



Coaching Award Scheme: General Points and Requirements

Section A : General Information

John Kitchen, a past BAB chairman had stated the aims of the Award Scheme as :

“The Board’s scheme seeks to provide qualification to its members’ instructors. By doing so its is intended to provide a national recognised qualification, which would be totally separate from any other qualification those coaches might hold from their own Association or elsewhere. This is not in any way a devaluation of those qualifications; they are very important. Nor is it attempt on the Board’s part to interfere with the autonomy of its member organisations. What it does aim to do is recognise the good practice which is going on in its members’ organisations and to accredit the maximum number of coaches possible with qualifications which will enable them to continue to teach and promote Aikido with the approval of all interested parties - Local Authorities, Education Authorities, Sports Councils, etc.”

There are many Information Papers that provide detail on Coaching procedures and also provide underlying detail and are primarily aimed at the Association CLO. Parts of the administrative process are laid out in broad terms in the syllabus, to which reference should always be made. The various Information Papers are collated into a loose leaf format to allow for easy updating and reference.

The Coaching Sub-Committee is currently made up of 4 posts as follows :

- The Coaching Liaison Officer (CLO) is an Executive member of the BAB who leads the Coaching Team and co-ordinates with other committees/project teams that impinge on Coaching matters; acts as a contact point for external agencies on Coaching matters and is leading the NVQ work.
- Coaching Course Officer (CCO) organises the BAB coaching courses, tutor allocation and deals with enrolment etc. Associations can organise their own courses using approved personnel by prior arrangement with CCO. BAB promoted Courses are also set up for Associations who do not wish to organise their own: for Assistant Coach, Coach, Coach (Children) Senior Coach. The Coach and Senior Coach courses are two day courses the others are one day courses.
- Coaching Records Officer (CRO) to whom all coaching paperwork is sent. The CRO maintains records of progress through the Coaching Scheme and issues recognition certificates for the Awards.
- The BAB Coach Tutor : leads the Tutor's team; responsible for tutoring on Coaching Courses, and is Chairman of the Coaching Development Sub-Committee.



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BAB Courses are organised subject to demand. This is gauged by your members sending the CCO self stamped addressed envelopes with the course they are interested named in the bottom left corner together with form CCO/1. Phone numbers should be added on the inside flap. One envelope per course per person.

When a course is set up, information regarding it using these envelopes is mailed out for those within travelling distances; with form CCO/2 together with the usual distribution to Association CLO.

With the exception of the First Aid course, Coaching Courses require the Association's approval of a candidate. This is normally given by the Association CLO or Head of Association.

The Sub-Committees for Coaching are :

- Coaching Development Sub-Committee. It's remit is
 - a) to develop the Coaching syllabus so that its standards are clearly recognised by Authorities and members of the public, and that the scheme is developed in accordance with modern coaching practise.
 - b) To ensure standards developed will be consistent and compatible with NVQ criteria.
 - c) To ensure consistency and high standards within the Tutor delivery team.

The BAB Coach Tutor is the Chairman and items for that Committee can be forwarded via the BAB CLO.

- Exemptions Sub-Committee. This committee sits to consider Prior Accreditation applications, lapsed awards and to give approval to applicants to proceed to Senior Coach Award. Communications to this sub-committee is via the BAB CLO. Its current members are the deputy chairman; BAB Coach Tutor and BAB CLO who acts as secretary for the committee.
- First Aid Sub-Committee. This committee sits to consider matters pertaining to First Aid in connection with the Coaching Syllabus. The Chairman of this committee is currently the BAB FACO (First Aid Course Officer) dealing with First Aid courses (internal qualification only)
- NVQ Implementation Group. NVQ implementation work is dealt with by the Coaching Development Sub-Committee in respect of the technical issues and the BAB CLO in respect of remaining matters. The BAB CLO keeps the Executive briefed as to progress and involves Association CLOs at various stages for feedback. The NVQ Implementation Group has been given powers to delegate specific task areas to individual members.

A series of Coaching information circulars are issued in numerical sequence and it is suggested these are kept together.



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Amendments to Information Papers will take place from time to time. As with any document, there could well be omissions or errors. If the reader thinks any section is wrong or could be explained with greater clarity; please forward details to the BAB CLO.

Vital to the operation of the administration and the scheme itself is the pro-active position of Association CLOs.

The BAB strongly recommends that the Instructor who takes a class unsupervised should hold the Board's Coach award. However there is as yet no mandatory requirement to hold any of the BAB Awards. Associations should be aware that some Local Authorities are beginning to insist on a appropriate Coaching award being held from the National Governing Body. Associations must decide for themselves as to whether it is mandatory or merely voluntary.

The Board belongs to Specialist Industry Training Organisation for Sport & Recreation and Development Training (SPRITO), the Central Council for Physical Recreation (CCPR), is an affiliate member of the National Coaching Foundation (NCF) and is recognised by the Sports Council as the Governing Body for Aikido in the UK.

Equal Opportunities Statement : The British Aikido Board is committed to a policy of equal opportunities for everyone. The aim is to positively promote equality of opportunity for all. The objectives are:

- To encourage member associations to adopt equity policies and practices.
- To encourage the participation of people with special needs, subject to the practical constraints of health and safety, by reducing obstacles and increasing opportunities wherever feasible.

Code of Conduct: The BAB has a code of conduct in its constitution and has adopted the NCF Code of Ethics and Conduct for Sports Coaches.

Publications: The BAB has published a Coaching Manual. In addition a Technical Manual defining Aikido and other material is available. See Information Paper 1 for details of how to order.

Miscellaneous Information: The NCF runs the National Association of Sports Coaches (114 Cardigan Road, Headingley, Leeds LS6 3BJ) to which our award holders may subscribe directly in order to receive the NCF's Supercoach and Coaching Focus magazines and other services. The charges in 1996 range from £15 to £25. Holding Instructor's insurance via the NCF ensures some of these details are posted to you.



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The award scheme leaves the technical quality of Aikido as being a question to be addressed by an Association prior to permitting the person to attend a BAB Coaching course. The thrust of the award is to ensure the underlying knowledge of coaching skills, issues of safety and student welfare are understood and that a person is competent to teach at the appropriate level. The BAB however does insist on minimum grades and hours for these awards.

The BAB has decided that our awards equate to their categories of membership as follows:-

Principal Coach, Senior Coach	Senior
Coach	Full
Assistant Coach	Associate
No award held	Affiliate

Abbreviations And Definitions

BAB	British Aikido Board
CCO	Coaching Course Officer
CCPR	Central Council for Physical Recreation
CLO	Coaching Liaison Officer being the person appointed at Association or Board level.
CRO	Coaching Records Officer
FACO	First Aid Course Officer
Level 1	Assistant Coach Award
Level 2	Coach Award
Level 3	Senior Coach Award
Level 4	Coach Tutor Award
Level 5	Principal Coach
NASC	National Association of Sports Coaches
NCF	National Coaching Foundation
NCVQ	National Council for Vocational Qualification
NVQ	National Vocational Qualification
PI	Professional Indemnity Insurance (held by Instructors)
SPRITO	Specialist Industry Training Organisation for Sport & Recreation and Development Training

Purple Certificates	recognise BAB Coaching Awards
Green Certificates	prove PI Insurance is held by an Instructor
Brown Certificates	proves registered with the BAB and carries accident insurance held by everyone practising.

Section B : Miscellaneous Coaching Award Syllabus Requirements

It is a requirement that any student attending any course should have a current BAB Registration certificate (brown certificate)

Associations should avoid the use of the following terms within any in-house schemes :

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Assistant Coach; Coach; Coach (Children), Senior Coach; Coach Tutor; Principal Coach

Accreditation to these designations can only be in accordance with the BAB's scheme set out to those so qualified.

All Award holders must :-

- Maintain BAB registration certificates, also known as Personal Accident Insurance (brown certificate)
- Maintain Professional Indemnity (PI) Insurance via the BAB's policy (Green certificate).
- Maintain competency in First Aid to the standard defined in the syllabus. This must be provable with up to date certificates and registered with the BAB CRO.

* Assistant Coaches do not require PI insurance provided they never conduct classes unsupervised. Any supervisor has to hold PI insurance.

Award holders should inform the BAB CRO of any change of address, via their Association CLO.

When are awards not recognised ?

- When there is a break in PI insurance. (Not applicable for Assistant Coaches who do not take classes unsupervised.)
- When there is a break in holding the BAB registration certificate document. This is the brown registration certificate.
- At the expiry of the First Aid qualification.

The purple certificate confirming a Coaching Award does so until the expiry of that person's First Aid qualification. The wording on that certificate confirms a link to the PI certificate (green), thus re-recognition occurs automatically when PI is renewed.

Details of how to obtain a new purple certificate when a new First Aid certificate is held can be found in Information Paper 6.

Lists of Award Holders are supplied to Local Authorities and other bodies on request to assist them establish bona fide Instructors. The BAB can only recommend those Instructors that it recognises through its own Award Scheme.

Awards may be revoked by the Executive Management Committee. Associations should always report any event that cast doubt on an individual continuing to hold PI and / or a Coaching Award. Associations should inform the BAB CRO if an instructor leaves their Association, or is no longer recognised by them as competent to instruct. Refer to Information Paper 13 for more details.

BAB Coaching Manuals should be taken on coaching courses by candidates.