



This Manual / Information Paper draws on Board's Information Papers; particularly 5,6,7 & 8, which were aimed at Associations and their Coaching Liaison Officers and re-presents the detail written with the Coach Tutors and the Board's Coaching Course Officer in mind regarding courses.

It is intended this Manual can be used as a self contained source drawing the previous diverse sources together. As always any errors or omissions should be fed back to the Board's CLO

Andrew Baird  
17th June 1997

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## **Initial stages of setting up a Coaching Course**

### **Background**

There are two types of courses:

- **Association Led Course:** The Association takes the lead and is responsible for all financial matters and for the administration organisation. The Association needs to appoint a "Course Organiser" - this is usually an official of the Association and can indeed be their Coaching Liaison Officer. It is important that one person acts as the point of contact. An Association's CLO is the most suitable person to be responsible in the matter of organisation and the point of contact for the course. If an alternative person is appointed, it is a requirement that the Association CLO and the BAB CCO are informed from the outset.
- **Board Led Course:** The Board takes the lead and is responsible for all financial matters - the Board's Coaching Course Officer is the "Course Organiser".

### **Appointing a Tutor**

The Board's Coaching Course Officer (CCO) is charged with the responsibility of ensuring that the Tutors are allocated fairly, equitably and that any tutor's development needs are taken into account. Tutors are authorised by the Board {i.e. certain tutors can only deal with Assistant Coach courses} - to assess and deliver only certain courses.

Associations are encouraged to discuss the matter firstly with the Board's Coaching Course Officer. The Board's CCO can then approach a suitable tutor in line with the preceding paragraph's objectives. The BAB CCO will then liaise with the selected Tutor and will pass the organiser's name and details to the Association for future direct liaison.

### **Booking**

There currently exists (1997) a complacency about getting the approval of the Board's Coaching Course Officer prior to running a course. Associations should be made aware and left in no doubt, by both the CCO and Tutors, if the correct procedure is not followed then subsequent recognition of the Coaching award for their students is placed in doubt.

The Tutors position is although they may be employed to deliver a course by an Association the assessment part and awarding BAB documentation are firmly within the Board's domain and as such the Association must follow the procedure correctly.



*Section 1 - Coaching Course Officer and Tutors - Guidance on procedures*

The following appears in Information Paper 7

- A recognised BAB approved Tutor of the appropriate level must be used and booked through the BAB CCO if the course is to be recognised by the BAB.
- At the earliest possible date apply in writing to the BAB CCO giving a idea of date, location, type of course and preference for a certain Tutor if you have one. The BAB CCO will know which Course Tutors are permitted to teach which courses. For a BAB led course the tutor will be allocated by the BAB CCO.
- The Tutor is formally appointed by the Association following discussion with the BAB CCO.
- It is envisaged that this stage will take place no later than ten weeks before the Course date. Confirmation following the appointment is made by the Course Organiser by letter to the Tutor.
- During booking the following must be covered by the Tutor with the Course Organiser: -
  - ◆ Agree the Tutor's fees and expenses. A booking fee deposit of £50 (non-returnable) will be paid to the Tutor. The deposit has proved necessary as courses were being cancelled at very short notice.
  - ◆ Agree what Materials / equipment are required (flip charts, over head projector, Matted area etc.) and who is going to provide them.
  - ◆ Venue - Start times and finish times.
  - ◆ Confirmation of maximum number of students. (Syllabus limits 20 per tutor and 10 per instructor for BAB First Aid courses)
  - ◆ Tutor arrival details
  - ◆ If accommodation is being provided, where and how is it going to be paid for.
  - ◆ A date after which the course can not be cancelled or if cancelled, the relevant penalty clause.
  - ◆ That the Course Organiser has confirmed in writing to the Board's CCO the course details - if this hasn't happened then the course will not be recognised even if it runs.
  - ◆ Hire of premises and relevant equipment,
  - ◆ Overnight accommodation for the Tutor if necessary,
  - ◆ Paying the Tutor(s) - The maximum fee is £100 per full day
  - ◆ The Tutor's expenses.

The Tutor booked will issue a confirmation letter directly on receipt of a booking fee including terms for late cancellation to the "Course Organiser". This will specify the last date for cancellation without incurring the full fee.



*Section 1 - Coaching Course Officer and Tutors - Guidance on procedures*

**Prior To The Course**

Tutors if they have not already been contacted two weeks prior to the course date, review arrangements with the Course Organiser - this should be done by the Course Organiser approaching you at least three weeks prior but if you have not heard anything you make the contact.

If the event is to be cancelled get the Course Organiser to tell the BAB CCO.

Find out if the Course Organiser is delegating his role on the day. i.e. the Board's Coaching Course Officer will normally delegate his role on the day. Sometimes he will arrange with Tutor to fulfil this role by agreement.

For Association Led Courses the Tutor of the Course **should never** be the Course Organiser.

The Course Register as issued by the BAB CCO, is a pre-printed 4-part carbonless form. Courses run not using this form are in danger of not being recognised. Being a multi-part carbonless form all those completing it must use sufficient pressure to ensure the bottom copy is clear.

The BAB CCO completes the Course Number, Type, Location, Course Date, Course Organiser details, Course Tutor and Assessor details and then issues the Register to the Course Organiser once he is satisfied that the appropriate arrangements have been made and that the course will run.

The BAB CCO will also issue a Course Evaluation Sheet to be photocopied by the Course Organiser for each student to complete on the day of the course.

**On Arrival**

The tutor obtains the Course Register from the Course Organiser. He reviews it and satisfies himself that all the people are of the appropriate grade for the course and considers that all the candidates are over 18. [ For BAB led courses this prevetting will have been done at application stage by the Board's CCO]

The Course Organiser having prior to the start of the course, completed the details of the candidates : Full name; Full address, Association (initials only), BAB certificate number (the brown slip), the PI certificate number (the green slip) (if applicable) and current grade.

The register is passed to the Course Tutor at the start of the course who will complete the Tutor's / Assessor's Column and mark "Not attended" for students not arriving.

If there is no course register:

- If for an Association led course there is no Course Register (i.e. the BAB official one is not there) then the course has not been recognised by the Board. The tutor is then we acknowledge in a difficult position - this should be pointed out to the Course Organiser.



*Section 1 - Coaching Course Officer and Tutors - Guidance on procedures*

- The Tutor is the Board's representative on-the-spot and will have to weigh the situation - the course content may be delivered without too many problems. Regarding assessment the Tutor may decline to do this - if he is of the view there has been a fundamental blatant disregard of the procedure by the Association. This is to be in wholly exceptional circumstances.
- If the Tutor decides to carry out assessments he makes his own course register covering the same details normally required i.e. Full name; Full address, Association BAB certificate number (the brown slip), the PI certificate number (the green slip) (if applicable), current grade and date of birth.
- The tutor in these circumstances will **not** issue any certificates but should be in a position to do this if requested by the Coaching Course Officer, the tutor will report without delay problems regarding the course to the Board's Coaching Course Officer.

The following applies to all Award courses which should be considered by Tutors and if necessary raised with the Course Organiser:

- You must be 18 years of age or over when registering for a course,
- Be recommended by your Association and possess the necessary technical knowledge of Aikido,
- For the following Awards :
  - a) Assistant Coach : you must be at least 2nd Kyu with a minimum of 300 hours practice.
  - b) Coach : you must be at least a 1st Dan with a minimum of 500 hours practice and held the Assistant Coach Award for a minimum of 6 months \* .
  - c) Coach (Children) : is recognised as holding currently the Coach Award \*\* .
  - d) Senior Coach : at least a 3rd Dan with a minimum of 1200 hours practice, must hold the Coach Award and have been involved in training students to 1st Dan and conducted classes regularly for at least three years.

\* or be authorised by the Coach Tutor of the Assistant Coach Course they attended to proceed directly to the Coach course - without waiting for the customary six months.

\*\* The BAB CCO can vary these prerequisites if a formal written request is made. The BAB CCO will consult with the BAB's Coach Tutor and they will decide together how to vary the requirements (if appropriate) and whether to attach additional conditions.



## **At The End Of The Course**

### **Evaluations**

- The Course Organiser hands out BAB standard course evaluation forms for completion by candidates (the form is one with Smiley faces on it.). The form is completed anonymously; there and then. {This form is supplied by the BAB CCO when issuing the course register.}
- Course Organisers are responsible for the course evaluation forms being collected and sent on to the BAB CCO with the appropriate part of the Course Register.

### **Course Registers**

- A course is not valid without the BAB's official Course Register form being completed and returned. The Course Organiser and Course Tutor are **jointly responsible** for the form to be completed properly.

An example of a completed course register is shown at Appendix 1

Upon the completion of the course the Tutor's / Assessor's column may be used for any pertinent comments and must also indicate Pass or Fail. In the case of a pass the Course Certificate number issued for that person should be added and the certificate issued to the student. In cases of a fail the student should be left in no doubt as to the areas of deficiency so that they may work to towards remedying any gaps in their competency.

If a tutor on a Assistant Coach course considers a candidate does not need, in exceptionally circumstances, the customary consolidation period of 6 months before undertaking the Coach course - then this should be indicated on the course register and the candidate informed as well. An example of this is shown at Appendix 1 - note the use of the rubber stamp to validate this.

The register should be signed and dated by the instructor / examiner, at the bottom right of the form. Additionally the number of passes and failures are added and the number of Register sheets are recorded in the form **1 of 1** etc.

- The rubber stamps are stamped on the course registers to the left of the tutor's signature and to the right of his/her address at the top right of the form.
- **Each part of the four part form will be so stamped.**



*Section 1 - Coaching Course Officer and Tutors - Guidance on procedures*

The Tutor / Assessor will make sure all blank lines are struck through to prevent fraud (i.e. names being added after the course).

- For Association led courses : The Tutor / Assessor will retain the pink copy for his own records. The top copy (white) is sent by the Association CLO to the BAB CRO. The yellow copy is sent to the BAB CCO as are any unused register sheets. The remaining copy (blue) is retained by the Course organiser for their Association CLO.
- For BAB courses : The Assessor will retain the pink copy for his own records. The top copy (white) is sent to the BAB CRO. The yellow and blue copies are returned to the BAB CCO with any unused register sheets.

The copies of the completed parts of the Course Register for the BAB CRO and BAB CCO should be dispatched by the Course Organiser **within 4 days** of the completion of the course.

### Course Certificates

The certificates are for the **successful** completion of the course by candidates to the required level. The candidate's name and the other details are added before being signed by the approved Tutor / Assessor / Instructor. The approved tutor will also use the BAB rubber stamp to validate the certificate. *(1997 - it is understood Tutors are rarely doing this)*

There is **no** certificate for attendance, only for passing.

The Tutor / Assessor will, on signing a certificate, add the number of the certificate to the Course Register for that candidate in the last column.

Note: Tutors should ensure they take enough certificates to courses to which they have been appointed. Additional stocks of certificates are available from the BAB CCO who keeps records of the certificate numbers issued. The CCO informs the CRO of numbered batches issued and to whom so verification is possible from Registers. The Tutors are only issued with certificates for courses they are allowed to assess.

*(Shirley as Secretary now no longer distributes these the BAB CCO has taken on this role)*



### **Miscellaneous Matters**

The Tutor or Course Organiser should inform students at the end of the course of:

- how to go about getting their award (i.e. Using Form C/1) and what is needed. See Section 1 Appendix 4 which is based on Information Paper 6
- when eligible for the next course - with the proviso that requirements of Association vary but that the Board's view is etc..... (Appendix 3 - helps in this respect)
- how to get on the next course. i.e. Completing CCO/1 and sending it via their Association CLO.

**Tutors should appreciate they are being paid either by the Board or Association for not just the course and assessment but the correct handling of the course paperwork. Not having course certificates nor completing the course register is contrary to the BAB requirements.**

### **Post Course Action**

#### **Evaluations sheets received by the Board's CCO**

- The BAB CCO will assimilate all responses from the course evaluation form onto a master sheet.
- The master sheet is copied to the course organiser; Tutor and the BAB CLO.
- The BAB CLO will monitor responses and provide feedback to the Coaching Development Sub-Committee; and also the Executive as and when required. If a particular Tutor is receiving adverse criticism then the BAB CLO will discuss this with the BAB Coach Tutor with a view to improving performance.

#### **Receipt of Course Paperwork by BAB Coaching Course Officer**

The BAB CCO will enter brief course details onto the Course database.

Any course requirement not met - will mean that the Tutor and / or Course Organiser will be contacted to resolve the problem. Depending on the problem the CCO may advise the BAB CLO.



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**Information Paper No. 18**

*Section 1 - Appendix 1 Example of a completed course register*

Reduced from A4 - Pre Printed 4 part carbonised form



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## Information Paper No. 18

*Section 1 - Appendix 2 Example of a completed course certificate*

Reduced from A4 - Blank certificates obtained from the BAB CCO.



## **BAB POLICY ISSUES**

The BAB requires any Instructor who takes a class unsupervised must hold PI Insurance through the Board. This is a mandatory requirement.

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.

**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.

It is a requirement that any student attending any course connected with the BAB or Association led courses should have a current BAB registration certificates (brown certificate)

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.



*Section 1 - Appendix 4 Applying for Recognition of a Coaching Award (Purple certificate)*

Taken From Information Paper 6

**Applying for Recognition of a Coaching Award (Purple Certificate)**

Once the student has fulfilled the terms of the current BAB Coaching Syllabus with regard to a particular award, he / she should forward the following to their Association CLO:

- A completed application form C / 1
- A photocopy of his / her current First Aid certificate.

An instructor wishing to renew his / her certificate (for instance, when a new First Aid certificate is issued), should follow the same path.

The Association CLO checks the form.

- The First Aid must be both current and matches the BAB requirements. Association CLOs should refer to Information Paper 12.
- The PI insurance is current for all awards (other than Assistant Coach who will never take a class unsupervised).

Assuming everything is satisfactory he then forwards it to the BAB CRO with a stamped addressed envelope.

The BAB CRO will verify that the application is in order by checking :

- The Coaching Course register for the course claimed (or to see if Prior Accreditation has been granted)
- The First Aid must be both current and matches the BAB requirements. Although this is a duplication of work carried out by the Association CLO, it underlines the importance placed on First Aid by the BAB.

Provided these checks are satisfactory, the BAB CRO will issue, back to the Association CLO, a purple certificate confirming that the person is recognised by the BAB as holding an Award (or Awards) and enters an expiry date that coincides with the expiry of the First Aid certificate: a First Aid qualification is normally valid for 3 years.



*Section 1 - Appendix 4 Applying for Recognition of a Coaching Award (Purple certificate)*

Certificates of recognition (purple slips) are issued automatically to an Association CLO if the database shows that a certificate may be issued. This may happen when an instructor's First Aid certification is already held following completing a Coaching course. If the database is accurate but an instructor does not receive a certificate, he / she should query the matter through the Association CLO.

The BAB in dealing with any enquiry regarding its Awards will only confirm that an Award is recognised if the issued purple certificate is current and the PI insurance is current at the time of the enquiry, the latter not being a requirement if the award is the Assistant Coach Award.



***British  
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## Information Paper No. 18

*Section 1 - Appendix 5 Student Evaluation Form*

Reduced from A4 - Full sized master available from the Board's CLO



***British  
Aikido Board***

## Information Paper No. 18

*Section 1 - Appendix 6 Master Evaluation Form*

Reduced from A4 - Full sized masters available from the Board's CLO



### **Prior Accreditation**

Recent changes to the syllabus now means that the Exemptions Committee will increasingly be recommending Assessment i.e. APL in order to gain an award (Accreditation of Prior Learning). i.e. only paper based assessments for new Associations to the Board will be allowed under the Prior Accreditation Scheme.

In addition the Executive has authorised a pilot trial of an assessment only opportunity. i.e. the start of possibly divorcing delivery from assessment. Following that pilot an evaluation will be made and recommendations made to the Executive if changes to the present Award Scheme syllabus is needed. Details are enclosed for you to consider and provide feedback by 7th February.

### **Changes**

1. In order to deal with APL Assessment only - the following is put into place.
  - Bob will deal with APL's up to and including Senior Coach
  - Philip, Frank, and Mike will deal with APL's up to and including Coach
  - Bob J will deal with APL's for Assistant Coach
2. Candidates will make their arrangement directly with a Tutor - normally this should be tagged onto a course. In accordance with the Coaching Development Sub Committee's previous decision you would not normally APL someone from your own Association.
3. The candidate will be issued with a blue sheet indicating the level the Exemption Sub Committee is prepared to recommend APL to. i.e. a ceiling. The candidate must show this to you for you to assess without it there is no authorisation. (Example sheet included)
4. The following are exceptions to that rule i.e. before this system was dreamed up:-
  - Eva Stauffer      Paul Stevens    both to Coach level;
  - as well as Senior Coaches but Bob Spence has been issued with copy correspondence    / list to confirm eligibility for these.
5. Assessments should be carried out using both a APL assessment sheet and a practical sheet appropriate to the award level.
6. A master set of forms were distributed in early 1997 to existing Tutors - if you require a further master set please contact Andrew.



7. These should be copied as required by the Tutor or extended as necessary. Write comments etc. on these sheets against items as well as overall. Disc copies available if you want.
8. These assessment sheets should be returned to Andrew Baird who will deal with a satisfactory outcome on behalf of the Exemption Committee. Please use your BAB stamp to authenticate them along side your signature.
9. In the event of someone not reaching the required standard clear information / feedback must be given in true Assessor spirit for them to improve and again copied to Andrew. A timetable for reassessment should be made or in the case of a gap in the knowledge base a recommendation to fill that in an alternative verifiable way is permitted. i.e. NCF course unit. You can thus pass the person subject to satisfying some future verifiable criteria - without having to see them again. This might not be appropriate for Assistant Coaches
10. It must be clear whether they have reached the required standard or not in relation to the practical and the underlying knowledge.
11. If some one is unhappy with the outcome because they feel the Assessor was not fair please discuss this directly with Bob Spence as soon after the event as possible.
12. Please let Andrew know any possible improvements either to the above or to the Assessment tools.



### **Coaching Development Sub-Committee**

1. The function of the Coaching Development Sub-committee is defined as:-

- a) To ensure consistency and high standards in the Tutor delivery team, so as to promote a high standard of tutoring.
- b) To develop a new syllabus that is more directly transferable to an NVQ scheme; that is also consistent with modern coaching practises.
- c) To ensure delivery and development of courses that are consistent and to high standards that are clearly recognisable as such by Authorities and members of the public.
- d) To promote courses that educate and advance instructors.
- e) Minutes of Coaching Development Sub-committee would be submitted as a matter of record to the Executive and Association CLOs and prospective Assistant tutors.

3. Ground Rules for Tutors (Self regulated - derived from Sub-Committee Meeting 8/4/95)

- a) All courses must go through the Board's CCO (Grev). CCO to keep the all Tutors informed as to dates confirmed and provisional dates. Close working relationship with CCO was therefore desirable.
- b) It was desirable for Tutors' not to assess their own Association led courses. This was clarified - if it was a Board's sponsored course then the Tutor was appointed by the Board and a conflict should not arise. (The CCO bearing this in mind when appointing).

Where it was an Association led course and a significant numbers of candidates were from external Associations then the conflict diminished. It was generally understood for the need to avoid accusations of not being impartial - especially in situations where students' failed.

- c) The meeting of the Coaching Development Sub-committee was considered necessary in order to carry out the defined functions and it was thought a minimum of two meetings a year was appropriate in this present evolutionary stage.



4. Tutor Responsibilities

- a) Tutors who were approved to conduct Assistant Coach courses would be called Assistant Tutors to aid identification. (Syllabus requires amendment)
- b) Progress to Tutor status would depend on having conducted courses to a good standard; meeting any current requirements; obtaining a recommendation from the Board's Tutor and the Executive approving it. {As per the present syllabus.}

Approval to this stage would also be governed by future requirements of external Awarding bodies when NVQing. Operationally it was decided that Assistant Tutors would be allocated most Assistant Coach courses and that the CCO was already aware of this.

- c) Tutors would inevitably specialise such as:-

- Coaching Children courses
- Safe Exercise Course

Development of courses that tutors can offer; Training Children, Sport Injury & Exercise courses.

- d) Record keeping was essential particularly with movement into a NVQ world. It was agreed that students' get a assessment sheet; with the tutor retaining a copy. That tutor's are similar assessed using the established feedback sheet with smiley faces on. This led onto clarification of courses:-
  - i. Course organiser would become responsible for tutor feedback sheets being completed and sent onto the CCO
  - ii. Course tutors are not responsible for the course register - the Course organiser is. (See Section 1 of this Manual)
  - iii. CCO to collate feedback sheets for a course by annotating onto master sheet and sending onto Board's Tutor, Board's CLO and back to the Course Tutor.
  - iv. CCO to retain his part of the course register (Yellow part of the form) with his papers.
  - v. Agreed that tutors should refrain where ever possible from acting as a Course Organiser / Promoter to avoid problems and also questions of impartiality mentioned earlier.



vi. There are two types of courses :-

- “Association Led Course” - organised by Associations who became responsible for all moneys/commitments etc. The Board via its CCO should be aware at the outset of organisation of the course of the date and tutor. Hence the need for the Association to approach CCO who will direct them to a tutor. The CCO will assist the Association in filling a course if the Association expresses this wish.
- “Board’s Courses” - designed to plug gaps by promoting courses directly where demand has been identified. Hence the need of stamped SAE to CCO with course type. The Board becomes responsible for financial risk.

vii. Because of past experience a reservation fee for a tutor for a particular date would be £50 instead of the present deposit of £20 (April 1995). This would apply to both types of courses. The fee was non-returnable unless the Tutor cancelled. Discretion however could be exercised by the Tutor in appropriate circumstances where courses were cancelled.

## 5. NVQ

The advice has been given since 1994 of people keeping a portfolio or log of their activities was a good one and should be encouraged.

Some people have asked for details required for a NVQ portfolio. The following is for guidance on the areas where information could now be collated by an instructor on a on-going basis; as well as acquiring underlying knowledge.

Personal details i.e. CV

Personal Goals - Short, Medium and long term

Schemes of work used - i.e. records of information concerning classes and courses Analysis of skills - (sheets) - performance and techniques

(Assessment sheets / grading sheets)

Self evaluation

Sample Lesson plans past and present ones - verified by your own Sensei

Underpinning knowledge - including:-

Communications

Safety (Risk assessments)

Physiology of exercise

Marketing

Role e.g. NGB (National Governing Body);

Abuse;

Disabled;



*Section 3 - Coaching Development Sub-Committee*

code of ethics;  
Gender issues awareness etc.;

Course attendance certificates / updates  
Coaching and First Aid certificates

6. AOB

- a. D32/D33 would be required by Tutors in a NVQ scheme world.
- b. Position of rubber stamps / Course Registers See Section 1 and Appendix 1 & - was taken from Information Paper 8.

How to do Registers -

- For Tutors Must pass/fail
  - The rubber stamps are stamped on the course registers to the left of the tutor's signature and to the right of his/her address at the top right of the form.
  - **Each part of the four part form will be so stamped.**
- c. Position of rubber stamps / Course Certificates See Section 1 and Appendix 2 - was taken from Information Paper 8. The course certificate issued will also be stamped near the Assessor's signature.

Assistant Tutors / Tutors are expected to requisition further copies of coaching certificates from the Board's secretary; when their stocks are depleted. Certificates are only issued to the level to which that person is allowed to assess.

- d. Tutor should present their expenses promptly through the Association / BAB. In the case of the BAB these are presented to the CCO - who is accountable.

7. All tutors are members of the NVQ Implementation Group together with the BAB CLO. The tutors because of their membership of the Coaching Development Sub Committee - the tutors deal with technical issues arising and the BAB CLO in respect of remaining matters. The NVQ Implementation Group have powers to delegate specific task areas to individual members to assist it in its work.



## **COACHING COURSE OFFICER JOB DESCRIPTION**

1. To promote coaching within the Board.
2. To instigate and bring forward courses in accordance with the Board's syllabus. Such courses to be self financing overall. No running loss is permitted in any circumstances
3. To be responsible for promoting, and organising Coaching and First Aid courses in all parts of the country to satisfy demand. S/he will have the power to appoint Course Officers to assist with him/her with regard to specific courses. The CCO would establish appropriate controls following such delegation.
4. To liaise with Coach Tutors and Association's Coaching Liaison Officers / Course Organisers to ensure information is passed on time as the occasion demands. To provide feedback as to Tutors performance from course members to the Tutors and advise the BAB CLO when there are adverse reports.
5. To ensure with the Chairman of the Coaching Development Sub-Committee that all tutors are utilised appropriately and their potential developed.
6. To keep records of applicants wishing to be advised of courses and notify them of suitable courses when they arise.
7. To communicate and advise / liaise with Association CLOs particularly in respect of courses dates.
8. To ensure applicants for a course met any pre-existing qualifications, verifying these details as necessary as far as possible.
9. To provide statistics of attendance and success of each course to BAB CLO periodically to enable him to report to the Executive. To fulfil any reporting function regarding each course.
10. To appraise the BAB CLO of any problems and provide feedback generally.
11. To keep financial records pertaining to each course and provide such accounting information as is required by the Treasurer and the BAB Finance Officer and operate any safe guards they require. To process monies promptly
12. To distribute blank Course attendance certificates to Tutors and to keep a record of the certificate numbers issued to whom and keep the BAB CRO advised to enable the CRO to validate course registers



*Section 4 - Coaching Course Officer's Job Description & General Guidance*

The Board's database is held by the BAB Coaching Records Officer on a Filemaker Pro database - the application can be provided to run this on either a Windows or Mac platform. The database can be used by the CCO to identify possible candidates and also to maintain a database of courses run.

## **Coaching Course Officer's General Guidance**

The Coaching Course Officer will maintain details of students waiting courses utilising application form CCO/1. He will use the supplied stamped addressed envelopes to advise when courses set up using form CCO/2. Examples are shown at the end of this section.

Confirmation letter will go out to course students who have booked to detail what is needed i.e. Gi, packed lunch, times etc.

Remember to send map /register / to tutor if BAB course. [See notes in Information Paper 7 which are equally applicable for the BAB CCO.]

No course to have two tutors until numbers warrant it. i.e. self financing

CCO to maintain database of courses run.

- The CCO will utilise that database to review periodically how the allocation of tutors has been over a period and raise any concerns informally with the Chairman of the Coaching Development Sub Committee and agree an action plan if appropriate.
- The BAB CLO will monitor from the Course database the allocation of tutors to ensure this is appropriate and comments / concerns from the CCO - and will raise concerns formally with the Chairman of the Coaching Development Sub Committee (and Executive when this is necessary).
- Periodically copies should be sent to the Board's CLO & CRO. It is suggested every six months would be an appropriate timescale. This would assist the security of the data by ensuring backups were made and would assist the other members of the Coaching Team in the discharge of their duties.

The CRO is to copy his Records database to the CCO every two months. Which will assist the CCO to discharge his/her responsibilities regarding syllabus requirements. [With periodic copies to the BAB CLO.]



*Section 4 - Coaching Course Officer's Job Description & General Guidance*

Re First Aid courses - See Information Paper 12 - A close liaison with the First Aid Committee is desirable to ensure BAB qualifying courses are handled correctly.

NCF courses require no CCO involvement - however he may support by circulating information on request from tutors / associations promoting such courses. NCF courses / their admin / and quality assurance are all regulated by the NCF and are not the Board's responsibility as such.

**FINANCIAL**

**All BAB courses must be financially viable.** \* BAB is not concerned with financial matters with Association courses where the liability is not the Board's. The Coaching Course Officer is responsible for financial matters within his work area and answering questions raised by the Treasurer, Financial Officer, auditor, the Board or its Executive as occasion arises.

It is recognised that whilst certain courses would run frequently as Association led courses and would be encouraged by the CCO - certain courses would not likely be run by Associations.

\* Thus the CCO may "bank" surpluses on BAB led courses. The banked surpluses would be allowed to roll over year to year and this will allow the opportunity to plug any gaps in the course calendar / scheme identified.

Expenses can be reclaimed by the BAB CCO. First Class and peak rate phone calls to be avoided unless essential. Travelling costs are not expected as part of the job of CCO. Financial Officer (Jayne Phelps) intends to issue guidelines re expenses (1997) which will be incorporated at the end of this information paper

It is important to ensure that expenses are claimed promptly in respect of BAB courses and then processed. All expenses particularly when near the end of the financial year (31st Dec) should be submitted prior to this date.

The CCO will retain statement for each course showing income and expenditure and feed such information to BAB CLO and others on demand. This is necessary as the Board's own account presents Coaching as one operating area only. For audit a breakdown might be required.



**Interface with CCO / BAB Treasurer**

- The BAB Treasurer will not pay any monies for any expenses regarding courses unless authorised by the BAB Coaching Course Officer
- BAB CCO to tell BAB Treasurer (Shirley Timms) to pay booking fee by submitting details almost in the nature of an invoice or forwarding a proper invoice from a course location if one has been received with suitable endorsement indicating authorisation by the BAB CCO.
- Course dates added on back of cheque and / or Course number if previously advised. [Also name of person where the cheque is drawn on an Association or dojo account.]
- The BAB Treasurer to whom monies are paid to should be given in advance details of BAB led courses when organised to assist his/her in gauging when the monies will/would be forwarded.



***British  
Aikido Board***

**Information Paper No. 18**

*Section 4 - Appendix 1 Form CCO/1 to inform the CCO of wish to go on course*

Reduced from A4 - Master available from the BAB CLO



***British  
Aikido Board***

**Information Paper No. 18**

*Section 4 - Appendix 2 Form CCO/2 to inform students of a course*

Reduced from A4 - Master available from the BAB CLO



**Section 5 - Useful Address / Phone and other details**

BAB CCO	Grev Cooke 13 Margaret Avenue, Bedworth, Warks CV12 8EH Home 01203 312324	Administers coaching course requirements, promotes and ensures proper use of tutors.  Deals with BAB financials concerning coaching courses
BAB Treasurer / Secretary	Shirley Timms 6 Halkingcroft, Langley, Slough SL3 7AT Home 0175 381 9086	Deals with BAB CCO regarding income and expenses.  Deals with tutors to issue blank course certificates on request from suitable authorised Coach Tutors
BAB First Aid Chairman	Geoff Asbitt 38 Helmsley Close, Penshaw Houghton le Spring Tyne & Wear DH4 7ND Home 0191 385 9552 Email: AisbittGG@aol.com	Liaises with CCO and CRO and Association CLO's  Organises First Aid courses and deals with BAB financials concerning these
BAB CRO	Marill Poole 6 Holtspur Way Beaconsfield Buckinghamshire HP9 1DX Home & Fax: 01494 671666 Email: aikido@shinwakai.freeserve.co.uk	Records courses and First Aid information leading to the recognition of coaching awards via the issue of purple certificiates
BAB CLO	Bob Jones 2 Heather Rise, Burley in Wharfedale, Ilkley, W. Yorks, LS29 7RA Home 01943 863857	Provides strategic advice / admin support and liaises internally within Coaching Team and externally. NVQ Implementation
BAB Chairman	Tony Davis 11 Lynbrook Close, Yate Avon BS17 4HS Home 01454 881415	



**Tutors**

Frank Burlingham	9 Low Farm Drive, Carlton Colville, Lowestoft, Suffolk, NR33 8HQ Home 01502 515062	Authorised for Assistant Coach & Coach
Bob Jones	2 Heather Rise, Burley in Wharfedale, Ilkley, W. Yorks, LS29 7RA Home 01943 863857	Authorised for Assistant Coach
Michael Smith	9 Quentin Drive, Russells Hall Estate, Dudley, West Midlands DY1 2HL Home 0138 425 6856	Authorised for Assistant Coach & Coach
Philip Smith	80 Birch Coppice, Quarry Bank, West Midlands DY5 1AP Home 01384 633348	Authorised for Assistant Coach & Coach courses and assessments
Robert R. Spence	3 Rayden Crescent, Daisy Hill, Westhoughton, Nr Bolton BL5 2ES Home 01942 795950	Chairman of Coaching Development Sub Committee Board's Coach Tutor authorised for all courses and assessments