

# Coaches' Accreditation Policy

Version 14.0 (14 Jan 2025)

## 1. Policy Aims

This policy aims to establish the requirements and process for the accreditation of Coaches in New Zealand. This is to ensure all coaches are equipped with the skills and knowledge necessary to coach at a designated level and to recognize the level of expertise and experience of coaches within New Zealand.

## 2. Summary

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## 3. Coaching Director

- 3.1 The Coaching Director shall be elected at the Annual General Meeting.
- 3.2 The Coaching Director responsibilities and duties are defined in the job description under the Governance and Management Policy.

## 4. Accreditation of Coaches

- 4.1 Criteria for Accreditation:
  - 4.1.1 In order to become accredited the coach must:
    - Be a financial member of the NZIFSA.
    - Have successfully completed all requirements within eighteen months from the date they complete the initial seminar for Levels 1, 2, 3 or 4.
  - 4.1.2 Nomination for achievement of accreditation:

The Coaching Director shall verify evidence submitted by the candidate to ensure that it meets the NZIFSA requirements. Once evidence is verified as correct, the Coaching Director will approve the accreditation. The onus is on the candidate to supply the evidence required.
  - 4.1.3 Endorsement of accreditation will be granted in the various disciplines on completion of the requirements for that discipline as per Appendix A.
  - 4.1.4 A first accreditation as a Coach will generally be made at a level no higher than Level 1.
  - 4.1.5 Any coach from another ISU Member Federation, who coaches in New Zealand, on that Member's verification, may be placed on the accreditation list at a level recommended by the Coaching Director and approved by the Board.

- 4.1.6 Any request for dispensation or extension should be made via email to the Coaching Director with a copy attached to the NZIFSA General Secretary. The Coaching Director will then send a recommendation to the Board.
- 4.2 Provisional Accreditation of Experienced Coaches
- 4.2.1 In recognition of the expertise of existing coaches, accredited coaches may apply for provisional accreditation at a higher level than they have currently completed requirements for and this may be granted on recommendation of the Coaching Director and approval by the Board. To become fully accredited at this level the coaches must complete the next available NZIFSA endorsed coaching accreditation course at the desired accreditation level and all the requirements of that level within 18 months of completing the course. If they do not complete these requirements, their provisional accreditation will lapse and they will return to their prior level of accreditation.
- 4.2.2 Provisional accreditation will normally only be made at one level higher than the applicant's existing accreditation level.
- 4.2.3 The level at which an experienced coach is recommended for accreditation will take into consideration the following
- The level at which their skaters are competing and testing, and their record of skaters being selected to Development squads.
  - Skater development contribution including the development of skate schools.
  - Completion of sport specific seminars and camps conducted by NZIFSA or APSA
  - Any other relevant, recognised NZ regional or national courses.
- 4.2.4 Coaches with a provisional accreditation will be entitled to coach at competitions and tests the same as a fully accredited coach as specified in section 6.1. They may also be considered for mentoring roles.
- 4.3 Coaches accredited at the following levels are entitled to:
- 4.3.1 **KiwiSkate Assistant**  
KiwiSkate Instructor teaching groups to Basic level only – If under 15 years of age, the coach cannot take a group on their own.
- 4.3.2 **KiwiSkate Coach**  
KiwiSkate Instructor teaching groups through to Advanced level only – If under 16 years of age, the coach cannot take the Advanced Level on their own.
- 4.3.3 **Level 1**  
KiwiSkate Instructor teaching all groups.
- 4.3.4 **Level 2, 3 & 4**  
Teaching private lessons  
Coach at test sessions  
Coach at New Zealand Nationals  
Coach at Interclub International and International Competitions (including Senior Grand Prix and ISU Championships) by approval.
- 4.4 NZIFSA requirements to be considered for Accreditation:
- 4.4.1 KiwiSkate Assistant**  
Age Requirement: Minimum \*14 years of age as at 1 January prior to the commencement of Kiwiskate Assistant Course being held

\*Coaches are able to coach KiwiSkate to Basic Level only and if under 15 years of age cannot coach a group on their own.

Test Level Held:

Elementary Recommended

Requirements to complete course:

- See Appendix A

#### 4.4.2 KiwiSkate Coach

Age Requirement:

Minimum \*15 years of age as at 1 January prior to the commencement of KiwiSkate Assistant Course being held

\*Coaches are able to coach KiwiSkate to Advanced Level only and if under 16 years of age cannot coach a group on their own

Test Level Held:

Elementary Required

Requirements to complete course:

- See Appendix A

#### 4.4.3 Level 1

Age Requirement:

Minimum 16 years of age as at 1 January prior to the commencement of the Level 1 Course being held

Test Level Held:

\*Preliminary required in any discipline  
\*Coaches from different codes may apply to the Coaching Director for dispensation based on their achievements/qualifications

Requirements to complete course:

- See Appendix A

#### 4.4.4 Level 2

Age Requirement:

Minimum of 18 years of age as at 1 January prior to the commencement of the Level 2 Coaching Course being held

Test Level Held:

Silver required in any discipline

Requirements to complete course:

- See Appendix A

**Note:** First time coaches need to be under the Level 2 Apprentice Coach Programme. See Appendix B for the requirements.

#### 4.4.5 Level 3

Age Requirement:

Minimum of 20 years of age as at 1 January prior to the commencement of Level 3 Coaching Course being held

Test Level Held:

Inter Gold required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date the coach attended the Level 2 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Endorsements: Separate modules will be required to be completed per discipline

Requirements to complete course:

- See Appendix A

#### 4.4.6 Level 4

Age Requirement: Minimum of 22 years of age as at 1 January prior to the commencement of the Level 4 Coaching Course being held

Test Level Held: Gold required in any discipline

Number of Years Actively Coaching: Minimum 2 years from the date the coach attended the Level 3 Seminar and must have coached a minimum of 100 hours per year (1 April – 31 March) (exceptional circumstances will be considered)

Endorsements: Separate modules will be required to be completed per disciplines

Requirements to complete course:

- See Appendix A

#### 4.5 Maintaining NZIFSA Coaching Accreditation:

In order to maintain an accredited coaching level, coaches must:

4.5.1 Attend either an accreditation course or attain the required number of Continuing Education points for refresher/updating activities relevant to their coaching level; and

4.5.2 Be a current financial member of the NZIFSA

4.5.3 Awarding of Continuing Education Points:

Points are awarded for activities undertaken within 1 April to 31 March in any year to improve/update skills and knowledge (See Appendix C for points). A logbook must be kept and all activities signed by the course moderator and dated as detailed in section 4.5.5.

##### **KiwiSkate Assistant and KiwiSkate Coach:**

A minimum of 5 points per 12 month period (1 April to 31 March) is required. Only 2 excess points may be carried over to the following year.

##### **Level 1:**

A minimum of 10 points per 12 month period (1 April to 31 March) is required. Only 3 excess points may be carried over to the following year.

##### **Level 2:**

A minimum of 15 points per 12 month period (1 April to 31 March) is required. Only 5 excess points may be carried over to the following year.

**Level 3 & 4:**

A minimum of 25 points per 12 month period (1 April to 31 March) is required. Only 5 excess points may be carried over to the following year.

- 4.5.4 Coaches should anticipate that all courses will be self-funded except for events which may be subsidized by organising bodies such as the NZIFSA, APSA, ISA or ISU from time to time.
- 4.5.5 Recording of Updates:  
Each coach must keep an updated logbook. The details of each updating activity/workshop/event attended are to be recorded in this logbook. The coordinator of each updating event will be required to sign, where indicated, as verification of attendance. Each entry must show the date(s), length of the activity and a brief description if not obvious by the title of the event. Coaches are required to present this logbook with their yearly membership renewal, as verification of updating hours completed. This logbook will be used by the Coaching Director to verify the coaching level.
- 4.5.6 Coaches who do not obtain enough continuing education points within a 12 month period (1 April to 31 March) shall be placed on an inactive list. Reappointment to the active list shall be made only after successfully obtaining enough points at the same level within a further 12 month period (1 April to 31 March).
- 4.5.7 Requirements if leave is taken from Coaching:  
Any Coaches that are inactive for a period of up to 3 years must attain enough continuing education points as per Appendix A for the Level they wish to reactivate (this level cannot be higher than what they have previously obtained).
- 4.5.8 Coaches who leave New Zealand for longer than 24 months must advise the Coaching Director and upon their return they shall apply for reinstatement. Reinstatement level will depend on any coaching activity undertaken during this time. If having coached overseas during this time, the coach needs to supply documentation to the Coaching Director for consideration.
- 4.6 Criteria for Promotion:
  - 4.6.1 Attendance at training workshops and familiarity with NZIFSA Rules and Regulations are required.
  - 4.6.2 To be eligible for promotion to a higher level of accreditation, the coach must previously have satisfactorily completed (as determined by the Coaching Director) at the preceding levels, and have satisfactorily completed all requirements at the level for which promotion is sought.
  - 4.6.3 Promotion will be based on successful completion of all requirements for the level promotion is sought which is verified by the Coaching Director. Consideration may also be given for participation at other seminars throughout the year.
- 4.7 Reconsideration of Accreditation Level:  
  
Application for reconsideration may be made to the Board no later than one month after being advised of the accreditation level. The Board shall not make a decision without consulting the Coaching Director. The coach applying for reconsideration will be advised of the decision made by the Board no later than one month after receipt of the letter requesting reconsideration.
- 4.8 Coaches' accreditation lists will be updated throughout the year. Coaches will be issued with an annual accreditation tag on receipt of their annual coach membership fee and having evidenced that they have sufficient Continuing Education Points to maintain their accreditation. All coaches and Club secretaries are responsible for checking the accreditation list and/or accreditation tags prior to tests and competitions.

## 5. How to become a mentor

In order to become a mentor, a coach must:

- 5.1 Be a current Level 3 or 4 accredited coach.
- 5.2 Apply to the Coaching Director and be approved before mentoring can begin.
- 5.3 Have a meeting/discussion with Coaching Director to go over responsibilities and expectations.

## 6. How to become a moderator for courses

In order to become a moderator, a coach must:

- 6.1 Be a current Level 3 or 4 accredited coach
- 6.2 Apply to the Coaching Director

## 7. Seminars

The Coaching Director shall arrange for seminars for coaches to be conducted. The teaching at these seminars shall be directed towards the accreditation and ongoing education of coaches.

### 7.1 Level 1 and 2 Seminars:

Level 1 and 2 Coaching Accreditation Seminars will be run by NZIFSA and applications to attend must first go to the Coaching Director. Coaches may request attendance to be credited towards obtaining or maintaining New Zealand accreditation.

### 7.2 Level 3 and 4 Seminars:

If Level 3 and 4 Seminars are unavailable in New Zealand, coaches may apply to complete the Level 2 and 3 Seminars run by the Australian Professional Skaters Association (APSA). Notification of intention to attend these APSA seminars must be sent to the Coaching Director prior to an application being submitted. The Coaching Director will organise the marking of any modules or exams on completion of the APSA course as APSA will not undertake these for NZIFSA coaches. On successful completion of all the requirements of the APSA Level 2 or 3 course, the coach will be awarded NZIFSA Level 3 or 4 accreditation respectively.

### 7.3 Attendance at ISU Seminars:

Applications to attend an ISU Seminar must first go to the Coaching Director for recommendation to the Board.

## 8. Level required to attend Test Sessions and Competitions

- 8.1 To be rink side and/or in the marshalling areas at the NZIFSA sanctioned competitions listed including official practices, or NZIFSA tests, coaches are required to have attained the following minimum level:

Competitions and Tests	Minimum Coaching accreditation level
NZIFSA Test Sessions	Level 2*
North Island or South Island Championships, NZ Nationals	Level 2*
Interclub Internationals, and International competitions (including Senior Grand Prix and ISU Championships)	Level 2, 3 & 4 Apply to attend**

\* NZIFSA apprentice Level 2 coaches may be present provided that they are under the supervision of their mentor

\*\* Accredited Level 2 - 4 coaches must apply to the Coaching Director for permission to coach at any international competition. Approvals will be included in the CEO written report to the Board for the following meeting.

- 8.2 When a skater's accredited coach is unable to be rink side in person at an NZIFSA test or competition, the coach may join virtually via a personal electronic device. Any person rink side facilitating this, for example by holding the personal electronic device, must meet any minimum accreditation level as specified above.