

NATIONAL COACHING DEVELOPMENT PROGRAMME

COURSE COORDINATOR'S PACK: Planning Successful Courses

Organisational Guidelines and Workbook

Please adapt the following information to suit your own NGB needs

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A. PRE-COURSE

1. Concept stage

a) Contact made with National Governing Body - Coach Education Director/Contact:

Name: _____

Address: _____

Tel: _____ Fax: _____

email: _____

b) Course details:

Lead-in time to course: _____

Coaching level: _____

Course syllabus and course outline available (attach): _____

Course duration: _____

Course format (days/weekends/evenings): _____

Draft course timetable (outline or attach): _____

c) Course co-ordinator:

Name: _____

Address: _____

Tel: _____ Fax: _____

email: _____

d) Lead tutor:

Name: _____

Address: _____

Tel: _____

Contacts: _____

Email: _____

2. Course promotion

(to determine local/regional interest if necessary):

Methods of promotion: _____

a) Contact addresses and phone numbers

NGB - Local Coaching Administrator/Development Officer:

1. Name: _____

Address: _____

Tel: _____ Fax: _____

email: _____

2. Name: _____

Address: _____

Tel: _____ Fax: _____

email: _____

Local newspapers

1. Name: _____
 Address: _____
 Tel: _____ Fax: _____
 email: _____

2. Name: _____
 Address: _____
 Tel: _____ Fax: _____
 email: _____

Local radio

1. Name: _____
 Address: _____
 Tel: _____ Fax: _____
 email: _____

2. Name: _____
 Address: _____
 Tel: _____ Fax: _____
 email: _____

Local clubs and schools

Attach list of club and school contacts, addresses, phone numbers and email addresses.

3. Course location

(ensure that a suitable venue exists).

Identify the facility and equipment requirements for the course:

- suitable outdoor/indoor training area
- indoor area with facilities for on-the-spot tutorials and small-group work
- classrooms suitable for group assembly, small-group work and tutorials
- audio/video, slide and overhead-projector equipment
- changing accommodation
- easy access to dining facilities
- easy access to parking
- sports equipment (please list and quantify):

Possible course locations

| Name | Address | Phone/fax | Contact | email address |
|------|---------|-----------|---------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2.2. Venue, facilities, catering:

| Actions | Complete |
|--|----------|
| Check venue, facilities, accommodation and catering | |
| Book the venue(s) as necessary | |
| Book necessary equipment - contact with tutors will help here | |
| Arrange a place to have a meal during lunch break | |
| Arrange tea/coffee breaks | |
| Book accommodation as necessary | |
| Prepare signage to direct participants to venue and registration in particular | |
| Prepare map indicating facilities, meals areas, etc., if necessary | |

3. Course delivery

| Item | Quantity | Complete |
|---|----------|----------|
| Ensure NGB lead tutor organises tutors for course | | |
| Make contact with tutors (as appropriate) | | |
| Have alternative tutors on standby | | |
| Agree any timetable changes to suit tutors, etc. | | |

3.1. Course tutors (including NCDP-accredited and designated support tutors)

| Name | Address | Contact numbers | email address | Contacted |
|------|---------|-----------------|---------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3.2. Course applicants

| Actions | Complete |
|---|----------|
| Application form prepared (course fee specified) | |
| Application forms available to persons enquiring | |
| Process applications | |
| - Check that all information is given | |
| - Be familiar with NGB entry requirements and check applicants | |
| - Age | |
| - Previous level course completed | |
| - Previous level certified | |
| - Ensure that incomplete information is noted for documentation later | |
| File all application forms carefully | |
| Send out pre-course information | |
| Make a list of participants to ease roll call | |
| Have extra application forms available on the day | |
| Prepare name tags | |

4. Course materials

| Actions | Complete |
|--|----------|
| Ensure provision of sports equipment for practical sessions | |
| Ensure provision of AV aids - OHP, flipchart and pens, blackboard and chalk | |
| Make contact with NGB to ensure materials are available for coaches | |
| - Coaching manuals | |
| - Logbooks | |
| - Evaluation forms | |
| - Certificates (if appropriate) | |
| - Other | |
| Materials available to tutors | |
| - OHP | |
| - Handouts | |
| - Syllabus | |
| - Course-content sheet | |
| - Manual | |
| Check with lead tutor that all material requirements are in place | |
| Materials for course co-ordinator: | |
| - Application process and form | |
| - Tracking attendance and completion of course requirements (including assessment) | |
| - Tutor-evaluation form | |
| - coach education form | |

4.1. Other organisational requirements

| Actions | Complete |
|---------|----------|
| | |

C. ON-COURSE

1. On-Course organisation plan and timescale

| Time | Action | Person responsible | Complete |
|------|--------|--------------------|----------|
| | | | |

2. Facilities

| Actions | Completed |
|---|-----------|
| Arrival of lead tutor and others tutors Venue opened | |
| Venue arrangements <ul style="list-style-type: none"> - Signage erected external and internal - NGB/sport decor erected - Registration area arranged - Course materials ready for distribution - Payment of course fee - Directions to participants | |
| Classroom area checked <ul style="list-style-type: none"> - Room layout - AV aids working - NGB/sport decor erected | |
| Sports facilities <ul style="list-style-type: none"> - Performance area prepared - Sports equipment ready (quality and quantity) | |
| Catering <ul style="list-style-type: none"> - Tea/coffees arranged - Meals confirmed | |
| Accommodation <ul style="list-style-type: none"> - Confirmed - List prepared for accommodation venue | |

3. Lead tutor

| Actions | Completed |
|--|-----------|
| Ensure you know the time of arrival of each tutor | |
| Welcome/greet tutors | |
| Rebrief tutors on requirements | |
| Get tutors to check on facilities, equipment and materials | |
| Review sessions with tutors | |
| Monitor course progress | |
| Consider timetable amendments | |

4. Participants

| Actions | Completed |
|--|-----------|
| Welcome/greet participants arriving at venue | |
| Conduct check-in administration | |
| Ensure that any incomplete application-form documentation is completed | |
| Ensure that any late applicants complete in full the necessary forms | |
| Check that late applicants meet NGB entry requirements | |
| Provide name tags for participants | |
| Course materials ready for distribution | |
| Payment of course fee | |
| Directions to participants | |
| Other | |

5. Course introduction and progress

| Actions | Completed |
|--|-----------|
| Welcome participants to course | |
| Introduce tutors/speakers | |
| Confirm timetable and venues for sessions and announce any changes at this stage | |
| Ensure tutors are ready on time and with materials | |
| Keep course moving on time | |
| Liaise with tutors on progress and future timetable amendments | |
| Arrange teas/coffees and meals | |
| Keep roll call for each session (am/pm each day) | |
| Other | |

5.1. Other on-course requirements

| Actions | Completed |
|---------|-----------|
| | |

4. Venue

| Actions | Completed |
|--|-----------|
| Remove NGB/sport material, decor and equipment | |
| Thank and arrange payment for facilities | |
| Arrange payment for other support personnel (if appropriate) | |
| Other | |

E. NGB ADMINISTRATION

| Actions | Completed |
|---|-----------|
| Complete financial report | |
| Complete course report for NGB | |
| Return appropriate reports and materials to NGB | |
| Other | |

1. NCDP (NGB-NCTC) administration details:

When participants have finished all the course requirements fill in the names, addresses and status of all participants on the course-completion form and return it to the NGB Director of Coaching/contact:

2. Other end-of-course/post-course requirements

| Actions | Completed |
|---------|-----------|
| | |
| | |
| | |
| | |

3. Course budget

(final income and expenditure requirements):

| Item | Income | Expenditure |
|---------------|--------|-------------|
| | | |
| Totals | | |