



West Lothian Coach Education Programme

Welcome to the West Lothian Coach Education Programme. On the following pages you will find detailed information on courses and workshops available in West Lothian as well as details of our Coach Education Grants Scheme and Coach Database. The appropriate contact details for more information/bookings on specific courses are located below the course descriptors. We sincerely hope that you will find a course or workshop which will be of a benefit to you as a coach. If you have any thoughts or opinions on the West Lothian Coach Education Programme, please feel free to get in touch.

Details of course dates, times and venues can be viewed on the Coach Education Calendar, available to download from the Sports Coaching page on the West Lothian Council website; www.westlothiancouncil.gov.uk and search for “sports coaching.” The calendar will be updated throughout the year as additional courses are added.

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Coach Database

West Lothian Council Sport and Outdoor Education service are currently updating our Coach Database. Having an up to date and accurate database allows us to identify current areas of strength in terms of expertise and number of qualified coaches in the region and also highlights areas which could be improved upon and require more attention and focus.

Benefits to the Coach

Being part of West Lothian Council's Coach Database also has several benefits for coaches and the clubs in which they are involved, these include:

- Updated information on Coach Education opportunities in the region
- Opportunity to influence future Coach Education programmes to include workshops and courses which you feel would be of benefit to yourself and other coaches in West Lothian
- Discounted fees for generic Coach Education courses such as Safeguarding & Protecting Children and Running Sports workshops
- Access to the Coach Education Grants Scheme which can cover up to 100% of the cost of SportsCoach UK workshops, National Governing Body Awards or Conference and Seminars in any one financial year.

Joining the database is free; forms are available from karen.mcconnell@westlothian.gov.uk or by phoning 01506 774732.

Child Protection

Safeguarding and Protecting Children

Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice. Learn about child abuse and how to handle situations if you have any concerns. This workshop is recommended for all coaches and volunteers working with young people under the age of 18.

Cost: £25/20 (£20 for members of the WL Coach Database)

Safeguarding and Protecting Children 2: reflecting on practice

This Workshop is aimed at coaches and those working with children and young people in sport who have previously attended Safeguarding and Protecting Children. The workshop acknowledges and values the experience coaches have gained since the last workshop and builds on the knowledge and insight gained from Safeguarding and Protecting Children. Aimed at coaches who are required to keep their Safeguarding and Protecting Children qualification up to date, the workshop offers a more productive alternative to recovering the same information.

Cost: £25/20 (£20 for members of the WL Coach Database)

Child Protection Officer Training (In Safe Hands)

This workshop has been developed to support those identified in sports clubs as the child protection officer.

The aim of the workshop is to ensure that participants acquire the core knowledge and develop their skills in order to fulfil the role of child protection officer for their club. This will help clubs implement practices and procedures to keep children and young people safe. The course has been broken down into three learning outcomes, which will be evaluated to ensure that these have been met.

Learning Outcomes/Objectives

By the end of the training participants will be able to:

- Clarify the roles and responsibilities of the child protection officer and the relationships with other key personnel in Child protection.
- Identify and plan actions required by the club to keep children and young people safe.
- Identify how children and parents should be involved in creating and maintaining a safe environment in the club.

Cost: £25/20 (£20 for members of the WL Coach Database)

Karen McConnell
Coach Development Officer (Maternity Cover)
01506 774732
karen.mcconnell@westlothian.gov.uk



Emergency First Aid for Sports Coaches

This is a programme of HSE certified Emergency First Aid for Sports Coaches. The qualification awarded is valid for a period of three years and candidates receive a certificate of qualification from the Health & Safety Executive. The 6 hour course examines how to deal with sporting emergencies, common injuries and conditions.

Conditions

The Emergency First Aid for Coaches course is £40 for those coaches and volunteers who reside or coach in West Lothian and £50 for those outwith (TBC).

Candidates will learn:

- Making a diagnosis
- Basic life support (BLS)
- Recovery position
- Fractures
- Fainting
- Heat stroke
- Compression
- Calling for emergency services
- The treatment of epilepsy & diabetes
- Pulse and breathing
- Secondary survey
- Soft tissue injuries
- Shock, bleeding
- Heat exhaustion
- Concussion
- First aid kits

Bookings or enquiries about these courses should be made directly with Low Port Centre. All courses can take up to 12 candidates.

Low Port Centre
Blackness Road
Linlithgow
01506 775390

Sports Psychology

Developing and Motivating Players

This workshop will be delivered by a qualified sport psychologist and will enable you the coach to find out more about your performers and positive ways to help them commit to training and perform better in competition. Learn how to set goals effectively and build confidence and concentration into your every day practice.

Cost: £25/20 (£20 for members of the WL Coach Database)

Performance Injury Prevention

This workshop will be delivered by physiotherapist Jane Gilkes who has specialised in treating sports injuries since qualifying. She has an MSc in advanced neuromusculoskeletal physiotherapy and operates out of Heriot Watt University Sport and Exercise Centre and Broxburn Sports Centre. The workshop will look at the importance of injury prevention in sport and how we can help our athletes to prevent injuries by being proactive instead of reactive.

Cost: £25/20 (£20 for members of the WL Coach Database)

Karen McConnell
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01506 774732
karen.mcconnell@westlothian.gov.uk

Running Sports

Runningsports is a national network developed to help support clubs and volunteers. There are a number of workshops split into three main strands:

- Governance and Administration
- Finance and Funding
- Volunteers and Volunteer Management

Runningsports is developed and delivered by specialists who are not only experts in their fields, but also work in sport too – so they understand the kind of issues you face. We appreciate that your time is a limited and a precious resource. So the resources they use have been created with this in mind. The three hour workshops give you a highly practical perspective. Through your involvement, you will gain insight into what your club could achieve and you will leave with a clear understanding of how to make it happen.

Held on an evening, their interactive format will give you the opportunity to discuss and exchange views with people from other clubs in the area, so that you can learn from each other. These courses are excellent resources for club committees and attendance is required on certain courses if the club is to achieve Community Club status or Development Level accreditation.

Cost: £25/20 (£20 per person for clubs registered on the WL Community Club Accreditation Scheme, £25 per person for clubs not registered on the scheme).

Funding for your club

This workshop will provide you with ideas and advice on raising funds for your club. Whatever the needs of your club, this workshop will inspire and guide you to choose the right funding path to support its aspirations.

Action planning for your club

A sports development plan will tell outside bodies what you need, when you need it and why you need it. If your club follows a similar pattern each year – fixture lists, the term's programme or the end-of-year championships, creating a sports development plan will help you to raise your head above the weekly routine to ensure you move forward.

A Club For All

Be a forward thinking club and benefit in many ways from welcoming a more diverse membership base. Welcoming all members of the community can lead to more coaches, players and volunteers, more revenue, improved eligibility for lottery funding and quality ratings like clubmark.

Valuing Your Volunteers

This workshop will help you make the most of your club's most valuable asset – its people. You will be challenged to reflect on how you currently recognise and reward the 'goodwill' of the people who help out.

Developing Partnerships with Your Clubs and Schools

By becoming involved in the government's school-clubs links programme, you will attract more junior members. By working in partnership with schools and other local networks, you will help young people make a smooth transition from school to club sport, contributing to a 'joined-up' positive sports experience that will last a lifetime.

Karen McConnell
Coach Development Officer (Maternity Cover)
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Athletics

TOP Play/Sport

TOP Play (for 4 to 9 year olds) concentrates on the essential core skills such as throwing, catching, running and jumping, whilst TOP Sport (for 7 to 11 year olds) develops skills in specific sports such as tennis, netball, rugby and hockey. Both resources are made up of activity cards and large bags of child-friendly play and sport specific equipment.

Cost: £25/Free (Free to all WLC employees)

Alex MacEwan
Sports Development Officer
01506 774743
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Basketball

Getting Started Basketball Course

The Getting Started Award is an Introductory Level to coaching basketball. The course focuses on the skills needed for children to develop in the sport. Candidates going through the course will receive a Getting Started booklet that has a range of drills and games that they can then use to coach primary school children. Candidates should be aware that they will be expected to take part in all the skills sections of this course, however do not worry they are very simple and fun.

Cost: £25

UKCC Level 1 Basketball Course

This is the basic level of coaching qualification for those who wish to commit to coaching basketball. This course provides each candidate with the basic knowledge of basketball and coaching skills and will enable the holder to assist a fully qualified Level 2 Coach.

Cost: £170

Andrew Smyth
Sports Development Officer
(People with a Disability and Basketball)
01506 774745
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Badminton

Badminton Basics ABC Course

The Badminton Scotland Leaders Award has been transformed into a new package of various Badminton Basic Modules. It continues to be delivered over a 6-hour period and will give candidates experience of introductory level badminton and helping out at clubs.

Please note that this award will no longer be an assistant coach award as the UKCC Level 1 Assistant Coach will now take this forward.

Modules Include:

- Active Badminton Course 1 (ABC 1), which covers basic skills and techniques of badminton and how to deliver this safely to large numbers of pupils in a one court hall setting.
- Active Badminton Course 2 (ABC 2), this module expands on ABC 1 by introducing simple footwork and movement patterns.
- Fun Games for Beginners, offers a wonderful collection of fun games to provide you with a bank of ideas to keep your players motivated and enjoying badminton. By the end of this module you will be able to set up a wide range of simple, fun games to run safely and efficiently with large numbers of players in limited space.
- TOPSport Badminton, ideal for schoolteachers, youth workers or sports coaches with limited experience of the game.

Cost: £40

UKCC Level 1 Certificate in Badminton Coaching – (Assistant Coach)

The Level 1 Certificate in Coaching Badminton is the first step on the new BADMINTONScotland Coaching Pathway and will be a formal educational qualification through the Scottish Qualifications Authority. It is a 21-hour course (court time) including up to 20 hours course work. It focuses on both the art and science of coaching, introducing new coaches to the “how to” skills of coaching as well as helping to break down the technical and tactical elements of the game. It will qualify the assistant coach to work alongside a more qualified coach working with players in the early stages of development.

This is an ideal course for those who have some knowledge of the game and would like to apply it in a coaching environment. The course will qualify the successful candidate to assist a higher level coach working with junior beginners/junior club players, senior beginners/social and club players in the lower levels of local leagues.

Candidates must be at least 16 years of age on the first day of the course and those who are successful and who have completed an Enhanced Disclosure through BADMINTONScotland will be entitled to free membership of the coach’s register.

Cost: TBC

Kathryn Graham
Sports Development Officer
01506 774742
kathryn.graham@westlothian.gov.uk



Club Golf

Level 1 Clubgolf

Level 1 coaches are volunteers ranging from nongolfers to club champions aged eighteen or over. Level 1 coaches are able to deliver a Stage 1 golf programme to children at a golf club or clubgolf registered facility as long as they have achieved the following:

- Completed Enhanced Disclosure Scotland application form
- Attend SCUK Safeguarding and Protecting Children workshop
- PGA Level One training

Volunteer coaches should have a desire to help children learn and progress through a structured coaching pathway. Stage 1 is a two-year course comprising 20 hours of coaching in each year and participating children will expect to develop their basic golfing skills. Golf skills taught in year 1 include putting, chipping and the full swing. Their training also equips them with a fundamental understanding of the game including rules and etiquette, and they will learn a code of conduct that will ensure their golfing experience is safe and fun. Year 2 builds on the skills learned in year 1, with pitching and bunker play added to the programme.

Cost: £160

Mandy Martin
Clubgolf Regional Manager – Central Scotland
07956 540587
mmartin@clubgolfscotland.co.uk



Handball

Mini Award

The first certified course which is designed to enable potential coaches to be able to introduce the game to children of primary school age in a fun and educational manner. Ideal for primary school teachers and those wishing to work with children of primary school age; the course provides an insight into how to introduce handball to primary school aged children through fun small sided games. Applicants must be aged 16 or over.

Cost: £35

Level 1

This level will allow you to develop your knowledge of the game of handball, to be able to work with children of a secondary school age particularly S1/S2. This will give you a insight to the basic techniques to the game as well as tactics surrounding the game at S1 / S2 level of the game. Applicants must be aged 16 or over.

Cost: £35

Allan Stokes
Handball Development Officer
07590848679
allan@wlhdg.org.uk



Football

Children's Pathway

Level 1 Early Touches Certificate

This course is aimed at those working with children of primary school age (under 12). In addition to delivering new content, the course will assist coaches to develop their coaching technique, focus on skill development and will explore the best age specific activities for developing young players as well as covering basic first aid.

Cost: £35

Level 2 Coaching Young Footballers Certificate

This course is designed to assist coaches with the planning, preparation, organisation and evaluation of their coaching sessions and looks at differentiation of practices to suit the wide range of abilities within the primary school age group.

Pre requisite: Early Touches Certificate.

Cost: £45

Level 3 Coaching in the Game Certificate

This certificate looks at the knowledge and understanding required to help young players appreciate principles such as width, depth and support within a small – sided game. This course is largely practical in nature and candidates are required to demonstrate their ability to coach basic strategies to young players.

Pre requisite: Early Touches, Coaching Young Footballers certificates for Children's Pathway, Developmental Activities and Coaching Youth Footballers certificates for Youth Pathway.

Cost: £50

Youth Pathway

Level 1 Development Activities Certificate

Aimed at those working with players in the 12 – 18 range; this course consists of a practical session, together with two short talks on Youth Team management and physical preparation.

Cost: £35

Level 2 Coaching Youth Footballers

This course is designed to provide youth coaches with ideas on the key issues involved in the development of youth players. It takes account of individual skill development in a variety of game related situations. Candidates will be given teaching practice opportunities and provided with feedback on their sessions.

Pre requisite: Developmental Activities Certificate.

Cost: £45

Level 3 Coaching in the Game Certificate – see Level 3 in Children's Pathway

Specialist Courses

Level 1 Goal Keeping Certificate

This 6-hour course is designed to assist coaches aged 16 or over who work with goalkeepers of all ages. It comprises a practical session, together with two short video presentations.

Cost: £35

Jim Grant

Football Development Officer

01506 774734

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Swimming

The UKCC aquatics qualifications currently available in West Lothian are Level 1 and 2 in Teaching Aquatics and Level 2 in Coaching Aquatics. The UKCC Aquatics qualifications are provided by Scottish Swimming and awarded by the SQA. Benefits of the UKCC include enhanced teaching and coaching skills, a sport-wide recognised seal of quality qualifications, and provide a benchmark for employers and clubs.

All Candidates must be members of Scottish Swimming prior to starting the course.

UKCC Teaching Aquatics – Level 1

This course is designed to equip candidates with the basic technical knowledge including the teaching of beginners, stroke improvement, organisation and communication relating to teaching small groups and the presentation of material. Safety, hygiene and equipment issues are also covered (Minimum age 16).

Cost: £300

UKCC Teaching Aquatics – Level 2

Candidates must have previous teaching experience (a minimum of 15 hours verified), including non swimmers and advanced swimmers. Candidates learn how to teach an extensive range of swimming skills including strokes, starts and associated laws. Other topics include basic anatomy and physiology as well as safety and skill analysis. Candidates must hold appropriate Level 1 qualification and be aged 17 by the start of the course. (All current ASA qualifications will continue to be recognised).

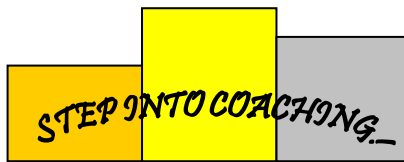
Cost: £600

Bursaries

Bursaries will be available for Scottish Swimming members who wish to attend a Scottish Swimming UKCC course. Bursaries are currently available for all Level 1 and 2 courses, with a maximum of £150 available for Level 1 and £300 for a Level 2 course. Candidates must apply directly to Scottish Swimming for the bursary (bursary forms are available from Scottish Swimming website). Bursaries will be paid subject to satisfactory attendance of the course but are not dependant upon result.

Trish Aitchison
Swim West Lothian Co-ordinator
07793547700
admin@swimwestlothian.com





'Step into Coaching' Grants Scheme

What is the 'Step into Coaching' Grants Scheme?

West Lothian Council is keen to support the development of both new and existing coaches paid, (part time coaches only) and voluntary to enhance the level of sports activity we currently have and to promote growth in sport across West Lothian. Coaching scholarships are a part of the Coach Education Programme to assist with education and personal development of coaches.

Who qualifies for the 'Step into Coaching' Grants Scheme?

- The Grants Scheme is available to coaches and volunteers who reside in the West Lothian boundaries who work with local clubs or individual athletes.
- Individuals who reside in West Lothian who wish to become a coach and want to undertake the necessary training and qualifications.
- Individuals who reside outwith West Lothian, but coach in the West Lothian area may also qualify for coach education grants.
- For profit individuals or organisations are ineligible for an award and therefore professional coaches or instructors may not qualify for awards.
- All coach education grants will be considered through this Step Into Coaching Scheme.
- Grants will be allocated taking into account the constraints of the Grants budget and other competing requests.
- Grants will not be awarded retrospectively

What are the 'Step into Coaching' Grants for?

Grants are available to cover:

- Up to 100% of the total cost of SportsCoach UK workshops in any one financial year
- Up to 100% of the total cost of National Governing Body Awards in any one financial year.
- Up to 100% of the total cost of attending a conference or seminar which is organised or delivered in conjunction with a recognised National Organisation in any one financial year.

To apply for a 'Step into Coaching' Grant, coaches need to be nominated by their club or a West Lothian Council Sports Development Officer / Active Schools Co-ordinator.

Application forms are available on request from:

Coach Development Officer
Strathbrock Partnership centre
189a West Main Street
Broxburn
EH52 5LH

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