



# Coaching Commission

## FENZ COACH REGISTRATION

### Applicant's Information

**Full Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Region:** North  Central  Mid-South  South

**Primary Club:** \_\_\_\_\_

**Primary Club Email Contact:** \_\_\_\_\_

Weapons currently coaching: Foil  Epee  Sabre

Request for Recognition of Prior Learning (RPL) and Coach Qualifications (tick box)  
Refer Page 2 for application details.

### **REGISTRATION REQUIREMENTS:**

1. Age At least 18 at date of application.
2. FENZ Member <https://www.fencing.org.nz/membership/membership-options>
3. Complete a Practical First Aid Course - Minimum Level 1 - Valid For 2 Years.
4. Complete Safeguarding & Protecting Children & Young People - Valid For 2 Years:
  - *Signup at Sport NZ Learning Portal (with learning record):* <https://sporttutor.nz/>
  - Enroll in Course (No learning Record):  
<https://sporttutor.nz/pages/description.jsf?client=sportNZ#/users/@self/courses/4892206/description>
5. FENZ Coaches' Code of Conduct Agreement (Read and Sign - Copy Attached)
6. FENZ Health and Safety Policy – Familiar with and Understand it.  
View: <https://www.fencing.org.nz/resources/documents/health-and-safety/231-health-and-safety-policy/file>
7. Undergo NZ Police Check – Request and Consent Form – NZ Police Vet Only.  
Refer: <https://www.police.govt.nz/about-us/publication/police-vetting-forms>  
Completed Police Vetting Form to be **emailed to** [President@fencing.org.nz](mailto:President@fencing.org.nz)
8. Sign Declaration For FENZ Coach Registration & Renewal (refer Page 3).

**VALIDITY: Maximum 2 years - First Aid must always be current:**



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## RECOGNITION OF PRIOR LEARNING (RPL) & COACH QUALIFICATIONS

### PURPOSE:

Previous learning and coaching qualifications achieved can be submitted for recognition with recognized equivalency to the FIE Oceania Fencing Confederation's Oceania Fencing Master Academy (OFMA) Coach Qualifications. Recognized coaching qualifications can be included in the Coach Registration through this formal process of Recognition of Prior Learning (RPL).

### RPL PROCESS:

Provide a list prior learning courses, coaching experience, and coaching qualifications. It is necessary to include copies of relevant Coaching and Fencing Coach certificates and/or diplomas. Where possible Include evidence of the course content and/or syllabus for the qualifications. This will assist in the assessment process.

The information provided and attached supporting documents will be reviewed and assessed for appropriate equivalency to the Oceania Fencing Master Academy (OFMA) Fencing Coach Accreditation Levels by the FENZ Coaching Commission, in consultation with the Oceania Fencing Confederation Development Officer.

Following the applicant's document review, there may be follow-up questions seeking clarification and applicants may be required to participate in a Practical Coaching Assessment, to complete the review and assessment of OFMA equivalency.

**RPL APPLICATION:** Complete Page 1, Page 2, Declaration Item 8 & 9 on Page 3.

### PRIOR LEARNING: On a separate Page list:

- Formal Coaching Courses; Training Institute, Duration, Completed Date, Location.
- Coaching experience.
- Coaching Qualifications eg certificates, diplomas; refereeing, coaching, Drug Testing etc.

### IF REQUESTING RPL LIST SUPPORTING DOCUMENTS, CERTIFICATES, DIPLOMAS

- 1.
- 2.
- 3.
- 4.
- 5.

If additional pages attached (tick box) State number of additional attached Pages \_\_\_\_\_



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## **DECLARATION FOR FENZ COACH REGISTRATION:**

### **1. AGE AT LEAST 18 YEARS OLD AT DATE OF APPLICATION:**

- I am Aged at least 18 at the date of this application for FENZ Coach Registration:

### **2. FENZ MEMBERSHIP:**

- I am a current Financial Member of Fencing New Zealand:

Refer: <https://www.fencing.org.nz/membership/membership-options>

### **3. FIRST AID LEVEL1 MINIMUM QUALIFICATION – Valid 2 Years:**

- I hold a current First Aid Certificate and have attached copy with date of issue/expiry,

### **4. SPORT NEW ZEALAND CHILD SAFEGUARDING COURSE – Valid 2 Years:**

- I have completed the Modules and attach either a copy of the Completion Certificate or screenshot of completion Page showing date of issue/expiry.

<https://sporttutor.nz/pages/description.jsf?menuId=4316704&client=sportNZ#/users/@self/catalogues/4312901/programmes/4891945/description>

### **5. FENZ COACH CODE OF CONDUCT:**

- I have agreed to and have signed the Fencing New Zealand Coaches' Code of Conduct (scan or photograph of signed page attached).

### **6. FENZ HEALTH & SAFETY POLICY:**

- I am familiar with and understand the Fencing New Zealand Health & Safety Policy.

### **7. POLICE CHECK - REQUEST AND CONSENT FORM – NZ POLICE VET ONLY**

- I have emailed my NZ Police Request & Consent Form (relevant sections completed):

Emailed to: [President@fencing.org.nz](mailto:President@fencing.org.nz)

### **8. RECOGNITION OF PRIOR LEARNING (RPL) & COACHING QUALIFICATIONS**

- Required documents, certificates and diplomas are attached (tick box if applicable).

### **9. DECLARATION:**

I (Full Name) \_\_\_\_\_

have truthfully and correctly completed the required Items above.

- I want to Register to be a FENZ Registered Coach (tick box if applicable).  
 I want to apply for RPL and recognition of Qualifications (tick box if applicable).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Fencing New Zealand Coaches' Code of Conduct

### Purpose of Document

This Coaches' Code of Conduct establishes the principles and standards that Fencing New Zealand accredited coaches agree to abide by and to be held accountable against. The document does not replace, but supplements, the Fencing New Zealand Code of Conduct. All Coaches should also be familiar with, and apply, the Fencing New Zealand Health and Safety Policy.

### Resources

This policy has been developed in accordance with the key principles of the Sport New Zealand Coaches' Code of Ethics, with further reference to the Fencing New Zealand Code of Conduct, British Fencing Coach Code of Conduct, and Australian Fencing Federation Member Policy Document.

### 1. Respect the rights, dignity and worth of every individual athlete as a human being

- 1.1 Treat everyone equally regardless of gender, sexual orientation, family or marital status, disability, ethnic origin or religion.
- 1.2 All relationships should be based on respect, honesty and openness.
- 1.3 Respect the talent, developmental stage, and goals of each athlete in order to reach their full potential.
- 1.4 Recognise the personal development of young fencers takes priority even over the development of their sporting performance.

### 2. Maintain high standards of integrity

- 2.1 Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same.
- 2.2 Promote good behaviour within the rules of Fencing.
- 2.3 Advocate a sporting environment free of drugs; operate within the Sports Anti-Doping Rules (SADR) made by Drug Free Sport New Zealand (DFSNZ) and as amended by them from time to time. Information can be found at [www.drugfreesport.org.nz](http://www.drugfreesport.org.nz)
- 2.4 Do not disclose any confidential information relating to athletes without their written prior consent.

### 3. Be a positive role model for the sport and athletes and act in a way that projects a positive image of coaching

- 3.1 All athletes are deserving of equal attention and opportunities.

- 3.2 Ensure the athlete's time spent with you is a positive experience.
- 3.3 Be fair, considerate and honest with athletes.
- 3.4 Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol to excess around athletes.

#### **4. Professional responsibilities**

- 4.1 Display high standards in your language, manner, punctuality, preparation and presentation.
- 4.2 Exercise control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- 4.3 Encourage your athletes to demonstrate the same qualities.
- 4.4 Be professional and accept responsibility for your actions.
- 4.5 Work within your own competency and qualifications.
- 4.6 Accurately and faithfully represent personal coaching qualifications, experience, competence and affiliations.
- 4.7 Refrain from criticism of other coaches and athletes.
- 4.8 If you find yourself under stress or in difficulty, seek guidance from colleagues or persons you respect and trust.

#### **5. Make a commitment to providing a quality service to your athletes**

- 5.1 Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- 5.2 Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- 5.3 Seek advice and assistance from professionals or colleagues when additional expertise is required.
- 5.4 Maintain appropriate records.

#### **6. Provide a safe environment for training and competition**

- 6.1 Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- 6.2 Ensure equipment and facilities meet safety standards as described in the Fencing New Zealand Health and Safety Policy while training or giving lessons.
- 6.3 Ensure equipment, rules, training, and environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- 6.4 Show concern and caution toward sick and injured athletes.
- 6.5 Allow further participation in training and competition only when appropriate.
- 6.6 Encourage athletes to seek medical advice when required.
- 6.7 Provide a modified training programme where appropriate.

6.8 Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes.

## 7. Protect your athletes from any form of personal abuse

7.1 Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.

7.2 Be alert to any forms of abuse directed towards athletes from other sources while in your care.

### 7.3 You must never:

7.3.1 Invite a child to your home or unsupervised private place where they will be alone with you.

7.3.2 Engage in a sexual relationship with a young person for whom you are responsible.

7.3.3 Bully or intimidate an athlete physically or verbally, nor allow such behavior from others.

7.3.4 Engage in any form of inappropriate touching.

7.3.5 Leave athletes under your care unsupervised during a training session.\*

7.3.6 Leave the training venue until the safe departure of all fencers is complete.\*

(\*These tasks may be delegated to an assistant or other appropriate responsible person).

7.3.7 Abuse the coach's position of power or trust in any way.

I (Full Name),..... ,

1. Agree to abide by the Coaches' Code of Conduct above.
2. Have read Fencing New Zealand's Health and Safety Policy and agree to apply it in my role as a coach.
3. Acknowledge that Fencing New Zealand may take disciplinary action against me if I breach the Code of Conduct. I understand that Fencing New Zealand is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
4. Acknowledge that disciplinary action against me for a proven or established breach may include removal of my Fencing New Zealand Coach Accreditation depending on the seriousness of the breach.

Signature.....

If under 18, parent/guardian.....

Date.....