



Archery Australia

National Coaching Program

CLUB COACH

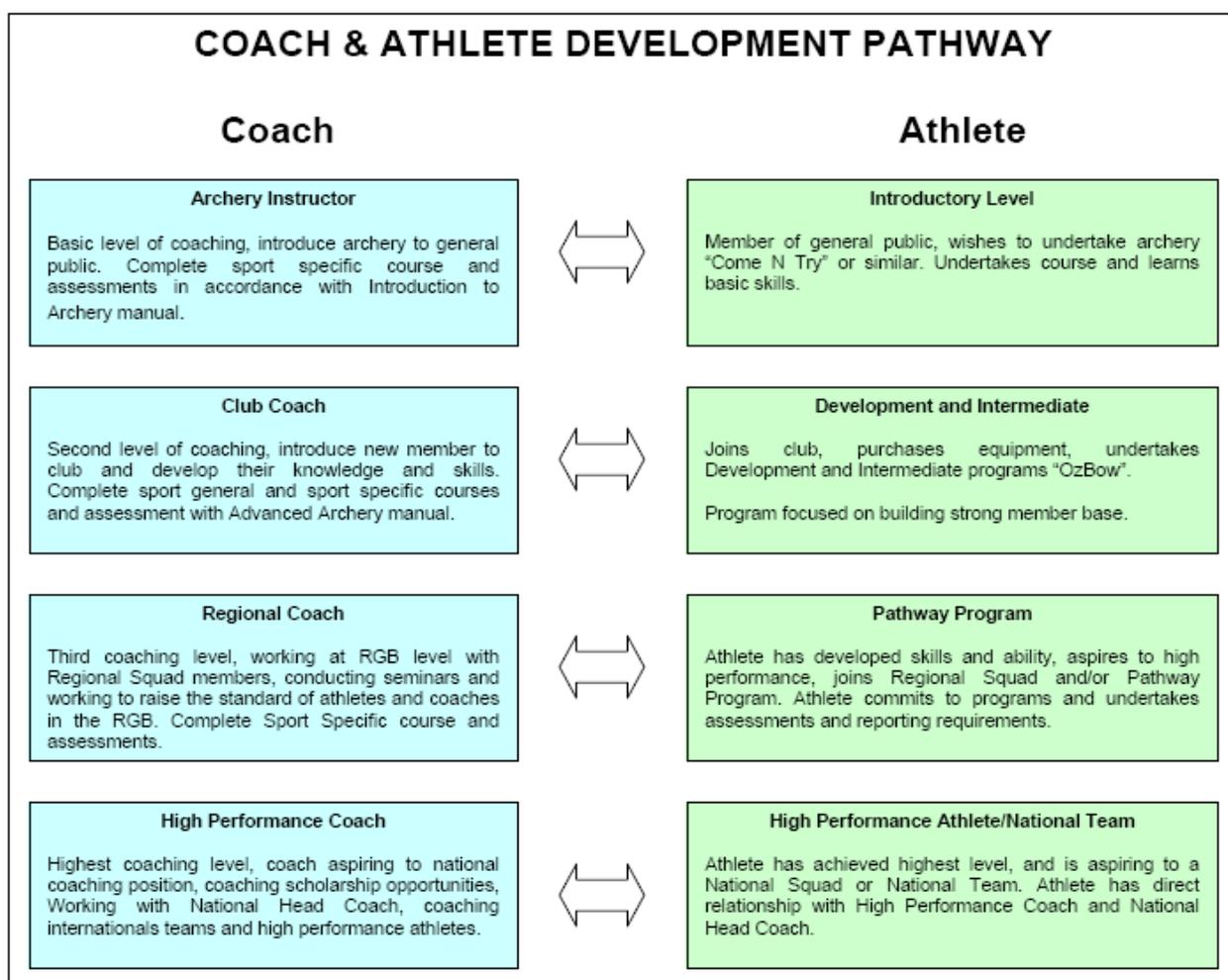
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Aims of the Archery Instructor Training Program

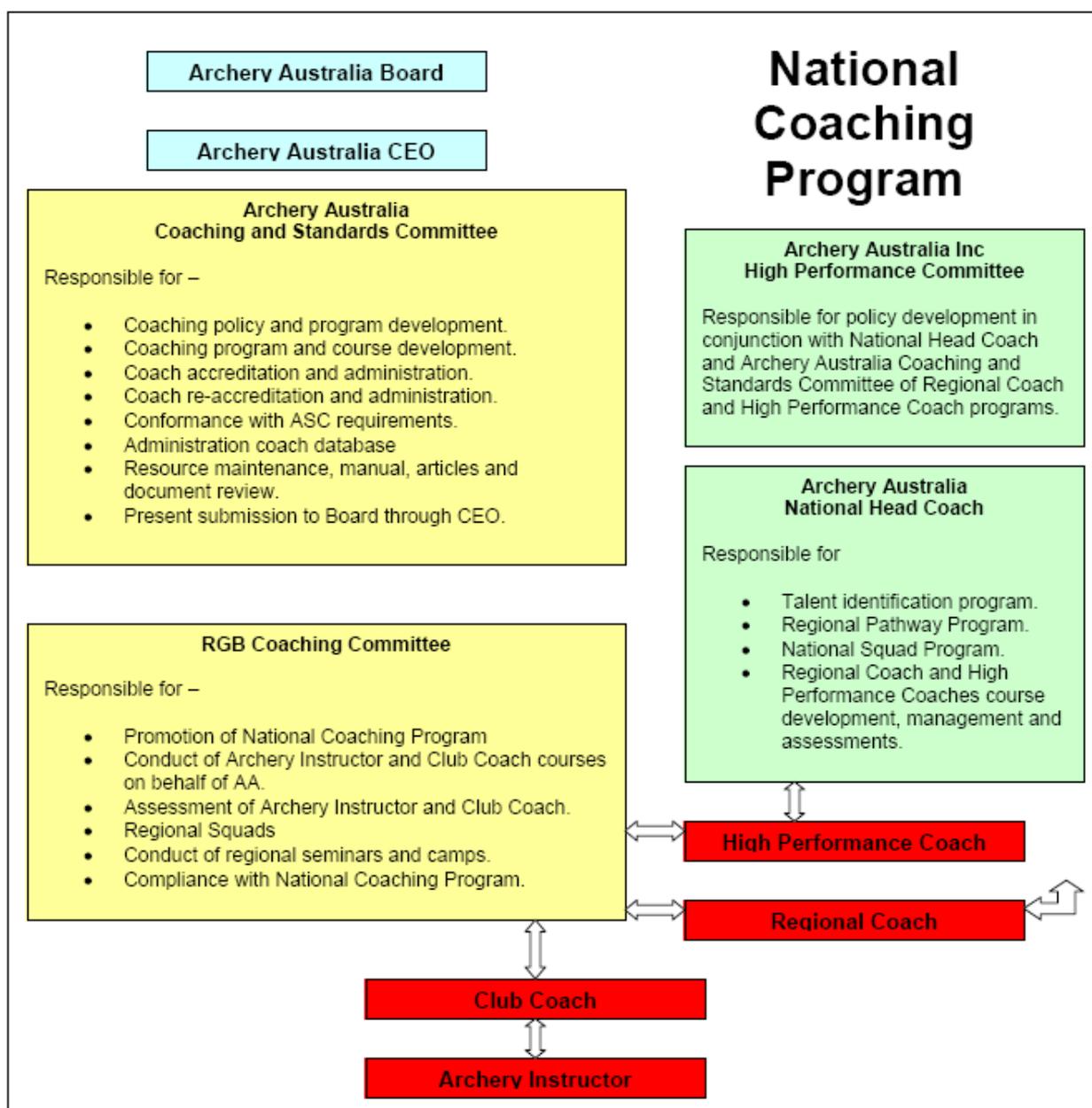
The Archery Australia Club Coach is the second coaching level within the Archery Australia (AA) Coach Development Pathway, and is intended to provide relevant coaching skills and accreditation.

Figure 1: Outline of the AA Coach – Athlete Development Pathway



Over the page figure 2 outlines the relationship between all key coach stakeholder groups within AA.

Figure 2 – Summary of Accreditation for Archery Coaches



Section 1: General Information and Administration

Details of the Proponent

Name: Archery Australia (AA)
Postal Address: P.O Box 54 Panania NSW 2213
A.B.N: 26 458 735 812
Telephone: (02) 9772 2995
Facsimile: (02) 9772 2749
Email: info@archery.org.au

1.2 – Name of the Training Program

Archery Australia Club Coach Program.

1.3 – Integrated or Separate Training Program

The Club Coach Program is an integrated training program and is designed to address the specific needs of Archery Clubs.

Intermediate Coaching General Principles

To be an accredited Club Coach potential must complete the Intermediate Coaching and General Principle course as well as the Archery Australia Specific Course.

How to enroll?

The Intermediate Coaching General Principles courses are conducted by the Department of Sport and Recreation in each state.

This course must be completed and a copy of relevant paperwork provided to Archery Australia before accreditation will be granted.

1.4 – Training Program Fees

All students are required to pay the Training Program fees to the Training Program organiser prior to commencing the Training Program.

The Training Program fees will include a copy of the Archery Australia Club Coach Manual which can be purchased from the Archery Australia Office as well as administration costs and seminar fees such as facility hire, presenter fees and equipment, meals and program administration fees.

Registration Fee and Course manual, refer to AA Office for current fees.

- Course Administrator must complete and submit to AA Office the Course Registration Form (NCP4) with Registration Fee.

1.5 – Presenter Qualifications

Presenters must be current AA members and have a minimum qualification of Club Coach with a minimum of 4 years instruction/coaching experience or higher level Coach qualification.

Presenters may also be a recognised specialist in their field in which they are presenting with a minimum of five years practical experience.

Course presenters must be approved by the Archery Australia Coaching Committee prior to the course.

1.6 – Assessor Qualifications

Training Course Assessors must have a minimum of Archery Australia Club Coach accreditation (current) or currently hold Archery Instructor accreditation and have a minimum of 4 years Instructing experience.

Training Course Assessors will be appointed by the Archery Australia Coaching Committee.

1.7 – Entry Pre-Requisites

The Archery Australia Club Coach Program is the second level in house level and as such, students entry requirements include:

- Candidates must be current accredited Archery Instructor with a minimum of 2 years experience.
- Candidates must be current financial members of Archery Australia.
- To ensure financial viability and quality group dynamics, it is recommended that a minimum number of 5 students be enrolled in each training course. Training program delivery may occur with less than this if specific circumstances require this.
- All students must pay the training program fee prior to receiving any materials of commencing the training.
- All students must be 18 years of age on the first day of the training course delivery.
- As components of the training may involve the shooting of a bow, students with physical / health limitations should advise the course coordinator prior to commencement of the course. It is also recommended that such individuals gain medical clearance and present this to the course coordinator prior to them commencing the training.
- Students must complete the Course Enrolment Form (NCP5) which must be submitted by Course Administrator to AA Office within 7 days of the course with registration fee.

1.8 - Venue

The following are the minimum venue requirements for program delivery:

Theory: Suitable space should be provided for theory work. Adequate lighting, ventilation and other health and safety requirements must be met.

Equipment: Minimum requirements include an OHT Projector / Data Projector and Laptop, White Board, Markers and Eraser, Video Recorder and TV, sufficient training / practice equipment for the size of the group (e.g. re-curve bow and compound only, arrows, accessories, target butts and face).

The candidate's learning environment should be suitable to undertake the study.

Sport specific equipment as details in Training Program, Syllabus

Practical / On-the-Job (Post Course): Access to a suitable Archery facility and Archers.

1.9 - Insurance

All presenters, assessors and course coordinators are covered through AA Public Liability and Professional Indemnity insurance cover.

Full details can be found on the Archery Australia website www.archery.org.au

Section 2: Policies

2.1 – Code of Practice for Training Program Deliverers

Refer to Appendix 1 Code of Practice for Training Deliverers.

It is a requirement for all RGBs to endorse the code before approval to deliver any AA course delivered by the RGB on behalf of AA.

2.2 – Coach's Code of Ethics

Refer to Appendix 2 Coach's Code of Ethics.

It is a requirement for all coaches must agree to and to sign the policy before AA Accreditation / re-accreditation at any level is approved.

Copies of the signed Coach's Code of Ethics must be sent to AA Office along with participants registration form

2.3 – Complaints Handling Procedures

Candidates with grievances about the conduct of an Archery Australia Club Coach Program or those seeking appeals on their assessment process must submit them in writing to the AA Office. Such grievances or appeals will then be sent to the AA Coaching Committee within 14 days of the completion of the course, or on receiving notification of their assessment outcome.

All grievances and appeals will be considered by the AA Coaching Committee and will inform the candidate and of the process they used to consider the grievance and the outcome of their deliberations within 60 days of receiving the grievance/appeal.

Those wishing to appeal can do so by following the steps below:

1. Prepare a written statement outlining the issue(s) and forward this to the AA Office for action.
2. All grievances and appeals will be considered by the AA Coaching Committee that will inform the candidate of the process they use to consider the grievance and the outcome of the deliberations within 60 days of receiving the grievance/appeal.
3. Further grievances and appeals will be referred to the AA CEO (with all relevant information) for consideration and decision.

2.4 – Enrolment Pre-Requisites / Age of Entry

See Section 1.7.

2.5 – Recognition of Current Competency (RCC)

Archery Australia may recognise prior learning for Instructors and Coaches.

Archery Australia may recognise instructor/coach accreditation obtained from another National Federation where –

- The National Federation is a current member of World Archery.
- The applicant provides a copy of documents supporting the coaching accreditation from the National Federation.
- The applicant to provide details of the course curriculum, course structure and course content from the National Federation from whom they obtained coaching accreditation.
- The course curriculum, course structure and course content must be compatible with Archery Australia coaching standards.
- The applicant provides a detailed resume of their background and experience, Archery Australia reserves the right to make contact with the applicants National Federation seeking further information.
- The applicant may be required to also attend an interview and assessment by Archery Australia Coaching or High Performance Committee and /or undertake an ins
- Instructor/coach reaccreditation exam.

2.6 – Updating / Re-Accreditation

Currently under review by the AA Coaching Committee

Section 3: Competency Statements and Assessment

3.1 – Competency Statements

At the completion of this Training Program the Coach will be able to:

Plan:

- Plan a suitable advanced coaching session to Club level archers either in a group session or on a one on one basis.
- Plan for the provision of safe, fun, effective activities in a suitable environment.

Conduct:

Club Coach –

- Deliver advanced coaching to either a group or one on one.
- Provide advanced coaching to new and experienced club members.
- Act in an ethical and responsible manner as an Instructor.
- Understand and coach the Archery Australia Recommended Shooting Technique.
- Use a range of communication, teaching and group management strategies to help an archer advance their skills, knowledge and tactics.
-

Club Coach (in addition to the aforementioned) –

- Be able to assist a new member in selecting equipment.
- Be able to assist a person in the setting up and tuning of archery equipment.

Monitor / Review:

- Observe and assess an archers progress and performance
- Provide appropriate feedback on performance
- Adjust activities to suit the needs of the individuals

3.2 – Assessment

Details of Flexible Assessment Practices

As this Training Program is based on competency-based training and assessment principles, and is designed to meet the individual needs of Club Archery Coaches, the issue of flexible assessment and training methodologies is well addressed. Due to the fact that an assessment matrix has been developed, which highlights a variety of methods that can be used to assess various competencies, candidates who require or would benefit from differing assessment approaches will be accommodated.

In making this decision, the Assessor will decide if the preferred assessment method identified by the candidate and will provide the assessor with evidence that is sufficient, current, valid and authentic.

Examples of flexible assessment options may include:

- ✓ Oral instead of written assessment
- ✓ Video instead of face-to-face evidence
- ✓ Integrated assessment (assess multiple competencies and units in one task)
- ✓ Self-paced activities
- ✓ Ongoing mentoring and support
- ✓ Multiple assessment attempts if required
- ✓ On-the-Job training and assessment in an Archery environment

Club Coach Course Modules

Module 1 - Biomechanics

Module 2 - Approved Archery Technique

Module 3. - How Arrows Work

Module 4 - Recurve Equipment Set Up

Module 5 - Compound Equipment Set Up

Module 6 - Stabilisers

Module 7 - Clearance

Module 8 - Nock Fit and Nocking Points

Module 9 - Installing Peep Sights

Module 10 - D Loops

Module 11 -Exercises and SPT Training

Module 12 - Barebow

Module 13 - Archery Hidden Enemy

Module 14 - Shooting in the Wind

Module 15 - Making and Repairing Arrows

Module 16 - Repairing Bow Strings

Section 4: Training Program Syllabus

4.1 – Training Program Overview

Nominal Duration <i>(Face-to-Face or Self Paced)</i>	Module Name	Module Delivery
1 hour	1 - Biomechanics	Face to face / self-paced / practical
2 hours	2 - Approved Archery Technique	Face to face / self-paced / practical
1 hour	3. - How Arrows Work	Face to face / self-paced / practical
2 hours	4 - Recurve Equipment Set Up	Face to face / self-paced / practical
2 hours	5 - Compound Equipment Set Up	Face to face / self-paced / practical
1 hour	6 - Stabilisers	Face to face / self-paced / practical
.5 hours	7 - Clearance	Face to face / self-paced / practical
.5 hour	8 - Nock Fit and Nocking Points	Face to face / self-paced / practical
.5 hour	9 - Installing Peep Sights	Face to face / self-paced / practical
.5 hour	10 - D Loops	Face to face / self-paced / practical
1 hour	11 -Exercises and SPT Training	Face to face / self-paced / practical
1 hour	13 - Archery Hidden Enemy	Face to face / self
1 hour	14 - Shooting in the Wind	Face to face / self
2 hours	15 - Making and Repairing Arrows	Face to face / self
2 hours	16 - Repairing Bow Strings	Face to face / self-paced / practical
8 hours	Post course assessment	On-the-Job training and assessment

TOTAL NOMINAL DURATION = 26 HOURS

4.2 – Module Outlines

[1] Module 1 Biomechanics

[2] Nominal Duration

1 hour

[3] Module Purpose

This module develops the coaches' knowledge and understanding of the Biomechanics required to effectively and safely engage in the sport of Archery.

[4] Learning Outcomes

At the completion of this module coaches will be able to:

1. Delineate the philosophy behind Biomechanics and its importance in archery performance and injury prevention.

[5] Content

- Refer manual

[6] Delivery Strategies

It is recommended that course presenters use a variety of delivery strategies to ensure that all candidates' preferred learning styles are considered and that the outcomes can be met in a situation specific manner where possible. Methods relevant to this module may include:

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advance Coach Manual and PowerPoint Presentation Slides.

[1] Module 2 – Approved Archery Technique

[2] Nominal Duration

2 hours

[3] Module Purpose

The purpose of this module is to details the step by step process of shooting an arrow, detailing the correct process and potential risk associated with using incorrect technique.

<p>[4] Learning Outcomes</p> <p>At the completion of this module coaches will be able to:</p> <ol style="list-style-type: none"> 1. Decide each step of the Shooting Technique. 2. Outline the key components of good shooting technique. 3. Identify potential safety risks and hazards with shooting technique. 4. Observe and archers technique, analyse offer solutions to improve.
<p>[5] Content</p> <ul style="list-style-type: none"> • Refer manual
<p>[6] Delivery Strategies</p> <p><i>As with all modules:</i></p> <ul style="list-style-type: none"> • Face-to-face (presentation, role-play, video, debate, discussion, observation) • Self-paced • Practical
<p>[7] Resource Requirements</p> <ul style="list-style-type: none"> • Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
<p>[1] Module 3 – How Arrow Work</p>
<p>[2] Nominal Duration</p> <p>1 hour</p>
<p>[3] Module Purpose</p> <p>The purpose of this module is to provide coaches with an understanding of how arrows work when shot and to reinforce the modern understanding of the engineering of arrow dynamics.</p> <p>Expel the long held misunderstanding of arrow dynamics.</p>
<p>[4] Learning Outcomes</p> <p>At the completion of this module coaches will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate and understanding of arrow dynamics and the use of the correct terms when talking about the subject. 2. Demonstrate the knowledge and understanding on how arrow dynamics effects equipment set up and tuning

[5] Content

- Refer manual

[6] Delivery Strategies

As with all modules:

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.

[1] Module 4 – Recurve Equipment Set-Up**[2] Nominal Duration**

2 hours

[3] Module Purpose

The purpose of this module is to provide coaches with the ability and skills to effectively assist new archers in selecting and setting up new recurve equipment.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the selection of appropriate equipment for a new archer.
2. Discuss and set up an archers equipment.
3. Demonstrate and explain the process of tuning recurve equipment.

[5] Content

- Refer to manual

[6] Delivery Strategies

As with all modules:

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Suitable recurve equipment and accessories to demonstrate process.

[1] Module 5 – Compound Bow Set Up
[2] Nominal Duration 2 hours
[3] Module Purpose The purpose of this module is to provide coaches with the ability and skills to effectively assist new archers in selecting and setting up new compound equipment.
[4] Learning Outcomes At the completion of this module coach Instructors will be able to: 4. Discuss the selection of appropriate equipment for a new archer. 5. Discuss and set up an archers equipment. • Demonstrate and explain the process of tuning compound equipment.
[5] Content • Refer to manual
[6] Delivery Strategies • Face-to-face (presentation, role-play, video, debate, discussion, observation) • Self-paced • Practical
[7] Resource Requirements • Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides. • Suitable compound equipment and accessories to demonstrate process. • Compound bow press and Shooting Machine
[1] Module 6 – Stabilisers
[2] Nominal Duration 1 hour
[3] Module Purpose The purpose of this module is to provide coaches with the knowledge and skills to understand the purpose and use of stabilisers and to recommend to archers which set-up best suits their needs.
[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the use and purpose of stabilisers.
2. Provide advice and recommendations as to an archers stabiliser requirements.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.

[1] Module 7 – Clearance

[2] Nominal Duration

.5 hour

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge and skills to understand and identify arrow clearance and how to correct this problem.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the causes and required actions that need to be taken to correct this problem with equipment set up.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.

[1] Module 8 – Nock Fit and Nocking Point

[2] Nominal Duration

.5 hour

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge, skills and understanding to set up a nocking point and ensure correct nock fit onto the bow string.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the need for correct nocking point and in particular the need to correct nock fit onto the bowstring.
2. Demonstrate the coaches ability to install a nocking point and to check or correct nock fit onto the bow string.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Tools; bow square, nocking point and serving material

[1] Module 9 – Installing Peep Sights

[2] Nominal Duration

.5 hour

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding,

knowledge and ability to install Peep Sight into a compound bow bowstring.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the process for installing a Peep Sight.
2. Demonstrate the coaches ability to install a Peep Sight and align.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Tools; shooting machine, peep sight, serving material.

[1] Module 10 – D Loops

[2] Nominal Duration

.5 hour

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge and ability to install a D Loop onto a compound bow bowstring.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the process for installing a D Loop.
2. Demonstrate the coaches ability to install a D Loop.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)

- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Tools; D Loop material, D Loop Pliers and bow square.

[1] Module 11 – Exercises and SPT Training

[2] Nominal Duration

1 hour

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge and ability to teach new archers, archery related exercises and SPT that can be conducted by the archers in the own home.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss the need and process for archery exercises and SPT.
2. Demonstrate the coaches ability to install understand and demonstrate to new archers the process and exercises.
3. Demonstrate ability to design a program for a new archer.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.

[1] Module 12 - Barebow

[2] Nominal Duration

1 hour
<p>[3] Module Purpose</p> <p>The purpose of this module is to provide coaches with the understanding, knowledge and ability to coach Barebow technique to new archers.</p>
<p>[4] Learning Outcomes</p> <p>At the completion of this module coach Instructors will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the process and technique in shooting Barebow. 2. Demonstrate the coaches ability to coach Barebow and explain to archers the process.
<p>[5] Content</p> <ul style="list-style-type: none"> • Refer to manual
<p>[6] Delivery Strategies</p> <ul style="list-style-type: none"> • Face-to-face (presentation, role-play, video, debate, discussion, observation) • Self-paced • Practical
<p>[7] Resource Requirements</p> <ul style="list-style-type: none"> • Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
<p>[1] Module 13 – Archery's Hidden Enemy</p>
<p>[2] Nominal Duration</p> <p>1 hour</p>
<p>[3] Module Purpose</p> <p>The purpose of this module is to provide coaches with the understanding, knowledge and ability to assist new archers about stress and methods to overcome stress while shooting.</p>
<p>[4] Learning Outcomes</p> <p>At the completion of this module coach Instructors will be able to:</p> <ol style="list-style-type: none"> 1. Discuss stress and how it can effect an archers performance. 2. Demonstrate the coaches ability to identify stress and explain to archers the

various processes that can be used to overcome stress.
<p>[5] Content</p> <ul style="list-style-type: none"> • Refer to manual
<p>[6] Delivery Strategies</p> <ul style="list-style-type: none"> • Face-to-face (presentation, role-play, video, debate, discussion, observation) • Self-paced • Practical
<p>[7] Resource Requirements</p> <ul style="list-style-type: none"> • Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
<p>[1] Module 14 – Shooting in the Wind</p>
<p>[2] Nominal Duration</p> <p>1 hour</p>
<p>[3] Module Purpose</p> <p>The purpose of this module is to provide coaches with the understanding, knowledge and ability to assist new archers identify wind, understand winds effects and various methods to assist when shooting in the wind.</p>
<p>[4] Learning Outcomes</p> <p>At the completion of this module coach Instructors will be able to:</p> <ol style="list-style-type: none"> 1. Discuss stress and how it can effect of wind conditions on an archers performance. 2. Demonstrate the coaches ability to explain to an archer the methods that can be used to handling and identify wind conditions.
<p>[5] Content</p> <ul style="list-style-type: none"> • Refer to manual
<p>[6] Delivery Strategies</p> <ul style="list-style-type: none"> • Face-to-face (presentation, role-play, video, debate, discussion, observation) • Self-paced • Practical
<p>[7] Resource Requirements</p>

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.

[1] Module 15 – Making and Repairing Arrows

[2] Nominal Duration

2 hours

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge and ability to assist new archers to make and repair and inspect their own arrows.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss and demonstrate the various aspects of Arrow Making, such as fletching, nock installation, shaft cutting and point installation.
2. Discuss and demonstrate the repairs and maintenance of arrows, such a inspection for damage, fletches, nocks and the safe disposal of carbon arrows.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Tools; arrows, fletch, nocks, points, glue, solvent, fletching jig and arrow cutter

[1] Module 16 – Making and Repairing of Bow STRings

[2] Nominal Duration

2 hours

[3] Module Purpose

The purpose of this module is to provide coaches with the understanding, knowledge and ability to assist new archers to make, maintain, repair and inspect their bow strings.

[4] Learning Outcomes

At the completion of this module coach Instructors will be able to:

1. Discuss and demonstrate bow string making.
2. Discuss and demonstrate bow string inspection and maintenance.
3. Discuss and demonstrate bow string repairs with a focus on serving a string.

[5] Content

- Refer to manual

[6] Delivery Strategies

- Face-to-face (presentation, role-play, video, debate, discussion, observation)
- Self-paced
- Practical

[7] Resource Requirements

- Archery Australia Advanced Coach Manual and PowerPoint Presentation Slides.
- Tools; string jig, string marking materials, string serving jig, bow square, knife.

4.3 Flexible Delivery

Students will attend a face-to-face competency based workshop, which incorporates a “blended learning approach”, whereby certain activities and tasks can be completed post-course in the candidates own time, under the supervision of an accredited coach / mentor.

4.4 Implementation Strategies

To ensure the consistency and quality of Training Program delivery throughout Australia, the following strategies will be implemented:

- All presenters / assessors to only use prepared material and not to introduce personal opinion and beliefs.
- Self-paced, individually tailored learning will be offered to increase access to, and relevance of, the education.
- Specifically designed, contemporary training support materials have been

developed (Advanced Coaching Manual and overhead slides and videos) for use within this Training Program.

- Student feedback / evaluation forms will be used (see appendix 8).

Section 5: Coaching Practice

5.1 Timing of Instructor Practice

Club Coaches are required to complete a self-assessment after completing 10 hours of practical instructing, with a minimum of 4 hours taking place under the supervision of an accredited Club coach or higher.

Club Coaches will be assessed by the appointed assessor while conducting live one on one coaching or for remote coaches by the use of a video presentation of the coaches skills.

5.2 Supervision of the Coaching Practice

Club Coach practical assessment will be conducted by the appointed assessor/s. These assessor/s will be appointed by Archery Australia Coaching Committee and their role will be to assess all aspects of the candidate's on-the-job / practical coaching.

5.3 Supervisor Credit

Active coaches / assessors will receive updating and re-accreditation points for the number of candidates they assess.

Section 6: Quality Control

6.1 Monitoring Training Program Quality / Training Program Evaluation and Review Process

The AA Coaching Committee will review the Training Program each 12-24 months, as part of an ongoing and continual improvement process.

The following additional procedures will be put in place to ensure quality control of the Training Program:

- Presenter and assessor training.
- Evaluation of presenters and assessors by Training Program students using Training Program evaluation forms (appendix 8).
- Evaluation of presenters, assessors and mentors by the AA Coaching Committee.
- Data regarding the number of students successfully completing the Training Program.

6.2 Design and Review Committee

The AA Coaching Committee will oversee the review and further development of the Club Coach Program. This will not be done in isolation and will proactively involve all identified key stakeholders, including:

- RGB Coaching Committee.
- National Head Coach.
- Chief Executive Officer.
- AA High Performance Committee.

APPENDIX 1

Code of Practice for Training Program Deliverers

Code of Practice for Training Program Deliverers

Educational Standards

Training program deliverers will maintain high professional standards in the marketing and delivery of education and training services, which protect the interests and welfare of the student.

Training program deliverers will maintain a learning environment that is conducive to the success of students. They will have the capacity to deliver the nominated training program(s), provide adequate facilities and use appropriate methods and standards.

Marketing

Training program deliverers will market their training programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other delivery organisation or training program.

Candidate Information

Accurate, relevant and up-to-date information should be provided to students prior to commencing the training program. This should include:

- Admissions procedures and criteria;
- Copy of the refund policy;
- Total fees / Costs to students;
- Details of the certification to be issued on full or partial completion of the training program;
- Competencies to be achieved by candidates;
- Assessment procedures;
- Grievance/appeal procedures; and
- RPL arrangements.

Recruitment

Recruitment of training program students will be conducted at all times in an ethical and responsible manner, and be consistent with the requirements of the curriculum.

Training program deliverers should ensure that selection decisions for entry into training programs comply with equal opportunity legislation. These decisions should be made by appropriately qualified staff and be based on the applicants' qualifications and likelihood of achieving the stated competency standards.

Refunds

Training program deliverers must safeguard fees paid by candidates.

Proponents must have a refund policy, which is fair and equitable

Sanctions

AA may withdraw training program registration from proponents who breach this code of practice.

Equal Employment Opportunities (EEO) Principles and Practices

Training program deliverers must be aware of EEO principles and practices as they apply to education and training. They should observe the following points:

- Characters (and their names) used in case studies, exercises and examples must be free from stereotypes and unlikely to cause offence;
- Material and presenters must discourage and prevent polarisation of students;
- The training program content, process and/or activities must include all candidates and avoid giving an advantage to any one individual or group over another;
- Verbal and non-verbal language must be non-discriminatory;
- Humour must be non-discriminatory; and
- Training program materials such as session plans, videos, handouts, graphics and cartoons must be non-discriminatory and unlikely to offend.
- I will at all times comply with the AA Privacy Policy and all other AA Policies and Procedures

I hereby endorse the Archery Australia Code of Practice for Training Program Deliverers and will abide by all aspects therein.

I agree to all terms.

APPENDIX 2

AA Coach's Code of Ethics



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, e.g. 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).

<p>8. Any physical contact with athletes should be:</p> <ul style="list-style-type: none"> • appropriate to the situation; and • necessary for the athlete's skill development.* 	
<p>9. Refrain from any form of personal abuse towards your athletes.*</p>	<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.
<p>10. Refrain from any form of harassment towards your athletes.*</p>	<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.
<p>11. Provide a safe environment for training and competition.</p>	<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.
<p>12. Show concern and caution toward sick and injured athletes.</p>	<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.
<p>13. Be a positive role model for your sport and athletes.</p>	
<p>14. Comply at all times with AA Policies and Procedures</p>	

* Please refer to AA Policies and Procedures for more information on harassment issues

Coaches should:

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

Coach's Code of Ethics Individual Agreement Form

for accreditation or re-accreditation to the Archery Australia
Coaching Program

I, _____ of _____
Full Name Address

(Address cont.)

am seeking accreditation/re-accreditation (please circle) for the following
Archery Australia Instruction/Coach qualification:

Community Archery Instructor
Archery Instructor
Club Coach
Regional Coach
High Performance Coach

I agree to the following terms:

I agree to abide by the Archery Australia Code of Ethics and Policies and
Procedures.

I acknowledge that Archery Australia may take disciplinary action against me
if I breach the Code of Ethics or any Policy of Procedure. I understand that
Archery Australia has implemented a complaints handling procedure in
accordance with the principles of natural justice, in the event of an allegation
against me.

I acknowledge that disciplinary action against me may include de-
accreditation from the Archery Australia Coaching Program.

_____/_____/_____
Signature

(if under 18, parent / guardian signature)

Date

APPENDIX 3

AA Re-accreditation Policy

CURRENTLY UNDER REVIEW

APPENDIX 4

Student Feedback and Evaluation Form



Archery Australia

PARTICIPANTS COURSE ASSESSMENT

Name (Not mandatory)

Course Date/s

Course Level

Community Archery Instructor

Archery Instructor

Club Coach

Please score 1 to 5 (1 being poor and 5 being excellent)

1) Course notification

2) Pre Course Planning

3) Course Structure

4) Course Lectures

5) Overhead Presentations

6) Manuals and Handouts

7) Venue and Facilities

8) Another other comments, use separate sheet/s if required

Return form to: Archery Australia

P.O.Box 54,

Panania NSW 2213

Fax: 02 9772 2749

Email: info@archery.org.au

NCP 5