Organise a Coaching Course: Session Coach Course & Development Coach Course

UPDATED DEC-2019
Introduction

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

At a local level, we want 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 Session Coach (Level 1) or Development Coach (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.

**Thank you!**

We understand the time and energy it takes to organise a course, and we really appreciate that you have decided to set one up! Thank you for supporting archers in your area by helping to train more coaches.

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

**Contact the Coaching Team**
Phone: 01952 602 795
E-mail: coaching@archerygb.org
Web: www.archerygb.org/coach

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**How to Organise a Session Coach Coaching Course**

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

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**How to Organise a Development Coach Coaching Course**

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

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**OVERSEE COURSE**
Roles

Who is involved in delivering a coach training course?

Archery GB

- Archery GB’s Head of Coach Development is responsible for overseeing the national management of coaching courses
- Archery GB’s Coach Development Manager is responsible for the training of Coach Developers and course content
- Archery GB staff in the Coaching Team appoint Coach Developers to courses, provide administration support throughout the course organisation process, and are on hand to provide guidance and advice
- Archery GB supplies all resources to Coach Developers

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 Coach Developers 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 and Coach Developers
- 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

Coach Developer - 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 Developer - 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

Quality Assurer (QA)

- 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

Learner

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

Who appoints the Coach Developers?

On both a Session Coach course and Development Coach course, the course staff are always appointed by Archery GB
About the Session Coach and Development Coach Course

Including entry onto the courses, course overview, certification and licensing
About the Session Coach (Level 1) Course

This is a refreshed course for 2020, and has been designed to train coaches working with beginner archers.

- 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. When coaching, Learners under the age of 18 should be supervised by a responsible adult.
- Learners are required to complete 12 hours ‘supported practice’ between Day 1 and Day 4.
- Learners need to complete a Child Protection course and DBS / PVG disclosure to receive a Coach Licence.

Session Coach

The course takes place over 4 days within a 3-month period. The course programme covers the modules below. Modules 1, 2 and 3 may take place in any order. The order is at the discretion of Archery GB depending on Coach Developer availability. 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>Module 1</td>
<td>Module 2</td>
<td>Module 3</td>
<td>Module 4</td>
</tr>
<tr>
<td>Starting Your Coaching Journey</td>
<td>Creating Engaging Sessions</td>
<td>Introduction to Technique</td>
<td>Supported Practice &amp; Presentation</td>
</tr>
<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>
</tbody>
</table>

Module 1 - 3: One Coach Developer is required for every 16 Learners
Module 4: One Coach Developer is required for every 8 Learners

Learners complete 12 hours supported practice between Day 1 and Day 4

Deciding on dates:
- There should be approximately 12 weeks between Day 1 and Day 4
- There should be at least 4 weeks between Day 3 and Day 4

Supported Practice

This is where Learners practice coaching 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 their Mentor.

Certification & Licensing

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

This is a refreshed course for 2020, and has been designed to train coaches to continue developing beginner and novice archers.

- 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 adult.

Development Coach (Level 2)

The course takes place over 7 days within a 4-month period. The course programme covers the modules below. Modules 1, 2, 3, 4, 5 and 6 may take place in any order. The order is at the discretion of Archery GB depending on Coach Developer availability. 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>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Module 2</td>
<td>Module 3</td>
<td>Module 4</td>
<td>Module 5</td>
<td>Module 6</td>
<td>Module 7</td>
</tr>
<tr>
<td>Empowering Coaching for Archery</td>
<td>Developing the Archer in Front of You</td>
<td>Introduction to Technique</td>
<td>Coaching Technique</td>
<td>Equipment Set Up (Recurve)</td>
<td>Equipment Set Up (Compound)</td>
<td>Supported Practice &amp; Presentation</td>
</tr>
<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>

Module 1 - 6: One Coach Developer is required for every 16 Learners
Module 7: One Coach Developer is required for every 4 Learners

Learners complete 16 hours supported practice between Day 1 and Day 7

Deciding on dates:
- There should be approximately 16 weeks between Day 1 and Day 7
- There should be at least 4 weeks between Day 6 and Day 7

Supported Practice

This is where Learners practice coaching in their club or archery environment under supervision of an Archery GB member or coach to assist them. The Learner should complete and record 16 hours of supported practice including 5 hours under the guidance of their Mentor. Supported

Certification & Licencing

After successful completion of the course, the Learner’s receive a certificate of qualification from Archery GB. Provided that they meet Archery GB’s coach licensing criteria, members also achieve a Coach Licence, including an updated membership card showing their coach status. Archery GB requires coaches to renew their licence every 3 years.
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 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 number of learners on a course is 16.

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)

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.
## Course fees

### Session Coach (Level 1) Course fees

Here are the current rates for the Central Course Fee and advised Coach Developer 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>£100 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><strong>Coach Developer (Tutor) fees</strong></td>
<td><strong>Day 1,2 and 3:</strong> Tutor: £200 per day</td>
<td>Course Organiser pays the Tutor directly</td>
<td>Within reasonable time of the Coach Developer’s duties ending</td>
<td>One Tutor is required for every 16 Learners (1:16)</td>
</tr>
<tr>
<td><strong>Coach Developer (Assessor) fees</strong></td>
<td><strong>Day 4:</strong> Lead Assessor: £200 per day Assessor: £175 per day</td>
<td>Course Organiser pays the Assessors directly</td>
<td>Within reasonable time of the Coach Developer’s duties ending</td>
<td>One Assessor is required for every 8 Learners (1:8)</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.

### Development Coach (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>£125 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><strong>Coach Developer (Tutor) fees</strong></td>
<td><strong>Day 1,2,3,4,5,6:</strong> Tutor: £200 per day</td>
<td>Course Organiser pays the Tutor directly</td>
<td>Within reasonable time of the Coach Developer’s duties ending</td>
<td>One Tutor is required for every 16 Learners (1:16)</td>
</tr>
<tr>
<td><strong>Coach Developer (Assessor) fees</strong></td>
<td><strong>Day 7:</strong> Lead Assessor: £200 per day Assessor: £175 per day</td>
<td>Course Organiser pays the Assessors directly</td>
<td>Within reasonable time of the Coach Developer’s duties ending</td>
<td>One Assessor is required for every 4 Learners (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.
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 learning, in terms of quality, functionality, space, access and comfort.

**Visit the Venue**

Deciding on a venue involves visiting it before booking it, to ensure it meets the requirements.

You should know what the capacity of the venue is, and this may dictate how many Learners you can accept on the course. For example, a small facility may mean that course places have to be capped at 10 Learners.

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.

**Venue Availability**

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

See Appendix for Facility and Equipment Specification
4. Register the Course with Archery GB

It’s now time to get the course approved to take place.

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 e-mail (coaching@archerygb.org) or post a copy of the completed forms with payment of the Central Course Fee to Archery GB’s Coaching Administration Support Officer. 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**

Promote 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).

**Learners who are disabled**
Encourage Learners to complete a reasonable adjustment request with Archery GB if they need support to complete the assessment due to a disability or difficulty. The application form is available on Archery GB’s website alongside the advertised courses.

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. (There is a £5 per Learner surcharge for any application form received after the course closing date).

E-mail them to coaching@archerygb.org or post the forms to the Coaching Team at Archery GB, marked for attention of the Coaching Administration Officer. (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 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.
Useful tips to help make sure the course runs smoothly and you know what to expect.

**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 record keeping and will help with any queries you may receive. When you no longer need an individual’s personal details please destroy them (see ‘GDPR’).

**Get 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 end 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 help 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 if you are not able to attend.

**Pay outstanding fees**
For example, the Coach Developer fees, venue fees, and out of pocket expenses you have incurred.

**Criminal disclosure (DBS / PVG)**
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 Learners once we are informed that they have successfully complete the course. Learners living in Scotland should apply for a PVG from the Scottish Archery Association’s Child Protection Officer (child.protection@scottisharchery.co.uk)

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**Child Protection Training**
Session Coach (Level 1) Learners need to include evidence of completion of child protection training to obtain a Coach Licence. They need to have the certificate of completion on hand at their assessment day.
Archery GB recommends:
If this course is not available, we also support:
- NSPCC’s endorsed on-line Child Protection in Sport course. Visit: [www.nspcc.org.uk](http://www.nspcc.org.uk)
Courses provided by local authorities and other organisations are also accepted.

**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/ organisations, 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)
Example Cost Calculation – Session Coach

The number of Learners who apply to complete a course determines if it operates at a loss, breaks even or makes a profit.

<table>
<thead>
<tr>
<th>Items of expenditure</th>
<th>Fees</th>
<th>Cost if 8 Learners attend</th>
<th>Cost if 12 Learners attend</th>
<th>Cost if 16 Learners attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Course Fee</td>
<td>£100/Learner</td>
<td>£800</td>
<td>£1200</td>
<td>£1600</td>
</tr>
<tr>
<td>Coach Developer fees (Tutor) for 3 days</td>
<td>Tutor: £200/day</td>
<td>£600</td>
<td>£600</td>
<td>£600</td>
</tr>
<tr>
<td>Coach Developer fees (Assessors) for 1 day</td>
<td>Lead Assessor: £200/day</td>
<td>£200</td>
<td>£375</td>
<td>£375</td>
</tr>
<tr>
<td></td>
<td>Assessor: £175/day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable expenditure (example only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range, classroom and equipment hire for 4 days</td>
<td>Example: £150/day</td>
<td>£600</td>
<td>£600</td>
<td>£600</td>
</tr>
<tr>
<td>Course Organiser fee and expenses</td>
<td>Example: £100/course</td>
<td>£100</td>
<td>£100</td>
<td>£100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>£2300</td>
<td>£2630</td>
<td>£3275</td>
</tr>
<tr>
<td>Learner fee (per person)</td>
<td></td>
<td>£288</td>
<td>£240</td>
<td>£205</td>
</tr>
</tbody>
</table>

Example Cost Calculation – Development Coach

<table>
<thead>
<tr>
<th>Items of expenditure</th>
<th>Fees</th>
<th>Cost if 8 Learners attend</th>
<th>Cost if 12 Learners attend</th>
<th>Cost if 16 Learners attend</th>
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<tr>
<td>Mandatory expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Course Fee</td>
<td>£125/Learner</td>
<td>£1000</td>
<td>£1500</td>
<td>£2000</td>
</tr>
<tr>
<td>Coach Developer fees (Tutor) for 6 days (Ratio 1:8)</td>
<td>Tutor: £200/day</td>
<td>£1200</td>
<td>£1200</td>
<td>£1200</td>
</tr>
<tr>
<td>Coach Developer fees (Assessors) for 1 day (Ratio 1:4)</td>
<td>Lead Assessor: £200/day</td>
<td>£375</td>
<td>£550</td>
<td>£725</td>
</tr>
<tr>
<td></td>
<td>Assessor: £175/day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable expenditure (example only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Range, classroom and equipment hire for 7 days</td>
<td>Example: £150/day</td>
<td>£1,050</td>
<td>£1,050</td>
<td>£1,050</td>
</tr>
<tr>
<td>Course Organiser fee and expenses</td>
<td>Example: £100/course</td>
<td>£100</td>
<td>£100</td>
<td>£100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>£3,725</td>
<td>£4,400</td>
<td>£5,075</td>
</tr>
<tr>
<td>Learner fee (per person)</td>
<td></td>
<td>£465</td>
<td>£366</td>
<td>£317</td>
</tr>
</tbody>
</table>
### Overview of Administration Process – Session Coach (Level 1)

<table>
<thead>
<tr>
<th>Who</th>
<th>Task</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Organiser</strong></td>
<td>Calculate the costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Set the dates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provisionally book the facilities</td>
<td></td>
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<tr>
<td></td>
<td>Start to recruit Learners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit Course Registration Form to Archery GB</td>
<td>At least 4 months before the course starts</td>
</tr>
<tr>
<td><strong>Archery GB</strong></td>
<td>Responds with confirmation of course approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appoints Coach Developers (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><strong>Course Organiser</strong></td>
<td>Collect the Learner applications and fees</td>
<td>At least 30 working days before the course starts</td>
</tr>
<tr>
<td></td>
<td>Submits Learner Application Forms and payment to Archery GB</td>
<td></td>
</tr>
<tr>
<td><strong>Archery GB</strong></td>
<td>Ensures the Tutor receives the course resources</td>
<td></td>
</tr>
<tr>
<td><strong>Course Organiser</strong></td>
<td>Ensures the facility is open and ready to use, welcomes the Coach Developer and Learners, provides local support</td>
<td>For the duration of the course</td>
</tr>
<tr>
<td><strong>Coach Developers (Tutor / Assessors)</strong></td>
<td>Delivers the tuition and assessment</td>
<td>Day 1 – 4</td>
</tr>
<tr>
<td></td>
<td>Informs Archery GB if the Learner’s successfully complete the course</td>
<td></td>
</tr>
<tr>
<td><strong>Archery GB</strong></td>
<td>Certificates and Licenses successful Learners</td>
<td>Within 30 working days of the course ending</td>
</tr>
<tr>
<td><strong>Course Organiser</strong></td>
<td>Pay the Coach Developers, venue and other expenses, manages course records</td>
<td></td>
</tr>
</tbody>
</table>

### Overview of Administration Process – Development Coach (Level 2)

<table>
<thead>
<tr>
<th>Who</th>
<th>Task</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Organiser</strong></td>
<td>Calculate the costs</td>
<td></td>
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<tr>
<td></td>
<td>Set the dates</td>
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<tr>
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<td>Day 1-7</td>
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<td>Informs Archery GB if the Learner’s successfully complete the course</td>
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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):
- 48” bosses and target stands. Target faces (sized 122cm for beginners) and target pins
  - 1 target for every 4 people
- 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):
- 348” bosses and target stands. Target faces (sized 122cm for beginners) and target pins
  - 1 target for every 4 people
- 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 two learners minimum. (Available in a range of sizes and draw weights)
- One bow sight per two 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, 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
Archery GB
Lilleshall National Sports Centre
Newport
Shropshire
TF10 9AT

General Enquiries:
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Email: enquiries@archerygb.org
www.archerygb.org

Facebook: Archery GB
Twitter: @archerygb

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