



The Royal Caledonian Curling Club

UKCC Level 1 coaching course

About

The UKCC Level 1 Coaching course is the first stage of the RCCC coaching qualification pathway. The course provides each candidate with the basic knowledge of curling and introduction to the 'How to coaching skills'. Following the completion of the course, candidates will be able to introduce new participants to the sport and improve their basic playing skills. It is also an opportunity for existing coaches who wish to learn about new coaching methods and up to date techniques.

New for the 2016/17 season is the introduction of an on-ice element (2hrs). Within this section the tutors will reaffirm the 'How to coach' skills along with using technology such as lasers. In addition, each coach will have the opportunity to deliver a micro-coaching session which will go towards the accreditation paperwork (15 mins). This will allow candidates to put the theoretical part of the course into practice.

Outline

This course is organised by an approved coaching centre and delivered by The Royal Caledonian Curling Club accredited coach tutors. It will last approximately 19 hours, made up of the following:

- A period of self-directed study pre course (1hr).
- An on course learning programme with direct tutor contact time (8 hours, 1 Day).
- During the on course learning programme the candidate will be required to deliver a micro-coaching session that counts towards final accreditation. (15 minutes).
- The second phase involves a period of applied coaching during which the coach will have the opportunity to apply their learning and practice their coaching skills. This will be evidenced in the coaching logbook/ accreditation paperwork as a minimum of 4 sessions with 4 session plans included. (10 hrs.)

Each coach will have the full support of the coach tutors, assessors and support from the Coaching & Workforce Development Manager.

Level 1 course participants will be given the information and tools to enable them to:-

- Safely organise and supervise curling sessions.
- Contribute to the planning of the session.
- Promote high standards of behaviour with players, other coaches, parents and volunteers within the curling environment.
- Deliver and instruct several technical elements of curling including; NBS delivery, sweeping, tactics, communication and basic game play.
- Discuss and agree the session plan and their role in the delivery of it.
- Identify and adapt sessions for a variety of different age groups and level of competence.
- Discuss the session and evaluate with the lead coach and provide constructive feedback to participants.
- Demonstrate an awareness of further development opportunities in curling for participants.

In order to fully accredit, completion of a PVG membership form must be submitted; failure to do so will result in the coach being unable to deliver sessions within the RCCC.

Requirements/ pre-requisites

- Be at least 15 years of age on the day of the course.
- Have an active interest in curling.
- Registration on the Safeguarding & Protecting Children course.*

Please note: It is now an RCCC requirement that all new Level 1 coaches must have a valid Safeguarding & Protecting Children (SGPC) certificate or have registered on an SGPC course prior to attending.

For office use only

Date	Pay-in No	N/C	Entry No.	Amount	T/C
		4221		£	T2

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Application Form

Completed application forms should be returned to:

Royal Caledonian Curling Club
2A Ochil House
Springkerse Business Park
Stirling
FK7 7XE

Cheques should be made payable "RCCC"

Course cost; £48* members or £80 for non-members. *A subsidy of £32 has been provided for UKCC (facilitated through sportscotland) to reduce the cost for all Scottish based coaches. Please note; evidence of membership number will be required upon booking.

Please complete all sections in BLOCK CAPITALS.

Course date	
Course venue	
Title	
Candidate name (to appear on certificate)	
Date of Birth	
Address	
Postcode	
Telephone	
Email (please ensure email is clearly written)	
RCCC membership number	
Do you have a Disability or any special requirements? If yes, please describe	

Coaching commitment	Less than once per month	Once per week	
	1- 5 hours per week	5 -10 hours per week	
	10 - 20 hours per week	20+ hours a week	
	Other (please specify)		

By signing below I, the candidate, agree to give permission for my name, date of birth and any other relevant personal details to be used so that I can be registered for this course with the Scottish Qualifications Authority (SQA). I also agree for my details to be held on the Royal Caledonian Curling Club's coaching database.

In addition, I have read and I agree to abide and be bound by the RCCC Codes of conduct.

Signed	Date
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Equity monitoring form

The Royal Caledonian Curling Club (RCCC) is fully committed to making Curling a sport for all. The RCCC believes that everyone should have the opportunity to participate should they wish to do so, and no individual should be discriminated against reasons such as age, gender, disability, ethnic origin, religion or belief, sexual orientation or social background.

All applicants for the UKCC coaching courses are being asked to complete this form in order for us to monitor our equity profile. This will enable us to identify any underrepresented groups or potential areas in our organisation and to take action to address emerging issues. Your answer will be completely confidential and all data will be processed in line with the Data protection Act 1998.

It is not compulsory to complete this form. If you do not want to complete the form, please indicate this by ticking the final box.

Gender (please tick)	
Male	
Female	
I consider myself to be or to have been transgender	
I prefer not to answer this question	

Age (please tick)	
20 years or under	51 - 61
21 - 30	61 - 71
31 - 40	72 or over
41 - 50	I prefer not to answer this question

Disability (please tick)	
Do you consider yourself to have a disability?	
Yes	
No	
I prefer not to answer this question	
<i>In terms of the Disability Discrimination Act 1995 (as amended in 2005) The Royal Caledonian Curling Club will take steps to make reasonable adjustments within the workplace to avoid those who have a disability in terms of the Act from suffering a disadvantage in comparison to those who are not disabled.</i>	

Religion or belief (please tick)	
In order to help The Royal Caledonian Curling Club comply with Race Relations Act 1976 (as amended in 2000) we ask that you indicate your religious beliefs by ticking one of the boxes below. These categories are in line with those recommended by the Equality and Human Rights Commission	
Buddhist	Jewish
Christian:	Muslim
• Protestant	Sikh
• Roman Catholic	No religion
• Other (please provide details)	Other (please provide details)
I prefer not to answer this question	

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Ethnic origin

In order to help the Royal Caledonian Curling Club comply with the Race Relation Act 1976 (as amended in 2000), please indicate your ethnic origin by ticking one of the boxes below. These categories are in line with those recommend by the Equality and Human Rights Commission.

White		<ul style="list-style-type: none"> Bangladeshi 	
<ul style="list-style-type: none"> Scottish 		<ul style="list-style-type: none"> Chinese 	
<ul style="list-style-type: none"> Other British 		<ul style="list-style-type: none"> Any other Asian background 	
<ul style="list-style-type: none"> Irish 		Black, Black Scottish or Black British	
<ul style="list-style-type: none"> Any other white background 		<ul style="list-style-type: none"> Caribbean 	
Mixed		<ul style="list-style-type: none"> African 	
<ul style="list-style-type: none"> Any mixed background 		<ul style="list-style-type: none"> Any other Black background 	
Asian, Asian Scottish or Asian British		Other ethnic background	
<ul style="list-style-type: none"> Indian 		I prefer not to answer this question	
<ul style="list-style-type: none"> Pakistani 			

Sexual orientation

In order for the Royal Caledonian Curling Club to comply with Sexual Orientation Discrimination Regulations (The Employment Equality (Sexual Orientation) regulations 2003). We ask that you indicate your sexual orientation by ticking one of the boxes below:

Heterosexual (straight)		Bisexual	
Homosexual		I prefer not to say	
Other			

Data consent

I consent to the data on this equity Monitoring Form being used by the Royal Caledonian Curling Club and that it will be processed in line with the principles of the Data Protection Act 1998.

I do not wish to complete this form

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Royal Caledonian Curling Club (RCCC) UKCC Appeals Procedure

The RCCC will adhere to the following appeals procedure

Stage 1:

- Candidates must express any concern regarding the assessment process in the first instance to the assessor/ Coach Educator
- In the case where the Internal Verifier is present at the assessment the matter can be discussed on the day of assessment. Written documentation of the discussions must be submitted to RCCC by the Internal Verifier, signed by both Assessor and Candidate.
- If the matter has been discussed and no satisfactory outcome has been achieved, (the Internal Verifier not being present at the assessment), the candidate and assessor must refer the matter in writing to the Internal Verifier appointed by the RCCC for the course within 14 days of the assessments date.
- If no satisfactory outcome has been achieved following the above, the candidate has the right to appeal to an independent third party appointed by the RCCC to oversee the Appeals process. This will be an internal verifier from another sport and not previously involved in the assessment of the candidate.

Stage 2:

- The centre contact at the RCCC will advise the candidate, assessor and internal verifier of the outcome within 28 days of receiving the original appeal.
- If the candidate is unhappy with the outcome of the RCCC appeals investigation, a further appeal can be made directly to the appropriate awarding body.
- Stages 1 & 2 of this process are covered by the RCCC appeals process. Where this process has not resolved the issue the candidates can further their appeal through the SQA appeals process.

SQA Appeals Procedure

Assessment arrangements

- The appeal must be submitted to the Director of Operations in writing by the Head of Centre, and must be made within 15 working days of the date of the discussion with the SQA Manager.
- The letter should be sent to the Corporate Office at SQA's Glasgow Office, and should be clearly marked as appeal.
- The appeal must include full details of the candidates' difficulties and the effect this had on the candidate's performance, as well as a statement of why the Head of Centre thinks SQA's decision is wrong
- The Director of Operations will inform the Head of Centre in writing of the decision within 15 working days of receiving the written appeal.

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