

# The Royal Caledonian Curling Club

## UKCC Level 2 Coaching Course



### About

This course acts as a progression for experienced adult and youth coaches who have accredited through The Royal Caledonian Curling Club (RCCC) Level 1 coaching qualification. Through your work, you will be better able to develop core technical and tactical skills and core values in your players in an active, purposeful, enjoyable and safe environment.

The course has been developed and endorsed by the national governing body RCCC. Successful candidates will receive a certificate of qualification, registration with the RCCC and will be part of a team of coaches.

### Aims

On completion coaches will be able to:-

- Deliver curling coaching sessions and provide direction to other coaches.
- Understand the principles of coaching.
- Know how to plan, establish and maintain a safe coaching environment.
- Understand how to plan and support the delivery of activities that are age and stage appropriate for players.
- Understand how to evaluate coaching activities and understand how to evaluate own coaching practice.
- Deliver a coaching programme using a range of coaching styles and interventions to meet participants' needs

### Outline

This course is organised by approved coaching centres and delivered by The Royal Caledonian Curling Club accredited coach tutors. It will last approximately 43 hours, made up of the following:

- A period of self-directed study both pre course and after the workshop programme. (3 hours).
- An on course learning programme with direct tutor contact time (18 hours, Day 1&2).
- 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. This will be evidenced in the coaching logbook as a minimum of 10 sessions with 4 of the plans linked to show progression and planning (20 hours).
- An observed practical coaching assessment and reflective discussion with an accredited assessor (2 hours, Day 3).
- Coaches must attend all three days to receive the final qualification.

Each coach will have the full support of the coach tutors, assessors and 1:1 support from the Coaching & Workforce Development Manager.

### Assessment

This course is competency based and involves on-course appraisal. It involves both classroom and on-ice practical activities where coaches will be expected to participate fully in all sessions. A coaching session will be assessed on day two with a final 2 hour on ice assessment arranged with the coach and an independent assessor on day 3.

### Requirements/ pre-requisites

- Be at least 17 years of age on the first day of the course.
- Be a qualified, active Level 1 coach for a minimum of one year.
- Hold a PVG membership certificate with the RCCC.
- Participants must also complete a **sportscoach UK Safeguarding and Protecting Children Workshop\***. This can be either through the Local Authority or RCCC specific course. \*Candidates are asked to register for a course prior to booking on to the Level 2. Please note that coaches who already have an existing certificate must provide this before the qualification is awarded.

#### For office use only

Date	Pay-in No	N/C	Entry No.	Amount	T/C
		4222		£95/£385	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

Course cost; £95\* members or £385 for non-members. \*A subsidy of £231 has been provided for UKCC (facilitated through sportscotland) and £59 from the RCCC to reduce the cost for all Scottish based coaches. Please note; evidence of membership number will be required upon booking.

### Payment is by:

- Cheque made payable to RCCC
- Payment over the phone
- Payment by BACS to the RCCC - Sort Code 80-02-27, account number 00979468 quoting your name and course as the reference. **Do not process BACS payment until confirmation of your place has been confirmed by the RCCC office.**

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	

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 give permission for photographs and videos to be taken of me, and for these photos/videos to be used in any relevant press/media and articles.

Please tick to indicate whether you are subject to a court order or care order preventing the publication and sharing or photos/videos.	Yes	No
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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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The Royal Caledonian Curling Club • 2A Ochil House • Springkerse Business Park • Stirling • FK7 7XE  
Tel: 0131 333 3003 • e-mail: [office@royalcaledoniancurlingclub.org](mailto:office@royalcaledoniancurlingclub.org) • Website: [www.royalcaledoniancurlingclub.org](http://www.royalcaledoniancurlingclub.org)

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### Equality 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	<input type="checkbox"/>
Female	<input type="checkbox"/>
I consider myself to be or to have been transgender	<input type="checkbox"/>
I prefer not to answer this question	<input type="checkbox"/>

Age (please tick)	
20 years or under	<input type="checkbox"/>
21 - 30	<input type="checkbox"/>
31 - 40	<input type="checkbox"/>
41 - 50	<input type="checkbox"/>
51 - 61	<input type="checkbox"/>
61 - 71	<input type="checkbox"/>
72 or over	<input type="checkbox"/>
I prefer not to answer this question	<input type="checkbox"/>

Disability (please tick)	
Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
I prefer not to answer this question	<input type="checkbox"/>
<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)

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		I prefer not to answer this question

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

### 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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# The Royal Caledonian Curling Club

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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 g days of receiving the written appeal.

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