

GET INTO ARCHERY | HANDY GUIDES



Guidance for Learners

attending a coaching course

UPDATED AUGUST 2018



Introduction

Please read this guidance before enrolling onto an Archery GB coaching course.

This includes:

- Level 1 Award in Coaching Archery (L1ACA) course.
- Level 1 Coaching Award
- County Coach Course
- Senior Coach Course

Where to find our policies and guidance

The associated policies and guidance referenced here can be found on the coaching pages at www.archerygb.org/coach.

Learner's with a disability

If you have a disability or difficulty and would like to request specific arrangements for the assessment of the course please refer to Archery GB's 'Learner Reasonable Adjustment Process'. Please read this and return the accompanying request form to Archery GB as early as possible.

If you need more general support please provide details of this on your application for or contact Archery GB ahead of the course starting. It is the responsibility of the Learner to notify Archery GB as soon as possible of any support that is needed during the course/assessment. Failing to do so may mean that any specific support that is required cannot be catered for.

Booking on to a course

Courses are organised locally by County Coaching Organisers and designated Course Organisers. Booking's therefore need to be made through the advertised organiser. Please note that courses are organised on a local basis and therefore costs may vary.

Completing a DBS / PVG

DBS / PVG - It is not necessary for any Learner to complete a criminal record disclosure (DBS / PVG check) to do the course. However, those intending on becoming an Archery GB licensed coach will need to complete a check separately. Archery GB will e-mail Learners with guidance about this. Learners wanting the course Tutor to sign their DBS/PVG form should bring four forms of identification to the course. Visit for more information about the disclosure and barring service.

Complaints and assessment appeals

To complain or appeal against an assessment decision, please refer to the 'Learner Complaint Process' and 'Assessment Appeals Process'.

About the Level 1 Course

This course has been designed to train coaches to deliver progressive introductory sessions, such as a beginner's course, to introduce new people to archery and help them improve.

- The course is intended for Learners with some experience of archery and is open both to Archery GB members and non-members
- Learners must be at least 15 years old by the first day of the course (they will receive their certification of completion when they become 16). When coaching, Learners under the age of 18 should be supervised by a responsible supervisor
- To gain the award, as well as completing the course, Learners are required to complete a child protection workshop plus 12 hours 'supported practice' between Day 1 and Day 4. It is the Learner's responsibility to arrange these.

Supported Practice

This is where Learners practice their coaching back in their club or archery environment under supervision of an Archery GB member or coach to assist them. The Learner should complete and record 12 hours of supported practice including three hours under the guidance of a Mentor.

Assessment

You will be fully supported during the course to prepare you for assessment. In order to gain the qualification you need to be assessed as competent having completed the following activities:

- Short answer written papers on safety in archery, the roles and responsibilities of a coach
- Planning, delivering and evaluating an archery session
- Undertaking 12 hours of supported practice (and kept records of this)
- Providing proof of completing of a safeguarding children course (e.g. certificate of attendance). For example UK Coaching's Safeguarding and Protecting Children workshop or the NSPCC's online course. Training provided by schools, local authorities and other reputable organisations is also accepted.

Certification & Licencing

After successful completion of the course, the Learner's receive their qualification certificate from 1st4sport Qualifications. Provided that they meet Archery GB's coach licencing criteria, members will also receive a Level 1 Coach Licence, including an updated membership card showing their coach status. Archery GB requires coaches to renew their licence every 3 years.

Level 1 Course Overview

The course is practical in nature and also involves some classroom-based learning. Here is a sample course outline:

Day1	Day 2	Day 3	Day 4
Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm
Topics covered: <ul style="list-style-type: none"> • Roles of a coach • Coaching Barebow • Styles of learning • Safety checklist • Range layout 	Topics covered: <ul style="list-style-type: none"> • Anatomy for archery • Motivation for participation • Coaching Freestyle • Disability awareness 	Topics covered: <ul style="list-style-type: none"> • Archery equipment • Plan, deliver and evaluate sessions • Coaching groups • Improving technique 	Format: <p>Each Learner delivers a 30 minute practical archery session</p>
Learners complete 12 hours supported practice between Day 1 and Day 4.			

About the Level 2 Course

The Level 2 coaching course gives coaches the training to help archers to progress and compete beyond their initial introduction to the sport.

- The course is open to Level 1 licensed coaches (their coach licence must be promptly renewed if it is due to expire while the course is in progress)
- Learners must be at least 15 years old by the first day of the course. When coaching, Learners under the age of 18 should be supervised by a responsible supervisor

All staff involved in delivering the course are accredited coach educators. You will learn in a supportive and friendly environment, with up to 12 coaches per course.

- Develop technique and prepare archers for their first competitions
- Deliver a club coaching programme
- Take overall responsibility for beginners' courses
- Manage, mentor and support Level 1 coaches

You will develop knowledge and practical experience in the following areas:

- Coaching process
- Role of sports science in archery
- Observation and analysis
- Equipment skills
- Coaching skills and professional qualities

Assessment

You will be fully supported during the course to prepare you for assessment.

Certification & Licencing

After successful completion of the course, the Learner's receive their certificate from Archery GB. Provided that they meet Archery GB's coach licensing criteria, members will also receive a Level 2 Coach Licence, including an updated membership card showing their coach status. Archery GB requires coaches to renew their licence every 3 years.

Level 2 Course Overview

The course takes place over 6 days within a 12-week period. The Tutor delivers the learning programme. The course is practical in nature and also involves some classroom-based learning. Here is a sample course outline:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.45am - 5.00pm	Usually 8.30am - 6.00pm
The Level 2 course comprises six sections of training units: <ul style="list-style-type: none"> • Coaching process, Sports Science, Observation and Analysis, Equipment Skills, Equipment Specification, Professional Qualities 						

Guidance for Enrolment

Entry requirements (Level 1)

- To attend the course you must be a minimum of 15 years old by the first day of the course. Upon successful completion of the qualification you must be 16 years old to receive the qualification certificate. If you are 15 years old when you qualify, the certificate will be awarded to you when you become 16 years
- Non-members of Archery GB are permitted to attend
- You are required to undertake supported practice outside of the course of training in order to achieve the qualification. This is usually undertaken in an Archery GB club but is permitted to be completed in a non-Archery GB environment. When undertaking supported practice you must:
 - Follow the Archery GB Rules of Shooting at all times
 - Be supervised by a legally responsible adult and experienced Archery GB member (if you are under 18 year old).
- If you are under 18 when you achieve this qualification, when coaching you are required to be directly supervised by a legally responsible supervisor who is 18 or above. It is recommended that this person is also an Archery GB registered coach

Entry requirements (Level 2 / County / Senior Coach Courses)

- To attend the course you must be a Licensed Coach
- To attend the course you must be a minimum of 15 years old by the first day of the course. Upon successful completion of the qualification you must be 16 years old to receive the qualification certificate. If you are 15 years old when you qualify, the certificate will be awarded to you when you become 16 years
- Non-members of Archery GB are not permitted to attend
- If you are under 18 when you achieve this qualification, when coaching you are required to be directly supervised by a legally responsible supervisor who is 18 or above. It is recommended that this person is also an Archery GB registered coach

Application and payment

- The Course Organiser is responsible for the Learner application process
- You must complete and return the Learner Application Form to the Course Organiser before the closing date with full payment
- Payment must be made to the advertised Course Organiser for the sum advertised. For details on what methods of payment are acceptable and who cheques are payable to, please contact the Course Organiser

Cancellation policy

- To cancel your booking before or part way through the course, full or partial charges may apply as per the below guidelines. This is due to non-refundable costs associated with organizing a course. This is the responsibility and at the discretion of the Course Organiser
- If you cancel within 35 days of the course starting, or fail to attend the course without good reason (at the discretion of the Course Organiser), the full fee will apply
- If you cancel with more than 35 days of the course starting, then at least £90 off the course fee will be refunded (at the discretion of the Course Organiser)
- Transfers to another course are accommodated on a case by case basis pending availability
- In the event of the course being cancelled at short notice due to unforeseen circumstances, you will be contacted and either offered a refund or opportunity to attend a rearranged course

Civil liability insurance (Level 1 only)

- Civil liability insurance is provided for both member and non-member Learners while participating in the coaching, including the course of training, supported practice and practical assessment. The civil liability insurance cover will only apply to Learners registered to attend. Some aspects of the course may be undertaken in a non-Archery GB environment.
- All Level 1 learner coaches are required to be supervised by an experienced Archery GB member or Archery GB licensed coach when undertaking the supported practice whether in an Archery GB or non-Archery GB environment

Data protection

- When you apply to attend a course Archery GB creates a central record in your name. This includes the personal data you have provided on your Learner Application Form and subsequent data generated as a result of your participation in the course. You may receive periodical correspondence by post or e-mail from Archery GB.
- Relevant information will be shared with course staff to help them prepare for the delivery of the course
- For Level 1 Learners only: The information you provide on the Learner Application Form will be used to register you with 1st4sport Qualifications.

Awarding body registration and certification

- The Level 1 Award is awarded by 1st4sport Qualifications. The timescale imposed by the awarding body to complete the qualification is one year from the first day of the course. On completion of the course you will receive certification from 1st4sport Qualifications
- For all other courses, upon successful completion you will receive a certificate from Archery GB

Archery GB coach licence scheme

- You should be an Archery GB licensed coach to coach in an affiliated club. To become an Archery GB licensed coach you need to:
 - Be a member of Archery GB
 - Hold an Archery GB recognised coaching qualification e.g. Level 1 Certificate in Coaching Archery
 - Have a valid criminal disclosure (DBS / PVG)
 - Be able to provide proof of completion (e.g. certificate of attendance) of a child protection workshop
 - Abide by the Archery GB Rules of Shooting and coaches code of practice for sports coaches
- To retain your Archery GB coach licence you must continue to meet all of the above requirements and follow the Archery GB licence renewal process for coaches

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Archery GB



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Archery GB is the trading name of the Grand National Archery Society,
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