



Level 2 Coach
Learner Information Pack

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Introduction

The purpose of this document is to provide potential Learners with the information needed in order to apply for a Level 2 coach course. The course is designed to equip Learners to be Club Coaches, taking archers from a beginner course up to competition standard or thereabouts. The course is not designed to train performance coaches. The latter will be the focus at Level 3. Learners will not be expected to learn a lot of background theory or how to fine tune a bow for example. They will cover some theory in the course sessions but this is more about being aware and having a basis to build on rather than a full theoretical underpinning for what they do. There is a strong emphasis in the course on good technique, building on the 'T' draw taught at Level 1 and on good Observation and Analysis. These elements are seen as key to developing archers in a way that will lay a foundation for shooting well at Bowman standard and beyond.

This document includes not only details about the course, but also information on how to apply and application requirements. The section on Learning Outcomes describes in detail what you should be able to do / know when you have completed the course.

The course consists of 6 days (36 hours) of **formal tuition** including both theory and practical sessions. During this time **preparation, home study and coursework** will be set. This work is expected to take of the order of 14 hours so there is a total of 50 learning hours. The coursework will be internally assessed by the Course Tutor.

As a Learner, you will be required to do 24 hours of **supported practice**, 8 hours of which must be in the presence of and reviewed with a mentor. Supported practice may be planned coaching sessions, equipment maintenance, discussions and feedback with your mentor, or activities identified on a Personal Action Plan which contribute to the development of your coaching skills.

You will also be required to produce a **Learner Pack** containing written work, much of which will be in a pre-defined format. The Learner Pack is the written evidence which forms part of the assessment.

There will be an **external assessment** lasting about two and a half hours consisting of practical coaching, observation and analysis and an interview. You must complete the external assessment within 12 months from the first day of tutor led training. The assessor will agree a Personal Action Plan with you for your ongoing development as a coach. If you are not up to the required standard, you may repeat the assessment when you have successfully completed the work set in the Personal Action Plan. You will be required to produce evidence of having completed the work. This may be in the form of a Mentor Review.

Requirements

In order to apply for this course you must be an Archery GB member with a current Level 1 coach certificate and CRB check. There is a minimum age of 18 for qualification. However you may complete the course and undertake the assessment before the age of 18. If you do so, your certificate will be issued on reaching the age of 18.

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You must have a mentor who is a qualified Archery GB coach at Level 2 or above. This person will be asked to provide a reference stating your suitability to undertake this course. They will also need to commit to spending at least 8 hours with you during your supported practice, reviewing your progress and giving you feedback on your coaching skills. A good mentor will also be able to help you put what you learn on the course into practice and answer your questions.

You must also have the agreement and support of your club.

Learning Outcomes

This sets out the skills and knowledge that a Learner should attain as a minimum requirement to start out on their career as a Level 2 coach, indicating the breadth and depth of that knowledge. The Outcomes are set out in tables under 6 headings:

1. Coaching process
2. Sports Science
3. Observation and Analysis
4. Equipment Skills
5. Equipment Specification
6. Professional Qualities

1 Coaching process				
		Scope	Context	Limits
1.1	The learner will, in cooperation with participants, plan, deliver and evaluate single and multiple coaching sessions for the purpose of developing performance. These Learning Outcomes are described in more detail in the Extended Descriptions below.	Content and practical work will be suitable for the client group of archers.	Indoor and outdoor target archery	Emphasis will be on those aspects most relevant to the Level 2 coach
1.2	The learner will monitor and evaluate his/her own performance in the coaching process.	All aspects of coaching practice		

2		Sports Science		
		Scope	Context	Limits
2.1	The learner shall be aware of the role of the major muscle and skeletal structures employed in archery	Basic knowledge of joint and muscle types. Names and location of major muscles used in shot execution. Role of rotator cuff. Role of core muscles.	Training needs. Injury prevention. Usage in the shot process.	Biomechanics not included.
2.2	The learner shall be aware of the role of nutrition in archer performance and training, and of the role of hydration in healthy and safe performance.	Basic understanding of food types. Basic understanding of energy systems. Nutritional needs of client group archers in training and competition. Role of hydration.	Training and competition needs	Application of knowledge suitable for client group
2.3	The learner shall have a knowledge of role of mental skills in the development of archers in the client group.	Goal setting . Recording of performance. Motivation. Arousal. Stress. Mental rehearsal.	Training and competition needs	Application of knowledge suitable for client group
2.4	The learner shall have a knowledge of the development of psychomotor skills in sporting performance.	Basic understanding of skills acquisition. Basic understanding of techniques for development of performance.	Stages and methods of learning of skills. Fitness components, principles of training.	Application of knowledge suitable for client group

3 <i>Observation and Analysis</i>			
		Scope	Limits
3.1	The learner shall be able to describe the actual technique of an archer in terms of posture, draw technique and shot execution with reference to draw force lines, including consistency of technique and observed variations.	Stance, posture, setup, pre-draw, draw, aiming, execution, follow through, mental status.	Unseen archers at assessment should be selected from within identified client group. I.e. not total beginners and not much beyond 1st class.
3.2	The learner shall be able to describe a standard shooting technique suitable for the defined client group.	Evolved T draw as described in "Developing Good Technique" section of Resource Manual	
3.3	The learner shall be able to compare the actual technique of an archer with a standard technique.		
3.4	The learner shall, based on such comparison and taking into account any archer-specific information, make reasoned and prioritized recommendations for progression.	Up to 3 points of recommendation.	Accommodation to severe impairments not expected at assessment.

4 Equipment Skills			
		Scope	Limits
4.1	The learner shall be able to identify the component parts of bows of both main types and describe their function.	Riser, limbs (different types in outline), rest/launcher, button, string, sight, scope, stabilisers	Detailed knowledge of the current marketplace in bows is not required.
4.2	The learner shall be able to identify the component parts of arrows and describe their function.	Fletchings/flights, nock, point, shaft(alloy, carbon, Carbon/Aluminium)	Details of structure of different shaft types is not required. Comparison of steel vs tungsten points is not required. Wraps are not required.
4.3	The learner shall be able to undertake basic assembly tasks in relation to the selected bow style.	Sight, arrow rest, nocking point.	String making is not required. Use of bow press not required.
4.4	The learner shall be able to undertake basic assembly tasks in relation to arrows.	Fit nock Fit fletching Fit point	Cutting of arrows not required
4.5	The learner shall be able conduct a basic set up for the selected bow style using well defined setup criteria.	Nominal tiller, nominal nocking point height, nominal initial arrow offset and rest position(recurve), nominal launcher height and position(compound)	Limb alignment on bow, true centering of limbs desirable but not required
4.6	The learner shall be able conduct a basic adjustment of setting for the selected bow to suit the actual characteristics of the bow/archer system.	Adjust bracing height.(recurve) Short distance walkback, "parallel to ground" shooting, bareshaft planing.	Knowledge of more advanced techniques desirable but not required ¹

¹ It is considered that more advanced techniques are not particularly suited to the client group of the Level 2 coach at the point of qualification. Development of proficiency in further tuning methods is considered a candidate for CPD.

5	<i>Equipment specification</i>		
		Scope	Limits
5.1	The learner shall be able to measure or determine basic settings of a bow for a specific archer	Bow length, draw weight/peak draw weight, bracing height Draw length.	
5.2	The learner shall be able to measure or determine suitable arrows for a specific archer.	Arrow length, arrow spine. Arrow type (AI, C/AI, C)	

6	<i>Professional qualities</i>		
		Scope	Limits
6.1	The learner shall understand the Coaches Code of Practice ²		-
6.2	The learner shall have a good working knowledge of the Archery GB Rules of shooting ³ , and an awareness of at least Book 3 of the FITA rules of shooting(Target Archery) ⁴ .	Rules read and aware of scope. Able to refer effectively.	Rote recall not required
6.3	The learner shall have a knowledge of the Archery GB coaching structure.		
6.4	The learner shall understand the role of CPD in the maintenance and development of coaching competence.		
6.5	The learner shall understand the role of a Level 2 coach in the support of Level 1 coaches within Archery GB.	Mentoring. Resource for questions of practice. Support for CPD.	
6.6	The learner shall understand the issues relating to the coaching of children and vulnerable adults.	Currently specified awareness issues	
6.7	The learner shall have an appreciation of the needs of archers with disabilities or impairments.	Awareness of mobility, sensory and psychological impairments,	Expertise is not expected. Awareness of how to obtain support in coaching these archers is.

² <http://www.sportscoachuk.org/sites/default/files/coaches-code-of-practice.pdf>

³ [http://www.archerygb.org/tools/documents/G0602RulesofShooting-\[13691\].pdf](http://www.archerygb.org/tools/documents/G0602RulesofShooting-[13691].pdf)

⁴ http://www.archery.org/UserFiles/Document/FITA%20website/05%20Rules/01%20C&R%20Book/Book_2012/EN-Book3.pdf

Course Model

The timetable below shows the course sessions. Sessions in red italics will be practical sessions and you will be expected to coach other Learners and to be coached by them. If for some reason you are unable to shoot, this must be made clear in your application so that the tutor can plan accordingly. The tutor may choose to rearrange the sessions to suit particular circumstances but the overall content will be as indicated below.

<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>
Introductions /Induction / Paperwork	Day 1 Review /questions	Day 2 review / questions	Day 3 review / questions	Day 4 review / questions	Day 5 review / questions
1.1 Coaching Process	<i>2.1 Setting up a recurve with practical</i>	3.1 Nutrition Energy Systems	4.1 Compound Equipment	5.1 Communication Skills	6.1 Arousal and Anxiety in Sport
<i>1.2 Bucket and ball coaching process practical / Icebreaker</i>	2. 2 Arrows	3.2 Skeletal and muscular systems	<i>4.2 Compound Practical</i>	5.2 Mentor Training	6.2 Motivation and Mental skills for Archery
1.3 Goal Setting	2.3 Recurve Equipment Selection	3.3 Principles of training	4.3 Compound Summary	5.3 Equipment Maintenance	6.3 Plan for practical coaching (B) Group 1 then group 2
1.4 Developing Good Technique	2.4 Recurve Tuning Theory	3.4 Acquisition of skill <i>(with practical)</i>	<i>4.4 Practical Coaching (A) Group 1 then Group 2</i>	5.4 Personal Action Planning	<i>6.4 Practical Coaching (B) Group 1 then Group 2</i>
1.5 Observation and Analysis	2.5 Stabilisation	<i>3.5 Observation and Analysis Group 1 then Group 2 (Preparation for 3.6)</i>	4.5 Review practical coaching (A) Group 1 then Group 2	<i>5.5 Diagnosis and Intervention Practical</i>	6.5 Review practical coaching (B) Group 1 then Group 2
<i>1.6 Observation and Analysis Practical</i>	<i>2.6 Recurve Tuning Practical</i>	3.6 Pre-session discussion and Plan for practical coaching (A) Group 1 then Group 2	Summary of Day 4 Coursework	5.6 Coaches Code of Practice	6.6 Coaches Tool Kit
Summary of Day 1 Coursework	2.7 Diagnosis and Intervention	Summary of Day 3 Coursework		5.7 Drugs in Sport	Summary Next steps Course review
	Summary of Day 2 Coursework			Summary of Day 4 Coursework	

Preparation, Home Study and Coursework and Supported Practice

Preparation – work to be done before a course day in preparation for the sessions

Home study – work to be done in support of the course, possibly reading or working with your mentor.

All days to include reading the relevant sections of the Resource Manual in addition to tasks listed.

Coursework – work to be submitted to tutor for marking, outcome to be included in Learner Pack Part 2. Essays should be between 250 and 500 words i.e. not more than one side of A4.

Supported Practice – work to be done with mentor or other suitably qualified person and work to be documented and submitted for assessment.

	Preparation	Home study	Coursework	Supported Practice
Day 1	Read Information Pack	Review Archery GB technique videos	Goal setting	Practise Observation and Analysis
	Complete application forms	Read the sections of the Archery GB Rule Rules of Shooting on Handicaps and Classifications		
	Find a mentor			
Day 2		Make sure you understand how to use the arrow selection charts. Use the questions in the back of the Resource Manual.	Handicaps and Classifications	Practise setting up a recurve bow and recurve tuning
		Read the section of the Resource Manual on Equipment Troubleshooting		
Day 3		Review archery GB video clip on Strength and Conditioning	Skeletal and Muscular systems	
			Nutrition	
Day 4	Complete pre-session discussion document and Plan for practical coaching if not already done	Read the sections of the Archery GB Rules of Shooting on Bow safety, Indoor and Outdoor Target Archery	Acquisition of skill	Practise setting up a compound and tying a 'D' loop.

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Day 5	Complete Giving and Receiving Feedback questionnaires,	Look up a drug on one of the data bases		Complete a coaching session and a review with your mentor. Write up a Review record.
				Complete a Personal Action Plan if not already done. Ask your mentor for help if necessary
	Read Coaches Code of Practice	Complete Barriers to Listening Questionnaire		Gain practical experience of required aspects of equipment maintenance.
Day 6	Complete Session Record and Review of practical coaching from Day 4 if not already done	Obtain or locate a minimum tool kit for bow set up.		Complete work for Learner Pack (material to be seen by assessors)
		Motivation exercise		Create a new Personal Action Plan
		Read the section in the Resource Manual on Disabled Awareness		

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Application Process

You should read this Information Pack before applying for a Level 2 coach course. Courses will be advertised on the Archery GB web site. The details on the web site will provide the course and assessment dates, the venue and the cost. The Learner Application Form is included in this pack.

You should now obtain agreement from your club and find a qualified coach (Level 2 or above) who is willing to be your mentor. Ask your mentor to complete the Mentor Reference (below) and return it to the Course Administrator separately.

Complete the following documentation using the forms below:

- Learner Application Form
- Learner Questionnaire, providing background information that will assist the tutor.
- Letter of support from your club
- Mentor Agreement
- Record of CPD

You will also need to provide a copy of your work record for the last 12 months. This should be in the same or similar format to the Supported Practice Log in your Level 1 Learner Pack.

Send the completed forms to the Course Administrator whose details are on the website together with your work record and a cheque for the course fee. The cheque will be returned to you if for any reason you are not accepted on the course or the course has insufficient applicants and is cancelled.

Your membership card and current CRB form will be checked on the first day of the course.



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Learner Questionnaire

About your coaching

Why do you want to become a Level 2 coach?

How do you plan to do the Supported Practice?

Do you have any disabilities? Please say what so that appropriate provision can be made.

About your archery

Please describe your archery experience in the table below.

Number of years archery experience	
How often do you shoot?	
Number of years shooting recurve	
Recurve handicap / classification	
Number of years shooting compound	
Compound handicap / classification	
Number of years shooting longbow	
Longbow handicap / classification	
Preferred bow style	
Preferred archery discipline (Outdoor target/Indoor target/Field/Clout)	
Which other archery disciplines do you have experience of?	

Commitment to the course

The Level 2 training course is composed of 36 hours tutor led training, 24 hours supported practice and 14 hours home study and coursework.

I understand the time requirements needed to complete the Level 2 coach training course:

Name:

Signature:

Date:

If there is anything else you wish to say in connection with your application, please use the space below.

The Course Tutor may contact you about your application.

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Letter of Support from Club

Re: Application to join Level 2 Coach Training Course

Name of Applicant

Name of Club

Address of Club

The _____ (Name of club)

endorse the application of _____ (Name of Applicant)

for the Level 2 coach training course. The club understands that an important aspect of the training course is 'supported practice', where Learners develop their skills coaching real archers in the club environment. The club will allow, and work with, the applicant to arrange supported practice activities during their training.

Signed by

Chairman / Secretary / Treasurer*

Name:

Signature:

Date:

*The person signing should not be related to the person making the application.



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Mentor Agreement

Learner Contact details

Learner Name: _____

Membership no _____

Address:

Post Code: _____ Telephone: _____

Mobile phone: _____ E-mail: _____

Club: _____

Mentor Contact details

Mentor Name: _____

Membership no _____

Address:

Post Code: _____ Telephone: _____

Mobile phone: _____ E-mail: _____

Club: _____

Coach grade: _____

Describe in a few sentences when, where and how often mentoring is expected to take place.

Continued overleaf

The Learner agrees:

- To maintain contact with the mentor and ensure that the mentor is aware of the home study and coaching activities that they are undertaking in support of their Level 2 qualification.
- To co-operate with the mentor in reviewing coaching sessions, creating Personal Action Plans and other work.
- To undertake tasks agreed with the mentor or agreed with the course tutor and to be supervised by the mentor when undertaking work for a Personal Action Plan.
- To keep appointments with their mentor and keep the mentor informed of any changes to planned contact.

The Mentor agrees:

- To reinforce and develop Level 2 coaching practice as taught in the formal course sessions.
- To be available to observe the Learner delivering at least 3 coaching sessions and give assistance where necessary.
- Help the Learner to reflect on coaching sessions and complete Mentor Reviews and Personal Action Plans.
- To assist the Learner in obtaining the experience they need to build on their knowledge and skills.
- To spend at least 8 hours with the Learner in connection with their work for the Level 2 coaching qualification.

Signed by Mentor: _____ Date: _____

Signed by Coach Learner: _____ Date: _____

3 copies, 1 each to: Mentor, Learner, Course Administrator

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Mentor Reference

Ref: application to join Level 2 Coach Training Course

Name of Applicant _____ Membership no _____

Name of Mentor _____ Membership no _____

Coach Status (Senior/County/Level 4/Level 3/Level 2)

Address of Mentor

Phone Number

Email

I have known the Applicant for _____ years

I have worked with the Applicant in the following capacity (circle all that apply):

Course Organiser	Mentor	Coaching colleague
Tutor	Assessor	Fellow club member

Number of times I have seen the Applicant coaching

Please write a short statement on the suitability of this applicant for a Level 2 Coach course.

Please send this form direct to the Course Administrator whose address may be found on the web site. You may be contacted by the Course Tutor regarding this statement.

Signature:

Date:



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Record of CPD

Learner Name: _____

Membership number _____

Please supply a summary of the Development activities you have undertaken since completing level 1. The relevant activity code from the CPD Matrix should be entered, unless it is not specified when sufficient detail should be given. If you have no CPD, a Personal Action Plan will be set for work to be undertaken before the Level 2 assessment. See Archery GB website for current CPD matrix at: http://www.archerygb.org/downloads/CRM01_08_Renewal_CPD_Matrix.pdf

Activity Code (from Matrix)	CPD Activity (e.g. National Conference/County Workshop)	No. of events	When (date or range of dates)	Referee details (name , contact details)