



MAY 2009

RDA QUEENSLAND - COACHES' NEWSLETTER

Important information for Management Committees and to all coaches and carriage driving whips. Please pass on to those you know, including trainees. We hope to keep you updated with coaching matters regularly.

Some coaching queries have come in over the last couple of months, so some answers are included here to keep everyone informed. Please keep asking - just forward you queries to Karen at RDAQ - coaching@rdaq.org.au - and you can also check out the RDA & RDAQ websites: www.rda.org.au and www.rdaq.org.au

Welcome to Sports Accreditation Online

Sports Accreditation Online is the Australian Sports Commission's (ASC) new on line service for national sporting organisations (NSOs) and accredited coaches and officials. **Sports Accreditation Online** will provide a range of services and benefits to being an accredited coach or official. Access is available to all ASC recognised NSOs participating in the **National Coaching Accreditation Scheme (NCAS)** and the **National Officiating Accreditation Scheme (NOAS)** and all persons accredited under these schemes.

Coaches and trainees can register and log on to access and update their contact and training information, download updating log sheets and access on-line training and resources.

MEDICAL CONSENT FORMS AND CONTRAINDICATIONS.

Can all coaches and whips please check your centre records and ensure you have the latest copy (2009) of the Medical Consent form INCLUDING the list of CONTRAINDICATIONS for riding and carriage driving. This list MUST go with the medical form for the Doctor to read.

COACH EDUCATION

Who is a Coach Educator? Any Level 1 or 2 coach who has been accredited under the current coaching system and syllabi or who has completed the conversion tables of the current syllabi is considered to be a Coach Educator for coaches of the same level or below. This means they are qualified to educate other coaches and to "sign-off" the sections of the syllabi that are marked for the CE to sign.

How do you become a Coach Educator? RDAQ has a list of the units that Level 1 and 2 coaches (accredited under the previous coaching syllabi) can complete and send to an assessor for marking. These units provide worthwhile revision and will provide update points for re-accreditation.

When can you “sign-off” trainee coaches? When you are certain the trainee is competent and has a thorough understanding of the section or task, you can confidently sign their sign-off sheet. **Practice makes Perfect** and the current coaching syllabi are designed for on-going competency based practice and learning. Allow the trainee the opportunity to utilise the information you give them and to put it into practice. Observe them, assist them, and ask for feedback until you feel confident in their understanding....and then you can sign off.

Who can educate trainee coaches? **Any** qualified coach can use their knowledge to educate new coaches as well as volunteers. It is the best way to learn, and OTC coaches should be encouraged to assist new trainees.

WHAT AGE IS THAT?

Our current insurance requires notification of the following:

Any rider under 3 years old. Once there was no minimum age for riders....but times have changed so be sure you submit this information **immediately** to RDAA via RDAQ to ensure these riders are included on the insurance policy. If not....there is no insurance.

Volunteers over 80 years old. RDAA insurance now only covers volunteers up to 80 years unless you advise RDAA via RDAQ. Our insurance will cover volunteers between 80 and 85 only if RDAA is notified and they are included on the insurance policy. If not....there is no insurance. So, notify RDAA via RDAQ to ensure you have insurance cover.

Volunteers must be at least 12 years old. Younger volunteers are **not** covered by our insurance policy.

However, **a registered rider**, supervised by a qualified coach and experienced volunteers, may learn horse skills and assist with grooming, tacking etc as part of their lesson.

All volunteers must receive training and their skills and training must be documented.

What about younger children who WANT to volunteer? Bottom line is **they can't**, but as some of these youngsters are the volunteers of the future and may be accompanying other family members, you could involve them in RDA by finding low risk tasks for them - **away from the horses**. Keep them interested, perhaps give them some assignments eg from the OTC manual, to complete, or books to read and study, so that when they turn 12 they are ready to go!! Perhaps they can monitor classes and provide feedback to coaches from outside the arena, maybe they assist riders to get organised with helmets, boots etc. Find some safe responsibilities until they turn 12 – still get them to sign the volunteer book, record their training and competencies etc along the way. We need these “kids” so it is important to keep them interested. But it is important that they are not around the horses – yet.

More Insurance Issues - who is covered?

RIDING -An RDA Coach (minimum L1) must supervise all riding activities.

RDA Insurance covers an RDA accredited coach L1 or L2 coaching RDA registered riders, on horses approved for RDA, at an approved RDA Centre or an approved venue/event.

Coaching levels - Riding – A level O (OTC) coach may coach independently if a minimum of L1 coach is also present (ie on site). Coaching credentials must be current and kept updated.

A trainee Level O (OTC) may coach with a current L1 or L2 coach present and “able to respond”.

CARRIAGE DRIVING - An RDA Whip L1 must be in charge of all carriage driving activities including training

RDA Insurance covers an RDA accredited L1 Whip with RDA registered drivers, on horses approved for RDA, at an approved RDA Carriage Driving Centre or an approved venue/event.

Whip levels - Carriage Driving - Level O whip can take RDA registered drivers only under the supervision of a Level 1 Whip.

A trainee Level O Whip can only drive accredited horses under the supervision of level 1 whip and cannot drive with clients until they have completed their Level O accreditation.

Riders/Carriage Drivers – Insurance will cover a rider who is registered with the RDA centre. (all forms to be completed and registration fee paid)

For riding, insurance will also cover a registered volunteer (minimum age of 12 years) who has been approved and minuted by the management committee to ride the horses for schooling and training purposes. A disclaimer should be signed.

Another person can ride or carriage drive on a one-off basis but must complete and sign the “one-off” ride form. The Contraindications list MUST accompany the “one-off” ride form. This is not to be used for regular or frequent riding.

RDA approved horse – The centre should document all horses which have been assessed and are approved for use in the RDA centre. Horses are to be approved by the senior coach and their suitability recorded in the horse records of the centre. Horses must not be used in RDA programs prior to thorough assessment and approval.

For carriage driving - horses must be accredited by a Carriage Driving Assessor before they are used in the RDA programs.

Lease agreements, proof of purchase, or transfer of ownership, etc should be in place. If horses are loaned periodically, a sessional agreement should be in place and suitability recorded. Re-assessment may be necessary from time to time especially for horses only being used occasionally. All assessments must be documented.

Approved venue – An RDA centre is approved if it has been assessed by an RDA assessor for riding and/or carriage driving, and is a current Body Member of RDAQ. Or, for one-off events such as a competition, trail ride, fundraiser, or camp, an alternative venue may be approved and minuted by the centre management committee. A risk assessment should accompany the decision to ride outside of the approved RDA grounds.