



Application to train – RDAA Level 1 Vaulting Coach

Procedure to Train as an NCAS RDAA Level 1 Vaulting Coach



1. Expression of interest

Discuss your wish to train as a coach with RDA Centre personnel such as RDA Centre committee members and RDA coaches. Make enquiries about available coach educators to supervise you.



2. Application to train

Fill out the **Application to Train Form** for the coaching level and discipline in which you wish to train. Your application must be approved by your Centre Management committee, and signed by your coach educator.



3. Training Materials

You need to order your Manual/s and Workbook/s on the Order Form on the last page of the Application. Fill in your payment details.



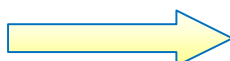
4. Approval of application

Send the completed Application to Train Form and payment to your State Coaching Coordinator. The RDA State association informs you that it has ratified your application, and then sends it to RDAA for processing.



5. Processing

RDAA processes your order form and payment within 14 days and mails your books out to the nominated address.



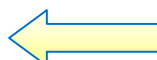
6. Completion of course requirements

Complete workbook activities and practical coaching under the supervision of the coach educator(s) of your choice.



7. Choose your assessor.

When you and your coach educator agree that you are ready to be assessed, you discuss assessment with your coach educator, then choose an assessor.



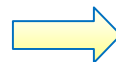
8. Make arrangements with your assessor.

After choosing your assessor, contact them to ask whether they are willing to assess you and, if so, when they are available.



9. Assessor explains procedure

Liaise with your assessor to arrange a time and venue for your assessment. The assessor explains the procedure, and ensures that you understand the competencies you must have to be successful.



10. Assessment complete

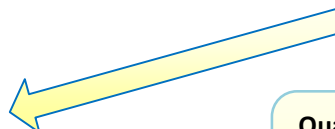
There are two possible outcomes...

**Competent, or
Not yet competent**



Consult with coach educator

Don't despair! Discussion and advice on further training and assistance is available. If you think your assessment was unfair, you can appeal – ask your State office.



Qualification awarded

The assessor completes the paperwork according to instructions on the **Competency Assessment Form**.

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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 Level 1 course?

You must be:

- At least 16 years old at the time of commencing this course
- At least 18 years old at the time of completing this course
- Hold a current OTC Riding or Level 1 Riding qualification.
- Able to ride, or have previous riding experience, and specifically be able to control the horse in walk, trot and canter and/or had some vaulting experience. Evidence of riding/vaulting competency can be provided either by:
 - A live demonstration or a video of your riding/vaulting
 - Written verification of current/previous riding/vaulting experience from a Level 1 (or above) EA Coach or Level 2 RDAA Coach.

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

What does the Level 1 training package contain?

The Level 1 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 1 training take?

It usually takes between 8 – 15 months to complete the Level 1 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 Level 1 Vaulting qualification, you must complete the following requirements in the 12 months before your final assessment:

- If not a Level 1 Coach already, teach for at least 40 hours as an assistant to a qualified coach in the RDA program. A minimum of 30 hours must be with RDA; the remaining 10 hours can be logged as a qualified coach (if you have this qualification) with Pony Club, EA or Adult Riding Club. Centre). To provide evidence of this, log your assistance hours on the **Hours of Coaching** log sheet (following page).
- Attend at least one full day or two half-day vaulting workshops conducted by qualified RDA coaches or persons approved by State or National Coaching Committees. Show evidence of this attendance on the **RDA workshop attendance record** sheet (supplied in Manual).
- If not already a Level 1 Riding Coach, spend at least one day helping at an RDA centre other than your own, working under a qualified RDA coach.

You must also hold a current Workplace Level 2 (Senior) First Aid Certificate from St John/Red Cross or another recognised service provider. To provide evidence of this, fill out the First Aid section on page 6 of this form, and attach a photocopy of your certificate.

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.

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Application to Train NCAS RDAA Level 1 Vaulting 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

Please provide your name and contact information:

Family name			
Given name			
Date of Birth			
No/Street			
City			
State		Postcode	
Phone			
Mobile			
Email			
RDAA Centre			

2. Your vaulting coach educator/supervisor

Who is your agreed vaulting coach educator, and what is their highest relevant qualification?

Family name			
Given name			
No/Street			
Phone			
Email			
Relevant qualification			
Your agreed vaulting coach educator must sign the following statement:			
1. The applicant meets age and riding ability requirements (see page 2). 2. I agree to be this applicant's primary vaulting coach educator:			
Signature			
Date	/	/	

3. Signatures

On page 2 of this form, please read about the pre-requisites for Level 1. If you meet those requirements, and agree with the following statement, please sign below

I wish to apply to train as an RDA Coach at the above centre and be assessed according to the RDAA coach education system.

Signature of applicant			
Date	/	/	
Important: If you are under 18 years of age, your parent or guardian must sign also			
Parent/guardian			
Signature			

The President of your RDAA Centre must sign the following statement

The management committee of the applicant's RDAA 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	/	/	Rec't no

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Please print your full name on each page

Name

4. RDA experience

Briefly outline your experience in the RDA setting

5. Details of qualifications

Please outline below any qualifications, both equestrian and other. Include any RDA qualifications you already have and dates of achievement (approx)

RDA qualifications:

(e.g. RDAA OTC)

General equestrian qualifications:

(e.g. Pony Club, EA)

Other qualifications:

(e.g. Cert IV Workplace Assessment & Training)

6. Other equestrian experience

The Level 1 vaulting 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, vaulting or other equestrian activities

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Please print your full name on each page:

Name

7. Experience with people with disabilities (If not already a Level 1 Coach)

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.

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			
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 (on page 7 of this form)
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 PREVIOUS PAGE

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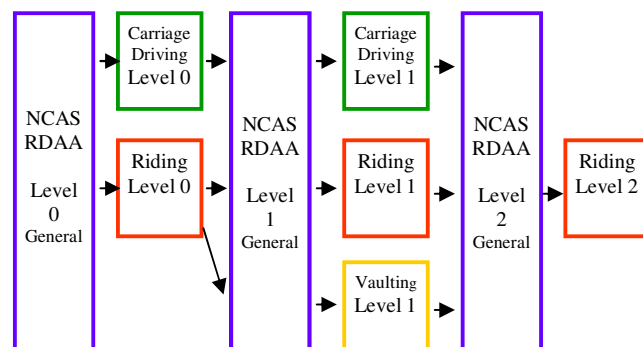
Level 1 Syllabus Order Form & Tax Invoice

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

Tick which one is applicable	✓	Amount
Level 1 Generic Manual Workbook		\$27.50 <small>(inc GST \$2.50)</small>
Level 1 Vaulting Sports Specific Manual & Workbook		\$27.50 <small>(inc GST \$2.50)</small>
Postage and Handling		\$10.00
Total Enclosed		



Delivery Address			
Full Name			
Street address			
Suburb/Town			
State		Postcode	
Daytime Ph			
Mobile			
Email			

RDAA Office Use Only

Received	/ /
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 processing of payment