

GET INTO ARCHERY | HANDY GUIDES



Guidance for Coach Developers

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WWW.ARCHERYGB.ORG

Introduction

Our purpose is to develop great coaches. Great coaching enables people to fully experience enjoyment and achievement in archery as well as much wider benefits including physical and mental well-being, and individual development.

This guide is for people interested in becoming a Coach Developer, and covers:

1. Who makes an excellent Coach Developer?
2. The role of the Coach Developer
3. Applying to become a Coach Developer
4. Getting trained and qualified
5. Benefits and employment status
6. Supporting the needs of Learners
7. Essential guidance to prepare for a course

Defining great coaching

Our aim is to provide coaching that is visible and vibrant to benefit people in all places where archery happens. Our Coaching Plan for Archery intends to bring about more enjoyment, progression, and achievement for people involved in our sport, so that it is a meaningful part of their life, for longer. Whether someone is new to archery or has been taking part for a long time, we want to unleash the power of coaching to improve their experience.

Coaches are essential pillars of support that improve a person's experience of sport and physical activity. In our definition, the role of the coach is:

"To improve a person's experience of archery by providing specialised support to bring about personal and technical learning, mindful of their needs and aspirations."

(Archery GB; Coaching Plan for Archery 2017)



The scope of archery coaching taking place in the UK is broad, extending across multiple environments from club, education, community, and leisure settings. We recognise the range of different coaching roles involved in providing great archery experiences where it makes a difference every day. Furthermore, the broader coaching sector recognises this and has also adopted a wider definition of coaching:

"We don't mind whether you call yourself a coach, activator, facilitator, instructor, leader, teacher or trainer. Whatever the label, the end result is always the same: By coaching, you are inspiring others and making a positive difference."

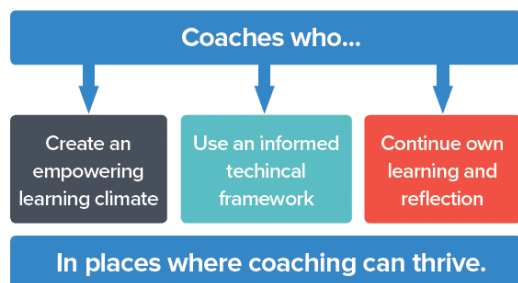
(UK Coaching; Our Strategy 2017-2021)

What makes a great coaching experience?

Archery GB is relied upon to provide a system of training that helps people learn to coach effectively. We believe that great coaches at all levels of sport share common characteristics. They design situations to fully engage people in a learning process, their teaching is underpinned by a valid technical framework, they build a

rapport using a range of delivery skills, and they are committed to their own process of reflection and learning to continue to develop as a coach. Great coaches also need the support of other people and places to nurture coaching environments.

What makes a great coaching experience?



The importance of high quality Coach Training

We provide a variety of coaching courses, from formal qualifications to informal workshops, delivered to a broad range of people with different experiences and educational backgrounds.

By attending Archery GB coaching courses, our learners expect to receive a powerful learning experience, created by tutors who have excellent coaching knowledge and depth of knowledge in archery.

The sport needs personable and knowledgeable people to guide, encourage and support coaches through a learning process to develop excellent coaching behaviours. Where assessment of coaching practice is required, this needs to be respectfully and in a way that support someone's own self-reflection and continued development.

We're looking for people who are open minded and have a modern approach to the design of learning experiences for adults and young people. We want everyone who attends a course to feel encouraged and motivated to continue their learning journey in archery.

Do you share these values and want to develop coaches who bring enjoyment, progression, and well-being to people in our sport?

Coach

Are you able to...?

Get up early and find an archery club in the middle of nowhere?

Learn everyone's name before lunchtime?

Lead a great learning session without Power Point?

Plan for fun, enjoyment and challenge in every session, even the one about range layout?

Always be smart, friendly, and professional?

Behaviors and skills

- ☐ Inclusive behaviours
- ☐ Positive towards young people and learners of all backgrounds and experience
- ☐ Role models modern learning / coaching principles
- ☐ Excellent time-keeping and tidy appearance
- ☐ Acts with professionalism and integrity
- ☐ Self-starter, has initiative, proactive and enthusiastic
- ☐ Confident and competent in dynamic environments
- ☐ Listens and relates to others
- ☐ Communicates well and build positive relationships
- ☐ Receptive to feedback to makes positive changes
- ☐ Works positively and is helpful to others
- ☐ Open-minded, adaptable to change, and self-reflective
- ☐ Good administration, organisational and technology skills

Experience

- ☐ Coaching, teaching, facilitating, or mentoring
- ☐ Presenting or speaking in front of others
- ☐ Leading and organising large groups
- ☐ Working in an outdoor, leisure, volunteer, or education environments

Availability

- ☐ Regularly available at weekends and prepared to travel. As a guideline, you should be available to work at least 12 days per year as a minimum
- ☐ Agree to engage in continued professional development

Qualifications

- ☐ Tutoring in sport or teaching qualification*
- ☐ Assessing in sport qualification*
- ☐ Archery GB Level 2 Coach Award*
- ☐ Up to date emergency first aid certificate and safeguarding children and young people certificate*

General

- ☐ DBS / PVR check
- ☐ Full driving licence
- ☐ Member of Archery GB and Licensed Coach
- ☐ Registered self-employed with HMRC
- ☐ Public liability and indemnity insurance cover
- ☐ Provision of your own laptop
- ☐ Know Archery GB's policies and procedures
- ☐ You may also sometimes need your own archery equipment to use to deliver courses
- ☐ Right to work in the UK

*Don't worry if you don't have this, but you may be required to complete this as part of your continuous professional development.

2. The role of the Coach Developer

Tutoring and assessing

Coach Developer is an umbrella term used to describe people who are responsible for delivering a formal learning journey for coaches, for example a tutor, assessor and quality assurer (also known as a verifier). Other people also have an important role to play outside of this, for example people providing mentoring support, course organisers, and people responsible for recruiting and managing coaches.

Each coaching course has its own learning programme, set of resources and accompanying guidelines for tutors and assessors to deliver against. All Coach Developers report to the Coaching Systems Manager and delegated Archery GB staff.

The role of the Tutor and Assessor is to provide effective learning and assessment opportunities.

Principle duties

- Design and deliver learning sessions to young people and adult learners
- Facilitate individual and group learning activities in the classroom and on the range
- Monitor learner engagement and progress
- Use questioning and listening skills effectively to support learners in their development
- Explain and inform clearly
- Utilise recognised feedback processes
- Review learner's performances as a catalyst for further development and self-reflection
- Plan and conduct assessments supportively
- Use a variety of methods to assess competence
- Record learner competency
- Take reasonable care of own and other's health and safety
- Work as part of a team with other course staff and liaise appropriately within and outside of the course where required
- To actively consider the needs of others and promote the concepts of equality in archery



Quality assurance

The Internal Quality Assurer (IQA) is the driver of quality assurance in Archery GB's qualifications.

A process of quality assurance is designed to provide support to tutors and assessors in their development and give confidence to learners that the course meets national standards.

The role, in terms of managing delivery and assessment so that national standards are consistently met, is central to maintaining public confidence in the qualification. This role is ideal for experienced assessors to progress to quality assure practice for Archery GB's vocational coaching qualifications and courses.

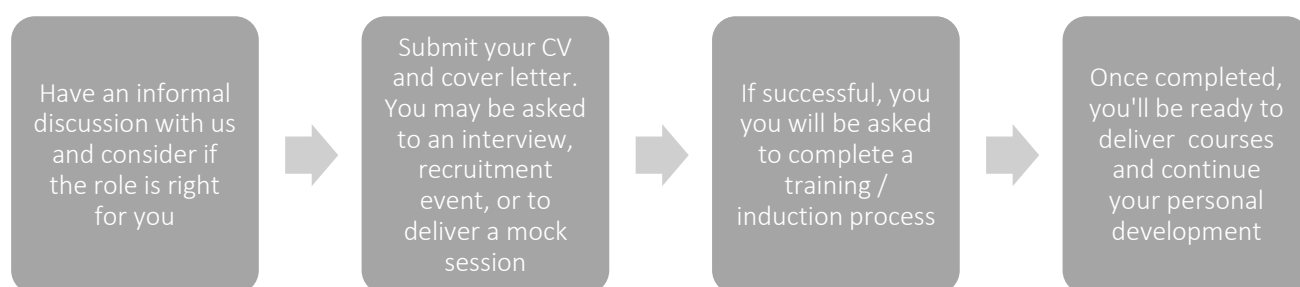
Principle duties:

- Produce or review an IQA strategy and provide a rationale
- Produce or review a sampling plan with a rationale
- Conduct individual IQA plans for tutors and assessors
- Delivery of the IQA interventions, and complete reports (carry out course based verification and desk based verification sampling)
- Self-evaluation of IQA practice
- Be available to support the External Verifier where required
- Be available to attend central verification meetings

3. Applying to be a Coach

If you are interested in delivering Archery GB courses please contact us to arrange an informal discussion and ensure that you are familiar with the content of this guide. Positions available for new tutors are

limited and we may prioritise recruitment based on geographical location and course type. So, don't be disappointed if we can't accept your application at this time.



Not quite ready?

If you are interested in the role but feel that you want to develop in some of the areas specified before you are ready, we'd still like to hear from you. As part of your development you'd be welcome to observe the coaching courses we offer and speak to current tutors and assessors.

Terms and conditions

Approval to be a Coach Developer is at the discretion of Archery GB. Upon signed acceptance of an offer you thereby agree to abide by the associated terms and conditions / service level agreement.

Personal development

If successful in becoming an approved Coach Developer, you will be part of a flourishing time for coaching in archery. You will work closely alongside a range of other colleagues who will be a mixture of tutors and Archery GB staff; and you will hold an important position of responsibility in the sport.

As such, by becoming a Coach Developer and committing to the professional delivery of coaching courses, you are also making a commitment to continue your own personal development to ensure that learners can consistently expect a quality learning experience. This includes taking part in opportunities offered by Archery GB. Whilst Archery GB endeavours to support our workforce where possible, you should also be prepared to fund reasonable costs towards your training and development at your own expense.

Getting work as a Coach Developer

The type of course you are delivering will affect how the course is organised and how you are identified to deliver it. For example, as an Archery GB Instructor Award tutor you are able to set up and deliver your own course, off your own initiative. For courses that have been arranged by a separate course organiser, you will be approached by Archery GB. A member of the Coaching Team will be happy to talk through the different ways you may be recruited to be part of a course.

4. Getting trained and qualified

Minimum standards

It is important to have the right training and qualifications to deliver courses. If you do not hold the required recognised qualifications, we will ask you to complete these as part of your on-going development.

As being a Coach Developer provides you with a source of income, you need be prepared to invest in this training at your own expense. This training provides you with the essential skills required for the delivery of learning, assessment and quality assurance, and is a standard minimum requirement across the industry.

Title	Cost and duration	Outcomes
1st4sport Level 3 Award in Delivering Learning or SQA Professional Development Award in Sports Coach Education Tutoring (Level 7)	Approximately £450 3 days	<ul style="list-style-type: none"> • Understand the roles and responsibilities of a tutor • Understand ways to create an inclusive learning environment • Be able to plan, deliver and evaluate inclusive learning • Identify learning styles (theories and strategies)
1st4sport Level 3 Award in Assessing Vocational Related Achievement or SQA Assess Workplace Competence Using Direct & Indirect Methods	Approximately £375 2 days plus off course assessment	<ul style="list-style-type: none"> • Understand the principles and requirements of assessment • Understand the roles and responsibilities of the assessor and those involved in the quality assurance process • Understand different types of assessment methods
1st4sport Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	Approximately £395 2 days plus off course assessment	<ul style="list-style-type: none"> • Understand the principles of internal quality assurance • Produce a sampling plan with a rationale • Deliver internal quality assurance interventions • Self-evaluation of internal quality assurance practice

*We also recognize some teacher training qualifications. Please enquire for details.

5. Benefits and employment status

Rates of pay

Coach Developer's receive competitive rates for delivering courses.

Guideline of payment rates (these may vary):

Services Provided	Daily Rate
Approved Lead Tutor	£150 - £200 per day £50 - £100 per half day
Approved Co-Tutor	£50 - £100 per day
Approved Lead Assessor	£100 - £150 per day
Approved Co-Assessor	£50 - £100 per day
Approved Quality Assurer (Verifier)	£100 - £120 on course verification £50 remote verification

*Travel and subsistence allowance in accordance with the Coach Developer expenses policy.

Employment status and paying tax

The circumstances in which Coach Developers are asked to undertake a Coach Developer role meet the conditions of self-employment criteria set out by HMRC. For any services in which tutors, assessors, and verifier fees are paid directly from Archery GB, a Service Level Agreement must be in place between both parties.

It is entirely the responsibility of the individual to ensure they are fully compliant with the law with regards to self-employment status. For advice about employment status or running your own business contact HM Revenue & Customs (www.hmrc.gov.uk). As a self-employed person, you should also consider:

- Business planning (including registering your business and paying tax)
- Cash flow forecasting, bookkeeping, expenses, and invoicing
- Risk management and insurance

Insurance

It is your responsibility to have appropriate public liability and professional indemnity insurance to deliver coach education training.

6. Maintaining quality

We have a number of policies to help learners and maintain standards, that you need to know about.

Code of Conduct

It is imperative that Coach Developers act with professionalism and uphold Archery GB's Code of Conduct for Coaches and Officials.

Quality assurance

All Coach Developers will be involved in a regular process of quality assurance, which seeks to:

- Evaluate how internal assessment and quality assurance systems are used
- Support and develop tutors / assessors
- Monitor and evaluate the quality of delivery of learning and assessment practice
- Monitor and evaluate the quality of learning delivery
- Meet external quality assurance requirements

How we deal with feedback and complaints

It's our ambition to ensure that all learners have a quality experience. We take the concerns of learners seriously. It is our policy that all feedback received from a learner will be provided to the Coach Developer or staff member. If there is negative feedback, this can sometimes be uncomfortable to hear. However, we will share this with you so that you have the opportunity to consider the feedback, respond, and where necessary use the feedback in a constructive way to develop your practice. We endeavor to support your continued development to help you reach the expected standard, and as such you may be asked to complete further training or a process of personal development.

It is Archery GB's responsibility to maintain high standards of course delivery. Complaints that bring into question a Coach Developer's ability to perform at the expected standard will be independently investigated. Feedback and outcomes of a complaints investigation may influence your deployment or recognition as an approved Coach Developer.



Assessment appeals

A Learner has the right to appeal an assessment decision. The assessment appeals process explains how this works.

Reasonable adjustment for learners with a disability

Reasonable adjustments are defined as any arrangements made prior to the delivery of a qualification 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 qualification with

a permanent, long-term or temporary disability, learning difficulty, illness or indisposition.

Some adjustments may require time for preparation; and Coach Developers need to be adaptable to support changes that a learner may need. For example, additional time to complete written tasks or using a scribe to answer written questions.

GDPR

When you become a Coach Developer you agree to comply with data protection legislation, including the Data Protection Act 1998 and General Data Protection Regulations (GDPR).

First steps to ensure that you are 'GDPR compliant':

1. Consider what data you hold?
2. Consider where that data came from: how is it up-dated?
3. How regularly it is up-dated, how long do you hold it for, do you need to hold it?
4. Consider what you do with the data: who do you give it to, do you transfer it to other people/

organisation's, such as your county and regional association and Archery GB?

5. Consider the security of data: where do you hold data, what data do you encrypt/password protect?
6. Do you have permissions from the individuals to do what you do with their data, when was that permission (consent) given?
7. Do you adhere to a data protection policy and privacy policy (such as your club's or Archery GB's)?

GDPR in more detail and how it may affect you:

When you collect an individual's data, such as a Coach Developer receiving information about a Learner attending a coach education course:

1. You must ensure that the Learners understand what data you are collecting. (Tip: Use only the latest course forms provided by Archery GB. They explain to Learner's how their data is used)
2. Store the data for the duration of the course only
3. Once you have given the results of the course (e.g. Record of Achievement) to Archery GB, and you have received confirmation that they have been received, the data should be deleted

Safeguarding young people

Archery GB welcomes young people to train as coaches on all courses and workshops. Coach Developers need to be aware of their role and responsibilities when young people are participating in a course, and at all times follow Archery GB's good practice guidelines. Archery GB can also answer any questions you may have so that you fully understand your role.

When a young person applies to attend a course, parents' give their permission for the Coach Developer to act 'in loco parentis' (where you take on parental responsibility for a child while they are in your care). The 'loco parentis' role commences at the start of the course until the end, when young people are discharged to the care of their parent(s)

Further reading

The following accompanying resources are available at www.archerygb.org

- Archery GB Code of Conduct for Coaches and Officials
- Archery GB Quality Assurance Policy
- Archery GB Coaching Course Complaint Process
- Archery GB Reasonable Adjustment Process
- Archery GB Assessment Appeals Process
- Archery GB Safeguarding Children and Young People Policy and Procedures
- Archery GB Privacy Notice

7. Understanding equality

We want to create a more diverse coaching workforce so that more participants are able to be coached by people who are immediately empathetic to their needs and reflective of their social environment.

Equality & Diversity in Archery

Archery GB is committed to creating a culture of equality in archery.

We encourage everyone who is involved in archery, from participants, volunteers, coaches and judges to parents and spectators, to:

- Celebrate diversity within archery
- Take action to challenge unacceptable language and behaviour
- Take action to redress imbalances between underrepresented groups
- Have zero tolerance towards discrimination, prejudice and abuse relating to:



Your role in equality

Your behaviour and the environment you help to create directly affects how other people participate in sport.

Everyone should have equal access to archery, regardless of whether they possess any or some of the above characteristics. However, some members in our society are not able to participate equally and fully, and we want to help change this.

Equality is about recognising inequalities that exist and taking steps to change the behaviours, language, places, rules and programmes that contribute to some people being marginalised.

Types of Discrimination

Discrimination can come in any of the following forms:

- Direct discrimination - treating someone with a protected characteristic less favourably than others
- Indirect discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation - treating someone unfairly because they've complained about discrimination or harassment

It can be lawful to have specific rules or arrangements in place, as long as they can be justified.

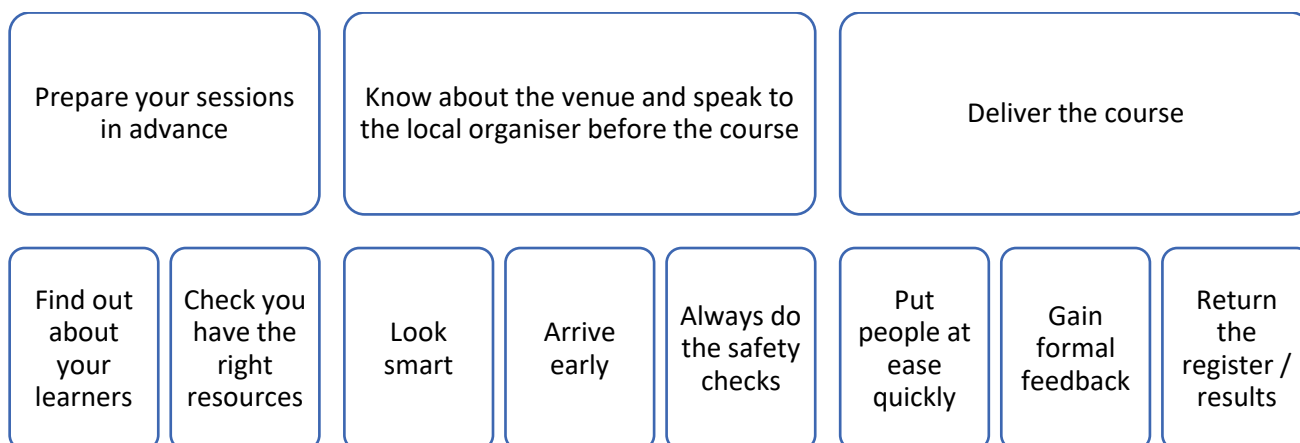
Positive action

You can do something willingly to help people with a protected characteristic. This is called 'positive action'. Taking positive action is legal if people with a protected characteristic are at a disadvantage, have particular needs or are underrepresented in an activity.

These characteristics are fundamental aspects of a person's life or background, and the Equality Act makes it unlawful for someone to be discriminated against because of one of these characteristics.

8. Essential guidance for course preparation

How do you best prepare for a course? Getting your course planning right, will help the learning sessions flow with greater ease for everyone.



Prepare your sessions—get creative in your planning and ensure you're all set to deliver a great session.

Read the learner application forms and speak to the organiser to help you prepare for every individual—check if any learners have any special requirement, for example due to their health or a disability, and this will help you design the support you provide accordingly.

Introduce yourself to the rest of the team—Familiarise yourself with the requirements of the learners or the venue by introducing yourself to the course organizer in advance of the event.

Be safe - Ask the course organiser questions about the venue and gain a copy of the risk assessment for it. If there are other Coach Developers involved, liaise with them ahead of time so it is clear who is doing what.

Check the resources—Check you have all the resources you need to deliver the course. If you're expecting a delivery of learner manuals ensure they have arrived at least a week before the course starts, and if they haven't, contact the coaching team at Archery GB straight away. Do you need a projector? Have you checked one is available and working? Do you have the right connection cables and an extension lead?

Look presentable—Wear smart sports clothes and have a tidy, professional appearance.

Arrive early—Get to the event in plenty of time so you are there to set up the learning space, check the equipment, get the

laptop and projector going (if you are using them), undertake a risk assessment, greet learners and make them feel relaxed.

Check the venue for safety - It is important for anyone leading the delivery or assessment of a course to undertake a risk assessment for the course, at the start of each day, to ensure that the venue is safe for archery and to mitigate against appropriate hazard.

Put people at ease quickly - Introduce yourself and find a way that works for you to quickly learn everyone's name, even if it is simply using sticky labels as name badges.

Deliver the course—a course outline, syllabus, learning outcomes, delivery ideas, and assessment tasks are all provided for you. It is essential that you deliver against these guidelines, but it's down to you to design your learning sessions and check for learning.

Provide the chance for formal feedback—At the end of the course direct learners to complete Archery GB's feedback process. This is used to evaluate the overall programme of courses offered by Archery GB.

Return the register and / or results—For courses where there is no assessment, promptly return the register to Archery GB. For each course where there is an assessment, the results are recorded on a form called the Record of Achievement. This form must be promptly returned for each learner (regardless of their result) at the end of the course to Archery GB.

Cancellation or postponement— From time to time a course is cancelled, postponed, or for some reason the details change. We will let you know as soon as we're aware of any changes, and we ask you to do the same. In each instance, the course organiser should always also be kept informed of changes.

In the case of poor weather conditions, for either you or the learner's, you should speak to the course organiser to arrive at the best decision, and only travel if it is safe to do so.





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