

GET INTO ARCHERY | HANDY GUIDES



Guidance for Learners

Session Coach (Level 1) award

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WWW.ARCHERYGB.ORG

Welcome

It's our ambition to develop people who really enjoy being a coach and who provide meaningful experiences to the people they work with.

Archery GB is relied upon to provide a high-quality system of training to develop coaches.

This guide describes Archery GB's Session Coach (Level 1) award and how to achieve it. It is important to read this before enrolling onto any associated coach training events provided by Archery GB.

The award is designed using a modular approach, making it clear what topics are covered and providing flexibility for coaches.

We hope you find studying for this award enjoyable, find that it has an impact on the coaching you provide, and choose to continue your development as a coach.

Archery GB is the governing body of archery in Great Britain and Northern Ireland. Archery GB is committed to providing services to the sport, is affiliated to World Archery and is recognised by the UK sports councils.

Contact Archery GB

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A young man and a man are walking in a grassy field. The young man is on the left, wearing a white long-sleeved shirt and black pants, carrying a bow and arrows. The man is on the right, wearing a dark jacket and jeans, also carrying a bow and arrows. They are both looking towards the camera. A large blue circle is overlaid on the image, containing text.

1. About the Award

About the Award
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About the Award

Type of Award

The Archery GB Session Coach award is a non-regulated qualification. The associated certificates of attendance and completion are issued by Archery GB as the National Governing Body for Archery.

Who the course is for

This award is designed for people who are new to coaching, new to coaching beginners, or existing coaches seeking recognition. The award is ideal for individuals wanting to deliver beginners courses or sessions for new archers in a club environment.

Entry requirements

To attend the training provided, coaches:

- Must be a minimum of 15 years old. If you are under 18 you need to be supervised by an adult whilst coaching, both while completing the training and once you've achieved the award.
- May or may not be a member of Archery GB. If you are not a member of Archery GB but would like to take part in Supported Practice within an Archery GB affiliated club, you may do so with permission. Please refer the terms and conditions for full details.
- Need to have previous experience of taking part in archery. By having this experience, it is expected that you understand safety in archery and have good basic knowledge of shooting.

Modular learning

The award is divided into 6 modules that are completed separately.

Delivery format

Learning is blended, meaning some delivery takes place online and other aspects are practical (on an archery range). Every module is delivered live by a Coach Developer and is fully interactive.

Supported Practice

Supported Practice is when a coach practices in their own time, which is counted towards the achievement of an award.

For the Session Coach (Level 1) award, coaches need to arrange to take part in 12 hours of Supported Practice before they start the 'Supported Practice and Coach Presentation Module'.

For example, helping to deliver a session for beginners at a local club can be counted towards the Supported Practice requirement.

Resources

Coaches are provided with access to Learning Curve to support them in achieving this award.

Assessment

To successfully complete each module, coaches need to complete specific tasks which are assessed by a Coach Developer. Tasks are completed in the coaches own time, away from the course.

For the tasks, we are looking for coaches to apply what they have learned from the training. The Coach Developer will fully explain how the tasks are to be completed.

Achievement

The award is achieved when all modules are successfully completed, including the assessment tasks. Coaches who achieve the award will receive a certificate issued by Archery GB.

Time restriction

Coaches have two years to successfully complete all 6 modules to achieve the Session Coach (Level 1) Award, starting from the date that the first module was completed.

Modular Learning

This award is structured into the following module titles.

Module titles

This section provides an overview of each module, the delivery format used, and the duration of contact time.

Each module is completed separately, providing greater flexibility for coaches to complete the award around home and work commitments.

We highly recommend that coaches complete the modules in the order described.

▶ Starting Your Coaching Journey (online, 2 x 2hrs)

Being a coach in itself is a learning journey, where we adapt and refine our skills by learning from our experiences. This module identifies simple yet must-have skills for coaches, including how to use reflection and feedback to take action towards improvement.

▶ Empowering Archery – Part 1 (online, 2 x 2hrs)

Empowering Archery™ focuses on how to optimise people's experiences of archery and help them achieve their goals.

▶ Introduction to Technique (online, 2 x 2hrs)

Every archer knows that learning good shooting technique early on sets you up for a happy and healthy experience of archery. From a coach's perspective, understanding the basics of shooting form and teaching these to your beginners from the first session is really important.

▶ Creating Engaging Sessions (online, 2 x 2hrs)

Coaching offers us a wonderful opportunity to offer new people to our sport something in life that is increasingly missing from day-to-day activities. This is a sense of achievement, development, and connection alongside the multitude of health benefits. But this doesn't happen by accident, it takes a real coach to curate a session that has all the right ingredients for beginners to really enjoy and benefit from the session. This module invites coaches to explore how they can create sessions that meet their audience's needs.

▶ Using your Coaching Skills (practical, 1 day)

This module helps coaches to apply what they have learnt on the course, with a focus on using drills and skills to improve the quality of practice for archers.

▶ Supported Practice and Coach Presentation (practical, 1 day)

Coaches are asked to practice their coaching (for example at their club), which can start as soon as they have completed a module of the course. It is important coaches pick a local mentor to provide support throughout this process; someone trustworthy and encouraging.

After getting enough practice, coaches return for the final day of the course, ready to provide a sample coaching session with peers on the course. We're not expecting perfection, as this is all about learning. We're looking for coaches to apply what they have learned from the other modules.

Guidance

Coaches must have completed 12 hours of Supported Practice prior to the Supported Practice and Coach Presentation module being started.

The Supported Practice and Coach Presentation module is completed after all other modules have been completed.

Online modules are delivered live and are interactive. Practical training is delivered in person on the range.

Resources for Learners

Our resources for coaches are now digital.

Learning Curve

There is no printed resource manual to assist coaches towards achieving the award. Instead, we provide learners with access to Learning Curve. Learning Curve is our new online community for coaches, judges, and club volunteers.

By being part of Learning Curve, you can expect to find:

- A community of people with a similar role to you and shared goals
- Friendly discussion, with an opportunity to learn from each other and connect with national staff
- Varied resources on topics that matter to you, including resources specific to the coach training courses
- New content that's regularly added using a mixture of different media formats



Learning Curve is available on desktop and mobile devices.

For further information please visit

www.archerygb.org/learningcurve.

The screenshot shows the Learning Curve website interface. At the top, there is a red banner with the 'LEARNING CURVE' logo. Below the banner, there is a video player on the left showing an archer aiming a bow, with a play button overlay. To the right of the video player is a sign-up form titled 'Activate your free account'. The form includes input fields for 'First name', 'Last name', 'Passkey', 'Email', and 'Password'. Below the password field, it says 'Must be at least 8 characters'. There is a checkbox for 'I agree to the Terms of Service & Privacy Policy'. At the bottom of the form is a blue 'Sign up' button and a link for 'Already a member? Sign in'.

Join Archery GB's new online community for our valued coaches, judges, and club volunteers.

Being Recognised to Coach

To be recognised to coach, make sure you have a Coach Licence.

Why is a Coach Licence needed?

It's important for coaches to hold an Archery GB Coaching Licence, as only licensed coaches are officially recognised by Archery GB. The reasons for this are because only licensed coaches can evidence to those they coach and others, they:

- Have completed a recent criminal disclosure, either DBS or PVG
- Have completed child protection awareness training
- Have achieved a recognised coaching award
- Are actively engaged in continued learning and keeping their knowledge and skills up to date
- Are actively coaching
- Are a member of Archery GB

These qualities are really important in maintaining good standards of coaching within archery.

How to become licensed

Alongside achievement of Archery GB's Session Coach (Level 1) award, it is very easy to take the small extra step to become licensed.

Child protection awareness training:

As part of the 'Supported Practice and Coach Presentation' module coaches need to provide evidence they have completed child protection awareness training within the last year (e.g., certificate of attendance).

There are a range of child protection courses available; where possible we recommend face to face training rather than online learning.

- [UK Coaching Safeguarding and Child Protection Course](#)
(interactive face to face learning)
- [NSPCC Child Protection Training](#)
(online learning)

Training provided by schools, local authorities and other reputable organisations may also be accepted.

Coaches under the age of 18 are not required to complete a child protection course due to the sensitive topics discussed. As an alternative, Archery GB will provide age-appropriate resources.

Criminal disclosure (DBS / PVG)

It is not necessary for any Learner to complete a criminal record disclosure to do the training. However, those intending on becoming an Archery GB licensed coach need to complete a disclosure.

Upon achievement of the award, Archery GB will provide you with details about how to complete a DBS / PVG disclosure. Coaches under the age of 18 are not required to complete a DBS / PVG disclosure.

Coach Licence renewal

On satisfactory receipt of the disclosure, learners are issued with a coach licence valid for 3 years. During this time, you need to evidence coaching activity and engagement in continued learning, to ensure your licence can be renewed.

Supervision of U18s

If you are under 18 when you achieve this award and gain a Coach Licence, 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.



2. Support

Learners with a Disability
Code of Conduct
If you are Unsatisfied

Learner's with a Disability (or Difficulty)

We encourage people of all abilities to coach and cater for reasonable adjustments.

General support

If you need general support to make the experience of training more comfortable or accessible, please provide details of this on your learner application form or contact Archery GB ahead of the training starting.

It is the responsibility of the Learner to notify Archery GB as soon as possible of any support that is needed during the training/assessment. Failing to do so may mean that any specific support is not able to be catered for.

Reasonable adjustment

Archery GB endeavors to ensure there are no unnecessary barriers to training or assessment.

Reasonable adjustments are defined as any arrangements made prior to the delivery of training to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage.

These arrangements relate to the assessment of learners completing the award with a permanent, long-term or temporary disability, learning difficulty, illness or indisposition.

Some adjustments may require time for preparation; therefore, Archery GB needs to be able to determine learners' particular needs and requests for the provision of reasonable adjustments at an early stage.

It is important that any request for adjustment is made through the correct procedure and as early as possible.

Archery GB is unable to accommodate learners who have not requested a reasonable adjustment early enough in advance of the course. If a request is received after the start of the course there may not be sufficient time for Archery GB to make the arrangements.

If a learner makes a request directly to the Coach Developer on the course, the adjustment will not be fulfilled. Coach Developers do not have appropriate authority to make adjustments without permission. This means that Coach Developers aren't faced with having to make a decision which could potentially give a learner an unfair advantage.

Procedure to request a reasonable adjustment

Stage 1: Learner submits request

Stage 2: Archery GB evaluates request

Stage 3: Request is accepted or rejected

Submitting your application

Please refer the 'Learner Reasonable Adjustment Process' available from www.archerygb.org/coach.

Return the accompanying request form to Archery GB as early as possible.

Example of reasonable adjustments

Every request is evaluated on an individual basis.

Previous adjustments that have been made include:

- Extra time to complete an assessment task
- Adaptation of learning materials
- Additional person to support an individual learner
- Use of a scribe

Do I have to be able to shoot?

Can I train to be a coach even though I'm not physically able to shoot?

Yes! Coaches need to have a good knowledge of the sport and a good understanding of technique, but they do not have to be able to shoot.

Code of Conduct

Coaching archery, whether in an employed or voluntary capacity, is a rewarding and responsible role. The sporting community has expectations of coaches' conduct and behaviour, which must be understood and supported by everybody.

Code of conduct

Archery GB's Code of Conduct for Coaches, Judges and Officials defines appropriate behaviour for archery coaches and underpins this course. Please read this code in full; it is available at www.archerygb.org/coach.

Relationships

Coaches, judges and officials establish relationships based on honesty, trust, and respect.



encourage archers to take responsibility for their own development and actions;

only use physical contact that is appropriate and necessary, and with approval from the archer;



use social media and messaging appropriately and responsibly;

do not engage in any form of abuse (physical, sexual, emotional, neglect, bullying) or inappropriate personal relationships



follow the reporting guidelines of the club, organisation or governing body – taking no action is unacceptable.

Personal standards

Coaches, judges and officials demonstrate proper personal behaviour.



use positive language;



have a clean, tidy, and presentable appearance;



display dignity and professionalism towards everyone involved in archery;



not smoke, drink alcohol or use recreational drugs while coaching, judging or officiating;



operate within the rules of shooting, Archery GB policies, and the spirit of the sport.

Respecting the values of our sport

Professional standards

Coaches, judges and officials are committed to demonstrating professional standards.

create a safe environment for me and the people around me;



recognise when it is appropriate to refer an archer to another coach or specialist;

use self-analysis and reflection to improve my performance;



work in an open and honest way.



Complete training, qualifications, and licensing opportunities relevant to the activity

Rights

Coaches, judges and officials champion the rights of every individual to participate in Archery.



Speak with respect about other people and not publicly criticise or humiliate others;



not discriminate based on gender, disability, race, colour, sexual identity, age, religious beliefs or marital status;



challenge any form of discrimination;



be discreet in conversations about others and respect their personal information and confidentiality;



provide feedback to others in a way that shows respect and care.

If You are Unsatisfied

If you're unhappy with your experience, help us to put things right and learn from our mistakes.

Making a complaint

If you are dissatisfied with any part of the training you receive whilst attending an Archery GB coaching course or workshop, please talk to us. By discussing your concern either with the course staff, or Archery GB staff, issues can usually be swiftly resolved. They will be able to discuss the problem with you and agree the next steps.

You can initiate your complaint verbally, in writing or by e-mail. If you have not already done so, you may be asked to submit your complaint in writing.

Your complaint will be looked at and if it cannot be swiftly resolved or is particularly serious, we will refer the complaint to be dealt with using Archery GB's Disciplinary Policy and Procedures. These are available to read at www.archerygb.org.

Appealing an assessment decision

If you feel you have been unfairly assessed as part of completing the course, you have an opportunity to seek redress through an appeal procedure. The 'Learner Assessment Appeals Process' is available from the coaching pages at www.archerygb.org.



3. Terms and Conditions

Entry requirements, application and payment, cancellation policy, civil liability insurance, supervision of Supported Practice, criminal disclosure, code of conduct, data statement.

Terms and Conditions

Entry requirements

- To attend training associated with the Session Coach (Level 1) award, you must be a minimum of 15 years old by the first day of the training.
- Members and non-members of Archery GB are permitted to attend.
- Learners are required to undertake Supported Practice outside of the course of training in order to achieve the award. 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 coaches must:
 - Follow the Archery GB Rules of Shooting at all times
 - Be supervised by a legally responsible adult and experienced Archery GB member (if under 18 years old)
- It is the Learner's sole responsibility to organise their own Supported Practice.
- Once qualified, if under 18, when coaching Learners 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 licensed coach.

Application and payment

The modules associated with achieving the Session Coach (Level 1) award are organised by a designated Course Organiser. This may be an Archery GB member of staff or a local volunteer Course Organiser (usually representatives from archery clubs, or county and regional archery associations).

- The Course Organiser is responsible for setting the price to book onto the module and the Learner application process.
- Learners must complete the booking form and make payment in full before the closing date.
- Payment must be made to the advertised Course Organiser for the sum advertised. For details on what methods of payment are acceptable please contact the Course Organiser.

Cancellation policy

- To cancel a booking before or part way through a training event, full or partial charges may apply. This is due to non-refundable costs associated with organising an event.
- For details, refer to the cancellation policy provided by the Course Organiser. Refund decisions are the responsibility of the Course Organiser.
- Transfers to another course are not permitted.
- In the event of the course being cancelled at short notice due to unforeseen circumstances, Learners will be contacted and either offered a refund or opportunity to attend a rearranged course.

Civil liability insurance

Civil liability insurance is provided for both member and non-member Learners while participating in the Level 1 Certificate in Coaching Archery course, 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 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.
- The civil liability insurance recognises that trainee coaches (and Coach Developers) may be working with both members and non-members on the course.

Archery GB clubs are able to permit coaches training to become a Session Coach (Level 1), including both members and non-members, to undertake Supported Practice component of the course within the club environment. It is at the discretion of the club as to whether or not this action is taken.

To help a club make this decision, the club may like to consider what the possible benefits of doing so could be:

- Will the club benefit from (supervised) coaching sessions that can be provided by the trainee coach as part of the Supported Practice?

- Is there an opportunity for the club to develop a relationship with the trainee coach?
- Is the trainee coach able to help the club forge a relationship within the local community? (For example, if the trainee coach is associated with a local school).

Before accepting a trainee coach into the club, it is recommended that the club gains confirmation that the trainee coach is registered on an Archery GB coach training course. For example, by asking for proof of registration.

Supervision of Supported Practice

Individuals training to achieve the Session Coach (Level 1) award must be supervised by an experienced Archery GB member or licensed coach when completing the Supported Practice component of the award.

Criminal disclosure (DBS/PVG)

It is not mandatory for Individuals training to achieve the Session Coach (Level 1) award to have a completed an enhanced disclosure for Supported Practice. However, it is recommended that anyone responsible for supervising an individual during Supported Practice, and who is working with children, young people or vulnerable adults, to have completed an enhanced DBS/PVG disclosure with Archery GB.

Code of conduct

The Code of Conduct for Coaches, Judges and Officials applies to anyone carrying out a role as a coach, (whether formerly qualified or not) and when carrying out their role outside of the Archery GB environment as well as within it.

Data statement

When an individual registers to attend an Archery GB event, information is usually collected by the Course Organiser and shared with Archery GB. Individuals may also give Archery GB information when using its website or membership system. Information may include the person's name, date of birth, postal address, email address, phone number, disability, ethnicity, archery awards, award history, or checks that have been undertaken. This will be used to record achievement of a course, attainment of a coach licence, and to create invitations for licence renewal.

Further information can be found at

www.archerygb.org/privacy-policy



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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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