



# ANZ National Coaching Program

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## Update History

Vers	Name	Date	Section and update summary
<b>1.1</b>	Scott Collett	2013/03/01	<b>1.2 Point 1 added and reorder of points.</b>
<b>1.2</b>	Andrew Russell	2013/04/29	<b>Major Update for Coach Accreditation and Re-Accreditation</b>
<b>1.3</b>	Andrew Russell	2013/08/12	<b>Minor amendments for on-going panel decisions</b>
<b>1.4</b>	Andrew Russell	2014/09/23	<b>Published copy for membership</b>
<b>1.5</b>	Andrew Russell	2014/11/22	<b>Updated following Coaching Workshop</b>
<b>1.6</b>	Andrew Russell	2016/09/26	<b>General Update</b>
<b>1.7</b>	Andrew Russell	2017/03/18	<b>General Update</b>

## ArcheryNZ National Coaching Program

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## 1. National Coaching Program Policy Statement

### 1.1.Mission Statement

*The Archery NZ Coaching programme will provide world class coaching capability to meet archers' needs and support them in achieving their goals and aspirations, from beginner level through to International and Olympic Archery.*

### 1.2.ANZ National Coaching Program Goals

The goals of the ANZ National Coaching Program are to:

- Improve the quality and availability of athlete-focused coaching.
- Maintain a national register of coaches to enable improved communications, and to enable archers to better access coaches in their regions.
- Foster a process of coach development to enable coaches to improve their skills, including coaching seminars to be hosted annually in each district.
- Recognise and acknowledge coaches' actions and achievements, including recognition of gaining qualifications, and the "Coach of the Year" award.
- Develop and provide coach accreditation qualifications.
- Coordinate a minimum of one Foundation/Development Coach training course per year in each district, and one Performance training course every two years in each district.
- To increase the number of certified coaches to the following:
  - One Development coach per club
  - Six Performance coaches per district
  - Two High Performance coaches per district (TBC after HP Coach accreditation pathway confirmed)
- Regularly review accreditation courses, with a view to maintaining best practice coaching skills, and providing our coaches access to the best materials available.
- Develop and maintain a coach reaccreditation system to ensure consistency of qualifications, provide coaches with professional feedback, and work together on a pathway to individual coach development.
- Develop a High Performance structure to support NZ's elite athletes in achieving excellence internationally.

## 2. Archery New Zealand National Coaching Program

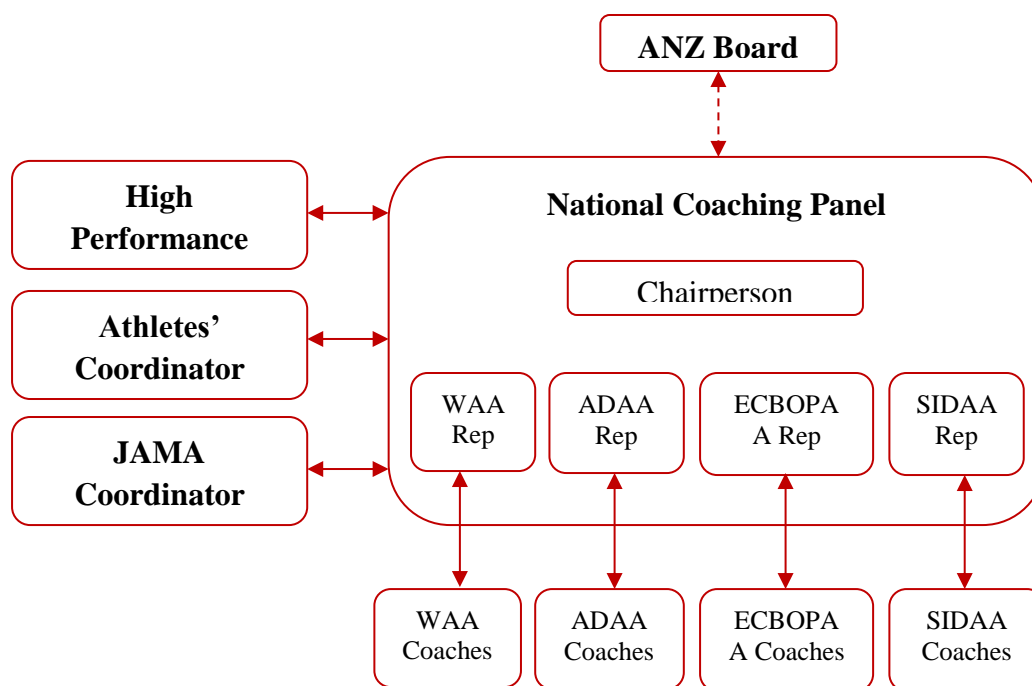
### 2.1.Purpose

This document serves to detail the way in which the Archery New Zealand National Coaching Program is operated. It contains definitions of the structure and processes which underpin the ANZ Coaching Commission.

It is intended that this document contains all key information for the Coaching Commission such that it acts as a single reference document, and should be updated regularly with changes and improvements – a live document.

### 2.2.Archery New Zealand Coaching Governance

The ANZ Coaching Commission consists of all members of ANZ who have qualified as Foundation, Development, Performance or High-Performance Coaches and remain current, i.e. pass reaccreditation for their course. Note that non-ANZ members who undertake the Foundation Coach course do not become members of the Commission.



### Coaching Convenor

The Coaching Convenor is elected for two-year terms by the ANZ Coaching Commission meeting, held at the ANZ National Outdoor Championships. The Coaching Convenor chairs panel meetings, the annual Coaching Commission AGM, and acts as the representative of the Coaching Panel in interactions with the Board.

### Coaching Panel

The Coaching Commission is managed by the Coaching Panel, which is responsible for day-to-day operations and decisions. In addition to the Convenor, four Coaching Panel members are elected by each district organisation (ADAA, ECBOPAA, WAA, SIDAA). The District Coach Representatives are responsible for communicating with the coaches in their Districts. The Panel is to communicate directly with the key stakeholders in ANZ.

### **National High Performance Manager (Draft)**

The National High Performance Manager is nominated by the Coaching Panel and approved by the ANZ Board. They shall be responsible for planning the structure and strategy of national high performance archery, and shall report to the Coaching Panel.

### **Regional Squads**

Performance archery shall be driven from within the regions, and the Coaching Commission recognises and encourages the district squads which have been formed to develop the level of archery within the regions.

## **3. Coach Accreditation**

### **3.1.ANZ Coach Framework**

The Coaching Commission has reviewed the SportNZ plan for developing coaches, and opted to align the coach development pathway as recommended. The focus on catering for athlete needs will drive a continual improvement on how coaching is delivered to our archers.

Sport NZ identifies the following athlete development pathway:

- Explore
- Learn
- Participate
- Perform
- Excel

The ANZ Coach Framework has been developed to cater for these athlete areas, as per Figure 1 below.

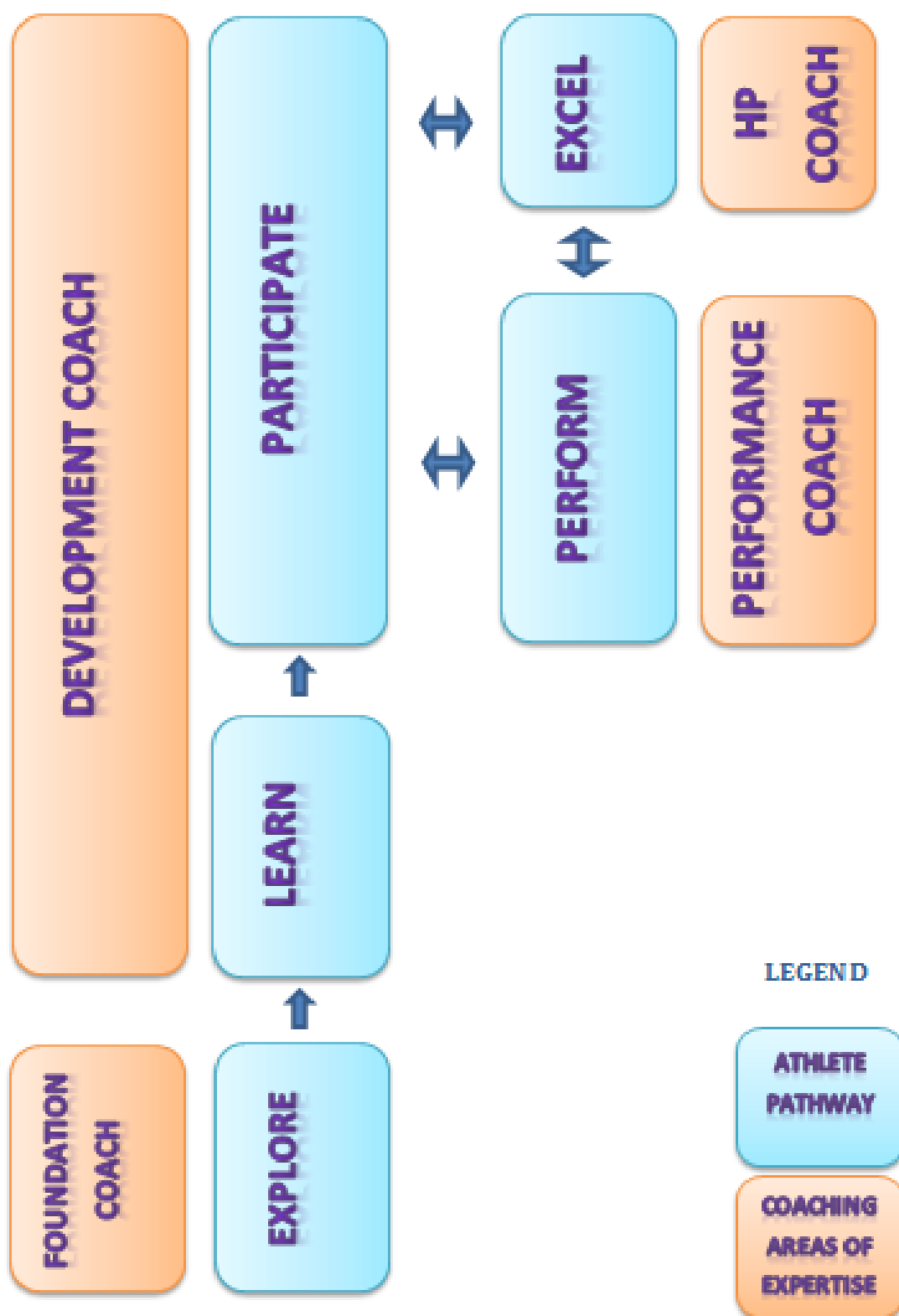


Figure 1: ANZ Coaching Framework

An athlete-oriented structure means that coaches can be experts in their field, rather than the previous system which worked in levels of coaching knowledge.

### **Foundation Coach**

The Foundation Coach works with archers in the “Explore” phase, i.e. have-a-go experiences. This coaching qualification will be offered to ANZ members, but will primarily be focused on external parties, such as instructors running school camps, etc.

### **Development Coach**

The Development Coaches work with archers from beginners all the way to shooting tournaments. These coaches are the heart of club coaching and will undertake the majority of grass-roots coaching around the country. The Development Coach qualification also includes the Foundation Coach course material.

### **Performance Coach**

The Performance Coaches work with the archers in their District who are targeting national and international competitions. It is intended that Performance Coaches are involved in talent identification for their district, and to be involved in running athlete training camps within the regions.

### **High Performance Coach (Criteria not yet set)**

The High Performance Coaches will work with the country’s top athletes, targeting success at international competitions. They will be involved in carrying out the high performance programme, and working with the High Performance Manager to further improve the HP programme.

### **Member Protection Policy**

Prospective coaches who intend to act in an official capacity for ArcheryNZ (as appointed by ArcheryNZ or ArcheryNZ Coaching Panel) are required to sign and submit the member protection policy and return to the privacy officer if requested.

## **3.2.Attendance Criteria**

The following attendance criteria are applicable for undertaking ANZ Coaching courses:

<b>Coaching Course</b>	<b>Prerequisites</b>
<b>Foundation Coach</b>	Candidates must be over the age of 16 years old. A prior knowledge of archery is not a prerequisite. Membership of ANZ is not a prerequisite. It is recommended that Foundation Coaches under 18 years’ old work with coaches who are aged over 18 years’ old.
<b>Development Coach</b>	Candidates must be over the age of 18 years old, members of ANZ and have at least two years’ experience in the sport of archery.*
<b>Performance Coach</b>	Candidates must be members of ANZ and have at least two years’ prior experience as a Development Coach*
<b>High Performance Coach</b>	Candidates must be members of ANZ and have at least two years’ experience as a Performance Coach.*

Development, Performance and High Performance Coaches will only have their accreditation recognised while remaining members of ANZ with current accreditation.

\*See Section 3.7 for prior learning.

### 3.3.Course Instructors

The Course Instructors (Tutors) must comply with the following prerequisites:

Coaching Course	Instructor's Prerequisites
<b>Foundation Coach</b>	Instructors must be a Development (or Performance/High Performance) Coach with a minimum of two years of coaching experience at this level.
<b>Development Coach</b>	Instructors must be a Development (or Performance/High Performance) Coach with a minimum of two years of coaching experience at this level.
<b>Performance Coach</b>	Instructors must be a Performance (or High-Performance) Coach with a minimum of two years of coaching experience at this level., to be appointed by the Coaching Panel as required.
<b>High Performance Coach</b>	The instructors and/or a peer review panel should be an experienced High Performance Coach with a minimum of two years of coaching experience at this level. Instructors shall be appointed by the Coaching Panel as required.

### 3.4.Manuals and Handouts

Manuals and Hand-outs are developed and provided by the ANZ Coaching Panel, and shall be made available to Course Instructors electronically. It is the course instructors' responsibility to provide manuals for each candidate (either electronic or hard-copy).

Foundation, Development and Performance Coach materials will be made public, to encourage greater information sharing. High Performance material will only be available to those undertaking the courses. This protects our intellectual property for high performance coaching elements.

### 3.5.Fees

Course fees are set by the Course Instructor. Unless funding is secured to run Coach Training Courses, all courses will run on a user-pays system to fund the following (if required):

- Venue hire
- Materials including printing
- Instructor transport and accommodation
- Other costs as they arise

It is anticipated that course fees will generally be kept to a minimal level by running the course at clubs, with local instructors where possible.

In addition, the course fees will include the following costs, paid to ANZ for provision of certificates, and for maintaining a coaching register, updating accreditation documentation and managing coach reaccreditation:



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Course	Cost for ANZ members	Cost for non-ANZ members
<b>Foundation</b>	\$10	\$30
<b>Development</b>	\$25	N/A
<b>Performance</b>	\$50	N/A
<b>High-Performance</b>	TBA	N/A

### 3.6.Coaching Registration

The Coaching Panel will maintain an ANZ Coaching Register detailing names, contact details, information and dates regarding the levels of qualification that each coach has attained. This register will be the primary means of collating contact details for communication with coaches.

There shall be a Coach Registration Form that coaches may fill out and submit to ensure that they are on the register. Under the privacy act, all coaches will be entitled to check what details are on file, and modify them as needed from time to time.

Upon completion of coach qualifications, the course instructor should liaise with their District Coaching Representative for certificates to be produced and distributed. The District Coaching Representatives are responsible for ensuring that new coaches are added to the ANZ Coaching Register.

### 3.7.Prior Learning Including Overseas Coaches

Candidates presenting themselves for accreditation as coaches will be allowed to have their prior knowledge taken into account. This is particularly so in the case of overseas coaches and coaches who have let their accreditation lapse.

Archers who have competed at a high level internationally may be eligible to participate in the Performance Coach course without completing the Development Coach course in advance.

In order to ensure that all those certified with current ANZ accreditation have a sufficient understanding of the course material, however, we are required to ensure that coaches can demonstrate this level of competence. The following shall comprise the process for accreditation in these instances:

Course	Accreditation Steps
<b>Foundation</b>	<ul style="list-style-type: none"><li>• Candidates may opt to bypass the course and undertake the examination only (30min).</li></ul>
<b>Development</b>	<ul style="list-style-type: none"><li>• Candidates may opt to bypass the course and undertake the examination only (60min).</li></ul>
<b>Performance</b>	<ul style="list-style-type: none"><li>• The candidate is to submit a coaching work record and evidence of existing qualifications for the assessor to review (if applicable).</li><li>• Candidates to undertake the assessments.</li></ul>
<b>High Performance</b>	<ul style="list-style-type: none"><li>• The candidate is to submit a coaching work record and evidence of existing qualifications (if applicable) for the assessor to</li></ul>

	review. <ul style="list-style-type: none"><li>• Candidates to undertake the assessments/peer review (TBA).</li></ul>
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All prospective candidates should contact their District Coaching Representative. Having reviewed and approved their coaching work record (if at Performance or High Performance level), the assessor shall organise for them to be tested under the ANZ system. The Coaching Panel appoints assessors for the Performance and High Performance levels as required.

The assessor may identify through the coaching work record that the candidates need to undertake the course for that level of coaching, either in part or in full.

If a candidate fails the examination, the assessor shall identify the necessary course of action, which may include resitting the examination at a later date, or taking the course in part or in full.

Candidates may apply to the ANZ Coaching Commission Panel to undertake an interview/practical assessment in lieu of undertaking the examination, which shall be at the Panel's discretion. If granted, the Panel shall appoint a suitable assessor.

### **3.8.Code of Ethics**

ANZ Coaches must adhere to the SportNZ Coaches' Code of Ethics. Any disputes concerning an ANZ coach breaching the Code of Ethics shall be referred to the Coaching Panel. The Coaching Panel is responsible for considering the seriousness of the actions, and may take appropriate disciplinary action, which may include censure, written warnings, or for severe transgressions, removal from the coaching register.

## **4. Coach Development**

### **4.1.Overview**

Continual improvement of our coaches' skills and knowledge is a key prerequisite to advancing the level of archery in NZ. In order to retain coaching accreditation, coaches must show that they are remaining active. This will be monitored by a coach reaccreditation process, supplemented by regional coaching seminars.

### **4.2.Coach Reaccreditation**

Development, Performance and High-Performance Coaches must maintain membership of Archery New Zealand in order to remain accredited with the ANZ Coaching Commission.

Coaches' accreditation will be valid until the 1<sup>st</sup> July, 3 calendar years after being awarded accreditation. To streamline and simplify the process, a representative of the coaching panel will contact coaches approaching reaccreditation times to manage the process.

All coaching activities should be recorded in a coaching log book to facilitate ease of reaccreditation. This can be in any suitable form, but should include date, location, duration and any other relevant details.

Coaches will be reaccredited under the following systems:

*Table 1: Coach Reaccreditation Steps*

Course	Candidate Reaccreditation Steps
<b>Foundation</b>	<ul style="list-style-type: none"> <li>Undertake the examination (to be taken alongside candidates of another Foundation Course that is being run at a suitable time).</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>Provide a Coaching work record summary over the past three years</li> <li>Undertake a self-assessment under the points system (see below)</li> <li>Provide a letter of recommendation from their club, region or coaching panel.</li> <li>(Optional) Provide feedback from archers or groups they have been working with.</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>Provide a Coaching work record summary over the past three years</li> <li>Undertake a self-assessment under the points system (see below)</li> <li>Provide a letter of recommendation from their club, region or coaching panel.</li> <li>(Optional) Provide feedback from archers or groups they have been working with.</li> </ul>
<b>High Performance</b>	<ul style="list-style-type: none"> <li>Provide a Coaching work record summary over the past three years</li> <li>Undertake a self-assessment under the points system (see below)</li> <li>Provide a letter of recommendation from their club, region or coaching panel.</li> <li>(Optional) Provide feedback from archers or groups they have been working with.</li> </ul>

In some cases, the assessor may require additional information, and will contact the coach directly for this.

### **Reaccreditation Points**

For reaccreditation, coaches must attain the following number of points over the course of the previous three years:

Development Coach – 100 points

Performance Coach – 200 points

High Performance Coach – 300 points

In all cases, 50% of the points need to be gained through providing coaching activities (Table 2), and 50% of the points through developing coaching skills (Table 3).

*Table 2: Reaccreditation Points – Providing Coaching*

Activity	Points awarded per	Notes
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activity		
Individual coaching (per hour)	2	
Novice coaching (per hour)	2	
Coaching a regional or national squad (per day)	15	
Attending a tournament as coach of a New Zealand team	40	
Mentoring a Coach (per hour)	5	Points are awarded for both mentor and mentee
Instruct a Foundation Coach Course	20	
Instruct a Development Coach Course	30	
Instruct a Performance or High-Performance Coach Course	50	

*Table 3: Reaccreditation Points - Developing Coaching and Communication Skills*

Activity	Points awarded per activity	Notes
Attending an ANZ coaching seminar	10	
Presenting at a coaching seminar	15	Points are awarded in addition to Attendance
Organising a regional coaching seminar	15	Points are awarded in addition to Attendance
Publication of a coaching article in a magazine or newsletter	10	
Being Mentored (per hour)	5	Points are awarded for both mentor and mentee
Self-led Research (per hour)	2	
Attending an ANZ Coaching Course as an observer to learn how to run one	20	
External Courses	TBA	Refer to Coaching Panel for approval of course prior to course
Undertaking a Relevant University Qualification	1 point per credit	Refer to Coaching Panel for approval of course prior to course

Should a coach not achieve sufficient points for reaccreditation, the Coaching Panel will determine the course of action on a case-by-case basis. The course of action should be a

pragmatic approach with a view to keeping the coach involved in the ANZ coaching structure where possible.

#### **4.3.Regional Seminars**

Regional coaching seminars are an opportunity for nearby coaches to share knowledge and teach new skills.

Regional Seminars for coaches are to be held at least annually, and organised by the district coaching representative (organisation may be delegated). It is expected that as part of continual performance development, attending coaches will generally research a topic and present it where time permits.

It is recommended that these seminars are run between May-September to avoid the NZ outdoor tournament season, which is a busy time of year. Seminars will often be run at archery clubs to keep costs down. Where costs are incurred, they shall preferably be covered by any funding available for coach development, by the District where seen fit, else split as a registration fee between attendees.

### **5. High Performance**

The High Performance area of ANZ Coaching will be developed following the rollout of the Performance Coaching course.

#### **5.1.Overview**

To be developed

#### **5.2.High Performance Manager**

To be developed

#### **5.3.High Performance Squad**

To be developed