



# National Coaching Accreditation Program

## *Coach Updating Log sheet*

This form is designed to help you monitor and maintain your current level of accreditation with APSA by allowing you to log your updating activities for re-accreditation.

A copy of this form **MUST** be submitted with your re-accreditation application.

Name:..... APSA accreditation number:.....

Email:.....

State PSA: (please circle) NSWPSA QPSA SAPSA VPSA WAPSA

Level and discipline seeking re-accreditation for (list all disciplines and levels including harness):

.....  
.....

Date:..... Signature:.....

Activities **MUST** be signed for or certificate of attainment / completion attached. Practical coaching hours can be signed by your rinks Skating Director, Skate School Co-ordinator or Rink Manager, Anyone found to have their points falsely verified will have their accreditation suspended until such time as the required points are completed and verified by APSA. If for any reason an activity can not be signed for please provide the reason.

**PLEASE NOTE: APSA will be conducting random audits of update points submitted.**

**You will only need to submit page 1 and 7**

## **FREQUENTLY ASKED QUESTIONS**

### **When do I have to gain updating points?**

You have 2 years to gain the total required update points for your level of accreditation. However, at a minimum you MUST complete the required coaching hours, online worksheet and any additional activities listed as a yearly requirement annually. Other points can be achieved over the 2 year period unless otherwise advised by APSA. The number of points required depends on your level of accreditation. If need be you can develop an update plan with the accreditation officer or your mentor.

### **What do I do when updating is missing from my record?**

If you have questions regarding your update points contact the APSA update points officer or accreditation officer for advice.

### **I have enough points from practical coaching but I can not renew?**

Update points can not be obtained from just practical coaching. You are required to complete other forms of updating, Approved activities are listed in this document. If you are planning on doing an activity that is not listed for update points please contact the APSA Accreditation officer for approval of points and which category to list it as e.g. practical coaching or personal development.

### **How many points do I need?**

This will depend on the level of accreditation that you hold. Required points are listed on the update points sheet included in this document.

### **I hold accreditation in more than one discipline. How many points do I need?**

The minimum number of points will be what is required for the highest level of accreditation you hold, Points gained will need to be inclusive of all disciplines you are accredited for. Online worksheet MUST be completed for ALL disciplines seeking re-accreditation in.

**I am a coach who has taken an absence from coaching. How can I renew my accreditation?** To maintain accreditation you must be actively coaching. If you are returning to coaching you must undertake activities as per the APSA return to coaching policy which includes an online worksheet or an assessment and mentoring hours depending on how long you have been away from coaching. Activities MUST be completed for all disciplines you are seeking re-accreditation for. The return to coaching policy will be available on the APSA website, or you can contact our accreditation officer - [accreditation@apsa.net.au](mailto:accreditation@apsa.net.au)

## UPDATE POINT ACTIVITIES AND REQUIREMENTS

**N.B update points must be obtained in 3 different Practical coaching areas and 3 different Personal Development areas.**

**Highlighted areas are **COMPULSORY** to complete EACH ACCREDITATION YEAR (1st March to 28th Feb for Community and Development Coaches and 1st May to 30th April for Intermediate Coach and above.**

PRACTICAL COACHING ACTIVITIES	Community Coach Lvl 0	Development Coach Lvl 1	Intermediate Coach Lvl 2	Advanced Coach Lvl 3	Senior Coach Lvl 4	High Performance Coach Lvl 5	Elite Coach Lvl 6	Master Coach Lvl 7
<b>Coaching ISA Aussie Skate™ classes min 30 hours per accreditation year</b>	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Coaching a minimum of 70 hours per accreditation year</b>	n/a	10	n/a	n/a	n/a	n/a	n/a	n/a
<b>Coaching a minimum of 100 hours per accreditation year</b>	n/a	n/a	10	10	15	20	20	20
Coaching at a State Championship or ISA Benchmark event (once per division per calendar year)	n/a	5	5	5	5	5	5	5
Coach an athlete / team for 12 months prior to their inclusion in the AFSC (once per division per accreditation year)	n/a	5	5	5	5	5	5	5
Coach an athlete / team for 12 months prior to their inclusion in an ISU Jnr / Snr Int'l comp (once per accreditation year per division)	n/a	n/a	n/a	5	5	5	5	5
Coach an athlete for 12 months prior to their inclusion in an ISU Jnr Grand Prix (once per accreditation year per division)	n/a	n/a	n/a	10	10	10	10	10
Coach an athlete / team for 12 months prior to their inclusion in an ISU Championship or IOC event (once per accreditation year per division and per Championship)	n/a	n/a	n/a	n/a	15	15	15	15
Coach a team for 12 months prior to their inclusion in Sync Festival (once per division per accreditation year)	n/a	n/a	5	5	5	5	5	5
Participate in an APSA accreditation conference (1	15	15	15	15	15	15	15	15

point per hour max (15 points)								
Completion of an accreditation eLearning course	10	15	15	15	15	15	n/a	n/a
Completion of an accreditation Practical course	10	15	15	15	15	n/a	n/a	n/a
Mentoring session (as mentee) for at least 2 hrs with a more experienced coach or for Lvl 6 & 7 coach with another Mentor at the same level. (points claimed max 3 times per accreditation year)	5	5	10	10	10	10	15	15
Mentoring session of at least 2 hrs (as the mentor) with a less experienced coach (you must submit a report on the mentoring session, points claimed max 3 times per accreditation year)	n/a	n/a unless approved by APSA	n/a unless approved by APSA	15	15	15	15	15
Coaching evaluation session with a High Performance, Elite or Master Coach	5	5	10	10	10	10	15	15
Conduct an evaluation session	n/a	n/a	n/a	n/a	n/a	10	15	15
Attend an ISU, ISA, APSA or APSA member recognised coaching seminar / workshop	5	5	5	5	5	5	5	5
Complete an online coaching related course e.g play it safe	5	5	5	5	5	5	5	5
Attend a workshop or seminar with an Internationally recognised coach, high performance, elite or master coach.	5	5	5	5	5	5	5	5
In the case of unlisted APSA authorised activities, APSA will advise of the points obtainable if approved.								
<b>Practical coaching activity pts required over the 2 yr accreditation year, inclusive of the annual requirements.</b>	<b>15</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>	<b>50</b>	<b>60</b>	<b>60</b>

APSA at its sole discretion may appoint Mentor coaches that do not meet the requirements. In this case the Mentor coaches will be advised of the update points they will gain.

<b>PERSONAL DEVELOPMENT</b>	Community Coach Lvl 0	Development Coach Lvl 1	Intermediate Coach Lvl 2	Advanced Coach Lvl 3	Senior Coach Lvl 4	High Performance Coach Lvl 5	Elite Coach Lvl 6	Master Coach Lvl 7
Obtain or renew First Aid certificate <b>(must be current at all times)</b>	10	10	10	10	10	10	10	10
Complete APSA online questionnaire for each discipline reaccreditation is for <b>(Compulsory annually)</b>	5	5	5	5	10	10	10	10
Complete ASADA online drugs in sport module relevant to your level <b>(compulsory for Senior Coach and above who are training JGP,SGP, ISU Championships athletes)</b>	n/a	5	5	10	15	15	15	15
Lecture / present at ISU, ISA, APSA or APSA Member workshop	n/a	n/a	5	5	10	10	10	10
Self evaluation of coaching via video analysis signed by an APSA Mentor Coach	5	10	10	10	10	10	10	10
Evaluate a coach self evaluation (complete a report to provide feedback to the candidate)	n/a	n/a	n/a	10	10	10	10	10
Present or Lecture at an APSA Community Coach Accreditation course	n/a	10	10	10	10	10	10	10
Present or Lecture at an APSA Development Coach Accreditation course	n/a	n/a	10	10	10	10	10	10
Present or Lecture at an APSA Intermediate Coach Accreditation course	n/a	n/a	n/a	10	10	10	10	10
Present or Lecture at an APSA Advanced Coach Accreditation course or higher	n/a	n/a	n/a	n/a	15	15	15	15
Complete a tertiary course (must be coaching related not business related etc)	10	20	20	20	20	20	20	20
Complete a non tertiary course (must be coaching related not business related etc)	5	10	10	10	10	10	10	10

Member of a tech panel at an ISA Benchmark event (once per accreditation yr) maximum of 10 points per accreditation year	n/a	5	5	5	5	5	5	5
Member of a tech panel at an ISU event (once per accreditation year) maximum of 20 points per accreditation year	n/a	10	10	10	10	10	10	10
Assist with the development of APSA accreditation courses, manuals, presentations etc	n/a	10	10	10	10	15	15	15
Member of an APSA or APSA Member committee	n/a	10	10	10	10	10	10	10
Attendance at the APSA or APSA Member AGM	5	5	5	5	5	5	5	5
Attendance at the ISA or ISA Member AGM	5	5	5	5	5	5	5	5
Write an article for APSA to include on their website, newsletter or social media platforms	5	10	10	10	10	15	15	15
Provide a coaching video to share on APSA's social media platforms	5	10	10	10	10	15	15	15
In the case of unlisted APSA authorised activities, APSA will advise of the points obtainable.								
<b>Personal Dev activity pts required over the 2 yr accreditation year, inclusive of the annual requirements.</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>50</b>	<b>50</b>	<b>60</b>	<b>60</b>

EXAMPLE LOG SHEET (PDF version is available on the APSA website, an editable version will be emailed from APSA via your State PSA)

DATE	ACTIVITY	ORGANISER	ROLE E.g coach,presenter, specialist etc	VENUE	TOTAL HOURS / DAYS IF APPLICABLE	VERIFICATION (signature and name)	ADDITIONAL INFORMATION (include if personal or practical coaching category)
E.g 2020/2021	Annual coaching hours	If Lvl 0 it is the rink if not then leave blank	Coach	Macquarie Ice Rink	50 (you only need to list the hrs to meet your requirements)	Signature	Practical coaching
E.g 09/06/20	Hollins Trophy	SFSC	Coach	COIR	2 days	PPC attached	Practical coaching: Advanced Novice Ladies Competitor: Jade Doe

