



COACH TRAINING PROGRAM APPLICATION FORM

Please fill out all details and return to:
CycleSport Victoria
PO BOX 180 Fairfield VIC 3078

Fax: 8480-3099 Email: Alan.Mok@cyclimg.org.au



To attend a Coach Training Program, please complete this form (in block letters) and return it with the relevant paperwork and payment to the address above. This information will be used to register you for the relevant training program and will also be shared with Presenters to ensure quality delivery and support for all candidates.

COURSE INFORMATION

Name of Course: _____

Location: _____

Date: _____

APPLICANT DETAILS

Contact Name: _____

Date of Birth: _____ Membership Number: _____

Membership Type: Please tick BMXA FBMXA CA MTBA

Postal Address: _____ State: _____ P/Code: _____

Email: _____

Work Phone: _____ Mobile: _____ Fax: _____

APPLICANT INFORMATION

Briefly outline your coaching history/experience: _____

Please note any special needs such as dietary requirements, learning and accessibilty requirements: _____

Briefly outline your riding experience: _____

List any other relevant qualifications (ie teaching, other sports coaching courses etc): _____

PAYMENT DETAILS

- CHEQUE
- MONEY ORDER
- CREDIT CARD

Please circle: VISA MASTERCARD

Credit Card Number: _____ Expiry Date: _____

Card Holder's Name: _____

Signature: _____ Date: _____

APPLICATION ATTACHMENTS (Please tick the boxes below to ensure you have attached all the paperwork)

- COMPLETED COACH TRAINING PROGRAM APPLICATION FORM (INCLUDING PAYMENT DETAILS)
- COMPLETED BMXA/CA MEMBERSHIP FORM (IF NOT CURRENTLY A FINANCIAL MEMBER)
- A COPY OF A CURRENT FIRST AID CERTIFICATE
- A COPY OF A CURRENT WORKING WITH CHILDREN CHECK (IF COACHING U18s)

IMPORTANT INFORMATION

1. Entry requirements

- You must be a minimum of 16 years of age upon application and be in possession of:
 - **Cycling Australia, BMX Australia membership or Mountain Bike Australia affiliate membership or coaching insurance** that provides at least the same level of cover as that provided by membership (ie limit of indemnity is \$5 million).
- You must complete a Coach Training Program Application Form.
- To obtain Coach Accreditation, you will be required to have a background check, relevant to the state/ territory you are coaching in.

2. Equity policy and support for candidates with specific needs

Cycling Australia endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of candidates to undertake and successfully complete the qualification. Individual requests for specific support including the provision of the learning resources in alternative formats are welcomed and will be assessed on a case-by-case basis. Cycling Australia will work with the candidate, and other relevant people or organisations, to try and meet the candidate's needs. However, practical and economic viability will have to be considered as part of the assessment.

3. Payment

- Payment must accompany the Coach Training Program Application Form.
- Invoicing - if a third party has agreed to pay the fees on your behalf a supporting letter or purchase order must be attached confirming their commitment to pay, which must include a contact name, address and telephone number. The third party will be invoiced and payment is to be settled within 30 days.
- This is not a residential training program. You will need to book, and pay for, any overnight accommodation that you require.

4. Application submission

- You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.
- When a course becomes full, a reserve list will be held. You will be notified if the course is full, and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available. Alternatively, you may choose to attend another course.

5. Course confirmation and Induction Pack

Your Induction Pack, including confirmation of your enrolment, timings and venue location, will be mailed to you as soon as your paperwork is processed; please allow 14 days.

6. Cancellation charges

If you wish to cancel your booking prior to attendance or part way through the qualification:

- Up to four weeks before the first day of the course - a full refund will be provided within 30 days
- Up to two weeks before the first day of the course - no refund will be given, however candidates can attend an alternative training program at a later date if they wish and there are sufficient spaces available on the specified training program.

7. Data protection

When you apply to attend a coach training program, Cycling Australia creates a record in your name, which includes the personal data you have provided on your Coach Training Program Application and Membership Forms as well as documentation generated as a result of your participation in the course.

8. Awarding body registration and certification

This certificate is awarded by the National Coaching Accreditation Scheme (NCAS) and the timescale for completing the qualification is one year from the first day of your course. If you do not complete all of the course requirements within this timescale, your registration with NCAS will lapse and you will be required to re-sit the training program. However, you are allowed to apply for extensions to your registration. You will be charged a fee for this extension.