



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

**COACH INFORMATION PACKAGE**

**VOLUME 11.0**

**JANUARY 2016**



## ACF CADET

- Pre-requisite:** 16 years  
Grade 3 ACF Calisthenic Skills  
Must be a financial member of the VCCA (Category C)  
(\$50.00 joining fee is required which includes an ACF Calisthenic Technical Guide)  
Assisting a Level 1 or Level 2 qualified coach
- Course Requirements:** ACF Calisthenic Technical Guide (CD Rom – included in joining fee)  
Cadet course fee of \$100.00  
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 their 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 16 years of age (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/ASC 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 Level 1 Course fee (\$200.00)  
100% attendance at course (any lateness requires repeat)  
40 hours practical coaching  
Current First Aid Certificate (ACF approved, see page 24) or  
Nurses Board of Australia Registration  
Current Working With Children Check or VIT Registration  
Successful Assessment and payment of and VCCA Upgrade fee (refer page 5)

**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. Note that from 2014, the Level 1 course will include the Strength and Conditioning Course.

**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 :**

Seminars 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 2, 1 or R (email fee) - Insurance is mandatory	Members' Forum Requirement in the Year they are monitored
Prior to 1 <sup>st</sup> March	\$75 + insurance	1
Prior to 1 <sup>st</sup> May	\$45 + insurance	1
Prior to 1 <sup>st</sup> July	\$25 + insurance	0
After 1 <sup>st</sup> July	Free + insurance	0

**ACF/ASC LEVEL ONE - RENEWAL**

**Requirement:**

Payment of \$15.00 (GST inclusive) to VCCA Inc.  
Update book with Proof of 24 update points.  
Completed Coach Effectiveness Audit if in first four year cycle.  
From 2015, Strength and Conditioning course must have been completed.

NOTE: Claim of team coaching points for current year renewal may not be claimed until the 9<sup>th</sup> 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](http://sao.ausport.gov.au)

Request for a replacement card must be made by contacting the VCCA office and include a payment to VCCA for \$5.00 (GST inclusive) for issue of new card.  
Request for a replacement book must be made to VCCA and include a payment 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 ACFCC & ASC.
- All coaches must abide by the Code of Ethics and annually sign this agreement.
- Presenters for our Coaching programs receive update points. You may consider becoming a Presenter, Assessor, or Mentor.
- We are continually looking at 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 via the VCCA Office.

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## UPDATING AND DEVELOPMENT PROGRAM

Level One from January 2016



Australian  
Calisthenic  
Federation

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)

Level 1 online ASC Community Coaching General Principles Course

5 points / 4 years

ACF National Conference

12 points

Level 2 General Principles Module

10 points

Level 2 Modules

2 points / hour

Complaints Handling Module ASC Online

2 points/4 years

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

2 points / 2 years

**NB:** Compulsory for those all Coaches 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

Calisthenics skills

1 point / year

Specialist item e.g. Song and Dance

1 point / year

National/State Team Coach

3 points / year

Mentoring – (logbook must be verified by Coach Association)

1 point/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

### **ADJUDICATING/SKILLS EXAMINING**

For coach/adjudicator and coach/examiner

1 point / year

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

ACFCC 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

*No points will be credited for watching Nationals via webcast*



Australian Government

Australian Sports Commission

## ACF/ASC LEVEL TWO

**Pre-requisite:**

Current First Aid Certificate (ACF approved, see page 24) 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  
Completion of Level 1 qualification  
Completion of the Strength and Conditioning Course

**Course Requirements:**

Enroll with State Level 2 Administrator.  
Complete all 7 modules set by the National criteria.  
100% course attendance (any lateness requires repeat).  
Complete Level 2 General Coaching Principles course.  
Payment of ACF Level 2 registration fee - \$31.00 (GST inclusive).

**Procedures:**

There is no time limit for completion of Level 2.  
Module fees are \$50.00 each (GST inclusive) and candidates will be assessed according to module requirements.  
Modules may be completed in any participating State.  
Level 2 General Coaching Principles Course can be applied for via VCCA and is completed at home (within 6 months) and also costs \$50.00.

**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 points

Workshop 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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## UPDATING AND DEVELOPMENT PROGRAM Level Two from January 2016



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 CPR

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)

ASC Community Coaching General Principles Course

10 points / 4 years

ACF National Conference

24 points

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

4 points / 2 years

Complaints Handling Module ASC Online

4 points/4 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

Mentoring – points can only be earned through verified mentoring (update book must be signed)

1 point/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

### **ADJUDICATING/SKILLS EXAMINING**

For coach/adjudicator and coach/examiner

2 points / year

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

ACFCC 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

*No points will be credited for watching Nationals via webcast*



Australian Government

Australian Sports Commission

**ACF RECREATIONAL COACH**

**Pre-requisite:** 16 years and over  
Purchased ACF Calisthenic Technical Guide  
Financial member of the VCCA  
Current First Aid Certificate (ACF approved, see page 24) or Nurses Board of Australia Registration.  
Current Working With Children Check or VIT Registration

**Course Requirements:** ACF Technical Guide (CD Rom)  
Payment of ACF fee (\$100)  
100% attendance at course (any lateness requires repeat)  
Complete the Community Coaching General Principles Course  
<https://learning.ausport.gov.au/auth/login/?returnUrl=%2F>

**Procedures:** There is no time limit for completion of the Recreational Course but candidates are not permitted to Coach unsupervised by a qualified Coach until they have completed all the Course Requirements.

**Prior Learning:** Attendance at the two day Level 1 course will be recognized in lieu of completing the Community Coaching General Principles Course.

**Update:** 4 year period - 12 points.  
Made up of:           ♦ Sports Specific           9 points  
                                 ♦ Other                           3 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 :** Seminars 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 Log Book for signing.

**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.

**Enquiries:** Requests to join VCCA, and complete the ACF Recreational Module should be sent to the VCCA Registrar:  
**C/- PO Box 8085,  
EAST OAKLEIGH VIC 3166.**

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### UPDATING AND DEVELOPMENT PROGRAM

#### Recreational Level One from March 2014

Updating points must be a minimum of 12 points over a four year period



#### **FIRST AID: (maximum of 3 points per 4 years)**

Compulsory	
Requalify – Essential First Aid	2 points
Optional	
Annual update C.P.R.	1 points
Senior First Aid	3 points
* Nurses – RN and EN must provide verification of update qualifications to gain points	

#### **SEMINAR/WORKSHOP: (minimum of 2 seminars over a four year period)**

##### **NB: external seminars/workshops require prior approval**

Lecture or physical participation (each 30 mins over the hour = ½ point)	1 point / hour
Community Coaching General Principles Course - online	3 points / 4 years
ACF National Conference	6 points
Level 2 General Principles Module	5 points
Level 2 Modules	1 point / hour
Recreational Module	1 ½ points/4 years
Coaching Effectiveness Audit (Video Self-analysis - apply through coaching association)	1 point / 2 years

#### **COACHING: (maximum of 8 points per four year period)**

Coach	½ point / school term
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#### **PRESENTING/ASSESSING: (maximum of 8 points per four year period)**

Presenting courses and seminars	1 point / hour
Writing/producing modules	4 points / module

#### **ADMINISTRATION: (maximum of 8 points per four year period)**

ACFCC 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	½ point / year
Assessing/timing/writing at approved competitions	½ point / year
<i>No points will be credited for watching Nationals via webcast</i>	



Australian Government  
Australian Sports Commission

**ACF NATIONAL LEVEL ONE COACHES' COURSE**  
**For Distance Education**

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

**1. APPLICATION**

- Current Member of State Coaching Association (Cadet Member)
- 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 \$157.50 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 24) 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  
Calisthenic  
Federation

POLICY ON ACCREDITATION AND DEREGISTRATION - Revised MARCH 2014

***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 24) or Nurses Board of Australia Registration
- Current Working With Children Check or VIT Registration
- Successful assessing
- Membership of a State Association

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.

Coaches are required to complete the Strength and Conditioning Refresher Module in each subsequent four year accreditation period.

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

Trainees who have completed qualifications overseas, have sport related qualifications or have coaching experience which may exempt them from all or part of the course may apply for Recognition of Prior Learning through their state coaching coordinator.

***Leave of Absence***

Coaches may apply for a 'leave of absence' from Level 1 accreditation requirements due to extenuating circumstances. Leave of absence is not available for coaches wishing to take a year off from coaching. Application must be made in writing to the relevant State Association stating reasons for seeking the leave of absence as well as the start and end dates for the period of absence from calisthenics. Apart from emergencies, application must be made in advance of the period of absence, with a minimum of six weeks' notice provided. Extenuating circumstances may include traveling overseas for an extended period of time due to work or family responsibilities, significant family responsibilities such as the birth of a child, or a serious illness within the family, making it extremely difficult to meet accreditation requirements.

The period of leave of absence must be no longer than 12 months and only one leave of absence may be granted within the four year accreditation period.

During the period of absence the coach's accreditation timeframe and update points requirement will be frozen and resumed upon completion of the leave of absence period. If the period of absence is less than 12 months there will be no change to the accreditation expiry date as there is no fixed annual points requirement to maintain accreditation. Coaches on approved leave of absence are not required to maintain state/territory registration but it is advisable to do so to keep abreast of coaching issues.

If the application is approved the relevant State Association must advise the ACFCC Registrar in writing of the decision.

The process for leave of absence is:

- apply in writing to state/territory body stating reasons for leave of absence and dates for start and end of the leave period
- coach to be notified in writing of approval
- ACFCC registrar to be notified of approved leave of absence to move coach to Discontinued list on ASC database
- coach to be notified in writing of non-approval
- at end of leave of absence coach to apply to state/territory body for re-registration
- registration to be uploaded to ACFCC Registrar for ASC
- ACFCC Registrar will move coach from Discontinued to current list

***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 24) 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
- Have Completed Strength & Conditioning module or else must be completed within first 12 months of rejoining

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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 24) or Nurses Board of Australia Registration.
  - Current Working With Children Check or VIT Registration
  - Certificate of completion of Community Coaching General Principles online course
  - Have Completed Strength & Conditioning module or else must be completed within first 12 months of rejoining
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
  - Complete Level 1 Modules 1-4 (modules 1-3 can be completed via distance education)
  - Current First Aid Certificate (ACF approved, see page 24) or Nurses Board of Australia Registration.
  - Current Working With Children Check or VIT Registration

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***

Coaches who have achieved Level 1 accreditation may commence the Level 2 program, an approved NCAS course. This program is designed to enable coaches to further their coaching education. The Sports Specific modules are integrated with the ACF Updating and Development program which is conducted by the states. The ACF Level 2 General Coaching Principles module is presented as open-book, to be completed at home and overseen by the ACFCC. There is no limit on the time taken to complete the Level 2 program; the Coaching Principles module is to be completed within 6 months of receiving the module.

Coaches must maintain Level 1 accreditation (updating requirements) whilst working towards Level 2 accreditation. Coaches who achieve Level 2 are registered for a 4 year period and are required to undertake further educational activities (updating requirements) to be re-accredited at the end of the 4 year registration period.

Level 2 coaches who fail to update and meet re-accreditation requirements will revert to Level 1 accreditation.

To accredit as a Level Two Coach this requires:

- Level 1 accreditation
- Successful completion of all modules
- Successful completion of ACF Level 2 General Coaching Principles Course
- Current First Aid Certificate (ACF Approved, see page 24) or Nurses Board of Australia Registration
- Current Working With Children Check or VIT Registration
- Membership of State Association

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.

### ***Recognition of Prior Learning***

#### Level 2 General Coaching Principles Module

Application for recognition of prior learning for the Level 2 General Coaching Principles Module must be made to the ACF through the relevant State Association. The ACF will consider the application and if they believe the application warrants recognition the matter will be referred to the ASC for consideration and approval. Coaches who have completed tertiary studies in appropriate areas (e.g. Human Movement, Physical Education) may be able to claim credit for the Level 2 General Coaching Principles component.

#### Sports Specific

There are two primary categories of recognition within the sports specific area - course presenters and appropriate tertiary qualifications. Presenters of Level 2 modules will be deemed to have completed that module. Persons seeking exemption from the Dance Module must have a tertiary qualification in dance as an educator. Similarly persons with tertiary qualifications in sports medicine may seek exemption from the Sports Injury Module. Application for recognition of prior learning must be made in writing to the ACFCC through the relevant State Association. Copies of relevant qualifications must be attached. The relevant State Association must consider the application and make a recommendation for consideration by the ACFCC. If the application clearly does not meet guidelines then the relevant State Association has the authority to reject the application without consideration by the ACFCC.

### ***Leave of Absence***

As per Level 1

### ***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 24) 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 24) or Nurses Board of Australia Registration.
  - Current Working With Children Check or VIT Registration
  - Certificate of completion of ACF Level 2 General 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 or Level 2 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 organisation of coach education programs should be selected according to the requirements of the particular activities.

***PROCESS FOR UNQUALIFIED COACHES***

If it is proven that a cadet is in charge of a class/solo/duo without supervision, a warning letter will be sent to the Club, Coach and Cadet. A counselling session will be conducted for right of reply.

If the situation continues the following penalties will apply:

The coach will be de-registered for 12 months

The Cadet will be suspended from the Cadet Programme for 12 months.

At the end of this period both must pay another registration fee.

***Accreditation Requirements Level One Recreational***

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

- Current First Aid Certificate
- Level 1 Recreational Practical module attendance and assessment
- ASC online Community Coaching General Principles module
- Viewing Banned and Dangerous Movements DVD
- Membership of State Association
- Police clearance as enforced and administered by the relevant state/territory

Level 1 Recreational accreditation is only active for a four year period. During this four year period coaches are required to achieve 12 points in updating activities. Upon successful completion of updating activities Level 1 Recreational is reaccredited for a further four years.

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

Recreational Coach Trainees who have completed the ACF Level One course are exempt from the Community Coaching Online General Principles course. Trainees who have achieved qualifications overseas, have sport related qualifications or have coaching experience which may exempt them from all or part of the course may apply for Recognition of Prior Learning through their state coaching coordinator.

***Leave of Absence***

Coaches may take a 'leave of absence' from Level 1 Recreational accreditation requirements due to unforeseen circumstances. Coaches must notify the State Association that they are taking leave of absence and include the start and end dates for the period of absence from calisthenics. Notification must be made in advance of the period of absence. The period of leave of absence must be no longer than 12 months and only one leave of absence may be granted within a four year accreditation period.

During the period of absence the coach's accreditation timeframe and update point requirement will be frozen and resumed upon completion of the leave of absence period. If the period of absence is less than 12 months

there will be no change to the accreditation expiry date as there is no fixed annual points requirement to maintain accreditation. Coaches on leave of absence are not required to maintain state/territory registration but it is advisable to do so to keep abreast of coaching issues.

When notification is received the relevant State Association must advise the ACFCC Registrar in writing of the decision.

The process for leave of absence is:

- notify state body in writing including dates for start and end of the leave period
- ACFCC registrar to be notified of leave of absence to move coach to Discontinued list on ASC database
- at end of leave of absence coach to apply to state/territory body for re-registration
- registration to be uploaded to ACFCC Registrar for ASC
- ACFCC Registrar will move coach from Discontinued to current list

***De-Registration***

Coaches who fail to achieve the updating requirements for Level 1 Recreational at the end of their 4 year accreditation period will be deregistered by their relevant State Association and from the accreditation expiry date on their Coaching card will no longer be able to coach without supervision.

***Re-accreditation***

Coaches who have been deregistered as above will not be required to repeat the Level 1 Recreational program.

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Achieve the outstanding update points

On completion of these requirements coaches will be reaccredited with the ASC and will be able to coach without supervision.

***Expired (Non-Current) Coaches (appearing on the ASC expired list for longer than 3 years but less than 10 years) will not be required to repeat the Level 1 Recreational Course.***

To regain accreditation coaches must:

- Apply to their state body for registration
- Hold a Current First Aid Certificate
- Complete the Community Coaching General Principles online course and provide a copy of the new Certificate of Completion of the CCGP to their State body

On completion of these requirements coaches will be reaccredited with the ASC and will be able to coach without supervision.

***Coaches whose accreditation has expired for 10 years or longer will be required to repeat the Level 1 Recreational Course.***

*Please note that adjudication qualifications are different and achieved under a separate education and accreditation framework and as such are not interchangeable with coaching qualifications. Adjudicators seeking to coach must meet the entry requirements as required by all other persons.*

***Exemptions from Re-Accreditation Requirements***

Persons seeking exemption from the above requirements should write to their relevant State Association 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. The State Association 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.

***Other Qualification Requirements***

Course Presenters, support personnel in coach education

Level 1 accreditation is not required to undertake any of the above roles.

Other persons participating in the delivery and organisation of the coach education program should be selected according to the requirements of the particular activities.

***Process For Unqualified Coaches***

If it is proven that:

1. a cadet/unqualified assistant is in charge of a class/solo/duo without supervision;
2. a Level 1 Recreational coach who does not hold concurrent ACF Level 1 or Level 2 accreditation is in charge of a competitive class
3. a Level 1 Recreational coach who has not completed the Strength and Conditioning module is coaching movements allowable with care
4. a Level 1 Recreational coach is coaching Banned Movements

a warning letter will be sent to the Club, Coach, Cadet/Assistant. A counselling session will be conducted for right of reply.

In situation 3 above, the coach will be given a time-frame to view the Banned Movements DVD again and provide verified proof that this has occurred.

If the situation continues the following penalties will apply:

1. The coach/s will be de-registered for 12 months.  
The Cadet will be suspended from the Cadet Programme for 12 months.  
The unqualified assistant will be unable to assist for 12 months.
2. The Level 1 or Level 2 coach and Level 1 Recreational Coach will be de-registered for 12 months.
3. The coach will be de-registered for 12 months.
4. The coach will be de-registered for 12 months.

At the end of the de-registration period the coach/s must pay another registration fee and the Cadet/Assistant may be reinstated.

## 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 registered with the Australian Sports Commission (ASC). The qualification is valid for a four-year period.
- 1 – COACH:** A member who has completed the National qualification of Level One and has been registered with the Australian Sports Commission (A.S.C.). The qualification is valid for a four-year period.
- C – CADET:** A member who has not achieved 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:** A member who has completed the National Qualification of Recreational Level 1 and has been registered with the Australian Sports Commission (A.S.C.). The qualification is valid for a four-year period.
- A – ASSOCIATE MEMBER:** A member who has had ASC Recreational or Level One or Level 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 1<sup>st</sup> January 2015, the annual fees for each category include GST. The renewal fees for VCCA Membership in 2015 are:

- Category 2 - \$113.00 including GST.**
- Category 1 - \$113.00 including GST.**
- Category C - \$36.00 including GST.**
- Category R - \$113.00 including GST.**
- Category A - \$36.00 including GST.**

A postage and handling fee is applicable if members wish to receive correspondence via normal post. 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 in the competitive stream, new members must be at least 16 years of age, have Grade 3 pupil skills and their supervising coach should contact the VCCA Office for an application form. 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. To join for the Recreational stream, new members must be at least 16 years of age.

**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); this can be two member's forums OR one member's forum and one VCCA seminar from 2015
- 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 & C).

## 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.

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.

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**Renewal of Membership:** Membership of the VCCA is for each calendar year, ending on 31<sup>st</sup> 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 before they commence coaching in the new year. All forms and payments must be received at the latest 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 VCCA AGM shall be deemed "unfinancial" and be de-registered.

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**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 received with the VCCA Membership Renewal Form and must be signed before renewal can be accepted.

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**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 the active 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.

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**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 their 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.

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**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@calisthenics.asn.au](mailto:vcca@calisthenics.asn.au) or Phone 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:

<b><u>Company:</u></b>	<b>Sports Underwriting Australia Pty Ltd</b>
<b><u>Policy No.:</u></b>	<b>SUA/0091041</b>
<b><u>Insured:</u></b>	<b>Calisthenics Victoria Incorporated</b>
<b><u>Period of Cover:</u></b>	<b>31st December 2015– 31<sup>st</sup> December 2016</b>
<b><u>Situation of Risk:</u></b>	<b>Anywhere in Australia</b>
<b><u>Class of Risk:</u></b>	<b>(A) Public Liability (B) Professional Indemnity</b>
<b><u>Sum Insured:</u></b>	<b>(A) \$20,000,000.00 any one occurrence (B) \$2,000,000.00 any one occurrence</b>
<b><u>Excess:</u></b>	<b>\$2,500</b>

- 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.calisthenics.asn.au/insurance>

**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 15<sup>th</sup> February, otherwise Club pays late fee of \$25.00 per girl.
- Participants MUST compete in two core items at CVI State Championships or else they forfeit their prize money/trophies.
- Solo entries MUST be received by the closing date. If not, they go on a waiting list.
- Participants require Skills Levels the previous year and these are listed on Page 23.
- 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**

- From 2012, CVI mandated that Clubs can only enter 5 competitions including CVI State Titles, Country competitions and Royal South Street.
- **Coaches and Cadets MUST** show their **VCCA membership card** for free admission to their section only.
- 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 \$50 fine will be incurred.
- No section to commence after 10.30pm (excluding Seniors – 10.45pm, but must conclude no later than 11:30pm)
- Early arrivals entering venue prior to stated time will incur a \$25 fine.
- 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 as per ACF rules.
- 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

### ACF TECHNICAL 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% overall pass rate Tests 1, 2 & 3, Grades 1, 2, Grades 3 and 4 to pass. For this they receive a certificate and cloth badge.

Similarly, the Standard Grades 1, 2, 3 and 4 participants require a 60% overall pass rate to be awarded their certificate and cloth badge. However, 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 restricted by a disability or 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 and are available on the ACF website <http://calisthenicsaustralia.org/>. 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.

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 31<sup>st</sup> December

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

<b>Exam</b>	<b>Recommended Age</b>	<b>Solo Requirement</b>	<b>Exam Date</b> (Metro. Melb.)
Test 1	7 years	8 years	June & Dec
Test 2	7-9 years	9 years	June & Dec
Test 3	9-11 years	10 & 11 years	June & Dec
Grade 1	11-13 years	12 & 13 years	June & Dec
Grade 2	13-15 years	14 & 15 years	June & Dec
Standard Grade 1	11-13 years	Not applicable	June & Dec
Standard Grade 2	13-15 years	Not applicable	June & Dec
Standard Grade 3	15-16 years	Not applicable	June & Dec
Standard Grade 4	16 years	Not applicable	June & Dec
Grade 3	15-16 years	16 years*	June & Dec
Grade 4	Min. 15 years	17 years*	June & Dec

\* For Graceful solos must attain 80% in aesthetic/dance in one exam

(Must attain Grade 4 to present for medals)

Bronze Medal	Min. 16 years	March
Silver Medal	Min. 17 years	March
Gold Medal	Min. 18 years	March
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:**

<b>Exam</b>	<b>Solo Requirement</b>
Test 1	8 years
Test 2	9 years
Test 3	10&11 years
Grade 1	12&13 years
Grade 2	14&15 years
Grade 3	16&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: [Skills.vic@calisthenics.asn.au](mailto:Skills.vic@calisthenics.asn.au)*

## 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 enroll 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 or course labeled "HLTAID003":

- ❖ 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 2016**

Inc. No. A0024275Z



Australian  
Calisthenic  
Federation

**LEVEL ONE / LEVEL TWO / LEVEL ONE RECREATIONAL 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:

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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  
Or via email to: [coach.ed@calisthenics.asn.au](mailto:coach.ed@calisthenics.asn.au)

## GLOSSARY OF TERMS

- ACF**            **Australian Calisthenics Federation**  
The national body governing Calisthenics in Australia. [www.calisthenicsaustralia.org](http://www.calisthenicsaustralia.org)
- ACFCC**        **Australian Calisthenics Federation Coaching Committee**  
Formed to give each State and Territory a voice in the direction of Coaching at a National level.
- ASC**            **Australian Sports Commission**  
Operating from Canberra, the ASC is Australia's primary national sports administration and advisory agency. On behalf of the Australian Government, the ASC plays a central leadership role in the development and operation of the Australian sports system.
- CVI**            **Calisthenics Victoria Incorporated**  
The state body governing Calisthenics in Victoria.  
[www.calisthenics.asn.au](http://www.calisthenics.asn.au)
- VCCA**        **Victorian Calisthenics Coaches Association**  
Formerly Victorian Calisthenics Teachers Association. Has more than 800 members.  
[www.vcca.asn.au](http://www.vcca.asn.au)
- ASCA**        **Australian Society of Calisthenic Adjudicators**  
Has branches in Victoria, Western Australia and South Australia. Victorian branch has about 30 members.
- AAB**           **Adjudicators Advisory Board**  
A sub-committee of the Australian Calisthenic Federation (ACF). Aims to foster unity between the State/Territory Branches of the Australian Society of Calisthenic Adjudicators (ASCA).
- EAB**           **Examiners Advisory Board**  
A sub-committee of the Australian Calisthenic Federation (ACF). Aims to enhance the Development of Calisthenics through the implementation and evaluation of the National Calisthenic Exam programme.
- WWCC**       **Working With Children Check**  
Required to achieve and maintain registration with VCCA. Valid for 5 years unless revoked.
- S & C**        **Strength and Conditioning**  
A special seminar which all L1 & L2 coaches are required to complete successfully and update every four years to maintain their qualifications.
- VIS**           **Victorian Institute of Sport**  
State government funded organisation providing training and support services to Victoria's best athletes, located at Lakeside Stadium in Melbourne.  
[www.vis.org.au](http://www.vis.org.au)