

Trainer / Coach Educator Newsletter

In this edition

- **The 3 Union
Trainer/Coach
Education Licence
Scheme**
- **Qualification
Opportunities**
- **Guidance notes for
delivery of Level 1
and Level 2 Award
courses**
- **Trainer Conference
and CPD dates for
2009**
- **Payment details
for Trainers/Coach
Educators - April
2009**
- **CDO contact
details**
- **Change of address
pro forma**

Welcome to Trainers & Coach Educators

Welcome to what is the first newsletter for all licensed RFU Trainer and Coach Educators

The newsletter will be sent out twice a year (March & September) by e-mail to keep you up to date and informed on all matters relating to the RFU Trainer and Coach Education Licence Scheme. We sincerely hope that you will find the information useful in support of your roles within the Coach Education system.

The aim of the newsletter is to ensure that we have a well informed and progressive coach education workforce supported both regionally and nationally.

This will be achieved through the sharing of good practice, the provision of detailed information concerning training opportunities, and support on how to maintain and develop you as a Coach Educator through attending tailored Continual Professional Development Courses (CPD) in line with the licence agreement.

In this version you will find information & contributions from John Lawn and Jon Bates who are members of the Coach Education Working Group.

If you have any queries relating to information contained in this newsletter please contact your Regional CDO who is your main point of contact.

The CDO has responsibility for your involvement and delivery of courses and for keeping you informed of all training and CPD opportunities linked to the licence scheme.

We sincerely hope that you find this newsletter to be of benefit and we look forward to working with you in developing and attaining a world class system for our coaching delivery workforce.



The Licence Scheme



On the 1st January 2009 the RFU launched its version of the Trainer & Coach Educator licence scheme for all Trainers & Coach Educators involved with its coach education scheme. Details were sent out by post in the form of a letter to all involved with the scheme and who were still active in delivering courses

The implementation of the licence scheme allows for the tracking, ongoing support and development of all Trainers, Coach Educators and Verifiers. It will also enable Rugby Union to stay at the forefront of coach education and achieve our aim of becoming world leaders in line with the requirements set out in the UK Coaching Framework.

The scheme brings with it new challenges, in particular how to maintain your licence.

Quite simply to maintain your licence in any one year you are required to;

1. Deliver on a minimum of 2 x Award Courses
2. Coach Educators to attend one CPD event; Trainers one Conference
3. Trainers to course lead on a minimum of one course
4. Pay the relevant Licence fee
5. Agree to the terms, conditions and code of conduct



New Nike Kit for Coach Education workforce

Accreditation

For all Coach Educators who are not yet accredited we ask that you liaise with your Coach Development Officer [CDO] and take responsibility for ensuring that your CDO has the latest copy of your transcript, that you are signed off on appropriate competencies by an accredited trainer each time you deliver, and that your personal details are correct including your kit size.

In the case of unaccredited Trainers you will need to liaise with your CDO to be signed off. The CDO operates in the role of a Senior Trainer and all sign offs require his signature and recommendation.

Kit

New Nike kit for Trainers & Coach Educators is now with CDOs and will be given out when you attend the CPD events in your region.

The kit is part of the licence agreement and is to be worn on all occasions when delivering RFU Award and Non Award courses and CPD.



Licence fees

Licence fee (2009) paid annually after 1st January

Trainer	(Accredited)	£40 *
Trainer	(Unaccredited)	£30 *
Coach Educator	(Accredited)	£30 *
Coach Educator	(Unaccredited)	£30*

* Amount subtracted from payment after first delivery from 1st Jan each year

RFU Workforce to receive "industry recognised" qualifications

As part of our investment in the coach education workforce, Trainers & Coach Educators will be offered the opportunity to have their 3Union Training mapped to recognised qualifications.

There are three qualifications that exist in this area: the Certificate in Internal Verification Practice (CIVP), Certificate in Tutoring Sport (CTS), & the Introduction to Assessment Practice (IAPS).

An additional benefit of holding these qualifications is that you will have the opportunity to be offered paid work in other sports.

It is also likely that in the future all coach education delivery personnel will be required to hold these qualifications. This forms part of sportscoachUK UK and the government's UK Coaching Framework that aims to make coaching a professionally regulated vocation; (i.e. raising the standards of conduct and approaches).

One of our Trainers, Dick Matthews has undertaken a mapping exercise with 1st4Sport to identify where our training and CPD delivery meets the requirements of the qualifications.

In most cases, the qualification can be accredited through APEL (accreditation of prior experience & learning); where there are gaps these will be delivered through our usual round of CPD events.

Trainers will be offered the opportunity to take all three qualifications, whilst Coach Educators will be offered the IAPS & CTS qualifications.

Negotiations are at an early stage and further information on progress will be available through your CDO by the end of May 2009.

If you do not wish to be considered for the qualification, please inform Will Feebery by the 21st April 2009.



Trainer Pre-Course Level 1 & 2

- Form 4.3 to be sent to Trainers from Regional Centre two weeks prior to induction evening/course (to include emails, contact no's & note any learning difficulties)
- Resources to be sent direct to Trainer unless otherwise requested.
- Trainer to send all Coach Educators the programme for course delivery at least a week in advance. Trainer to contact all Coach Educators to confirm availability and to discuss individual aspects.
- Attain copies of all Transcripts for Coach Educators from CDO prior to the course.
- Trainer to make themselves familiar with unaccredited Coach Educator transcripts & completed QA forms prior to the course. Trainer to liaise with Coach Educator highlighting key areas for development and sign off where appropriate.
- Allocation of groups for Day 2 & 3.



Trainer On-Course Level 1 & 2

- Trainer responsible for ensuring all equipment is set up, tested and running prior to coaches attending the course.
- Form 4.3 to be returned electronically to course administrator immediately after the induction evening making clear those that attended & those that were absent so the necessary action can be taken by the Regional Centre Admin Staff.
- Complete Risk Assessment (Form B)
- Hold a briefing prior to start of Day 1, 2 & 3 with Coach Educators to confirm delivery programme & protocols.
- Undertake a review at end of Day 1, 2 & 3 with all Coach Educators.
- Complete LSC forms where appropriate.
- Undertake QA measures for each accredited CE. Minimum of two observations per Coach Educator on each course.
- Complete appropriate competencies on transcript of any CE's working to achieve accreditation and forward to CDO.



Trainer Post-Course Level 1 & 2

- Collate coach evaluation sheets and post to 1st4sport.
- Note final decisions on Form 4.3 and those to be fast tracked.
- Coach competence sheets with detailed action plans for NYC coaches to be completed & returned to administrator.
- LSC forms (where applicable) to be checked, signed and returned to the administrator.
- Return examination papers and signed invigilation sheet to the administrator.
- Return Risk Assessment Form B to the administrator.
- Coach Educator QA Forms; copy to be sent to Coach Educator for self reflections.
- Updated CE competence transcript with any actions to be sent to Coach Educators for self reflections copying in CDO.
- Confirmation of CEs attendance.
- Complete and return the course 'Cover Sheet' to the administrator.



Coach Educator Pre-Course

- Review self reflections and actions from previous course delivery.
- Having received a copy of the course programme from the Trainer, Coach Educator to undertake the necessary preparation ahead of delivery for Day 1, 2 & 3.
- Unaccredited Coach Educators to plan delivery in the context of competences identified by and with the Trainer.

Coach Educator On-course

- Attend induction evening for L1.
- Coach Educators to make notes on the coach's competence sheet and also sign off competencies during observation of the coach.
- The coach should be directed to write a self-reflection in their manual after each practical session, and then where appropriate, copy the Coach Educators comments and agreed actions into their manual.
- Coach Educators to give completed competence sheets to all successful candidates at the end of the course.
- Each coach to be taken through an action planning exercise.
- Coach Educator to note down on the Action Plan those coaches that should be directed to CB / CB SOR rugby or fast tracked to additional courses.

Coach Educator Post-course

- Complete self reflections for QA form.
- Unaccredited Coach Educators self reflect and action plan re competence transcript and return to Trainer. Trainer to send transcript to CDO as soon as possible.

As part of the licence agreement Trainers are to attend one conference and Coach Educators are to attend one CPD event a year. If you cannot attend on the dates set for your region then you can apply to attend in any other region by contacting the appropriate CDO.

Final details will be made available via your Regional CDO.

Trainer Conferences:

North

Wednesday 12th Aug 1000 – 1630 Leeds Met

South

Monday 27th July 1000 – 1630 Hartpury

CPD dates for Coach Educators on a National basis:

North East & Yorkshire – CDO John Lawn

Friday 17th April 1000 – 1600 Ripon RUFC
 Sunday 20th Sept 1000 – 1600 Mac Millan College – Middlesborough

North West – CDO Ian Thompson

Friday 17th April 1000 – 1600 Broughton Park RUFC
 Sunday 27th Sept 1000 – 1600 Kirkby Lonsdale or Kendal RUFC

West Midlands – CDO Ian Bletcher

Sunday 7th June 1100 – 1630 Warwickshire College, Henley in Arden
 Sunday 13th Sept 1100 – 1630 Warwickshire College, Henley in Arden

East Midlands – CDO Nick Scott

Thursday 30 April 1400 – 2000 Newark Rugby Club
 Tuesday 1st Sept 1400 – 2000 Kettering Rugby Club

London South – CDO Jon Bates

Sunday 26th April 1100 – 1630 Caterham School
 Sunday 13th Sept 1100 – 1630 Caterham School

London North – CDO Tony Robinson

Saturday 13th June 1100 – 1630 Staines RFC
 Sunday 27th Sept 1100 – 1630 Felsted

Southern – CDO Gavin Williams

Saturday 25th April 1100 – 1630 Wellington College
 Sunday 6th Sept 1100 – 1630 Wellington College

South West – CDO Alan Hubbleday

Saturday 3rd May 1100 – 1630 Launceston
 Sunday 30th Aug 1100 – 1630 Portway

Your Regional CDO will be in touch nearer the time with further details, in the meantime could you please commit the dates to your diary.

ACCREDITED COACH EDUCATORS		
Level 1 £250 <ul style="list-style-type: none"> • Induction evening £50 • Day 1 £100; Day 2 £100 	Level 2 £600 <ul style="list-style-type: none"> • £150 per day 	
ACCREDITED TRAINERS		
Level 1 £300 <ul style="list-style-type: none"> • Read in evening £50 • Day 1 £125 ; Day 2 £125 	Level 2 £700 <ul style="list-style-type: none"> • £175 per day 	
NON ACCREDITED COACH EDUCATORS		
Level 1 £205 <ul style="list-style-type: none"> • Induction evening £35 • Day 1 £85 • Day 2 £85 	Level 2 <ul style="list-style-type: none"> • Non accredited Coach Educators cannot deliver on Level 2 • Level 2 Coach Educators must be Level 3 qualified or working towards 	
NON ACCREDITED TRAINERS		
Level 1 £280 <ul style="list-style-type: none"> • Read in evening £40 • Day 1 £120 • Day 2 £120 	Level 2 £600 <ul style="list-style-type: none"> • £150 per day • Level 2 Trainers must be Level 3 qualified or working towards 	
PAYMENT RATES FOR CPD & FOUNDATION COURSES		
CPD £60 (2.5 HOURS)	START TAG £60 (2.5 HOURS)	RUGBY READY £60 (2.5 HOURS)

Rugby Football Union
 Rugby Offices
 Rugby Road Twickenham
 TW1 1DZ



Phone:
 Judy Weavers
 0208 8316509



E-Mail:
 judyweavers@rfu.com



www.rfu.com/coach

*Coach Educator pay will be processed & sent to finance within 7 days of close of the course
 Please note: CE/Trainer pay may be withheld if self reflections & IV are not completed*

Change of Address

To ensure that we can track you, keep you informed and pay your delivery fees as efficiently as possible please keep your records up to date. Please notify us of any change of address, including e-mail and telephone number.

Please ensure that your Regional CDO is made aware of any changes. Changes will be sent by your CDO to judyweavers@rfu.com using the form attached to this newsletter for input onto Rugby First and to insert relevant changes to the front page of your personal transcript.

Criminal Records Bureau

All active Trainers and Coach Educators will be required to have a current CRB check in place from 1st October 2009.

If you require to complete a CRB check for the first time please contact; chrisrawlings@rfu.com

To ensure that you fulfil this obligation please contact your CDO who is in possession of the current list.

Chris will send you the appropriate forms which can take up to 3 months to process; any queries please contact your Regional CDO.

Contacts

Gary Henderson	Head of Coach Development Tel: 0208 831 6711
Will Feebery	National Coaching Development Manager CDO & Workforce Development Manager willfeebery@rfu.com
Des Diamond	National Coaching Development Manager Level 4, Coach Licensing & Coach Mentoring desdiamond@rfu.com
Gary Townsend	National Coaching Development Manager Qualifications, CPD & Player Development garytownsend@rfu.com
Regional Coach Development Officers	
Jon Bates	London South (Kent, Surrey & Sussex) Tel: 07764 336709 (m) Email: jonbates@rfu.com
Ian Bletcher	West Midlands (North Midlands, Staffordshire & Warwickshire) Tel: 07764 699642 (m) Email: ianbletcher@rfu.com
Alan Hubbleday	South West (Cornwall, Devon, Gloucestershire & Somerset) Tel: 07764 960374 (m) Email: alanhubbleday@rfu.com
John Lawn	Yorkshire & North East (Northumberland, Durham & Yorkshire) Tel: 07738 029109 (m) Email: johnlawn@rfu.com
Nick Scott	East Midlands (Notts, Lincs. & Derbyshire, East Midlands & Leicestershire) Tel: 07738 029112 (m) Email: nickscott@rfu.com
Gavin Williams	Southern Region (Berkshire, Buckinghamshire, Hampshire, Dorset & Wilts & Oxfordshire) 07764 960391 (m) Email: gavinwilliams@rfu.com
Ian Thompson	North West (Lancashire, Cumbria & Cheshire) Tel: 07738 029110 (m) Email: ianthompson@rfu.com
Tony Robinson	London North (Eastern Counties, Hertfordshire, Essex & Middlesex) Tel: 07894 783339 (m) Email: tonyrobinson@rfu.com

RFU Trainer/Coach Educator Scheme

Change of details (To update and return to your CDO as necessary)

Trainer /Coach Educator Name:

Date of Birth:

Address:

Post Code:

E-mail:

Telephone number(s)

Kit:

Chest size:

Small Med Large X Large XX Large XXX Large

Waist size:

Small Med Large X Large XX Large XXX Large

If complete sets of kit are ordered then you will be allocated by your chest size.

Is your transcript up to date and kept by the CDO'?

Yes No

(If no contact your CDO to ensure he has the latest transcript)