



Procedure to Train as an RDAA Coach Educator

1. How to Apply

Fill out this **Application to Train Form**. Your application must be approved by your Centre Committee and State Coaching Coordinator. Send your completed application to your State Office (or to the National Office if you do not have a State Office). Make sure payment for your manuals is made to RDA Australia.

2. Choose Your Coach Educator

Discuss your wish to complete this elective unit with RDA Centre personnel such as RDA Centre committee members and RDA Coaches. Also talk to your State Coaching Coordinator. Make enquiries about available mentor Coach Educators to assist you. Your Coach Educator does not have to be at your Centre but they should be someone who can support your learning as a mentor, has time to mark your workbooks, answer questions and someone you can build a rapport with.

3. Approval of Application

The RDA State Association will inform you that it has ratified your application and will then send your form to RDA Australia for processing.

4. Training Materials

The Coach Educator Qualification has the option to complete the theory components in a workbook or online through the Coaches' Portal.

Workbook: Complete the order form with payment details and RDA Australia will send you a Workbook to be completed and marked by your chosen National Assessor.

Online: the online theory units can be accessed by signing up to access the Coaches' Portal. Through the Portal, you can access these units for free and submit your answers to RDA Australia. RDAA will send your answers to an Assessor for marking (you can nominate your preferred Assessor, or RDA Australia can select one for you).

5. Completion of Course Requirements

Work through the units of your Workbook, or online. Submit your answers to be assessed.

6. Assessment

There are two possible outcomes: Complete or Not Yet Complete

7. Post Assessment

If assessed as competent, your Assessor will sign off your Competency Assessment Form and forward the paperwork to RDA Australia who will advise your State Office. RDA Australia will send you a Certificate and Coaching card with your new qualification.

If assessed as Not Yet Competent, discussion and advice on further training and assistance is available. If you think your assessment was unfair, you can appeal the decision. Contact RDA Australia for the correct procedure.

Information for Applicants

Role of the Coach Educator

Coach Education is an integral part of the RDA Coach Education Framework. The quality and standard of RDA coaches depends on our Coach Educators, mentors and National Assessors. By being a Coach Educator you can play an important role in the development of future RDA Coaches.

The Role of the Coach Educator involves:

- Teaching, training and mentoring
- Providing a supportive learning environment (friendly, interactive, focused on trainee learning, with opportunities for practice.)
- An understanding of the trainee's requirements for learning, their learning style, confidence and readiness for assessment and demonstrates an awareness that people learn at different rates
- Supervising the trainee during practical activities
- Balancing encouragement without applying undue pressure
- Marking workbooks and answering theoretical questions
- Providing feedback
- Preparing candidates for assessment
- Structuring training opportunities to ensure all competencies are covered
- Monitoring goal setting and keep training on track
- Being sensitive to the candidate's timetable and needs over Centre's demands

Prior Experience

- Coach Educators should be a qualified RDA Coach for at least 12 months
- Have had previous experience training volunteers
- Demonstrate good communication skills
- Have good knowledge of current RDA coaching systems, and
- Be confident in using equestrian terminology.

Desirable Experience

- TAE Cert IV in training and Assessment
- Train the Trainer experience
- Presenter Skills training

Responsibilities of a Coach Educator

A Coach Educator is responsible for providing a safe, supportive and active training role in the RDA assessment process. A safe and supporting environment means being offered tasks in small "chunks" at their ability level, slowly building to the level of competence required to complete the qualification. This will assist the trainee to develop confidence without overwhelming them.

Trainees require quality training from experienced mentors. They need the opportunity to practice and demonstrate the tasks required for their assessment competently and without prompting. They need to be able to demonstrate that they can reliably complete the task by completing a task competently more than once.

The Coach Educator plays an important role in this regard.

By the time the trainee meets with the assessor the trainee is confident in all aspects required for assessment. This phased learning process will ensure that RDA trainees have met high quality standards to achieve their goal.

Application to train – RDAA Coach Educator

Am I ready to be a Coach Educator?

Coach Educators are required to meet certain standards to ensure they will be an appropriate mentor for new coaching trainees. Ask yourself these important questions before applying to become an RDA Coach Educator:

- ✓ Am I familiar with the content and requirements of the current coaching workbooks and manuals?
- ✓ Am I familiar with current assessment criteria in RDAA?
- ✓ Can I devote sufficient time to the role:
 - making time to mentor trainees,
 - pre- and post- sessions debriefs,
 - delivering structured training sessions,
 - marking workbooks and,
 - attending Coach Educator refresher workshops?
- ✓ Do I feel confident about mentoring more than one trainee at a time?
- ✓ Am I prepared to be a coach educator for trainees outside of your Centre?
- ✓ Am I able to give constructive feedback (both positive and negative)?
- ✓ Am I confident in sharing my knowledge or seeking help with gaps in my knowledge?
- ✓ Can I provide encouragement and assistance with sessions, support and give constructive feedback when needed?
- ✓ Can I tell if a candidate is ready for assessment (safe and progressive)?
- ✓ Can I be confident and honest with a trainee about their progress and if necessary suggest they take time to work with another Coach Educator or Centre?
- ✓ Do I know how to prepare a candidate for assessment?
- ✓ Am I aware of flexible training options for candidates with special needs?

If you can answer “yes” to all or most of the above questions, now it’s time to apply to be an RDA Coach Educator

How will you deal with the private information I have included in my submission?

The information gathered on this form is entered into the RDA Australia database of registered coaches, maintained by RDA Australia. This information may be shared with 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 Coach Educator

Name and contact information

Surname		Given name		
Date of birth		RDA Centre		
Address				
Suburb		State		P/code
Phone		Mobile		
Email				

Coach Reference

Who is your agreed reference and what is their highest relevant qualification?

Surname		Given name		
Qualification		RDA Centre		
Address				
Suburb		State		P/code
Phone		Mobile		
Email				
<p>1. The applicant meets the requisites to fulfil the role as Coach Educator. They have experience training volunteers and have been an RDA Level 1 Coach for more than 12 months.</p> <p>2. I agree to be this applicant's primary reference</p>				
Signature		Date		

Signatures

Please read the information about Prior Experience. If you meet these requirements and agree with the following statement, please sign below			
I wish to apply to train as an RDA Coach Educator at the above Centre and be assessed according to the RDA Coach Education System. I have been an RDA Level 1 Coach (or above) for more than 12 mths			
Signature		Date	

The President of your RDA Centre must sign the following statement			
The Management Committee of the applicant's RDA Centre supports this application and has been minuted at a Centre Committee meeting.			
Name			
Signature		Date	

Application to train – RDAA Coach Educator

Please print your full name on each page:

Name

RDA experience

Briefly outline your experience in the RDA setting:

Experience in training and education in RDA and external settings

Please outline any practical experience you have had in training and education

Experience with people with disabilities

What practical experience have you had with people with disabilities

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.

Application to train – RDAA Coach Educator

Please print your full name on each page:

Name	
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Recognised Prior Learning

RDA Australia recognises equivalent equestrian qualifications such as Pony Club and Equestrian Australia where courses are mapped to the RDA competencies. Qualifications must be valid (achieved within the past 4 years) or continuously renewed. Please refer to the RDA RPL Policy for more information.

If you wish to apply for Recognition of Prior Learning, please provide the following details and attach any relevant certificates.

<input type="checkbox"/>	TAE Cert IV in Training and Assessment	Date qualification completed:	
Please list competencies that are relevant:			
<input type="checkbox"/>	Train the Trainer experience	Date qualification completed:	
Please list competencies that are relevant:			
<input type="checkbox"/>	Presenter Skills training	Date qualification completed:	
Please list competencies that are relevant:			
I wish to apply for Recognised Prior Learning: <i>(please attached additional pages if insufficient space)</i>		Signature:	

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



Coach's Code of Ethics Agreement Form

Riding for the Disabled Association of Australia Ltd

Full Name: _____

Address: _____

Level: _____

Sport: Coach Athlete with Disability (CAD) – Equestrian

Discipline: Coach Educator

I agree to the following terms:

1. I agree to abide by the **RDA AUSTRALIA** Coach's Code of Ethics
2. I acknowledge that **RDA AUSTRALIA** may take disciplinary action against me, if I breach the Code of Ethics.
3. 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.
4. I acknowledge that disciplinary action against me may include suspension, demotion or de-registration as an RDA Coach.
5. I understand that **RDA AUSTRALIA** will record my details on a national database and statistical data will be provided to National funding bodies as requested

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: _____

Parent/Guardian Signature (if under 18): _____

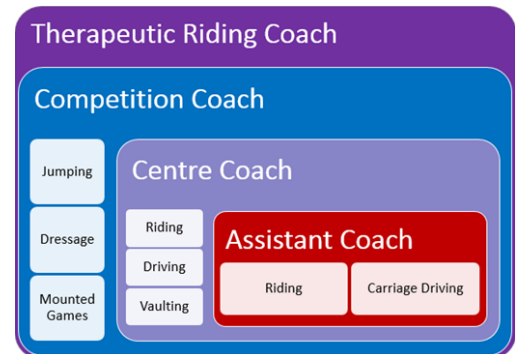
Date: _____

Coach Educator 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.

Tick which one is applicable	✓	Amount (inc GST)
Coach Educator Manual & Workbook		\$4.00
Online Submission		FREE
Postage and Handling (only applicable if purchasing hard copy workbook)		\$5.00
Total Enclosed (inc GST)		



Delivery Address	
Name	
Street number and name	
Suburb/Town	
State	Postcode
Daytime Ph Number	
Mobile	
Email	

The NEW RDA Coach Development Framework is currently under development and when implemented will move from "numbered" levels, e.g. Level 0, 1 & 2, to "named" levels, e.g. Centre Coach.

You can learn more about the progress of the coaching syllabus by registering for the RDA Coaches Portal at www.rda.org.au.

Payment Details *(please tick which is applicable)*

By cheque/money order made payable to RDAA Australia

I enclose a cheque/money order for \$_____

By Credit Card

Visa Mastercard Card Number: ____/____/____/____

Expiry __/____ Name on Card _____ Signature _____

By Electronic Transfer/Direct Debit (Please print and attach copy of direct debit receipt from internet banking)

BSB: 083 376 Bank: National Australia Bank

Account Number: 039 167 449

Name of Account: Riding for the Disabled Association of Australia Limited

Under Remittance Advice/Payment Description please include your surname and State.

Thank you for your order. It will be mailed to your nominated address within 14 days of processing of payment.