....

Date.....



Coach Individual Agreement Form

For Accreditation or Re-accreditation to the National Coaching Accreditation Scheme

TO: TRIATHLON AUSTRALIA LTD

I,.....of (No/Street).....

Suburb.....State.....Postcode.....

Home phone.....Mobile Phone.....

Email.....

If Applicable NCAS Level Zero Number.....Date of Birth.....

am seeking accreditation / re-accreditation (please circle) for the following National Coaching Accreditation Scheme (NCAS) qualification:

Level 0 / Level 1 / Level 2 / Level 3 / High Performance (please circle) Triathlon Coach

I agree to the following terms:

1. I have read and agree to abide by the Triathlon Australia Ltd Coach's Code of Ethics overleaf.
2. I acknowledge that Triathlon Australia Ltd may take disciplinary action against me if I breach the code of ethics. I understand that Triathlon Australia Ltd is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme (NCAS).

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact Triathlon Australia Ltd, if you require more information on harassment issues.

Signature (if under 18, parent guardian signature).....

Date.....

<p>Important Note:</p> <p>1. The Triathlon Australia Ltd Coach's Code of Ethics must appear on the other side of the Coach's Code of Ethics Agreement Form.</p> <p>2. Accreditation under the National Coaching Accreditation Scheme is subject to each coach signing this document, signifying his or her acceptance of the Coach's Code of Ethics and forwarding all supporting information relative to their accreditation.</p>



Coach Code of Ethics Agreement Form

For Accreditation or Re-accreditation to the National Coaching Accreditation Scheme

To: Triathlon Australia

I.....

Of (Address).....

State.....Postcode.....

Am seeking accreditation/ re-accreditation (please circle) for the following Australian Sports Commission National Coach Accreditation Scheme level of accreditation (please tick the appropriate level).

Level 0.....

Level 1.....

Level 2.....

Level 3.....

I agree to the following terms:

1. I have read and understand Triathlon Australia's Coach Code of Ethics
2. I agree to abide by Triathlon Australia's Code of Ethics
3. I acknowledge that Triathlon Australia may take disciplinary action against me, if I breach the Code of Ethics. I understand that Triathlon Australia and their providers are required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event on an allegation against me.
4. I acknowledge that disciplinary action against me may include de-accreditation from the National Coaching Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact Triathlon Australia, if you require more information on harassment issues.

Signature.....

If under 18, parent/ guardian signature.....

Date.....

Witnessed by a State or Territory Association Representative.....

Name of State or Territory Association Representative.....

Date.....



Triathlon Australia Coach Code of Ethics

1. Respect the rights, dignity and worth of every human being	<ul style="list-style-type: none"> • Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion
2. Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> • All athletes are deserving of equal attention and opportunities
3. Treat each athlete as an individual	<ul style="list-style-type: none"> • Respect the talent, development stage and goals of each athlete • Help each athlete reach their full potential
4. Be fair, considerate and honest with athletes	
5. Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> • Display high standards in your language, manner, punctuality, preparation and presentation • Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators • Encourage your athletes to demonstrate the same qualities
6. Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> • Maintain or improve your current NCAS accreditation • Seek continual improvement through performance appraisal and ongoing coach education • Provide a training program which is planned and sequential • Maintain appropriate records
7. Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> • The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, e.g. anti doping policy, selection procedures, etc. • Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Anti Drug Agency (ASADA)
Any physical contact with athletes should be:	<ul style="list-style-type: none"> • Appropriate to the situation • Necessary for the athlete's skill development*
Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse • Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care
Refrain from any form of harassment towards your athletes*	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment on the grounds of

	<p>disability</p> <ul style="list-style-type: none"> You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal
Provide a safe environment for training and competition	<ul style="list-style-type: none"> Ensure equipment and facilities meet safety standards Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes
Show concern and caution toward sick and injured athletes	<ul style="list-style-type: none"> Provide a modified training program where appropriate Allow further participation in training and competition only when appropriate Encourage athletes to seek medical advice when required Maintain the same interest and support toward sick and injured athletes
Be a positive role model for your sport and athletes	

*Please refer to the *Harassment-free Sport guidelines* available from the Australian Sports Commission for more information on harassment issues.

Coaches should:

1. Be treated with respect and openness
2. Have access to self-improvement opportunities
3. Be matched with a level of coaching appropriate to their level of competence

Triathlon Australia would like to acknowledge the support and expertise of the Australian Sport Commission's Sport Education Section in developing this document.



Member Protection (Child Protection) Acknowledgement

For Accreditation or Re-accreditation to the National Coaching Accreditation Scheme

I.....

Address.....State.....

acknowledge and understand as follows:

1. As a publicly funded National Sporting Association Triathlon Australia has a duty of care to both its members and all members of the public who interact with Triathlon Australia staff and Triathlon Australia accredited persons.
2. That as a part of Triathlon Australia's duty of care to its members and the public it is reasonable that Triathlon Australia enquire into the background of its accredited coaches/ or persons who apply for accreditation as coaches.
3. As a coach/ person applying for accreditation as a coach I have been asked to sign the attached declaration.
4. If I do not sign the declaration my position as an accredited coach will be reviewed by Triathlon Australia and my application for accreditation will be refused.
5. That the declaration I am being asked to sign relates to past offences, convictions or pending charges of a sexual nature.
6. It is my duty if I am in any doubt as to whether I should declare a conviction or any other matter set out in the declaration to discuss the matter personally with the appropriate representative of Triathlon Australia, or seek independent legal advice, before signing the declaration.
7. Matters of a "sexual nature" include indecent exposure and any other matter that could reasonably be regarded as involving an allegation of sexual behaviour in the context of a criminal offence.
8. In signing the declaration I give Triathlon Australia permission to conduct a police check on me and again I understand that if I do not consent to the police check that my position as an accredited coach will be reviewed and my application for accreditation as a coach with Triathlon Australia will be refused.
9. The contents of this declaration will be used by Triathlon Australia in a confidential manner to access my suitability to continue in the position of accredited coach or be accredited as a coach with Triathlon Australia.

Signature.....

Date.....



Member Protection (Child Protection) Declaration

For Accreditation or Re-accreditation to the National Coaching Accreditation Scheme

I.....

Address.....State.....

Declare that:

- A. I have not pleaded guilty to or been convicted of any offence of a sexual nature.
- B. I am not aware of any investigation currently being undertaken by the police or any other responsible authority regarding a criminal offence of a sexual nature against me.
- C. That I have not pleaded guilty to or been convicted of any offence of kidnapping, unlawful imprisonment or any offence involving the commission of serious personal violence.
- D. I give Triathlon Australia permission to conduct a police check on me.

Signature.....

Date.....

