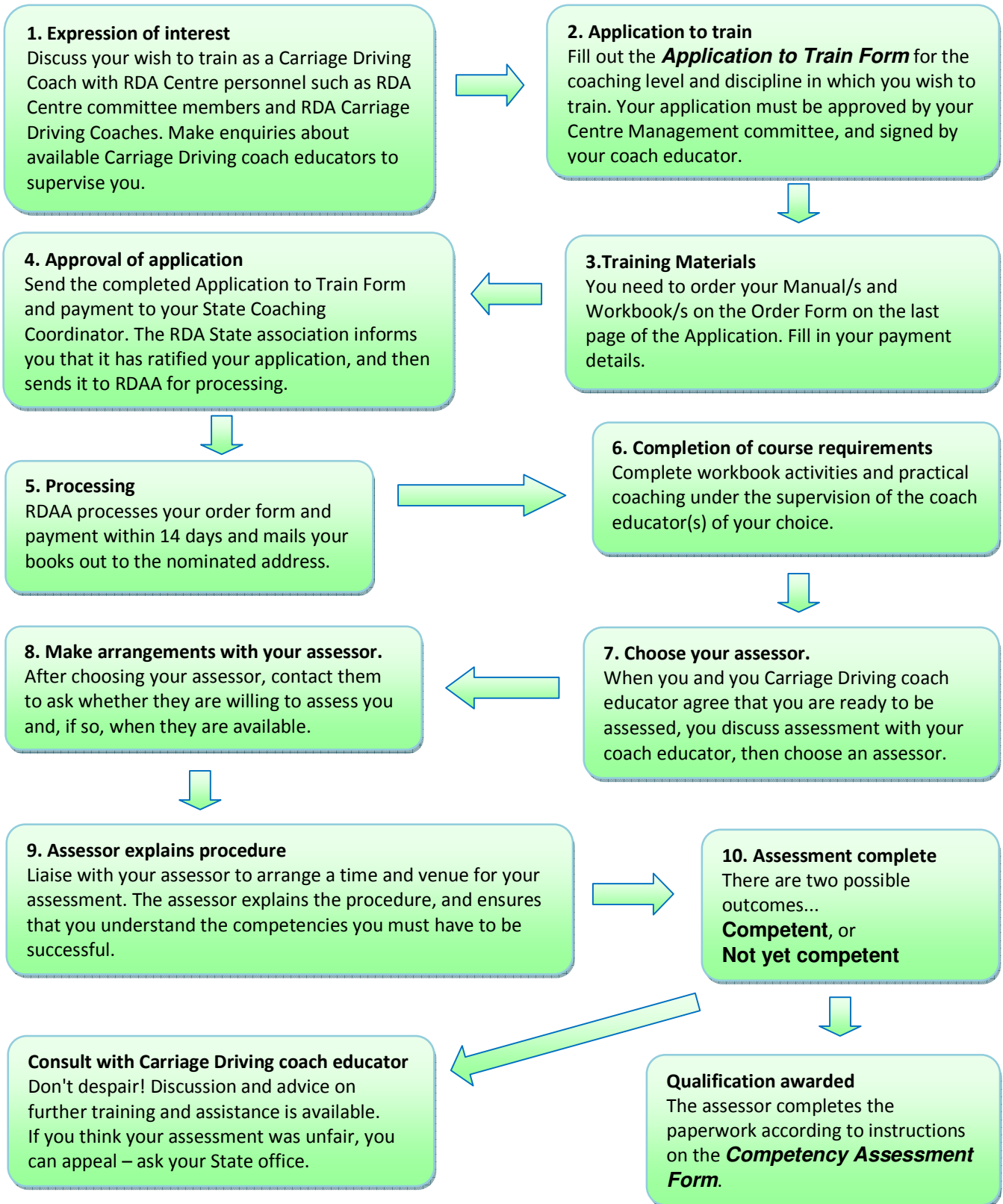




# Procedure to Train as an NCAS RDAA Level 1 Carriage Driving Coach



# Application to train – RDAA Level 1 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 coach to enrich the lives of people with disabilities by teaching them to drive. The level 1 Carriage Driving Coach qualification is the next step in RDA Carriage Driving which enables you to take charge of carriage driving programs at centre level..

### About the Level 1 training course

The RDAA Level 1 course of training is designed to get you to this level at you own pace. Once completed and signed off by your Carriage Driving mentor and you feel you are ready for your final assessment then a Carriage Driving Assessor will complete the signing of modules and your practical assessment giving you a Level 1 qualification in RDA Carriage Driving providing further training in some area is not required.

The candidate can then drive people with disabilities for carriage driving programs, mentor trainee carriage driving coaches and provide:

- Inducting and training volunteers
- Signing off the carriage driving volunteer training package for volunteers
- Run centre carriage driving workshops
- Undertake the process of risk management
- Take individual lessons without the supervision of a level 1 Carriage Driving Coach

A Level 1 Carriage Driving Coach is always in charge of any driving session and is answerable to the centre committee, RDAA and the NDCD for any happenings during the carriage driving program.

### What are the age and driving 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
- Have gained through an RDA centre a Level O Carriage Driving Coach qualification

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

### What does the Level 1 Carriage Driving training package contain?

The Level 1 Coaching 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 Carriage Driving training take?

It usually takes between 6 – 12 months to complete the Level 1 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 per calendar year at an RDA Centre. To provide evidence of this, log your assistance hours on the **Hours of Coaching** log sheet (supplied in 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 – RDAA Level 1 Carriage Driving Coach



# Application to Train Level 1 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	
Date of Birth			
Phone			
Mobile			
Email			
RDA Centre			

### 2. Your Carriage Driving Coach educator/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>	
<b>1. The applicant meets age and pre-requisites</b> <b>2. I agree to be this applicant's primary Carriage Driving Coach educator:</b>	
Signature	
Date	/ /

### 3. Signatures

<i>On page 2 of this form, please read about the pre-requisites for Level 1 Carriage Driving Coach Certificate. If you meet those requirements, and agree with the following statement, please sign below:</i>	
<b>I wish to apply to train for the RDA Carriage Driving Coach certificate at the above centre and be assessed according to the RDAA 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*

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 1 Carriage Driving Coach

*Please print your full name on each page:*

Name:

### 4. Horse handling experience

*Briefly outline your experience with handling horses*

### 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)*

### 6. 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 this training.*

Application to train – RDAA Level 1 Carriage Driving Coach



## 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 6 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

## Application to train – RDAA Level 1 Carriage Driving Coach

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# Coach's Code of Ethics

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 PREVIOUS PAGE**

## Application to train – RDAA Level 1 Carriage Driving Coach

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## Application to train – RDAA Level 1 Carriage Driving Coach

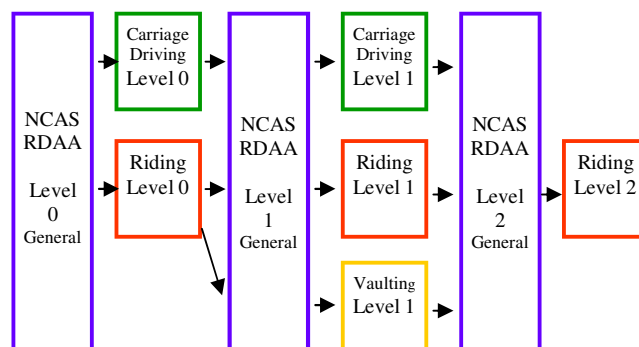
# Level 1 Syllabus Order Form & Tax Invoice

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 wish to train as a Level 1 Carriage Driving Coach, then you will need to order both the Generic and the Sports Specific Manuals and Workbooks. If you are already a Level 1 Riding or Vaulting, then you will only need to order the Sports Specific Carriage Driving Manual and Workbook. (Please note that the pre-requisite is Level 0 Carriage Driving)**

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



Delivery Address	
Name	
Street number and name	
Suburb/Town	
State	Postcode
Daytime Ph No	
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 processing of payment.