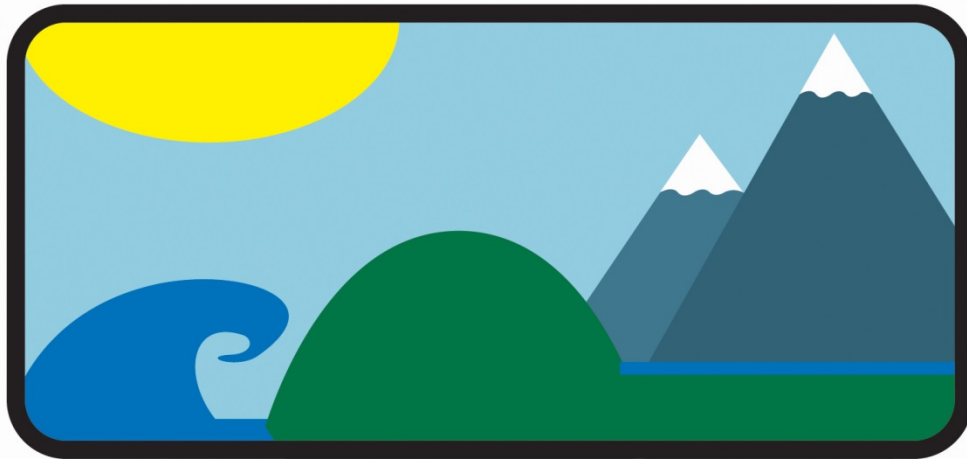


Coach Education Policy

PARTNERIAETH AWYR-AGORED

Profiad • Mwynhau • Llwyddo



Experience • Enjoy • Achieve

OUTDOOR PARTNERSHIP

Sian Williams

January 2021

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Purpose

The Coach Education Programme actively supports new and existing volunteers in their journey to becoming / progressing as an instructor / coach within the clubs.

There is a need for a constant supply of new coaches and volunteers to secure the outdoor activity clubs' long-term sustainability which enables clubs to grow their membership year on year. Some of the clubs are at capacity therefore there is always a focus on recruiting and training new volunteers to support these clubs to meet their demand and grow memberships.

Existing volunteers are supported and encouraged to develop their coaching skills to enable clubs to offer intermediate and advanced sessions for their regular participants and to allow their members to progress their skills and keep their interest within the clubs.

Offering the programme to club volunteers will work towards ensuring high quality of activity delivery which is essential as it impacts upon club members and the rate of participation within the clubs.

Full Membership Coach Education programme

The Outdoor Partnership will consider supporting volunteers from Full Membership clubs on accredited courses which are relevant to their club activity.

All those requesting support will need to do so by creating an online Volunteer Account on the Volunteer Management System page of our website. Once their account has been created it can be used on each occasion that the volunteer wishes to request funding support. Once the request is submitted to The Outdoor Partnership, it will be reviewed, and if successful, the volunteer will be able to pay their Volunteer Contribution through their account. Once this is done, they may formally secure their place on a course with a provider.

Charges for the Outdoor Partnership Coach Education programme and workshops are as follows:

All National Governing Body courses - £20 a day

First Aid Courses - £20 a day

Evening workshops and half-day courses – priced individually, up to £20 per day.

Higher Level Awards

The Outdoor Partnership will consider supporting volunteers from Full Membership clubs through some National Governing Body awards that are of a higher level to those we normally support.

These qualifications include can include BCU Level 3 awards (or equivalent), British Cycling Level 3 awards, Mountaineering and Climbing Instructor award (old MIA), Winter Mountaineering and Climbing award (old MIC) and Mountain Leader (Winter).

All those requesting support will be asked to contact the Volunteer Officer to arrange a meeting to discuss their volunteering commitment towards a club which is a Full Member of the Outdoor Partnership. The club will also need to be involved in the decision process by providing the Outdoor Partnership with the Clubs Development Action Plan or by demonstrating evidence of the need. This should highlight the clubs coach education needs and the impact it will have on the club. The officer will then make a decision based on information gathered and if necessary, following consultation with other staff members.

Full Membership Mentoring programme

The Outdoor Partnership will consider supporting volunteers from Full Membership clubs on Outdoor Partnership mentoring sessions.

These will be sessions arranged by The Outdoor Partnership, designed specifically for each volunteer individually, upon completion of an application form explaining the cause, type and need for mentoring.

All those requesting support will need to do so by completing the Mentoring request form found on The Outdoor Partnership website. Each request will be assessed independently and if successful, the Mentoring session will be set up by the Volunteer Officer, with the specialist mentor enlisted for the particular activity. Applicants may not organise their own sessions.

Charges for the Outdoor Partnership mentoring workshops are as follows:

Full day mentoring session – £20 cost to member

Full day mentoring session - £150 day rate for the Provider/Mentor

The Outdoor Partnership Coach Education & mentoring booking process

Volunteers wishing to attend a mentoring session or coach education course will need to contact their clubs Coach Education Officer to ensure that attending a course is in line with their club development plan. The club Coach Education Officer will need to approve the volunteer as a volunteer within their club, and then on each occasion they request course funding.

The Outdoor Partnership will only support volunteers to obtain one qualification at a time, this includes training, mentoring and their assessment.

Payment of volunteer courses

The Outdoor Partnership will not accept or pay any invoice received from a provider for a volunteer's course space unless they have received the electronic receipt through Pal Pal which confirms payment of the Volunteer Contribution, or other evidence is presented such as an e-mail or direct message from a TOP member of staff.

The Outdoor Partnership will not pay providers who are members of a club to deliver in-house mentoring or National Governing Body training, unless specifically arranged beforehand by the Volunteer Officer.

What we do not fund

- The Outdoor Partnership will not pay in full or contribute towards volunteer's registration fee to National Governing Body or any other accrediting bodies or their licencing fees.
- The Outdoor Partnership will not pay in full or contribute towards accommodation cost.
- We will not fund courses retrospectively.

What we would consider

- The Outdoor Partnership will consider paying for a volunteer to attend a training course that they have previously attended. This will be on the basis that it is a training course that has an expiry date and that the volunteer can demonstrate a reasonable cause for letting the training lapse.
- The Outdoor Partnership will consider paying for a volunteer to attend a re-assessment course. This will be on the basis that they have attended an appropriate Outdoor Partnership mentoring course to demonstrate that they are of the correct skill level to attend an assessment course.

Mentors

The mentors will be of a high standard to ensure quality session is delivered.

- Mountaineering and Climbing instructor level qualified and experience of working on Mountain Training or BMC awards with current knowledge of their syllabus.
- Old BCU level 4 or above, or new BCU Level 3, and experienced coach educators with current knowledge of their syllabus.

Mentors will be chosen by The Outdoor Partnership not only on their qualifications but also on their soft skills.

Funding allocation

A full member club will be considered to apply for financial support for courses, mentoring and workshops up to the value of £500 for their club volunteers. It will be acceptable for full member clubs to apply for financial support exceeding £500 depending on funding resources available to The Outdoor Partnership. These grants can vary significantly throughout the membership year. The amount exceeding the £500 will be distributed at the Volunteer Officer and the Outdoor Activities Development Officers discretion taking in to account the club's development plan.

Cancelation of courses

The Outdoor Partnership requires that any person who has booked a place on any Coach Educational course, mentoring session or workshop, supported by us, and is unable to attend should inform the Provider of the course and the Volunteer Officer at the earliest opportunity. This allows minimum disruption for the Provider and allows for the Volunteer officer to proceed with any administrative duties such as re-arranging courses or refunds.

Please note that any person cancelling without adequate warning or who fails to attend any course/workshop without a justified reason, will be asked to pay the remaining cost of the course incurred by the Outdoor Partnership.

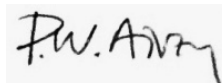
This policy will be reviewed by the Board of Directors on annual basis.

Signed:**Name:**

Tracey Evans
Company Secretary

Date:

25th March 2021

Signed:**Name:**

Paul Airey
Chairperson

Date: 25th March 2021