

Archery GB Instructor Award Guidance for Learners

UPDATED December 2018



Introduction

Instructors have a vital role in helping people new to archery learn and enjoy the sport. The Archery GB Instructor Award is the sports industry's leading and most popular training course for archery.

This guide describes what you can expect from the Archery GB Instructor Award, please read it before enrolling onto a course.

The associated policies referenced here can be found at www.archerygb.org/instructor.

1. About the Archery GB Instructor Award

The Archery GB Instructor Award is an entry-level training course that prepares learners to deliver fun and safe sessions for beginners.

From the 1st January 2019, the course takes place over two days (circa 16 hours). The Tutor delivers the learning programme and covers the course syllabus. An example layout is provided:

Day 1	Day 2
Full day (e.g. 9am-5.30pm)	Full day (e.g. 9am-5.30pm)
Topics covered: <ul style="list-style-type: none">• A model taster session• Structure of a taster session Coaching Barebow• Introduction to Equipment• Range layout• Safety checklist• Starting a session• The 5 Phases of shooting• Guided Practice, Organisation and Observation• Free Practice and Analysis• Practice coaching	Topics covered: <ul style="list-style-type: none">• Assessment task 1• Structuring and Concluding Sessions• Adapting sessions• Games orientated archery• Assessment task 2• Conclusion
One Tutor is required for every 12 Learners	

2. Entry on to the course

- The course is designed for learners with little or no prior experience of archery
- Learners are expected to be able to take part in the practical archery sessions
- Learners need to be at least 17 years old by the first day of the course
- To gain the award, learners are required to successfully complete the course in full

3. Booking on to a course

Courses are organised by recognised Tutors, our delivery partner and by Archery GB directly. To find out when courses are taking place please visit www.archerygb.org/instructor.

- The course organiser is responsible for receiving course bookings
- Learners are required to book onto the course with the course organiser before the closing date and with full payment
- Payment must be made to the course organiser for the sum advertised. For details on what methods of payment are acceptable please contact the course organiser

4. 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 'Learner Reasonable Adjustment Process'. Please read the policy and return the request form provided to the course organiser as early as possible.

If you need more general support please provide details of this on your application form or contact the course organiser ahead of the course starting.

It is the responsibility of the learner to notify the course organiser 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.

5. Assessment

In order to gain the qualification and receive a certificate you need to be assessed as competent having completed the following activities:

- Complete a multiple-choice question paper
- Deliver a session

6. Archery GB Instructor Licence

By completing the Archery GB Instructor Award you will be issued with an Archery GB Instructor certificate and Licence. This should arrive within 30 days of successful completion of the course. This provides official recognition that you are eligible to lead archery sessions for beginners.

Your Archery GB Instructor Licence is due for renewal every three years. To renew your licence you need to complete an online assessment module which demonstrates that you understand the minimum standards for delivery. You have two attempts to complete the online module. By holding an Archery GB Instructor Licence you agree to abide by the Archery GB Rules of Shooting and Archery GB's code of practice for coaches. Archery GB has the right to revoke the licence at any time.

7. Complaints and assessment appeals

If you are not satisfied with your experience please refer to the Archery GB Instructor Award complaints policy.

8. Data protection

When you apply to attend an Archery GB Instructor Award course Archery GB creates a central record in your name. This includes the personal data you have provided on your application 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.

9. 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?

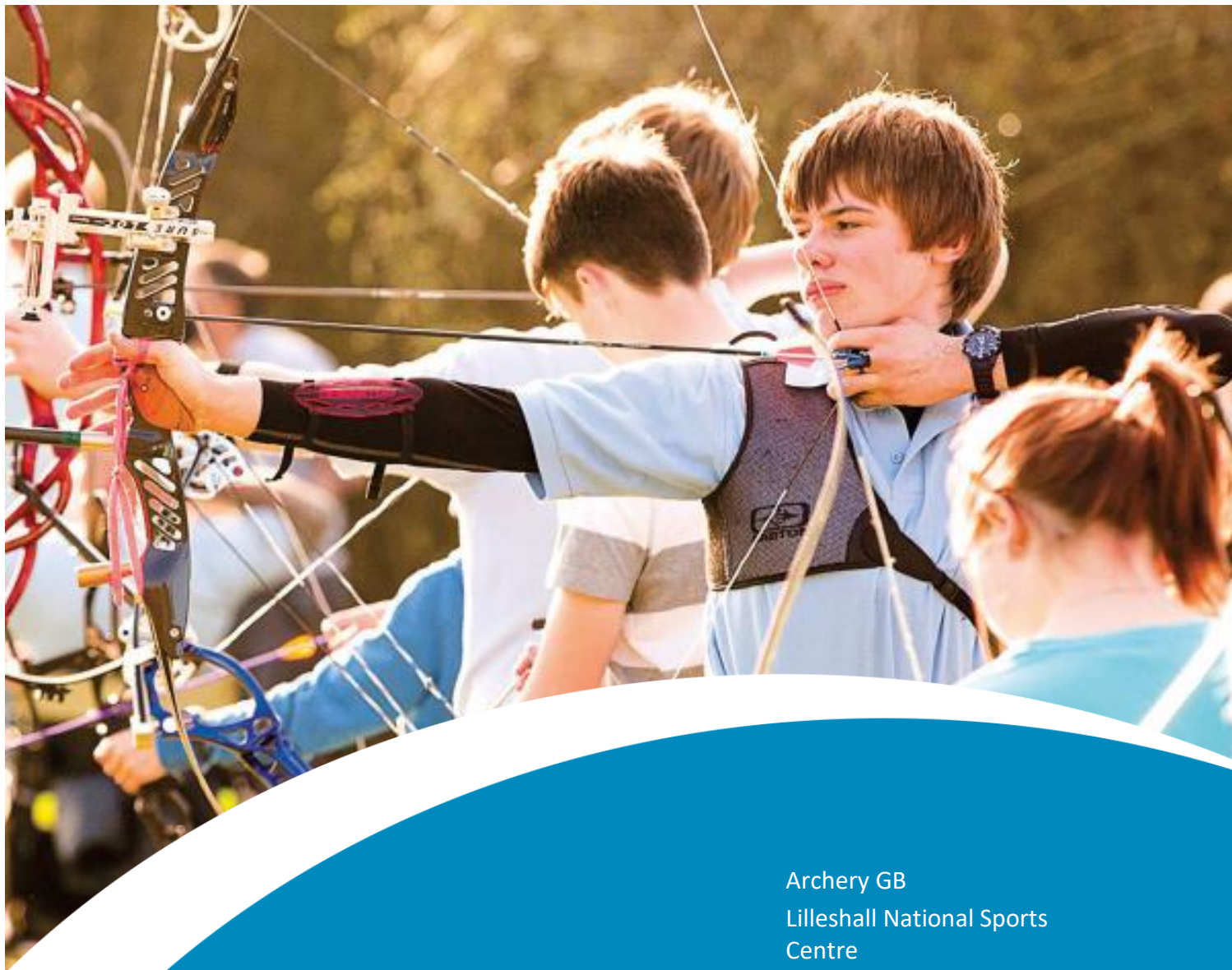
To help your development and to complete the course, you will receive the accompanying Archery Instructor Handbook.

What should I wear? Sports clothing and trainers, along with warm/waterproof clothes if the course is outdoors.

10. Cancellations

- To cancel your booking before or part way through the course, full or partial charges may apply. This is due to non-refundable costs associated with organising a course. This is the responsibility of and at the discretion of the course organiser, however Archery GB guidelines are as follows:
 - 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 you will be entitled to full or partial refund.
 - 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

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