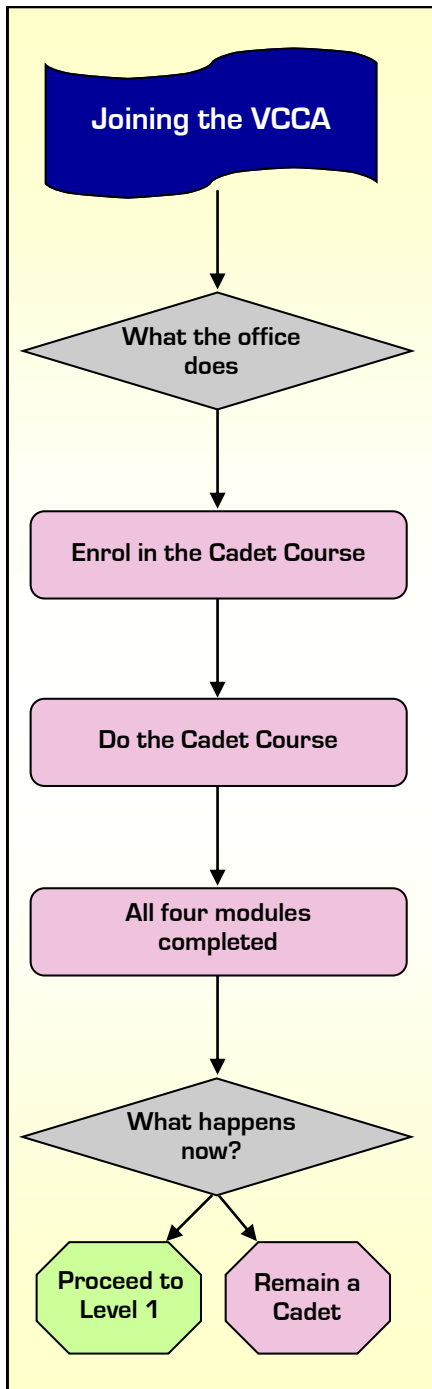




HOW TO BECOME A MEMBER OF THE VCCA AND COACH CALISTHENICS

The following flowchart provides an overview of the steps involved in obtaining VCCA & Coaching accreditation. For more information please contact the VCCA office or consult the Coach Information Pack booklet for details.

Cadet Education Pathway



The club must request that you become a member of the VCCA by writing to the Association at PO Box 8085, East Oakleigh 3166. A pink cadet membership form will be sent for your completion (all cadet paperwork is pink). To become a member of the VCCA you must be at least 16 years old and have successfully completed Grade 3 ACF Calisthenic Skills. The cost to initially join is \$22, and \$33 to renew as a cadet each year.

When your membership form is received, your membership will be processed and you will be issued with an Australian Calisthenics Federation Coaching Membership Card. This card changes yearly (and changes colour), and will have your name, expiry date and CADET written in red at the top corner. You will also receive a letter and pamphlet on the Coach Accreditation programme, a Coach Education Pack, an ACF Technical Guide Order Form and a Cadet Course Application form.

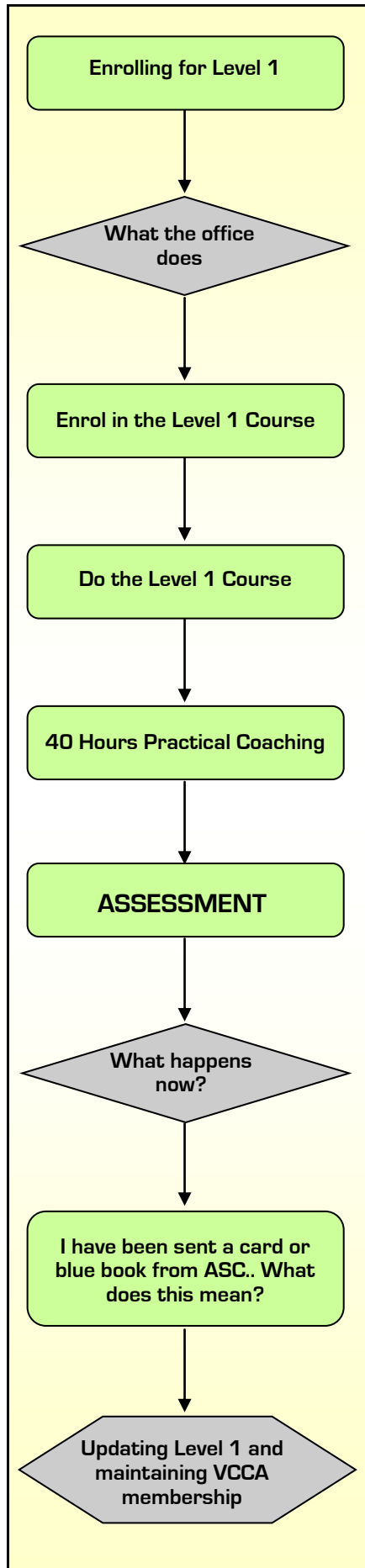
Becoming a member of the Association does not mean you are automatically enrolled in the Cadet Course. To enrol in the next course, you need to have purchased an ACF Technical Guide and completed the Cadet Course Application form and return it to PO BOX 8085, East Oakleigh 3166 along with a cheque or money order for \$38.50 made payable to the VCCA. You will then be assigned to the next available cadet course. You will be advised in writing of the course dates and times. Cadet courses are held on a Sunday in April and November each year.

Four modules are to be undertaken with 100% attendance at each module to complete the course. You will be given a Cadet Coaching Course and Record of Accreditation sheet to record your attendance at each module. Please note though, as a cadet you are not permitted to take a class or solo competitor without supervision of a Level 1 coach.

CONGRATULATIONS! You have now completed the Cadet Course. You will be forwarded a certificate of completion in due course.

As a VCCA member, you can now either stay as a cadet or advance your coach training by enrolling to complete the Level 1 Coach training.

Level 1 Education Pathway



To enrol for Level 1, you must be over 17 years of age, have completed the Cadet Course and have purchased the ACF Technical Guide. You must apply in writing to the VCCA office to undertake the Level 1 course. **Please note:** You are not permitted to take a class or solo competitor without supervision of a Level 1 coach. You must now also attend two VCCA Members Forums (meetings) to retain your VCCA membership.

On receipt of your written application, the VCCA office will confirm that you have all the relevant prerequisites. If all this is in order, you will be sent a Level 1 Application form (all Level 1 forms are green). If some required elements for entry in to Level 1 are missing, you will be advised of the action to take before a formal application can be made.

Complete the Level 1 Application form and forward to the VCCA office along with a cheque or money order for \$110 made payable to the VCCA. You will then be assigned to the next available Level 1 course. You will be advised in writing of the course dates and times. Courses available in February and June each year. Level 1 courses consist of three main components: theory, practical coaching and assessment.

To complete the course you are required to attend all sections. The Banned Movements video must also be reviewed during the course.

Now that you have completed the theory, 40 hours of practical coaching in your class in the presence of a qualified Level 1 coach must be undertaken and recorded on the Practical Coaching form. You also need to complete an approved First Aid course and a Background Check (Working With Children Check). Once these are complete, forward the records to the VCCA office and pay the VCCA membership upgrade fee so that an assessor can be assigned.

A VCCA Assessor will be in touch to organise a time to come and assess you coaching a class. This may occur either whilst undertaking your 40 hours practical coaching or at the completion of the 40 hours. During this assessment you will have to take the class on your own and demonstrate your newly acquired coaching skills. Please discuss this with your senior coach so that they are aware of when it will occur and that you will be taking class that night. The assessor will then discuss their findings with you at the completion of the class.

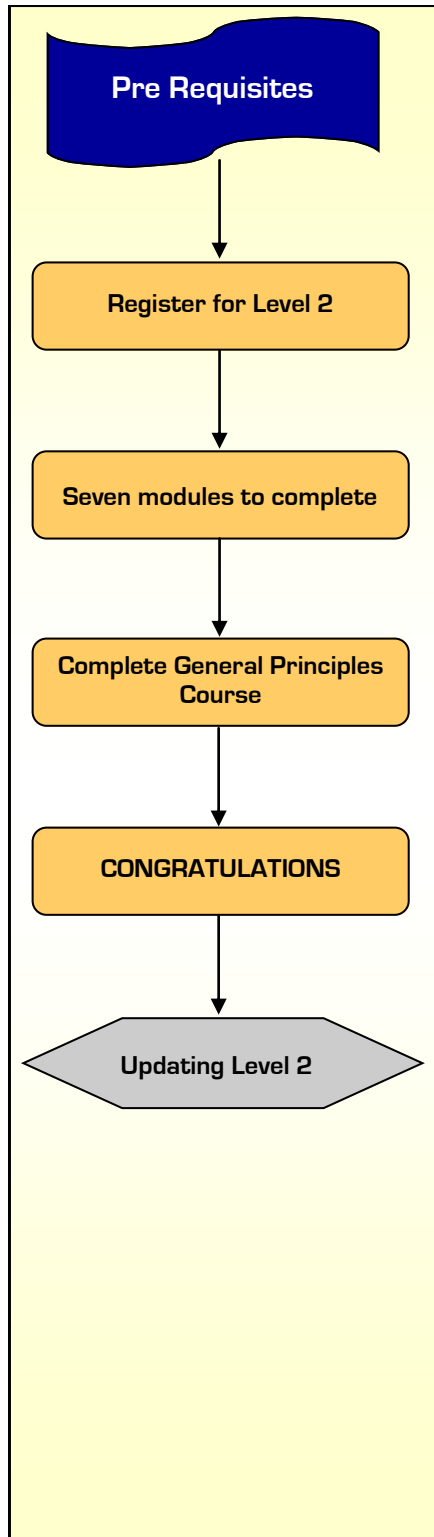
Your assessment will be forwarded to the VCCA office. Now that all of your modules have been successfully completed, the VCCA forwards the completed paperwork to the Australian Sports Commission (ASC) to register you as a Level 1 Coach. It may take up to 2 months for the ASC to process your paperwork.

CONGRATULATIONS! You are now a qualified ASC Level 1 Coach. You can now coach without supervision. Your category of membership to the VCCA will now be Category 1.

To maintain your new Level 1 status, you must update your Level 1 every four years by gaining 18 sports specific points and 6 non-sports specific points. Points can be gained by coaching, attending seminars, updating first aid etc. To maintain your VCCA membership, you must attend two members forums (meetings) each year, pay your membership annually, have current First Aid and a current Background Check. It is also highly recommended that you take out the VCCA Professional Indemnity Insurance each year.



Level 2 Education Pathway



To enrol in the Level 2 course you must be a financial member of the VCCA, have a current First Aid qualification and Background Check. Have purchased a copy of the ACF technical guide and have been a Level 1 coach for more than 2 years.

Contact the VCCA office to obtain a Level 2 registration form. Complete the form and send it back to the office with payment of \$27.50 registration fee. You will be assigned a national Level 2 number to be used on all correspondence and module registration forms.

Modules are conducted in Victoria & in other states throughout the year. A candidate will be assessed according to each modules requirement. Seven modules are sports specific: Communication, Clubs, Dance, Rods, Singing, Sports and Injuries and Stagecraft. Modules run for four hours and the fees are \$55 per module.

The General Principles Course is conducted through the Victorian Institute of Sport at the cost of \$250.00. This course can be completed via correspondence lecture based online or face to face lectures.

CONGRATULATIONS! You are now a qualified ASC, Level 2 coach. You have reached the highest level of Calisthenic coaching. Your category of membership to the VCCA will now be Category 2.

Level 2 coaches are required to achieve 48 update points in their four year period. This is made up of 36 sport specific points and 12 practical coaching points. Workshop approval forms for outside seminars also apply to Level 2. Please refer to the Level 2 update sheet.

There is NO time limit to complete Level 2.

UPDATING LEVEL 1 AND MAINTAINING YOUR VCCA MEMBERSHIP

Did you know?

Your VCCA membership and coaching qualifications are two separate, but associated entities. If you didn't know this, please find below the differences between the two and what you have to do to maintain both.

VCCA Membership

To become and continue as a Calisthenics coach in Australia, the Australian Calisthenic Federation (ACF) states that you must be a member of a state affiliated coaches association. VCCA is the ACF affiliated coaching association for Victoria. Membership with the VCCA must be maintained AT ALL TIMES for you to coach Calisthenics. If your membership has lapsed with the VCCA for whatever reason, you will be ineligible to coach Calisthenics in Victoria and be deregistered.

Coaching Qualifications

Coaching qualifications have been determined by the Australian Calisthenic Federation Coaching Committee (ACFCC) in conjunction with the ASC. Your coaching qualifications are held with the ASC, not the VCCA. You can hold current ASC qualifications without VCCA membership, but you will not be eligible to coach a club in Victoria.

How do I maintain my VCCA Membership?

Maintaining your VCCA membership is quite easy. There are only FOUR things you have to do:

- **Be a financial member at all times.** Annual membership forms are issued at the end of each calendar year. Payment is required by the 1st week of February, otherwise a late fee is imposed. If you fail to pay your annual membership subscription by the AGM in March, then you will be deregistered from the Association.
- **Attend 2 members' forums annually.** All Category 2, 1 and R members each calendar year you must attend 2 members' forums (meetings). Seminars do not count as meetings. Exemption from attending members' forums may be granted to those members that live greater than 100 km's from the nearest sub-branch meeting area and those persons with extenuating circumstances. Application for exemption must be made to the VCCA Registrar in writing each year. Each application is taken to Committee for approval. Only Cadet members (Category C members) and non-coaching or retired members (Category A members) do not have to meet this requirement.
- **Maintain current first aid at all times.** For all Category 2, 1 and R members, first aid qualifications must be maintained at all times or else your pupil's insurance is not valid and you face deregistration from the Association. Your first aid must be renewed prior to your current first aid expiring. A 3 month extension to your first aid may be granted in extenuating circumstances only upon application to the Committee. Each application is taken to committee for approval but even if an extension is granted, insurance is still invalid but you will not be deregistered. Proof of annual nursing registration also counts as a First Aid qualification
- **Maintain a current Background Check at all times.** For Category 2, 1 & R members, a current Working with Children check or VIT Teacher registration must be maintained at all times. A three month extension to your check may be granted in extenuating circumstances only upon application to the Committee. Each application is taken to Committee for approval.

How do I maintain my Level 1 or 2 coaching qualifications?

To maintain your Level 1 or 2 status, you must update your Level One every four years by gaining 18 sports specific points and six non-sports specific points. Points can be gained by coaching, attending seminars, updating first aid etc. Once you have completed your 24 points, forward your book and payment of \$15.00 to the VCCA office so that they can send it to the ASC in Canberra for processing. It may take around 2 months for ASC to send you a new book. If you have completed Level 2, you require 48 points every four years.

You can request a leave of absence from your Level 1 or 2 qualifications in extenuating circumstances. This is now available in any year of your four year cycle. Applications for leave of absence can be made in writing to the VCCA Coach Education Administrator. Leave of Absence is leave from your Level 1 qualification for 12 months only and is separate from a Suspension of membership from the VCCA.

What First Aid course do I need to do?

The first aid courses approved by the ACF & VCCA are Level 2 equivalent (or greater) courses. The course must contain the following modules as a minimum:

Soft tissue injuries	Bleeding	Resuscitation (CPR & EAR)
Fractures	Burns	Care of an Unconscious Victim
Poisons	Bites & Stings	Altered Conscious States

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 in a suitable course. Non-Level 2 courses must be checked with the VCCA Registrar prior to undertaking to ensure that all relevant modules are in the course. After undertaking, a copy of the course content should be forwarded with your first aid certificate to the office for final verification.

What if I want to travel for a year?

If you're looking at taking any form of extended leave from the Association, you have 3 options:
1a) If you have never completed Level 1 qualifications, you can remain a Cadet member and pay your annual membership fee. You will continue to receive all correspondence via email.

1b) If you have current or expired Level 1 or 2 qualifications, you can become an Associate member and pay your annual membership fee. You will continue to receive all correspondence via email and will be exempt from attending membership forums, maintaining first aid or maintaining a background check until you upgrade back to a Category 1 or 2 membership. You could also choose to suspend your Level 1 or 2 qualifications by applying in writing for a leave of absence to the VCCA Coach Education Convenor.

2) You can suspend your membership. To suspend your membership, you have to apply in writing to the VCCA Registrar. Each application is taken to Committee for approval. Please note that this is for your VCCA membership only. If you want to suspend your Level 1 or 2 qualifications you must apply for a leave of absence to the VCCA Coach Education Convenor.

3) You can resign your membership.