



VICTORIAN CALISTHENIC COACHES' ASSOCIATION INC.
Inc. No. A0024275Z

COACH INFORMATION PACKAGE

VOLUME 7

JANUARY 2011



ACF CADET

Pre-requisite:

16 years
Grade 3 ACF Calisthenic Skills
Must be a financial member of the VCCA (Category C)
(\$22.00 joining fee is required)
Assisting a Level 1 or Level 2 qualified coach

Course Requirements:

ACF Calisthenic Technical Guide (CD Rom)
Cadet course fee of \$38.50
100% attendance at all 4-course modules (any lateness requires repeat)

Supervising Coach:

Is solely responsible for Cadet during her training period.
Guidelines are to be discussed and adhered to.

Application for Cadetship is to be requested by Supervising Coach in writing and addressed to the VCCA Cadet Administrator.

Procedures:

During the 2 year period (or less according to age of entry) your Supervising Coach may recommend attendance at additional seminars and competitions, offering the Cadet education to enhance her future coaching career.

NOTE: AT NO TIME SHOULD A CADET BE PERMITTED TO TAKE A CLASS OR SOLO COMPETITOR UNSUPERVISED.

Entry to Level One:

Cadet education is a national criteria for entry to Level One. The Cadet program is designed to train all assistants to Level One coaching level, however you may nominate to remain a Cadet for an indefinite period.

Procedure for Level One Entry

Completed Cadet Record and Accreditation form.
Purchased ACF Calisthenic Technical Guide
Written request to the VCCA Office for Level One application.
Note: Annual membership requirements for a Cadet are to maintain financial membership of the VCCA.

Further Enquiries:

**VCCA Cadet Administrator
C/- PO Box 8085,
EAST OAKLEIGH, VIC 3166.**

ACF CADET – Continued.

CADET / SUPERVISING COACH GUIDELINES

1. The Cadet must be assisting in a class under the supervision of a Level 1 and/or Level 2 Coach, who is a registered member of the State Association.
2. A Cadet cannot have responsibility of a Solo and/or Team at any time on their own.
3. To enroll in the Cadet course, the minimum requirement is ACF Calisthenic Skills Grade 3, and 14 years of age (16 years VICTORIA only).
4. It is recommended that all Cadets attend seminars each year, especially if they do not proceed to the Level One program.
5. If the Cadet transfers to a new class, the new Supervising Coach takes on the responsibility. The Cadet must contact the Cadet Administrator with her new arrangements.
6. The modules can be attended separately over a period of time. In Victoria, if the Cadet is 17 years of age or older, modules can be completed in a full day.
7. There is no time limit for completion of the Cadet Modules.
8. The Supervising Coach should encourage their Cadet/s, to have regular meetings and show interest in their newly acquired skills.
9. The Supervising Coach should nurture the Cadet in all aspects of Calisthenics.
10. The pre-requisite for Level One enrolment is the successful completion of 4 Cadet Modules, and member is 17 years of age.

ACF LEVEL ONE

Pre-requisite: 17 years and over
 Purchased ACF Calisthenic Technical Guide
 Financial member of the VCCA (Category C)
 Completion of Cadet course
 Assisting a Level 1 and/or Level 2 registered coach in a class
 Cannot be registered as a coach until 18 years of age

Course Requirements: ACF Technical Guide (CD Rom)
 Payment of ACF fee and VCCA Upgrade fee (refer page 5)
 100% attendance at course (any lateness requires repeat)
 40 hours practical coaching
 Current First Aid Certificate (ACF approved, see page 22) or
 Nurses Board of Australia Registration
 Current Working With Children Check or VIT Registration
 Successful Assessment

Procedures: The Australian Calisthenic Federation (ACF) requires candidates to complete the course within 12 months. Any extension must be applied for in writing to the Level One Administrator. At no time is a Level One trainee permitted to take sole responsibility of a class.

Update: 4 year period - 24 points.
 Made up of: ♦ Sports Specific 18 points
 ♦ Other 6 points
Course modules do not credit you with update points.

ASC update books are to be handed in at the commencement of seminars for attendance stamping. If your book is forgotten, you must have your diary signed as proof of attendance for clarification of signing. Update books must be stamped within 18 months of attendance.

External Seminars : Semianrs outside of the VCCA, must carry a Non-calisthenics Presented Update Application form (copy included in this edition). Sub-Branch activities must also provide these forms to all participants, and the approval form is to be presented before the seminar to the VCCA office. Once approved, a copy is to be handed in with the Level One Update Book for signing.

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ACF “Banned and Dangerous Movements” Video:

Each Club must own the ACF “Banned and Dangerous Movements” video. It is mandatory that Coaches and Cadets view this annually.

Level One Fees and Attendance Requirements
Following Upgrade to Category 1 Membership:

When a Cadet is assessed and completes the Level 1 course, they are required to pay an upgrade fee to Category 1 Membership per the table below as they now have access to free update points and member’s forums. They are also required to attend Member’s Forums to meet their annual membership obligations per the table below.

Assessing Date	Additional Membership fee owing due to upgrade to Category 1 (email fee)	Members’ Forum Requirement in the Year they are Assessed
Prior to 1 st March	\$66 (\$60)	2
Prior to 1 st April	\$55 (\$50)	2
Prior to 1 st May	\$44 (\$40)	2
Prior to 1 st June	\$33 (\$30)	2
Prior to 1 st July	\$22 (\$20)	2
Prior to 1 st August	\$11 (\$10)	1
After 1 st August	Free	1

ACF LEVEL ONE - RENEWAL

Requirement:

Cheque for \$15.00 (GST inclusive) payable to VCCA Inc.
Update book with Proof of 24 update points.

NOTE: Claim of team coaching points for current year renewal may not be claimed until the 9th month has passed.

Send to: VCCA Office

**C/- P.O. Box 8085,
EAST OAKLEIGH VIC 3166.**

UPDATE BOOKS MUST BE RECEIVED AT LEAST ONE MONTH
PRIOR TO THE EXPIRY DATE.

**Change of Name/Address,
and/or Lost ASC Book,
and/or Lost Level 1 Card:**

Advise: a) VCCA Membership Registrar.
b) Level One Coordinator.
c) Australian Sports Commission (ASC)
sao.ausport.gov.au

Request for a replacement card must be made online to the ASC or by contacting the VCCA office. Request for a replacement book must be made to VCCA and include a cheque made payable to VCCA for \$5.00 (GST inclusive) for issue of new book.

Leave of Absence:

Maximum 12 months in any year of the four year cycle.
Application in writing to Leave of Absence Coordinator (via VCCA office).

Expired Level One:

Re-entry conditions apply according to ACF Rules - refer to ACF De-registration and Re-accreditation Policy.

NOTES ON COACH UPDATING PROGRAM

- All ACF Coaching programs are continually being revised and approved by the ACFC & ASC.
- All coaches must abide by the Code of Ethics and annually sign this agreement.
- Presenters for our Coaching programs are accredited with update points. You may consider becoming a Presenter, Assessor, or Mentor.
- We are continually looking at different ways of introducing new ideas, as well as refresher courses to keep coaches abreast with calisthenics and its changing faces. Feel free to speak to a Co-coordinator or member of the Coach Education Committee if you have any ideas or expertise to offer. Better still, become involved and join the Coach Education Team.
- **All course applications must be made in writing to the appropriate Co-coordinator via the VCCA office.**
- It is advisable for you to keep a copy of all correspondence.
- Inter-State Transfer forms may be obtained from the VCCA Registrar.

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LEVEL ONE UPDATE PROGRAMME Current from June 2006

Updating points must be a minimum of 24 points over a four year period

FIRST AID: (maximum of 6 points per 4 years)

Compulsory

Requalify – Essential First Aid 4 points

Optional

Annual update C.P.R. 2 points

Senior First Aid 6 points

* Nurses – RN and EN must provide verification of update qualifications to gain points

SEMINAR/WORKSHOP: (no annual limit) - **NB:** external seminars/workshops require prior approval

Lecture or physical participation 1 point / hour
(each 30 mins over the hour = ½ point)

ACF National Coaches Conference 12 points

Level 2 General Principles Course 10 points

Level 2 Modules 2 points / hour

Coaching Effectiveness Audit (Video Self-analysis) - apply through coaching association 2 points / 2 years

NB: Compulsory for those commencing Level One from January 2007
prior to first reaccreditation

COACHING: (maximum of 16 points per four year period)

Coach one age/division 2 points / year

Coach two or more ages/divisions 4 points / year

Specialist coaching solos/duos/gracefuls 1 point / year

Specialist item Calisthenics skills 1 point / year

Specialist item e.g. Song and Dance 1 point / year

National/State Team Coach 3 points / year

PRESENTING/ASSESSING: (maximum of 16 points per four year period)

Presenting courses and seminars 1 point / hour

Presenting Prep Class for Calisthenics Skills 1 point / hour

Assessing Level One candidate 1 point / hour

Writing/producing modules 4 points / module

ADMINISTRATION: (maximum of 16 points per four year period)

A.C.F.C.C. Delegate 4 points / year

State/Territory Course Co-ordinator 4 points / year

Coaches' Association position – Executive 2 points / year

Coaches' Association position – Other 1 point / year

COMPETITIONS:

Attendance or participation at National Championships 1 point / year

Assessing/timing/writing at approved competitions 1 point / year



Australian Government
Australian Sports Commission

ACF LEVEL TWO

- Pre-requisite:** Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
Current Working With Children Check or VIT Registration
Purchased ACF Calisthenic Technical Guide
Financial member of the VCCA Inc.
Level 1 accredited coach for a minimum of 2 years including full team responsibilities.
- Course Requirements:** Enroll with State Level 2 Administrator.
Payment of ACF Level 2 registration fee - \$27.50 (GST inclusive).
Complete all 7 modules set by the National criteria.
100% course attendance (any lateness requires repeat).
Complete General Coaching Principles course.
- Procedures:** There is no time limit for completion of Level 2.
Module fees are \$55.00 each (GST inclusive) and candidates will be assessed according to module requirements.
Modules may be completed in any participating State.
Level 2 Coaching Principles Course is conducted through the Victorian Institute of Sport and costs \$250.00. Course can be completed via correspondence, lecture based or online.
- Prior Learning:** Recognition may be considered on application in writing for prior learning.
- Update:** ***Note: Update does not commence until completion of course.***
4 year period - 48 points made up of:
 - Sports Specific 36 points
 - Practical Coaching 12 pointsWorkshop Approval forms also apply to Level 2.
- Enquiries:** Application forms and flyers of modules from all States, including orders for videos to accompany modules can be obtained from: **Level 2 Administrator**
C/- PO Box 8085,
EAST OAKLEIGH VIC 3166.

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LEVEL TWO UPDATING PROGRAMME Current from June 2006

Updating points must be a minimum of 48 points over a four year period

FIRST AID: (maximum of 12 points per 4 years)

Compulsory

Requalify – Essential First Aid

8 points

Optional

Annual update C.P.R.

4 points

Senior First Aid

12 points

* Nurses – RN and EN must provide verification of update qualifications to gain points

SEMINAR/WORKSHOP: (no annual limit)

NB: external seminars/workshops require prior approval

Lecture or physical participation

2 points / hour
(each 30 mins over the hour = 1 point)

ACF National Coaches Conference

24 points

Coaching Effectiveness Audit (Video Self-analysis) - apply through coaching association

4 points / 2 years

COACHING: (maximum of 32 points per four year period)

Coach one age/division

4 points / year

Coach two or more ages/divisions

8 points / year

Specialist coaching solos/duos/gracefuls

2 points / year

Calisthenics skills

2 points / year

Specialist item e.g. Song and Dance

2 points / year

National/State/Territory Representative Team Coach

6 points / year

PRESENTING/ASSESSING: (maximum of 32 points per four year period)

Presenting courses and seminars

2 points / hour

Presenting Prep Class for Calisthenics Skills

2 points / hour

Assessing Level One candidate

2 points / hour

Writing/producing modules

8 points / module

ADMINISTRATION: (maximum of 32 points per four year period)

A.C.F.C.C. Delegate

8 points / year

State/Territory Course Co-ordinator

8 points / year

Coaches' Association position – Executive

4 points / year

Coaches' Association position – Other

2 points / year

COMPETITIONS:

Attendance or participation at National Championships

2 points / year

Assessing/timing/writing at approved competitions

2 points / year



Australian Government
Australian Sports Commission

ACF NATIONAL LEVEL ONE COACHES' COURSE
For Distance Education

Level One accreditation can now be obtained through a distance education process provided the Level One trainee meets the distance criteria. This will enable more coaches in rural areas to obtain their Level 1 qualification and coach calisthenics without the need to travel long distances.

1. APPLICATION

- Current Member of State Coaching Association
- Completed Cadet Course
- Purchased ACF Technical Guide
- Apply in writing stating reasons for requiring the Level One Distance Education package to Level One Administrator, including payment for \$110 and business size stamped self addressed envelope

2. PROCESS FOR COMPLETION

Appoint a supervisor to oversee training of Level One Trainee

- Level One Administrator to send an entire folder and videos for the course
- Complete all components of Level One Course as outlined in Distance Education Package:
 - Includes theory, practical, and communication with a supervisor
 - View in full 8 video modules of Level One Course
 - Assign a mentor
- Submit all forms, worksheets, and videos to Level One Administrator
- Submit current First Aid Certificate (ACF Approved course, see page 22) or Nurses Board of Australia Registration
- Submit current Working With Children Check or VIT Registration

3. ASSESSMENT

- Assessment of paperwork and forms to be completed by Level One Co-ordinator
- An assessor is appointed to view and assess performance of Level One trainee
- The applicant pays the VCCA Membership upgrade fee as outlined on Page 5
- Once paperwork is completed, and received at the VCCA office, you will be registered with ASC in Canberra as a Level 1 coach
- To maintain Level One qualification, 24 update points must be obtained over 4 years from coaching, attending seminars, updating first aid etc
- Maintain Membership of State Association and meet membership requirements.



Australian
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POLICY ON ACCREDITATION AND DEREGISTRATION - Revised MARCH 2010

Background

The Australian Sports Commission (ASC) maintains a database of National Coaching Accreditation Scheme (NCAS) registered coaches. This database is a joint initiative of the ASC, National Sporting Organisations (NSOs) and training providers. The Australian Calisthenic Federation (ACF) is a NSO. The database contains a record of coaches who have met the minimum competency standards, as prescribed under the NCAS.

For calisthenics the minimum competency standard for accreditation to coach is Level 1. The Level 1 Calisthenic Coaching Course is an approved NCAS course. Coaches who meet these competencies are registered for a four year period. During this time they are expected to coach and undertake further educational activities (updating requirements) to be reaccredited at the end of the four year registration period.

Coaches who fail to update and meet reaccreditation requirements are automatically removed from the state/territory coaches' register and are no longer recognised as a NCAS registered coach.

Accreditation Requirements Level One

To coach calisthenics it is an ACF requirement to achieve Level 1 accreditation. This requires:

- Grade 3 Calisthenic Skills (Victoria only)
- Successful completion of the pre-entry requirements of the National Cadet Program
- Purchased ACF Calisthenic Technical Guide
- Level 1 course attendance
- 40 hours practical coaching experience
- Current First Aid Certificate (ACF Approved, see page 22) or Nurses Board of Australia Registration
- Current Working With Children Check or VIT Registration
- Successful assessing

The Level 1 accreditation is only active for a four year period. During this four year period coaches are required to achieve 24 points in updating activities. Upon successful completion of updating activities Level 1 is reaccredited for a further four years.

Deregistration

Coaches who fail to achieve the updating requirements for Level 1 at the end of their 4 year accreditation period will be deregistered by the ASC from the expiry date on their ASC Coaching card, returned to Category C membership of VCCA, and be unable to coach unsupervised without a qualified Coach in attendance.

Reaccreditation

The re-entry point for accreditation is Level 1. Categories of re-entry are as follows:

1. Coaches who fail to meet requirements with expiry of qualifications less than 3 years. To regain reaccreditation Coaches must supply VCCA:
 - Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
 - Current Working With Children Check or VIT Registration
 - Achieve outstanding update points and provide update book with 24 points achieved

2. Coaches seeking to re-enter the sport with expiry date longer than 3 years but less than 10 years. To regain reaccreditation Coaches must supply VCCA:
 - Proof of purchase of ACF Calisthenic Technical Guide
 - Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
 - Current Working With Children Check or VIT Registration
 - Certificate of completion of Beginning Coaching General Principles online course

3. Coaches seeking to re-enter the sport with expiry date longer than 10 years. To regain reaccreditation Coaches must supply VCCA:
 - Proof of purchase of ACF Calisthenic Technical Guide
 - Level 1 course attendance
 - 40 hours practical coaching experience (no consideration or recognition of prior coaching experience)
 - Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
 - Current Working With Children Check or VIT Registration
 - Successful assessing

Please note that adjudication qualifications are different and not interchangeable with coaching qualifications. Adjudicators seeking to coach must meet the entry requirements as required by all other persons.

Persons seeking exemption from the above requirements should write to VCCA documenting reasons why they believe they should be exempted. Included in the documentation should be a calisthenic resume and previous 5 year history of calisthenic activities. VCCA must then forward the application to the ACF for consideration and a decision. The ACF will review all documentation and may require the person in question to undergo a one on one assessment with regard to their coaching skills and capacity. Assessors will be appointed by the ACF as required.

Accreditation Requirements Level Two

To accredit as a Level Two Coach this requires:

- Level 1 accreditation
- Practical coaching experience with full responsibility for a team for a period of at least 2 years
- Successful completion of all modules
- Successful completion of ACF Level 2 General Coaching Principles Course and completion of Self-Analysis module
- Current First Aid Certificate (ACF Approved, see page 22) or Nurses Board of Australia Registration
- Current Working With Children Check or VIT Registration

The Level 2 accreditation is only active for a four year period. During this four year period coaches are required to achieve 48 points in updating activities. Upon successful completion of updating activities Level 1 is reaccredited for a further four years.

Deregistration

Coaches who have achieved Level 2 but fail to achieve the updating requirements for Level 2 will automatically revert to Level 1 accreditation. Coaches whose accreditation is downgraded to Level 1 will need to meet Level 1 updating requirements during the next 4 years to maintain Level 1 accreditation. Failure to achieve this will result in the loss of Level 1 accreditation.

Reaccreditation

1. Coaches seeking Level 2 reaccreditation within 12 months of lapse of accreditation will need to supply VCCA:
 - Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
 - Current Working With Children Check or VIT Registration
 - Achieve outstanding Level 2 update points and provide update book with 48 points achieved
2. Coaches whose Level 2 accreditation has lapsed for more than 3 years must supply VCCA:
 - Proof of purchase of ACF Calisthenic Technical Guide
 - Current First Aid Certificate (ACF approved, see page 22) or Nurses Board of Australia Registration.
 - Current Working With Children Check or VIT Registration
 - Certificate of completion of ACF Level 2 Coaching Principles Course

Other Qualification Requirements

1. Assessors.

To be an Assessor the person must have current Level 1 accreditation and meet other selection criteria as identified in the ACF National Assessing Guidelines October 1998.

2. Mentors, Course Presenters, support personnel in coach education

Level 1 accreditation is not required to undertake any of the above roles. Mentors are to be selected according to the ACF National Mentoring Guidelines October 1998. Other persons participating in the delivery and organization of coach education programs should be selected according to the requirements of the particular activities.

Leave of absence

You can request a leave of absence from your Level 1 or 2 qualifications. This is available once only per four year cycle and can be up to a maximum of 12 months in duration. Applications for leave of absence can be made to the VCCA Leave of Absence Coordinator (via the office) in writing. Each application is taken to the Coach Education Committee for approval.

Extension

Extensions to Level 1 or 2 are also available for extenuating circumstances only upon application. Any request must be sent to the Level One Administrator PRIOR to the expiration of your qualification.

MEMBERSHIP

Categories of Membership: There are 5 categories of VCCA membership depending on your current coaching status and qualifications:

- 2 – COACH:** A member who has completed the National qualification of Level Two and has been issued with an Australian Sports Commission (ASC) card and update book from Canberra. The ASC card is valid for a four-year period.
- 1 – COACH:** A member who has completed the National qualification of Level One and has been issued with an Australian Sports Commission (A.S.C.) card and update book from Canberra. The A.S.C. card is valid for a four-year period.
- C – CADET:** A member who has not received ASC Level One qualifications or who has expired Level One or Level Two qualifications and is actively coaching as an assistant or in the process of renewing their ASC qualifications.
- R – RECREATIONAL:** Recreational Coach who is undertaking or has completed the Recreational Level 1 course.
- A – ASSOCIATE MEMBER:** A member who has had ASC Level One or Two qualifications and is not actively coaching or assisting calisthenics. Voting rights are extended and these members are exempt from attending meetings.

Cost of Membership: With effect from 1st July 2000, the annual fees for each category include GST. The renewal fees for VCCA Membership in 2011 are:

Category 2 - \$99.00 including GST.

Category 1 - \$99.00 including GST.

Category C - \$33.00 including GST.

Category R - \$99.00 including GST.

Category A - \$33.00 including GST.

A 9% discount is available to all members who receive correspondence via email. All financial members of the VCCA are issued with a membership card that is valid for that calendar year only.

Applying for Membership: To join the VCCA new members must be at least 16 years of age. Their supervising coach should contact the VCCA Office for an application form to join the VCCA. This application form is completed and returned to the Registrar (via the office) together with the membership fee. Members are able to enroll in the cadet course by their supervising coach contacting the office for an application form. The cadet application form is then returned to the Cadet Coordinator with the required fee via the VCCA office.

Maintaining Membership: All members have a responsibility to ensure that they fulfill the requirements listed under the VCCA Constitution and By-Laws. These requirements are:

- Must be a **financial** member (i.e. membership fees must be paid by the AGM);
- First Aid qualifications must be kept current and a copy must be sent to the Registrar (applicable to 2, 1 & R coaches ONLY).
- Must attend **two member forums (meetings)** each calendar year (applicable to 2, 1 & R coaches ONLY).
- Working With Children Check or VIT Registration must be kept current and a copy must be sent to the Registrar (applicable to 2, 1 and R coaches ONLY).
- Purchased an ACF Calisthenic Technical Guide (applicable to 2 1 & R coaches ONLY).
- When leaving a coaching position to take an appointment within 5km of your former club you must receive written permission from the management of your former club (unless 12 months has lapsed).
- When forming a new club, this must be situated 15 kilometers from your former class unless written permission is received from the former club (unless 12 months has lapsed).

MEMBERSHIP - Continued

De-Registration from VCCA: Any members who do not fulfill the membership requirements listed above face de-registration from the VCCA as stated in the Constitution.

Written advice of this breach shall be issued to each member, who then has the opportunity to appeal against this decision. Appeals must be sent in writing to the Registrar by a specified date. These appeals are then presented to the VCCA Committee for discussion and consideration. The members shall receive written confirmation of the Committee's decision in due course.

- If the appeal is accepted by the Committee, then the de-registration is withdrawn and the membership continues unaffected.
- If the appeal is unsuccessful and the de-registration is upheld, there are 2 possible outcomes:
 1. If it is the member's **first de-registration**, they are able to rejoin the VCCA immediately by completing the forms that are issued to them.
 2. If it is the member's **second de-registration**, they are unable to rejoin the VCCA for a period of at least 12 months. The member shall not be able to coach for the defined period.
 3. Members who do not rejoin the VCCA after their first de-registration or who have been deregistered for the second time, shall be deleted from the database of current members.

Renewal of Membership: Membership of the VCCA is for each calendar year, ending on 31st December annually. Prior to this date, all existing members shall receive their Membership renewal form for the next 12 months. Each member is required to complete this form in full and return it to the Registrar together with the applicable fee. All forms and payments must be received by the due date listed on the form, or a late return fee of \$10.00 shall be imposed. Members who fail to forward their renewal form and payment to the Registrar by the AGM of the VCCA shall be deemed "unfinancial" and shall be de-registered.

Code of Ethics: All accredited Level One and Two coaches, and Recreational coaches must sign the "Code of Ethics Agreement Form" annually as stated by the Australian Sports Commission. This form is printed on the back of the VCCA Membership Renewal Form and must be signed before renewal can be accepted.

Suspension of Membership: If a member decides not to coach at all for a 12 month period, they may request to suspend their membership for this time. These requests must be put in writing and sent to the Registrar for consideration by the VCCA Committee. If the request is granted, the member shall be deleted from active the database for that period and they shall cease to receive correspondence from the VCCA. At the conclusion of their time of absence, members must write to the Registrar who shall issue the correct forms needed to reinstate their membership.

Attendance Exemption: If a member has a valid reason for not being able to attend meetings, they may send a written request for exemption to the Registrar. This request will then be presented to the VCCA Committee for consideration. The member shall then receive written confirmation of the Committee's decision. If the request is declined, the member shall still need to obtain her two attendances for that calendar year. Any member who does not wish to continue her membership of the VCCA is requested to send a written letter of resignation to the Registrar.

Enquiries: All members are welcome to contact the Registrar regarding their membership. All Membership enquiries should be directed to:

VCCA Registrar – PO Box 8085, East Oakleigh, 3166, Vic
vcca@bigpond.com or ph/fax 9543 3757

PROFESSIONAL INDEMNITY INSURANCE

Our Insurance Broker has arranged a policy to cover all qualified calisthenic coaches for Professional Indemnity. All States of Australia are covered by this “bulk” policy and the premium charged to each State is based on their total number of qualified coaches. To be eligible to take out this insurance, members must be either:

- Coaches with completed Level One or Level Two qualifications;
- Cadets/Assistants who have enrolled for the next available Level One course, or who are in the process of completing their Level One qualifications.

Insurance is compulsory for all Category 2, 1 and R members. If you do not have your own personal insurance coverage, it is mandatory to pay for insurance with your membership dues if you renew as a Category 2, 1 or R member.

The current details of the policy are shown below:

<u>Company:</u>	Calliden Insurance Ltd
<u>Policy No.:</u>	SUA/1071
<u>Insured:</u>	Calisthenics Victoria Inc.
<u>Period of Cover:</u>	1st January 2011– 31st December 2011
<u>Situation of Risk:</u>	Anywhere in Australia
<u>Class of Risk:</u>	(A) Public Liability (B) Professional Indemnity
<u>Sum Insured:</u>	(A) \$20,000,000.00 any one occurrence (B) \$5,000,000.00 any one occurrence
<u>Excess:</u>	\$NIL

- When the premium details for the ensuing policy period are received from the Broker, the full cost is paid by the VCCA Inc. A renewal form (as part of the Membership renewal form) is then issued to each member with the individual premium required.
- Each member of the VCCA must complete the renewal form and return it together with the applicable payment to the VCCA Registrar. When payment is received, the member is automatically included under this policy.
- The policy details are updated each year on the VCCA website for members reference and can be found at: http://www.vcca.asn.au/page/professional_indemnity.html

CLAIMS: If a claim should occur, the member must contact the C.V.I. Office (Tel: 9562 6011) and advise them of the details. A claim form shall be subsequently issued which must be completed and returned to the address listed on the form. If the member has **NOT PAID** the premium for this policy, then the claim shall be REJECTED and the member will have to handle the matter herself.

COMPETITIONS – SOLOS AND TEAMS

- All Competition Committees expect behaviour of competitors and the audience to be appropriate to the occasion.
- Communication with the Adjudicator, either by competitors, coaches or other interested parties during the competition is prohibited.
- The Adjudicator’s decision shall be final.
- The use of cameras, videos, tape recorders, video phones etc. by members of the audience during any competition is strictly prohibited. Performances are copyright.
- Do not criticise fellow coaches or Adjudicators in public.
- Do not read critique papers in public at the venue.
- Practise good sportsmanship. Accept defeat graciously.
- Remain in the auditorium for aggregate presentations.
- Warm up time is only given if no area is available.
- Competitors must wear tracksuit pants and have feet covered for entry into theatres.

SOLOS

- Early registration to C.V.I. by 28th February, otherwise Club pays late fee of \$25.00 per girl.
- Solo entries MUST be received by the closing date. If not, they go on a waiting list.
- Participants require Skills Levels the previous year:

<u>Metropolitan Levels:</u>	Test 1: 8 yrs	Grade: 13 & 14 yrs
	Test 2: 9 yrs	Prep Grade 3: 15 yrs
	Test 3: 10 yrs	Grade 3: 16 yrs
	Grade 1: 11 & 12 yrs	Grade 4: 17 yrs & over

<u>Country Levels:</u> (other than Geelong and Ballarat)	Test 3: 11 yrs	Prep Grade 3: 15 & 16 yrs
	Grade 1: 12 yrs	Grade 3: 17 yrs & over
	Grade 2: 13 & 14 yrs	

- Notice must be given 24 hours prior to competition of a withdrawal – otherwise a fine of \$25.00 applies. Non-payment of this fine will disqualify competitor for 12 months.
- Coach who signs entry form is the only one to obtain free admission to that section only.
- Book in at Supervisor’s table at least 15 minutes prior to start.
- No solo section to commence after 9.30pm.

TEAMS

- For 2011 CVI under trial will allow Clubs to enter 5 competitions only including Country competitions and Royal South Street.
- **Coaches MUST** show their **ASC card** for free admission to their section only. **CADETS** to show **ACF card**.
- One coach and 2 assistants only permitted backstage with team, unless special conditions apply.
- Notice must be given 24 hours prior to competition of a withdrawal, otherwise the Club will incur a \$100.00 fine. Non-payment of this fine will disqualify the Club for 12 months of the section concerned.
- Late entries: up to one week will incur a \$25.00 fine; more than one week a \$100 fine will be incurred.
- No section to commence after 10.30pm (excluding Seniors – 10.45pm)
- Book in at Supervisor's table at least 15 minutes prior to start – TITLES ARE REQUIRED.
- It is the coach's/Club's responsibility to have teams ready to go on stage in designated order. If not there, they will miss their turn.
- Tapes/CD's, cued correctly, are to be handed to M.C. upon entry to side-stage.
- Side tab curtains are not to be touched or moved.
- Critique papers are to be collected by coach at **END OF SESSION**. Critique papers are the coaches property **only**.
- If incurring a penalty, coaches will receive notification in the form of a proforma sheet at completion of that section.
- Leave dressing rooms clean and tidy and within 15 minutes of finish, or incur a \$25.00 fine.

TEAMS (Cont'd)

- **Right of review applicable to all breaches, excluding timing penalties. In the case of timing penalties Coaches will be notified using the Penalty Sheet, stipulating they have no right of review. The review process can only proceed when the item/performance has been recorded on "official" video/DVD. A review can only be requested by the coach of the team/soloist receiving the Penalty Sheet. Where a penalty is applied by adjudicator/s the process for review is as follows:**
 - Deferral of the results of that section pending the outcome of the review process
 - Coach notified in writing of the penalty specifying rule number/banned movement.
 - Coach accepts the ruling – Coach signs the relevant section on the Penalty Sheet and returns the penalty sheet to the competition official OR
 - Coach does not accept the ruling and completes the appropriate section on the penalty sheet and returns it to the competition official. (for definition of Competition Official refer to General Rules Definitions 1. b))
 - If review request occurs, review takes place as follows:
 - Review panel will be Adjudicator/s, designated Competition Official and Video operator (if applicable – to slow, pause video etc)
 - Adjudicators watch the video, define the breach and discuss interpretation
 - Adjudicators will decide to uphold or dismiss the breach
 - The Review must be conducted in a private and closed environment to ensure confidentiality.
 - Advise the Competition Official to notify the coach of the final decision which must be recorded on the Penalty Sheet.
 - The Competition Secretary should hold these Penalty Sheets until the end of the competition year.
 - Whether a breach is accepted or not, the Coach may request to meet the Adjudicator/s to discuss the reason behind the penalty after the conclusion of the competition. The purpose of this meeting is educational only and will not change the original decision (Please note this excludes timing).

ACF CALISTHENIC SKILLS**ACFTECHNICAL EXAMINATION SYSTEM****REFERENCE SHEET**

The ACF Technical Examination System is a National Exam System administered by each State/Territory committee. The National Examiners Advisory Board (EAB) is responsible for setting and changing guidelines. The program provides an opportunity for participants to personally achieve and improve standards in all areas of calisthenics.

Participants must achieve 60% in all sections of Tests 1, 2 & 3. Grades 1, 2, Prep 3, Grades 3 and 4 to pass. For this they receive a certificate and cloth badge.

In the Standard Grades 1, 2, 3 and 4 participants require a 60% overall pass rate to be awarded their certificate and cloth badge. These grades are for candidates who are not focusing on the elements of classical dance as part of their team curriculum, and makes allowances for those who are slightly restricted in natural flexibility by offering optional versions of several movements. Standard grades do not qualify for solo entry.

In the medal exams candidates must gain 60% for every movement to earn a medal and certificate. The Honours Bar is the most prestigious award. Medals and Honours Bars are presented at the CVI State Championships.

The test and grade exams are based on a written syllabus and music, which emphasises technical detail, presentation and knowledge of terminology. In the Medals sections, choreography and performance are also considered. All candidates need copies of the syllabus and music, and the opportunity to view the relevant video as a guide. The syllabus also outlines the exam uniform and apparatus requirements.

Turnout and development exercises are included in the program and coaches are encouraged to use the movements and terminology in their own classes. Technical manuals (CD's) are available through the VCCA Office..

Any registered pupil who has an Accredited Level One or Two Coach, registered with the State/Territory Coaches Association is eligible to enter. The coach is responsible for preparing the candidates as well as possible.

The following are available on the CVI website – <http://www.calisthenics.asn.au/> -

- General Information and Rules and Regulations for Coaches and Candidates
- Entry Forms
- Application Forms for Pupils Preparation Classes

Please acquire copies and read carefully. Let your club coaches, candidates and parents know of the regulations.

ACF. CALISTHENIC SKILLS - Continued

Recommended Ages & CVI Requirements for Solo Entry

All ages as of 31st December

All levels must be attained in the calendar year prior to competing

Exam	Recommended Age	Solo Requirement	Exam Date (Metro. Melb.)
Test 1	7 years	8 years	May/June & Dec
Test 2	7-8 years	9 years	May/June & Dec
Test 3	9-10 years	10 years	May/June & Dec
Grade 1	10-12 years	11 & 12 years	May/June & Dec
Grade 2	12-14 years	13 & 14 years	May/June & Dec
Standard Grade 1	10-12 years	Not applicable	May/June & Dec
Standard Grade 2	12-14 years	Not applicable	May/June & Dec
Standard Grade 3	13-15 years	Not applicable	May/June & Dec
Standard Grade 4	15 years	Not applicable	May/June & Dec
Prep Grade 3	13-15 years	15 years	May/June & Dec
Grade 3	13-16 years	16 years	May/June & Dec
Grade 4	Min.15 years	17 yrs Note: for Senior Graceful In Victoria only, must attain 80% in aesthetic/dance in One exam.	May/June & Dec
(Must attain Grade 4 to present for medals)			
Bronze Medal	Min.16 years		May/June
Silver Medal	Min.17 years		May/June
Gold Medal	Min. 18 years		May/June
Gold Medal Honours	Min 18 years/ Must Attain 90% or higher in Gold Medal Parts 1&2.		Aug/Sep

For regional Victorian solo competitions (other than Geelong & Ballarat) Country competitors require:

Exam	Solo Requirement
Test 3	11 years
Grade 1	12 years
Grade 2	13-14 years
Prep Grade 3	15-16 years
Grade 3	17 years

All enquiries to: Liz Hickey, CVI Convenor – ACF Calisthenic Skills Program

Mail: PO Box 6162, Hawthorn West 3122

Tel/Fax: 0419 222 771 (message bank service)

Email: Skillsvic@bigpond.com

FIRST AID

Your FIRST AID certificate MUST be valid at all times.
It is your responsibility to renew your certificate every three years
It is also your responsibility to enrol into a suitable course.

Before booking into a first aid course check that it includes the following components which are generally found in a "Workplace Level 2" course or "Senior First Aid" course:

- ❖ Soft Tissue Injuries
- ❖ Resuscitation (CRP & EAR)
- ❖ Care of an unconscious Victim
- ❖ Altered Conscious states
- ❖ Bleeding
- ❖ Burns
- ❖ Fractures
- ❖ Poisons
- ❖ Bites and Stings

NOTE:

It is your responsibility to keep your First Aid Certificate valid at all times so your coaching qualifications and professional indemnity do not become invalid.

A photocopy of your current/renewed certificate must be sent to the Office.

Nurses Board of Australia Annual renewal of certificate MUST be forwarded to the Registrar each year.

First Aid Requirements:

If a Category 2, 1 or R coach is likely to have their first aid qualification expire prior to completing an acceptable course, the committee may be able to offer an extension in extenuating circumstances. The coach must apply in writing for a first aid extension and supply documentation to support the request prior to the expiry of their qualification. Please note that you are unable to coach unsupervised while your first aid certificate is expired as your Professional Indemnity Insurance is not valid. If your request is successful, you will not be deregistered for failing to maintain a current first aid certificate.

VCCA COACH INFORMATION PACKAGE –January 2011

Inc. No. A0024275Z



**Australian
Calisthenic
Federation**

LEVEL ONE PROGRAM

NON-CALISTHENIC-PRESENTED UPDATE

It is an ACF requirement that coaches seek prior approval for update points for attendance at any update session not conducted by their State/Territory calisthenics coaching body, e.g. a Health and Nutrition seminar presented by a local community group, football league, etc.

The information provided will enable coaching coordinators to assess the content of the proposed seminar for approval of update points.

An Approval Form will be forwarded to applicants and after attending the session the completed form will need to be submitted for verification of update points.

NON-CALISTHENIC UPDATE APPLICATION FORM

Name of Applicant: ASC Coach No:

Address: Post code

Phone: _____(H) _____(W) _____(M)

Brief description of Seminar Content:

Seminar Date: Venue: _____

Presenter: Length of Seminar: _____

Please return completed form together with a stamped, self-addressed business-size envelope for return of approval to:

**Coach Education Administrator
C/- VCCA
P O Box 8085
East Oakleigh 3166**