**Paddle Australia**

**Foundation Coach Accreditation**

**Requirements**

This list outlines requirements for accreditation as an Paddle Australia (PA) Level 1 Coach:

* A current Level 1 First Aid Certificate (including CPR)
  + Documentation required: Certificate of completion including expiry date
* A current Working With Children Check (for coaches 18 years of age or older)
  + Obtained online from your state government department
  + Documentation required: Working With Children Clearance Certificate
* Completion of the free online Australian Sports Commission Community Coaching General Principles Course
  + Register at: <https://learning.ausport.gov.au/>
  + Documentation required: Certificate of completion
* Completion of the free online Play By The Rules Child Protection Course as well as the Discrimination and harassment Module
  + Register at: <https://learning.ausport.gov.au/>
  + Documentation required: Certificate of completion
* Evidence of relevant basic canoe skills
  + Documentation required: PA Basic Skills Award, evidence of involvement in canoeing as a competitive athlete, a current ACAS award, a current coaching certification in another canoeing discipline OR completion of a basic skills assessment during completion of the PA Foundation Coaching Course Practical Component
* Completion of a face-to-face PA approved Foundation Coaching Course
  + Documentation required: Certificate of completion / Letter from course facilitator
* Completion of a minimum 20 hours practical coaching experience with an approved mentor coach
  + Level 2 Coaches currently registered with PA are automatically eligible to act as a mentor coach for prospective Level 1 Coaches. Other current Level 1 coaches may be eligible to act as mentors, however, prior approval must be obtained from PA or Canoeing Victoria. Contact Canoeing Victoria if you would like assistance finding a mentor coach.
  + Documentation required:
    - Coaching plan for a minimum of 8 sessions (template included with this information package)
* Agreement to abide by the PA Coach Code of Behaviour
  + Documentation required: Signed PA Coach Code of Behaviour (incorporated within the Coach Accreditation Application Form included with this information package)
* Completed PA Coach Accreditation Application Form
  + Documentation required: Signed PA Coach Accreditation Application Form (included with this information package)
* Payment of $44.00 4-year coach accreditation fee
  + Documentation required: Completed PA Coach Accreditation Application Payment Form (incorporated within the Coach Accreditation Application Form included with this information package)

***Please note that in order for your accreditation to be approved, all requirements must be completed and documentation submitted within 12 months of attending the face-to-face PA approved Level One Coaching Course.***

When all requirements are complete, please compile your registration package including all of the above outlined documentation, and send to Canoeing Victoria (Canoeing Victoria will keep a record of your documents and forward completed applications to Paddle Australia):

*Electronic submission*

[education@paddlevic.org.au](mailto:melissa.hopwood@canoe.org.au)

*Postal submission*

PO Box 1010 Templestowe, VIC 3106

For further enquiries and assistance, please contact the Paddle Victoria Office 9020 2750