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| **Organisation** |  |
| **Proposed Award Title** |  |

**The Aim**

This “Programme Proposal Document” aims to;

* Formally notify Sport Ireland Coaching of the intention of a Stakeholder organisation to submit a coach or instructor development programme for inclusion on the Coaching Development Programme for Ireland (CDPI).
* Outline the title and the broad aims of the proposed programme.
* Assist in structuring the planning process needed to develop and implement the programme.
* Assist in evaluating the organisation’s ability to develop and implement the programme and identify any supports or additional resources required.
* Provide sufficient information to support a decision as to whether the programme will meet the aims and objectives of the CDPI.

**The Process**

For programmes to be included in the CDPI, the “Programme Proposal” document must be completed ***before*** any significant development work begins on the programme. This applies to both new programmes and programmes that have previously been offered by your organisation and which are now being submitted for inclusion on the CDPI. The “Programme Proposal" document” must be completed and approved before you can progress to the next stage in the application process i.e. Programme Development.

*In all cases the document should be completed with the assistance of the Sport Ireland Coach Education Development Officer assigned to your organisation*. Each Programme Proposal will be considered by a “CDPI Programme Proposal Panel”. The Proposal will be considered for approval using criteria that includes, but may not be limited to;

* Are the aims identified commensurate with the intended CDPI Framework and Framework Level?
* Does the proposed Award Title accurately describe the intended programme and can it be clearly differentiate from other programmes already included on the CDPI?
* Is there a similar programme already being offered as part of the CDPI?
* Does the organisation have access to sufficient resources to develop and implement the proposed programme?

At the end of this process one of three results will be provided in writing to the person / organisation making the proposal.

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| 1 | Proposal Accepted | Proceed with the development / submission of the programme as described. |
| 2 | Resubmit with clarifications and / or amendments | The Proposal should be resubmitted with the suggested clarifications and / or amendments |
| 3 | Proposal Rejected | Sport Ireland Coaching does not support the inclusion of the programme on the CDPI as proposed |

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| --- | --- |
| **Organisation** |  |
| **Award Title** |  |
| **CDPI Framework** |  |
| **CDPI Level** |  |

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| **1.1 Coaching Role** |
| Describe the role the coach / Instructor will be fulfilling.  Coaching assistant, Club Coach, Senior Coach etc.  Level of supervision expected to be required for, and / or provided by, the coach in this role. |
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| **1.2 Sport** |
| Describe the type and / or level of sport that this coach might be expected to coach / instruct  *Sports discipline(s), Sporting level etc.* |
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| **1.3 Profile of intended player, athlete, participant** |
| Describe the profile(s) of players, athletes or participants that these coaches will typically be working with.  Sporting level, age, gender, ability etc. |
|  |
| **1.4 Coaching Environment** |
| Describe the environment(s) that the coach will be expected to work in.  Club, Commercial Centre, National Squad, International Squad etc.  In sports / activities with more dynamic environments, describe the type of environment & associated level of risk |
|  |
| **1.5 Links to other coaching awards offered by your Organisation** |
| Please describe how this programme links with or relates to other coaching awards that your organisation currently offers or is planning on developing in the future.  You can describe this below or use a diagram of your coaching ladder & include at the end of the document (see Section 5). |
|  |
| **1.6 Rationale & Alignment with NGB Goals:** |
| Explain why your sport needs this programme and how / where it aligns with your organisation’s stated strategies and goals |
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| **1.7 Partnerships** |
| Please identify any other organisations who you are planning on working with in the development, delivery or accreditation of this programme? |
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| **1.8 Proposed entry requirements** |
| Describe any criteria that candidates entering onto this programme should meet.  Coaching qualifications, experience in the sport, minimum age, proposals / recommendations, memberships, vetting, safeguarding, first aid etc. |
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| **1.9 Programme Learning Outcomes** |
| In very broad terms, what do you expect participants to be able to do by the end of this programme?  Example: Plan and deliver a coaching session to a group of novice participants etc |
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| **1.10 Assessment** |
| In very broad terms, what assessment methods are likely to be used to assess participants on this programme  Example: Practical coaching assessment, reflective journal… |
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| **1.11 Format** |
| What format(s) is / are likely to be used to deliver the programme  Example: online, face-to-face, blended, practical skills training, reflection, coaching placement, research etc |
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| **2.1 Programme Scale** | | | | | | | | | | | | | | |
| How many of these coaches do you expect to train / qualify in….? | | | | | | | | | | | | | | |
| **Year 1** | | | |  | | | **Year 2** |  | **Year 3** |  | | **Subsequent years** |  | |
| How many courses / programmes do you expect to run in….? | | | | | | | | | | | | | | |
| **Year 1** | | | |  | | | **Year 2** |  | **Year 3** |  | | **Subsequent years** |  | |
| **2.2 Programme Delivery Team** | | | | | | | | | | | | | | |
| How many Coach / Instructor Developers will you need to deliver this new programme? | | | | | | | | | | | | | | |
| **Year 1** | | | |  | | | **Year 2** |  | **Year 3** |  | | **Subsequent years** |  | |
| How many Coach / Instructor Developers do you currently have who would be qualified to deliver this new programme? | | | | | | | | | | |  | | | |
| How many Coach / Instructor Developers do you have who are currently training to deliver this new programme? | | | | | | | | | | |  | | | |
| How many new Coach / Instructor Developers have you identified that you would like to qualify to deliver this new programme? | | | | | | | | | | |  | | | |
| Are you likely to use people other than qualified Coach Developers to deliver this programme? (please specify) | | | | | | | | | | |  | | | |
| Is it likely that people delivering this programme will need additional training before doing so? | | | | | | | | | | |  | | | |
| **2.3 Programme Quality Assurance** | | | | | | | | | | |  | | | |
| Has your organisation joined, or identified its intention to join, the CDPI by signing the CDPI Memorandum of Understanding with Sport Ireland Coaching? | | | | | | | | | | | | | |  |
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| Does your organisation have in place policies & procedures that support the delivery of quality assured coach development programmes. (See CDPI Stakeholder Quality Assurance Manual for more details) | | | | | | | | | | | | | | |
| Yes | |  | | | Please provide a copy of the relevant QA policies & procedure with this Proposal? | | | | | | | | | |
| No | |  | | | Describe your plans for developing these this policies & procedures? | | | | | | | | | |
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| Does your organisation have in place a database or other information management system for recording participation in coaching development programmes and coaching awards? | | | | | | | | | | | | | | |
| Yes | |  | | | Please describe the system? | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| No | |  | | | Describe your plans for developing these this capacity? | | | | | | | | | |
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| Describe how your organisation is going to keep master copies of details and resources relating to this programme so that they always remain accessible to officers of the organisation? | | | | | | | | | | | | | | |
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| Will your organisation have propriety rights to all of the materials and resources developed for this programme? | | | | | | | | | | |  | | | |

**3.1 Programme Team**

Identify the people in your organisation that will be responsible for overseeing the development and management of the programme

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| **Name** | **Role** | **Relevant qualifications and / or experience in Programme Development** |
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| Does your organisation need assistance in training any of these people in programme development? |  |

**3.2 Development Timetable**

For new programmes – Please identify key stages in the development of the programme and the dates you intend starting & completing each stage. Add additional rows if required.

For established programmes – Please complete rows marked with \*only.

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| **Stage** | **Person Responsible** | **Start date** | **Completion Date** |
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|  |  |  |  |
| Submission of programme for inclusion on CDPI\* |  |  |  |
| Pilot Programme\* |  |  |  |
| Review of Pilot\* |  |  |  |
| Programme launch / roll out\* |  |  |  |

**3.3 Development Costs**

Identified any future costs associated with the development and roll out of this programme? Add additional rows if required.

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| **Item / Activity** | **Estimated Cost** | **Budget Timeframe**  (Year / Quarter) |
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**4.1 Contact details**

**For the Organisation making proposal**

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| --- | --- | --- | --- |
|  | **Name** | **Phone** | **Email** |
| **President / CEO** |  |  |  |
| **Lead Person in developing this programme** |  |  |  |
| **Coaching Contact / Manager** |  |  |  |
| **Quality Assurance Lead** |  |  |  |

**For Sport Ireland Coaching**

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| **Director** |  |  |  |
| **Coach Education Development Officer (CEDO)** |  |  |  |
| **QA Contact (SIQA)** |  |  |  |

**4.2 Signatures**

**For the organisations making the proposal**

We hereby submit this Proposal which, to the best of our knowledge, accurately reflects our knowledge of, and intentions with respect to, the programme described.

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| --- | --- | --- |
|  | Signature | Date |
| **President / CEO** |  |  |
| **Coaching Contact / Manager** |  |  |
| **Programme Development Lead** |  |  |

**For Sport Ireland Coaching**

|  |  |  |
| --- | --- | --- |
|  | Signature | Date |
| Approved for submission to Director by  **Coach Education Development Officer** |  |  |
| Received by  **Director Sport Ireland Coaching** |  |  |
| Decision made & communicated  **Director Sport Ireland Coaching** |  |  |

**4.3 Result**

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|  | Proposal Accepted | Proceed with development of the new programme as described. |
|  | Requested resubmission with clarifications and / or amendments | The proposal should be resubmitted with the suggested clarifications and / or amendments |
|  | Proposal Rejected | Sport Ireland Coaching does not support the development of the programme as proposed |

Please provide a diagram of your organisation’s coaching pathway and identify where the proposed programme sits in relation to other programmes/awards you offer.