



How to Run a Coaching Report for a County or Region

Last updated: February 2021

This guidance has been created for County and Regional Coaching Organisers (CCOs/RCOs) and County and Regional Secretaries. To run a coaching report for a county or region, you need to have the access level for reporting. For data management and GDPR reasons, this is currently assigned to County and Regional Secretaries only.

Changes to the 'CCO/RCO coaching report'

We've made changes to how we share details with CCO/RCOs of licensed coaches in their area. CCO/RCOs now have flexible access to coaching reports through their County/Regional Secretary, enabling them to access fully up to date information when it is needed.

What is a coaching report?

The coaching report lets you know who the licensed coaches are in your County/Region and when they are due to renew their coaching licence. The format of the report is an excel spreadsheet.

Why do I need the coaching report for my area?

It allows both Archery GB and the County/Region to check that the records kept are accurate, and helps you to support coaches for renewal purposes.

How can I now get the coaching report?

We have given County/Regional Secretaries access to run up to date coaching reports whenever you / they choose. Therefore, each report is up to date and available when you actually need it.

The CCO/RCO can ask their County/Regional Secretary for a report. For data security reasons this is the designated person who has permission to access Archery GB's records. The report should only be shared with a single coaching organiser, and not multiple people who share components of the role.

Please contact the designated Secretary for the report.

How does the Secretary access the information?

The County/Regional Secretary can access the report from the members' portal by following these instructions (see pictures):

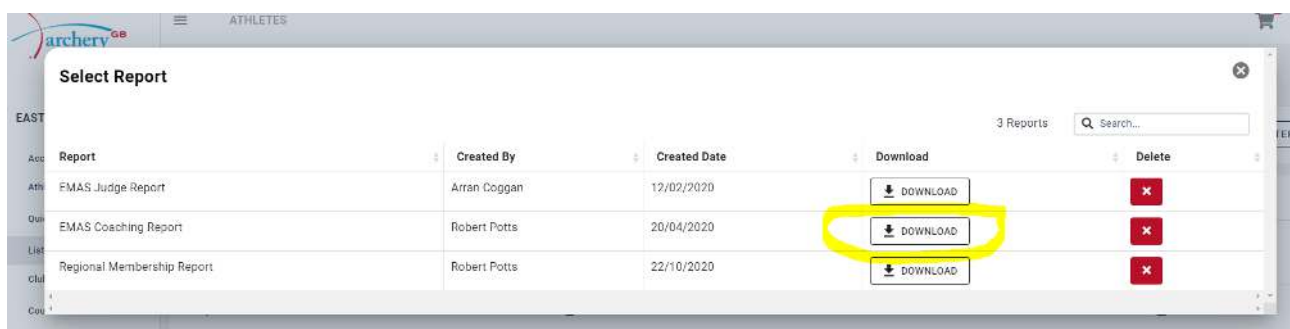
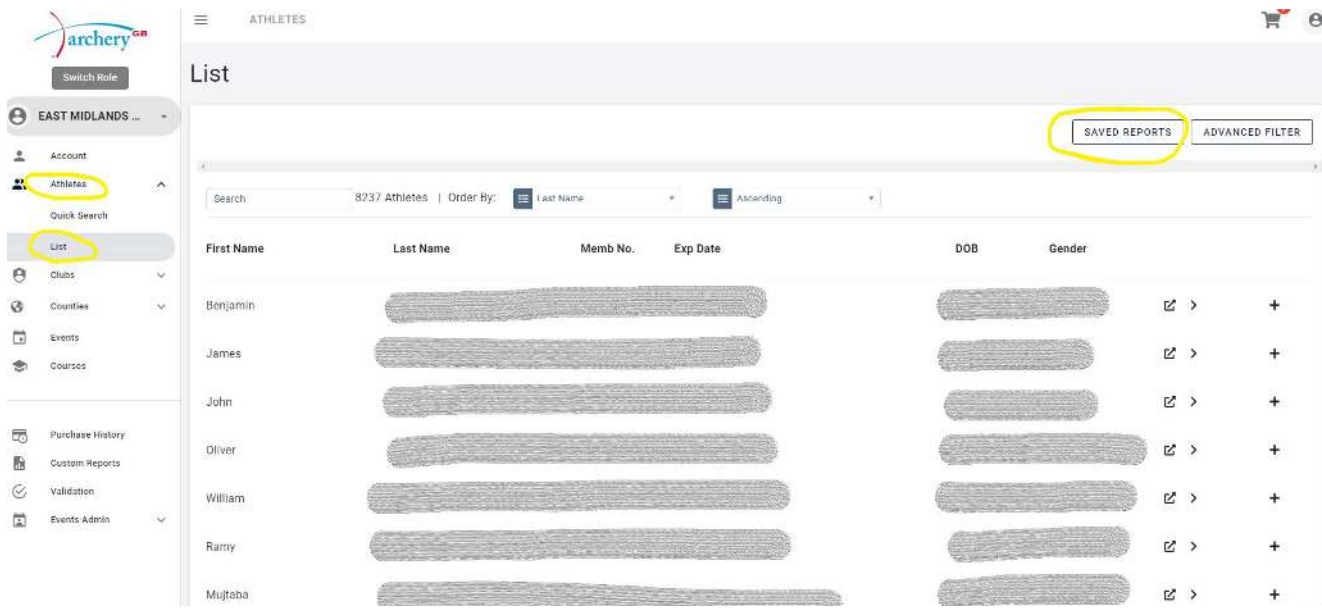
1. In the membership portal, the Secretary for the county or region goes to their main screen for the county or regional members.
2. On the left-hand menu select 'Athletes' and 'List'
3. Select 'Saved Reports' on the top right.
4. The Report should be listed as '[region/county] Coaching Report' (e.g. 'WMAS Coaching Report').
5. Click on the 'Download' button next to the report to get a excel/spreadsheet format file.

What does the coaching report show?

The above commands will produce a list of licensed coaches at the current time for that region/county.

To have an active coaching licence, and therefore be listed in the report, a coach must fulfil all of the following criteria. The coach must have:

1. A valid membership (renewable every year)
2. A valid DBS/PVG check (renewable every 3 years)
3. A recognised coaching award (renewable every 3 years through the coach licence renewal scheme)



How up to date is the report?

The reports are live, meaning that whenever you click download, the report is fully up to date in that moment.

Why does the report have a creation date of '20/04/2020'?

The 'created date' refers to when the reporting program was first created by Archery GB, it is not the date of the report you are downloading. When you select 'download' it draws on the latest data Archery GB holds to provide instant results.

Why does the list not show some coaches?

From our experience anyone missing from the list is down to one of these reasons:

1. Their membership has expired
2. The licence has expired and the individual has not renewed it
3. Their DBS/PVG has lapsed and the renewal has not yet been completed

They are newly qualified and have not yet completed a DBS/PVG check

Can I have contact details for coaches in my area?

The report from your County / Regional Secretary has capability to provide you with contact information for coaches in your area. For data management reasons, the County / Regional Secretary oversees if/how contact details are shared. Please remember that it is your responsibility to meet GDPR requirements when accessing, using and storing this information. Please refer to www.archerygb.org for more information about GDPR.

What if I'm struggling to access the report?

For further guidance please e-mail enquiries@archerygb.org.