

# HOW TO GET REACCREDITED AS A QUALIFIED OUTRIGGER COACH BEFORE YOUR CERTIFICATE EXPIRES

Australian Canoeing has the following requirements to be re-accredited:

- complete 24 credit points of approved update activity in 4 years

OR

- attain the Level 2 in your sport **(There is no Level 2 Outrigger Specific. Attaining 24 credit points is the far easier option anyway).**

To be re-accredited:

**1. Make sure your First Aid, CPR and Blue Card (or similar) certificates are current** (mandatory, 12 points, category 1 on the Re-Registration table)

**2. Obtain your 'Play by the Rules' certificate** by completing the online training provided by the 'Play by the Rules' website. This training is about discrimination, harassment and child protection.

<http://www.playbytherules.net.au/online-learning>.

Once you have entered a username and password go to the 'Discrimination and Harassment – Coaching' link

**3. Obtain a letter^ from your club to verify that you have been actively coaching for 2 of the last 3 seasons** (directly leading into the expiry date) (12 points – this letter is in place of the log or coaching diary as listed for category 2 on the Re-Registration table)

**4. Complete the Application Form**

([www.canoe.org.au/education/coaching/reregistration](http://www.canoe.org.au/education/coaching/reregistration), then go to the Coach Reregistration section); at section 5 leave the Assessor columns blank, remember to sign the Declaration ie section 7, leave section 8 blank

**5. Organise payment** (\$46.50 - \$44 plus \$2.50 postage and handling) using the form provided.

**6. Send your Form, Certificates and Letter to the National Coaching Co-ordinator.** The National Coaching Co-ordinator will then send it onto Australian Canoeing~

<sup>^</sup> *The letter needs to contain the following:*

- *club letterhead*
- *an outline of your coaching duties for the two seasons leading into the expiry date of your certificate*
- *how often you coach*
- *signature of club president or secretary*

## HOW TO GET REACCREDITED AS A QUALIFIED OUTRIGGER COACH AFTER YOUR CERTIFICATE EXPIRES

**A late application for reaccreditation will be accepted if it is received by the National Coaching Co-ordinator within two months of your certificate expiring.**

**Should you fail to apply for reaccreditation within two months of your certificate expiry you will need to complete all requirements of becoming a qualified Outrigger Coach again ie attend the course, submit the coaching diary etc.**

**~ It may take up to 3 weeks for Australian Canoeing to process your application. It is Australian Canoeing who issue you with your certificate. The certificate is valid for 4 years as long as you have a current First Aid certificate and a current CPR certificate and provided you remain a registered paddler with AOCRA. Should your AOCRA registration lapse for more than 4 weeks your Coaching status will not be recognised by AOCRA.**