

Renewal

Skills and knowledge are lost over time unless a person actively works to maintain them. The best way to demonstrate that your skills and knowledge are current is to maintain your qualification.

All Paddle Australia (PA) coaching qualifications expire after a term of three (3) years. To renew, the holder must be able to demonstrate that they have maintained a level of competency equivalent to or above the qualification that they hold.

This is particularly important to ensure coaches are up to date with the latest techniques, coaching methods, safety issues, and injury prevention information.

Requirements

Each level of coaching accreditation has its own renewal requirements.

The following is required for a PA Foundation and Talent/Level 2 coach:

Foundation Coach	Talent/Level 2 Coach
Complete 24 credit points of approved activity in four years	Complete 48 credit points of approved activity in four years

To view approved activities which count towards coaching renewal, please see the table on page 3.

Renewal Procedure

During the three years of accreditation, PA coaches are required to keep an accurate record of their involvement in paddling and other associated activities.

At renewal time, PA coaches should submit:

- A completed renewal application form
- A copy of a personal logbook which supports the activity points claimed

The PA Education Manager will review and endorse satisfactory renewal applications.

Coaches More Than One Accreditation

PA coaches who hold more than one coaching accreditation will be required to complete the total number of renewal points in their 'main' area as well as half the number of renewal points in their second and/or third area. For example, an accredited coach in Whitewater can renew with the following points:

Whitewater	Foundation (main area)	24 points
Flatwater	Foundation	12 points
Canoe Polo	Foundation	12 points

The workshops etc. attended for renewal in the second and/or third areas must be discipline specific.

Further Information

For more information, please contact Paddle Australia at:

education@paddle.org.au or 1300 232 398

Paddle Australia Coaching Activity Points Table

Category	Description	Foundation	Level 2	Level 3	Evidence Required
1	First Aid certificate	12 –	12 -	12 -	Copy of First Aid certificate
2	Active coaching (2 full seasons)	12	24	50	Log or coaching diary
3	Complete next level	24	48	100	Level 3 requires a high performance coach award or Graduate Diploma from the ASC
4	Repeat same level	24	48	100	Provide evidence on page 6
5	ACC or PA coaching seminar (min 2 days)	12	12	12	Provide evidence on page 6
6	General renewal seminars (per day)	4	4	Nil	Provide evidence on page 6
7	Sports trainers course	12	12	4	Copy of certificate and date achieved
8	PA instructor registration	12	Nil	Nil	Copy of certificate and date achieved
9	National officiating course	4	4	4	Copy of certificate and date achieved
10	(NOP) accredited officiating course	6	6	6	Copy of certificate and date achieved
11	International officiating course	8	8	8	Copy of certificate and date achieved
12	Structural coaching at NSP camp or national team	12	12	12	Copy of training programs or overview of camp
13	Structural coaching at state/ regional development camps	4	4	4	Copy of training programs or overview of camp
14	Work with or as a mentor coach (application to the C&DM)	Up to 12	Up to 12	Up to 12	Provide evidence on page 6
15	Representative coach:				Provide evidence on page 6
	National	12	12	12	
	State	8	8	8	
	Club	4	4	4	
16	Produce an international level athlete (max of 2)	12	12	12	Provide evidence on page 6
17	Sport specific courses e.g. safety, nutrition, etc.	12	12	12	Copy of certificate and date achieved
18	Involvement in full sport specific accreditation course	12	24	50	Copy of certificate and date achieved
19	Presented at canoe coaching course	12	12	12	Provide evidence on page 6
20	Coordinated a PA coaching course	12	24	50	Provide evidence on page 6
21	Assisted in the development of paddle education resources	12	24	50	Provide evidence on page 6
22	Other (on application to the C&DM)	TBA	TBA	TBA	In writing to the C&DM

Name			
Qualification			
Address			
Date of birth		Gender	M F
Phone			
Email			

Registration Application and Declaration

I, _____, hereby apply for registration as a Paddle Australia (PA) Instructor. In so applying and in consideration of my application for registration being accepted I acknowledge and agree that:

1. PA for the purposes of this registration application and declaration means and includes Paddle Australia Incorporated, its members (including State Associations and Affiliated Clubs) and where the context so permits, their respective directors, officers, members, servants or agents.
2. If accepted I will be registered as a PA Instructor, Guide, Supervisor, Coach.
3. This document cannot be amended. If I do amend it my application will be null and void. It cannot be accepted by PA.
4. I acknowledge that as a PA Instructor, I am an ambassador for PA and agree to present a positive image of myself, PA and the Qualification Scheme.
5. The PA Constitution is a contract between PA and me. I will be bound by it and any Policies, Guidelines or Bylaws made under it – copies available at <https://paddle.org.au/about-us/documents-policies-and-bylaws/>. It is necessary and reasonable for promoting PA and paddling.
 - a. For the avoidance of doubt, I acknowledge and agree to comply with the Constitution and Bylaws of PA, in particular the PA National Integrity Framework, Code of Behaviour Policy and the Anti-Doping Policy;
 - b. I agree to comply with the Safety Guidelines;
 - c. I agree to comply with the PA Minimal Environmental Impact Policy. Failure to comply with PA policies may result in disciplinary action, including but not limited to de-registration from the Paddle Australia Coaching Scheme & National Coach Accreditation Scheme (NCAS) PA may also take provisional action pending a criminal, disciplinary or regulatory investigation or proceeding including, for example, temporary suspension of my registration as an instructor / a coach in accordance with the National Integrity Framework.
6. Warning: Paddling can be inherently dangerous. Serious accidents can and often do happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in paddling.
7. Exclusion of Liability: Except where provided or required by law and such cannot be excluded, I agree that it is a condition of my registration (if accepted) that PA is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my registration and/or participation in any PA Activity.
8. Release and Indemnity: In consideration of PA accepting my application for registration I:
 - a. Release and forever discharge PA from all Claims that I may have or may have had but for this release arising from or in connection with my registration and/or participation in any

PA Activity; and b. Indemnify and hold harmless PA to the extent permitted by law in respect of any Claim by any person arising as a result of or in connection with my registration and/or participation in any PA Activity.

9. In this clause 8, "Claims" ; means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant PA insurance policy or under the PA Constitution or any By-laws.

10. Fitness to Participate: I declare that I am and must continue to be medically and physically fit and able to participate in any PA Activity. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify PA in writing of any change to my fitness and ability to participate. I understand and accept that PA will continue to rely upon this declaration as evidence of my fitness and ability to participate.

11. Child Safeguarding: I acknowledge and warrant that I have read and am committed to the PA Child Safeguarding Policy including, in particular, the Child Safe Practices and Working With Children Check requirements.

12. I warrant that all information provided is true and correct.

13. Privacy: I understand that any information I provide to PA is necessary for the Objects of PA. I acknowledge and agree that the information will be used only for the Objects of PA and to provide me with registration services. I understand that I will be able to access my information. If the information is not provided my registration application may be rejected.

14. I acknowledge that PA may also use my personal information in accordance with the PA Privacy By-law. I may advise PA if I do not wish to receive from PA any PA sponsors or third parties; promotional material.

15. Copyright in photographs and right to use: I acknowledge and consent to photographs being taken of me during my participation in PA activities. I acknowledge that the photographs are owned by PA, and that PA may use the photographs for promotional or other purposes without my further consent being obtained.

16. I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application for registration is successful I will be entitled to all benefits, advantages, privileges and services of PA registration.

Signature:

Date: ____/____/____

Category	Activity Summary	Claimed Points	Evidence Provided
	Total Points:		

Fee Structure

Coaching qualification registration for 3 years \$60.00 each

Participant Details

Given Name: _____ Family Name: _____

Phone: Home () _____ Mobile: _____

** Email: _____

Payment Details:		Payment Method:													
	\$	Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>								
	\$	Payment by credit card:													
	\$	Paddle Australia is authorised to debit my:													
	\$	VISA	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	AMEX	<input type="checkbox"/>								
	\$	Card number:													
	\$														
	\$	Expiry date:			CCV:										
		Name on Card:													
TOTAL	\$	Signature:													

**Please note your email address is a compulsory field, as we send out your certificate via email.