



**Australian Parachute Federation**

# **Coach Assessment and Appointment**



**VERSION 01-2021  
STATUS: EDUCATIONAL**

## Warning

***Parachuting and flying in parachuting aircraft can be dangerous.***

### Warning and Disclaimer

*Skydiving, parachuting and flying in parachuting aircraft can be dangerous.* This guide is not a do-it-yourself guide. It has been designed as an aid for trainers and candidates for appointment as APF coaches and should be used only in conjunction with a training course conducted by a Chief Instructor or in conjunction with a highly experienced coach in the particular discipline. This guide may contain errors and omissions. Users should satisfy themselves as to the validity of any statement contained in this guide before taking any action based on that statement.

### IMPORTANT: Version Control

It is important that members refer to the current version of this Coach Assessment and Appointment. Current Version number is shown on the front cover and in the below table. As the Coach Assessment and Appointment is administered exclusively by the APF, it will be updated and amended when and as required.

Current versions of the Coach Assessment and Appointment and any associated forms can be found on the [APF website](#).

Significant changes made from the previous version are shown in Amendments.

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### AMENDMENTS

VERSION	AMENDMENT DETAILS
Initial Issue 01 April 2020	•

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## CONTENTS

<b>PART 1 - FOR THE CANDIDATE.....</b>	<b>4</b>
1.1 You wish to become a coach! .....	4
1.2 About Coach Appointment .....	4
1.3 Process Steps to Becoming an APF Coach .....	4
1.4 Prerequisites.....	5
<b>PART 2 - FOR THE CHIEF INSTRUCTOR .....</b>	<b>6</b>
2.1 Selecting and Vetting Potential Coaches .....	6
2.2 Coach Training .....	6
2.3 Assessment, Application and Appointment .....	7
<b>PART 3 - FOR THE CANOPY EXPERT PANEL.....</b>	<b>9</b>
3.1 Selecting and Vetting Potential Coaches .....	9
3.2 Coach Training .....	9
3.3 Assessment.....	9
<b>PART 4: THE ASSESSMENT .....</b>	<b>10</b>
About the Written Assessment .....	10
About the Practical Assessment.....	10
<b>WRITTEN ASSESSMENT QUESTIONS .....</b>	<b>11</b>
Section 1 – Regulations .....	11
Section 2 – Coaching Technique.....	13
Section 3 – Operational Procedures.....	15
Section 4 – Certificate B Coach Only .....	17
Section 5 – Freefly Coach Only .....	19
Section 6 – Wingsuit Coach Only.....	21
Section 7 – Canopy Coach Only .....	23
Section 8 – CRW Coach Only .....	25
Section 9 – High Performance Canopy Coach Only .....	27
<b>WRITTEN ASSESSMENT SCORES .....</b>	<b>29</b>
<b>PART 5 - APPLICATION FORM AND ASSESSMENT SUMMARY .....</b>	<b>30</b>
About Form_R2a_Coach_Application_and_Summary_of_Assessment.....	30
About Form_R2b_Coach_Reconfirmation_of_Appointment.....	30

## **PART 1 - FOR THE CANDIDATE**

### **1.1 You wish to become a Coach!**

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You have downloaded this booklet. What now?

We recommend you browse this booklet so that you develop an understanding of:

- APF coach appointment and the steps in the process;
- the prerequisites required of an APF coach;
- the learning and assessments involved; and
- what you will need to submit your application and pay the required fee.

In addition to this booklet, there are 5 main sources of further information:

- (1) for basic coaching of Cert B, CRW, Canopy, Freefly and Wingsuit, start by approaching your Chief Instructor, to ensure your suitability and discuss requirements;
- (2) for High Performance Canopy coaching, contact the APF Office for referral to the relevant expert group;
- (3) contact a highly experienced coach in the discipline you are interested in coaching
- (4) contact the APF Office on administrative and payment matters; and
- (5) review the regulations and various training or coaching guides.

### **1.2 About Coach Appointment**

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An APF coach qualification allows the holder to prepare novices or experienced jumpers for training jumps, brief them, jump with them and debrief them. This covers skills and knowledge in flatfly RW and canopy handling for Novices, and in freefly, wingsuiting, High Performance canopy and CRW for higher experience levels. A coach will make appropriate recommendations to the CI or expert panel as to the participant's capabilities.

Current coach "appointments" are not "ratings". Coaches are appointed by:

- (i) a Chief Instructor within a particular training organisation; in the same way a Ground Control Assistant (GCA) or Target Assistant (TA) is appointed by the CI to act within the club; or
- (ii) an expert panel for High Performance canopy coaching.

For CI-appointed coaches, once appointed within that club, a coach may only act as a coach in another training organisation if the CI of the other training organisation is prepared to accept the coach for appointment under their supervision in their training organisation.

Recommendation of a potential coach (Cert B, FF, Canopy, CRW or WS) and their training and assessment occurs without direct APF involvement, except to support the on-DZ process and receive the completed application and fee, then to administer subsequent renewals.

For a High Performance canopy coach, the appointment is national (i.e. not tied to a club) by the APF on the recommendation of the relevant expert panel.

Coach appointments are recognised in the APF's online Member Lookup facility and on membership cards.

### **1.3 Process Steps to Becoming an APF Coach**

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Firstly, discuss your suitability for the role with your Chief Instructor. Coach appointment is a 3-step process:

- Step 1: Prerequisites being satisfied
- Step 2: Training and assessment by the CI/examiner and/or highly experienced coach in the particular discipline
- Step 3: Application and appointment.

This booklet is divided into these 3 parts with various references to the discipline-specific content elsewhere.

## 1.4 Prerequisites

Prerequisites can be divided into two groups: general coach prerequisites and discipline-specific prerequisites. The following subheadings provide more detail for each.

Your Chief Instructor must certify that you as an applicant meet all APF requirements. The information provided by you will be checked when applying for all ratings, endorsements or appointments and at the time of all renewals.

If there is any doubt about an applicant meeting the necessary requirements and prerequisites, the Chief Instructor may refuse the application or defer it until requirements are met. The Chief Instructor may also wish to discuss his/her concerns with the Safety and Training Officer or Safety and Training Manager. Any issues should be resolved prior to completing the assessment.

### 1.4.1 Candidates already holding a current Instructor rating

Instructors do not need to be appointed as Certificate B Coaches as their rating already provides this privilege. At the discretion of the Chief Instructor, candidates for freefly, Basic Canopy, CRW or wingsuit coach appointment who already hold a *current* Instructor rating may not be required to undertake general coach training and assessment (as covered by sections 1 to 3 of the written assessment). Current instructors only need undertake the training and assessment components specific to the discipline of FF or WS.

### 1.4.2 Foundation Core Skills (including English)

You are required to have an adequate level of English and capability in each of the core skill areas of learning, reading, writing, oral communication and numeracy (RS 53, 4). If English is a second language for you, discuss this with your CI.

### 1.4.3 Fit and Proper Person

All instructor ratings and endorsements and coach appointments are granted, held and renewed subject to the applicant being in the opinion of the APF:

- (a) a fit and proper person to discharge the duties and responsibilities and exercise the rights and privileges associated with the rating or endorsement or appointment; and
- (b) a person of good repute having regard to character, integrity, honesty and the policies and principles of the APF.

### 1.4.4 Other General Prerequisites

As per the Op Regs and RS 53, 8.1 General Requirements, an APF Coach must:

- (a) be at least age 18;
- (b) hold a valid Certificate Class D or higher;
- (c) hold an Australian Star Crest;

**Note:** The requirement for a Star Crest only applies to the freefall disciplines. Canopy and CRW coaches are exempt from this requirement.

To be eligible for the appointment, the candidate must:

- (a) be recommended by the CI with whom the applicant will spend the 6-month probationary period;
- (b) have successfully completed the relevant course of instruction as approved by the Safety and Training Manager;
- (c) have successfully completed the assessments set by the APF;
- (d) have successfully completed a nationally accredited coaching course as approved by the STM; and
- (e) be recommended for the appointment by the assessor (this may apply when the CI does not hold the relevant coaching discipline endorsement, e.g. freefly, canopy, CRW or

wingsuit; so a highly experienced coach with this endorsement is used to assess the necessary elements of the assessment particular to the discipline).

**Note:** Instructors who are not current or whose ratings have lapsed may be required by the Chief Instructor to complete all or some of the general coaching skills and/or Certificate B skills (freefall and canopy handling) training and assessment components.

#### **1.4.5 Discipline-Specific Prerequisites: Freely, High Performance Canopy, CRW and Wingsuiting**

RS 53, 8.2 to 8.4 list Crest requirements and minimum jump requirements for FF, HP Canopy, CRW and WS applicants. The Club's Training Operations Manual (TOM) contains applicable Training Tables.

## **PART 2 - FOR THE CHIEF INSTRUCTOR**

*[and any highly experience coach involved in the training and assessment of coach candidates]*

You have a critical role in selecting and vetting potential coaches, then training, assessing and supervising them so that they provide safe quality coaching to skydivers jumping at your operations.

### **2.1 Selecting and Vetting Potential Coaches**

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The APF's training and development framework continues to evolve and improve; however, as a Chief Instructor, you act as a critical gateway to the entry of quality coaches and instructors into our safety and training systems. The importance of maintaining good/high standards cannot be understated.

Clearly the candidate must have the interpersonal capabilities to coach, and they should show that they will remain around once appointed, to coach and put back into the club, its jumpers and the sport.

It is imperative that they satisfy regulatory prerequisites before they proceed too far into the process. This is especially important with English language skills. If there is any doubt about the candidate's ability to adequately read, write and verbally communicate in English, the matter should be referred to the Safety and Training Officer. You should err on the side of caution if there is any doubt.

### **2.2 Coach Training**

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#### **2.2.1 Content**

##### **General Coaching Skills**

To be able to successfully complete the written and practical components of the assessment and to assist in developing quality coaches, APF lists topics in the TOM (6.4) that CIs must ensure these are covered. The focus in this booklet is on general or generic coaching skills, with the additional discipline-specific coaching skills covered separately.

##### **Novice Skills – Cert B Coach**

The Certificate Class B qualification requires more than six B-rel freefall jumps. The old 'RW Coach' sometimes called a 'B-rel coach' has been replaced with 'Cert B Coach'. This is to reinforce the more comprehensive role needed to assist Novices, particularly with development of canopy handling skills. To address an increasing proportion of injuries involving poor landing decisions and inadequate canopy handling capabilities, it is imperative that instructors and coaches focus developing canopy handling skills of new jumpers. See the manoeuvres in Appendices H and I on pages 56 and 57 of the TOM.

##### **Freely, Canopy, CRW and Wingsuiting Skills**

With the rapid evolution of Freely, Canopy, CRW and Wingsuiting, it is important that the most up-to-date guidance and content for these disciplines be utilised. Courses in leading and coaching FF and WS are to be developed. Check with the APF Office if in doubt.

**Note on Canopy Piloting:** Canopy coaching may be split into two levels:

- (i) basic coaching of foundation canopy skills; and
- (ii) high performance canopy coaching (training the trainers/coaches).

As a Chief Instructor, you are only involved in the elements of basic canopy coaching as part of the Cert B Coach's role.

### 2.2.2 Learning Materials

In addition to this document (which includes the written assessment questions for study), you should assist the candidate with acquiring and directing their study of relevant learning materials. These should include current copies of:

- (a) your Training Operations Manual, the Operational Regulations and Regulatory Schedules
- (b) your operation's Standard Operating Procedures that relate to the role of coach on your DZ
- (c) discipline-specific guides, for example:
  - Star Crest and Bigway Guide
  - A Guide to Beginning Freeflying
  - Wingsuit Training Guide
  - Certificate Class B Training Guide
- (d) Parachute Instructor Manual (relevant content of the PIM, e.g. section 7)
- (e) CRW Training Manual
- (f) Canopy Pilot Guide

## 2.3 Assessment, Application and Appointment

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### 2.3.1 Coach Assessment

Candidate assessment involves written and practical components, supplemented by oral confirmation. The written assessment should be conducted first, under direct supervision. Once a candidate has successfully completed the written component, the practical assessment is conducted involving one or more skill evaluation jumps that include assessment of pre- and post-jump activities. The Examiner's Manual and TOM 6.4 provides additional information on Coach assessment.

As described earlier, at the discretion of the Chief Instructor, candidates who already hold a current instructor rating need only be trained and assessed for the freefly and wingsuit components. Non-current instructors, or those with lapsed ratings may be required to complete some or all of the assessment components.

R.S. 53, 8 covers Coach Appointments and 8.3 lists who can assess. This includes Instructor Examiners with the relevant endorsement.

### 2.3.2 Guide to this Written Assessment

The multiple-choice written assessment questions and application form (downloaded from the APF website or copied from this manual) are to be printed for use by the candidate. The separate Marking Guide (answer sheet) must be handled confidentially by the CI only (not for copying or distribution and not left lying around the dropzone).

The written questionnaire contained in this booklet is authorised by the APF and is the minimum standard to which the coach candidate must be assessed for the written component. As CI, you may augment these with additional questions (oral or written) specific to your training organisation.

All (non-instructor) coach candidates must complete sections 1 to 3 and the 10 questions for the discipline they have applied to coach. It is closed book with no reference materials allowed and no set time limit.

The pass mark is 80%, however the candidate must be retrained and reassessed on any knowledge or skills gap identified during the assessment process, resulting in achievement of a satisfactory result for their application to be accepted.

### 2.3.3 Practical Assessment

The CI or Instructor Examiner must conduct the practical assessment (or appoint a highly experienced Coach if not qualified in the appropriate discipline) – see TOM 6.4.

Candidates for Coach appointments must be assessed by the following:

- (a) Where the candidate is being assessed for appointment as a Cert B Coach:
  - (i) An AFF Instructor Examiner; or
  - (ii) A CI who holds an AFF Endorsement; or
  - (iii) An Instructor with AFF Endorsement appointed by the CI.
- (b) Where the candidate is being assessed for appointment as a Freely Coach:
  - (i) A CI who holds a Freely Crest; or
  - (ii) A CI in conjunction with a highly experienced Freely Coach who is delegated by the CI for the practical component of the assessment.
- (c) Where the Candidate is being assessed for appointment as a Wingsuit Coach:
  - (i) A CI who holds a Wingsuit Crest; or
  - (ii) A CI in conjunction with a highly experienced Wingsuit Coach who is delegated by the CI for the practical component of the assessment.
- (d) Where the Candidate is being assessed for appointment as CRW Coach:
  - (i) A CI who holds a CRW Crest; or
  - (ii) A CI in conjunction with a highly experienced CRW Coach who is delegated by the CI for the practical component of the assessment.
- (e) Where the candidate is being assessed for appointment as Canopy Coach:
  - (i) A CI who holds a Canopy Coach Rating; or
  - (ii) A CI in conjunction with a highly experienced Canopy Coach who is delegated by the CI for the practical component of the assessment.
- (e) Where the Candidate is being assessed for appointment as High Performance Canopy Coach:
  - (i) A CI in conjunction with the Canopy Piloting expert panel; or
  - (ii) A CI in conjunction with a highly experienced High Performance Canopy Coach who is delegated by the Canopy Piloting expert panel for the practical component of the assessment.

### 2.3.4 Processing the Application to the APF

Please ensure use of the current version of this document and the associated forms.

The completed R2a form (application and summary of assessment) must be sent to the APF Office, together with the prescribed fee. If accepted, the qualification will be recorded in the member's records.

Two-yearly revalidation can be also be processed by the CI, subject to currency.

### 2.3.5 When a Coach appointed somewhere else turns up at your Dropzone

Where another CI has appointed a Coach and you wish to have them coach at your dropzone, you should confirm their capability and note your local appointment (e.g. an entry in their logbook).



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## **PART 3 - FOR THE CANOPY EXPERT PANEL**

You have a critical role in selecting and vetting potential High Performance Canopy coaches. With an Examiner from the panel assessing their capability for the role, and then your ongoing monitoring of their activities so that they provide safe quality high-performance coaching to canopy pilots nationally.

### **3.1 Selecting and Vetting Potential Coaches**

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The APF's learning and development framework continues to evolve and improve; however, as an Expert Panel, you act as a critical gateway to the entry of quality high-performance coaches into our safety and training systems. The importance of maintaining good/high standards cannot be understated.

The candidate therefore must be much more than an expert canopy pilot – they must be able to effectively pass on their knowledge. Clearly the candidate must have the interpersonal capabilities to coach, and they should show that they will remain around once appointed, to coach and put back into the jumpers and the sport.

It is imperative that they satisfy regulatory prerequisites before they proceed too far into the process. This is especially important with English language skills. If there is any doubt about the candidate's ability to adequately read, write and verbally communicate in English, the matter should be referred to the Safety and Training Officer. You should err on the side of caution if there is any doubt.

### **3.2 Coach Training**

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#### **3.2.1 Content – General Coaching Skills**

To be able to successfully complete the written and practical components of the assessment and to assist in developing quality high-performance coaches, APF lists topics in the TOM (6.4) that must be covered. The focus in this booklet is on general or generic coaching skills, with the additional discipline-specific coaching covered separately.

#### **3.2.2 Learning Materials**

In addition to this document (which includes the written assessment questions for study), you should assist the candidate with acquiring and directing their study of relevant learning materials. These should include current copies of:

- the Training Operations Manual, the Operational Regulations and Regulatory Schedules;
- reference to DZ Standard Operating Procedures that relate to the role of coach on a DZ;
- the Canopy Pilot Guide.

### **3.3 Assessment**

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#### **3.1 Written and Oral Assessment**

In addition to the written assessment questions included in this document, the candidate is required to submit their training syllabus to the expert panel for assessment.

The oral assessment is meant as a learning discussion to check that the candidate understands the issues concerned.

#### **3.2 Practical Assessment**

Candidates for High-Performance Canopy Coach must be assessed by an Examiner on the expert panel for High Performance Canopy Piloting.

## PART 4: THE ASSESSMENT

### About the Written Assessment

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You will normally complete the written assessment prior to the practical assessment.

#### Candidate Instructions

##### BEFORE:

- The questions are provided for you to study. When you are ready to sit this written exam, see your CI. Do NOT mark the questionnaire pages or record the answers to take into the exam.
- If you are not a current instructor, you are required to answer questions 1 to 40 in sections 1 to 3, plus the 10 relevant questions for the discipline you are applying to coach (so questions in either section 4 or 5 or 6).
- If you are a current instructor, at your CI's discretion you may be allowed to complete only the 10 questions for the discipline you are applying to coach (in either section 4, 5 or 6).
- Your CI or an Instructor Examiner will be supervising this assessment. It is closed book with no reference materials allowed and no set time limit. The questions are mostly multiple choice. Pass mark is 80%, however you will be expected to retrain and be reassessed to cover any knowledge or skills gap identified during the assessment process.

##### DURING:

- During the supervised assessment session, you will circle the most correct answers in pen, and for questions 16, 17 and 18 fill in the blanks.
- Read each question carefully. DO NOT RUSH. Think about each question and choose the MOST correct answer
- Each correct answer is worth one mark. If you leave a question blank, no mark will be recorded for that question.
- You may ask your exam supervisor for clarification if necessary.
- During the written assessment, the only person you are permitted to speak to is the exam supervisor.

##### AFTER:

- When finished, your CI will mark your responses and calculate a percentage score, which is then transferred to your application.
- If you have comments regarding this assessment, please note them and pass them on later. Your feedback is appreciated.

***Do not write on the question/answer pages before sitting this assessment under supervision.***

### About the Practical Assessment

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Your CI or expert panel will determine the extent of the practical assessment. This will occur after you achieve a satisfactory result for the written assessment and the CI, other highly experienced coach or expert panel is satisfied any knowledge gap has been addressed.

In general, the practical assessment will cover:

- (a) Your preparation for a coaching jump, including checking of equipment, briefing and dirt-dive
- (b) Conducting the jump
- (c) Post-jump activities, such as reviewing performance, the debrief and log entries; and
- (d) Other safety aspects and standard operating procedures for your dropzone.

## WRITTEN ASSESSMENT QUESTIONS

### Section 1 – Regulations

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1. Coach ratings are subject to cancellation by the instructor's registered Chief Instructor:
  - a. At any time.
  - b. Up to three months from the date of issue.
  - c. Up to six months from the date of issue.
  - d. Up to two years from the date of issue.
  
2. Coach ratings are normally valid for two years from the date of issue, provided that the instructor:
  - a. Continues to hold a valid Sporting Licence.
  - b. Remains registered under Training Organisation.
  - c. Has evidence of 20 descents in the preceding 12 months, coaching in the discipline for which the coach appointment is made
  - d. All of the above.
  
3. Who is required to approve the clothing and footwear worn for a parachute jump?
  - a. The Coach.
  - b. The DZSO.
  - c. The Chief Instructor or STO.
  - d. DZSO for students, no approval required for licensed parachutists.
  
4. The wind limits for a novice parachutist is:
  - a. 12 knots.
  - b. 25 knots.
  - c. 20 knots.
  - d. 16 knots.
  
5. Parachuting activities must not be conducted by any individual:
  - a. if he/she has consumed alcohol within the preceding 8 hours.
  - b. while deemed by the STO to be affected by alcohol.
  - c. while deemed to be impaired by drugs, alcohol or fatigue.
  - d. when the DZSO suspects they may be hungover.
  - e. All of the above.
  
6. Operational Regulations require restraints to be used by parachutists in the aircraft:
  - a. Below 1000ft and as directed by the pilot.
  - b. By students and novices.
  - c. On take-off In accordance with a briefing.
  - d. In certain aircraft types only, as listed in CASA's Specification for Parachute Descents.
  
7. An approved helmet with a rigid shell is to be worn on all jumps by parachutists who do not hold a:
  - a. Certificate Class A.
  - b. Certificate Class B.
  - c. Certificate Class C.
  - d. Certificate Class D.

8. Some regulations refer to "Novice Parachutists". APF regulations define a novice as a parachutist who:
  - a. Has not completed the Class B Training Table
  - b. Holds a Certificate Class A but not a Certificate Class B.
  - c. Does not hold a Certificate D.
  - d. Has made less than six 30-second freefalls in the preceding year.
  
9. To qualify for a Certificate Class B, a novice must complete which of the following:
  - a. Seven nominated jumps landing within 25 metres of the target center.
  - b. Ten jumps with a delay of at least 10 seconds with each landing within 25 metres of the target center.
  - c. Seven nominated jumps landing within 50 metres of the target center.
  - d. Ten jumps landing within 50 metres of the target.
  
10. Parachutists must hold an Australian Star Crest or foreign equivalent before taking part in relative work involving more than:
  - a. 8 persons.
  - b. 10 persons.
  - c. 12 persons.
  - d. 15 persons.
  
11. Who can instruct novices in the stages of the Class B Training Table?
  - a. An Instructor D with an S/L endorsement.
  - b. An Instructor D with an AFF endorsement.
  - c. An Instructor C with a Tandem endorsement.
  - d. A Certificate B Coach.
  - e. All of the above.
  
12. All training jumps must be made under the supervision of a Chief Instructor. A training jump is considered to be a jump made by a parachutist who:
  - a. Has not completed either the static-line or freefall (AFF/TAF) Training Table.
  - b. Has not been certified by a Chief Instructor as no longer needing his/her supervision.
  - c. Does not hold a Certificate Class A or higher.
  - d. Does not hold a Certificate Class B or higher.
  
13. All relative work descents must be made only with the approval of:
  - a. Any instructor.
  - b. Any Cert B Coach (previously known as a flatfly RW Coach).
  - c. Any Instructor B.
  - d. The DZSO.
  
14. Before carrying out any parachuting operations, who is responsible for ensuring that a DZSO has been appointed?
  - a. Each parachutist.
  - b. Most senior instructor present.
  - c. Most senior parachutist present.
  - d. Chief Instructor.

- 15. On relative descents, parachutists must separate for opening at least ..... above the height at which they intend to open their parachutes:
  - a. 500 feet.
  - b. 1000 feet.
  - c. 1500 feet.
  - d. 2000 feet.

**Section 2 – Coaching Technique**

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- 16. The APF Parachute Instructor Manual lists 3 principles of good instruction. What are 2 more?

*Preparation* .....

.....

.....

- 17. The Parachute Instructor Manual (PIM) says that there are 3 sides to any order or instruction you give (actually true of any sort of communication). One of them is given here. List the other 2:

*What you think you say* .....

.....

.....

- 18. The APF Parachute Instructor Manual advises that possible material for instruction should be divided into 3 categories before the lesson or briefing is planned out. The other 2 categories are:

*Could know* .....

.....

.....

- 19. For a novice parachutist who needs to learn certain skills, the most effective kind of learning is:

- a. Learning by observation.
- b. Learning by trial and error.
- c. Learning by doing.
- d. Learning by listening.

- 20. Questioning of novices is designed to:

- a. Keep them thinking.
- b. Check their understanding.
- c. Teach.
- d. All of these.

21. Verbal instructions to novice parachutists:
  - a. Should be comprehensive and continuous.
  - b. Should cover every possible contingency.
  - c. Should essentially be limited to necessary key phrases and cues.
  - d. All of the above.
  
22. In developing parachuting skills, the MOST IMPORTANT reason for ensuring primacy in learning is:
  - a. It ensures complete skill development.
  - b. It is difficult to eradicate mis-learned skills.
  - c. It ensures faster learning.
  - d. Primary body position is important in skill development.
  
23. Demonstrations should be planned and rehearsed. During a demonstration the Coach should:
  - a. Combine as many operations as possible to save time.
  - b. Keep talking all the time to ensure a complete explanation.
  - c. Keep quiet if he/she makes a mistake so as not to embarrass himself/herself.
  - d. Show the accepted standard to which the actions must be achieved.
  
24. The most appropriate method for a Coach to affect a novice's learning and attitude for the better is by:
  - a. Rarely making a mistake while skydiving.
  - b. Maintaining detailed and accurate records.
  - c. Having a professional attitude and being a competent skydiver.
  - d. Being seen to be on all the good sequential skydives.
  
25. Which of the following describes a good coach?
  - a. Competent and knowledgeable.
  - b. Resourceful and creative.
  - c. Analytical and with a desire to teach.
  - d. All of the above.
  
26. Excessive arousal will result in novices:
  - a. Performing at their best.
  - b. Suffering "sensory overload".
  - c. Being bored with the actual jump.
  - d. Having a good time on the skydive.
  
27. Mental rehearsal should:
  - a. Involve as many senses as possible.
  - b. Be performed at real speed.
  - c. Use critical cues.
  - d. All of the above.
  
28. In the training situation, which of the student's senses should a Coach attempt to appeal to?
  - a. As many as possible.
  - b. Hearing and seeing only.
  - c. One sense at a time.
  - d. Smell and touch particularly.

29. During the preparation for their next jump, showing the novice a video of the required skills or manoeuvres during their briefing:
- Is not as effective as a comprehensive verbal briefing.
  - Allows the student to improve their mental rehearsal through visualisation.
  - Give the student an unrealistic idea of their performance standard.
  - Lets the instructor get on with other things.
30. The purpose of training aids is to:
- Reduce the amount of spoken instruction that the student has to absorb.
  - Assist novice understanding and maintain interest.
  - Give the novice a more realistic mental rehearsal model.
  - All of the above.

### Section 3 – Operational Procedures

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31. Initial instruction in spotting is best given:
- In a classroom.
  - By a demonstration.
  - During an actual jump.
  - As a drill period.
32. Your novice has just performed poorly on a jump, even riding out the AAD. He/she asks you: "How did I do?" Your best initial response would be:
- "You turkey. Why didn't you pull the ripcord?"
  - "Maybe you can tell me. Think the dive through, then we will discuss it."
  - "Sorry mate, you failed that one. You have to pull the ripcord to pass."
  - "You have some problems. Sit down and I'll tell you where you went wrong."
33. You have an instructional problem, which your Chief Instructor refuses to deal with. Who should you first take the problem to?
- The STO.
  - The NAO.
  - The Local Parachute Council.
  - The media/press.
34. If the winds at height are very strong, then horizontal separation of opening points for different groups depends on:
- Counting slowly between exits.
  - The amount of ground covered between exits.
  - Powering-off early.
  - A deep spot.
35. The most important reason to securely stow loose webbing is:
- To prevent the adjuster slipping.
  - To keep everything neat.
  - To prevent it flapping in freefall and hurting.
  - To prevent the webbing covering handles and delaying or preventing the pull.

36. When checking equipment prior to emplaning:
- It is important to have a set procedure.
  - Check for temporary pins between the flaps.
  - Give particular attention to the condition of the closing loop(s).
  - All of the above.
37. All skydivers, but particularly novices, experience stress as part of their jump experience. Which of the following might indicate stress in a novice?
- Fidgeting.
  - Changes in breathing pattern.
  - Yawning or stretching.
  - Any of the above.
38. Which of the following is/are the most desirable feature(s) of a canopy to be used for novice use?
- Small enough to fit in the rig proposed.
  - Docile handling, stall and flare characteristics.
  - Colours that match the student jumpsuits.
  - Old enough to open softly but new enough not to snivel.
39. A CYPRES AAD operates by:
- Pulling the pin when the jumper is below a minimum altitude.
  - Pulling the pin when the jumper is below a minimum altitude and falling fast.
  - Cutting the loop when the jumper is below a minimum altitude.
  - Cutting the loop when the jumper is below a minimum altitude and falling fast.
40. You are at a non-training DZ and you are asked to do a training jump with a novice part way through their training table, would you?
- Check to novice's log book, carry out the briefing and manifest on a load.
  - Check with the DZSO for permission.
  - Decline and explain that training jumps must be carried out under the supervision of a CI.
  - Check how much the novice is willing to pay.

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**Note:** From this point forward, only answer the section for the coaching discipline(s) you are applying for.



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**Section 4 – Certificate B Coach Only**

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41. The last stage of the freefall RW side of the Class B Training Table:
- Must all be 3-point random 4-ways.
  - Is for the novice to learn how to organise a skydive.
  - Must be organised by a Cert B Coach.
  - Must not be free-built, the aim is to teach the novice to launch a piece.
42. To complete the freefall RW stages in the Class B Training Table:
- Each stage must be completed in one jump to pass.
  - Stages 1 to 6 must be passed on consecutive jumps.
  - More than one jump may be completed on a single descent provided the total freefall time taken to complete the table is not less than 10 minutes.
  - Requires the novice to spend at least 10 minute in freefall with a Cert B Coach.
43. If a student's "track" was more a dive than a horizontal movement, you should advise him/her to produce more horizontal movement by:
- Roll shoulders in and lift head more towards horizon.
  - Keep arms parallel to the body.
  - Legs hip width apart and straight.
  - All of the above.
44. When teaching aircraft exits, it is best to tell the novice;
- To just get out and arch hard
  - To watch the ground
  - To feel and work with the relative airflow
  - To try to keep their head up by watching the aircraft
45. Which of the following could cause your novice to make an involuntary turn in the middle of a dive exit?
- Tension.
  - Poor presentation to the relative wind.
  - Unsymmetrical body position.
  - All of the above.
46. The most effective fast fall body position for relative work is:
- Tuck the arms and legs in to reduce the area exposed to the relative wind.
  - Do a no-lift dive.
  - Do a back loop.
  - Start from the "box". Increase the arch in the torso and bring the arms and legs in.
47. The novice's canopy control and handling:
- Is of no concern to a Cert B Coach.
  - Is up to the CI and DZSO to monitor and train.
  - Is an integral part of the novice's safe progression as a parachutist.
  - Should be taught in a separate course.

48. At 3,500' your novice has not waved-off, turned and tracked, and does not appear to be height aware. What should you do?
- a. Give them the "FIST" signal, wave off and deploy immediately.
  - b. Fly over and dump them out.
  - c. Wave off and wait for them to deploy.
  - d. Wave off and if they do not respond, try to dock on them.
49. For a novice to begin RW training with a Coach, they must have:
- a. Completed an approved AFF or Solo Freefall training table.
  - b. Hold a Certificate Class A.
  - c. Completed a conversion course onto their own equipment.
  - d. Landed within 30 metres of the target on at least 10 jumps.
50. After completing stages 1-5 of the Class B Training Table, with DZSO approval, a novice may:
- a. Jump flatfly with 3 other parachutists.
  - b. Carry out Freefly training.
  - c. Jump with a camera.
  - d. Use their own gear.
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**Section 5 – Freely Coach Only**

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51. Who is approved to conduct freely training?
- An Instructor D with a Solo Freefall endorsement.
  - A Coach with a Freely endorsement.
  - An Instructor B with a Tandem endorsement.
  - An Instructor A with an AFF endorsement.
52. How many individual jumps must be made to complete the Freely Crest requirements?
- Four, two head-up and two head-down.
  - As many as necessary to successfully complete the four stages of training.
  - One or more as long as all the necessary points are completed.
  - The Chief Instructor can decide.
53. A parachutist who has not completed the Freely Training Table:
- May do freely relative work.
  - May do freely relative work only with other people who have completed the Table.
  - May not make freely relative work descents other than those required to complete the Table.
  - Is limited to freely RW with one other jumper with a Certificate Class B or higher if approved by the DZSO.
54. What qualification must a freeflyer hold to participate in a 16-way head-down freefly RW jump?
- Certificate Class E.
  - Freely Crest – Head Down.
  - A Star Crest and a Freely Crest – Head Down.
  - Freely Crest –Head Down and the DZSO's permission.
55. Recommended minimum break-off heights for freefly jumps are:
- 2-way group – 3000 ft, bigger than 2-way group – 3500 ft.
  - 2-way group – 3500 ft, bigger than 2-way group – 4000 ft.
  - 2-way group – 4000 ft, bigger than 2-way group – 4500 ft.
  - 2-way group – 4500 ft, bigger than 2-way group – 5000 ft.
56. It is recommended that at the end of a freefly jump, the participants:
- Track at right angles to the jump run and initially fly the canopy at right angles to the tracking direction.
  - Track parallel to the jump run and initially fly the canopy at right angles to the tracking direction.
  - Track away from the jump run and initially fly the canopy in the same direction as the tracking direction.
  - Track in the opposite direction to the jump run and initially fly the canopy in the same direction as the tracking direction.

57. Freely novices should be instructed that, if they feel themselves falling off a vertical body orientation, they should adopt:
- Belly to earth position.
  - Recovery position.
  - Sit position.
  - Back track position.
58. The progressive track manoeuvre is designed to:
- Give the free flier a 360-degree view of the sky before opening.
  - Generate significant horizontal speed rapidly.
  - Prevent or minimise the corking effect.
  - All of the above.
59. What equipment is required before participating in freely?
- A handycam.
  - A freely jumpsuit and a helmet.
  - DZSO approved equipment and an audible altimeter.
  - All of the above.
60. Unplanned orbiting in small groups is best countered by:
- All participants rotating 180 degrees from head up to head down or vice versa.
  - All participants deliberately stop their turn.
  - Backing off from each other and then closing again.
  - All participants eliminating the turn by going to the recovery position and then reverting to their original positions.
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**Section 6 – Wingsuit Coach Only**

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61. It is required that all members qualify for the Australian Star Crest before taking part in RW formations (including flocking) made up of more than:
- 6 persons.
  - 8 persons.
  - 10 persons.
  - 12 persons.
62. When making your first wingsuit flight, what characteristics would you look for in your choice of main canopy?
- None, I would use my normal rig.
  - A student canopy.
  - A canopy that had consistently soft on-heading openings.
  - Elliptical fast opening.
63. What APF certificate must a skydiver hold before they can participate in a wingsuit 1<sup>st</sup> flight course?
- Certificate Class E.
  - Certificate Class D.
  - Certificate Class C.
  - Certificate Class B.
64. Under what circumstances is a functional audible altimeter required to be worn when flying a wingsuit?
- Training flight.
  - Flying camera.
  - Novice wingsuit pilot.
  - Mandatory on all wingsuit descents.
65. If the winds at height are very strong, adequate opening separation for different groups will depend on:
- Counting slowly to at least ten between exits.
  - The amount of ground covered by the aircraft between exits.
  - Powering-off early.
  - A deep spot.
66. A load consists of a flat 8-way, a wingsuit 2-way, a flat 3-way, and a freefly 4-way. Which of the following is the correct exit order:
- Flat 8-way, flat 3-way, freefly 4-way, wingsuit 2-way.
  - Freefly 4-way, flat 8-way, wingsuit 2-way, flat 3-way.
  - Flat 8-way, freefly 4-way, flat 3-way, wingsuit 2-way.
  - Freefly 4-way, wingsuit 2way, flat 8-way, flat 3-way.

67. Recommended minimum break-off heights for wingsuit jumps are:
- 2-way group – 3000 ft, bigger than 2-way group – 3500 ft.
  - 2-way group – 3500 ft, bigger than 2-way group – 4000 ft.
  - 2-way group – 4000 ft, bigger than 10-way group – staged above 4500 ft.
  - 2-way group – 4500 ft, bigger than 2-way group – 5000 ft.
68. Flight planning and navigation are an essential part of a Wingsuit flight, what information would assist most in this process?
- Wind strength – ground and uppers, proposed run-in.
  - Type of wingsuits, type of flight, number of wingsuiters.
  - Type of aircraft, proposed exit height, number of groups exiting.
  - Experience levels, size of flock, proposed break-off height.
69. The most effective way of recovering from a “Flat Spin” in a wingsuit is:
- Cut away the wings.
  - Ball-up recovery position.
  - Deploy reserve.
  - Max out the wingsuit.
70. “Tail Strikes” represent one of the most serious dangers to flying a wingsuit. On side door aircraft, how long is it recommended to wait after an exit before inflating the wings?
- ½ seconds
  - 1 second.
  - 2second.
  - 3 seconds
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**Section 7 – Canopy Coach Only**

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71. On any skydive, immediately after your parachute has opened where should you fly and why?
- Straight back to the landing area for the best chance to make it back.
  - Straight to your holding area for the best chance to make it back.
  - Across the line of flight of jump run to avoid collision with other groups.
  - Up or down the line of flight of jump run to avoid collision with other groups.
72. What changes do you expect to experience in the flight characteristics of your canopy using the following inputs:
- Brakes?
    - Increase lift, decrease forward speed.
    - Decrease lift, increase forward speed.
    - Nothing changes.
  - Rear risers?
    - Increase rate of descent, no change in forward speed.
    - Decrease forward speed.
    - Increase lift, increase forward speed .
  - Front risers?
    - Nothing changes
    - Increase rate of descent, increase forward speed..
    - Increase lift, decrease forward speed.
  - During a turn?
    - Increase rate of descent, decrease forward speed.
    - No change in rate of descent, increase forward speed.
    - Decrease rate of descent.
  - Leaning left in your harness?
    - Steep left turn.
    - Shallow left turn.
    - Nothing Changes.
73. How would you get back from a long spot in the following conditions:
- If you were too far upwind of the target?
    - Use brakes to stay up longer and use wind to get back.
    - Use rear risers to flatten canopy and increase forward drive.
    - Use front risers to increase forward drive.
    - Try both a) and b) to see which works best.
  - If you were too far downwind of the target?
    - Use brakes to stay up longer and use wind to get back.
    - Use rear risers to flatten canopy and increase forward drive.
    - Use front risers to increase forward drive.
    - Try both b) and c) to see which works best.
  - What do you need to be mindful of in these situations?
    - Altitude.
    - Wind.
    - Alternate landing areas and hazards.
    - All of the above.

74. What is your order of priorities when cleaning up your canopy after opening?
- Check airspace for traffic, locate DZ, Collapse slider, release brakes, loosen chest strap.
  - Check airspace for traffic, locate DZ, loosen chest strap, Collapse slider, release brakes.
  - Check airspace for traffic, locate DZ, Collapse slider, loosen chest strap, release brakes.
  - Collapse slider, release brakes, loosen chest strap.
75. What are the effects of having brake lines which are too short?
- Airspeed is increased, Flare performance is reduced.
  - Airspeed is increased, Flare performance is increased.
  - Airspeed is reduced, Flare performance is reduced.
  - Airspeed is reduced, Flare performance is increased.
76. How can you tell if your brake lines need replacing?
- Lines are showing signs of wear (discolouration, fuzziness).
  - No slack in brake lines at full flight.
  - Canopy bucks when front riser input is given.
  - Opening characteristics have changed.
  - All of the above.
77. A jumper has approached you, wanting to downsize. What are the minimum requirements?
- Formulated a progression plan.
  - Attend a canopy course.
  - Be confident landing their current canopy off DZ.
  - Be comfortable landing in all conditions on their current canopy
  - All of the above.
78. How would you advise a student to alter their circuit for higher winds?
- The landing pattern should not need adjusting in stronger winds.
  - Start their downwind leg closer to the target.
  - Start their downwind leg further upwind.
  - Start their downwind leg at a lower altitude.
79. Your student has a habit of flaring too early. What tips can you give them for the best way to improve their flare timing?
- Tell them to look further down.
  - Show them videos of you landing.
  - Remind them to breathe. Keep looking ahead rather than down, pause before commencing the flare.
  - Tell them their canopy is too lightly loaded and they should wear weight or downsize.
80. During a follow-the-leader jump, the chaser is getting further behind. What is the best method for them to catch up?
- Apply brakes and fly a wider circuit.
  - Use a small amount of rears and fly a tighter circuit.
  - Use front risers and fly a tighter circuit.
  - Use rear risers and fly a wider circuit.
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**Section 8 – CRW Coach Only**

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81. What is the minimum APF certificate a skydiver must hold before they can participate in CRW training descents?
- Certificate Class A.
  - Certificate Class B.
  - Certificate Class C.
  - Certificate Class D.
82. During CRW training descents what is the minimum working height?
- 1500 feet.
  - 2000 feet.
  - 3000 feet.
  - Determined by the DZSO.
83. Before commencing CRW training descents the candidate should have a thorough safety briefing. What should this briefing include?
- CRW specific equipment including protective clothing (gloves, ankle protection and hook knives).
  - Use of flight controls and their effects.
  - Emergency situation and response – wraps and entanglements.
  - All of the above.
84. If the winds at height are very strong, adequate exit separation for different groups will depend on:
- Counting slowly to at least ten between exits.
  - The amount of ground covered by the aircraft between exits.
  - Powering-off early.
  - A deep spot.
85. If the winds at all levels are very light, and you are in an aircraft with other freefall groups including wingsuiters what factor/s should you consider? (There may be more than one correct answer)
- Exit the aircraft first and ask the pilot for an early spot.
  - Exit the aircraft last and ask the pilot for a deep spot.
  - Talk to wingsuiters about your flight path to avoid potential collision.
  - Talk to first freefall group about waiting for their correct spot before exiting.
86. You have a group of 4 beginners. How would you choose the correct canopy size for your CRW trainees?
- Calculate their wing loading to be between 1.3 and 1.4.
  - Calculate their wing loading to be the same as (or similar to) your wing loading.
  - Calculate their wing loading to be the same as (or similar to) their own sports canopy.
  - Calculate their wing loading to be all the same.
87. Who must you seek approval from to jump without an RSL or AAD?
- CI.
  - DZSO.
  - Any instructor.
  - No one, it's ok to jump without an AAD or RSL if you do CRW.

88. During an emergency wrap situation, which is the most correct response?
- a. The bottom person cuts away.
  - b. The top person cuts away.
  - c. The pair communicate altitude and assess the situation, if parachute can't be cleared then bottom person cuts away.
  - d. The pair communicate altitude and assess the situation, if parachute can't be cleared then top person cuts away.
89. During an emergency entanglement situation, which is the most correct response?
- a. The bottom person cuts away first.
  - b. The top person cuts away first.
  - c. The pair communicate altitude and assess the situation, if parachute can't be cleared then bottom person cuts away first.
  - d. The pair communicate altitude and assess the situation, if parachute can't be cleared then top person cuts away first.
90. During an emergency wrap or entanglement situation what is the minimum cutaway altitude and what is the response if you are below the minimum?
- a. 1000 feet, deploy reserve.
  - b. 1000 feet, in flight transfer.
  - c. 2000 feet, deploy reserve.
  - d. 2000 feet, in flight transfer.
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**Section 9 – High Performance Canopy Coach Only**

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91. What is the minimum APF certificate a skydiver must hold before they can participate in high performance canopy training descents?
- Certificate Class A
  - Certificate Class B
  - Certificate Class C
  - Certificate Class D
92. What equipment must a parachutist wear whilst doing high performance canopy training?
- Audible altimeter
  - Digital altimeter
  - Camera
  - All of the above
93. Before commencing high performance canopy training descents the candidate should have a thorough safety briefing. What should this briefing include?
- Acceptance of risk
  - Knowledge of weather
  - Flight planning and priorities under canopy
  - All of the above
94. If the winds at jump altitude are very strong, adequate exit separation will depend on:
- Counting slowly to at least ten between exits.
  - The amount of ground covered by the aircraft between exits.
  - Powering-off early.
  - A deep spot.
95. Which of the following statements is correct for the operation of a Speed CYPRES AAD?
- Activates the release unit when it detects a rate of descent higher than approximately 102 mph at approximately 750 feet and ceases operation below approximately 330 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 102 mph at approximately 750 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 78 mph at approximately 750 feet and ceases operation below approximately 330 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 78 mph at approximately 750 feet.
96. Which of the following statements is correct for the operation of a Vigil 2 extreme AAD?
- Activates the release unit when it detects a rate of descent higher than approximately 78 mph at approximately 1100 feet and ceases operation below approximately 300 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 78 mph at approximately 1100 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 96 mph at approximately 1100 feet and ceases operation below approximately 300 feet.
  - Activates the release unit when it detects a rate of descent higher than approximately 96 mph at approximately 1100 feet.

97. Which of the following statements is true?
- a. Air density decreases with increasing altitude and is not affected by variation in temperature or humidity.
  - b. Air density decreases with increasing altitude and changes with variation in temperature and humidity.
  - c. Air density increases with increasing altitude and is not affected by variation in temperature and humidity.
  - d. Air density increases with increasing altitude and changes with variation in temperature and humidity.
98. In what situations should a high performance canopy pilot abort their maneuver?
- a. Excessive traffic in the circuit.
  - b. At a lower altitude than their hard deck in the circuit.
  - c. During turbulence.
  - d. All of the above.
99. You are coaching at an unfamiliar drop zone with a new student who has done 100 jumps on their current canopy and is landing well and has asked if they can downsize. What do you do?
- a. Give them approval, they are landing well on their canopy.
  - b. Don't give them approval, they need to do at least 200 jumps on a canopy before downsizing.
  - c. Ask them why they want to downsize and what their future goals are.
  - d. Seek advice from other instructors at the drop zone.
  - e. Both c and d
100. When is the best time to find out your student's jump history (jump numbers, parachute type and size, wing loading)?
- a. Before the canopy course
  - b. During the canopy course
  - c. After the canopy course
  - d. Never, this information isn't important

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*End written assessment.*

## WRITTEN ASSESSMENT SCORES

Your Chief Instructor or Instructor Examiner will mark your responses and add your results into one of the two sections below to calculate your final written score (for either [A] non-instructors or [B] existing current instructors):

[A] For new coaches (non-instructors), calculate results here:

For new coaches only:	SECTIONS' SCORES	INSTRUCTIONS
<b>Sections 1 to 3:</b>	/40	Total the scores for sections 1, 2 and 3 and enter here
<b>Specific Section for Discipline:</b>	/10	Enter the score for the section covering the discipline applied for
Sub-Total:	/50	Sub-Total
To obtain final %:	$\times 2$	Multiplier to calculate percentage score
<b>FINAL WRITTEN %</b>	%	

...or:

[B] For coaches who are current instructors, calculate results here:

For instructors:	SECTION SCORES	INSTRUCTIONS
<b>Specific Section for Discipline:</b>	/10	Enter the score for the section covering the discipline applied for
To obtain final % multiply by:	$\times 10$	Multiplier to calculate percentage score
<b>FINAL WRITTEN %</b>	%	

The Final Written % from the last row of the applicable table/column above will be transferred to the cover page of your application - R2a Form.

## **PART 5 - APPLICATION FORM AND ASSESSMENT SUMMARY**

There are two forms:

- (1) Form R2a: for initial coach application and assessment – available for download from the APF website.
- (2) Form R2b: for reconfirmation of appointment (every 2 years) – available for download from the APF website.

It is always advisable to check the APF website for the most recent version and download up-to-date forms.

### **About Form\_R2a\_Coach\_Application\_and\_Summary\_of\_Assessment**

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Once completed, this form should be scanned and emailed to the APF Office for processing along with the credit card details completed or other payment of the prescribed fee.

Where the CI has determined that the candidate does not need to complete sections 1 to 3 of the written component (because they are a current instructor), then this should be noted on the form.

This form will normally be used for a single coaching discipline (Cert B or FF or WS or CP or CRW). If, however it is proposed that a candidate be assessed for 2 or all 3 coaching disciplines at once, please contact the APF Office *before* progressing the assessment to discuss how this will be documented.

The points in the Practical Assessment box must be signed-off by either the CI, the highly experienced coach, or by the expert panel Examiner, whoever undertook that element of the practical assessment.

### **About Form\_R2b\_Coach\_Reconfirmation\_of\_Appointment**

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Regulatory Schedule 53, 8.3 provides for reconfirmation of coach appointments every 2 years, subject to a number of conditions. The CI must complete the form based on evidence that these conditions have been met.

