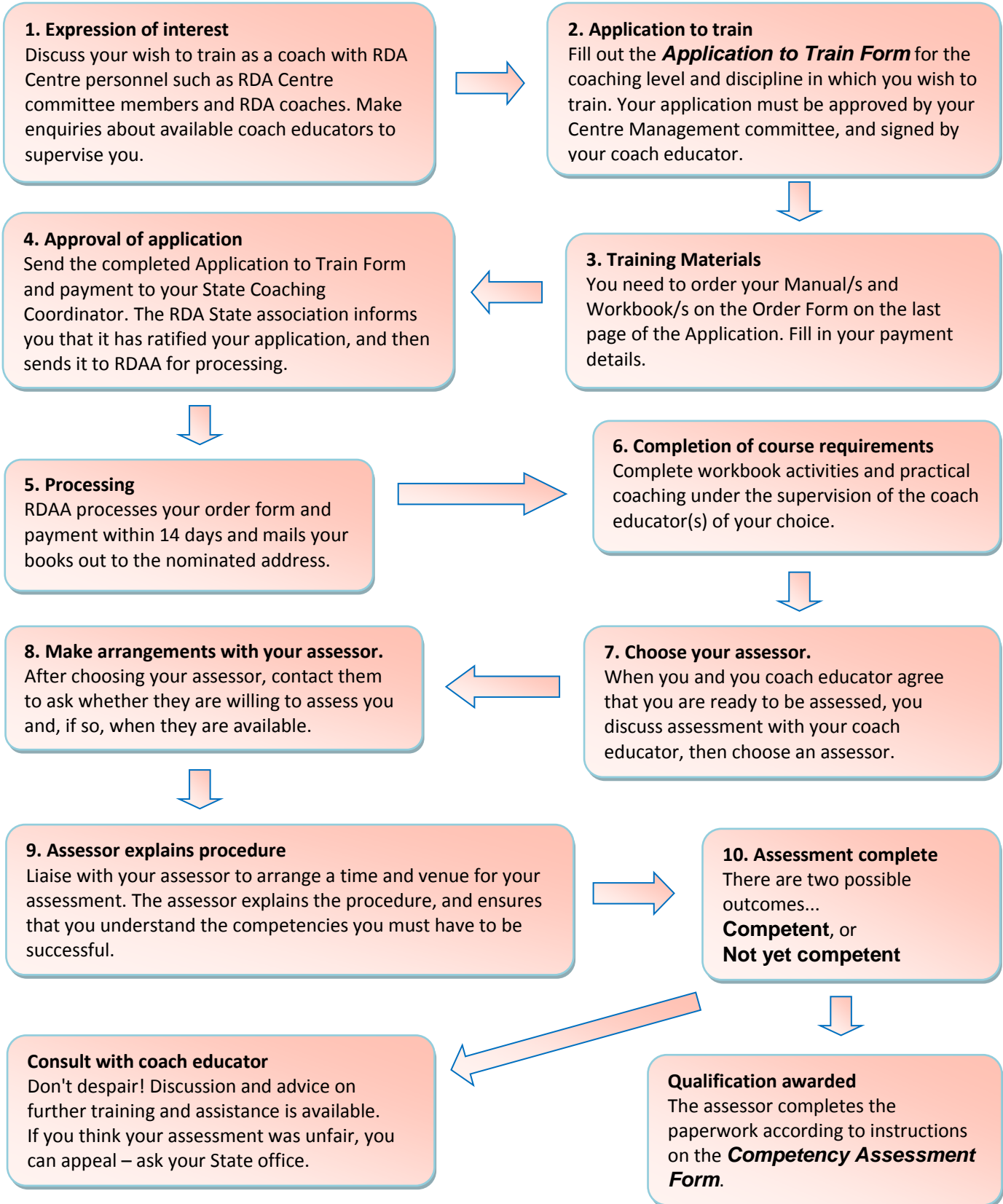




# Procedure to Train as an NCAS RDAA OTC Riding Coach



## Information for Applicants

### Who attends RDA Coaching courses?

RDA coaching courses are designed for volunteers with equestrian experience who wish to become RDA qualified equestrian coaches. You may have had experience as a rider yourself; you may already be a coach in another equestrian field such as Pony Club, EA or Adult Riding Club, or you may be involved as a volunteer with RDA.

### What are the age and riding skill pre-requisites for the OTC course?

You must:

- Have been a volunteer at RDA for at least 6 months.
- Be at least 15 years old at the commencement of training, aiming to complete your training once you turn 16
- Be able to ride and control a horse at the walk, trot and canter. Evidence of riding competency can be provided either by:
  - A live demonstration or a video of your riding
  - Written verification of current/previous riding experience from a Level 1 Coach (or above)

**Note:** If you have a disability, your case will be considered on it's merits.

### What does the OTC training package contain?

The OTC package contains a generic section that is common across all RDA training programs, plus a sports specific section for Riding or Carriage Driving, 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 OTC training take?

It usually takes between 8 – 15 months to complete the OTC qualification. This depends on your previous background and how much time you spend training each week. You can take up to two years to complete the qualification and may apply for additional time by contacting your State RDA Office.

Before receiving the OTC qualification, you must complete the following requirements in the 12 months before your final assessment:

- Achieved the minimum age of 16 years of age
- Meet the pre-requisites for an OTC Coach.
- Have assisted a qualified RDAA Level 1 or 2 Coach for at least 10 hours at an RDA Centre.
- Completed your workbook and been signed off by your coach educator where relevant.

In exceptional circumstances, any of the above requirements may be altered at the discretion of the National Discipline Committee or National Coaching Coordinator.

### 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 OTC Riding 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			
Date of Birth			
No/Street			
City			
State		Postcode	
Phone			
Mobile			
Email			
RDA Centre			

## 2. Your coach educator/supervisor

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

## 3. Signatures

<i>On page 2 of this form, please read about the pre-requisites for Level OTC. If you meet those requirements, and agree with the following statement, please sign below</i>	
<b>I wish to apply to train as an RDA OTC Coach at the above centre and be assessed according to the RDA coach education system.</b>	
Signature of applicant	
Date	/ /
<b>Important:</b> <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>	
<b>The management committee of the applicant's RDA Centre supports this application:</b>	
Signature of President	
Date	/ /

## State Office use only

Received	/	/		
Trainee registered	/	/		
Training material issued	/	/		
Coach educator agreed	/	/		
Fees paid	/	/	Rec'pt no	

## Application to train – RDAA OTC Riding Coach

*Please print your full name on each page:*

Name

### 4. RDA experience

*Briefly outline your experience in the RDA setting:*

### 6. Other equestrian experience

*The OTC qualification requires applicants to have basic riding experience (e.g. ability to control a horse in walk, trot and canter-see page 2). Please describe any experience you have working with horses, your experience with horse riding or other equestrian activities.*

### 7. Experience with people with disabilities

*What practical experience have you had with people with disabilities*

### 8. 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 OTC Riding Coach

### 9. 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:			
<b>I wish to apply for Recognised Current Competency:</b> <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"> <li>• Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion</li> </ul>
2. Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> <li>• All athletes are deserving of equal attention and opportunities</li> </ul>
3. Treat each athlete as an individual	<ul style="list-style-type: none"> <li>• Respect the talent, developmental stage and goals of each athlete</li> <li>• Help each athlete reach their full potential</li> </ul>
4. Be fair, considerate and honest with athletes	
5. Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> <li>• Display high standards in your language, manner, punctuality, preparation and presentation</li> <li>• Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators</li> <li>• Encourage your athletes to demonstrate the same qualities</li> </ul>
6. Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> <li>• Maintain or improve your current NCAS accreditation</li> <li>• Seek continual improvement through performance appraisal and ongoing coach education</li> <li>• Provide a training program which is planned and sequential</li> <li>• Maintain appropriate records</li> </ul>
7. Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> <li>• 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</li> <li>• Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)</li> </ul>
8. Any physical contact with athletes should be:	<ul style="list-style-type: none"> <li>• appropriate to the situation</li> <li>• necessary for the athlete's skill development*</li> </ul>
9. Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse</li> <li>• Be alert to any forms of abuse directed toward your athletes from other sources while they are in your care</li> </ul>
10. Refrain from any form of harassment towards your athletes*	<ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability</li> <li>• 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</li> </ul>
11. Provide a safe environment for training and competition	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards</li> <li>• Ensure equipment, rules, training and the environment are appropriate for the age and ability of the athletes</li> </ul>
12. Show concern and caution toward sick and injured athletes	<ul style="list-style-type: none"> <li>• Provide a modified training program where appropriate</li> <li>• Allow further participation in training and competition only when appropriate</li> <li>• Encourage athletes to seek medical advice when required</li> <li>• Maintain the same interest and support toward sick and injured athletes</li> </ul>
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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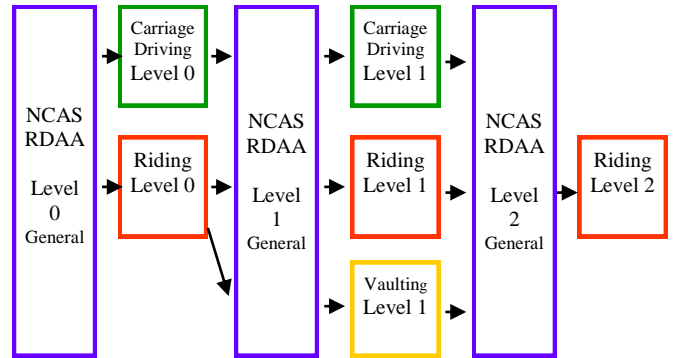
# OTC Syllabus Order Form & Tax Invoice

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 accredited Level 0 or 1 Carriage Driving coach, then you will only need to order the Sports Specific Riding Manual and Workbook to become an OTC Riding Coach.

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



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

Card Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Expiry Date \_\_\_\_ / \_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

**Electronic Transfer/Direct Debit:**

**Bank:** National Australia Bank

**BSB:** 083 376

**Account Number:** 039 16 7449

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

Under remittance advice please add your full name

Thank you for your order. It will be mailed to your nominated address within 7 days of payment being processed.