

Coach Registration 2015-2016 Frequently Asked Questions

When is registration due?

30 June 2015.

How much is coach registration for the period 2015-2016?

- Full registration (ie, registration + EA insurance) = \$460
- Registration only (ie, coach provides own insurance) = \$225
- Non Practicing coach (ie, no insurance and cannot actively coach) = \$77
- Trainee Insurance = \$280

In addition online registrations will attract a 1.5% credit card processing charge and paper registrations a \$5 paper handling charge.

Why is there an increase from the amount I paid last renewal period?

The renewal period for 2014-2015 was only for 9 months (30 September – 30 June). This year's registration period will return to 12 months. Aside from a part CPI increase, there is no real change to the cost of the Coach Registration because we have returned to a 12 month period.

Why have you changed the registration period?

To bring the registration period into alignment with the financial year. Insurance certificates of currency (COC) are valid from 1 July – 30 June and when coach registrations were renewed in September it required coaches to obtain two COCs for one registration period – one for October – June and a second for July – September. Aligning the registration period with the financial year will make it easier for coaches to manage their insurance cover.

What happens if a coach doesn't pay their registration before this time?

For coaches with EA insurance who do not pay on time, please note your insurance cover may not cover you for any incidents that occur during this time.

Any coach whose registration has lapsed will now show on the EA Coach Search until they complete their registration.

What is my registration fee used for?

The registration fee is invested back into the sport to assist with the development of education programs and resources. It also helps to cover ongoing costs with database management.

I didn't receive my coach registration email or form in the post?

Please contact your state office so that your details can be updated on the database. Please ask them to contact the National Office to request your coach registration information to be sent to you.

How can I pay my registration?

Coaches will receive a registration pack via their preferred method of contact, so either by post or email.

1. If your preferred method of contact is by **email** you may register via EA Online following the prompts in the email which will be sent.
2. If your preferred method of contact is by post you may register by completing the paper form which will be mailed to you from the national office. The paper form will have all your current details included on it so you simply need to check this information is correct and provide your cheque or credit card payment details.

Can I pay my registration by direct deposit?

Due to the volume of coaches that will be registering at this time, direct deposit is not an option for payment.

Do I have to send in any updating material?

No, this year you will not be required to submit to the national office any updating information during registration. When you register either online or by paper copy, you will be able to see your current details (personal, coaching, first aid and last coach update). If any of these details are expired, you will not be able to register until they are current. All coaches and officials will be required to complete a reaccreditation process in 2016 as part of the revised reaccreditation process for coaches and officials. It is the responsibility of the individual coach to maintain a current First Aid qualification at all times, to have current insurance and to fulfil the Working With Children (WWC) requirements in their state. Coaches must now attend a Compulsory Updating Clinic every **3 Years**.

If I don't have to send in my updating information, why did I need to update?

The updating/reaccreditation requirements have not been abolished. They are still in place and all coaches are still required to meet them. Should the National office gain information that a coach may not have met the requirements then that coach will be contacted to provide the appropriate information.

How will reaccreditation take place next year?

Further details on this process and what coaches and officials are required to do will be communicated prior to the reaccreditation period.

What if I am a lapsed coach (expired in 2013 or earlier) and want to renew?

If you are a lapsed coach, you need to follow the lapsed coaches policy available in the forms and documents section of the EA website (education, coaches, officials > forms and documents). There may be some requirements you need to meet in order to be registered.

Can I register if my first aid is not current?

No, if you do not have a current first aid certificate you will not be able to register as an EA coach.

What if I have my own insurance?

If you have your own insurance you will require *Registration Only*. You will need to provide a copy of your certificate of currency to the National Office to confirm the scope and expiry of your cover. Certificates of Currency can be sent in by email (education@equestrian.org.au), fax (02) 9763 2466 or post Equestrian Australia, PO Box 673 Sydney Markets 2129.

When will I get my new accreditation card?

Cards will be processed and sent in order of registrations received. Please allow up to 3 weeks for your reaccreditation card to arrive by post.

When will I receive my new certificate of currency?

Once EA has processed your registration your Certificate of Currency can then be downloaded from the Gow Gates website http://www.gowgatessport.com.au/equestrian/?page_id=45. If you wish to receive a certificate via post please contact Kathryn O'Donnell education@equestrian.org.au 02 8762 7709

What if I don't meet all the requirements of the Prohibited Persons Declaration?

If you falsely sign the prohibited persons declaration EA can take further action which may result in your de-registration as a coach or other disciplinary action. If you feel there may be an issue with signing it, please contact the National Office for advice as there may be exemptions or other circumstances that allow you to sign the form.

What are the state based requirements for working with children?

Each state has different requirements related to child protection so EA is not able to provide a standard requirement for this aspect. Please contact your State Branch or your State Office or Sport and Recreation Office for more information on the requirements in your state.

What level of membership do I need to have to register as a coach?

With the membership structure EA introduced in 2013, there are some different options for coaches in relation to what membership category they can choose. Your membership level is not determined by whether you are an active coach or not but rather your rider status, ie a Competitor, Participant or Supporter. Please check with your State Branch for further clarification of what membership category you are entitled to join as.