



Level 1 Award in Coaching Archery

Guidance for Learners

Please read this guidance before enrolling onto a Level 1 Award in Coaching Archery (L1ACA) course.

Where to find our policies and guidance

The associated policies and guidance referenced here can be found on the Level 1 webpage at www.archerygb.org/coach.

About the course

The Level 1 Award in Coaching Archery trains new coaches to deliver introductory archery sessions and a six session course for beginners. If you are a club archer or active volunteer who is enthusiastic about introducing new people to the sport, then this course will give you the skills and experience you need.

The course trains you to coach recurve archery to beginners and covers the following areas:

- Establish a safe working environment
- Plan, deliver and evaluate an archery session
- Coaching principles
- Archery technique
- Coaching people of all abilities

Duration - The course takes place over 4 days within a 12 week period, approximately. Each Learner needs to arrange to take part in 12 hours supported practice between day 1 and day 4 of the course. This is where you practice coaching away from the course, for example at your local club.

Age - Learners need to be a minimum of 15 years old by the first day (Learners who are 15 will receive the certification of completion when they are 16). When coaching, Learners under the age of 18 should be supervised by a responsible supervisor.

Booking - Courses are organised locally by County Coaching Organisers and designated Course Organisers. Please note that courses are organised on a local basis and therefore costs may vary.

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)

Learners 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 '**Policy for Access to Reasonable Adjustment and Fair Assessment**'. Please read the policy and return the request form provided 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

Child protection

Child protection course - On the assessment day of the course you need to show evidence of completion of a safeguarding children course (e.g. certificate of attendance).

Coaches need to complete a child protection course in order to have an Archery GB coaching licence. There are a range of courses available, for example sports coach UK'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.

- <http://www.sportscoachuk.org/workshops>
- <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-sport-online-course/>

(While no longer our standard provider, Educare child protection certificates are also still suitable)

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 complaints and assessment appeals policies.

Non Archery GB members

The course is open to members and non-members of Archery GB. For insurance purposes, separate guidance is provided to assist non-members to complete the supported practice aspect of the course in an Archery GB club.

Frequently asked questions

What should I bring to the course? Bring some paper and pens to take notes, and your own lunch, snacks and refreshments.

What resources will I receive? To help your development as a coach and to complete the course, you will receive a resource manual, as well as activity cards that can be used on the range.

Will there be practical sessions? Yes. You will need to be able to take part as both a coach and during the practical elements as a participant. Should you have any concerns please contact the Course Organiser.

What should I wear? Suitable clothing and footwear for taking part in practical activity indoors and outdoors.

Guidance for enrolment

Entry requirements

- To attend the Level 1 Award in Coaching Archery (L1ACA) 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 the L1ACA
- 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:
 - a. Follow the Archery GB Rules of Shooting at all times
 - b. 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

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
- 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

- 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

Data protection

- When you apply to attend a L1ACA 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. The information you provide on the Learner Application Form will be used to register you with 1st4sport Qualifications. Relevant information will be shared with course staff to help them prepare for the delivery of the course

Awarding body registration and certification

- The L1ACA 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

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

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