



NEW ZEALAND

ARTISTIC ROLLER SPORTS COMMITTEE

ARTISTIC COACH ACCREDITATION

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SECTION 1: ACCREDITATION PROGRAMME GENERAL INFORMATION AND ADMINISTRATION

1.0 DETAILS OF THE NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE

- 1.1 THE NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE** is a Sports Committee of the New Zealand Federation of Roller Sports (Inc) and is delegated the responsibility by the Board for ensuring the efficient administration of the Artistic discipline strictly in accordance with the Constitution and any Bylaws and any directives from the Board.
Refer Clause 16 New Zealand Federation of Roller Sports (Inc) Constitution.

The New Zealand Artistic Roller Sports Committee, through the High Performance Coaching Commission (HPCC) is responsible for the coordination of all artistic coaching requirements.

1.2 AIMS

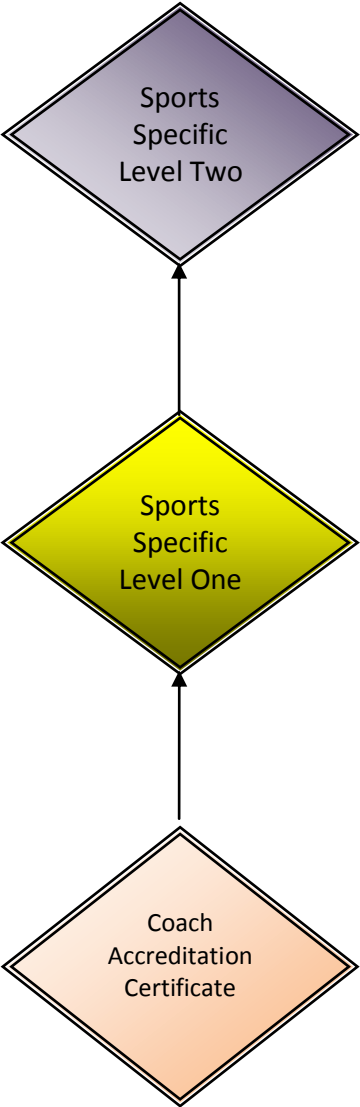
The New Zealand Artistic Roller Sports Committee aims to establish the requirements and process for the accreditation of Coaches in New Zealand. This is to ensure that all coaches are equipped with the skills and knowledge necessary to coach at a designated level and to recognise the level of expertise and experience of coaches within New Zealand.

1.3 COACHING ACCREDITATION STRUCTURE

The New Zealand Artistic Roller Sports Committee has a three tier Coaching Accreditation structure which provides education, training and mentoring to coaches as they progress along the coaching pathway.

The three levels are targeted at coaches working towards each of those levels. Each level has its own workbook covering accreditation requirements.

ARTISTIC COACH ACCREDITATION STRUCTURE
(Figure 1)



1.4 Criteria for Accreditation:

- 1.4.1 In order to become accredited the coach must:
- Be a financial member of the New Zealand Federation of Roller Sports (Inc).
 - Be a financial member of an affiliated Club with the New Zealand Federation of Roller Sports (Inc).
- 1.4.2 An initial accreditation as a Coach will generally be made at a level no higher than Coach Accreditation Certificate.
- 1.4.3 Endorsement of accreditation will be granted upon completion of the requirements as per Appendix A.

1.5 New Zealand Artistic Roller Sports Committee requirements for Accreditation:

1.5.1 Learn to Skate Assistant

Age Requirement	Minimum 12 Years of age as at 1 January.
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Coaches are able to coach Learn to Skate to Basic Level only and if under 16 years of age cannot coach a group on their own. Must be mentored by a coach accredited with Sports Specific Level 1 (artistic) and above

Requirements to complete	*See appendix A
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1.5.2 Coach Accreditation Certificate

Age Requirement	Minimum 14 years of age as at 1 January. Under 16 years of age cannot coach a group on their own.
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Requirements to complete	*See appendix A
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1.5.3 Sports Specific Level 1

Age Requirement	Minimum 16 years of age as at 1 January.
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Requirements to complete	*See appendix A
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1.5.4 Sports Specific Level 2

Age Requirement	Minimum 18 years of age as at 1 January.
Requirements complete	to *See appendix A
Number of years Actively Coaching	Minimum of 2 years from the date of achieving the Sports Specific Level 1 and must have coached a minimum of 100 hours per year (exceptional circumstances will be considered).

1.6 MENTORING OF COACHING PRACTICE

Q What is required?

A To attain the Sports Specific Level 1 Accreditation you are required to, in addition to your Coach Accreditation assessment, complete a Practical Coaching assessment with a Mentor. This is required to be completed within 3 months from completion of the Accreditation Assessment. Further mentoring beyond this is respectfully recommended. For coaches under the age of 16, all must be supervised as part of a class environment.

Q How do I do this?

A The area of practical coaching is the area that usually causes the most questions. It is the intent that the Practical Coaching Assessment is spent involved in the training of athletes. The athletes can be of any age, gender or level of competition. Involvement in the training process is described as any or all of the following “observation or supervision, programme design and assessment. These can take place at officially organized squads, training times, competition times etc.

Q When does this need to be completed by?

A You are required to submit the completed Practical Coaching Recording Form to the Administrator of the High Performance Coaching Commission within 3 months from completing the Sports Specific Level 1 Accreditation assessment.. Following receipt and the result of your Accreditation assessment your Accreditation will be advised.

Q Who do I do this with?

A It is the intent that it is undertaken by a person who holds a current Sports Specific

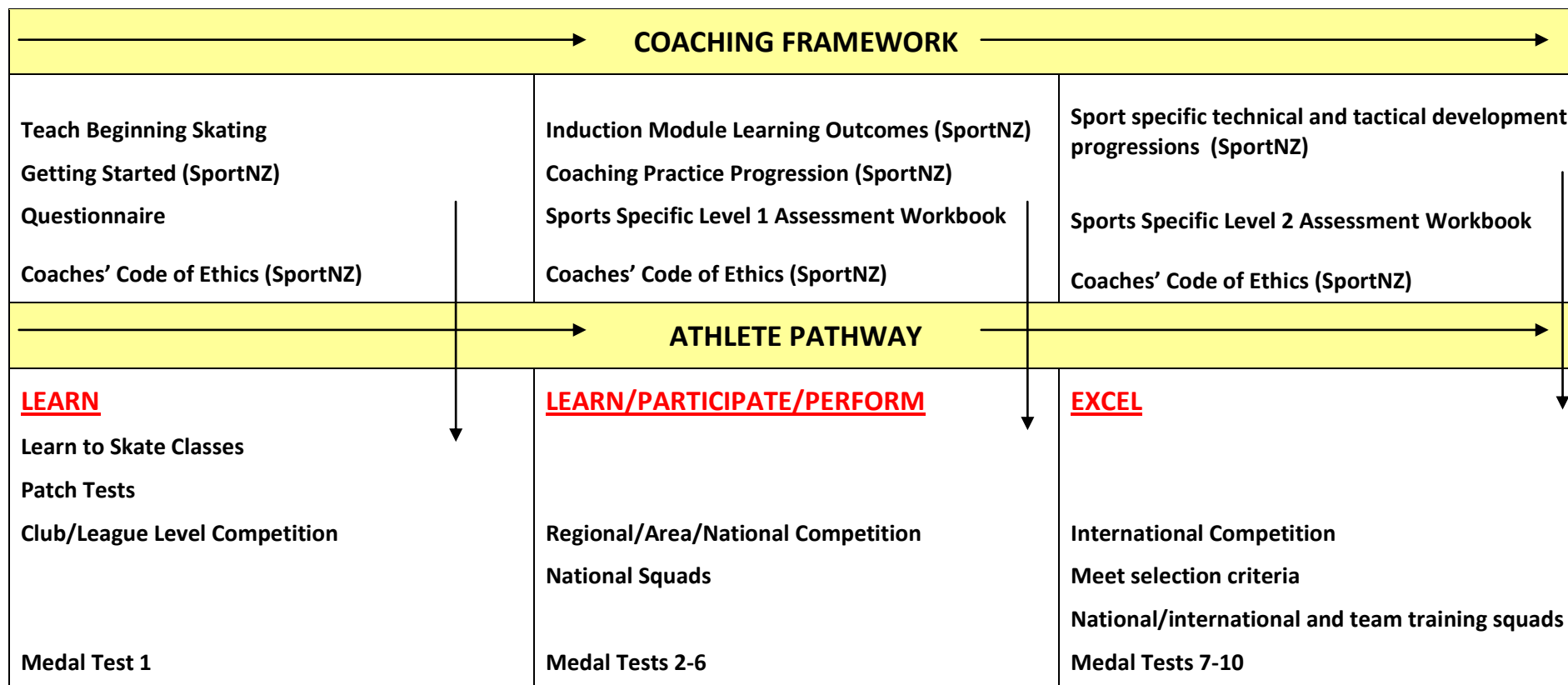
Level 2 Coach Accreditation and approved by the High Performance Coaching Commission through the NZ Artistic Roller Sports Committee. However, practical coaching for coaches in rural and regional areas can be negotiated through the High Performance Coaching Commission Principal Manager.

Q What is a mentor coach?

A The aim is to gain the benefits associated with having a “mentor” coach, someone to guide you through the attainment of practical skills and to provide support and assistance with any coaching queries. The “mentor” must have an understanding of and agree with the current aims of the High Performance Coaching Commission.

NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE COACHING FRAMEWORK

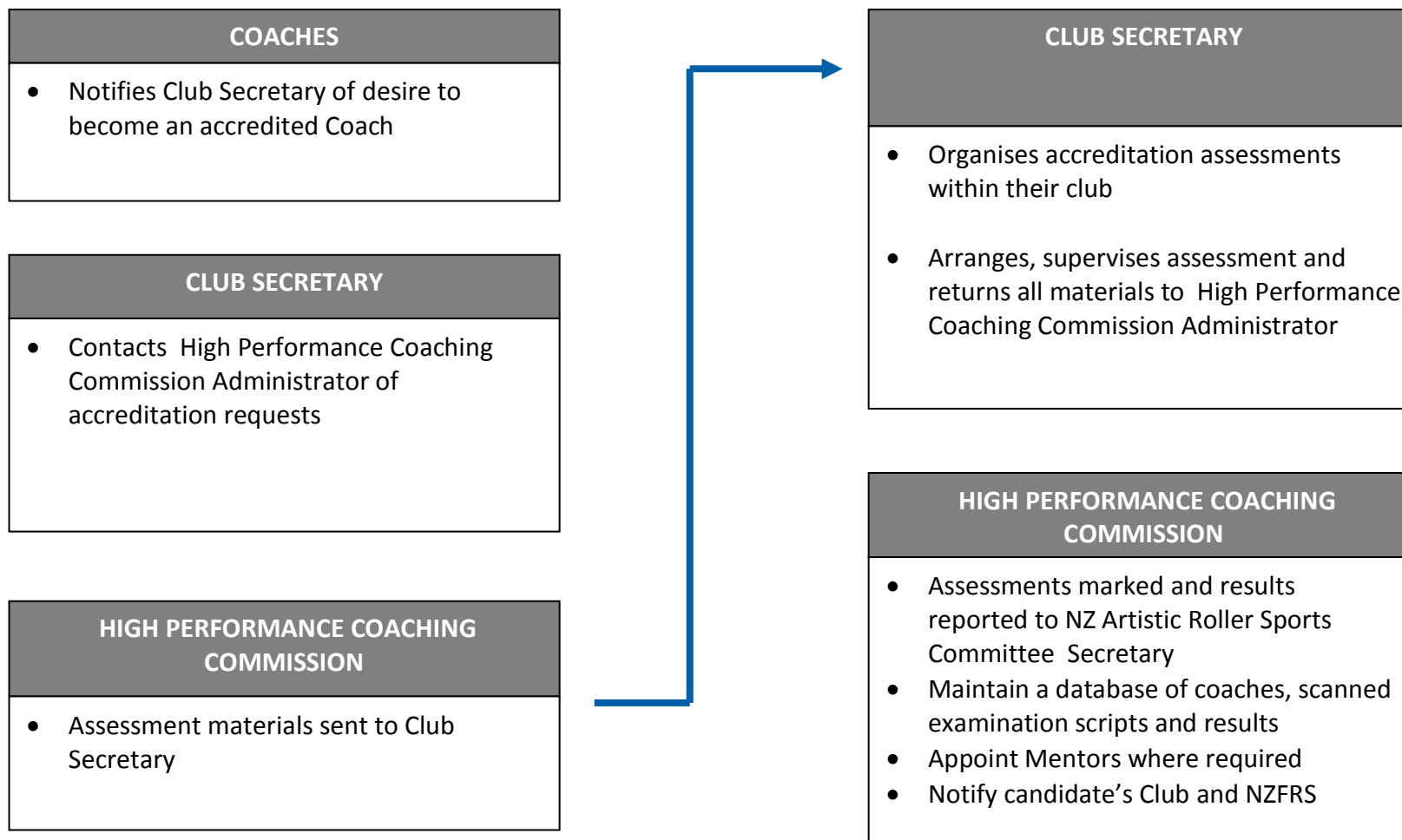
(Figure 2)



COACHING ACCREDITATION PROCESS (ADMINISTRATION)

(Figure 3)

NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE
oversees and is ultimately responsible for Artistic Coaching Accreditation
via High Performance Coaching Commission



1.7 ROLES OF KEY PLAYERS

1.7.1 NZ ARTISTIC ROLLER SPORTS COMMITTEE /HIGH PERFORMANCE COACHING COMMISSION:

- Develop a programme of quality and leadership that results in excellence on the international stage at all levels for our athletes
- Establish & maintain a coaching development framework
- Provide necessary resources to enable accreditation qualification assessments for all coaches
- Assist with resources for Coaches
- Provide opportunities to be involved with coach and athlete development
- Maintain up-to-date data base of accredited coaches.
- Appoint Mentors where required

1.7.2 CLUBS:

- Ensure all coaches within the Club are accredited for the level they are coaching
- Support Coaching Development Framework
- Day-to-day communication with, and support of all coaches
- Communication regarding accreditation requirements of coaches within the Club as per process in Figure 3
- Ensure all Sports Specific Level 1 plus Coaches hold a current Comprehensive or Workplace First Aid Certificate.

1.7.3 COACHES :

- Ownership of their own coaching development
- Delivery of a quality coaching service to all athletes
- On-going professional development including attendance at squads organized by the High Performance Coaching Commission
- Full recognition of Coaches' Code of Ethics
- Membership of NZ Federation of Roller Sports (Inc) (SkateNZ)
- Present themselves in a professional manner (actions and dress)
- Full awareness of Artistic Rules and yearly Schedule
- Ensure Sports Specific Level 1 plus hold a current Comprehensive or Workplace First Aid Certificate.

1.8 COACHES' CODE OF ETHICS

All coaches are required to complete and abide by the Code of Ethics Agreement form. Failure to comply with the Code of Ethics may result in the withdrawal of the right to be a Coach on the floor of competitions and if serious (as considered by the NZ Artistic Roller Sports Committee), further action will be required.

COACHES' CODE OF ETHICS

Source: Sport New Zealand (www.sportnz.org.nz)

1) Respect the rights, dignity and worth of every individual athlete as a human being

- i) Treat everyone equally regardless of sex, disability, ethnic origin or religion
- ii) Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential

2) Maintain high standards of integrity

- i) Operate within the rules of our sport and in the spirit of fair play, while encouraging our athletes to do the same
- ii) Advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code
- iii) Do not disclose any confidential information relating to athletes without their written prior consent

3) Be a positive role model for our sport and athletes and act in a way that projects a positive image of coaching

- i) All athletes are deserving of equal attention and opportunities
- ii) Ensure the athlete's time spent with you is a positive experience
- iii) Be fair, considerate and honest with athletes
- iv) Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

4) Professional responsibilities

- i) Display high standards in your language, manner, punctuality, preparation and presentation
- ii) Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators
- iii) Encourage your athletes to demonstrate the same qualities
- iv) Be professional and accept responsibility for your actions
- v) You should not only refrain from initiating a sexual 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
- vi) Accurately represent personal coaching qualifications, experience, competence and affiliations
- vii) Refrain from criticism of other coaches and athletes

5) Make a commitment to providing a quality service to your athletes

- i) Seek continual improvement through ongoing coach education, and other personal and professional development opportunities
- ii) Provide athletes with planned and structured training programmes appropriate to their needs and goals

- iii) Seek advice and assistance from professionals when additional expertise is required
- iv) Maintain appropriate records

6) Provide a safe environment for training and competition

- i) Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe
- ii) Ensure equipment and facilities meet safety standards
- iii) Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes
- iv) Show concern and caution toward sick and injured athletes
- v) Allow further participation in training and competition only when appropriate
- vi) Encourage athletes to seek medical advice when required
- vii) Provide a modified training programme where appropriate
- viii) Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes

7) Protect your athletes from any form of personal abuse

- i) Refrain from any form of verbal, physical or emotional abuse towards your athletes
- ii) Refrain from any form of sexual or racial harassment, whether verbal or physical to your athletes.
- iii) Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics
- iv) Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development
- v) Be alert to any forms of abuse directed towards athletes from other sources while in your care

Coaches should:

- Be treated with **respect** and **openness**
- Have access to **self-improvement** opportunities
- Be **matched** with a level of coaching **appropriate** to their ability

1.9 ACCREDITATION UPDATING

Each accreditation issued below Level 2 by the **New Zealand Artistic Roller Sports Committee** provides an expiry date of 4 years from the date of approval.

In order to update registration coaches must, in a 4 year period:

- Complete the next level of qualification, or
- Complete the Accreditation Updating Activities sheet (active coaching, seminar/workshops/squad attendance, etc.).

At the end of the updating period (just prior to expiry of the current accreditation) the coach must provide the completed Accreditation Updating Activities Sheet (located on SkateNZ website, Coaches Corner) for the level at which they are accredited.

Each Level 2 accreditation issued by New Zealand Artistic Roller Sports Committee provides an expiry date of 4 years from the date of approval.

In order to update registration coaches must, in a 4 year period, complete the Accreditation Updating Activities sheet (active coaching, seminar/workshops/squad attendance, etc) 2 yearly.

1.10 ACCREDITATION PROGRAMME FEES

The following fees will be payable at the time of application to the New Zealand Artistic Roller Sports Committee :

Coaching Accreditation Certificate	\$10 per paper (module)
Sports Specific Level One	\$20 per paper (module)
Sports Specific Level Two	\$50 per paper (module)

SECTION 2: QUALITY ASSURANCE

2.1 COMPLAINTS HANDLING PROCEDURE

The New Zealand Artistic Roller Sports Committee is responsible for dealing with any complaints arising from the Coach Accreditation system. Each complaint will be dealt with on its own merits, with due regard to both NZFRS and New Zealand Artistic Roller Sports Committee Constitution, Bylaws, Rules and Policies.

2.3 MENTOR QUALIFICATIONS

All prospective mentors must apply, and be approved, for mentoring to the High Performance Coaching Commission. Mentors for Artistic Development Coaches must have :

- A current Sports Specific Level 2 Artistic Coach Accreditation.
- At least 6 years of experience coaching at this level.
- Current membership with SkateNZ
- Current Coach membership
- Approval of the High Performance Coaching Commission through the NZ Artistic Roller Sports Committee to carry out this task.

New Zealand Artistic Roller Sports Committee **shall have the right to :**

- Approve mentors not covered by the above criteria after evaluation of such person's relevant experience and knowledge of the sport and having regard to the prevailing circumstances.
- Nominate a member of the NZ Artistic Roller Sports Committee to conduct random checks to assess the quality of mentoring being conducted.
- All mentors will be selected at the discretion of the High Performance Coaching Commission and approved by the New Zealand Artistic Roller Sports Committee to ensure quality control of Mentors.
- Participant evaluations will be reviewed to ensure quality control of Mentors

SECTION 3 RECOGNITION OF PRIOR LEARNING

3.1 RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCE (RPL)

Current accreditation for registered coaches will be recognised from the inception of this Coach Accreditation Structure. All **Artistic** coaches must satisfy the competencies of each particular level of accreditation and will be required to complete the Accreditation Updating Activities Sheet.

However, candidates with suitable equivalent qualifications, supported by relevant documentation, may apply for exemptions from all or sections of each accreditation. This application will be required to be made on the appropriate application form, available from the **New Zealand** Artistic Roller Sports Committee through the High Performance Coaching Commission and supported by relevant documentation. These applications will be considered by the High Performance Coaching Commission, with reference to the New Zealand Artistic Roller Sports Committee.

a) What is RPL?

RPL is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RPL takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit.

b) RPL Principles

The process of RPL must be quality controlled and delivered by personnel with experience in coach education. These personnel are responsible for ensuring that:

- Procedures are fair and equitable
- Measures are valid and reliable

c) How can learning be recognised?

The process of RPL involves matching what participants already know and can currently do with the learning outcomes of the Coach Accreditation Structure. In this way, RPL enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

d) Who can apply?

A person can apply for RPL if they think their prior learning and experience enables them to provide evidence to show that they are already competent in the learning outcomes of the Coach Accreditation Structure.

e) Benefits of RPL

- Speeds up the process of becoming a qualified Artistic coach.
- Conforms to the requirements for equity in adult education programmes.
- Avoids the problem of participants having to unnecessarily repeat learning experiences.
- Encourages the development of various assessment procedures.
- Assesses the candidate's current competence in comparison to the stated standards of competence required.

- The RPL process can clarify what relevant skills the participant does and does not possess – so that the learning programme can be tailored accordingly.

3.2 Flexible Delivery

New Zealand Artistic Roller Sports Committee is committed to providing flexibility in the Coach Accreditation Structure methods used, when necessary. This includes:

- Using oral instead of written assessment where appropriate
- Considering any request from candidates for flexibility within the framework to ensure fairness for others, and integrity of the assessment process overall.

All assessments can be completed in the one day or they may be spread out over a longer period depending on individual circumstances.

SECTION 4: ACCREDITATION PROGRAMME DESCRIPTION

4.1 COMPETENCY STATEMENTS

Competency statements are broad descriptions of the expectations of coaches who should eventually obtain their accreditation. These are the statements that have formed the basis for designing this Competency Based Training document for prospective coach candidates.

In other words a *competency statement* defines what a coach must be able to 'DO' in order for them to achieve all or part of each level of the Coach Accreditation Structure. Ideally any assessment tasks will ensure that coaches achieve the required standards described in the competency statements below.

An important philosophical principle in this endeavour is that no candidate identified and/or approved as being capable of achieving all the coaching competencies will be failed. Rather, it will be a matter of time in which competencies are assessed and achieved on the first or any subsequent occasion. To this end, it will be imperative that on-going support, direction, guidance and advice be given to each individual participant to enable them to achieve the required competencies.

The competency statements in this section state in general terms what is expected of the coach.

Expected competencies

Preparation and Planning:

- ✓ Prepare, plan and organise a training session for skaters.
- ✓ Organise human and physical resources appropriate to the needs of training and competition for the level of the skaters.

Conduct:

- ✓ Facilitate learning of the skills incorporated in Artistic Skating.
- ✓ Conduct training sessions appropriate for the level of the skaters.
- ✓ Communicate effectively with the skaters and others involved in the sport.

Monitor and Review:

- ✓ Observe and assess the skater/s performance and provide feedback.
- ✓ Ensure safety of self and others and manage emergency situations.
- ✓ Ensure a safe training environment is provided.

Evaluate:

- ✓ Evaluate achievement of the training session and the effectiveness of coaching behaviours

Adapt:

- ✓ Identify and implement the appropriate modifications in future sessions/competitions

4.2 ASSESSMENT

All participants are required to complete worksheets as per the accreditation outline. This is an **'open book' assessment**.

a) Short answer worksheet

The worksheet is aimed at assessing the candidate's comprehension of various underpinning knowledge aspects of the theory modules. All questions must be answered to the standard outlined in the answer guide to successfully complete this aspect.

Candidates are permitted to access all relevant materials, and may consult with others when completing their worksheets. Candidates may re-submit the worksheets as many times as necessary to meet the requirements of this assessment task.

b) Assessment Arrangements

Paperwork will be provided by the New Zealand Artistic Roller Sports Committee/High Performance Coaching Commission.

The candidate/s may be required to provide skaters at their home venue for the practical assessment task.

Appendix A: Requirements to Complete Accreditations and Updates

	Learn to Skate Assistant	Coach Accreditation Certificate	Sports Specific Level 1	Sports Specific Level 2
<u>APPLICATION REQUIREMENTS</u>				
NZFRS/Coach Membership	Class 5 minimum	Class 5 minimum	Full	Full
Minimum Age	12 years	14 years	16 years	18 years
Level requirements	N/A	N/A	Accreditation Certificate	Sports Specific Level 1
Written Assessment passes	N/A	80%	85%	90%
Lesson Plan submitted	N/A	N/A	10 week Progressive	Yearly Planning instrument
Skater Medal Test Pass	N/A	N/A	Minimum 2 Test	Minimum 7 Test
Current First Aid	N/A	N/A	Comprehensive or Workplace certificate	Comprehensive or Workplace certificate
Police Check	Required if over 18 years of age	Required if over 18 years of age	Required if over 18 years of age	Required
Mentoring	Part of class environment	Part of class environment	Minimum 3 months from completing written assessment. Recommend mentoring is ongoing	N/A
<u>PRACTICE LEVELS</u>				
	Assist Teaching Groups to Basic Level only – if under 16 years of age can not coach a group on their own.	Teaching Groups through to proficiency – If under 16 years of age can not coach a group on their own.	Teaching Private Lessons. Complete Practical Assessment within 3 months. Coach access to Marshalling area at Regional, Area and NZ Artistic Roller Sports Championships (Artistic)	Teaching private lessons. Coach access to Marshalling area at Regional, Area, New Zealand Artistic Roller Sports Championships and International competitions.
<u>REVIEW REQUIREMENTS</u>				
Attend Squads	N/A	N/A	Development Future Champs Oceania/World (minimum 1 per year)	Future Champs Oceania World Team (minimum 1 per year)
Practical Component	N/A	N/A	40 hours of coaching undertaken and detailed in a log book, signed and handed in to High Performance Coaching Commission.	75 hours of coaching undertaken and detailed in a log book, signed and handed in to High Performance Coaching Commission.
Continuing Education Points	N/A	5 points per year	10 points per year	15 points per year
Current First Aid	N/A	N/A	Comprehensive or Workplace certificate	Comprehensive or Workplace certificate

In recognition of the limited number of skaters in many clubs that are skating at the higher levels, retrospective test passes may be considered. Coaches will need to apply to the NZ Artistic Roller Sports Committee High Performance Coaching Commission

Appendix B

Gaining Coach Continuing Points to Maintain Accreditation

The following activities will enable coaches to earn the required Coach Education Points in order to maintain their current level of **New Zealand Artistic Roller Sports Committee** Coach Accreditation.

Points required per year (1 January to 31 December)

- Coach Accreditation Certificate 5 points
- Level 1 10 points
- Level 2 15 points

Activity	Provider		Points
NZ Artistic Roller Sports Committee Coaching Forum	NZARSC	Per meeting	5 points
Sports Specific Seminar attendance	High Perf. Clubs Regional		5 points 3 points 4 points
Coaching or Sports Organisation Theory Seminar	Sport NZ Tertiary Other		4 points 4 points 4 points
Coaching Accreditation	NZARSC	Per Module*	5 points
Observation of group classes/badge level for Introduction to Coaching and Level1	Clubs	Per term	2 points
First Aid Refresher (for Level 2 & 3)	St Johns Red Cross	Refresher	4 points
First Aid Certificate	St Johns Red Cross	Obtain a Comprehensive or Workplace First Aid Certificate	5 points
Skater/s competing at Regional Championships **	NZARSC	Per competition	2 points
Skater/s competing at Area Championships	NZARSC	Per competition	2 points
Skater/s competing at NZ Championships	NZARSC	Per competition	3 points
Skater/s competing at Oceania Championships/Australian Nationals/German Cup etc	NZARSC	Per competition	4 points
Skater/s competing at World Championships	CIPA	Per competition	5 points
Medal Test passes	NZARSC	Tests 1 Tests 2-4 Tests 5-8 Tests 9-10	1 point 2 points 3 points 4 points
Mentor	NZARSC	Per Year	10 points
Attend at least one High Performance Coaching Commission Squad	NZARSC	Per Year	5 points
Recipient of NZ Championship Coach Award	NZARSC	Per Year	5 points

*Module example : Level 1 Sports Specific Figure

**Coach must have been primary coach of the skater for at least 6 months

WHAT ARE THE BENEFITS OF BEING A REGISTERED ACCREDITED COACH ?

- **Qualification recognition**
- **Continuous Coach Accreditation**
- **Floor privileges at Figure events at all NZFRS events and on application to the NZ Artistic Roller Sports Committee, at International events.**
- **Access to the marshalling areas at all NZFRS events and on application to the NZ Artistic Roller Sports Committee, at International events.**
- **Recognition award for NZ Championship achievements.**
- **Recognition of knowledge and ability**
- **Curriculum Vitae (CV) item**
- **Remuneration**
- **NZ Team Coach position**