Masters Swimming Australia
Club Coach Accreditation Program: Frequently Asked Questions

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Ask the provider of your CPR course for "reasonable adjustment for HLTAID009."

The Australian Resuscitation Council – ANZCOR CPR guidance (Guideline 8), the key idea is:

"Compressions should be delivered effectively, using body weight, with arms straight and shoulders positioned over the chest."

Real ARC guidance expects adaptability, for example:

- *patient on a bed*
- *in a wheelchair*
- *in a confined space*
- *healthcare settings (standing CPR common)*

Hence, we now accept CPR qualifications other than the standard HLTAID009 eg, doctors and nurses currency of CPR training.

The requirement for kneeling during CPR test is built into the assessment design across the entire VET system. It is NOT a requirement of ARC.

The VET system uses the Australian Skills Quality Authority (ASQA) framework guidelines to create the CPR assessment HLTAID009.

However, ASQA requires:

- *reasonable adjustment for learners with physical limitations*
- *without lowering the competency outcome*

That means that providers can change HOW a coach performs CPR (not kneeling) but not WHAT they must demonstrate (effective compressions for 2 minutes.)

ARC Guideline 6 – Compressions states:

Providers should allow for a "reasonable adjustment" or special consideration if:

- *you have an injury, disability or medical limitation.*
- *You discuss it and get approval before the course.*
- *You will still require to demonstrate 2min of EFFECTIVE CPR.*

The WA Government Training Support: Standards 2.3,2.4 state:

Reasonable adjustments are made to support VET students with disability to access and participate in training and assessment on an equal basis.

"If you are injured and need to complete CPR training, you have the right to request reasonable adjustments under the Disability Discrimination Act 1992. Training providers, as Registered Training Organisations (RTOs), are legally obligated to modify training to ensure you can participate, provided it does not cause "unjustifiable hardship" or compromise the core requirements of the training

We expect similar standards apply in other jurisdictions.

A coach can ask the provider: "My understanding is that ASQA requires reasonable adjustment where competency can still be demonstrated. I'm able to meet the CPR performance requirements—just not kneeling."

In WA – St Johns – call ahead and ask for "reasonable adjustment for HLTAID009"

Aust Red Cross – has formal accessibility policies – should approve if pre-arranged.

Reference:

ARC Guideline 8. Section 3.1 Chest Compressions

"All rescuers should perform chest compressions for all those who are unresponsive and not breathing normally. [CoSTR 2015, strong recommendation, very-low-certainty evidence] ANZCOR suggests that those who are trained and willing to give breaths do so for all persons in cardiac arrest. [CoSTR 2015, weak recommendation, very-low-certainty evidence]

When rescuers perform chest compressions they should be at a rate of approximately 100 – 120 /min.[3] [CoSTR 2015/2020, strong recommendation, very-low-certainty evidence] (See ANZCOR Guideline 6 Compressions)"

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What is Club Coach Accreditation?

How do I get information about becoming a Masters Club Coach?

All the information that you need is available on the MSA **Become a Club Coach** webpage.
This page is also accessible via all State/Territory Masters Swimming websites by following the links to coaching.
There are several pathways to enrol in accreditation which are explained in the table under **Pathways to Accreditation** link.
Full course details are available on that page via the **Full Course Outline, Costs and Time Requirements** link.

Is the Masters Club Coach Course an approved course?

Yes. The Masters Club Coach course is accredited with Sport Australia in line with National Sporting Organisation Quality Assurance guidelines.
It is also an SCTA approved Professional Development activity and has been offered as part of the SCTA Conference each year.
All Coach Educators and Assessors are accredited with Masters Swimming Australia in line with the Australian Sports Commission Assessor Training program guidelines.

How much does it cost to become an accredited Masters Club Coach?

The cost depends on your entry pathway which is based on your previous skills and experience. These are all detailed in the table **Pathways to Accreditation** on the MSA **Become a Club Coach** webpage.
For Pathways A, B & C, the total cost is $270 in two separate payments : $175 enrolment to MSA + $95 for the Masters Development Course (payable to Swimming Aust for access to their learning centre).
For Pathways D & E, where you hold a current Australian Swim Coach licence, the cost will be $175 on enrolment. You do not have to do the Masters Development course as this is equivalent to training completed as part of attaining the Australian Swim Coach licence.
Most Masters clubs will reimburse you fully for the costs of your accreditation once you have passed.
All the costs are outlined in the Course Outline and Time Requirements … read more link on the MSA
Become a Club Coach webpage.

I have never coached anything before. Is there a starter course that will help me?

Yes. Sport Australia has designed an Essential Skills course as a starter for anyone in any sport who has never coached before.
It is hosted on the Swim Australia Learning Centre and is a FREE course that is very manageable for anyone to complete on their own.
You can click on the link https://www.sportaus.gov.au/coaching/course, sign up through the Swimming button and create your account on the SwimAus site. (You will use this same access when you need to do the Masters Development Course as part of your Accreditation requirements.)

What is the Masters Development Course?

The Masters Development Course is a requirement for accreditation if you do not already hold the Australian Swim Coach licence.
This course is a copy of the legacy SA Development course with modules relating to adolescents removed and Masters sections inserted.
The course is comprehensive and interesting even though the content is based around age-group swimmers. There is a wealth of coaching information, videos and interviews that cover the basic coaching principles in swimming. (A full outline of the competencies covered can be found by clicking on Course Outline and Time Requirements ... read more.)
Masters Swimming does not host this portion of the course at this stage. It is hosted on the Swimming Australia Learning Centre.
You will need to pay $95 to access this course.
This is a separate registration and login process.
You will be able to download your Certificate of Completion at the end of this course which you can upload into your Accumulated Training Record (ATR on the dita platform after enrolment) as evidence that you have completed that step in your accreditation pathway.

What is the Masters Online Workshop?

The Masters Club Coach Workshop is an integral part of the accreditation course. They are three specifically designed modules that will give you the skills you need to competently manage a Masters squad.
These modules will all delivered to your TO DO List on your dita Dashboard once you enrol and can be completed at your own pace.
Your State/Territory Coach Educator will give you helpful feedback on your module responses and be your mentor for your online learning.
The learning content and your responses can be accessed once completed as a reference material for 12 months from enrolment.

Why is there duplication of some elements in the Masters Development course and the Online Workshop?

Swimming Australia is the National Sporing Organisation under which Masters Swimming sits. The Masters Coach Accreditation program must satisfy all the elements for competency to be an accredited course under the Sport Australia framework. The SA Masters Development course is a duplicate of the legacy SA Development Course with all topics relating to adolescence and streamed competition coaching removed and as many topics "masterized" as the MSA limited budget allowed.

The online workshop was built to replace the face-to-face learning and workbook assessments that were done in the past. We have tried to cover the specifics of inclusive coaching for our squads with their diversity of ages, ability, motivations and goals.

We have recommended in the steps of your Accumulated Training Record (ATR), that the Masters Development Course be done before the online workshop so that the technical aspects of stroke development in general swimming be done before the specificity of the Masters squad and the assessments in the workshop.

However, we don't mandate which order you complete the steps, we only recommend that this is the best learning experience for those in Pathways A, B and C.

How long do I have to finish the course?

We generally allow 12 months from the time that you enrol until the time you complete your pathway
requirements. Many people finish within a few months, depending on their other commitments. The State/Territory Coach Educators are your support team to assist you completing the course within that timeframe. However, you can apply for an extension if you need extra time.
We understand that life can throw curve balls and get busy, so we try and accommodate special circumstances.

How long is accreditation valid for?

Club Coach accreditation is valid for three (3) years and expires on the anniversary of your Certificate of Accreditation being issued.
Once you have enrolled in the dita platform, you will get an automatic reminder prior to your next accreditation expiry date.
You are required to keep your coaching/coach mentoring active and your skills updated during the three years and provide evidence of such when the time comes for you to reaccredit.

What are some examples of the details needed in the Practical Coaching Log?

Role of Coach:

- Assistant coach
- Sole coach with mentor observing
- Sole coach with mentor follow-up
- Observing mentor coach
- In water coach with more than 4 adult swimmers

Club: the Masters or adult squad that is coached. This must have more than 4 adults unless remote/regional.

Comments: any description of content or approach.

- Technique session
- OWS session
- Speed session
- Skills Development squad

How do I enrol?

How do I enrol in the Accreditation course?

To enrol, just click on the Accreditation tab on the MSA **Become a Club Coach** webpage and click the *Buy Now* button. This will take you to the secure dita platform, which hosts the MSA Accreditation course.
You will be required to register with some basic personal information and enter payment details. (dita use authenticated SSL security). Your payment details are secure and protected.
Once registered, you will receive a confirmation email asking you to log in with your username and set your own password.
Once you have logged in, you will get some forms delivered to your TO DO List depending on the course that you have selected.
If you have any trouble enrolling please contact the MSA Coach Education Co-ordinator at coach.education@mastersswimming.org.au.
Contact details all State/Territory Coach Educators are listed at Getting Help

What do I have to do once I have enrolled and paid?

Once enrolled, you will then receive a confirmation email with login details for the Masters Swimming Australia online training platform.
You will be prompted to choose your own password for security of your records.
Once you have activated your account, you will find forms in your TO DO List specific to your entry Pathway.
FIRST: Please fill in the Coach Code of Behaviour (CoB) Agreement (if applicable) as soon as you log in so that your State/Territory Coach Educator is notified that you are on the course.
SECOND: After completing the CoB Agreement, next open your in your Accumulated Training Record (ATR) and follow the steps in the order listed in this form.
You will need to complete these steps prior to starting the workshop modules listed in your TO DO list.

Which entry Pathway should I choose?

The full accreditation program requires different steps depending on your entry Pathway.
Once you enrol, you will receive an Accumulated Training Record (ATR) in your TO DO List on your dita Dashboard.
Open this form and select an entry pathway based on your current experience and skills.
Most trainees enter via Pathway **A** – having never coached before.
If you have done some coaching before, you can enter via pathways **B or C**.
If you hold a current Australian Swim Coach licence, you can enter via Pathways **D or E**.
If you have significant prior qualifications and experience, you may qualify to enter via the **RCC** Pathway.
These are all detailed in the table **Pathways to Accreditation** on the MSA **Become a Club Coach** webpage.

I have been helping on pool deck unofficially and I now want to become an accredited coach. How do I do this?

You can follow the steps for accreditation on the MSA Become a Club Coach webpage and select your appropriate entry pathway in the ATR form in your TO DO list once enrolled. The steps are specific to your entry pathway.
You will need to document your 30hrs of pool deck experience under supervision of a qualified coach/mentor/club official or aquatic centre manager.
You can claim the hours that you have already spent on pool deck assisting with coaching if this is recent (within the last 2 years) AND an approved person verifies that log. An approved person can be the Head Coach, a mentor coach, a Swim Australia coach, a club official, an aquatic centre manager or your State/Territory Coach Educator.

Can I use my current Australian Swim Coach licence towards Masters accreditation?

Yes.
If you hold a current Australian Swim Coach licence (within Swimming Australia), you do not need to do this portion of the accreditation again.
You can select Pathway D or E once you have enrolled and received your Accumulated Training Record in your TO DO list.
You can also use any recent hours that you have spent coaching adults towards your 30hrs pool deck experience required.
If you have substantial adult coaching experience as well as the SA Australian Swim Coach licence, you may choose to apply for accreditation via the Recognition of Current Competency pathway rather than Pathway E.

I enrolled in the Club Coach Accreditation program under the wrong Pathway by mistake. Can I change pathway once I have started?

Yes.
Once you have enrolled in the Club Coach Accreditation program and opened your Accumulated Training Record in your TO DO List, you can change your entry Pathway at any point up until you click the final SUBMIT button at the bottom right of the ATR page.
Your Pathway selection determines the steps that are visible for you to complete in recommended order of completion. E.g., If you untick Pathway A and tick Pathway D, your Step 1 will change.
If you are unsure of which Pathway to select, please contact your State/Territory Coach Educator and they can guide you.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Coaching insurance cover

Can you explain the new insurance requirements for pool-deck helpers?

The MSA insurers require MSA to be satisfied that anyone who is on pool deck acting in a coaching or instructing capacity has the competency to do so.

MSA has determined that the Club Coach Workshop as a PD standalone course gives someone the basic skills to be able to manage an adult swim squad competently and safely. They will then be covered under the MSA Insurance as a **program leader/coach assistant** acting on behalf of a qualified coach. The responsibility for that program leader rests with the qualified coach whose program they are running on their behalf. Remember they are still not a coach.

As the program leader/coach assistant does not need a current CPR qualification, there would always need to be supervision by the aquatic facility lifeguards as per normal. This is common sense. This principle needs to be observed as well in an open water training session.

Anyone who actively coaches or instructs a swimmer in any way is acting as a **coach** and must be qualified through the full Club Coach Accreditation program to be covered by MSA insurance as a coach. (Trainees are covered within this).

Anyone who is on pool deck as a swimmer but helping with general **pool deck housekeeping** such as putting up the laminated sheets for swimmers, organising the lanes, getting equipment for the swimmers but not giving any swim advice, stroke correction, coaching or help with technique in any way, is acting as a swimmer doing pool deck housekeeping only. They are covered by MSA insurance as a swimmer only.

So, the distinction here is the **intent** of the helper. If the helper is simply helping with housekeeping, and putting up the program for the coach then the coach who wrote the program is fully responsible for ensuring that the housekeeper acts only as a housekeeper and does not give advice such as “No, you should do the full 400m for that set…” or “I think your head is too high” etc.

It is the responsibility of every swimmer to self-manage their own effort level based on their personal circumstances at the time of training. This is true at any time even with qualified coaches. My suggestion is that the Head Coach adds some text to their programs *encouraging all swimmers to self-monitor and self-manage their swim effort at all times.*

It is a good idea for club coaches and helpers to get briefed on where the boundaries lie for each role. Each time a coach has a “housekeeping helper” then they need to be confident that that person does not cross boundaries into actively instructing or coaching but remains as a swimmer helping with housekeeping.

Some club helpers may be interested in learning a little more skill so that they can become a **program leader/coach assistant.** They do not have to undertake the full coaching accreditation and it does remain an option for them if they want to upgrade in the future.

Can coaches instruct swimmers on use of Therabands for warm up exercises before entering the pool?

The advice is that the use of Therabands is outside our scope of qualifications, unless a coach has concurrent qualifications in physiotherapy etc.
The advice of the National Coaching Committee is that coaches should refrain from providing advice of this nature and/or setting warm-up programs using equipment that could lead to injury.
If, as some clubs I work with have done, they engage the services of a qualified professional who is knowledgeable in this area e.g. a physiotherapist to set up a warmup sequence for swimmers, then coaches could subsequently lead swimmers through that program. Individual swimmers can also obviously do their own warm-ups with Therabands / stretch-cords etc but it is always advisable to have had a routine developed by a physiotherapist.

Levels of Engagement

Can any Masters club utilise the Level of Engagement described as "Person who organises the swimmers into the pool and participates as a swimmer"?

No. Masters Swimming Australia (MSA) and the National Board of Management expects that affiliated clubs will have allocated one or more accredited coaches to each session. This may include coaches-in-training, qualified session leaders and/or session-leaders-in-training. However, there may be scenarios when this is not possible; in small clubs and engaging a coach is not viable; remote clubs and finding a coach is difficult; coach unavailability due to sickness and a replacement coach is not available. In these circumstances the afore-mentioned Level of Engagement can be utilised.

In the Level of Engagement described as "Person who organises the swimmers into the pool and participates as a swimmer" – what does "organises" mean?

The word "organise" is meant to indicate that someone who may allocate swimmers of different abilities to specific lane(s). Session plans posted for swimmers to follow should be pre-approved by an accredited Masters coach or downloaded from the dita Library. It **does not** mean that this "organiser" is permitted to coach swimmers, nor provide any form of technique instruction/correction to swimmers.

What is a Program Leader?

Please have a look here for a full explanation of the Program Leader role

Reaccreditation

How much does reaccreditation cost?

Reaccreditation for current Masters coaches is FREE.
You will need to provide evidence that you have been actively coaching in the past 3 years and have undertaken some coaching related Professional Development in that time.
You may choose to update your skills every three years by doing the MSA Professional Development Workshop (online) which costs $115. This counts as 5 points towards the 10 points of accreditation that you will need.
Most clubs will reimburse your costs as they value your contribution to your swimming community, so we encourage you to ask them.

How do I reaccredit when my current accreditation expires?

Log into dita Player.

A re-accreditation form will have been assigned to your ToDo list with a due date based on the expiry date of your current accreditation. You will need to log in to dita to open the form.

- It is your choice whether you use the form to upload your Professional Development items as they occur, or just prior to the expiry date. You can add PD certificates as they are obtained anytime through the 3 year accreditation period. If you use this option, use the SAVE&EXIT button to save your update.
- Re-accreditation reminders for completion of the form will be sent based on license expiry date.
- The new form should be completed and SUBMITed by you just before the expiry date.

This process is FREE. This is only if you are currently accredited, or your accreditation has expired less than 6 months ago.
You will need to provide evidence of continuous improvement activity in the previous 3 years that add up to a minimum of 10 points. (Refer to the Guidelines for Reaccreditation listed in these FAQ's.)
You will need to re-commit to the Coach Code of Behaviour (CoB) Agreement.
You may choose to update your skills by doing the MSA Professional Development Workshop (online) which costs $115. This counts as 5 points towards the 10 points of accreditation that you will need.
Most clubs will reimburse your costs as they value your contribution to your swimming community, so we encourage you to ask them.
Masters Club Coach Accreditation expires after 3 years.
When the expiry date of a competency approaches, the dita system will send automated emails ahead of the expiry date. Please endeavour to update your competency with this reminder. For example, you will receive automated emails every year for CPR expiry. Once you upload your latest CPR certificate, it is verified by the National Coach Education Coordinator.

What are the Guidelines for reaccreditation?

You will need to provide evidence of continuous improvement activities adding up to a minimum of 10 points in previous 3 years.

All evidence/certificates can be uploaded when you enrol for reaccreditation.

Mandatory requirement **Practical Coaching / Coach Mentoring**	Coach adults average of 1 hour or more per week OR	6 points
	Coach adults average of 1 hour or more per fortnight OR	4 points
	Coach adults average minimum 1 hour per month OR	3 points
	Coach Educator or Club Fitness Director, Head Coach or Club Coach Mentor	3 points
Optional requirements **Continuous improvement**	MSA Club Coach Workshop as Professional Development	5 points
	Attend 1 hour swimming courses/presentations/workshops (online or face-to-face) conducted by MSA or MSA State/Territory.	1 point per course
	Attend 1-3 hour swimming courses/presentations/workshops (online or face-to-face) conducted by MSA or MSA State/Territory.	2 points per course
	Attend 1 day swimming courses/presentations/workshops (online or face-to-face) conducted by MSA or MSA State/Territory.	3 points per course
	Attend 2 day swimming courses/presentations/workshops (online or face-to-face) conducted by MSA or MSA State/Territory.	4 points per course
	Attend a MSA Coach Conference conducted by MSA or MSA State/Territory	5 points
	Attend an SCTA Conference	4 points
	Complete any Swimming Australia Advanced or Performance Module.	2 points
	Be a presenter at a swimming related course/workshop/social media event.	3 points
	Contribute to a swimming related web page or magazine subscription	2 points
	Meet with mentor coach(s) minimum twice per year	2 points
	Complete any other relevant professional development approved by MSA	1 point

What do I do if my accreditation expired more than 6 months ago?

If your coaching qualifications lapsed more than 6 months ago, you will need to enrol in the accreditation program again.
Depending on how long it is since you were last an active coach, you may want to enter via the Recognition of Current Competency (RCC) pathway.
You will need to be able to document your previous qualifications and experience and have an approved person verify your application.

You can go to the **Become a Club Coach** webpage and click on the Accreditation tab and follow the steps for RCC.
You will need to provide evidence of your coaching qualifications and experience, complete the Club Coach online Workshop as a refresher course and sign a Coach Code of Behaviour (CoB) Agreement.
Your State/Territory Coach Educator will determine what other steps you will need to do based on the evidence that you supply.
You can apply to your State/Territory Coach Educator for an exemption if you believe you have had extenuating circumstances that led to your accreditation lapsing. Our primary goal is to have accredited coaches and we can work with you to assist you.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Can I do the Club Coach Workshop as Professional Development and gain points towards reaccreditation?

Yes.
The Club Coach Workshop is available as an online PD course and costs $115. The workshop consists of three assessed modules. Most coaches find the interactive feedback they get during these modules to be highly valuable.
You will be issued with a Certificate of Completion for each Workshop module which you can upload into your reaccreditation application when it is time to renew. You can go to the Become a Club Coach webpage and click on the Professional Development tab and click on *Buy Now*.
The Workshop is an SCTA approved professional development activity.

What are some other options for Professional Development points?

Have a look at the Library in dita Player.
There is a section called "Professional Development Courses" in which there is a selection of courses for you to choose from.

Please also refer to the Guidelines for Reaccreditation listed in these FAQ's for other options for Professional Development

Getting my documents verified

Who is an approved person for verifying my documentation?

An approved person can be:
- your club Head Coach
- a mentor coach
- a qualified Swim Australia coach
- a qualified Triathlon Australia coach
- a club official
- an aquatic centre manager or
- your State/Territory Coach Educator

I am using the MSA Coach Updating Log for my PD activities. Who can sign this?

The coaching log can be signed by anyone who holds a position within the club or pool facility that can verify that the updating activities were indeed undertaken within the time frame. (Make sure

that they are using the current form linked within the ATR and not the old paper copy form that used to be emailed from the State/Territory office).
Once you have submitted your application for reaccreditation, your State/Territory Coach Educator will automatically be notified and the Educator verifies that the documentation is correct and signed by an appropriate person (mentor coach, head coach, club official, pool manager etc). Once verified, your new Coach Certificate and ID will be sent to you within a few days.

Which providers do MSA recognise for CPR competency?

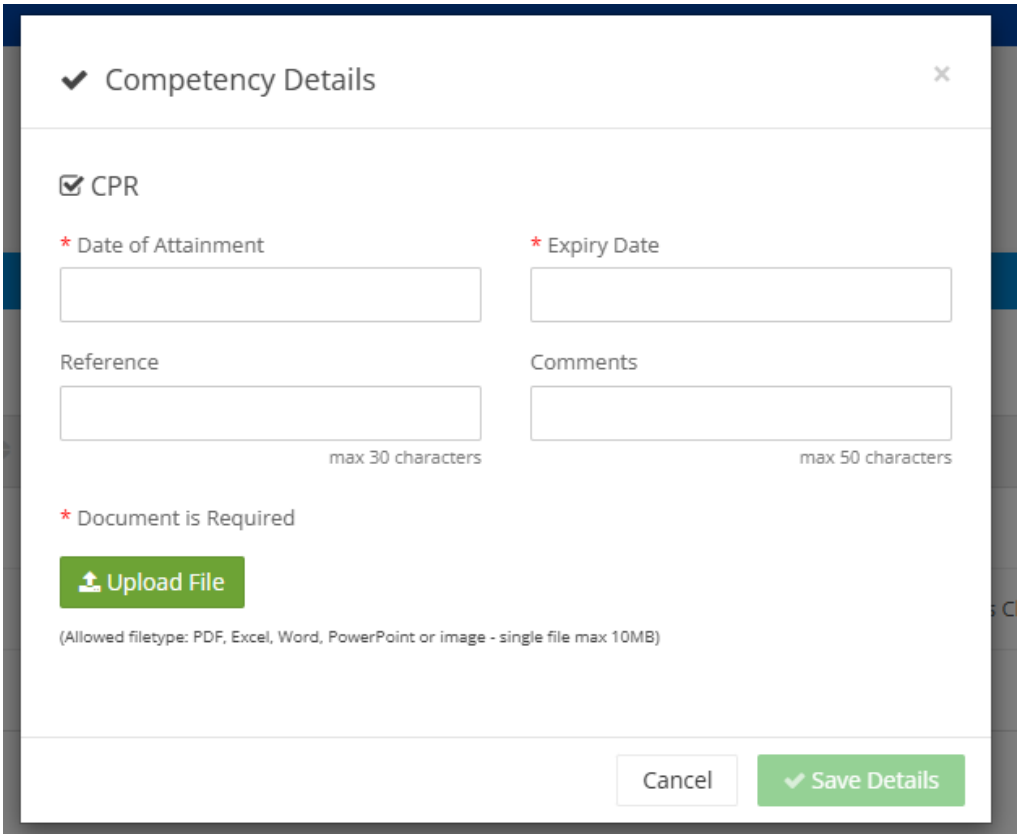
1. Any organisation that runs courses that provide a certificate listing **"HLTAID009 Provide Cardiopulmonary Resuscitation"** (preferred).
2. Any organisation, providing a CPR or Basic Life Support certificate, listed at the Australian Resuscitation Council website.
3. An SCTA certificate for CPR or Basic Life Support certificate
4. Any Australian national or state government department providing a CPR or Basic Life Support certificate.
5. Any Surf Lifesaving evidence of a 12-monthly update to a bronze medallion qualification.
6. Any medical practitioner providing work-based evidence of a CPR or Basic Life Support refresher in line with the expiry requirements of their profession.

What are the steps to renew my CPR competency?

STEP 1 – log into your dita profile and your To-Do list should be on your home screen

STEP 2 – click on the "open" button on your CPR line – far right

STEP 3 – This window will appear. Add your Attainment date and the expiry date should automatically fill in. The Reference and Comments boxes are optional but you can include the Course Code and the provider if you wish.



STEP 4 – Click Upload File - green button in box above – and load a copy of your certificate.

STEP 5 – Click Save Details and you're all done for another 12 months☺

What happens if I am temporarily or permanently unable to kneel for the purposes of the CPR test?

Ask the provider of your CPR course for "reasonable adjustment for HLTAID009."

The Australian Resuscitation Council – ANZCOR CPR guidance (Guideline 8), the key idea is:

"Compressions should be delivered effectively, using body weight, with arms straight and shoulders positioned over the chest."

Real ARC guidance expects adaptability, for example:

- patient on a bed
- in a wheelchair
- in a confined space
- healthcare settings (standing CPR common)

Hence, we now accept CPR qualifications other than the standard HLTAID009 eg, doctors and nurses currency of CPR training.

The requirement for kneeling during CPR test is built into the assessment design across the entire VET system. It is NOT a requirement of ARC.

The VET system uses the Australian Skills Quality Authority (ASQA) framework guidelines to create the CPR assessment HLTAID009.

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- *reasonable adjustment for learners with physical limitations*
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That means that providers can change HOW a coach performs CPR (not kneeling) but not WHAT they must demonstrate (effective compressions for 2 minutes.)

ARC Guideline 6 – Compressions states:

Providers should allow for a "reasonable adjustment" or special consideration if:

- you have an injury, disability or medical limitation.
- You discuss it and get approval before the course.
- You will still require to demonstrate 2min of EFFECTIVE CPR.

The WA Government Training Support: Standards 2.3,2.4 state:

Reasonable adjustments are made to support VET students with disability to access and participate in training and assessment on an equal basis.

"If you are injured and need to complete CPR training, you have the right to request reasonable adjustments under the Disability Discrimination Act 1992. Training providers, as Registered Training Organisations (RTOs), are legally obligated to modify training to ensure you can participate, provided it does not cause "unjustifiable hardship" or compromise the core requirements of the training

We expect similar standards apply in other jurisdictions.

A coach can ask the provider: *"My understanding is that ASQA requires reasonable adjustment where competency can still be demonstrated. I'm able to meet the CPR performance requirements—just not kneeling."*

In WA – St Johns – call ahead and ask for "reasonable adjustment for HLTAID009"

Aust Red Cross – has formal accessibility policies – should approve if pre-arranged.

Reference:

ARC Guideline 8. Section 3.1 Chest Compressions

"All rescuers should perform chest compressions for all those who are unresponsive and not breathing normally. [CoSTR 2015, strong recommendation, very-low-certainty evidence] ANZCOR suggests that those who are trained and willing to give breaths do so for all persons in cardiac arrest. [CoSTR 2015, weak recommendation, very-low-certainty evidence]

When rescuers perform chest compressions they should be at a rate of approximately 100 – 120 /min.[3] [CoSTR 2015/2020, strong recommendation, very-low-certainty evidence] (See ANZCOR Guideline 6 Compressions)"

I have uploaded my CPR certificate into the reaccreditation form. Why does the Compliance Check still say, "Not compliant"?

A CPR certificate needs to be sighted by a Coach Educator before the CPR competency will become compliant. The Coach Educator will check the following:

- That the CPR training provider is valid
- That the dates in the certificate are current
- That the dates in the CPR record in dita match the certificate.

Once all your information has been added to the form, click SUBMIT. The Coach Educator will then be alerted that a CPR certificate needs sighting.

Upgrading from PD workshop to full Coach Accreditation

How do I upgrade to full Club Coach Accreditation after doing the Club Coach Workshop as PD?

You can go to the MSA **Become a Club Coach** webpage, click on the Bridging Course tab and click Buy Now.
This course is designed for those who have already completed the new MSA Club Coach Workshop (online) and wish to upgrade this certificate to full Masters Club Coach Accreditation. You will need

to have completed all three modules of the online Club Coach Workshop to upgrade to full accreditation through the Bridging course.
You will be given full credit for the online Club Coach Workshop component of the accreditation requirements. The Bridging course cost is $60 and will place you in the full accreditation program and link you to your Accumulated Training Record (ATR).
Once you have completed all the steps in your ATR and submitted your application for accreditation, your State/Territory Coach Educator will be automatically notified and will verify your documentation. Your Certificate and Coach ID will be sent to you within a few days. Your State/Territory Coach Educator will contact you directly if there is anything that is missing or needs further clarification.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Are there any face-to-face sessions in the accreditation program?

Yes.
We encourage you to work closely with your club Head Coach or your coach mentor while you are completing all the requirements of the course.
Your State/Territory Coach Educator will be your support and can answer, assist, mentor and guide you through each element as you need.
You will have an opportunity to join an interactive chat session with other trainees around Australia via Zoom.
Your Practical Poolside Assessment must be done in a squad environment by your Head Coach or coach mentor.
The State/Territory Coach Educator will work with you to make use of technology if you have a problem with getting access to poolside mentoring.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Can I have access to the content of the workshop modules once I have completed them and they have been marked?

Yes.
You can access your completed modules and the learning content for 12 months from the date that you enrolled in the course.
You will be able to view and download the certificate of completion for each module from your User Dashboard in the dita platform.

Access to user answers for the free text questions in your modules - specifically the session plan in Module Two. It can be seen by the following these steps:

- Log into your Dita player
- Go to your User Profile
- Go to Modules tab
- Click on Module Two/Actions/Results
- Scroll down to Topic 15
- Find 15.1 to 15.9 Your Session Plan - Assessment
- Click on Results
- Scroll to any answer that you want to see
- Copy and paste any of this text into a word document if needed (note that selecting 'Print Results' in the top rt corner only prints your results not the full text of each answer.)

This can be done for any of the assessment questions in any Module that were not multiple choice.

Remote, Regional and New Club Coaching

How can I gain accreditation in a regional area if there isn't a Masters Coach to supervise me?

Many of our regional and remote trainees are in the same situation.
The full accreditation course is now run online with support offered via interactive Zoom chat sessions with other trainees and your State/Territory Coach Educator.
As long as you have an aquatic environment and more than 4 adults in your "squad", we can help you to gain your accreditation.
Your State/Territory Coach Educator will work with you on your specific situation and determine the best method to assist and assess you.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

How do I go about accreditation without a mentor coach or club to support me?

As with any of our regional and remote trainees, as long as long as you have an aquatic environment and more than 4 adults in your "squad", we can help you to gain your accreditation.
We make use of communication technologies available to mentor, assist and assess you. The accreditation course has been designed to make it possible for people such as yourself to become accredited. All the information that you need to enrol in the course is on the MSA web site coaching link Become a Club Coach
Your State/Territory Coach Educator will work with you to overcome any barriers there may be in you completing the requirements of the course.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Who can supervise my Practical Poolside Assessment in a remote area?

Anyone who is an official at any aquatic facility can do the assessment. That could be another Swimming Australia coach or the pool duty manager or a club official.
The Practical Poolside Assessment tool was designed to be able to be done by anyone who has the authority to observe and comment on competency. A pool duty manager through to a coach can facilitate it and sign it off.
We are also a little more flexible with what we determine to be a "squad" for the purposes of this assessment for remote and regional trainees. So long as you have at least 4 adults and have written your own program, you can do the assessment in any pool.
Your State/Territory Coach Educator will be happy to find a workable solution for you.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Password Help

What if I forget my password for the Masters Swimming Australia online training platform?

If you forget your password please select the "I forgot my Password" link on the logon page to reset your password. You can also update your profile information if there is anything changes at any time.
You can change your password at anytime by selecting the "Change Password" option by clicking on your name at the top right of the screen.

If you can't find your access your Dashboard and your TO DO list, your State/Territory Coach Educator can resend your logon details to you.
Contact details all State/Territory Coach Educators are listed in these FAQ's Getting Help.

Why do I have different login details for the other online sections of the Club Coach Accreditation program?

The Club Coach Accreditation course is hosted on the dita platform. Once you enrol in any of the courses, you will be directed to register/login to that platform. You will keep that login for all subsequent accreditation and reaccreditation courses.
This is a separate login to your Swim Central login to your Masters Swimming membership.
The Masters Development course is hosted on the Swim Australia learning centre and requires a separate registration/login for access to that course.

Applying for Recognition of Current Competency

How do I apply for Recognition of Current Competency?

Recognition of Current Competency (RCC) is one of the pathways in the Club Coach Accreditation course.
You will need to register for Accreditation via the link Become a Club Coach and pay the full $175 and complete the forms in your TO DO list.
This will include the Coaches Code of Behaviour (CoB) form and your Accumulated Training Record (ATR). You need to fill out the CoB form first as this is the form that digitally links you to your State/Territory Coach Educator.
In your ATR, select the RCC Pathway, and download and complete the RCC application form and upload your evidence in support of your application.
You will get credit for your previous qualifications and experience, but all RCC applicants need to complete the Workshop as part of their up skilling to become a Masters Coach.
The RCC application is approved by the Chairperson of the National Coaching Committee. Once they have verified that you have adequate prior experience and you have completed the workshop, you will be automatically issued with your Coach ID and Certificate.
If you have already completed the new online Workshop as a PD course, then you can enrol via the Bridging Course and upgrade to the full Club Coach Accreditation for $60. The Bridging Course is ONLY for those who have completed the online Club Coach Workshop from 2020 onwards.
Select the RCC pathway once you have enrolled in the Bridging course and can find your ATR in your TO DO list.
If you are unsure if you qualify for the RCC pathway, you can discuss this with your State/Territory Coach Educator.
Contact details all State/Territory Coach Educators are listed in these FAQ's under Getting Help.

Mentor Coach FAQ's

Who can be a Mentor Coach?

Any coach that has current coaching qualifications and, preferably, multiple years of coaching experience. The trainee coach requests the assistance of a mentor coach when commencing their coach training. The role of mentor coach does not need to be authorised.

What are the requirements for the new Club Coach Accreditation program?

You may have been asked to mentor a trainee but are not sure what you should do to help in this course.
Firstly, thank you for stepping up to this role as you are an important support for your trainee.
Click on the **Course Outline and Time Requirements ... read more** link to read a detailed outline of the competencies covered and the time & cost requirements for each step of accreditation. Note that not all steps will be necessary for all pathways.
Refer to the coloured Pathways to Accreditation table on that webpage.

When and why a club coach mentor is required?

For supervision of someone training to become a coach and/or to provide coaching advice to trainees and/or coaches. See the resource link below.

What is expected of me as a Coach Mentor?

Each coach trainee needs support and encouragement.
Their prior experience and skills will determine how much support or guidance they will need from you as mentor.
Being an open and accessible resource for them will be invaluable in their enjoyment and success in their journey to becoming an accredited coach.

What do I need to do to sign off on the Verification of Hours Observing an Adult Squad document?

Most trainees need to complete this step.
You will need to verify that the trainee has an adequate understanding of adult swimmers and has a basic understanding of coaching principles and practice.
Note that they do not have to demonstrate any level of skill or expertise in stroke evaluation or correction. This course is designed for trainees and most are at the start point of their training.
These include being able to listen, absorb new information, reflect on experience, and communicate effectively with other adults in an aquatic environment.
As their Mentor Coach, you will need to verify that they have spent 5hrs observing/helping or facilitating an adult swim squad.
Those holding a Australian Swim Coach licence (within Swimming Australia) and have coached adults before do not need to do 5 hrs observing but do require you to verify their understanding.
Many have already spent some time observing or even helping on pool deck before they make the decision to do the Coach Accreditation.
These five hours can be used towards their 30hrs of pool deck experience required for full accreditation.

My trainee has no prior experience and is entering on Pathway A. Is there any general coaching course that they can complete as a starter?

Yes. Sport Australia has designed an Essential Skills course as a starter for anyone in any sport who has never coached before.
It is hosted on the Swim Aus Learning Centre and is a FREE course that is very manageable for anyone to complete on their own.
They can click on the link https://www.sportaus.gov.au/coaching/course, sign up through the Swimming button and create their account on the SwimAus site. (They will use this same access when they need to do the Masters Development Course as part of their Accreditation requirements.)

Note that this is a separate login to the dita platform that hosts the Club Coach Accreditation course.

My trainee needs to complete the Masters Development Course. What is this and why does it cost an additional $95?

The Masters Development Course is a requirement for accreditation if you do not already hold an Australian Swim Coach licence (within Swimming Australia).
This course is a copy of the legacy SA Development course with modules relating to adolescents removed and Masters sections inserted.
The course is comprehensive and interesting even though the content is based around age-group swimmers. There is a wealth of coaching information, videos and interviews that cover the basic coaching principles in swimming. (A full outline of the competencies covered can be found by clicking on Course Outline and Time Requirements ... read more.)
Masters Swimming does not host this portion of the course at this stage. It is hosted on the Swimming Australia Learning Centre.
Your trainee will need to pay $95 to access this course. This is a separate registration and login process.
Your trainee will then be able to download their Certificate of Completion at the end of this course which can be uploaded into your Accumulated Training Record (ATR on the dita platform after enrolment) as evidence that they have completed that step in their accreditation pathway.

What support will my trainee need as they work through the online workshop?

Hopefully, you will have already been discussing the course with your trainee and are aware of any issues or areas of concern for them.
The workshop is self-paced and is a mix of structured learning, audio/video content, multiple choice questions and assessment tasks.
The multiple-choice questions are automatically marked, and the trainee cannot progress until the answer is correct.
The assessment questions are marked by the State/Territory Coach Educator once the module is completed.
The trainee will get feedback on their answers and any that are not deemed to be satisfactory will be automatically returned to the trainees TO DO list with a comment on what was missing or needs more clarification.
They can have multiple attempts to submit and the State/Territory Coach Educator may suggest that they discuss any problem areas with you in order to progress.

What topics are covered in each module of the Workshop?

Module One of the Workshop covers Coaching Philosophy, Inclusive Coaching and Goals – this requires the trainees to reflect on their own coaching approach and experience as well as a case study on two swimmers and their goals.

We encourage the trainees to speak with their own voice and draw on their experience in having been coached themselves if they are novice coaches.

Module Two covers Planning, Training Principles and Session Structure – this is the most comprehensive module and the most important for trainees to be working with you as mentor coach. They will be writing a session plan for a squad covering all the elements so helping them with an understanding of the club annual plan will assist them complete this task.

Module three covers Stroke Fundamentals, Faults and Corrective Drills and Adaptive Swimming – this is mostly a direct instruction module covering all strokes and some basic drills for correcting common errors. Drills and stroke correction are an area where you can help them the most on pool deck.

Can my trainee start their pool deck experience hours while they are completing their theory work?

Yes.
Every coach trainee is individual and will want to progress at their own pace.
It is important that you work with them to determine a schedule that best suits you both.
Working with you as coach mentor will be vital to them developing relevant skills within your own club environment and feeling supported in their learning journey.

How should I manage the pool deck experience with my trainee?

Trainees are required to do 30hrs hours coaching adult swimmers under the supervision or guidance of a Mentor Coach.
Any hours done observing/assisting an adult swim squad as part of this program can be counted in those 30hrs with your verification.
Work with your trainee to determine a structure that suits their experience and confidence, fits in well with your squad and other coaches and allows them to have as much exposure to different coaching techniques as possible.
Sit down with them and go through the club's annual plan, explaining the training goals, phases, cycles and session goals and how it works for your swimmers.
Every club is different, and each coach brings their own "flavour" to their coaching.
Talk with them about what skills they have that may work with your session plan. E.g., they may have a good understanding of exercise physiology, they may be an accomplished competitive swimmer themselves, they may have a teaching background and be excellent at managing a group. Maximise their attributes when sharing the session with them so they can build on their natural abilities and contribute from day one.
For an absolute new trainee, you may start with a plan such as:
Hours 0-5: These hours would usually already have been done observing/helping or facilitating with the squad prior to commencing their theoretical work.
Hours 5-10: Introduce the trainee to managing the warm-up and/or the cool-down components with your guidance. This could incorporate some activation exercises and explaining the purpose of these to the squad.
Hours 10-20: Trainees should now be confident enough to write or co-write a simple set based on the training goals and cycles in the annual plan. Work with them to ensure that they can answer the questions below:

- What is the goal of this session?
- What is the technique that we need to focus on to achieve the training goal?
- What warm up routine will get our swimmers ready for today's set?
- What drill sequence will activate the right muscles and reinforce the technique focus?
- Do the drills lead into the main set? (Drills can be done at any time in the training session as long as they are connected to the training goal).
- What energy system are we training today in the main set?
- How will we structure the rest intervals to ensure that we are getting the right training outcome?
- How will we modify the distance and timing to suit each lane?
- Have we allowed enough time for the full set for each lane?
- What equipment will our swimmers need and how long will this add to each repeat?

Based on the effort of the session, how are we going to ensure that our swimmers have cooled down before hopping out?

Hours 20-25: Progress to them writing the session plan on their own and have them explain to you what the goal of the session is, how the timing will work, how they are modifying it for each lane and what role they would like you to have in the session.
Give them whatever guidance and feedback that encourages them to "own" what they are doing and develop a rapport with the swimmers.
They should now be able to manage communicating the session plan to the squad. It is a good principle to keep the squad together as a whole rather than divide and allocate the "slow lane" to the trainee. This keeps the social cohesion of the squad and allows the trainee to develop techniques to manage the whole squad with confidence.
Hours 25-30: By this stage, your trainee should be comfortable enough to be writing and running the sessions on their own and you will be aware of any areas that they still need developing and guidance.
We don't all want to be clones of each other, so encourage their personal flair and individual approach and seek feedback from them and your swimmers for constant improvement.
Each trainee will require a different degree of supervision. The important thing is that they feel supported, encouraged and valued.
Address any areas of concern as they arise so that they are able to manage sessions without you being there for the whole set at some stage in their 30hrs.

What do I need to do for their Practical Pool Assessment?

The trainee will download the Practical Pool Assessment Tool for you to use as the formal documentation framework for this task.

They will need to prepare a 30-60 min simple session plan and have you observe them with a minimum of 4 adult swimmers of varying abilities.

They are not to be assessed on their stroke correction knowledge nor on their knowledge of drills.

You can mark them as competent if they have demonstrated the competencies in the table below.

Bear in mind that many trainees are just starting their coaching journey and will skill up in time. As their Coach Mentor, you are looking for current competency and future potential.

Unit Assessed	***Competency***
Plan and conduct a swim session	*Trainee can plan and conduct an appropriate and safe workout session.*
Assess each swimmer's ability	*Trainee can appropriately assess an adult swimmer's physical condition/capabilities and can provide relevant feedback on stroke faults to the swimmer.*
Communicate effectively	*Trainee can effectively communicate the session plan and outcomes with the group.*
Modify to include all swimmers	*Trainee can effectively modify the session plan to fit with the session timing, pool environment, lanes and equipment available for the assessment.*
Respond to feedback, self-reflect & work effectively with others	*Trainee can work effectively with others, self-reflect on session outcomes and respond appropriately to feedback.*

Promoting fun, fitness and friendship	*Trainee provides an enjoyable and inclusive session for all involved.*

Do they need to have a current CPR certificate while they are doing their training?

No.
The CPR Certificate needs to be current at the time they apply for accreditation at the completion of all the steps in their Pathway. The CPR certificate must be from a Training Provider specified at Which providers do MSA recognise for CPR competency?

How long do they have to complete all the requirements for accreditation?

Coaches have 12 months from registration to complete the requirements to apply for accreditation as a Masters Club Coach.

Trainees can request an extension of time in any extenuating circumstances.

Accreditation is valid for 3 years, in line with Swimming Australia and coaches are expected to undertake continuous improvement activities to enable re-accreditation.

Should I keep mentoring them after they have achieved their accreditation?

Please do! The value of learning is that it is continuous.
Hopefully, you and your trainee will have developed together and learnt from each other.
Having a club plan for continuous improvement for all the coaches will provide a structure that helps everyone learn, share, reflect, adapt, and improve.
This helps keep the joy in coaching and your club thriving.

I have not mentored anyone before, are there any resources that can help me develop as a Mentor Coach?

Yes.
This resource provides key information on the principles of mentoring and links to useful literature, websites and podcasts and is useful for both mentors and mentees.
https://www.dewr.gov.au/download/14657/resources-mentors-and-mentees/30427/document/pdf

Getting Help

Who do I contact if I need some help with the course or if I have any questions about it?

If you need help with the Swimming Australia Development Course contact their support directly at Swimming Australia Coaching: coaching@swimming.org.au
If you need help with any technical issue on the dita platform, contact dita support at support@ditasolutions.com
If you need help with the online component or any other questions about the accreditation course contact your State/Territory Coach Educator or the Coach Education Co-ordinator.
If you need help with getting your pool deck experience, contact your own Head Coach or coach mentor. They are the best contact to support you with your practical training and assessment on pool deck.
At any point, you can reach out to the **MSA Coach Education Co-ordinator: coach.education@mastersswimming.org.au** and they will find the right person to help you with your questions or concerns.

MSA Coach Education Co-ordinator: coach.education@mastersswimming.org.au
NSW: coach.education@mastersswimmingnsw.org.au
NT: jstirrat@bigpond.net.au
QLD: bmallender@gmail.com
SA: simonpaulwatkins@yahoo.com.au
TAS: megan.stronach@utas.edu.au
VIC: neroli_j@yahoo.com.au
WA: coach.education@mswa.asn.au

Feedback

How do I give feedback about my experience with the accreditation process?

Any valuable course needs to remain relevant and dynamic. This can only happen if we hear from you, the coaches, who are actively using the system.
Please let us know what you think, what you would like to see improved upon and what we have done well.
The MSA Coach Education Co-ordinator: coach.education@mastersswimming.org.au, will respond to any immediate concerns that you have and pass any feedback to the National Coaching Committee for consideration in the next course update.