



# COACH ACCREDITATION FRAMEWORK

2023

## ABSTRACT

This Coach Accreditation Framework has been developed to articulate the system coming into effect from January 2023 and as a reference document for Coaches in the system.

Volleyball Australia

Contents.....	2
Preface .....	3
General Information .....	4
1.1 Volleyball Australia (VA).....	4
1.2 Affiliated Member States.....	4
1.3 Volleyball Australia Coaches Committee (VACC).....	5
1.4 Copyright Information .....	5
1.5 Provider Arrangements.....	5
1.6 Insurance.....	5
1.7 Access and Equality.....	5
1.8 Program Outline.....	6
1.9 Accreditation Process .....	7
1.10 Presenter/ Assessor Qualification.....	8
Policies and Procedures .....	8
2.1 Code of Behaviour.....	8
2.2 Recognition of Prior Learning (RPL) / Recognition of Current Competencies (RCC) .....	8
2.3 Records.....	9
2.5 Accreditation Renewal .....	9
Competency Statements and Learning Outcomes .....	9
3.1 Level 1 Coach Competency Statements.....	9
3.2 Level 2 Coach Competency Statements.....	10
3.3 Level 3 Coach Competency Statements.....	10
3.4 Level 4 Coach Competency Statements.....	11
Quality Control.....	11
4.1 Training Program Quality Control .....	11
4.2 Design and Review Responsibility.....	11
4.3 Complaints Handling Procedures.....	12
Appendices.....	13
Appendix A - Volleyball Australia RPL / RCC Policy.....	14
Appendix B - VA Accreditation Renewal Policy.....	17
Appendix C - VA Coach Accreditation Renewal Requirements.....	17
Appendix D - Coaching Training Session Assessment Forms for Level 2 Accreditation.....	20
Appendix E -Match Coaching Assessment Forms for Level 2 Accreditation.....	21
Appendix F - Coaching Training Session Assessment Forms for Level 3 Accreditation .....	22
Appendix G -Match Coaching Assessment Forms for Level 3 Accreditation .....	23

## Preface

---

*Coaches have played a critical role in the development and growth of volleyball in Australia. Through specific measures at major junior and senior events the number of coaching opportunities has grown, especially within 'Indoor' volleyball. However, with an identified need to both introduce better methods/means for coaches to develop and to provide a system to better cater for Beach Volleyball and Para Volleyball an updated framework for coaching was required.*

*In implementing an updated accreditation framework, Volleyball Australia is aiming to create contemporary and readily accessible resources to support coach development. Volleyball Australia acknowledges that coaching is one of the cornerstones of the volleyball participant's experience at all levels, creating an environment for enjoyment, safety, development, and performance.*

*This framework has been produced from Volleyball Australia's coach education and development program and represents a component of Volleyball Australia's commitment to the education and development of all Volleyball coaches in Australia. It has been modified to provide the fundamentals in a clear and simple format as a starting point for new and early career coaches. The material is designed to be a reference point for the coach. This framework represents a major change in the way that coach education and accreditation are represented in Volleyball Australia's whole of sport planning.*

*Volleyball Australia recognises the valuable and tireless contribution that coaches play in the sport of Volleyball. We have taken into consideration how to best place a coach framework to ensure we continue to produce excellent coaches at all levels and provide a clear and visible entry point for people just starting or wanting to continue along the coach pathway. As such, creating, maintaining, and conducting an effective education program supported by relevant and contemporary resources are essential to the future of the sport within Australia.*

*Volleyball Australia*

### 1.1 Volleyball Australia (VA)

Volleyball Australia Limited, established in 1963, is the peak body for the administration of the sport of volleyball in Australia. Volleyball Australia's primary strategic mission:

*"To lead, partner and support the growth in participation, performance and profile of Volleyball in Australia."*

The objects for which the Volleyball Australia is established and maintained are to:

- conduct, encourage, promote, advance, standardise, control, and administer all forms of the sport of volleyball in and throughout Australia as a human endeavour.
- provide for the conduct, encouragement, promotion, and administration of the sport of volleyball through and by various Member States or other organisations for the mutual and collective benefit of the Members and the sport of volleyball.
- act in good faith and loyalty to ensure the maintenance and enhancement of the Company and volleyball, its standards, quality, and reputation for the collective and mutual benefit of the Members and the sport of volleyball.
- at all times operate with, and promote, mutual trust and confidence between the Company and the Members in pursuit of these objects.
- at all times to act on behalf of, and in the interests of, the Members and the sport of volleyball.
- promote the economic and sporting success, strength and stability of the Company and each Member State and to act interdependently with each Member State in pursuit of these objects.

### 1.2 Affiliated Member States

Volleyball ACT  
Volleyball New South Wales  
Volleyball Northern Territory  
Volleyball Queensland  
Volleyball South Australia  
Volleyball Tasmania  
Volleyball Victoria  
Volleyball Western Australia

Volleyball Australia through its State and Territory Associations aims to improve the standard of Volleyball, Beach Volleyball, and Para Volleyball officiating by providing a structured pathway for Volleyball official education and development. To help participants achieve the requirements for this, Volleyball Australia has designed this Coach Accreditation Framework.

### 1.3 Volleyball Australia Coaches Committee (VACC)

The Volleyball Australia Coaches Committee (VACC) is an advisory committee to Volleyball Australia's board via the National Education Manager. Its role is to provide leadership and direction to Volleyball Australia's coach development programs through the following 3 pillars

- Pathways
- Technical
- Education

### 1.4 Copyright Information

The copyright on the design and content of this framework and associated courses lies solely with Volleyball Australia.

### 1.5 Provider Arrangements

Only Volleyball Australia and its associated and affiliated State and Territory bodies have permission to deliver the courses outlined in this framework.

All other bodies are required to make a written submission to affiliate State and Territory bodies before any such delivery could occur. All submissions will be entertained and assessed on the merit of their application.

### 1.6 Insurance

Volleyball Australia maintains a comprehensive insurance policy. This policy covers Public Liability (\$20 Million) and Professional Indemnity (\$5 Million) for all members, accredited officials, volunteers, coaches, staff, and executives.

All participants must be registered members of their local State/Territory Volleyball Association prior to accreditation being granted to ensure adequate insurance cover. This membership must be maintained annually whilst the participant is still actively coaching.

### 1.7 Access and Equality

To promote inclusion and equality, all Volleyball Australia courses will:

- Endeavour to provide flexibility in delivery and assessment tasks for all participants and ensure opportunity to complete the course requirements

## 1.8 Program Outline

Accreditation	Program Outline	Target Coaching Level	Accreditation Period
<b>Volleyball Australia Level 1 Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• 4 hours online course work</li> <li>• Online Assessment Quiz</li> </ul>	<ul style="list-style-type: none"> <li>• LightVolley</li> <li>• Sporting Schools</li> <li>• Spikezone</li> <li>• Local School Teams</li> <li>• Local Junior Club Teams</li> </ul>	2 years upon approval of VA Level 1 Coach Accreditation application
<b>Volleyball Australia Level 2 Associate Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• ASC Community Coaching-Essential Skills Course</li> <li>• SIA- Child Safeguarding in Sport Induction online course</li> <li>• PBTR- Harassment and Discrimination online course</li> <li>• 7 hours face-to-face course work</li> </ul>	<ul style="list-style-type: none"> <li>• Honours Schools Cup Team</li> <li>• Junior State League Club Teams</li> <li>• Senior Divisional State League Club Teams</li> </ul>	4 years upon completion of VA Level 2 Coach face-to-face course <b>Or</b> 4 years upon approval of VA Level 2 Associate Coach renewal application
<b>Volleyball Australia Level 2 State Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• SIA- Child Safeguarding in Sport Induction online course</li> <li>• PBTR- Harassment and Discrimination online course</li> <li>• SIA Anti-doping Coaches course</li> <li>• Complete the ASC Community Coaching - Essential Skills Course</li> <li>• 1x Coaching Training Session Assessment</li> <li>• 1x Match Coaching Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Divisional State League Club Teams</li> <li>• State Team Coaches</li> </ul>	Upon approval of L2 State application, remainder of the 4 years upon completion of VA Level 2 Coach face-to-face course <b>Or</b> 4 years upon approval of VA Level 2 State Coach renewal application
<b>Volleyball Australia Level 3 Associate Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• SIA- Child Safeguarding in Sport Induction online course</li> <li>• PBTR- Harassment and Discrimination online course</li> <li>• SIA- Anti-doping Coaches course</li> <li>• 4 Days face to face course work</li> </ul>	<ul style="list-style-type: none"> <li>• Premier State League Club Teams</li> <li>• AVL Teams</li> <li>• VA Junior Development Team Assistant Coach</li> </ul>	4 years upon completion of VA Level 3 Coach face-to-face course <b>Or</b> 4 years upon approval of VA Level 3 Associate Coach renewal application
<b>Volleyball Australia Level 3 National Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• SIA- Child Safeguarding in Sport Induction online course</li> <li>• PBTR- Harassment and Discrimination online course</li> <li>• SIA- Anti-doping Coaches course</li> <li>• ASC Intermediate Coaching General Principles</li> <li>• 2x Coaching Training Session Assessments</li> <li>• 2x Match Coaching Assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Premier State League Club Teams</li> <li>• VA Junior Development Team Head Coach</li> <li>• VA Program Head Coach</li> </ul>	Upon approval of L3 National application, remainder of the 4 years upon completion of VA Level 3 Coach face-to-face course <b>Or</b> 4 years upon completion of VA Level 3 National Coach renewal application
<b>Volleyball Australia Level 4 National Coach Accreditation</b>	<ul style="list-style-type: none"> <li>• SIA- Child Safeguarding in Sport Induction online course</li> <li>• PBTR- Harassment and Discrimination online course</li> <li>• SIA- Anti-doping Coaches course</li> <li>• Volleyball Australia Invitation Only</li> <li>• 2 Year Program</li> </ul>	<ul style="list-style-type: none"> <li>• Head Coach Junior National Teams and Senior National Teams</li> </ul>	4 Years upon approval of application

## 1.9 Accreditation Process

Below is a step-by-step guide to the achieve a Volleyball Australia Coach Accreditation.

### 1. *Level 1 Volleyball / Beach Volleyball Coach*

A coach is accredited as a Volleyball Australia Level 1 Coach when they successfully attain / complete the following requirements:

- a. The candidate must turn at least 14 years old during the year the accreditation starts
- b. Be a registered member of their State Volleyball Association
- c. Complete the online Volleyball Australia's Fundamentals of Coaching Course
- a. Complete the online application for accreditation via the VA Accreditation Portal for approval by the State Association

### 2. *Level 2 Associate Volleyball / Beach Volleyball Coach*

A coach is accredited as a Volleyball Australia Level 2 Associate Coach when they successfully attain / complete the following requirements:

- a. The candidate must turn at least 16 years old during the year the accreditation starts
- b. Complete the following pre-requisites before attending the VA Level 2 Coaching Course.
  1. Must have a Volleyball Australia Level 1 Coach Accreditation
  2. Be a registered member of their State Volleyball Association
  3. SIA- Child Safeguarding in Sport Induction online course
  4. PBTR- Harassment and Discrimination online course
  5. Complete the ASC Community Coaching - Essential Skills Course
- c. Attend a VA Level 2 face-to-face Coaching Course.

### 3. *Level 2 State Volleyball / Beach Volleyball Coach*

- a. Complete the required coaching practice post-course:
  1. 1x Training Session Coaching Assessment
  2. 1x Match Coaching Assessment
- b. SIA- Child Safeguarding in Sport Induction online course
- c. PBTR- Harassment and Discrimination online course
- d. Complete the online application for accreditation via the VA Accreditation Portal for approval by the State Association

### 4. *Level 3 Associate Volleyball / Beach Volleyball Coach*

A coach is accredited as a Volleyball Australia Level 3 Associate Coach when they successfully attain / complete the following requirements:

- a. The candidate must turn at least 18 years old during the year the accreditation starts
- b. Complete the following pre-requisites before attending the VA Level 3 Coaching Course.
  1. The candidate must have a Volleyball Australia Level 2 State Coach Accreditation
  2. Be a registered member of their State Volleyball Association
  3. SIA- Child Safeguarding in Sport Induction online course
  4. PBTR- Harassment and Discrimination online course
  5. SIA- Anti-doping Coaches course
- c. Attend a VA Level 3 face-to-face Coaching Course.

### 5. *Level 3 National Volleyball / Beach Volleyball Coach*

- a. Complete the ASC Intermediate Coaching General Principles Course
- b. Complete the required coaching practice post-course:
  1. 40 Hours of Practical Coaching
  2. 2x Training Session Coaching Assessment
  3. 2x Match Coaching Assessment
  4. SIA- Child Safeguarding in Sport Induction online course
  5. PBTR- Harassment and Discrimination online course
  6. SIA- Anti-doping Coaches course
- c. Complete the online application for accreditation via the VA Accreditation Portal for approval by VA

## 6. Level 4 Volleyball / Beach Volleyball Coach

The Level 4 accreditation program is achieved through a nomination process only. A coach can only be nominated by Volleyball Australia to participate.

- a. Be a registered member of their State Volleyball Association
- b. The candidate must have a Volleyball Australia Level 3 Coach Accreditation
- c. SIA- Child Safeguarding in Sport Induction online course
- d. PBTR- Harassment and Discrimination online course
- e. SIA- Anti-doping Coaches course
- f. Complete the required VA Level 4 Coaching Program (To Be Developed)
- g. Complete the online application for accreditation via the VA Accreditation Portal for approval by VA

### 1.10 Presenter/ Assessor Qualification

Course name	Minimum Presenter Qualifications	Minimum Assessor Qualifications
<b>Volleyball Australia Level 2 Coaching Course</b>	<ul style="list-style-type: none"> <li>• Currently active as a Level 3 Coach</li> <li>• Must be endorsed by State Association</li> </ul>	<ul style="list-style-type: none"> <li>• Preference, currently active as a Level 3 Coach</li> <li>• Minimum, experienced and currently active as a Level 2 Coach for the past 4 years.</li> <li>• Must be endorsed by State Association</li> </ul>
<b>Volleyball Australia Level 3 Coaching Course</b>	<ul style="list-style-type: none"> <li>• Currently active as a Level 3 Coach</li> <li>• Must be endorse by Volleyball Australia</li> </ul>	<ul style="list-style-type: none"> <li>• Currently active as a Level 3 or 4 Coach</li> <li>• Must be endorsed by State Association</li> </ul>

## Policies and Procedures

### 2.1 Code of Behaviour

Volleyball Australia Coaches are subject to the Volleyball Australia Member Protection Policy. They must comply with the requirements of the Volleyball Australia Code of Conduct (as published on VA's website <https://volleyball.org.au/integrity>) in regard to their conduct during any activity held or sanctioned by Volleyball Australia, a Member State / Territory or a State / Territory Affiliate and in their role as an official appointed by Volleyball Australia, a Member State / Territory or a State / Territory Affiliate.

All participants are required to confirm agreement to the code of conduct as a member of Volleyball Australia and its member states and demonstrating a commitment in practice.

### 2.2 Recognition of Prior Learning (RPL) / Recognition of Current Competencies (RCC)

Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/ or life experience. The purpose of the RPL/RCC process is to identify and assess previously acquired skills and knowledge pertinent to the competencies of a particular level of accreditation, to enable applicants to either:

- a. Obtain accreditation for a particular accreditation program or
- b. Gain credit for a particular module(s) of an accreditation program



The RPL / RCC policies can be found in full at Appendix B.

**Note:** State / Territory associations are responsible for assessing RPL/RCC applications for L1 and L2 candidates. Volleyball Australia is responsible for RPL / RCC applications for L3 and L4 candidates.

### 2.3 Records

Volleyball Australia is required to keep records of all accredited coaches including name, gender, level of accreditation, nomination date, expiry date, date of birth, a physical address, and an email address.

### 2.5 Accreditation Renewal

The Volleyball Australia Accreditation Renewal policy can be found at Appendix B

## Competency Statements and Learning Outcomes

---

### 3.1 Level 1 Coach Competency Statements

Upon successful completion of Volleyball Australia's Level 1 Coach Training Program the coach will be able to:

#### **Plan and Prepare:**

- a. Plan and prepare a training session appropriate to the needs of their players
- b. Administer a team in a match environment
- c. Organise basic human and physical resources appropriate to the needs of the training and competition environments

#### **Conduct:**

- d. Organise and conduct safe training sessions appropriate to the needs of their players.
- e. Teach the fundamental skills and rules of Volleyball
- f. Communicate effectively with peers, officials, and players
- g. Assess and manage the risks associated with the training and competition environments

#### **Monitor/Review:**

- h. Provide appropriate feedback on player development
- i. Adjust activities to suit the needs of individuals

#### **Evaluate:**

- j. Reflect on the effectiveness of their coaching behaviours

#### **Adapt:**

- k. Identify and implement appropriate modifications to their coaching behaviour

### 3.2 Level 2 Coach Competency Statements

Upon successful completion of Volleyball Australia's Level 2 Coach Training Program the coach will be able to:

#### **Plan and Prepare:**

- a. Plan and prepare a training session appropriate to the needs of the athletes
- b. Administer a team in a match environment
- c. Organise human and physical resources appropriate to the needs of training and competition

#### **Conduct:**

- d. Organise and conduct training sessions appropriate to the needs of the athletes
- e. Facilitate learning of the fundamental skills and tactics of the sport
- f. Coach a match using appropriate strategies relevant for the team
- g. Communicate with athletes and others involved in the program
- h. Apply the principles of the Sport Aus Community Coaching General Principles Program

#### **Monitor/Review:**

- i. Observe and assess athletes' performance
- j. Provide appropriate feedback on performance
- k. Adjust activities to suit the needs of individuals
- l. Ensure safety of self and others, and manage emergency situations

#### **Evaluate:**

- m. Evaluate achievement of the objectives of the training session/competition/
- n. Evaluate coaching behaviours

#### **Adapt:**

- o. Identify and implement the appropriate modifications to their coaching behaviour

### 3.3 Level 3 Coach Competency Statements

Upon successful completion of Volleyball Australia's Level 3 Coach Training Program the coach will be able to:

#### **Plan and Prepare**

- a. Identify the needs of your athletes/ team
- b. Prepare a competition plan appropriate to the needs of the athlete / team
- c. Plan and prepare training sessions that complement the competition plan
- d. Individualise training programs to meet the specific needs of the athlete
- e. Apply the principles of the Sport Aus Intermediate Coaching General Principles Program

#### **Training and Competition**

- f. Conduct training sessions to challenge and develop the athlete/ team (physically, psychologically, technically, and tactically)
- g. Using appropriate communication techniques provide technical instruction and feedback considering varying learning styles
- h. Coach a match using appropriate strategies relevant for the team
- i. Analyse competitive performance and adapt the game plan and training program appropriately

### Monitor and Review

- j. Assess and monitor the technical, tactical, physical, and psychological development and wellbeing of the athlete
- k. Evaluate achievement of the objectives of the plans for the athlete/ team
- l. Analyse team and athlete performance during competition and implement appropriate modifications to the game plan and subsequent training and competition plans

### Evaluate:

- m. Evaluate achievement of the objectives of the training session/competition/
- n. Evaluate coaching behaviours

### Adapt:

- o. Identify and implement the appropriate modifications to their coaching behaviour

### 3.4 Level 4 Coach Competency Statements

Upon successful completion of Volleyball Australia's Level 4 Coach Training Program the coach will be competent in the following areas:

- a. A working knowledge of current technical, tactical, and training models for application with a daily training environment for high performance volleyball athletes and teams.
- b. Detailed knowledge in a particular area of coaching interest through research and publication of a specific coaching topic. This may be a technical, tactical, or training area (e.g. setter training) or a specific discipline of volleyball (e.g. programming for junior development, Talent Identification).

---

## Quality Control

### 4.1 Training Program Quality Control

The following procedures are followed by Volleyball Australia to ensure quality control of the prescribed training programs.

- a. Ongoing update of presenter and assessor training
- b. Evaluation of courses and presenters by participants using course evaluation tools
- c. Random visits managed by Volleyball Australia to State/ Territory based courses to evaluate delivery of courses and presenters
- d. Data on numbers of participants completing and progressing through each level
- e. Input from relevant coach and official development stakeholders on an annual basis

### 4.2 Design and Review Responsibility

- a. The VACC provides technical advice in all matters pertaining to the training of coaches in Volleyball and Beach Volleyball within Australia

#### 4.3 Complaints Handling Procedures

Participants with grievances regarding the conduct of the Coaching training programs or seeking to appeal their assessment process are required to submit them in writing to Volleyball Australia. Written submission must arrive within 14 days of the completion of the training program or on receipt of the notification of their assessment outcome.

All grievances and appeals will be considered by Volleyball Australia who will inform the candidate of the outcome of its deliberations within 14 days of receiving the written grievance or appeal.

Further grievances and appeals will be referred to the Volleyball Australia Coach Committee, with all relevant information, for consideration and decision. After which no further submissions will be received.



## **Volleyball Australia**

### **Recognition of Prior Learning / Recognition of Current Competency Policy**

#### **What is Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC)?**

RPL/RCC is the acknowledgment of skills and knowledge obtained through formal training, work experience and/ or life experience. The purpose of the RPL/RCC process is to identify and assess previously acquired skills and knowledge pertinent to the competencies of a particular level of accreditation, to enable applicants to either:

- a. Obtain accreditation for a particular accreditation program or
- b. Gain credit for a particular module(s) of an accreditation program

#### **How can prior learning be recognised?**

Coaches and officials applying for RPL/RCC will be assessed on the evidence and information provided. The onus is on the applicant to demonstrate their skills and knowledge underpinning the module or training program being applied for.

RPL/RCC applications at some levels may require a practical evaluation of the practical demonstration competencies, these are identified further below and on the relevant application form.

This evidence is assessed by Volleyball Australia and its affiliated States / Territories, ensuring satisfaction of all elements in the performance criteria for a particular competency, module or training program. If it is deemed there is sufficient information proving an applicant's competency, the applicant will be exempt from part or the entire training program. If the information is not sufficient, applicants will be required to attend/ complete these specific components of the training program.

#### **Who can apply?**

Applicants can apply for RPL / RCC if they think that their prior learning and experience enables them to provide evidence to show that they are already competent in the competencies of a particular training program or module.

Please note, there is no RPL / RCC process for Level 1. Applicants must complete the Level 1 accreditation program.

#### **Benefits of RPL / RCC:**

- a. Can often 'speed up' the process of becoming an accredited coach or referee
- b. Avoids the problem of participants having to unnecessarily repeat learning experiences
- c. Encourages the development of various assessment procedures
- d. Assesses the candidates' current competency in comparison to the stated standards of competence required
- e. The RPL/RCC process can clarify which relevant skills the participant does and does not possess, so that the learning program can be tailored accordingly

#### **Who assesses and approves RPL / RCC applications?**

Level 1 and Level 2 applications are dealt with by the State Association. Level 3 applications are dealt with by the State Association in liaison with Volleyball Australia. Level 4 applications are dealt with by Volleyball Australia in liaison with the State Association.

## How do I apply?

### Step 1 – Obtain competency statements specific to program

Applicants will need to obtain and review a copy of the competency statements relevant to the module(s) or training program they are applying. Competency statements for each program are posted on the individual program pages.

Applicants will need to consider if and how they have achieved the competencies and if they can satisfy the performance criteria by submitting valid, sufficient, authentic, and current evidence.

### Step 2 – Complete RPL/RCC application form

Applicants will need to complete the RPL/RCC application through the Volleyball Australia Education Portal and make the relevant payment.

### Step 3 – Practical Assessment

Some applicants may need to be assessed on practical competencies. This will be decided on a case-by-case basis.

### Step 4 – Review of Application

The evidence provided by the applicant will be compared with the required competencies. A judgement will be made about whether the applicant wholly or partially meets the competencies. The evidence submitted must conform to the following RPL/RCC principles:

- a. Validity (is the evidence relevant?)
- b. Sufficiency (is there enough evidence?)
- c. Authenticity (is the evidence a true reflection of the candidate?)
- d. Currency (is the evidence recent – obtained within 4 years?)

In the event of partial completion of the competencies, the applicant will receive an outline of which competencies still need to be achieved, and what evidence is required.

#### *Options may include:*

- e. Supply further supporting documentation or information
- f. Complete individual modules of the appropriate coaching/referee accreditation program.
- g. Work with an assessor to obtain the required competencies before reapplying.

### Step 5 – Notification

Volleyball Australia/ State and Territory Association will notify the applicant of the decision within one month of receiving the application.

### Step 6 – Appeal

Participants wishing to appeal an assessment decision, if they believe the decision is unfair, unjust or if the information provided has been misinterpreted, must submit their case in writing to Volleyball Australia, within 14 days of receiving notification of the assessment decision.

The appeal shall be in writing and should set out grounds of appeal upon which the aggrieved participant is appealing.

Applicants will need to pay an administration fee applicable to the level of accreditation. This fee will be refunded, should the appeal be upheld.

- a. Level 2 - \$50.00
- b. Level 3 and Level 4 - \$100.00

Following receipt and consideration by the program provider of:

- a. The grounds of appeal and
- b. All other information which the program provider considers relevant and which is available

The program provider shall arrive at a finding regarding the applicant's appeal. Volleyball Australia will be consulted where necessary to provide guidance. The participant lodging the appeal will be informed of the process used to consider the grievance and the outcome of the deliberations within 30 days of receiving the appeal.

In the case of an appeal being upheld, a Volleyball Australia approved assessor will be appointed to re-assess the candidate application, of whom has not assessed the candidate previously. This is the final avenue of appeal decision.

#### **How to show evidence of competencies:**

There are many ways that applicants can show evidence of the competencies they hold, however applicants must ensure that their skills and experiences are directly linked with the competencies within the accreditation requirements. The onus is on the applicant to complete the 'Competency Checklist' and to provide 'specific details/ examples' of how they have achieved each competency within the module(s) in which they are applying. Statements of positions or roles applicants have held will not be sufficient.

RPL/RCC can only be granted on current evidence, that is, work that has been completed within the last four years. Following are a few examples of the ways evidence can be provided to demonstrate competencies.

#### **Education and training**

- a. Formal and accredited training competencies achieved
- b. Copies of certificates, qualifications achieved from other courses, school or tertiary results
- c. Statements outlining courses and or study that was undertaken and the learning outcomes/ competencies achieved from these

#### **Work related experience**

- a. Job description of positions held in sport and recreation
- b. Resume of work experience which may include reports from people within the sport
- c. Copies of any statements, references or articles about the employment or community involvement
- d. Relevant work samples such as assessment tools developed and implemented
- e. Reports on opportunities undertaken, which could include evaluations from courses conducted

#### **Life experiences**

- a. Sport and recreation involvement
- b. Relevant work or other experiences
- c. Evidence of home / self-directed study which may include a list of recent readings, synopsis of seminars attended, reports of own research / analysis undertaken. Please remember, the above are only examples. Applicants should provide all the documentation that they can which clearly shows evidence of the competencies held.



## Volleyball Australia Coach Accreditation Renewal Policy

### 1. Who is covered in the VA Accreditation Renewal Policy?

This policy applies to Volleyball Australia's Coach Accreditation Framework.

### 2. What is renewal?

Renewal is the process to extend the validity period of an accreditation for coaches and officials. The renewal policy requires Volleyball Australia (VA) coaches and officials to demonstrate a current competency of knowledge and skills.

### 3. When does the renewal process start?

When a coach / official receives their VA accreditation, they may begin claiming their updating activities for renewal.

### 4. What happens if the accreditation is not renewed?

Coaches / officials who do not complete the renewal requirements within the accreditation period will be removed from the Volleyball Australia Active Coach / Official Register. Please note you may be ineligible to coach or officiate at various Volleyball Australia or State / Territory Volleyball Association programs or events.

### 5. What if the accreditation has expired?

If the accreditation has expired, individuals are required to re-do the accreditation program or apply for Recognition of Prior Learning / Recognition of Current Competency (RPL/RCC). Special leave considerations (such as maternity leave, leave related to employment, etc.) are available and should be discussed with your State / Territory Volleyball Association.

Successful RPL/RCC application accreditations start from the date they are approved and are not backdated.

### 6. How do I renew my accreditation?

Step 1. Complete the relevant renewal requirements for your level of accreditation (see attached Coach Accreditation Renewal Requirements).

Step 2. Provide evidence of completion to your State / Territory Volleyball Association.

Step 3. Pay the required accreditation renewal fee.

**Volleyball Australia**  
**Coach Accreditation Renewal Requirements**

**1. Coach Accreditation Renewal Requirement Summary**

Level 1	Level 2 Associate	Level 2 State	Level 3 Associate	Level 3 National	Level 4
Be a current member of your relevant State / Territory Association	Be a current member of your relevant State / Territory Association  Accumulate 80 Continuous Development Credit (CDC) points of renewal activities  Or	Be a current member of your relevant State / Territory Association  Accumulate 80 Continuous Development Credit (CDC) points of renewal activities  Or	Be a current member of your relevant State / Territory Association  Accumulate 100 Continuous Development Credit (CDC) points of renewal activities  Or	Be a current member of your relevant State / Territory Association  Accumulate 100 Continuous Development Credit (CDC) points of renewal activities  Or	Be a current member of your relevant State / Territory Association  Accumulate 100 Continuous Development Credit (CDC) points of renewal activities  Or
Re-do Level 1 accreditation  Or	Re-do Level 2 Associate accreditation  Or				
Attain Level 2	Attain Level 2 State	Attain Level 3 Associate	Attain Level 3 National	Attain Level 4	

**2. Renewal Activities**

**2.1 Practical Coaching**

Practical coaching can be undertaken with any level of athlete/team, from school/club level through to national/international level and may occur on a regular basis (daily, weekly, monthly) or in specific situations such as one-off competitions, camps or clinics.

The following activities will accumulate the stated CDC points:

- a. Programs or Competitions with a minimum duration of 6 weeks - **30 CDC** points
- b. One-off Coaching activity - **5 CDC** points per day

**2.2 Coach Education**

The following activities will accumulate **20 CDC** points:

- a. Lecture/present at a coaching course or seminar
- b. Write and/or publish an article on coaching endorsed by State Association or VA

### **2.3 Self-Education**

The following activities will accumulate **20 CDC** points:

- a. Attend a coaching seminar/course (2 days or more duration) by State Association or VA
- b. Complete a sport related tertiary education course e.g. PE/Human Movement
- c. Complete a recognised first aid, sports trainer or Strength and Conditioning course

The following activities will accumulate **10 CDC** points:

- a. Attend a coaching seminar/course (1 day or less duration) by State Association or VA
- b. Attend any other relevant seminar/course to coaching

The following activities will accumulate **5 CDC** points:

- a. Complete a Play by The Rules online course
- b. Complete a Sports Integrity Australia online course

### **3. Rules for Claiming Activities**

#### **Category hours**

- a. Level 2 Associate / State- 80 CDC Points
- b. Level 3 Associate / National - 100 CDC Points
- c. Level 4 - 100 CDC Points

All quantities are the minimum number CDC points that must be completed at each level to maintain a current accreditation. A maximum of 50 CDC points of the required for each level may be claimed through Practical Coaching. The balance of the CDC Points can be accrued through Coach Education and Self-education.

### **4. Endorsement of Renewal Activities that can be used to accumulate CDC points.**

Renewal Activities must be endorsed by the affiliated State Association or VA.

### **5. Verification**

All proof of renewal activities must be submitted using the VA Coach Accreditation Renewal Online Portal. State Volleyball Associations will be responsible for the verification of the activities.

### **6. Time to claim**

All renewal activities cannot be completed in one year. They should ideally be spread over the accreditation period. 25 CDC points must be accumulated in final year of the current accreditation period.

**Volleyball / Beach Volleyball Level 2 Coach Accreditation Program**  
**Practical Assessment Activities: Training Session Coaching Assessment**



Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Assessment Checklist**

Assessment Criteria	Comments	Assessment (delete one)
The coaching session was delivered in a manner compliant with the VA Coach's Code of Behaviour		Competent Not Yet Competent
The coaching session appeared to have been planned and was appropriately structured.		Competent Not Yet Competent
Communication, including non-verbal communication, was appropriately delivered, and received in an effective manner.		Competent Not Yet Competent
Technical drills followed the principles of training and appropriate to the development level of the team and/or athletes		Competent Not Yet Competent
Tactical drills followed the principles of training and appropriate to the development level of the team and/or athletes		Competent Not Yet Competent
Activities progressed with challenges, or regressed to adapt to need of the team or athletes		Competent Not Yet Competent
Feedback is relevant and specific to team or athlete's development and delivered appropriately		Competent Not Yet Competent
Recognise the 'coachable moment' and use it appropriately when the skill is correctly or incorrectly performed.		Competent Not Yet Competent
Resources including staff, athletes and training aids were used effectively		Competent Not Yet Competent
The session was conducted with the physical well-being, health and safety of the athletes duly considered		Competent Not Yet Competent
Seek feedback from players and others and use self-reflection techniques to evaluate the training session.		Competent Not Yet Competent

Result: (Must be assessed 'Competent' in all criteria to achieve 'Competency' for this Practical Assessment Activity):

  


Candidate has achieved competency

Candidate is not yet competent: re-assessment required

Reasons for an assessment of 'Not Competent' on any criteria must be written in the 'Comments' section beside the specific criteria.

Name of Assessor: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Volleyball / Beach Volleyball Level 2 Coach Accreditation Program**  
**Practical Assessment Activities: Match Coaching Assessment**



Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Assessment Checklist**

Assessment Criteria	Comments	Assessment (delete one)
Match management was delivered in a manner compliant with the Coach's Code of Behaviour		Competent Not Yet Competent
Game strategy is relevant to the team's strengths and weakness		Competent Not Yet Competent
Game strategies are communicated effectively to the team prior to the match		Competent Not Yet Competent
The pre-match protocols were conducted appropriately		Competent Not Yet Competent
The team warm-up and recovery were appropriately structured		Competent Not Yet Competent
Able to analyse the match situation and identify the team and/or individual's areas of improvement		Competent Not Yet Competent
Communication, including non-verbal communication, was appropriate and delivered in an effective manner.		Competent Not Yet Competent
The match strategies implemented were appropriate to maintaining the physical well-being, health and safety of the athletes.		Competent Not Yet Competent
Seek feedback from players and others and use self-reflection techniques to evaluate the match.		Competent Not Yet Competent

Result: (Must be assessed 'Competent' in all criteria to achieve 'Competency' for this Practical Assessment Activity):

Candidate has achieved competency

Candidate is not yet competent: re-assessment required

Reasons for an assessment of 'Not Competent' on any criteria must be written in the 'Comments' section beside the specific criteria.

Name of Assessor: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Volleyball / Beach Volleyball Level 3 Coach Accreditation Program**  
**Practical Assessment Activities: Coaching Training Session Assessment**



**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Assessment Checklist**

<b>Assessment Criteria</b>	<b>Comments</b>	<b>Assessment (delete one)</b>
The coaching session was delivered in a manner compliant with the VA Coach's Code of Behaviour		Competent Not Yet Competent
The coaching session appeared to have been planned and was appropriately structured.		Competent Not Yet Competent
Communication, including non-verbal communication, was appropriately delivered, and received in an effective manner.		Competent Not Yet Competent
Technical drills followed the principles of training and relevant to the team's overall strategies		Competent Not Yet Competent
Tactical drills followed the principles of training and relevant to the team's overall strategies		Competent Not Yet Competent
Activities progressed with challenges, or regressed to adapt to need of the team or athletes		Competent Not Yet Competent
Feedback is relevant and specific to team or athlete's performance and delivered appropriately		Competent Not Yet Competent
Recognise the 'coachable moment' and use it appropriately when the skill is correctly or incorrectly performed.		Competent Not Yet Competent
Resources including staff, athletes and training aids were used effectively		Competent Not Yet Competent
The session was conducted with the physical well-being, health and safety of the athletes duly considered		Competent Not Yet Competent
Seek feedback from players and others and use self-reflection techniques to evaluate the training session.		Competent Not Yet Competent

Result: (Must be assessed 'Competent' in all criteria to achieve 'Competency' for this Practical Assessment Activity):

  


Candidate has achieved competency

Candidate is not yet competent: re-assessment required

Reasons for an assessment of 'Not Competent' on any criteria must be written in the 'Comments' section beside the specific criteria.

Name of Assessor: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**Volleyball / Beach Volleyball Level 3 Coach Accreditation Program**  
**Practical Assessment Activities: Match Coaching Assessment**



**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Assessment Checklist**

<b>Assessment Criteria</b>	<b>Comments</b>	<b>Assessment (delete one)</b>
Match management was delivered in a manner compliant with the Coach's Code of Behaviour		Competent Not Yet Competent
Game strategy is relevant to the team's strengths and weakness, and the opposition's abilities		Competent Not Yet Competent
Game strategies are communicated effectively to the team prior to the match		Competent Not Yet Competent
The pre-match protocols were conducted appropriately		Competent Not Yet Competent
The team warm-up and recovery were appropriately structured		Competent Not Yet Competent
Able to analyse the match situation and identify the team and/or individual's areas of improvement		Competent Not Yet Competent
Able to analyse the strategies and abilities of the opposition and alter team's strategies accordingly		Competent Not Yet Competent
Performance analysis tools were used effectively		Competent Not Yet Competent
Communication, including non-verbal communication, was appropriate and delivered in an effective manner.		Competent Not Yet Competent
The match strategies implemented were appropriate to maintaining the physical well-being, health and safety of the athletes.		Competent Not Yet Competent
Seek feedback from players and others and use self-reflection techniques to evaluate the match.		Competent Not Yet Competent

Result: (Must be assessed 'Competent' in all criteria to achieve 'Competency' for this Practical Assessment Activity):

Candidate has achieved competency

Candidate is not yet competent: re-assessment required

Reasons for an assessment of 'Not Competent' on any criteria must be written in the 'Comments' section beside the specific criteria.

Name of Assessor: \_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_