



Procedure to Train as an RDAA Level 1 Carriage Driving Coach

1. How to Apply

Fill out this **Application to Train Form**. Your application must be approved by your Centre Management Committee and signed by your Coach Educator. 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 train as a Carriage Driving Coach with RDA Centre personnel such as RDA Centre committee members and RDA Carriage Driving Coaches. Make enquiries about available Carriage Driving Coach Educators to supervise 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

RDA Australia will issue your manuals to you once your Application (with completed order form) and payment has been received.

5. Completion of Course Requirements

Complete workbook activities and practical coaching under the supervision of your Coach Educator.

6. Assessment

When you and your Coach Educator agree you are ready to be assessed, you can choose an RDA Carriage Driving National Assessor and make arrangements for your assessment. There are two possible outcomes from the assessment: Competent or Not Competent

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.

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.

Information for Applicants

What are the age, skill and experience pre-requisites for the Level 0 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
- A qualified Level 0 Carriage Driving Coach

Note: if you have a disability, your case will be considered on its merits

About the Level 1 Training Course

The RDA Level 1 course of training is designed to get you to this level at your own pace. Once completed and signed off by your Coach Educator and you feel you are ready for your final assessment, then an RDA National Assessor will sign off the modules and observe your performance during a practical assessment.

Once completed you will have met the following Competency Standards:

- Conforms to RDAA rules and guidelines when running an RDA program.
- Identifies potential safety issues and manages them according to RDA and WH&S practices.
- Communicates positively using simple instructions relevant to situations and activities undertaken by clients and volunteers.
- Adapts and uses conventional and special equipment and/or a variety of coaching methods appropriate to the skill level of clients and horses.
- Selects, trains, handles and cares for horses according to RDA methods and best practice.
- Performs all tasks in a respectful manner in accordance with the Coach's Code of Ethics.

What does the Level 1 Training Package contain?

The Level 1 Training 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 discipline. Each section comes with an information training manual, a workbook for your answers and sign off sheets for your Coach Educator and Assessor.

How long will the Level 1 Carriage Driving Coach training take?

It usually takes between 8-15 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. You can apply for additional time by contacting your State Office to request an extension.

Before receiving the Level 1 qualification, you must complete the following requirements in the 12 months before your final assessment.

- Teach for at least 40 hours as an assistant to a qualified Coach in the RDA program. A minimum of 30 hours must be with RDA, the remaining 10 hours can be logged as a qualified coach (if you have the qualification), with Pony Club, EA or Adult Riding club. To provide evidence of this, log your assistance hours on the **Hours of Coaching** log sheet (supplied in the manual).
- Attend at least 2 half day Carriage Driving workshops conducted by qualified RDA Coaches or persons approved by State or National Coaching Committees. Show evidence of this attendance on the **RDA Workshop Attendance Record** sheet (supplied in manual)
- Spend at least one day helping at an RDA Centre other than your own, working under a qualified RDA Coach.

It is optional, but recommended that you hold a current Workplace Level 2 (Senior) First Aid Certificate from St John/Red Cross or another recognised service provider. The requirement is that at least one Coach/Volunteer on the ground has their First Aid Certificate.

Application to Train – RDAA Level 1 Carriage Driving Coach

Name and contact information

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

Coach Educator

Who is your agreed Carriage Driving Coach Educator and what is their highest relevant qualification?

Surname		Given name		
Qualification		RDA Centre		
Address				
Suburb		State		P/code
Phone		Mobile		
Email				
1. The applicant meets the pre-requisites (as per page 2) 2. I agree to be this applicant's primary Carriage Driving Coach Educator				
Signature		Date		

Signatures

Please read the pre-requisites for Level 1 Carriage Driving on page 2. If you meet those requirements and agree with the following statement, please sign below				
I wish to apply to train as an RDA Level 1 Carriage Driving Coach at the above Centre and be assessed according to the RDA Coach Education System.				
Signature		Date		
Important: If you are under 18 years of age, your parent or guardian must sign also:				
Name		Signature		
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 Level 1 Carriage Driving Coach

Please print your full name on each page:

Name

Horse Handling Experience

Briefly outline your experience with handling horses

Details of qualifications

Please outline below any qualifications, both equestrian and other. Include any RDA qualifications you already have and dates of achievement (approx.)

RDA Qualifications
(eg RDAA Level 0)

General Equestrian
Qualifications
(eg Pony Club, EA)

Other Qualifications
(eg Cert IV Workplace
Assessment & Training)

Experience with people with disabilities

What practical experience have you had with people with disabilities

Carriage Driving and Equestrian Experience

The Level 1 qualification requires applicants to have intermediate carriage driving experience. Please describe any experience you have working with horses, your experience with carriage driving or other equestrian activities.

Application to Train – RDAA Level 1 Carriage Driving Coach

Please print your full name on each page:

Name	
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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.

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.

Name of relevant qualification/course		Date qualification completed:	
Please list competencies that are relevant:			
Name of relevant qualification/course		Date qualification completed:	
Please list competencies that are relevant:			
Name of relevant qualification/course		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
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: Level 1 Carriage Driving Coach

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: _____

Level 1 Syllabus Order Form & Tax Invoice

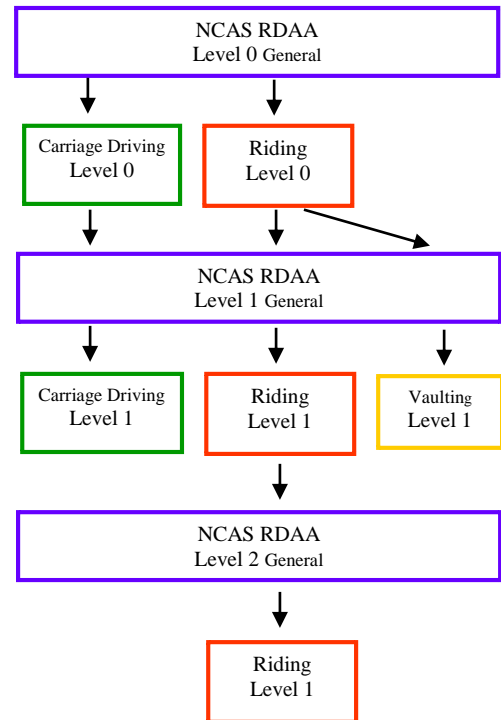
ABN 99 116 408 587

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 are a new Level 1 trainee, you will need to order both the Generic and Sports Specific manuals and workbooks. If you are already a Level 1 Coach, you will only need to order the Sports Specific Level 0 Carriage Driving Manual and Workbook.

Tick which one is applicable	✓	Amount (inc GST)
Level 1 General Manual & Workbook		\$30.00 (inc GST \$2.73)
Level 1 Carriage Driving Sports Specific Manual & Workbook		\$25.00 (inc GST \$2.27)
Postage and Handling		\$12.00
Total Enclosed		

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



Payment Details *(please tick which is applicable)*

By cheque/money order made payable to RDA 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.