



Updating Policy

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REVIEW HISTORY TABLE

Revised on	Version	Date Endorsed	Approved by	Content reviewed/Purpose
	1.0			Policy created
January 2016	1.1			No policy changes - some minor changes to updating categories, updating points for different categories, new updating activities and wording (see MAJOR CHANGES FOR 2016).
February 2017	1.2			NO policy changes – some minor changes to updating and codes applied in iMis.
June 2018	1.3			Removal of UPD category limitations Some minor changes to updating, new activities added, clarification around First Aid Training Changes to UPD codes for iMIS
June 2019	1.4			Updated Policy document formatting

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INTRODUCTION

PURPOSE

It is essential that GA accredited members maintain their competency through practice. This is commonly known as professional learning or professional development, but in this document is defined as updating (UPD). The Updating Policy describes how GA Technical Members maintain and progress their competencies in order to maintain their Technical Membership.

GA updating requirements as described in this policy offers flexibility in the type of activity undertaken, whilst ensuring that the activity is relevant to the member's accreditation/s.

This approach is adopted with the objectives of:

1. Maintaining the currency of the member's skills and knowledge
2. Developing the abilities and experience of members over time through regular participation in activities that provide consolidation and extension
3. Maximising the retention of competent members
4. Developing and retaining records of all training and updating activities participated in by members
5. Upholding the respect for the coaching profession.

SCOPE

GA's Updating Policy applies to all Technical Members including Judges and Coaches.

ROLES AND RESPONSIBILITIES

GA

GA will manage and maintain the membership database and assign points for GA coordinated workshops, training courses and events. GA will offer workshops, training and events to enable members to achieve their updating requirements.

State and Territory Association

State and Territory Associations (STA) will maintain the membership database, sanction and assign points for State/Territory run workshops, training courses and events. The STA will offer workshops, training and events to enable members to achieve their updating requirements.

Clubs

Clubs can run workshops and events but must seek sanction from their STA to gain updating points.

Technical Members

Technical Members will participate in activities to gain updating points, and provide evidence of relevant professional development as required. It is the responsibility of the Technical Member to

plan updating activities to ensure that sufficient points are gained for annual renewal of membership.

UPDATING FOR MEMBERS

In order to maintain or renew your Technical Membership as a Gymnastics Coach or Judge, you are required to show evidence that you have maintained or extended your competency. Updating can be achieved by completing approved updating activities that are relevant to the Gymsport and level of your accreditation.

POINTS REQUIRED

In order to calculate the total number of updating points required annually, refer to your highest level of accreditation (Coach or Judge). Regardless of the number of accreditations you hold, the total number of updating points you are required to complete will be based on your highest level of accreditation as follows:

- **Beginner** – minimum of **3** updating points
- **Intermediate** – minimum of **6** updating points
- **Intermediate Bronze** – minimum of **6** updating points
- **Advanced** – minimum of **6** updating points
- **Advanced Silver** – minimum of **12** updating points
- **High Performance** – minimum of **18** updating points
- **FIG** – minimum of **18** updating points

More detailed information on points can be seen in [Updating Policy – Points Requirement](#).

Judges and Coaches may accumulate more than the required number of updating points in any year, but **updating cannot be carried over or used to fulfill the updating requirements of future years**.

MAINTAINING YOUR UPDATING RECORDS

GA and the STA record your sanctioned UPD activities on the national database. To claim updating points in activities not sanctioned by the STA, such as a First Aid Course or University studies, please send evidence of attendance and successful course completion to your STA for validation and for inclusion on your record.

Prior to running a Club workshop or event, sanction should be sought from your STA. This will ensure that participant updating points are recorded on the national database. Please note that it is likely to take at least one month for updating points to be added.

UPDATING EVENTS – WHAT ACTIVITIES CAN I DO?

It is essential as a GA Technical Member to ensure that the updating activities you participate in are directly relevant to the Gymsport(s) accreditations that you hold. For multiple accreditations, updating should reflect activity in each relevant Gymsport and role (coach and/or Judge).

Judges with a FIG accreditation must also maintain the requirements of Fédération Internationale de Gymnastique updating to be eligible for accreditation courses in the next cycle. The FIG Judging UPD requirements are available on the FIG website under the 'Rules' section. Please note that Brevet level Judges should regularly check with FIG on these requirements throughout the cycle. Section 10 of this document provides a full range of activities, including those which are free of charge.

WHAT HAPPENS IF I DO NOT UPDATE?

If your updating points total is below the required amount, you will not be able to renew your Technical Membership. If your Technical Membership expires, you will be ineligible to:

- Participate in any GA or STA programs or events
- Access GA's National Risk Protection Program (insurance)
- Access other Technical Member benefits.

WHAT IF I LET MY TECHNICAL MEMBERSHIP LAPSE BECAUSE I HAVE TAKEN A BREAK FROM COACHING AND/OR JUDGING?

It is understood that from time to time you may wish to take a break from coaching or judging gymnastics. GA encourages a return to either role and welcomes you to renew your Technical Membership at any time.

Prior to your return, you will be required to complete a number of updating points relevant to the accreditations you hold, before an application for renewal of Technical Membership can be processed. An alternative to gaining updating points is to be assessed against the requirements of the accreditation. Note that there may be a fee charged to cover the cost of this assessment.

Requirements after an absence from Technical Membership

Accreditation Level	Missed one renewal	Missed two renewals	Missed three or more renewals
Beginner	3 Points or assessment	3 Points or assessment	Assessment required
Intermediate Intermediate Bronze Advanced	6 Points or assessment	6 Points or assessment	Assessment required
Advanced Silver	12 Points or assessment	12 Points or assessment	Assessment required
FIG/ High Performance	18 Points or assessment	18 Points or assessment	Assessment required

A missed renewal refers to Technical Membership. Two examples are provided:

Example 1 - Nick:

- Nick gained his Intermediate Coach Accreditation in 2010.

- His Technical Membership renewal date is 1st January 2011.
- Nick completed updating during 2010 and renewed his membership on 1st January 2011. Nick also completed updating in 2011 and renewed his membership on 1st January 2012.
- During 2012 Nick did not complete updating and his membership expired on 1st January 2013. As of this date, Nick is no longer a Technical Member.
- On 1st January 2013, Nick has missed one renewal (no updating in 2012). On 1st January 2014, Nick has missed two renewals.
- In June 2014, Nick was appointed coach of his local club and has requested renewal of Technical Membership. As he missed two renewals he is required to gain six updating points or attend an assessment to be able to renew Technical Membership.

Example 2 – Kate:

- At the end of Term 2, 2012, Kate finished coaching at her local club at the same time, Kate’s Technical Membership expired on 31st July 2012.
- Prior to her Technical Membership expiring, Kate had completed the required updating points to renew her Advanced Coach Accreditation.
- Kate wanted to start coaching again in Term 3 (September) 2014 and asked to renew her Technical Membership.
- As Kate missed three renewals 31st July 2012, 31st July 2013 and 31st July 2014, she is required to attend an assessment to be able to renew Technical Membership.

Note: An assessment of your coaching ability can be arranged by your STA. A fee may be involved, and the assessment will involve reviewing your competence against the accreditation level you are seeking to renew.

Updating requirements after an absence from judging

Members who return from an absence and have not completed a Judge course in the current Olympic cycle will be required to attend a course to regain accreditation. Your STA can discuss your options on a case by case basis.

UPDATING POLICY - POINTS REQUIREMENT

This table gives an overview of:

- the annual points required for updating for each level of coach/Judge accreditation
- the different activities which you are able to gain updating points in.

An explanation of the different activities is provided on the following pages.

ACCREDITATION LEVEL

	Beginner (BEG)	Intermediate (INT)	Intermediate Bronze (INB)	Advanced (ADV)	Advanced Silver (ADS)	High Performance / FIG (HPF/FIG)
Annual points required	3	6	6	6	12	18

WORKSHOPS – GA/STA

Activity	Points (UPD Code)	Conditions
GA Workshops	1 point per 1 hour 2 points – Zoom face to face workshop 2 points – Ignite face to face workshop 4 points – FreeG Intermediate workshop 2 points – FreeG Advanced workshop 6 points – TeamGym workshop 1 3 points – Team Gym Workshop 2 3 points – TeamGym Workshop 3 (WS_STATE)	Sanctioned by GA and recorded on the National Database.
STA Workshops	1 point per 1 hour (WS_STATE)	Sanctioned by the STA and recorded on the National Database.

WORKSHOPS – OTHER

Activity	Points (UPD Code)	Conditions
Club Workshop (delivered by GA accredited Presenter)	1 point per 1 hour (WS_O)	Sanctioned by the STA and recorded on the National Database. Clubs must apply for sanction prior to the UPD activity from the STA.
Club Workshop	1 point per 2 hours (WS_O)	Sanctioned by the STA and recorded on the National Database. Clubs must apply for sanction prior to the UPD activity from the STA.
STA Worksheets	1 point per worksheet (WS_O)	All worksheets must be sanctioned by, and submitted to, the STA and recorded on the National Database.

Activity	Points (UPD Code)	Conditions
Seminars e.g. <ul style="list-style-type: none"> • Sports Medicine • ANSLA • Sport & Recreation • ACHPER 	1 point per 1 hour <i>(WS_O)</i>	STA to verify course content and sight certificate of attendance for UPD point allocation.

TRAINING – GA ACCREDITATION COURSE FOR COACH/JUDGE

Activity	Points (UPD Code)	Conditions
<p>Higher level or different GA Gymsport Coaching/Judging Face to Face Course</p>	<p>Beginner – 6 pts Intermediate – 8 pts Intermediate Bronze – 8 pts Advanced (full course) – 16 pts Advanced (per module) – 4 pts Advanced Silver / FIG 2 Academy – 24 pts High Performance / FIG 3 Academy / FIG Judging course – 24 pts</p> <p><i>(GENERAL_CO)</i> Or <i>(GYMSPORT_CO)</i></p>	<p>Sanctioned by the STA/GA and recorded on the National Database. Completing a face to face course at the same level or higher will satisfy annual updating requirements.</p> <p><u>Non-active observers</u> can be allocated up to a maximum of half of allocated updating points – <u>active observers</u> can receive up to the full allocation at the discretion of the STA.</p>
<p>GA Coaching / Judging Online Courses Completed components</p>	<p>Beginner Online – 2 pts Intermediate Workbook – 4 pts Intermediate Online Coaching Principles – 4 pts Intermediate Online Gymsport – 4 pts Online Participation Module – 4 pts Advanced Online Coaching Principles – 12 pts Advanced Online Gymsport – 6 pts Junior Coach Project – 3 pts Physical Preparation Project – 4 pts Annual and Seasonal Plan – 4 pts Module 1 Spotting Logbook – 2 pts Modules 2-4 Spotting Logbook – 6 pts Self-Analysis Project – 3 pts Skills Analysis – 4 pts GfA Planning Task – 3 pts</p> <p><i>(GENERAL_CO)</i> Or <i>(GYMSPORT_CO)</i></p>	<p>Sanctioned by the STA/GA and recorded on the National Database. Points can only be awarded once per course.</p>

TRAINING – FIRST AID

Activity	Points (pts) (UPD Code)	Conditions
First Aid Courses <ul style="list-style-type: none"> Perform CPR Provide First Aid 	HLTAID001 - CPR – 1 point HLTAID003 (includes HLTAID001) - Provide First Aid – 4 points HLTAID004 (includes HLTAID001) – Provide an emergency first aid response in an education and care setting- 4 points <i>(1STAID)</i>	The Statement of Attainment must be submitted to the STA for verification.

TRAINING – OTHER

Activity	Points (pts) (UPD Code)	Conditions
Other GA online courses	<ul style="list-style-type: none"> Supervisor course – 1 pt Managing Inclusion in Gymnastics – 1 pt Managing Risks in Gymnastics – 1 pt LaunchPad Zoom Online: Neuro-nastics and DMPs – 1 pt LMS Webinars – 1 pt <i>(TRAINING_O)</i>	Sanctioned by GA and recorded on the National Database.
Other providers of Education	1 point per 2 hours <ul style="list-style-type: none"> ASC Community Coaching General Principles – 2 pts * ASC Online Officiating Course – 2 pts * Play by the Rules (ASC online) – 1 pt * ASC Anti-match fixing – 1 pt* ASADA anti-doping course – 1 pt* 	Certificates to be sent to STA to be endorsed and recorded on the National Database. *Courses offered free of charge

Activity	Points (pts) (UPD Code)	Conditions
	<ul style="list-style-type: none"> • True Coach (FIG) – 1 pt* • UQ Gymnastics Athlete Development (CPDGAD6000) – 2pts <p><i>(TRAINING_O)</i></p>	
<p>Related Tertiary or VET Study/Qualification</p>	<p>3 points per relevant subject*</p> <p><i>(TRAINING_O)</i></p>	<p>The Statement of Attainment / evidence of course content and completion must be submitted to the STA for verification and to be recorded on the National Database.</p>

TRAINING – PRESENTING, ASSESSING AND SUPERVISING

Activity	Points (pts) (UPD Code)	Conditions
Presenter &/or Assessor Course	Presenter Course – 8 pts Assessor Course – 8 pts	Sanctioned by the STA/GA and recorded on the National Database.
Course / Workshop Presenting & Assessing	GA Beginner Course – 8 pts GA Intermediate Course – 8 pts GA Intermediate Bronze Course – 8 pts GA Advanced Coach Course per module – 4 pts GA Advanced Judge Course – 16 pts GA Advanced Silver Judge Course – 16 pts FIG Course – 6 pts per module 1 point per 2 hours for all other presenting (TRAINING_PAS)	Sanctioned by the STA/GA and recorded on the National Database.
Conducting RPL or RCC assessments	1 point per assessment (TRAINING_PAS)	Sanctioned by the STA/GA and recorded on the National Database.
Marking advanced coach course assessments	1 point per 5 assessments (TRAINING_PAS)	Sanctioned by GA and recorded on the National Database.
Online courses	Supervisor Online Course – 1 pt (TRAINING_PAS)	Sanctioned by GA and recorded on the National Database.
Mentoring Formal coach / Judge mentoring program	Up to 6 points <ul style="list-style-type: none"> Mentor of Advanced Coach spotting log book – 2 pts (TRAINING_PAS)	Sanctioned by the STA and recorded on the National Database. Evidence of a documented formal mentoring program/relationship: <ul style="list-style-type: none"> Mentoring an Intermediate Coach in training for the Advanced Coach Accreditation spotting log book

Activity	Points (pts) (UPD Code)	Conditions
Supervising Supervising Intermediate Pre-course requirements	Supervising Intermediate Workbook – 3 pts (<i>TRAINING_PAS</i>)	Sanctioned by the STA and recorded on the National Database. Points are assigned on receipt of a pre-course workbook. Note: Supervisor training is required to be a Supervisor.

PRACTICAL COACHING ASSESSMENT

Activity	Points (pts) (UPD Code)	Conditions
Assessment Face to face practical assessment of coaching practice in your gym environment by an accredited assessor against accreditation requirements	Beginner – 6 pts Intermediate – 8 pts Advanced (full course) – 16 pts Advanced (per module) – 4 pts Advanced Silver – 24 pts High Performance – 24 pts (<i>1ON1AST</i>)	Booked with and sanctioned by the STA This is organised by the STA and may not be available in every state.

COACHING AT COMPETITION

Activity	Points (pts) (UPD Code)	Conditions
Coaching at competition International/National/State Competitions or Events including disability events	2 points per day per competition (<i>COACH_EV</i>)	Sanctioned by GA (Int'l/Nat) / STA (State) and recorded on the National Database. UPD points are allocated for 'event accredited' personnel. UPD points are allocated per day. UPD points are not allocated for athlete participation.

COACHING - OTHER

Activity	Points (pts) (UPD Code)	Conditions
<p>Coaching with same or higher level coach</p> <ul style="list-style-type: none"> At events not covered under Coaching at Competition for example club competitions * At the Club * 	<p>Club competition - 1 point per day</p> <p>At club - 1 point per 10 hours *</p> <p>(COACH_O)</p>	<p>Submitted in writing to STA detailing coach name, date and time. A template is available to complete this.</p> <p>*This activity can be completed free of charge</p>
<p>Promotional Events Participation (GA/STA)</p> <ul style="list-style-type: none"> Expo's School Club Activity Days Come 'n' Try Displays 	<p>1 point per day</p> <p>(COACH_O)</p>	<p>Sanctioned by the GA/STA and recorded on the National Database.</p>
<p>Observations</p> <ul style="list-style-type: none"> International/National/State Team Training Team Future Camps High Performance Centre Training International experiences 	<p>1 point per day</p> <p>(COACH_O)</p>	<p>Sanctioned by STA and recorded on the National Database.</p> <p>UPD points are allocated per day. For example: one session in one day or three sessions in one day = 1 UPD point</p> <p>Verified by Head Coach, HPC or GA Event Manager. Coaches should seek UPD in HPC other than where employed.</p>
<p>Self-Evaluation</p> <ul style="list-style-type: none"> Time on Task Evaluation 	<p>2 points</p> <p>(COACH_O)</p>	<p>Report submitted to STA. A template is available to complete this task.</p>

JUDGING AT COMPETITION

Activity	Points (pts) (UPD Code)	Conditions
Judging at competition International/National/State Competitions or Events including disability events	2 points per session <i>(JUDGE_EV)</i>	Sanctioned by GA (Int'l/Nat) /STA (State) and recorded on the National Database. UPD points are allocated for 'event accredited' personnel. UPD points are allocated per session. Please note that it is a mandatory requirement for FIG Judges to show UPD activity within this category.

JUDGING – OTHER

Activity	Points (pts) (UPD Code)	Conditions
Judging with same or higher level Judge At events not covered under Judging at Competition for example club competitions.*	1 point per session (event) * <i>(JUDGE_O)</i>	Submitted in writing to STA detailing coach name, date and time. *This activity can be completed free of charge.
Promotional Events Participation (GA/STA) <ul style="list-style-type: none"> • Expo's • School Club Activity Days • Come 'n' Try • Displays 	1 point per session <i>(JUDGE_O)</i>	Sanctioned by the GA/STA and recorded on the National Database.
Observations <ul style="list-style-type: none"> • International/National/St ate Team Training • High Performance Centre Training 	1 point per day <i>(JUDGE_O)</i>	Sanctioned by STA and recorded on the National Database. Verified by National/State Technical Director, National/State Judging Coordinator or GA Event Manager.

Activity	Points (pts) (UPD Code)	Conditions
<ul style="list-style-type: none"> Team Future Camps International experiences 		<p>UPD points are allocated per day. For example: one session in one day or three sessions in one day = 1 UPD point.</p> <p>Please note that it is a mandatory requirement for FIG Judges to show UPD activity within this category.</p>

RESEARCH, PUBLICATIONS, RESOURCES

Activity	Points (pts) (UPD Code)	Conditions
<p>Research and Publications</p> <ul style="list-style-type: none"> Write an article for publication in State Bulletin or other resource Provide written report regarding current coaching practices * Published or documented research 	<p>2 points per article</p> <p>(STUDY)</p>	<p>Sanctioned by the STA and recorded on the National Database.</p> <p>*This activity can be completed free of charge.</p>
<p>Education Resources</p> <p>Contribute to development of Gymsport training resources/programs</p>	<p>Points allocated by GA / STAs based on the contribution.</p> <p>(STUDY)</p>	<p>Sanctioned by the STA/ GA and recorded on the National Database.</p>

VOLUNTEER

Activity	Points (pts) (UPD Code)	Conditions
<p>Volunteer</p> <ul style="list-style-type: none"> Sport Management Committees 	<p>3 points per position - annual</p> <p>(VOL)</p>	<p>Sanctioned by the STA / GA and recorded on the National Database</p>

Activity	Points (pts) (UPD Code)	Conditions
		The committee role must be relevant to the accreditation
Event support <ul style="list-style-type: none"> International/National/State Competitions or Events including disability events 	2 points per day <i>(VOL)</i>	Sanctioned by GA (Int'l/Nat) / STA (State) and recorded on the National Database. UPD points are allocated for 'event accredited' personnel. UPD points are allocated per session.

OTHER

Activity	Points (UPD Code)	Conditions
<p>Other relevant professional development Any other activities outside of the categories above may be relevant to maintaining competency in your coaching or judging accreditation.</p>	<p>Points allocated by STAs based on the activity. (GENERAL)</p>	<p>Activities should be submitted to your STA. Note that you may be asked to demonstrate how they are relevant to your accreditation. *These activities can be completed free of charge.</p>