



Bronze Coach Application Kit

Recognition of Current Competency (RCC) Application



Bronze Coach Accreditation Application

Recognition of Current Competency

Recognition of Current Competency (RCC) is a process which acknowledges skills, experience and knowledge obtained through formal training, work experience and/or life experiences. The process recognises coaches' current competencies (knowledge and skills) and measures it against an accreditation level or the unit(s)/learning outcome(s) that comprise an accreditation level. In order to be deemed competent in a unit, a coach must demonstrate their ability to meet the required standard as specified in the Learning Outcomes. If you are currently coaching and you already have extensive coaching skills, knowledge and experience, you may apply to SNZ for RCC rather than undertaking the required learning activities.

Coaches applying for RCC will be assessed on the evidence and information provided. The onus is on the applicant to demonstrate their skills and knowledge for the unit(s)/learning outcome(s) being applied for. This evidence is assessed by Swimming New Zealand, ensuring the candidate has met the requirements. If the information submitted is not sufficient, applicants will be required to attend part/all of the applicable accreditation course.

Providing Evidence

To be granted accreditation through RCC, coaches need to collect and present evidence that clearly demonstrates that they have met or exceeded the requirements of the learning outcomes for Bronze Coach. Evidence for assessment may come from:

- ✦ Achievements gained through SNZ coaching courses or camps
- ✦ Formal learning programmes e.g. degrees or diplomas, polytechnic courses, clinics, conferences, seminars or workshops, overseas coaching qualifications
- ✦ Recognised proven achievements outside formal learning
- ✦ Evaluation of your coaching performance in your current coaching position

Your evidence may come from a variety of sources, which may include:

- ✦ Existing qualifications or components of qualifications. Note that both a copy of the qualification transcript or certificate and a list of learning objectives or content of each of the relevant topics covered in the course, must be supplied
- ✦ Coaching certificates. Note that the detail of the content covered in the coaching course or workshops must be supplied if they are not issued by SNZ, ASCTA or ASA
- ✦ Log books or coaching records
- ✦ Verifiable details of successful coaching experience
- ✦ Documentation of observations of your performance as a coach
- ✦ References and testimonials from recognised educators, or mentor coaches
- ✦ Curriculum Vitae
- ✦ Verified translations of overseas experience or qualifications

The evidence should be concise and arranged systematically in a portfolio so that the SNZ Coach Accreditation Committee/assessor can easily see the match between your evidence and the SNZ module learning outcomes. **Please write the SNZ unit/competency the evidence relates to on the top right corner of the page. E.g. "4.1"**

The onus is on you to present all necessary evidence. To protect the credibility of SNZ and in fairness to those who sit the full SNZ courses, your application will initially be declined if insufficient evidence is submitted.



The evidence you provide must:

- ✦ Be verifiable as your own work
- ✦ Be related to the accreditation or unit(s)/learning outcome(s) you are seeking RCC credit for
- ✦ Demonstrate current knowledge/experience within the past four years

A member of the SNZ Coaching Accreditation Committee will evaluate your application, undertake any necessary checks and communicate the result to SNZ, who will contact you. Checks may include:

- ✦ Personal interview
- ✦ Checking authenticity of information supplied
- ✦ Contacting a nominated referee
- ✦ Endorsement by mentor coach

Completing the RCC Process

1. Read the relevant SNZ RCC application kit to identify which unit(s)/learning outcome(s) you wish to apply for RCC in. Each module MUST be addressed individually
2. If you decide to apply for RCC, make payment to SNZ
3. Gather as much evidence as possible that would support your competency in the areas that you consider you already have the appropriate skills in
4. Complete the RCC application and attach your portfolio of evidence
5. Send all documentation to the SNZ Coach Development Manager

Alternative Options

Collating paperwork, video and other meaningful evidence for RCC applications can be time-consuming, particularly where applicants have not done formal coach accreditation courses/training previously.

For some experienced candidates, they may find it more effective to simply enrol in the program, receive their course workbooks and promptly complete the assessment activities. For further information contact the SNZ Coach Development Manager.



PART A – Personal Information

Application Date:	
Name:	
Club/Affiliation:	
Current Position:	
Postal Address:	
Suburb/Postcode:	
Email address:	
Phone number:	
Mobile number:	
Date of Birth:	
NZSCTA membership number:	

PART B – Experience Gained

This section will provide an overview of the experience you have gained. In Part C you will be asked to focus in on experience that related to the learning outcomes of the Bronze Coach Course and to present evidence of your experience.

1. Work Experience

Please complete the following in relation to your work experience, either full-time or part-time, including any voluntary or unpaid work.

Begin with your present position followed by the next most recent job, etc. *(Please provide extra sheets if the space provided is insufficient)*

<i>Present work:</i>		<i>From</i> ____/____/____
Present Employer:		
Current Position:		
Duties:		



<i>Previous work:</i>	(If you can't fit all your work in the spaces provided please insert extra sheets)	<i>From</i> ____/____/____ <i>to</i> ____/____/____
Employer:		
Your Position:		
Duties:		
<i>Previous work:</i>	(If you can't fit all your work in the spaces provided please insert extra sheets)	<i>From</i> ____/____/____ <i>to</i> ____/____/____
Employer:		
Your Position:		
Duties:		



2. Education and training

Indicate any education and training you have undertaken, including formal courses, adult education courses, conferences, seminars, training undertaken at work, etc. Please attach certified copies of any qualifications.

Education/Training	Year Completed	Length

3. Coaching experience

CV of your coaching experience – please include the following to support your application:

- ✦ Coaching position (s) including main roles, responsibilities, deliverables
- ✦ Description of swimmers currently coaching, including national rank, national competition results, national teams, international teams, national/regional/club records broken
- ✦ Description of previous swimmers accomplishments, including national rank, national competition results, national teams, international teams, national/regional/club records broken)
- ✦ Illustrate increase in club membership in relation your employment
- ✦ Illustrate improved Regional/National club standings in relation to your employment
- ✦ Testimonial/Reference from an appropriate coach peer and/or coach mentor and/or employer which outlines your coaching experience and coaching strengths



PART C – Unit Claimed

I intend to apply for RCC in the following units of the Bronze Coach Accreditation Course:

Unit:	RCC Claimed (please tick)
Unit One: Being an Effective Swimming Coach	
Unit Two: Administration and Management	
Unit Three: Communication	
Unit Four: Risk Management and Legal Issues	
Unit Five: Mental Preparation	
Unit Six: Fitness and Training	
Unit Seven: Training Programs	
Unit Eight: Efficient Stroke Development	

PART D – Learning Outcome Applications

This section contains separate applications for each unit. The applications are intended for use as both a self-assessment tool and as a cover page(s) for the required evidence.

The completed unit applications as outlined below, with attached evidence, will make up your portfolio of assessment.

For each item of evidence, you need to work out which of the learning outcomes it relates to. This should be indicated in the appropriate place on the module application, as well as on the evidence.

For some items of evidence it may be appropriate to indicate which part of the item is relevant to which learning outcome. Make sure that you have clear references in each of your applications to any relevant evidence. If you don't have primary evidence (certificates, letters, examples of sessions, etc.) that you can submit to substantiate your claim, but consider that you could demonstrate your competence, please make a note to that effect.

Learning Outcomes	Summary of Evidence
Upon successful completion of this module, the Bronze Coach will be able to:	<p><i>Follow the procedure below for all learning outcomes.</i></p> <p><i>Place a number in this column, that relates to the piece(s) of evidence in your evidence portfolio relevant to each learning outcome.</i></p>
Unit 1	Being an Effective Swimming Coach
Learning Outcomes:	Summary of evidence provided
1. Identify the different roles of an effective swimming coach, develop your coaching philosophy and identify areas of your coaching that you would like to strengthen and how you will achieve this	
2. Implement strategies to cater effectively for the range of needs of club level swimmers	



Unit 2	Administration and Management
Learning Outcomes:	Summary of evidence provided
3. Implement organisational processes to effectively administer all aspects of a club swimming team including record keeping, financial understanding/considerations and promotional strategies	

Unit 3	Communication
Learning Outcomes:	Summary of evidence provided
4. Implement sound communication strategies with swimmers, parents, club officials, swimming organisations and colleagues	

Unit 4	Risk Management and Legal Issues
Learning Outcomes:	Summary of evidence provided
5. Understand the legal responsibilities of a swimming coach and implement strategies to minimise the risk of injury during training and competition	
6. Implement the Drug Free Sport NZ policies on permitted substances and their use and understand reason for the banning of substances	

Unit 5	Mental Preparation
Learning Outcomes:	Summary of evidence provided
7. Use psychological processes to implement individual and team goal setting strategies	
8. Implement processes to develop swim team cohesion and spirit	

Unit 6	Fitness and Training
Learning Outcomes:	Summary of evidence provided
9. Conduct a training session and provide a training plan that will acknowledge the physiological capacities of the body including the energy systems	
10. Adjust a training plan to utilise specific components of the energy system and the various components of fitness to elicit an improvement in performance	
11. Apply the principles of training to modify or improve any one of the components of fitness	



Unit 7	Training Programs
Learning Outcomes:	Summary of evidence provided
12. Implement a seasonal training program and understand the importance of seasonal, weekly and daily plans	
13. Effectively conduct and evaluate training sessions catering for individual differences while developing race competence for each of the strokes	
14. Analyse the performance of club level swimmers during competition and implement improvement strategies	

Unit 8	Efficient Stroke Development
Learning Outcomes:	Summary of evidence provided
15. Apply the principles of stroke mechanics to the development of the four competitive strokes including starts, turns and finishes	
16. Identify and implement the use of technology and equipment appropriate for club level swimmers	

PART E – Other requirements to gain Bronze Accreditation

- ✦ Proof of membership to NZSCTA, which involves police vetting
- ✦ Payment of RCC fee
- ✦ SNZ recommends that all coaches complete a First Aid qualification in addition to coach accreditation

The RCC process may take up to four weeks to process, and will be reviewed by the SNZ Coach Accreditation Committee.

You may be contacted by the SNZ Coach Accreditation Committee or assigned Assessor as part of the review process should any clarification be required.



Applicant Declaration

I declare that I have read and understand the information in this Bronze Coach RCC application pack and the information I have supplied is true and accurate.

Signature: _____ Date: _____

Please submit the RCC application with copies of all evidence and RCC determination payment to:

Swimming New Zealand
c/o Sheila Galloway (CDM)
PO Box 302145
North Harbour
Auckland 0751

Email: sheila@swimmingnz.org.nz
Phone: 09 477 2013

Payment details

\$200 RCC determination

Optional resources:

- \$60.00 ACA Jr Skills Handbook (textbook) & Resource cd's
- \$50.00 Bronze Handbook (textbook)
- \$50.00 Silver Handbook (textbook)
- \$60.00 Strength and Conditioning DVD (produced by ascta)

Cheque/money order enclosed and payable to: **Swimming New Zealand Inc**

