Organising a Level 1 and Level 2 Coaching Course

UPDATED AUG 2018
Archers of all levels are hungry to receive coaching, and the coach has a vital role in helping them learn and enjoy the sport.

At a local level, we aim to ensure that enough coaches are getting trained to supply archers with the coaching they want.

Course Organisers are important and valued in the training of coaches. This guide is designed to support Course Organisers to organise either a Level 1 or Level 2 coaching course.

To effectively fulfil the role of Course Organiser, you need to have good organisational skills, be able to manage the course finances and promote the course to potential applicants.

Whilst it may be advantageous to have coaching experience, this is not necessary. The best Course Organisers are efficient, helpful, and aware of what makes events run smoothly.

A Course Organiser can be anyone from within the archery or sports community that recognises the need for more coaches to be available in their area.

For questions about how to organise a course please phone the Coaching Team, who will be glad to help.

How to Organise a Level 1 Coaching Course

1. CALCULATE COSTS
2. SET COURSE DATES
3. BOOK FACILITY
4. REGISTER COURSE WITH ARCHERY GB
5. RECRUIT LEARNERS
6. OVERSEE COURSE

How to Organise a Level 2 Coaching Course

1. CALCULATE COSTS
2. BOOK TUTOR & SET COURSE DATES
3. BOOK FACILITY
4. REGISTER COURSE WITH ARCHERY GB
5. RECRUIT LEARNERS
6. OVERSEE COURSE
Roles

Who is involved in delivering a coach education course?

Archery GB
- Archery GB’s Coaching Systems Manager is responsible for overseeing the national management of coaching courses.
- Archery GB staff in the Coaching Team appoint Coach Educators to courses, provide administration support throughout the course organisation process, and are on hand to provide guidance and advice.
- Supplies all resources to the Lead Tutor.

Course Organiser
- Responsible for overseeing the effective organisation and management of the course, including:
  - Deciding the dates, location and facility for the course and arranging the bookings
  - Ensuring that all the necessary equipment is provided
  - Recruiting learners, handling income and expenditure, keeping accurate records
  - Acting as the main point of contact for the Tutor and Assessors before and during the course
  - Ensuring the venue is open and ready for use for each day of the course
  - Provide general assistance to Learners, the Tutor and Assessors
  - Booking a Tutor (for Level 2 courses only)
- The Course Organiser does not have any responsibility for the technical/delivery aspects of the course; this is the responsibility of the Tutor and the Assessor team appointed by Archery GB.

Learner
- For full details about the terms and conditions of entry onto a course, refer to the ‘Guidance for Learners’ from our website.

Coach Educator - Tutor
- Responsible for all of the delivery and technical aspects of the course on the tuition days.
- Provides Learners with the course resources.
- May invite guest tutors or speakers to deliver specific sessions.

Coach Educator - Assessor
- Practical assessments are carried out by a team consisting of a Lead Assessor and assistant Assessors on the assessment day.
- Responsible for the assessment of Learners and attend the final day of the course.

Internal Verifier (IV)
- Appointed by Archery GB.
- Responsible for quality assuring all coach education courses offered by Archery GB.
- Informs the Course Organiser when they intend to visit.

Mentor
- Appointed in agreement between the Learner and Mentor.
- Mentors support the Learner by helping with self-review and constructive help during supported practice. If a mentor can’t be found, course Learners may mentor each other on a ‘buddy’ basis.
- Mentors require good listening and communication skills, and ideally be a qualified coach.
- A guide to mentoring is available on our website.

Who appoints the Tutor?
- On a Level 1 course, the Tutor is always appointed by Archery GB.
- On a Level 2 course, a Course Organiser should approach an approved tutor directly, agree the dates together, and then notify Archery GB. We can help you with this.
About the Level 1 and Level 2 Coaching Course

Including entry onto the courses, course overview, certification and licensing
**About the Level 1 Course**

This course has been designed to train coaches to deliver progressive introductory sessions, such as a beginner’s course, to introduce new people to archery and help them improve.

- The course is intended for Learners with some experience of archery and is open both to Archery GB members and non-members
- Learners must be at least 15 years old by the first day of the course (they will receive their certification of completion when they become 16). When coaching, Learners under the age of 18 should be supervised by a responsible supervisor
- To gain the award, as well as completing the course, Learners are required to complete a child protection workshop plus 12 hours ‘supported practice’ between Day 1 and Day 4. It is the Learner’s responsibility to arrange these things.

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**Level 1 Course Overview**

The course takes place over 4 days within a 12-week period. The Tutor delivers the learning programme and covers the course syllabus, which is briefly outlined below. The course is practical in nature and also involves some classroom-based learning.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
</tr>
<tr>
<td><strong>Topics covered:</strong></td>
<td><strong>Topics covered:</strong></td>
<td><strong>Topics covered:</strong></td>
<td><strong>Format:</strong></td>
</tr>
<tr>
<td>• Roles of a coach</td>
<td>• Anatomy for archery</td>
<td>• Archery equipment</td>
<td>Each Learner delivers a 30 minute practical archery session</td>
</tr>
<tr>
<td>• Coaching Barebow</td>
<td>• Motivation for participation</td>
<td>• Plan, deliver and evaluate sessions</td>
<td></td>
</tr>
<tr>
<td>• Styles of learning</td>
<td>• Coaching Freestyle</td>
<td>• Coaching groups</td>
<td></td>
</tr>
<tr>
<td>• Safety checklist</td>
<td>• Disability awareness</td>
<td>• Improving technique</td>
<td></td>
</tr>
<tr>
<td>• Range layout</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Day 1 - 3: One Tutor is required for every 12 Learners  
Day 4: One Assessor is required for every 4 Learners  
Learners complete 12 hours supported practice between Day 1 and Day 4.  
There should be approximately 12 weeks between Day 1 and Day 4.  
There should be approximately 6 weeks between Day 3 and Day 4.

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**Supported Practice**

This is where Learners practice their coaching back in their club or archery environment under supervision of an Archery GB member or coach to assist them. The Learner should complete and record 12 hours of supported practice including three hours under the guidance of a Mentor.

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**Certification & Licencing**

After successful completion of the course, the Learner’s receive their qualification certificate from 1st4sport Qualifications. Provided that they meet Archery GB’s coach licensing criteria, members will also receive a Level 1 Coach Licence, including an updated membership card showing their coach status. Archery GB requires coaches to renew their licence every 3 years.
About the Level 2 Course

The Level 2 coaching course gives coaches the training to help archers to progress and compete beyond their initial introduction to the sport.

- The course is open to Level 1 licensed coaches (their coach licence must be promptly renewed if it is due to expire while the course is in progress)
- Learners must be at least 15 years old by the first day of the course. When coaching, Learners under the age of 18 should be supervised by a responsible supervisor

Level 2 Course Overview

The course takes place over 7 days over a period of approx. 4-6 months. The Tutor delivers the learning programme. The course includes both practical and classroom-based learning.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.45am - 5.00pm</td>
<td>8.30am - 6.00pm</td>
</tr>
</tbody>
</table>

The Level 2 course comprises six sections of training units:
- Coaching process, Sports Science, Observation and Analysis, Equipment Skills, Equipment Specification, Professional Qualities

Day 1 - 6: One Tutor is required for every 12 Learners
Day 7: One Assessor is required for every 3 Learners

There should be approximately 12 weeks between Day 6 and assessment

The assessment date must be no more than 12 months after Day 1

The tuition days must be arranged to allow a minimum of 36 hours’ instruction time.
1. Calculate the Costs

As a Course Organiser, you will need to calculate the Learner Fee. This is the amount you will charge each Learner to attend the course. The basic requirement is to ensure that the total amount received from the Learners will be enough to offset the expenses incurred. Archery GB advises you set a fee which will allow your course to break even with a minimum of 8 learners. The maximum ratio of learners to tutor is 1:12.

To calculate the Learner Fee, first identify the expenditure that will be incurred, then the likely income or funding which you can use to offset it.

The Course Organiser, or the club, County or Region on whose behalf you are running the course, is financially responsible for the course. It is strongly recommended that you do not collect fees and pay out expenses through a personal account. You should use a club, County or Region account instead.

Income

Income can be generated from the following sources:

- Learner Fee
- Funding grants that can subsidise the course costs or learner fee. (E.g. Region / County Association, County Sport Partnership, Sport England, Sport Scotland, Sport NI, Sport Wales or other local grant schemes)
- Visit [http://www.ukcoaching.org/](http://www.ukcoaching.org/) to view the Funding Opportunities for Coaching Guide

Your Cancellation Policy

It is important for you to determine and make your cancellation policy available. In particular, you should state what happens if someone withdraws from the course before the start date?

Example cancellation policy that you may like to use:

- If you cancel your place more than 30 days before the start date you will receive a refund minus 20% of the event fee.
- If you cancel your place between 14 and 30 days before the start date you will receive a refund minus 75% of the event fee.
- If you cancel your place less than 14 days before the start date you will not receive a refund.
- If the course is cancelled, all Learners will be refunded in full.

Our Cancellation Policy

The Central Course Fee is non-refundable.

Expenditure

The following expenditure is fixed, mandatory and is incurred on every coaching course organised:

- Central course fee: payable to Archery GB by the Course Organiser. Archery GB should receive this payment as a single payment not less than 30 working days ahead of course start date. Acceptable methods are cheque (payable to Archery GB), bank transfer (account details supplied on request) or card payment by phone (call Coaching Team).
- Coach Educator fees: payable to the Coach Educators by the Course Organiser for delivering the course.
- Venue hire: including deposit, for each day of the course. (Ensure that you take VAT into account when costing this, as it is not always included in the provider’s quote)
- Equipment hire: to secure the provision of suitable archery equipment
- Course Organiser’s fee and expenses: for example, an administration fee for fulfilling the role
- Refreshments and incidentals: for example, refreshments for Learners and Coach Educators

Make your Cancellation Policy available to Learners
## Level 1 Course fees

Here are the current rates for the Central Course Fee and advised Coach Educator fees.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Payment from/to</th>
<th>Payment due</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Course Fee</strong></td>
<td>£90 per Learner</td>
<td>From Course Organiser to Archery GB as a single payment</td>
<td>At least 30 working days before the course starts</td>
<td>Late payment surcharge of £5 per learner due if paid after 30-day deadline</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 1, 2 and 3:</em>* Tutor:</td>
<td>£200 per day</td>
<td>Course Organiser pays the Tutor directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Tutor is required for every 12 Learners (1:12)</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 4:</em>* Lead Assessor:</td>
<td>£150 per day</td>
<td>Course Organiser pays the Lead Assessor and Assessors directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Assessor is required for every four Learners, including one Lead Assessor (1:4)</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 4:</em>* Assessor:</td>
<td>£100 per day</td>
<td>Course Organiser pays the Lead Assessor and Assessors directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Assessor is required for every four Learners, including one Lead Assessor (1:4)</td>
</tr>
</tbody>
</table>

*Subject to change

Our Cancellation Policy: The Central Course Fee is non-refundable and covers the costs incurred by Archery GB.

## Level 2 Course fees

Here are the current rates of pay for Central Course Fees and advised Coach Educator fees.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Payment from/to</th>
<th>Payment due</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Course Fee</strong></td>
<td>£110 per Learner</td>
<td>From Course Organiser to Archery GB as a single payment</td>
<td>At least 30 working days before the course starts</td>
<td>Late payment surcharge of £5 per learner due if paid after 30-day deadline</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 1, 2, 3, 4, 5, 6:</em>* Tutor:</td>
<td>£200 per day</td>
<td>Course Organiser pays the Tutor directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Tutor is required for every 12 Learners (1:12)</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 7:</em>* Lead Assessor:</td>
<td>£150 per day</td>
<td>Course Organiser pays the Lead Assessor and Assessors directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Assessor is required for every three Learners, including one Lead Assessor (1:3)</td>
</tr>
<tr>
<td><em><em>Coach Educator fees</em> Day 7:</em>* Assessor:</td>
<td>£100 per day</td>
<td>Course Organiser pays the Lead Assessor and Assessors directly</td>
<td>Within reasonable time of the Coach Educator’s duties ending</td>
<td>One Assessor is required for every three Learners, including one Lead Assessor (1:3)</td>
</tr>
</tbody>
</table>

*Subject to change

Our Cancellation Policy: The Central Course Fee is non-refundable and covers the costs incurred by Archery GB.
2. Set the dates

An appropriate facility must be booked in advance of the course starting, with the confirmed address and course dates available to Learners before they book onto the course.

To give Learners time to practice their coaching skills between the course dates, they should be spread out as described in the overview for each course.

3. Book the Facility and Equipment

Care should be taken when booking a venue to ensure that it creates a positive environment for Coach Educators and Learners, in terms of quality, functionality, space, access and comfort. This will involve visiting the venue before booking it, to ensure it meets these requirements.

The venue needs to be booked to allow an hour before the start of the day and at the end of the day (so that the Tutor can set up and get familiar with the venue and pack up at the end of the day).

The venue must have access to toilets and be maintained to a good standard, offering heating in cold months. A shooting range and a classroom are required, and they should be near to each other to facilitate moving from one location to the other easily. The classroom needs to include a projector, extension cable, seating and tables. Any practical training or assessment site and equipment must meet the requirements of accepted safe practice in archery as defined by the Rules of Shooting.

The Course Organiser needs to ensure the venue is open and ready to use when the Coach Educator arrives. This will involve meeting the Coach Educator (or someone on behalf of the Course Organiser) at the venue at the start of the day to open up, put out the equipment and welcome Learners.
4. Register the Course with Archery GB

Register the Course

By at least 16 weeks before the course commences the Course Organiser needs to formally register it with Archery GB. This allows time for Archery GB to appoint the coach educators who will deliver the course.

Simply download the Course Registration Form available from our website. Complete it with your course details, then e-mail it to coaching@archerygb.org.

Archery GB will then allocate the course a number, approve it, and set the closing date for you to send your learners’ forms and Central Course Fee to Archery GB. To be approved, the course must meet our recommendations for lead time, duration, venue standards and range compliance. We will confirm approval, course number and closing date to you by reply, and begin appointing the coach educators.

Don’t worry if Archery GB cannot approve your course on first submission. It does not mean that your course cannot go ahead. We will contact you to discuss any issues and suggest ways in which you can help your course meet the requirements.

Register the Learners and Pay Archery GB

By at least 30 working days before the course commences, the Course Organiser needs to formally register the Learners with Archery GB.

Learners need to complete a Learner application form (this is routinely updated so please always direct Learner’s to the version available from our website) and return it to the Course Organiser.

The Course Organiser needs to post or e-mail a copy of the completed forms with payment of the Central Course Fee to Archery GB’s Membership Services. If Archery GB does not receive the Learner Application Forms or Central Course Fee on time, it may either cancel the course or impose a late payment surcharge of £5 per learner.

Use forms only from our website to ensure they are the latest version.
5. Recruit Learners

While the above steps are taking place you can begin to work on promoting your course as widely as possible in your community.

**Promote your course**
- Use your club, county, and region websites to advertise the course. Archery GB will also advertise it on our website.
- Contact other clubs and coaches in the area
- Make sure you inform your County and Regional Coaching Organisers about your course – preferably before you register it with Archery GB.
- Encourage prospective Learners directly
- Let your local County Sport Partnership / home nation sports council know about the course to help promote it and potentially offer support.
- Advertise your Cancellation Policy at the point of booking to prevent any dispute

**Be available**
Make sure your potential learners can contact you quickly and easily with their enquiries. Reply to their messages as soon as you can, and have the answers ready for their questions – e.g. fee, dates and times, venue address and directions. Confirm with the Learner once you receive their application and payment.

**Send Learners a confirmation**
Send Learners confirmation of their place on the course with basic details – dates, venue address, meeting point, start and finish times and what to bring (e.g. lunch, clothing suitable for shooting and the weather conditions, pen and paper).

6. Register the Learners with Archery GB

**Send us the Learner details and pay the central course fee**
Contact the Coaching Team to register the Learners and pay the Central Course Fee.

At least 30 working days ahead of the start date, you need to send your learner application forms to Archery GB and pay the Central Course Fee.

Post the forms to the Coaching Team at Archery GB, marked for attention of the Coaching Administration Officer, or e-mail them to coaching@archerygb.org. Please send forms and payment in one batch, rather than in ones and twos.

There are three options for paying the Central Course Fee:

1. Cheque made payable to Archery GB, and preferably posted together with application forms
2. Card payment by phone – call the Coaching Team on 01952 602 795.
3. Bank transfer – contact the Coaching Team for our payment details

Please note that Archery GB will make a late payment surcharge of £5 per learner to any application form received after the course closing date.
Here is a reminder of what to be aware of and useful ways to make sure the course runs smoothly.

**Maintain course records**

The Course Organiser should keep on file a record of all of the administrative documentation associated with the course, including:

- A copy of the Course Registration Form
- A copy of the Learner Application Forms
- An attendance record (both staff and Learners)
- Records of income and expenditure, including receipts

This is good practice and will ensure that, if the club, county or region ask for details about the course or have any questions, the information can be provided.

**Getting the venue ready**

- Ensure the venue is open and ready for the Coach Educator before they arrive at the venue on each day of the course, and ensure the venue is secured at the day of the day
- Welcome the Coach Educator and Learners, ensure the facilities and equipment are ready to use, and that there is access to toilets
- Act as the main point of contact for Coach Educators and Learners, and assist them with any questions about the logistics of the course and the venue. This involves spending some time on the course, particularly at the beginning, and appointing a reliable deputy should you not be able to attend.

**DBS / PVG check**

Learners living in England, Wales and Northern Ireland will need to apply for a DBS check if they intend to become or continue as a licensed coach with Archery GB. Archery GB will e-mail advice about this to all learners. Learners living in Scotland should apply for a PVG from the Scottish Archery Association’s Child Protection Officer (child.protection@scottisharchery.co.uk)

**Data collection and ‘GDPR’**

Archery GB is legally required to comply with data protection legislation, including the Data Protection Act 1998 and General Data Protection Regulations (GDPR).

When you collect an individual’s data, such as a Course Organiser receiving bookings from Learners attending a 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. The data should be deleted once the course is finished

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 updated?
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

**Child Protection Workshop**

Level 1 Learners need to include evidence of completion of child protection training in their course portfolio.

They need to have the certificate of completion on hand at their assessment day (Day 4 of the course). If not, their assessor cannot sign them off as successful, and Archery GB will not be able to request their certificate from 1st4sport until the learner does obtain the training and sends Archery GB a copy of the certificate.
Archery GB recommends the following course as this is face to face and gives you chance to meet coaches from other sports and speak to a tutor:

UK Coaching Safeguarding & Protection Children workshop
Visit: www.ukcoaching.org

If a course is not available, we also support the NSPCC’s on-line course. Visit: www.nspcc.org.uk

Courses provided by employers or local authorities are also acceptable.

**Pay outstanding fees**

For example, the Coach Educator, venue fees, out of pocket expenses you have incurred.

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**Thank you**

We understand the time and energy you spend organising a course, and we really appreciate it! Thank you for supporting archers in your area by helping us to train more coaches.
Example Cost Calculation – Level 1

If more or less Learners apply to complete the course; this will affect if the Course operates at a loss, breaks even or makes a profit.

<table>
<thead>
<tr>
<th>Items of expenditure</th>
<th>Cost if 8 Learners attend</th>
<th>Cost if 12 Learners attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central course fee at £90 per Learner</td>
<td>£720</td>
<td>£1080</td>
</tr>
<tr>
<td>Coach Educator fees (Tutor) for 3 days</td>
<td>£600</td>
<td>£600</td>
</tr>
<tr>
<td>Coach Educator fees (Assessors) for 1 day</td>
<td>£250</td>
<td>£350</td>
</tr>
<tr>
<td>Variable expenditure (example only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range and equipment hire for 4 days</td>
<td>£400</td>
<td>£400</td>
</tr>
<tr>
<td>Classroom hire for 4 days</td>
<td>£100</td>
<td>£100</td>
</tr>
<tr>
<td>Course Organiser fee and expenses</td>
<td>£100</td>
<td>£100</td>
</tr>
<tr>
<td>Total</td>
<td>£2170</td>
<td>£2630</td>
</tr>
<tr>
<td>Learner fee (per person)</td>
<td>£272</td>
<td>£220</td>
</tr>
</tbody>
</table>

Overview of Administration Process – Level 1

Here is a breakdown of the steps involved in organising a course.

<table>
<thead>
<tr>
<th>Who</th>
<th>Task</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Organiser</td>
<td>Calculates the costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sets the dates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Books facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruits Learners, including application and learner fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submits Course Registration Form to Archery GB</td>
<td>At least 4 months before the course starts</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Responds with confirmation as to whether the course has been approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appoints Tutors and Assessors to the course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advertises the course via the Archery GB website</td>
<td></td>
</tr>
<tr>
<td>Course Organiser</td>
<td>Submits Learner Application Forms and payment to Archery GB</td>
<td>At least 30 working days before the course starts</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Posts course resources to the Tutor</td>
<td></td>
</tr>
<tr>
<td>Course Organiser</td>
<td>Ensures the facility is open and ready to use, welcomes the Coach Educators and Learners</td>
<td></td>
</tr>
<tr>
<td>Tutor / Assessors</td>
<td>Tutor delivers the course, assessments completed</td>
<td>Day 1, 2, 3, 4</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Certificates successful Learners</td>
<td>Within 30 working days of the course ending</td>
</tr>
</tbody>
</table>
**Example Cost Calculation – Level 2**

If more or less Learners apply to complete the course; this will affect if the Course operates at a loss, breaks even or makes a profit.

<table>
<thead>
<tr>
<th>Items of expenditure</th>
<th>Cost if 8 Learners attend</th>
<th>Cost if 12 Learners attend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandatory expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central course fee at £110 per Learner</td>
<td>£990</td>
<td>£1320</td>
</tr>
<tr>
<td>Coach Educator fees (Tutor) for 6 days</td>
<td>£1200</td>
<td>£1200</td>
</tr>
<tr>
<td>Coach Educator fees (Assessors) for 1 day</td>
<td>£350</td>
<td>£450</td>
</tr>
<tr>
<td><strong>Variable expenditure (example only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue &amp; equipment hire for 7 days</td>
<td>£700</td>
<td>£700</td>
</tr>
<tr>
<td>Classroom hire for 7 days</td>
<td>£700</td>
<td>£700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>£3940</td>
<td>£4370</td>
</tr>
<tr>
<td><strong>Learner fee (per person)</strong></td>
<td>£493</td>
<td>£365</td>
</tr>
</tbody>
</table>

**Overview of Administration Process – Level 2**

Here is a breakdown of the steps involved in organising a course.

<table>
<thead>
<tr>
<th>Who</th>
<th>Task</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Organiser</td>
<td>Calculates the costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approach Lead Tutor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sets the dates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Books facility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruits Learners, including application and learner fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submits Course Registration Form to Archery GB</td>
<td>At least 4 months before the course starts</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Responds with confirmation as to whether the course has been approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approves Tutors and appoints Assessors to the course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advertises the course via the Archery GB website</td>
<td></td>
</tr>
<tr>
<td>Course Organiser</td>
<td>Submits Learner Application Forms and payment to Archery GB</td>
<td>At least 30 working days before the course starts</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Posts course resources to the Tutor</td>
<td></td>
</tr>
<tr>
<td>Course Organiser</td>
<td>Ensures the facility is open and ready to use, welcomes the Coach Educators and Learners</td>
<td></td>
</tr>
<tr>
<td>Tutor / Assessors</td>
<td>Tutor delivers the course, assessments completed</td>
<td>Day 1-7</td>
</tr>
<tr>
<td>Archery GB</td>
<td>Certificates successful Learners</td>
<td>Within 30 working days of the course ending</td>
</tr>
</tbody>
</table>
Facility and equipment requirements

For both Level 1 and Level 2 courses a shooting range and classroom are required for each day of the course, and these should be booked to allow for appropriate set up and pack away time (e.g. 60 minutes before and after the course).

Practical Training

A secure shooting range:
- Minimum shooting length of 10 metres, with two metres space behind the shooting line
- Preferably indoors. Outdoor ranges should have accessible shelter.

Range equipment (for indoor ranges):
- 3 x 48” bosses and 3 x target stands. Target faces (sized 122cm for beginners) and target pins
- Backstop netting that is sufficient to cover the width behind the targets and for several metres to either side, hung loosely and not stretched
- Ground quivers to hold bows and arrows

Range equipment (for outdoor ranges):
- 3 x 48” bosses and 3 x target stands. Target faces (sized 122cm for beginners) and target pins
- Pegs and guy ropes for securing the target stands and bosses
- Markers to indicate the shooting line, e.g. rope or cones
- Ground quivers to hold bows and arrows

Shooting equipment for Level 1 courses:
- One beginner bow per three learners minimum. (Available in a range of sizes and draw weights)
- One bow sight per three learners minimum.
- One finger tab and bracer per learner
- Three arrows per learner minimum. The following is a recommended stock:
  - 48 arrows (sufficient for each learner to have 3 arrows initially plus spares)
  - Lengths 28” – 32”; 1916 size for durability
  - One set of 35” (full length) Easton Platinum arrows; size 2015
- Learners can bring their own equipment, this should be clearly stated to them if required

Shooting equipment for Level 2 courses:
- Learner’s bring their own shooting equipment to use during tuition.

Additional equipment and accessories:
- Spare piles, fletchings and nocks, side quivers
- Score sheets / score pads
- Arrow maintenance equipment e.g. fletching jig, glue, arrow straightener
- String maintenance equipment e.g. string material, serving thread, and tool, wax, string jig

Theoretical Training

Classroom and resources:
- An area for learning, such as a classroom, with sufficient size, seating table space and comfort
- Data projector, extension cable, white board / flip chart
- The Coach Educator will provide a laptop computer

Further Reading

Archery GB Rules of Shooting
A Guide to Setting up an Archery Range
Visit www.archerygb.org