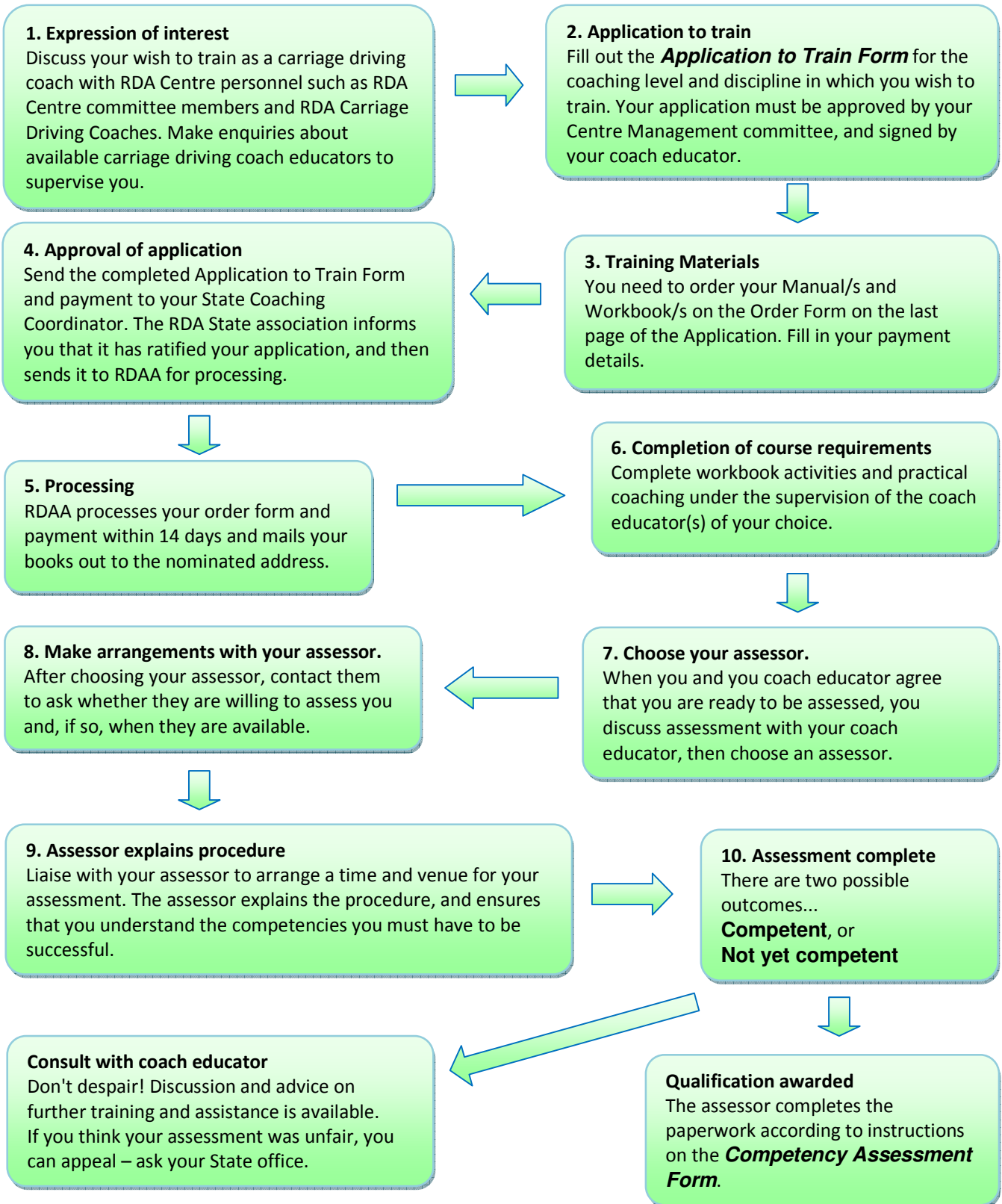




Application to train – RDAA Level O Carriage Driving Coach

Procedure to Train as an NCAS RDAA Level O Carriage Driving Coach



Application to train – RDAA Level O Carriage Driving Coach

Information for Applicants

Who Attends RDA Carriage Driving Courses

RDA carriage driving courses are designed for volunteers or carriage driving influenced people who wish to become RDA qualified carriage driving coaches to enrich the lives of people with disabilities by teaching them to drive. You may have had experience as a carriage driver yourself; you may already be involved with a carriage driving club, or you may be involved as a volunteer with RDA in another discipline.

About the Level O training course

The RDAA Level O course of training is designed as an introductory package for candidates who are interested in learning more about the RDA organisation, people with disabilities, how to teach basic driving skills, basic horse care and stable management.

Once completed, the candidate can assist the RDA Level 1 Carriage Driving Coach in the RDA program with such activities as:

- Preparing, feeding and managing horses
- Inducting and training volunteers
- Performing safety gear checks
- Assisting with loading and unloading of drivers
- Taking individual lessons under supervision of a level 1 whip

The Level O course also prepares adult trainees with study and research skills which are necessary for undertaking the RDAA Level 1 whip qualification.

What are the age and driving skill pre-requisites for the Level O course?

You must be:

- At least 15 years old at the time of commencing this course
- At least 16 years old at the time of completing this course
- Have gained either through a driving club or RDA centre some basic carriage driving knowledge

Note: If you have a disability, your case will be considered on its merits.

What does the Level O training package contain?

The Level O Carriage Driving Coach package contains a generic section that is common across all RDA training programs, plus a sports specific section for Riding, Carriage Driving or Vaulting, depending on your chosen equestrian discipline. Each section comes with an information training manual, a workbook for your answers and sign-off sheets for your supervisor and assessor.

How long will the Level O Carriage Driving Coach training take?

It usually takes between 6 – 12 months to complete the Level O qualification if you spend time training once a week/fortnight, but you can take up to two years if you need to. You can apply for additional time by contacting your State RDA Office to request an extension. As a part of your qualification you must assist an RDA Level 1 Carriage Driving coach for a minimum of 10 hours at an RDA Centre. To provide evidence of this, log your assistance hours on the **Hours of Coaching** log sheet (supplied in the manual). You can complete your answers in the workbook at your own pace – so it is up to you how slow or fast you complete the qualification!

How will you deal with the private information I have included in my submission?

The information gathered on this form is entered into the National Coaching Accreditation Scheme (NCAS) database of registered coaches, maintained by the Australian Sports Commission (ASC) in conjunction with national sporting associations and state sport education centres. Coaches will be sent relevant up-to-date information, and may be contacted by the ASC. Your information will not be used or disclosed except in accordance with the provisions of the Privacy Act 1988.



Application to Train Level 0 Carriage Driving Coach



Please read pages 1 and 2 carefully, then complete and submit pages 3 – 6 and the order form on page 9 of this application form to your State Coaching Coordinator for confirmation of your application. Please retain the remainder of the application pages for your reference. Print clearly in **block** letters.

1. Name and contact information

<i>Please provide your name and contact information:</i>			
Family name			
Given name			
No/Street			
City			
State		Postcode	
Phone			
Date of Birth			
Mobile			
Email			
RDA Centre			

2. Your Carriage Driving Coach Educator or supervisor

<i>Who is your agreed carriage driving coach educator, and what is their highest relevant qualification?</i>	
Family name	
Given name	
No/Street	
Phone	
Email	
Relevant qualification	
<i>Your agreed carriage driving coach educator must sign the following statement:</i>	
1. The applicant meets pre-requisites (page 2)	
2. I agree to be this applicant's primary carriage driving coach educator:	
Signature	
Date	/ /

3. Signatures

<i>On page 2 of this form, please read about the pre-requisites for Level O. If you meet those requirements, and agree with the following statement, please sign below</i>	
I wish to apply to train as an RDA Level O Carriage Driving Coach at the above centre and be assessed according to the RDA coach education system.	
Signature of applicant	
Date	/ /
Important: <i>If you are under 18 years of age, your parent or guardian must sign also:</i>	
Parent/guardian	
Signature	

<i>The President of your RDA Centre must sign the following statement:</i>	
The management committee of the applicant's RDA Centre supports this application:	
Signature of President	
Date	/ /

State Office use only

Date Received		/ /
Order Form forwarded to RDAA	Yes / No	/ /
Training material issued by State Office	Yes / No	/ /
Trainee Registered		/ /
Fees paid	/ /	Receipt no

Application to train – RDAA Level O Carriage Driving Coach

Please print your full name on each page:

Name

4. RDA experience

Briefly outline your experience in the RDA setting:

5. Other equestrian experience

The OTC qualification requires applicants to have basic carriage driving experience. Please describe any experience you have working with horses, your experience with carriage driving or other equestrian activities.

6. Experience with people with disabilities

What practical experience have you had with people with disabilities

7. Special needs

Please specify below any special needs or requirements you may have, especially those that might be relevant to the study and practical aspects of a coach training course.

Application to train – RDAA Level O Carriage Driving Coach

<i>Please print your full name on each page:</i>	
Name	

8. Recognised Current Competency

RDA Coach training courses are accredited with the Australian Sports Commission under the National Coaching Accreditation Scheme (NCAS). You may already hold an equivalent Australian (or overseas) qualification which covers some (or all) of the RDA coach training competencies. These competencies can be recognised as prior learning for the RDAA coach education system. Please see the RDAA Competency Statements for more information.

If you wish to apply for Recognition of Current Competencies, please provide the following details:

Name of relevant qualification/course:		Date qualification completed:	
Please list competencies that are relevant:			
Name of relevant qualification/course:		Date qualification completed:	
Please list competencies that are relevant:			
I wish to apply for Recognised Current Competency: <i>(please attached additional pages if insufficient space)</i>		Signature:	



Coach's Code of Ethics Agreement Form

for registration or re-registration to the National
Coach Accreditation Scheme (NCAS)

Riding for the Disabled Association of Australia Inc.

I, _____ of _____
Full Name Address

Address cont.

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

CAD – Equestrian

Level

Sport

Discipline

I agree to the following terms:

1. I agree to abide by the **RDA AUSTRALIA** Coach's Code of Ethics
2. I acknowledge that **RDA AUSTRALIA** may take disciplinary action against me, if I breach the code of ethics. (I understand that **RDA AUSTRALIA** 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.

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

Signature

(if under 18, parent / guardian signature)

Date

Coach's 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, developmental 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, eg anti-doping policy, selection procedures, etc • Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)
8. Any physical contact with athletes should be:	<ul style="list-style-type: none"> • appropriate to the situation • necessary for the athlete's skill development*
9. 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
10. 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 disability • 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
11. 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
12. 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
13. 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...

- ◆ be treated with respect and openness
- ◆ have access to self-improvement opportunities
- ◆ be matched with a level of coaching appropriate to their level of competence

PLEASE SIGN THE COACH'S CODE OF ETHICS AGREEMENT FORM ON THE PREVIOUS PAGE

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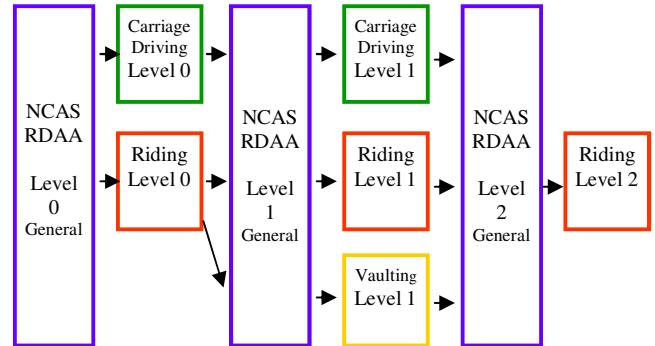
OTC Syllabus Order Form & Tax Invoice

ABN 99 116 408 587

*Please complete and submit this page to your State Coaching Coordinator who will forward this to RDAA along with your payment. Please print clearly in **block** letters.*

If you are a new OTC, then you will need to order both the Generic and the Sports Specific Manuals and Workbooks. If you are already an OTC or Level 1 Riding/Vaulting Coach, then you will only need to order the Sports Specific OTC Carriage Driving Manual and Workbook to become an OTC Carriage Driving Whip.

Tick which one is applicable	✓	Amount
Level O General Manual & Workbook		\$22.00 <small>(inc GST \$2.00)</small>
Level O Carriage Driving Sports Specific Manual & Workbook		\$22.00 <small>(inc GST \$2.00)</small>
Postage and Handling		\$10.00
Total Enclosed		



Delivery Address			
Name			
Street number and name			
Suburb/Town			
State		Postcode	
Daytime Ph			
Mobile			
Email			

RDAA Office Use Only

Received	/ /
Trainee registered	/ /
Training material issued	/ /
Fees paid	/ /
Receipt no	

Payment Details (please tick which is applicable)

Cheque or Money Order: Make payable to Riding for the Disabled Association of Australia Ltd
(please enclose with your order)

Credit Card:

Type of card Visa Mastercard

Electronic Transfer/Direct Debit:

Card Number ____ / ____ / ____ / ____

Bank: National Australia Bank

Expiry Date ____ / ____

BSB: 083 376

Account Number: 039 16 7449

Name on card _____

Name of Account: Riding for the Disabled Association of Australia Limited

Signature _____

Under remittance advice please add your full name

Thank you for your order. It will be mailed to your nominated address within 14 days of processing of payment.