

AUSTRALIAN SWIMMING COACHES & TEACHERS ASSOCIATION

MEMBERSHIP & INSURANCE
INFORMATION & APPLICATION

2016/17



ASCTA

The Australian Swimming Coaches & Teachers Association (ASCTA) is a member-owned, industry based not for profit registered Charity (ACNC# 72239429765) and Registered Training Organisation (RTO 20948). Swim Australia is ASCTA's Learn-to-Swim and Water Safety Industry Development division, primarily delivering products, services and professional development programs for Swim Schools. Swim Australia was launched in 1997 by the Australia Federal Minister for Sport and Recreation.

VISION

ASCTA is dedicated to developing world leading practises in the education, accreditation, professional development and on-going support for swimming and water safety Teachers and swimming Coaches. Swim Australia's vision is to present a fun, engaging, educational swimming experience that produces a nation of safer, smarter, stronger swimmers.

MISSION

As the peak professional body for swimming Coaches, swimming and water safety Teachers and Swim Schools, ASCTA is committed to the growth and prosperity of swimming as an essential life skill, component of health and fitness, and competitive sport. ASCTA seeks to improve professional standards for swimming Coaches, swimming and water safety Teachers and Swim Schools through education, accreditation, professional development, and ethical practice. Swim Australia's mission is to help all Australians become safer, smarter and stronger through swimming. This is primarily achieved by developing and empowering our swim school network through the delivery of world's best practice guidelines, professional development programs, growth opportunities and business support. It's also about empowering people to enjoy aquatic activities for the whole of their lifetime in a nurturing, creative and fun environment whilst catering to their individual needs and differences in a supportive manner through promotion of world's best practice in swim schools.

asctaMEMBERSHIP

A range of membership categories are offered with a variety of privileges as detailed herein. For all categories of membership and insurance, the ASCTA membership and standard insurance policy year runs from July 1 (or the date of ASCTA receiving the application if after July 1) to June 30 the following year. Premium Members may choose to pay monthly for the year if the application is received by July, and all members can pay up to four years in advance. All members must provide ASCTA with a copy of their current Working with Children Check. Swim Schools are able to join Swim Australia via a separate application.

asctaACCREDITATION

Separate to membership, swimming and water safety Teacher and / or swimming Coach accreditation is required to be renewed via an updating process every 4 years. Members are notified of the updating requirements upon accreditation and again approximately 6 months before expiration. The expiry date of any Swim Australia™ Teacher accreditation and / or Swimming Australia Coach accreditation will appear on your ASCTA membership card. ASCTA Membership is one element of gaining a licence to practise. Ongoing use of skills, professional development, and providing a copy of a current Working With Children Check are other elements. **Coaches must hold General or Premium Membership in order for accreditation to be valid.**

INSTRUCTIONS

This booklet accompanying the Membership / Insurance Application should be retained by members as it contains important reference information. The Membership / Insurance Application is the fold out section attached to the back page. Complete this fold out section and return it to ASCTA. If you are uncertain how to complete any section, refer to the relevant area of this booklet. Members are able to pay online via the ASCTA website, or return the 'Express Renewal' sent with the booklet.

Fully complete the Membership / Insurance Application by printing legibly in a dark pen. Check all information is correct before sending. Retain a copy of the Membership / Insurance Application if you require a self-generated Tax Invoice. Receipt of the Membership / Insurance Application by ASCTA does not indicate your membership has been accepted. Acceptance is subject to approval by the ASCTA Board. Once processed, applicants will have a receipt sent via email. Copies of receipts can be retrieved by logging into the 'Members Portal' of www.ascta.com. This provides members with copies of all receipts.

By completing the Membership / Insurance Application, applicants confer on ASCTA the right to retain information provided under the ASCTA privacy policy (visit www.ascta.com for our full Privacy Policy or request a copy from ASCTA).

ASCTA members have the right to access and view their retained personal record. Information collected may be shared with **ascta**INSURANCE; Swimming Australia and its member organisations; ASCTA divisions including Swim Australia; relevant **ascta**BRANCHES, the World Swimming Coaches Association and other organisations that you consent to. In addition, individually non-identifying statistical information may be shared with government departments and Vocational Education Regulatory authorities. Accreditation information will be provided to all inquiries on request.

STEP ONE

Tick any boxes that apply to your circumstances. If you know your ASCTA number please provide it. If you are unsure of any, please leave blank.

STEP TWO

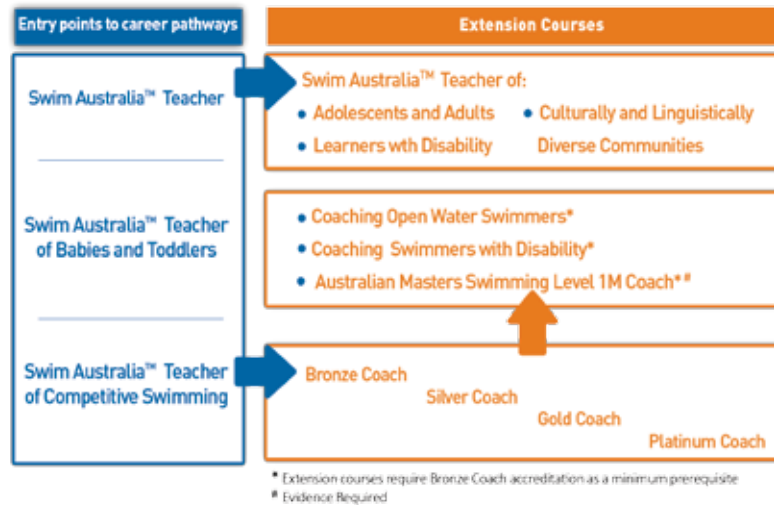
List your name, date of birth, sex and contact details. If you have changed your name through marriage or deed poll, please attach certified evidence of this. If you have changed gender, please provide certified verifying evidence of this. Provide a country name if you are outside of Australia. Overseas applicants should list their international phone number. Entity is the name of the club, school, pool or business that you primarily are associated with. This is optional.

◇ STEP THREE: ACCREDITATION

Please note that ongoing Coach accreditation is reliant on the Coach maintaining yearly ASCTA General or Premium Membership, and providing a copy of a current Working With Children Check.

ASCTA's Swim Australia™ Teacher and SAL's Coach accreditations are cross-matched to our records. **ASCTA cannot verify accreditations from other organisations, so certified current evidence must be provided EVERY time you wish to have these other accreditations listed on your ASCTA membership card.**

The self-explanatory matrix below details the current Swim Australia™ Teacher (SAT) and ASCTA / SAL Coach accreditation scheme endorsed by ASCTA and the accreditations for which evidence need not be supplied.



◇ STEP FOUR: CHOOSE MEMBERSHIP LEVEL

Below are ASCTA's **recommended** membership levels based on a member's circumstances followed by a detailed listing of membership benefits.

Swimming and water safety Teachers and Assistant Coaches:	General Member
Overseas Coaches and Teachers, any Organisations and clubs:	Associate Member Plus or Associate Member Ultimate
Competitive Coaches and professional swimming and water safety Teachers:	Premium Member
Swimming Clubs, Libraries and interested people:	Associate Member Plus
Life Members (Accredited ASCTA and ascta BRANCH)	Free of Cost Premium Membership
Life Members (Non accredited ASCTA and ascta BRANCH):	Free of Cost Associate Ultimate

Accredited Australian Teachers may join at any level, Coaches **must** join at General or Premium level. Overseas members may only join at an Associate Level. ASCTA Membership is valid from July 1 to June 30 the following year and should be renewed yearly. No discounts or pro-rata fees are available. Premium Members may choose to pay monthly for a minimum of 12 months. All Members may pay one to four years in advance. **All Australian Basic, General and Premium Members must provide a copy of a current Working With Children Check.**

◇ COURSE PRESENTERS

ASCTA approved Course Presenters must renew annually. Contact ASCTA if you require another copy of the Course Presenters Reaccreditation application.

◇ STEP FIVE: CHOOSE RELEVANT INSURANCE

Whilst not compulsory for you to obtain Public Liability and/or Professional Indemnity insurance cover, ASCTA strongly recommends it. You may want to consider taking out this type of insurance to protect yourself in case of an unforeseen incident which could lead to a claim made against you personally. If you are an employee and are unsure whether you have employer sponsored insurance, we suggest you confirm this with your employer by sighting their current policy. Public Liability insurance covers your legal liability to the public where property is damaged or people are injured due to a breach of a "duty of care" owed by you during the normal day-to-day operations of your business. This could occur where insufficient safety procedures or defects in your premises or equipment result in damage or injury.

An excess of A\$250 applies to this element of the insurance cover. Professional Indemnity insurance covers your legal liability to third parties where property is damaged or people are injured due to a negligent act, error or omission committed by you or on your behalf in the conduct of your professional business activities. Professional Indemnity cover is provided on a "claims made" basis which provides cover for a claim that is first made against you during the period of insurance. For clarification or inquiries on any insurance matter regarding your insurance policy please contact our dedicated **ascta**INSURANCE Help Desk on 1300 305 575. **ascta**INSURANCE Brokers, a trading name of Marsh Advantage Insurance Pty Ltd. – One of the World's largest insurance brokers, arranges Combined Liability Insurance policies for Premium, General and Basic members who hold a current teaching or coaching accreditation as well as entities involved in the aquatics industry.

To select insurance, please carefully read below, pay online with your membership or fully complete this section on the Membership / Insurance Application. It is recommended that you read the policy wording so that you have an understanding of the policy terms, conditions and exclusions before you decide whether this insurance suits your needs.

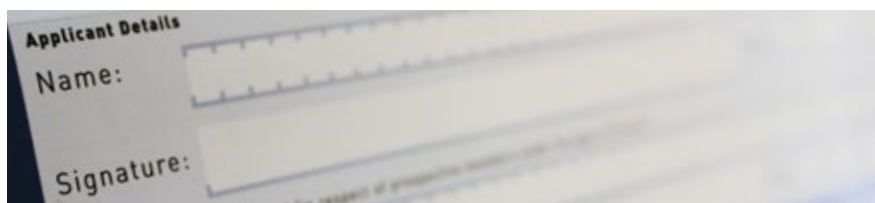
A copy of the Combined Liability Insurance Policy Wording can be found at www.ascta.com Insurance policies will be effective from July 1st 2016, or the date your payment is received by ASCTA (whichever is the later date) until 30th June 2017. You should receive a Certificate of Insurance and a policy wording within 30 business days. Insurance policies will not automatically renew at expiry. If you wish to take out insurance and hold current ASCTA membership, please complete steps 1, 2, 5, 6 and 7, and pay the Insurance premium.

A Teacher or Coach is not eligible for the Insurance cover offered here if taking part in activities using external salt water tidal pools and/or teaching, coaching or use by pupils of water slides or diving boards (other than starting platforms). You are not covered by an Employee Policy for private activities.

ASCTA also offer a range of other insurances and services, such as:

- Accident & Injury
- Superannuation
- Travel
- Home Insurance
- Income Protection
- Business Insurance

◇ STEP SIX: READ, SIGN, DATE & RETURN



◇ STEP SEVEN: PAYMENT

Pay online with your credit card, or return the Application with payment by mail, email or fax. Premium Members can choose to pay monthly installments (by credit card only) for Membership and/or Insurance at a small additional fee. When direct depositing, please ensure to include your surname + ASCTA ID number, then attach a copy of your bank transfer to the Membership / Insurance Application. Send the Application once only. Turn around to process and issuing of your Membership card during busy periods may take up to 4 weeks. Membership and Insurance can be upgraded at any time. CCV refers to the last 3 digits on the Credit Card's signature panel.

◇ CONTACT ASCTA

PO BOX 158, Beerwah, QLD 4519, Australia

Ph: +61 7 5494 6255

F: +61 7 5494 6785

E: membership@ascta.com

◇ asctaACCREDITATION

asctaACCREDITATION delivers ongoing education and training to swimming and water safety Teachers and swimming Coaches. Entwined in ASCTA's mission is the need for the initial and ongoing education, training and accreditation. ASCTA's operation as a Registered Training Organisation (RTO) is overseen by asctaACCREDITATION.

Accreditation means that a person has acquired a qualification that is recognised as the accepted standard for knowledge, experience and performance within a profession. The sport and recreation industry has established standards for vocational training – competencies achieved within one type of qualification may be transferred to other qualifications within that industry sector [via a Recognition of Current Competency (RCC) or Recognition of Prior Learning (RPL) process]. The accreditation process also allows overseas qualifications to crossover to Australian qualifications.

Most industry sectors or professional fields recognise a qualification (i.e. minimal competency standard) for a fixed period of time. At regular intervals these qualifications must be 'renewed' or 'updated' to reflect best practices, industry standards and current knowledge. Validating competencies gives the public confidence that persons working within that industry or profession are up-to-date with current best practices.

In order to maintain your swimming and water safety Teacher and swimming Coach accreditation/s, you are required to undertake regular professional development activities and document hours spent on pool deck. Maintaining your ASCTA Membership as a practicing swimming and water safety Teacher or swimming Coach will help you fulfil ongoing professional requirements and assist in reaccrediting. Australian Coaches and Teachers must also provide a copy of a current Working With Children Check.

ASCTA / SAL Coach and Swim Australia™ Teacher (SAT) accreditations™ are valid for four years. You will be advised of the renewal process 3-6 months prior to expiration. ASCTA is a member of the International Federation of Swim Teachers Association and World Swimming Coaches Association. Many international qualifications are recognised by ASCTA, and conversely ASCTA accreditations are recognised overseas in many countries.

An advertisement for 'autocoach' wireless sporting technology. The background is orange with a pattern of white and orange squares. In the center, there is a hand holding a small orange wireless device. To the right, there is a digital display showing '0737' and '1:18.5'. Below the display is a yellow and black portable speaker. The text 'Innovative new wireless sporting technology!' is written in white and orange. Below that, it says 'Timing, Training and Racing all in One!' and the 'autocoach' logo with the website 'www.autocoach.com.au'.

asctaCARES

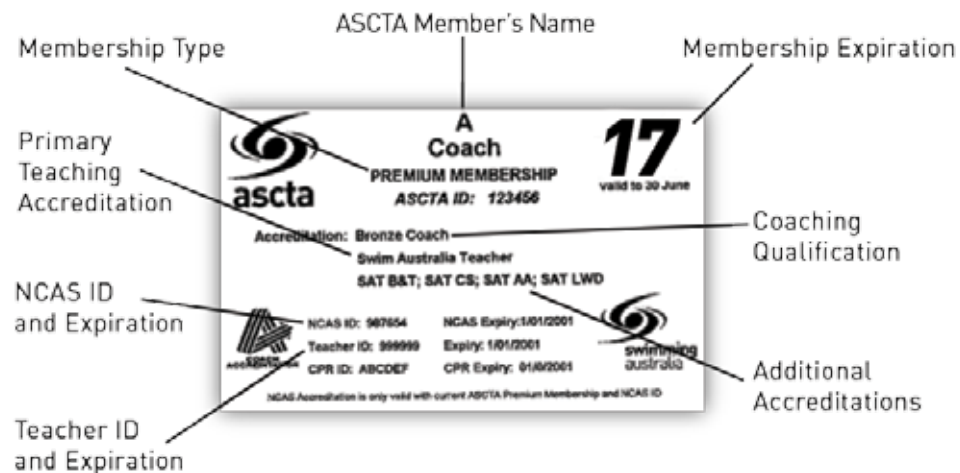
ASCTA has a sub-committee to oversee the fund-raising and distribution for **asctaCARES**. One charity is identified annually that is of interest to ASCTA members to support each year. Benevolence support to ASCTA members is also provided on a case by case basis in the event of hardship.

Please ensure to make a tax deductible donation when paying your 2016/17 ASCTA membership. Every cent raised directly supports **asctaCARES**.

MEMBERSHIP CARD

Your ASCTA membership card provides evidence to employers, clubs, parents and others of:

- Your commitment to ongoing professional development
- The currency of your swimming and water safety teaching or swimming coaching accreditation
- Your agreement and compliance to member welfare, child welfare and professional conduct standards and policies of the industry
- Recognition of your knowledge, experience and performance within the profession



ACCREDITATION LICENCE

Whether a person is employed directly by a club, swimming centre, or is self employed; they may be instructing people who are registered with their State Swimming Association, and therefore require a SAT Teacher Licence or ASCTA /Swimming Australia Ltd. Coaching Licence.

Licensed Coaches must satisfy the requirements for swimming Coach accreditation and must be a member of Swimming Australia, through maintaining annual ASCTA 'Premium' or 'General' Membership and having a current Working With Children Check.

A person holding a current qualification recognised by Swimming Australia Ltd. (through the National Coaching Accreditation Scheme (NCAS)) agrees to comply with SAL and ASCTA's member welfare policies as well as relevant State legislation for working with children.

A licence also provides recognition of a person's current accreditation status and is used as pool-deck identification at sanctioned State and National Swim Meets. Members of ASCTA/SAL also have a representative voice in the development of swimming and have demonstrated they uphold professional standards and are accountable for their actions.

Licence holders receive a coloured ASCTA membership and accreditation Licence Card. Conversely, holders of a white ASCTA Membership card are not licenced (Basic Members) and cannot hold Coach accreditation, only teaching accreditation.

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ASCTA MEMBERSHIP TESTIMONIALS

"The benefits of ASCTA membership have been invaluable to me over the years. I have learnt so much from their journals, on-line articles and the ASCTA annual conference.

I love that ASCTA caters to all levels of the aquatic industry from babies and learn to swim through development coaching to high level coaching. Being involved in all these levels, I have appreciated ASCTA's advice many times on procedures or legislation issues.

I have always found the staff helpful, knowledgeable and professional. I am definitely a better instructor and coach thanks to the information and networking resources ASCTA has made available to me."

Debbie Tattoli - ASCTA Premium Member

"I have been an ASCTA member for over 10 years. As an overseas swim educator, coach and course presenter ASCTA has provided me with an enormous wealth of resources via the journal, E-splashes and online library. The ASCTA team has always been supportive, available, friendly and professional. ASCTA supported international conferences in several Asian countries, which enabled swimming educators like myself access to a variety of speakers and presenters who brought different ideas and aspects of coaching and teaching and the ability to network with others in the industry.

I highly recommend ASCTA membership as a "must" for educators, teachers and coaches as the provision of the journals, e-splash, online library and a comprehensive shop are invaluable and world class."

Sharon Wrobel - ASCTA Associate Ultimate Member

"I have been a member of ASCTA for over 20 years. In that time I have grown both personally and professionally along with the Association. The partnership with ASCTA has created opportunities to enable me to establish my own swim school, which provides a platform for training new teachers as well as learn to swim.

As an ASCTA accredited trainer I deliver regular teacher training courses to support the industry both in Australia and throughout Asia. ASCTA has always encouraged me to be adventurous and seek new markets. They have been available and supportive which in turn creates an efficiency for me and my business.

I have enjoyed the journey with ASCTA since its inception. The synergy I have been able to harness, working as a team with ASCTA to promote aquatic education has been personally rewarding and professionally successful and I look forward to many more years together."

Eve Fraser - ASCTA General Member

PREMIUM MEMBER BENEFITS

- Bonus Free DVD's including ASCTA State Conference Presentations
- Pool Deck Access at many sanctioned meets
- Selection, Networking, Scholarship, Voting and Representative Opportunities
- Teacher or Coach Licence
- Access to **ascta**CARES Benevolent Fund
- Free Replacement Membership Card (if lost)
- Media Uploads / Interviews / Presentations
- Monthly Payment Option
- Professional Development