

GET INTO ARCHERY | HANDY GUIDES



Archery GB Instructor Award Guidance for Organisations

UPDATED December 2018



Introduction

Instructors have a vital role in helping people new to archery learn and enjoy the sport.

We want to help organisations to develop confident and skilled instructors to teach archery.

The Archery GB Instructor Award is the sports industry's leading and most popular training course for archery.

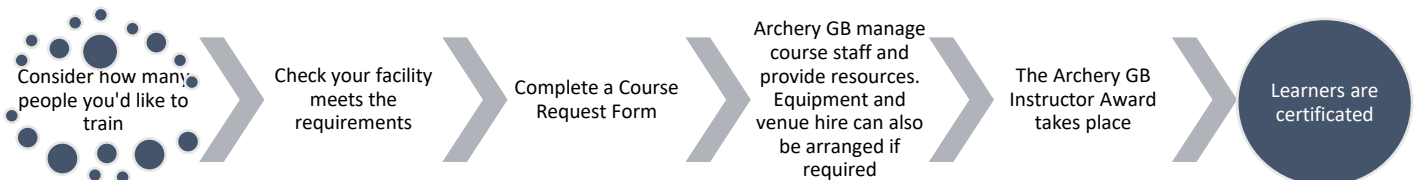
This guide is designed to provide organisations with guidance to successfully arrange an Archery GB Instructor Award to be delivered at their venue.

Archery GB are responsible for organising courses nationwide. If you would like to organise a course for your organisation, please read this guide and get in touch.

E-mail: Instructor.award@archerygb.org

Phone: 01952 677888

Web: www.archerygb.org/instructor



How to Arrange a Course

You can arrange for the Archery GB Instructor Award to take place at your venue by following the steps below. Archery GB will support you at each stage and answer any questions you may have.

1

- You need to have 10-12 people in attendance to make the course viable. Identify how many people you would like to attend your course including those you already have interested and how many you need to recruit.

2

- Check if your venue meets the facility requirements to host a course by referring to the Facility and Equipment section within this guide. If you don't have a venue please contact instructor.award@archerygb.org for guidance.

3

- Check if you have the equipment needed for the course. If you haven't, this can be hired from Archery GB. Contact us to discuss your requirements and get a quote.

4

- Complete the course request form from www.archerygb.org/instructor and return it to instructor.award@archerygb.org. If you select the course as 'open', Archery GB can help to promote your course on our website, to assist in filling the available places.

5

- Archery GB will e-mail you to confirm if the course can go ahead and agree with you the associated costs. The cost of the course starts from £165 / learner.

6

- Archery GB will arrange for an Archery GB approved Tutor and Assessor to deliver the course, along with a Quality Assurer if required, and will also provide the associated Archery Instructor Handbook for each learner

7

- If the course is open, extra learners will be directed to your company to book onto the course

8

- The course is delivered by an Archery GB approved Tutor and Assessor.

9

- At the end of the course Archery GB will invoice your organisation for either the minimum course fee (£1650) or 11 learners (£1815) or 12 learners (£1980) and issue a certificate and licence card to successful learners.

1. About the Archery GB Instructor Award

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

Entry on to the course

- The course is designed for Learners with little or no prior experience of archery
- The course is practical in nature and Learners take part in 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
- Both members and non-members of Archery GB are eligible to attend the course
- Full details about the terms and conditions of entry onto a course can be found in the supporting guide 'Archery GB Instructor Award Guidance for Learners' found at www.archerygb.org/instructor



Who is involved in delivering the Archery GB Instructor Award?

Archery GB is the national governing body of archery and is the leading trainer of archery instructors and coaches in the UK

Archery GB approved Tutor and Assessor

- The Tutor is responsible for all of the delivery of the course including the quality of the teaching and delivery of the course
- The Assessor is responsible for the practical assessment of Learners and attends the final day of the course
- The practical assessments are carried out by the Tutor and an Assessor
- A tutor and Assessor are appointed to each course by Archery GB

Quality Assurer (QA)

- Responsible for quality assuring all coach education courses offered by Archery GB

2. Course Overview

From the 1st January 2019, the course takes place over two days (circa 14 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	

Quality Assurance

Quality assurance is the important function of ensuring minimum national standards are maintained in both the tutoring and assessment phases of the course and it is undertaken by a Quality Assurer. A proportion of courses are quality assured, through a visit to the course by a recognised Quality Assurer.

Certification

Learners who have been successful will be awarded a certificate and instructor licence by Archery GB. To remain as a recognised Archery GB Instructor in the UK, the licence needs to be renewed every three years.

3. Course Costs

If your organisation is able to cover the costs of a suitable venue and the associated equipment you will be able to secure our lowest booking costs, prices start from £165 per learner. To make the course viable there needs to be a minimum of 10 and a maximum of 12 learners booked on to attend.

If your organisation is unable to provide a suitable venue, Archery GB will support you to locate a venue and the cost will be agreed to take into consideration facility and equipment hire.

4. Facility and Equipment Requirements

The aim of the course is to encourage 'learning by doing'. The Archery GB Instructor Award is a practical course that can be delivered either using an indoor or outdoor range, alongside a study area where the tutor and learners can sit and talk in comfort. If the course is delivered outdoors, nearby access to shelter from the sun, wind and rain is needed. Each learner will receive an Archery Instructor Handbook at the start of the course.

The course requires a range and study area to be available at all times during the course. These should be booked to allow appropriate set up and pack away time (e.g. 60 minutes before/after the course), and a member of staff at the venue should be available to assist.

You need to check that your venue and equipment are suitable to be used for the Archery GB Instructor Award. If you are uncertain please contact Archery GB for further guidance.



Facility and Equipment Checklist

Practical Training

A secure shooting range:

- Minimum shooting length of 10m, with at least 2m space behind the shooting line
- Outdoor ranges should have access to shelter.

Range equipment:

- 2 x 48" bosses and 2 x target stands (ideally 3 bosses and target stands)
- Target faces (sized 122cm for beginners) and target pins
- Backstop netting (sufficient to cover the width behind the targets and several metres to either side, hung loosely and not stretched)
- Markers to indicate the shooting line e.g. cones
- Ground quivers to hold bows and arrows

Shooting Equipment

The shooting equipment is provided by the host organisation. If you don't have access to suitable equipment, Archery GB may be able to help source this for you. This needs to be agreed during the booking process.

- One beginner take-down bow per three learners minimum (available in a range of sizes and draw weights)
- One arm guard per learner
- Three aluminum arrows per learner minimum. Recommended stock:
 - 48 arrows (sufficient for each learner to have 3 arrows initially plus spares)
 - Lengths 32.5"; size 1816 for durability
 - One set of 35" (full length) Easton Platinum arrows; size 2015/2014
- Example damaged bow, bow string, arrow
- Bracing height gauges

Study Space

- An area for learning with sufficient size and seating for comfort
- White board or flip chart and pens
- Access to toilets

Public Access

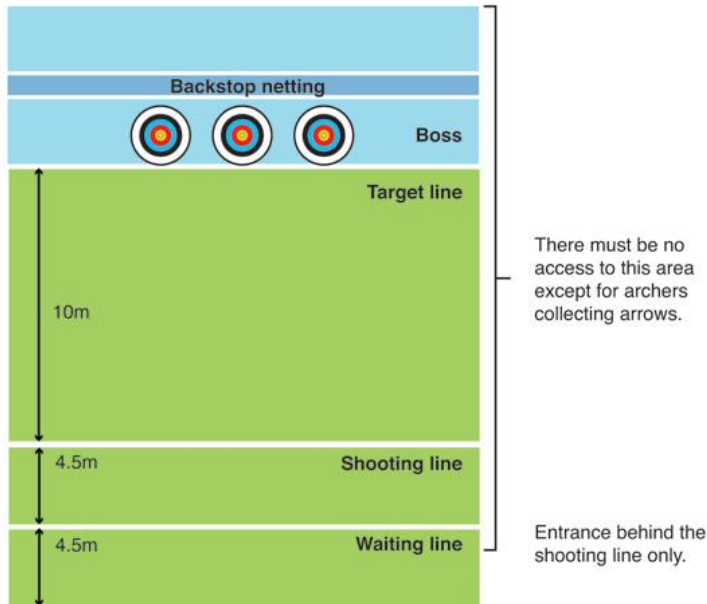
- The shooting range needs to be cordoned off to prevent access, with warning signs of the activity placed facing outwards on the boundaries and on all access points.
- On indoor ranges signs should be on the outside of all doors (including fire doors), and access restricted from stairs, balconies or behind range netting so access can't be gained in front of the shooting line.
- On outdoor ranges spacing of signs should be sufficient so that access cannot be gained without being seen.
- Emergency equipment such as fire extinguishers should be removed or protected.

Risk Assessment

- A risk assessment for the venue should be made available to Archery GB before the course takes place

5. Range Layout Guidance

Indoor Range Layout



Minimum distances

Shooting distance: 10m

On an indoor range, the waiting line may be reduced to 3m from the shooting line as long as there is unobstructed access.

Further Reading
 Further information about range layout can be found in the following resources available at www.archerygb.org

Archery GB Rules of Shooting

A Guide to Setting up an Archery Range

Outdoor Range Layout



Minimum distances

Shooting distance: 10m

Overshoot area: 101m (110 yards)

Side safety area: 23m (25 yards)

Between bosses, centre to centre: 2.5m



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