

NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE

ARTISTIC COACH ACCREDITATION MANUAL

With thanks to Skate Australia for permission to use their materials.

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SECTION 1: ACCREDITATION PROGRAM

GENERAL INFORMATION AND ADMINISTRATION

1.0 DETAILS OF THE NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE

1.1 THE NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE is a Sports Committee of the New Zealand Federation of Roller Sports (Inc) and is delegated the responsibility by the Board for ensuring the efficient administration of the Artistic discipline strictly in accordance with the Constitution, any Bylaws, [World Skate Regulations](#) and any directives from the Board.

Refer Clause 16 New Zealand Federation of Roller Sports (Inc) Constitution.

The New Zealand Artistic Roller Sports Committee, through the NZ High Performance Coaching Commission (HPCC) is responsible for the coordination of all artistic coaching requirements.

1.2 AIMS

The New Zealand Artistic Roller Sports Committee aims to establish the requirements and process for the accreditation of Coaches in New Zealand. This is to ensure that all coaches are equipped with the skills and knowledge necessary to coach at a designated level and to recognise the level of expertise and experience of coaches within New Zealand.

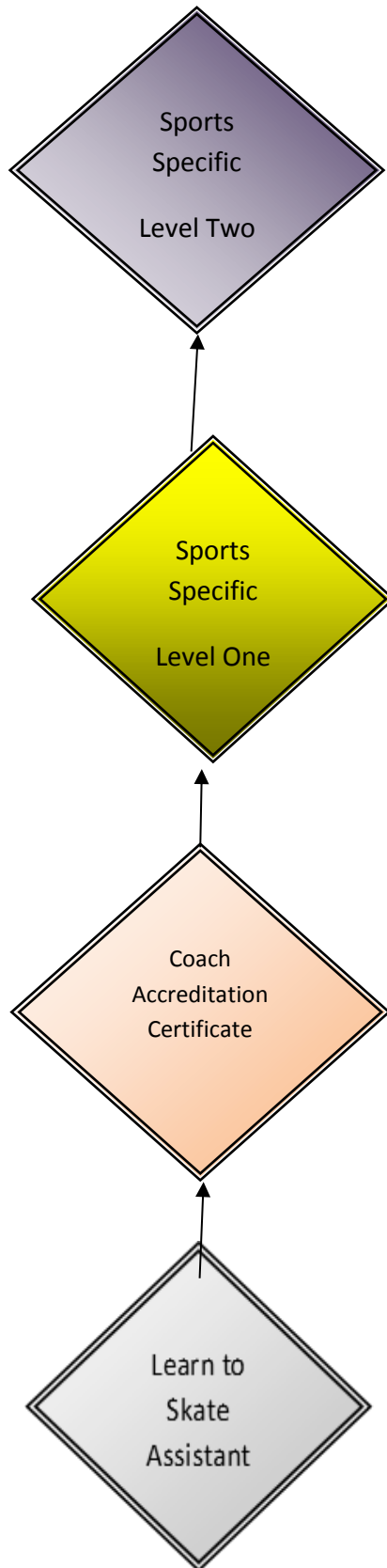
1.3 COACHING ACCREDITATION STRUCTURE

The New Zealand Artistic Roller Sports Committee has a four tier Coaching Accreditation structure which provides education, training and mentoring to coaches as they progress along the coaching pathway.

The four levels are targeted at coaches working towards each of those levels. Each level has its own workbook covering accreditation requirements.

ARTISTIC COACH ACCREDITATION STRUCTURE

(Figure 1)



1.4 Criteria for Accreditation:

1.4.1 In order to become accredited the coach must:

- Be a financial member of the New Zealand Federation of Roller Sports (Inc).
- Be a financial member of an affiliated Club with the New Zealand Federation of Roller Sports (Inc).

1.4.2 An initial accreditation as a Coach will generally be made at a level no higher than Coach Accreditation Certificate.

1.4.3 Endorsement of accreditation will be granted upon completion of the requirements as per Appendix A.

1.5 New Zealand Artistic Roller Sports Committee requirements for Accreditation:

1.5.1 Learn to Skate Assistant

Learn To Skate Assistants are able to help at Learn to Skate Classes to Basic Level only and must be supervised by an Accredited Coach	
Requirements to complete	*See appendix A

1.5.2 Coach Accreditation Certificate

Age Requirement	Minimum 13 years of age. Under 16 years of age cannot coach individuals or a group (2+ skaters) on their own
Requirements to complete	*See appendix A

1.5.3 Sports Specific Level 1

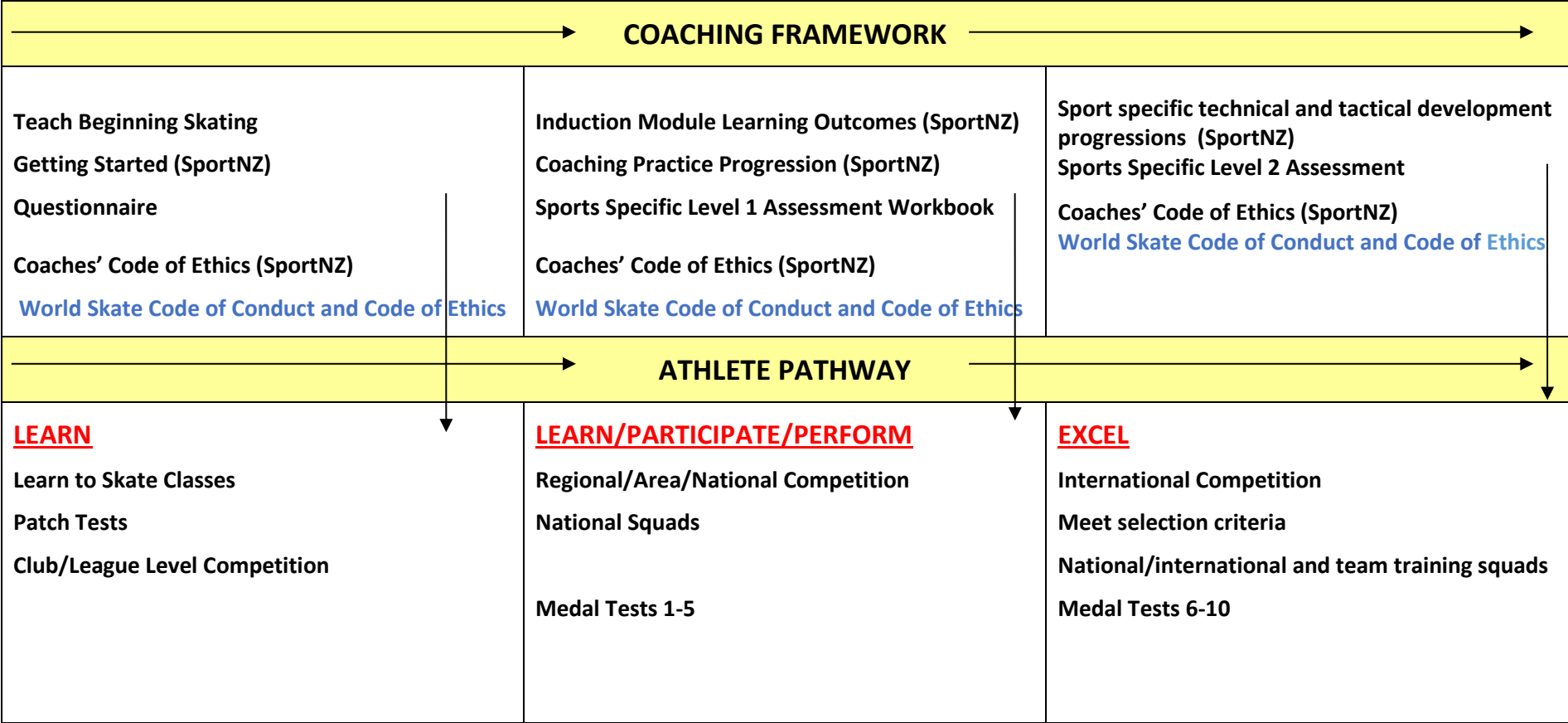
Age Requirement	Minimum 16 years of age
Requirements to complete	*See appendix A

1.5.4 Sports Specific Level 2

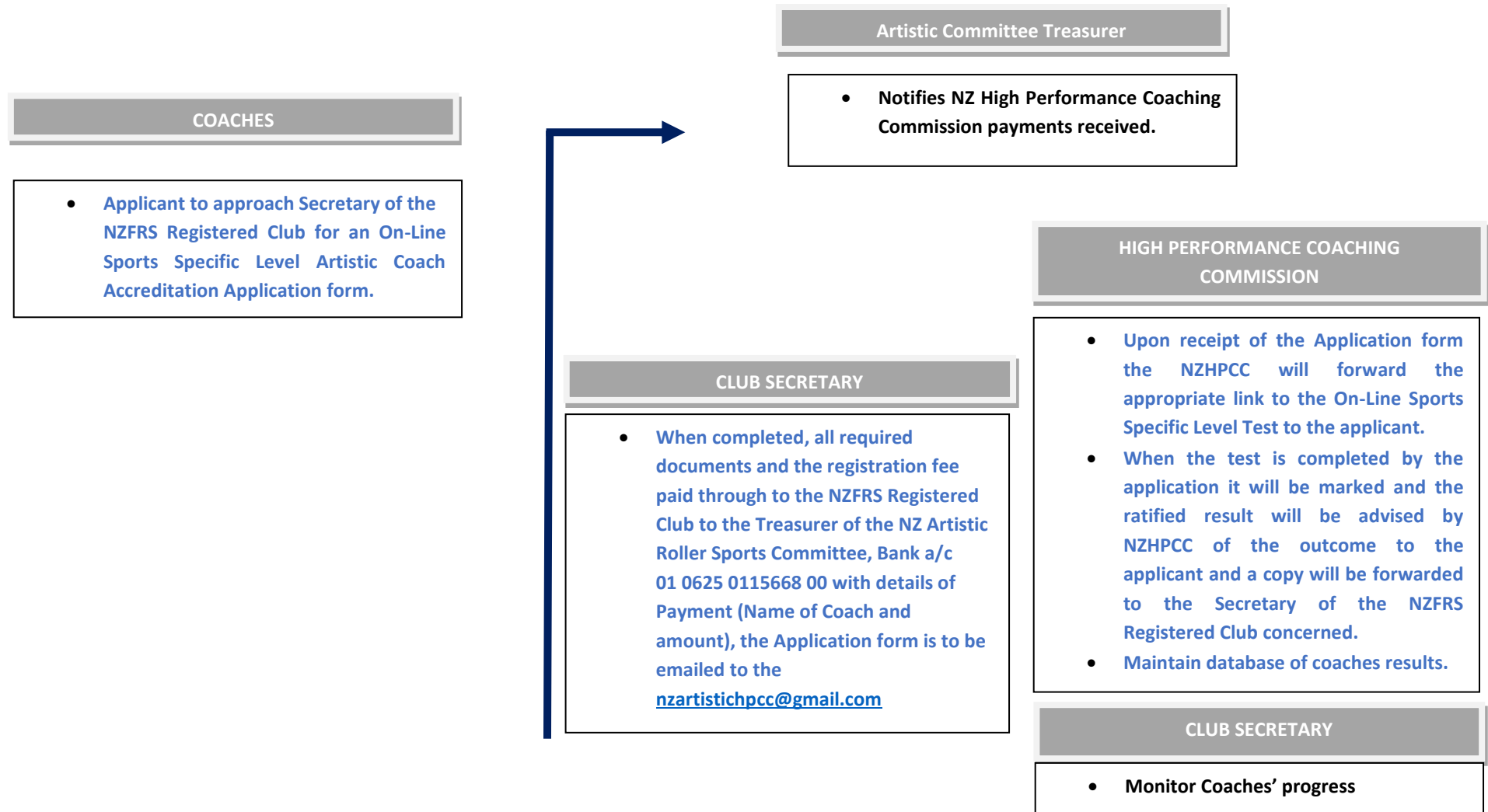
Age Requirement	Minimum 18 Years of age
Requirements to complete	*See appendix A
Number of years Actively Coaching	Minimum of 4 years from the date of achieving the Sports Specific Level 1 and must have coached a minimum of 100 hours per year (exceptional circumstances will be considered).

NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE COACHING FRAMEWORK

(Figure 2)



NEW ZEALAND ARTISTIC ROLLER SPORTS COMMITTEE
Oversees and is ultimately responsible for Artistic Coaching Accreditation
via NZ High Performance Coaching Commission (Figure 3)



1.7 ROLES OF KEY PLAYERS

1.7.1 NZ ARTISTIC ROLLER SPORTS COMMITTEE /HIGH PERFORMANCE COACHING COMMISSION:

- Develop a program of quality and leadership that results in excellence on the international & domestic stage at all levels for our athletes
- Establish and maintain a coaching development framework
- Provide necessary resources to enable accreditation qualification assessments for all coaches
- Assist with resources for Coaches
- Provide opportunities to be involved with coach and athlete development
- Maintain up-to-date data base of accredited coaches.
- Appoint Mentors

1.7.2 CLUBS:

- Ensure all coaches within the Club are accredited for the level they are coaching
- Support Coaching Development Framework
- Day-to-day communication with, and support of all coaches
- Communication regarding accreditation requirements of coaches within the Club as per process in Figure 3
- Ensure Sports Specific Level 1 plus hold a current Comprehensive or Workplace First Aid Certificate as per Appendix A.

1.7.3 COACHES :

- Ownership of their own coaching development
- Delivery of a quality coaching service to all athletes
- On-going professional development including attendance at squads organized by the NZ High Performance Coaching Commission
- Full recognition of Coaches' Code of Ethics
- Membership of NZ Federation of Roller Sports (Inc) (SkateNZ)
- Present themselves in a professional manner (actions and dress)
- Full awareness of NZ Artistic Rules, [Work Skate Regulations](#) and [NZ Yearly Requirements](#).
- Ensure that the requirements for Comprehensive or Workplace First Aid Certificate are met as per Appendix A

1.8 CODE OF ETHICS AND CODE OF CONDUCT

All coaches are required to complete and abide by the “**SPORT NZ –COACHES’ CODE OF ETHICS**” and “**WORLD SKATE – CODE OF CONDUCT AND CODE OF ETHICS**”.

[Sport NZ – Coaches’ Code of Ethics](#) can be found on the following NZ Artistic Rollers Sports website. Please print off and supply with Coach Accreditation applications

<http://nzartisticrollersports.co.nz/wp-content/uploads/2015/08/SportNZ-Coaches-Code-of-Ethics.pdf>

[World Skate – Code of Conduct and Code of Ethics](#) can be found on the following WorldSkate website. http://WSK_CODE_OF_CONDUCT_AND_CODE_OF_ETHICS_2019-1.pdf

Failure to comply with the [Code of Code of Ethics and Code of Conduct above](#) may result in the withdrawal of the right to be a Coach on the floor of competitions and if deemed serious (as considered by the NZ Artistic Roller Sports Committee), further action will be required.

1.9 ACCREDITATION UPDATING

Each accreditation issued below Level 2 by the New Zealand Artistic Roller Sports Committee provides an expiry date of 4 years.

In order to update registration coaches must, in a 4 year period:

Complete the “Accreditation Updating Activities sheet” as appropriate every year on the expiry date of 31 July or

Complete the next level of qualification

At the end of the updating period (just prior to expiry of the current accreditation) the coach must provide the completed Accreditation Updating Activities Sheet (located on NZ Artistic Roller Sports Committee website) for the level at which they are accredited.

Each Level 2 accreditation issued by New Zealand Artistic Roller Sports Committee provides an expiry date of 4 years.

In order to update registration coaches must, in a 4 year period, complete the “Accreditation Updating Activities sheet” as appropriate every year on expiry date 31 July.**1.10**

1.10 ACCREDITATION PROGRAM FEES

The following fees will be payable at the time of application to the New Zealand Artistic Roller Sports Committee:

Coaching Accreditation Certificate	\$10
Sports Specific Level One	\$20 per paper (module)
Sports Specific Level Two	\$50 per paper (module)
Accreditation Updating Activities	\$5
Recognition of Prior Learning/Current Competence (RPL)	\$10

SECTION 2: QUALITY ASSURANCE

2.1 COMPLAINTS HANDLING PROCEDURE

The New Zealand Artistic Roller Sports Committee is responsible for dealing with any complaints arising from the Coach Accreditation system. Each complaint will be dealt with on its own merits, with due regard to both NZFRS and New Zealand Artistic Roller Sports Committee Constitution, Bylaws, Rules and Policies [and World Skate Requirements](#).

2.2 MENTORING OF COACHING PRACTICE

Q What is required?

A To attain the Sports Specific Level 1 Accreditation [the applicant is](#) required to, in addition to [their](#) Coach Accreditation assessment, complete a Practical Coaching assessment with a Mentor. This is required to be completed within 6 months from completion of the Accreditation Assessment. Further mentoring beyond this is respectfully recommended. For coaches under the age of 16, all must be supervised as part of a class environment.

Q How do I do this?

A The area of practical coaching is the area that usually causes the most questions. It is the intent that the Practical Coaching Assessment is spent involved in the training of athletes. The athletes can be of any age, gender or level of competition. Involvement in the training process is described as any or all of the following “observation or supervision, program design and assessment. These can take place at officially organized squads, training times, competition times etc.

Q When does this need to be completed by?

A [Submission of the completed Practical Coaching Recording form](#) is required to be submitted to:
the NZ High Performance Coaching Commission within 6 months from completing the Sports Specific Level 1 Accreditation assessment. Following receipt, the result of [the](#) Accreditation assessment will be advised.

Q Who do I do this with?

A It is the intent that it is undertaken by a person who holds a current Sports Specific Level 2 Coach Accreditation and approved by the NZ High Performance Coaching Commission through the NZ Artistic Roller Sports Committee. However, practical coaching for coaches in [all areas](#) can be [a challenge](#). [The NZHPCC will approach the candidate](#) and discuss a suitable Mentor with them.
[See ‘Practical Coaching Assessment by Mentor Process.’](#)

Q What is a mentor coach?

A The aim is to gain the benefits associated with having a “mentor” coach, someone to guide the candidate through the attainment of practical skills and to provide support and assistance with any coaching queries. The “mentor coach” must have an understanding of and agree with the current aims of the NZ High Performance Coaching Commission/ NZ Artistic Roller Sports Committee.

2.3 MENTOR QUALIFICATIONS

All prospective mentors must be approved by the Artistic Committee Commission. Mentors for Artistic Development Coaches must have:

- A current Sports Specific Level 2 Artistic Coach Accreditation.
- At least 6 years of experience coaching at this level
- Current membership with New Zealand Federation of Roller Sports (Inc)
- Current Coach membership with NZ High Performance Coaching Commission – NZ Artistic Roller Sports Committee
- Approval of the NZ High Performance Coaching Commission through the NZ Artistic Roller Sports Committee to carry out this task.
- [Must have up to date knowledge and a good understanding of all WORLD SKATE Rule books containing requirements and regulations.](#)

New Zealand Artistic Roller Sports Committee shall have the right to:

- Approve mentors not covered by the above criteria after evaluation of such person’s relevant experience and knowledge of the sport and having regard to the prevailing circumstances.
- Nominate a member of the NZ Artistic Roller Sports Committee to conduct random checks to assess the quality of mentoring being conducted.
- All mentors will be selected at the discretion of the NZ High Performance Coaching Commission and approved by the New Zealand Artistic Roller Sports Committee to ensure quality control of Mentors.
- Participant evaluations will be reviewed to ensure quality control of Mentors

SECTION 3 RECOGNITION OF PRIOR LEARNING

3.1 RECOGNITION OF PRIOR LEARNING/CURRENT COMPETENCE (RPL)

Current accreditation for registered coaches will be recognised from the inception of this Coach Accreditation Structure. All Artistic coaches must satisfy the competencies of each particular level of accreditation and will be required to complete the Accreditation Updating Activities Sheet.

However, candidates with suitable equivalent qualifications, supported by relevant documentation, may apply for exemptions from all sections of each accreditation. This application will be required to be made on the appropriate application form, available from the New Zealand Artistic Roller Sports Committee through the NZ High Performance Coaching Commission and supported by relevant documentation. These applications will be considered by the NZ High Performance Coaching Commission, with reference to the New Zealand Artistic Roller Sports Committee.

a) What is RPL?

RPL is based on the awareness that people learn and develop competencies in many different ways throughout their lifetime – through work experience and life experience as well as through education and training. RPL takes into account a person's skills and experiences, no matter where these were learnt, to enable people to gain credit.

b) RPL Principles

The process of RPL must be quality controlled and delivered by personnel with experience in coach education. These personnel are responsible for ensuring that:

- Procedures are fair and equitable
- Measures are valid and reliable

c) How can learning be recognised?

The process of RPL involves matching what participants already know and can currently do with the learning outcomes of the Coach Accreditation Structure. In this way, RPL enables participants to focus on developing skills and knowledge in new areas, rather than re-learning what they already know and can do.

d) Who can apply?

A person can apply for RPL if they think their prior learning and experience enables them to provide evidence to show that they are already competent in the learning outcomes of the Coach Accreditation Structure.

e) Benefits of RPL

- Speeds up the process of becoming a qualified Artistic coach.
- Conforms to the requirements for equity in adult education programs.
- Avoids the problem of participants having to unnecessarily repeat learning experiences.
- Encourages the development of various assessment procedures.
- Assesses the candidate's current competence in comparison to the stated standards of competence required.
- The RPL process can clarify what relevant skills the participant does and does not possess – so that the learning program can be tailored accordingly.

f) How do you show evidence of competencies gained via prior learning?

There are many ways that a person can show evidence of their current competencies. RPL can only be granted on current evidence, that is, work that has been completed within the last four years and competencies that they are currently able to demonstrate. Following are a few examples of the ways evidence can be provided. The person will need to include a variety of these in their application form.

g) Education and Training

- Formal, accredited and information training
- Copies of certificates, qualifications achieved from other training programs, school or tertiary results, degree information in specific field.
- Statements outlining training programs and/or study that they have undertaken and the learning outcomes/competencies achieved from these.

h) Coaching Related Experience

- Resume of coaching experience and positions held, which may include reports from people within the sport.
- Copies of any statements, references or articles about the coach's employment or community involvement.
- Relevant coaching samples, e.g. copies of training programs, videos of coaching tools, which the coach has developed and implemented.
- Reports on opportunities undertaken, which could include evaluations from training programs conducted.

i) Life Experience

- Overview of sport and recreation involvement.
- Relevant work or other experience.
- Evidence of home/self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of research or analysis undertaken.

The above are only examples. The person should provide all the documentation that they can which clearly shows evidence of the competencies they hold. They may also be required to demonstrate their expertise by written or practical demonstration.

j) RPL Assessment

- The NZ Artistic Roller Sports Committee and Principal Manager of the NZ Artistic Roller Sports Committees NZ High Performance Coaching Commission will act as the RPL Assessors.
- The RPL assessment can only be carried out when the applicant provides evidence of the relevant competencies that they believe they hold. This is achieved through completing the RPL application form and forwarding this with the required fees to the Principal Manager of the NZ Artistic Roller Sports Committee NZ High Performance Coaching Commission.

The following process has been established as the procedure to be followed when a person wishes to obtain credit for prior learning.

Step 1 – Applicants who consider applying for RPL will contact the Principal Manager of the NZ Artistic Roller Sports Committee NZ High Performance Coaching commission who will provide an application form.

Step 2 – Applicants will need to gather all relevant supporting documentation and complete the RPL application form with honest, clear, complete and concise information. The completed application form with supporting documents will then be forwarded to the Principal Manager of the NZ Artistic Roller Sports Committee NZ High Performance Coaching Commission.

Step 3 – On receipt of an application the Principal Manager of the NZ Artistic Roller Sports Committee NZ High Performance Coaching Commission will review the application to determine the completeness and relevance of the document. The Principal Manager will consult with the NZ Artistic Roller Sports Committee as part of this review. A judgment will be made whether the applicant wholly or partially meets the requirements.

The New Zealand Artistic Roller Sports Committee will check that the evidence submitted conforms to the following principles:

Validity (is the evidence relevant?)

Sufficiency (is there enough evidence?)

Authenticity (is the evidence a true reflection of the candidate?)

Currency (is the evidence recent; was a qualification obtained within the last four years?)

Can the person demonstrate the required competencies now?)

The Principal Manager of the NZ Artistic Roller Sports Committee NZ High Performance Coaching Committee will complete and return the assessors report with recommendations if required. The NZ Artistic Roller Sports Committee will keep records of all RPL applications for seven (7) years.

Step 4 – The NZ Artistic Roller Sports Committee will notify the applicant of the decision within two months of receiving the application. Successful applicants for RPL will receive confirmation documentation.

3.2 Flexible Delivery

New Zealand Artistic Roller Sports Committee is committed to providing flexibility in the Coach Accreditation Structure methods used, when necessary. This includes:

- Using oral instead of written assessment where appropriate
- Considering any request from candidates for flexibility within the framework to ensure fairness for others, and integrity of the assessment process overall.

All assessments can be completed in the one day or they may be spread out over a longer period depending on individual circumstances.

SECTION 4: ACCREDITATION PROGRAM DESCRIPTION

4.1 COMPETENCY STATEMENTS

Competency statements are broad descriptions of the expectations of coaches who should eventually obtain their accreditation. These are the statements that have formed the basis for designing this Competency Based Training document for prospective coach candidates.

In other words, a competency statement defines what a coach must be able to 'DO' in order for them to achieve all or part of each level of the Coach Accreditation Structure. Ideally any assessment tasks will ensure that coaches achieve the required standards described in the competency statements below.

An important philosophical principle in this endeavour is that no candidate identified and/or approved as being capable of achieving all the coaching competencies will be failed. Rather, it will be a matter of time in which competencies are assessed and achieved on the first or any subsequent occasion. To this end, it will be imperative that on-going support, direction, guidance and advice be given to each individual participant to enable them to achieve the required competencies.

The competency statements in this section state in general terms what is expected of the coach.

Expected competencies

Preparation and Planning:

- ✓ Prepare, plan and organise a training session for skaters.
- ✓ Organise human and physical resources appropriate to the needs of training and competition for the level of the skaters.

Conduct:

- ✓ Facilitate learning of the skills incorporated in Artistic Skating.
- ✓ Conduct training sessions appropriate for the level of the skaters.
- ✓ Communicate effectively with the skaters and others involved in the sport.

Monitor and Review:

- ✓ Observe and assess the skater/s performance and provide feedback.
- ✓ Ensure safety of self and others and manage emergency situations.
- ✓ Ensure a safe training environment is provided.

Evaluate:

- ✓ Evaluate achievement of the training session and the effectiveness of coaching behaviours

Adapt:

- ✓ Identify and implement the appropriate modifications in future sessions/competitions

4.2 ASSESSMENT

All participants are required to complete workbooks as per the accreditation outline. This is an **'open book' assessment**.

a) Short answer worksheet

The worksheet is aimed at assessing the candidate's comprehension of various underpinning knowledge aspects of the theory modules. All questions must be answered to the standard outlined in the answer guide to successfully complete this aspect.

Candidates are permitted to access all relevant materials, and may consult with others when completing their workbooks. Candidates may re-submit the worksheets as many times as necessary to meet the requirements of this assessment task.

b) Assessment Arrangements

[Accreditation documents](#) will be provided [on an on line provider](#) by the New Zealand Artistic Roller Sports Committee/NZ High Performance Coaching Commission.

The candidate/s may be required to provide skaters at their home venue for the practical assessment task.

Appendix A: Requirements to Complete Accreditations and Updates

	Learn to Skate Assistant	Coach Accreditation Certificate	Sports Specific Level 1	Sports Specific Level 2
APPLICATION REQUIREMENTS				
NZFRS/Coach Membership	N/A	Class 4 minimum	Class 4 minimum	Class 4 minimum
Minimum Age	N/A	13 years	16 years	18 years
Level requirements	N/A	N/A	Coach Accreditation Certificate	Sports Specific Level 1
Written Assessment passes	N/A	80%	85%	90%
Lesson Plan submitted	N/A	N/A	4 weeks Progressive	Yearly Planning instrument
Skater Medal Test Pass (one off requirement)	N/A	N/A	N/A	Minimum 6 Test
Current First Aid	N/A	N/A	Comprehensive or Workplace certificate Required if sole coach in rink. If coaching within an environment with other coaches who have a certificate – not required. Clubs are responsible for the situation.	Comprehensive or Workplace certificate Required if sole coach in rink. If coaching within an environment with other coaches who have a certificate – not required. Clubs are responsible for the situation.
Mentoring	Must be supervised by an accredited coach.	Part of class environment	Minimum 6 months from completing written assessment. Recommend mentoring is ongoing	N/A
PRACTICE LEVELS				
	Help Accredited coach with Groups (2+skaters) to Basic Level only with supervision.	Teaching Groups (2+skaters) through to proficiency Tests Cannot coach individual skaters. If under 16 years of age cannot coach a group (2+skaters) on their own.	Teaching Private Lessons. Complete Practical Assessment within 6 months. Coach access to Marshalling area at Regional, Area and NZ Artistic Roller Sports Championships	Teaching private lessons. Coach access to Marshalling area at Regional, Area, New Zealand Artistic Roller Sports Championships and International competitions.
YEARLY REVIEW REQUIREMENTS				
Attend Squads	N/A	Development Future Champs Oceania/World (minimum 1 per year)	Development Future Champs Oceania/World (minimum 1 per year)	Future Champs Oceania World Team (minimum 1 per year)
Practical Component	N/A	N/A	WORK IN PROGRESS	WORK IN PROGRESS
Continuing Education Points	N/A	5 points per year	10 points per year	15 points per year

Appendix B: Gaining Coach Continuing Points to Maintain Accreditation

The following activities will enable coaches to earn the required Coach Education Points in order to maintain their current level of **New Zealand Artistic Roller Sports Committee** Coach Accreditation.

Points required per year (1 July to 30 June)

- Coach Accreditation Certificate 5 points
- Level 1 10 points
- Level 2 15 points

Activity	Provider		Points
NZ Artistic Roller Sports Committee Coaching Forum	NZARSC	Per meeting	5 points
Sports Specific Seminar attendance	High Perf. Clubs Regional		5 points 3 points 4 points
Coaching or Sports Organisation Theory Seminar	Sport NZ Tertiary Other		4 points 4 points 4 points
Coaching Accreditation	NZARSC	Per Module*	5 points
Observation of group classes/badge level for Introduction to Coaching and Level1	Clubs	Per term	2 points
First Aid Refresher (for Level 2 & 3)	Any Registered First Aid Provider	Refresher	4 points
First Aid Certificate	Any Registered First Aid Provider	Obtain a Comprehensive or Workplace First Aid Certificate	5 points
Skater/s competing at Regional Championships **	NZARSC	Per competition	2 points
Skater/s competing at Area Championships	NZARSC	Per competition	2 points
Skater/s competing at NZ Championships	NZARSC	Per competition	3 points
Skater/s competing at Oceania Championships/Australian Nationals/German Cup etc	NZARSC	Per competition	4 points
Skater/s competing at World Championships	FIRS ATC	Per competition	5 points
Medal Test passes	NZARSC	Tests 1 Tests 2-4 Tests 5-8 Tests 9-10	1 point 2 points 3 points 4 points
Mentor	NZARSC	Per Year	10 points
Attend at least one NZ High Performance Coaching Commission Squad	NZARSC	Per Year	5 points
Recipient of NZ Championship Coach Award	NZARSC	Per Year	5 points

*Module example: Level 1 Sports Specific Figure

** Coach must have been primary coach of the skater for at least 6 months

WHAT ARE THE BENEFITS OF BEING A REGISTERED ACCREDITED COACH

- **Qualification recognition**
- **World Skate Coach Accreditation**
- **Continuous Coach Accreditation**
- **Floor privileges at Figure events at all NZFRS events and on application to the NZ Artistic Roller Sports Committee, at International events.**
- **Access to the marshalling areas at all NZFRS events and on application to the NZ Artistic Roller Sports Committee, at International events.**
- **Recognition award for NZ Championship achievements.**
- **Recognition of knowledge and ability**
- **Curriculum Vitae (CV) item**
- **Remuneration**
- **NZ Team Coach position**