



Non-Mainland Course Organisation Guidelines

This document sets out guidelines for organising a Level 1 course in a non-mainland location within the UK. The handy guide to 'Organising a Level 1 Coaching Course' should also be referred to when planning a course. This and other information can be found at www.archerygb.org/coach

Courses that take place in non-mainland locations often involve additional costs and organisation, so require extra consideration before the course is approved.

1 Registration of a course

1.1 Formal registration

A non-mainland course should be registered with Archery GB at least **six months** prior to the start of the course.

1.2 Dates

The Course Organiser should be prepared to be flexible in terms of dates, so as to help Archery GB staff the course in light of the extra travel demands.

1.3 Course approval

For the course to go ahead, Course Organisers need to be prepared to:

- Register the course within the specified timeframe
- Demonstrate flexibility in terms of dates
- Provide funding for staff accommodation and towards overseas travel
- Submit a funding application if funding from Archery GB is being sought. This needs to demonstrate a clear need for the course (rather than attending a mainland course) and describe what the anticipated benefits will be

1.4 Registering the Learners

Learners need to be registered with Archery GB at least **two months** prior to the start of the course, and there needs to be a minimum of eight learners for the course to go ahead. If Archery GB does not receive the Learner Application Forms or Central Course Fee by this date, the course may be cancelled.

2 Assessment

Archery GB will be more flexible in terms of the assessment of a course in a non-mainland location, in order to help ensure the course can take place.

Assessments may be delivered with two assessors for courses of 8 - 12 learners, with accommodation required over two nights.

In this instance, assessment fees are as follows:

- Eight learners: Lead assessor £150, Assessor £100
- More than eight learners: Lead assessor £200, Assessor £150

3 Funding

On successful application, Archery GB will provide a maximum of £500 towards the cost of running a course in a non-mainland location. This will be spent by Archery GB on the travel bookings needed by the tutor/assessor. The host organisation will be expected to pay for any remaining travel costs and provide the required accommodation.

The Course Organiser needs to demonstrate a need for the number of coaches they wish to train.

For example, please consider the following:

- How many hours coaching will each prospective coach deliver?
- How many archers will be supported by the prospective coaches?
- What is the current coach to member ratio in the prospective coaches' club?
- Are the prospective coaches' *ontarget* club members?

Please complete and return the following request form, along with the completed Level 1 Course Registration Form, should you require funding.

Archery GB withholds the right not to approve a course or the funding application.

3.1 Funding request form

Course Organiser:	
Location:	
How much funding do you require? (Please provide a breakdown)	
How much will the host organisation fund?	
Please describe the need for coach training and what impact the course will have.	