Organise a Workshop for Archers and Coaches

UPDATED FEB-20
Introduction

Archers and coaches of all levels are keen to learn, find new ways to improve, and meet other people from the sport.

At a local level, we want to help archers, coaches, judges and club volunteers with opportunities to expand their knowledge, skills and experience.

Our informal workshops are a great way to socialise with different people from the sport and learn about specific topics that interest you.

What’s needed to organise a workshop?

Workshop Organisers are really important in making these opportunities happen! A Workshop Organiser can be anyone from within the archery or the sports community that recognises an opportunity to bring archers and/or coaches together in their area.

To effectively fulfil the role of Workshop Organiser, there are a few things you need to know. You need to have good organisational skills, and be able to promote the event to potential attendees.

The best Workshop Organisers are efficient, helpful, and aware of what makes events run smoothly.

Cost of a workshop

Archery GB invests money into the development and delivery of workshops and therefore charges an attendance fee, which is used to pay these costs. Any income left over is reinvested into programmes for archers and volunteers.

Thank you!

We understand the time and energy it takes to volunteer and help the sport flourish locally. We really appreciate your support and thank you for supporting archers in your area!

For further questions about how to organise a workshop please phone us and we’ll be glad to help.

Contents

Roles .................................................................3
How to Host ......................................................4
Booking Form ..................................................5
About the Workshops .................................6
Venue .................................................................9
Promotional Materials .................................10
Roles

Who is involved in making a workshop a success?

Archery GB
- Archery GB’s Places and Participation Coordinator oversees the scheduling of workshops nationwide
- This involves planning events and being available to provide guidance and advice
- Archery GB provides an online booking process for attendees, appoints an approved presenter, helps to promote the event, provides certification, pays for venue hire

Workshop Organiser
- Works with Archery to set up an event. This involves:
  - Deciding the workshop, date(s), and venue
  - Ensuring that all the necessary equipment is provided
  - Helping to recruit attendees
  - Ensuring the venue is open and ready for use
  - Provide general assistance to the attendees and presenter on the day
  - Arranging for an invoice for venue hire to be sent to Archery GB
- The Workshop Organiser does not have any responsibility for delivery; this is the responsibility of the approved presenter appointed by Archery GB

Attendee
- The workshops are open to archers and coaches of all levels, any member who wants to learn more about the sport is welcome to attend

Presenter
- Responsible for all of the delivery and technical aspects of the event.
- We only appoint presenters who are have a proven track record and are highly experienced and knowledgeable on the topics they deliver about

Club, County and Region
- Clubs, county and regional archery associations can often help. In past events, they have helped the workshop organiser to promote attendance, and some have offered funding to attendees to recognise the contribution and on-going development of them as volunteers.
How to Host

Talk to people in your area
Find out what local members want some support with. Drum up interest before you book it, to make it more successful. Workshops run with a minimum of 10 and up to 20 people.

Choose a workshop
Take a look at our menu of workshops to choose from, or think about any specific topics not listed that you’d like to provide a workshop on.

Identify possible dates
Have a look to see when would be a good time in the year to hold the workshop. If possible, try to avoid conflicts with significant activities in the local archery calendar.

Check if the venue is available on your date options. Find out the cancellation policy for the venue, so this can be taken into consideration.

Each workshop has different venue requirements, so make sure you know what’s needed.

Submit the booking form to Archery GB
A copy of the booking form is provided on the next page. Follow the link to fill in the details we need and submit it to Archery GB. https://forms.gle/LVAv7nUdqaxbtkWs5

Archery GB appoints the presenter
We’ll approach an approved presenter with the dates and location as soon as possible. Once a presenter is confirmed, we’ll let you know.

Book your venue
Once we’ve confirmed the presenter, you can go ahead and book the venue for the chosen date.

Help promote the event locally
We’ll provide you with posters and social media images to help you get the word out, and also publicise it through our communication channels.

Attendees book and pay online
Prospective attendees go to the membership portal to book their place and pay instantly https://agb.sport80.com

Workshop takes place
The workshop takes place. (Conditional on enough people signing up to make it viable to go ahead)

Attendees receive a certificate
For certain workshops, we’ll send each person attendee a certificate.

You receive payment for venue hire
Send us the invoice addressed to Archery GB and referencing the date, location, purpose and fee

*Certain workshops only
Booking Form Go to https://forms.gle/LVAv7nUdqaxbtkWs5 to submit your request. You’re asked:

1. Your details

2. The venue details

3. Tick which event(s) you want to host
   - Introduction to Technique
   - Archery Crafts
   - Tournament Performance and Strategies
   - Recurve Equipment Set-up and Tuning
   - Compound Equipment Set-up and Tuning
   - Coaching Technique
   - Empowering Coaching for Archery
   - Adaptive Devices
   - Club Structures
   - Club Participant Experience
   - Club Volunteer Experience
   - Club Marketing Strategy
   - Club Business Planning
   - Club Leadership Teams
   - IANSEO Training

4. Specify which dates and times your venue is available to host a workshop. Please suggest at least two date options.

5. What is your venue hire fee per day (£)?

6. What is the venue cancellation policy? (Provide details of any charges should the event need to be cancelled)

7. Tick which of the following your venue can offer (don't worry if you can't offer everything listed)
   - Warm, comfortable and well-maintained facility
   - Parking
   - Toilets
   - Tea and coffee
   - Disabled access
   - Projector
   - Projector screen or TV
   - Extension cable
   - Learning space (a quiet seated area)
   - Tables to work from
   - Indoor range*
   - Basic training equipment*  
     (*not required for Club Development Workshops)

8. How many people can your venue comfortably hold?

9. Interest from members: please ensure some people are already keen to book onto this event. Approximately how many people are interested at present?

10. Extra venue information: please indicate any further information people might benefit from knowing, for example directions if it is hard to find and parking instructions.
The workshops

We offer a broad range of workshops for archers, coaches, judges, TO’s and club volunteers. For full details about all of our workshops, cost to the learner, and what is covered please refer to the accompanying workshop brochure. Our workshops usually run with a minimum of 10 and up to 20/30 people. Dependent on the workshop, timings are approximately 9am to 5pm or 9.30am-4pm, however these times are flexible.

For Archers (and Coaches)

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Technique</td>
<td>1 day</td>
</tr>
<tr>
<td>Shot Execution</td>
<td>1 day</td>
</tr>
<tr>
<td>Archery Crafts</td>
<td>1 day</td>
</tr>
<tr>
<td>Tournament Performance and Strategies</td>
<td>1 day</td>
</tr>
<tr>
<td>Recurve Equipment Set-up and Tuning</td>
<td>1 day</td>
</tr>
<tr>
<td>Compound Equipment Set-up and Tuning</td>
<td>1 day</td>
</tr>
</tbody>
</table>

For Coaches, club volunteers, TO’s

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching Technique</td>
<td>2 days</td>
</tr>
<tr>
<td>Empowering Coaching for Archery</td>
<td>1 day</td>
</tr>
<tr>
<td>Adaptive Devices</td>
<td>2 days</td>
</tr>
<tr>
<td>IANSEO Training</td>
<td>1 day</td>
</tr>
<tr>
<td>Club Development Workshops</td>
<td>1 day</td>
</tr>
</tbody>
</table>

Topics delivered by Sport England’s training team called Club Matters is incorporated into the Club Development Workshop. Please choose your topics from the below list:

- Club Structures
- Club Participant Experience
- Volunteer Experience
- Marketing Strategy
- Business Planning
- Club Leadership Team
We provide materials customised for your workshop to help you promote the event locally.

Social media advert (left) and poster (right).

**Brochure of workshops and events**

An overview of all of our workshops and events for archers, coaches, judges and club volunteers.

Take a look at it and share it within your local network to discover what workshop to host.

Download the brochure from our website and share it with your network.

**Poster and social media advert**

Once your workshop has been confirmed, we’ll provide you with a poster and social media advert, ready for you to distribute locally.

We’ll also use these to provide details of the event to members using Archery GB’s social media, newsletters and magazine.

**Additional guidance:**

Remember to share your workshop details with your county and region so they can also help you promote the workshop.

If you have any other ideas for promotional materials that would help you, please let us know.
The venue you pick to host a workshop needs to have certain facilities and equipment.

**It’s essential that any venue you pick has these features:**
- Warm, comfortable and well-maintained facility
- Parking
- Toilets
- Tea and coffee etc.

**It’s desirable for the venue to have these features (but don’t worry if it doesn’t, just let us know):**
- Disabled access
- Projector
- Projection screen or TV
- Extension cable

**Depending on the workshop, the venue will also need to have some or all of the following features:**
- Learning space - a quiet seated area or classroom to fit up to 20 people
- Tables to work from
- Indoor range
- Basic training equipment (training bows, arrows, targets)

<table>
<thead>
<tr>
<th>Workshop</th>
<th>No. of days</th>
<th>Learning space</th>
<th>Tables</th>
<th>Indoor range</th>
<th>Training equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Technique</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Shot Execution</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Archery Crafts</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Tournament Performance and Strategies</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Recurve Equipment Set-up and Tuning</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Compound Equipment Set-up and Tuning</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
</tr>
<tr>
<td>Coaching Technique</td>
<td>2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Empowering Coaching for Archery</td>
<td>1</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Adaptive Devices</td>
<td>2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>All Club Development Workshops</td>
<td>1</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>IANSEO Training</td>
<td>1</td>
<td>✓</td>
<td>✓</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>