

Coaching Accreditation Roadmap & Framework



General	2
1. Accreditation Procedure	2
1.1 <i>Level 0</i>	2
1.2 <i>Level 1</i>	2
1.3 <i>Level 2</i>	3
1.4 <i>Level 3</i>	3
2. Competency Statements	4
2.1 <i>Level 0 Competencies</i>	4
2.2 <i>Level 1 Competencies</i>	4
2.3 <i>Level 2 Competencies</i>	4
2.4 <i>Level 3 Competencies</i>	5
3. Updating Policy	6
<i>General Information</i>	6
4. Accreditation flowchart	7
5. Gridiron Victoria's Coach's code of ethics	8

GENERAL

All coaches must meet the following requirements in order to be recognised as a Coach within the sport in Australia. Along with that, a coach must be eligible to coach at training or during a game. Accreditation does not commence nor, shall a coach be permitted to coach until the appropriate level of accreditation is completed, in-full and documents provided to Gridiron Victoria.

Accreditation is NOT a lifetime achievement. If a coach has not actively coached anywhere for more than 2 years, they will be required to undertake the GV Level 1 Coaching Course again to regain their accreditation at the level they were previously at.

1. ACCREDITATION PROCEDURE

1.1 LEVEL 0 ACCREDITATION

- a) Evidence must be produced to show that the coach has complied with the requirements of the [Victorian Working with Children Check](#). This means they must do one of the following:
 - Demonstrate that they are exempt from the WWC Check, or
 - Show that they have passed the WWC Check, or
 - For new coaches, show that they have applied for WWC Check (and then must advise State Director of Coaching & Gridiron Victoria whether or not they have passed the WWC Check).
- b) Evidence must be produced to show that the coach has successfully completed the requirements of the ASC General Principles course, ([ASC General Principles Community Coaching](#)) which is an on-line course, accessible by all.
 - The course contains four modules, covering a range of general coaching topics including; the role and responsibilities expected of a coach, planning, safety, working with parents, communication, group management and inclusive coaching practices. It takes approximately four hours to complete, and there is assessment included at the end of each module.
- c) Complete the Australian Sports Commission “Play by the Rules”, Gridiron Victoria and AGOA Officials courses below;
 - [Let Kids Be Kids](#)
 - [Level 0 Officials training course](#) (AGOA)
 - Understanding of how to Coach Flag Football
- d) Complete 6 months in a calendar year of practical coaching which must be supervised, witnessed and signed off by the Head Coach.
- e) Adhere to the Gridiron Victoria’s Coaches Code of Ethics (included below)
- f) Email your completed Working With Children Check, ASC certifications for all courses to coaching@gridironvictoria.com.au
- g) Maintain your Level 0 qualification by adhering to the updating policy Or Move up to Level 1

1.2 LEVEL 1 ACCREDITATION

- a) Satisfied all Level 0 criteria
- b) Evidence must be produced to show that the coach has complied with the requirements of the [Victorian Working with Children Check](#). This means they must do one of the following:
 - Demonstrate that they are exempt from the WWC Check, or
 - Show that they have passed the WWC Check, or
 - For new coaches, show that they have applied for WWC Check (and then must advise State Director of Coaching & Gridiron Victoria whether or not they have passed the WWC Check).
- c) Must have attained Gridiron Victoria Sports Specific Level 1 accreditation. (Achieved by attending the Coaching Course run annually by the State Director of Coaching)
- d) Evidence must be produced to show that the coach has successfully completed the requirements of the ASC General Principles course, ([ASC General Principles Community Coaching](#)) which is an on-line course, accessible by all.

- The course contains four modules, covering a range of general coaching topics including; the role and responsibilities expected of a coach, planning, safety, working with parents, communication, group management and inclusive coaching practices. It takes approximately four hours to complete, and there is assessment included at the end of each module.
- e) Complete the Australian Sports Commission “Play by the Rules” & Gridiron specific courses below;
 - [Level 0 Officials training course \(AGOA\)](#)
 - [Child Protection \(ASC\)](#)
 - [Introduction to the Integrity of Sport \(ASC\)](#)
- f) Register to receive information pack via the Gridiron Australia website
- g) Complete the USA Football Youth Tackle Certification course
- h) Complete 1 full calendar year of practical coaching which must be supervised, witnessed and signed off by the Head Coach.
- i) Adhere to the Gridiron Victoria & Gridiron Australia’s Coaches Code of Ethics (included below)
- j) Email your completed Working With Children Check, ASC certifications for all courses, General Principles and USA Football Youth Tackle Football to coaching@gridironvictoria.com.au and coaching@ga.org.au and you will be added to the Gridiron Australia Coaches Development HUDL Account where you will be able to access online videos for free that will assist you in maintaining your updating requirements outlined in Rule 3 below.
- k) Maintain your Level 1 qualification by adhering to the updating policy Or Move up to Level 2

1.3 LEVEL 2 ACCREDITATION

- a) Complete the Australian Sports Commission [Intermediate Coaching](#) course. (please note that if this is not available then the State Director of Coaching will assign a project or course to complete)
- b) Complete the Australian Sports Commission “Play by the Rules” courses below;
 - [Complaint Handling](#)
 - [Harassment and Discrimination](#)
 - [Walking the Talk - Personal, Practice and Organisational Integrity in Community Sport](#)
- c) Complete the USA Football Level 2 Tackle Certification
- d) Complete 70 hours or 2 calendar years of practical coaching which must be supervised and witnessed.
- e) Adhere to the Gridiron Victoria & Gridiron Australia’s Coaches Code of Ethics (included below)
- f) Email your completed certifications for ASC Courses, General Principles and USA Football Level 2 Tackle Football Certification to coaching@gridironvictoria.com.au and coaching@ga.org.au
- g) Maintain your Level 2 qualification by adhering to the updating policy Or Move up to Level 3

1.4 LEVEL 3 ACCREDITATION

- a) Complete the Australian Sports Commission Level 3 Coaching General Principles course. (please note that if this is not available then the National Coaching Director will assign a project or course to complete).
- b) Complete the Australian Sports Commission “Play by the Rules” courses below;
 - [Ethics and Ethical Decision Making in Sport](#)
 - [High Performance Mental Skills](#)
- c) Complete the USA Football Level 3 Tackle Certification
- d) Complete 100 hours or 3 calendar years of practical coaching which must be supervised and witnessed.
- e) Adhere to the Gridiron Victoria Coaches Code of Ethics (included below)
- f) Email your completed certifications for ASC Courses, General Principles and USA Football Level 3 Tackle Football Certification to coaching@gridironvictoria.com.au and coaching@ga.org.au
- g) Maintain your Level 3 qualification by adhering to the updating policy.

2. COMPETENCY STATEMENTS

2.1 LEVEL 0 COMPETENCIES

At the completion of all accreditation requirements in rule 1.1, the Level 1 Coaches will be able to:

- a) Plan and Prepare
 - Plan and prepare a training session appropriate to the needs of the group
- b) Conduct
 - Organise and conduct training sessions appropriate to the needs of the athletes.
 - Communicate effectively with athletes and others involved in the program.
- c) Monitor/Review
 - Adjust activities to suit the needs of the individuals
 - Ensure safety of self and others and manage emergency situations.

2.2 LEVEL 1 COMPETENCIES

At the completion of all accreditation requirements in rule 1.1, the Level 1 Coaches will be able to:

- a) Plan and Prepare
 - Plan and prepare a training session appropriate to the needs of the group
 - Organize human and physical resources appropriate to the needs of the training and competition.
- b) Conduct
 - Organise and conduct training sessions appropriate to the needs of the athletes.
 - Facilitate learning of the fundamental skills and tactics of the sport.
 - Communicate effectively with athletes and others involved in the program.
- c) Monitor/Review
 - Observe and assess athletes' performance.
 - Provide appropriate feedback on performance
 - Adjust activities to suit the needs of the individuals
 - Ensure safety of self and others and manage emergency situations.
- d) Evaluate
 - Evaluate achievement of the objectives of the training session/ competition.
 - Evaluate the effectiveness of their coaching behaviours.
- e) Adopt
 - Identify and implement the appropriate modifications in future sessions/ competitions.

2.3 LEVEL 2 COMPETENCIES

At the completion of all accreditation requirements in rule 1.2, the Level 2 Coaches will be able to:

- a) Plan and Prepare
 - Identify the needs of the athletes and the Team.
 - Prepare a yearly plan appropriate to the needs of the athlete/Team.
 - Plan and Prepare training sessions that complement the yearly plan.
 - Individualise training programs to meet the specific needs of the athlete.
 - Apply Sports science knowledge to the appropriate level.
- b) Conduct
 - Organise and conduct activities and training sessions to challenge and develop the athlete/Team (physically, technically and tactically)
 - Use appropriate communication to meet the needs of the individual athlete/ team and the situation.
- c) Monitor/Review
 - Assess and monitor the development and well-being of the athlete.
 - Analyse athlete performance and provide appropriate technical corrections.
 - Respond to unforeseen circumstances in training and competition and adapt activities appropriately.
- d) Evaluate

- Conduct and analyse tests to assess ongoing physiological, technical and tactical development of the athlete, using specialist expertise and equipment where required.
 - Evaluate achievement of the objectives of the plans for the athlete / team.
 - Identify an action plan to change ineffective coaching behaviours.
- e) Adopt
- Analyse and implement appropriate modifications to the yearly plan.
 - Adapt training plans based on results of tests.
 - Change ineffective coaching behaviours.

2.4 LEVEL 3 COMPETENCIES

At the completion of all accreditation requirements in rule 1.3, the Level 3 Coaches will be able to:

- a) Plan and Prepare
- Collect and analyse current information (possibly from other sports) to assist in the development of their own athletes
 - Prepare for the opposition
 - Consider environmental factors
 - Plan and prepare a long-term integrated plan for the development of an athlete or team of athletes.
 - Develop individualized long-term plans that link to the team plan.
 - Coordinate other specialist expertise involved in the delivery of the long-term plan.
 - Manage time effectively to ensure their own health and well-being and avoid burnout.
- b) Conduct
- Implement the coaching program effectively.
 - Develop technical and tactical skills of the athletes in an innovative manner that enables the athlete/team to learn most effectively.
 - Negotiate and interact effectively with the different personality styles and needs within the squad/team.
 - Facilitate a learning environment for other coaches.
 - Provide leadership and direction to own and linked (developmental) programs.
 - Provide guidance to athletes regarding pathways within the sport.
- c) Monitor/Review
- Utilise technology to undertake in-depth analysis of the athlete(s):
 - Performance
 - Health and well being
 - Fitness
 - Environmental factors influencing the athlete(s) performance.
 - Conduct briefing and de-briefing sessions with athlete(s)/team.
- d) Evaluate
- Evaluate achievement of the goals of the long-term plan (both long and short-term plans).
 - Analyse results of athlete tests conducted by specialists
 - Evaluate the coaching program against current national and international best practices.
- e) Adopt
- Implement appropriate modifications to the coaching program.
 - Continually address ineffective coaching behaviours

3. UPDATING POLICY

GENERAL INFORMATION

To retain their current qualification status, coaches must:

- Complete another accreditation course of the equivalent level within 4 Years; or
- Achieve a higher qualification level within 4 years; or
- Satisfy the updating policy within a 4-year period.

Updating policy

Gridiron Victoria, has developed an updating policy for the following reasons:

- So that accredited coaches can maintain their qualification at the level that they wish to stay qualified at.
- So that coaches can be kept up to date with any changes or new trends that occur in the Coaching environment.
- To ensure that coaches are learning about other issues that affect coaching such as General Principles, First aid, Duty of care issues and health issues.
- The Updating Policy utilises a 'Points' system that allocates points to various learning activities that a coach can undertake to ensure currency of their knowledge.
- The minimum points needed to maintain current qualification status in a 4 Year period is 150 Points. This is effective from the date that the individual officially obtains their qualification.

UPDATING QUALIFICATION – TABLE OF POINT REQUIREMENTS

Coaching Level	Category A	Category B	Category C
Level 1 – 150 points	120 pts Max	No Minimum	No Minimum
Level 2 - 150 points	50 pts Min 100 pts Max	No Minimum	No Minimum
Level 3 - 150 points	50 pts Min 100 pts Max	No Minimum	No Minimum

Category A - Practical Gridiron Coaching

Hours of coaching practice (Gridiron Specific)	1 point per hour
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Category B: Gridiron Clinics or Seminars

Assessor (Mentor Coach)	2 points per hour
Accreditation Course Presenter	2 points per course unit
Attending GV approved seminars, workshops or Meetings	3 points per Event
Attending GA approved Convention, Seminars, workshops or Meetings	5 points per Event
Writing an 'original' Gridiron Specific Coaching Article for the Gridiron Australia (Minimum 1,000 words - Topic to be preapproved by State or National Coaching Director)	5 points per Article

Category C: Non-Gridiron Specific Clinics or Seminars

Attending or Teaching at a Sports Related Seminar or course. E.g. Australian Sports Commission Sports related courses	5 points per seminar
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Gridiron Selected coaches may also undertake special projects, to be authorised by the State Director of Coaching, which will be awarded points to a value to be determined by the State Director of Coaching. Examples of a 'special project' include creating an interactive coaching DVD on behalf of the Gridiron Victoria or updating existing student lecture notes on behalf of Gridiron Victoria or Gridiron Australia, etc.

4. ACCREDITATION FLOWCHART

The table below illustrates the Gridiron Victoria and Gridiron Australia's Coaching Accreditation levels, their associated requirements, and recommended levels of responsibility relative to the attained accreditation level. Within 5 years of ASC approval and full implementation of this development program, all teams within Victoria and Australia will be coached by coaches with the recommended level of accreditation.

Accreditation Level	Definition	Responsibility
Level 0 Coach	Prerequisites, Nil Person has completed an Introduction to Gridiron, Flag Football and Level 0 Officiating Course	Flag/Touch Football Coach Club Official
Level 1 Trainee Coach	Prerequisites, Level 0 Coach Complete the USA Football Completion of the Working with Children Check Youth Tackle Certification & Australian Sport Commission Community Coaching General Principles	Positional Coach – All Divisions & formats within local competition only
Level 1 Qualified Coach	Prerequisites, Level 1 Trainee Coach Complete 30 hours of supervised practical coaching (equivalent to one calendar year) completed during and/or immediately after the certification.	Positional Coach – All Divisions & formats within local competition only
Level 2 Trainee Coach	Prerequisites, Level 1 Qualified Coach Complete the USA Football Level 2 Tackle Certification & Australian Sport Commission Level 2 General Principles. (please note that if the general principles are not available then the Director of Coaching will assign a project or task or course)	Positional Coach – All Divisions & formats within local competition and State teams
Level 2 Qualified Coach	Prerequisites, Level 2 Trainee Coach Complete 60 hours of supervised practical coaching (equivalent to two calendar years) completed during and/or immediately after the certification.	Head Coach – All Divisions & formats within local competition and State teams
Level 3 Trainee Coach	Prerequisites, Level 2 Qualified Coach Complete the USA Football Level 3 Tackle Certification & Australian Sport Commission Level 3 General Principles. (please note that if the general principles are not available then The NCD will assign a project or task or course)	Positional Coach – All Divisions & formats within local competition, State and National teams
Level 3 Qualified Coach	Prerequisites, Level 3 Trainee Coach Complete 100 hours of supervised practical coaching (equivalent to three calendar years) completed during and/or immediately after the certification	Head Coach – All Divisions & formats within local competition, State and National teams .

5. GRIDIRON VICTORIA'S COACH'S CODE OF ETHICS

1. Respect the rights, dignity and worth of every human being	Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion
2. Ensure the athlete's time spent with you is a positive experience	All athletes are deserving of equal attention and opportunities
3. Treat each athlete as an individual	Respect the talent, developmental stage and goals of each individual athlete Help each athlete reach their full potential
4. Be fair, considerate and honest with athletes	
5. Be professional in and accept responsibility for your actions	Language, manner, punctuality, preparation and presentation should display high standards 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	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.	The guidelines of national and international bodies governing your sport should be followed The Australian Sports Drug Agency provides regulations to operate within
8. Any physical contact with athletes should be:	
- appropriate to the situation - necessary for the athlete's skill development	
9. Refrain from any form of personal abuse towards your athletes	This includes verbal, physical and emotional abuse Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care
10. Refrain from any form of sexual harassment towards your athletes	
11. Provide a safe environment for training and competition	Ensure equipment and facilities meet safety standards Equipment, rules and the environment need to be appropriate for the age and ability of the athletes
12. Show concern and caution towards sick and injured athletes	Provide a modified training program where appropriate Allow further participation in training and competition only when appropriate Seek medical advice when required Maintain the same interest and support towards sick and injured athletes
13. Be a positive role model for your sport and athletes	

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