

CERTIFICATE IN SPORTS COACH DEVELOPMENT

INITIAL INFORMATION PACK FOR NGBs

Introduction

This pack provides key information for NGBs to consider when nominating people for the Certificate in Sports Coach Development. The Certificate in Sports Coach Development involves the development of Coach Developers. Coach Developers play an important role educating and supporting coaches in National Governing Bodies (NGBs) as part of the Coaching Development Programme for Ireland¹. The Certificate in Sports Coach Development provides learners with the skills required to deliver effective coach education courses within a NGB and to identify and deliver relevant support to coaches in non-formal contexts. On successful completion of the programme, candidates will be deployed by their NGB to train and support coaches at a level commensurate with their own coaching experience.

The Certificate in Sports Coach Development is recognised by Quality and Qualifications Ireland (QQI) and is included on the National Framework of Qualifications as a Level 7 Special Purpose Certificate in Sports Coach Development (PG24650). Learners who complete the qualification will receive 45 credits, which they can use to access Further and Higher Education.

The programme is primarily aimed at experienced sports coaches. By the end of the programme, candidates will...

- a. Describe the structures and frameworks that support coach development and the role Coach Developers play in developing and supporting coaches at different stages of their development and in a variety of contexts.
- b. Utilise a variety of strategies to design and deliver sports coach development opportunities in formal and non-formal environments which are centred on the needs of coaches and the sport's National Governing Body
- c. Analyse, interpret and evaluate coach behaviour and practice and provide timely and effective coach-centred feedback that supports coaches during different stages of their development.
- d. Use a variety of strategies to promote and measure effective learning in a variety of contexts appropriate to sports coaching and sports coach development
- e. Reflect and evaluate themselves and others for the advancement of coaches and coaching in their chosen sport
- f. Provide a leadership role in the development and delivery of sports coach development within their sport.

The programme involves two stages. Stage 1 is delivered directly by Sport Ireland Coaching over 10 contact days (usually five weekends). Stage 2 takes place in the NGB where the learner applies the knowledge and skills learned in Stage 1 in a sport-specific setting under the guidance of the NGB and completes a set of required activities

¹ The Coaching Development Programme for Ireland (CDPI) is an all-island programme for the development of coaches in Ireland. The CDPI is implemented by Sport Ireland Coaching in partnership with NGBs.

How much does the programme cost?

The Certificate in Sports Coach Development costs **€1200 per person**. This is to be paid once the nomination has been formally accepted by Sport Ireland Coaching. An invoice will be sent by Sport Ireland to the NGB and should be paid at least seven days PRIOR to the commencement of the programme.

Once paid, fees cannot be refunded unless there are exceptional circumstances for the learner's withdrawal from the programme. Please refer to Sport Ireland's Refund Policy and contact Sport Ireland Coaching for further information on what constitutes an 'exceptional circumstance'.

An NGB can put forward another applicant for the programme once the applicant meets the entry requirements and is available to attend the programme on the relevant dates.

What happens if an applicant can no longer attend the programme after being accepted on it?

In line with Sport Ireland's Refund Policy, fees cannot be refunded if the applicant withdraws from the programme, unless there are exceptional circumstances. Please refer to Sport Ireland Coaching's Refund Policy and contact Sport Ireland Coaching for further information on what constitutes an 'exceptional circumstance'.

If the applicant withdraws before the start of the programme, an NGB can put forward another applicant once they meet the entry requirements of the programme and are available to attend the programme on the relevant dates. If the programme has already commenced, an NGB will NOT be able to put forward a replacement.

Applications for a refund, on the grounds of an exceptional circumstance, must be made in writing to Sport Ireland Coaching as soon as you become aware of the impact of the exceptional circumstance(s). Normally, applications for a refund are not considered later than three days after the commencement of the programme. Sport Ireland Coaching will review the application and identify what mitigation, if any, can be offered.

How long is the programme?

The Coach Developer programme consists of ten contact days (usually 5 weekends, one per month for 5 months) followed by an NGB work placement. Depending on the size of the NGB and the opportunities available for the trainee Coach Developers to be supported within the NGB, the work placement typically takes between 6 and 18 months. The total length of training therefore is 1-2 years.

What are the entry requirements?

To apply for the programme, applicants must

- Hold a NGB coaching qualification CDPI Level 2 or higher (or the highest level NGB coach award) or be a NGB staff member with a specific role in the delivery of coach education
- Be actively coaching for at least five years

- Be nominated by a NGB
- Minimum 18 years of age
- IELTS Level 6 or equivalent (for applicants who first language is not English)

If the NGB wishes to nominate someone who DOES NOT meet these pre-requisites, a case must be made in relevant section of the *NGB Nomination Form*, giving reasons why the NGB requires the nominee to be trained when they do not meet the pre-requisites.

As well as the entry requirements identified above, NGBs should also consider the following points when selecting potential candidates for the programme;

- Knowledge, skills and experience as a coach
- Genuine interest in assisting the development of coaches
- Willingness to learn
- Current communication skills
- The esteem they are held in by their peers
- Reliability
- Availability to commit to the training
- Availability to deliver courses and/or support coaches in the field once they have qualified

Who should select potential applicants?

Sport Ireland Coaching recommend that the NGB Coaching Contact, along with a trained Coach Developer Assessor or experienced Coach Developer/Tutor from within the NGB select suitable applicants.

Sport Ireland Coaching suggest that NGBs should prioritise their nominations according to the importance of the person to the organisation as a Coach Developer.

What is the application process?

Applicants must complete the *Learner Application Form* to apply for the programme. The form is available on request by contacting Sport Ireland Coaching coachinginfo@sportireland.ie. All learner applications must be endorsed by the relevant NGB. On receipt of a Learner Application Form, Sport Ireland Coaching will liaise with the relevant NGB to endorse the application. The NGB will complete a *NGB Nomination Form* which must be sent to Sport Ireland Coaching.

Both the Learner Application Form and NGB Nomination Form must be completed in full and submitted to Sport Ireland Coaching by the published application deadline before applicants can be considered for the programme. A list of upcoming programmes and application deadlines are available from the Sport Ireland Coaching website [Upcoming Programmes | Sport Ireland](#)

What is the selection process?

The Sport Ireland Lead Trainer of Coach Developers and one other Trainer of Coach Developers will review the applications and make the final decision (verified by the Director of Sport Ireland Coaching). The NGB will be notified of the decision. If the application is not accepted due to high numbers, Sport Ireland Coaching will provide alternative programme dates and a place will be guaranteed on it for the NGB.

Twenty-five to thirty places are available on the programme with a **maximum of three per NGB**. If Sport Ireland receive more nominations that meet the pre-requisites than there are places available, the places will be allocated to ensure all NGBs receive at least one place. Secondary acceptance criteria will be the overall need of the NGB. If there are still more people than places, Sport Ireland Coaching will offer a second programme.

What modules are covered on the programme?

There are four key modules covered on the Coach Developer programme.

Module	Overview
Introduction to Coach Development	This module aims to introduce the Sports Coach Developer programme to all candidates and develop the core philosophies, knowledge and skills required by the Sports Coach Developer
Coach Developer Practice	This module will develop the practical skills of a Sports Coach Developer such as planning and delivery of activities to develop coaches in formal and non-formal settings including effective communication skills, critical observation and feedback.
Leadership in Coach Development	This module will develop the Coach Developer's leadership skills to lead the development of coaches in their NGB and to develop their ability to critically reflect and evaluate themselves and others for the advancement of coaches and coaching
NGB Work Placement	This module enables Coach Developers to apply the knowledge, skills and competencies acquired during Stage One of the programme to develop and support coaches in a practical and sports-specific context within their sport's National Governing Body

What does the NGB Work Placement involve?

During the NGB Work Placement, candidates return to their NGB as trainee Coach Developers and apply the skills and practices learnt during Stage One of the Coach Developer programme in a real-life sport specific context through the delivery of elements of the NGB's coach education programme and supporting the development of coaches in the NGB. The NGB must provide appropriate support to candidates during this time. Details of the work placement, along with the support to be provided by the NGB, are outlined in the NGB Work Placement pack.

Are there assessments to complete?

Candidates must complete a number of assessments during the programme

Module #	Module Title	Overall Weighting	Module Tasks & activities for assessment	
1	Introduction to Coach Development	10%	1a	Assignment
2	Coach Developer Practice	20%	2a	Plan for the delivery of formal and non-formal-skills based coach development sessions / activities.
			2b	Delivery of a formal or non-formal skills based coach development session / activity to peers
3	Leadership in Coach Development	20%	3a	Coach Support Activity Design Project
			3b	Reflective Journal & personal action plan
4	NGB Work Placement	50%	4a	Delivery of a knowledge based coach development session / activity as part of an NGB coach development programme approved under the CDPI
			4b	Delivery of a skills based coach development session / activity as part of an NGB coach education programme approved under the CDPI
			4c	Delivery of non-formal coach development session / activity for an NGB
			4d	Coach Assessment / evaluation
			4e	Coach Developer NGB Placement Journal

The assessments for Modules 1-3 are completed during Stage One of the Coach Developer Programme. The assessments for Module 4 are completed during the NGB Work Placement.

What happens if Sport Ireland Coaching cease providing the programme?

If Sport Ireland do not provide the programme (after candidates have been accepted on it) or if Sport Ireland cease to provide the programme before it is completed, the course fee will be refunded to the learner (or to the person/NGB who paid the course fee on their behalf). This is referred to as Enrolled Learner Protection insurance and is in accordance with the Qualifications and Quality Assurance (Education and Training) Act 2012 Section 65 (4) (b). The cost of the insurance is included in the course fee.

What is required to qualify as a Coach Developer?

Candidates need to successfully complete all the required elements of Stage One and Stage Two of the programme, including the assessments.

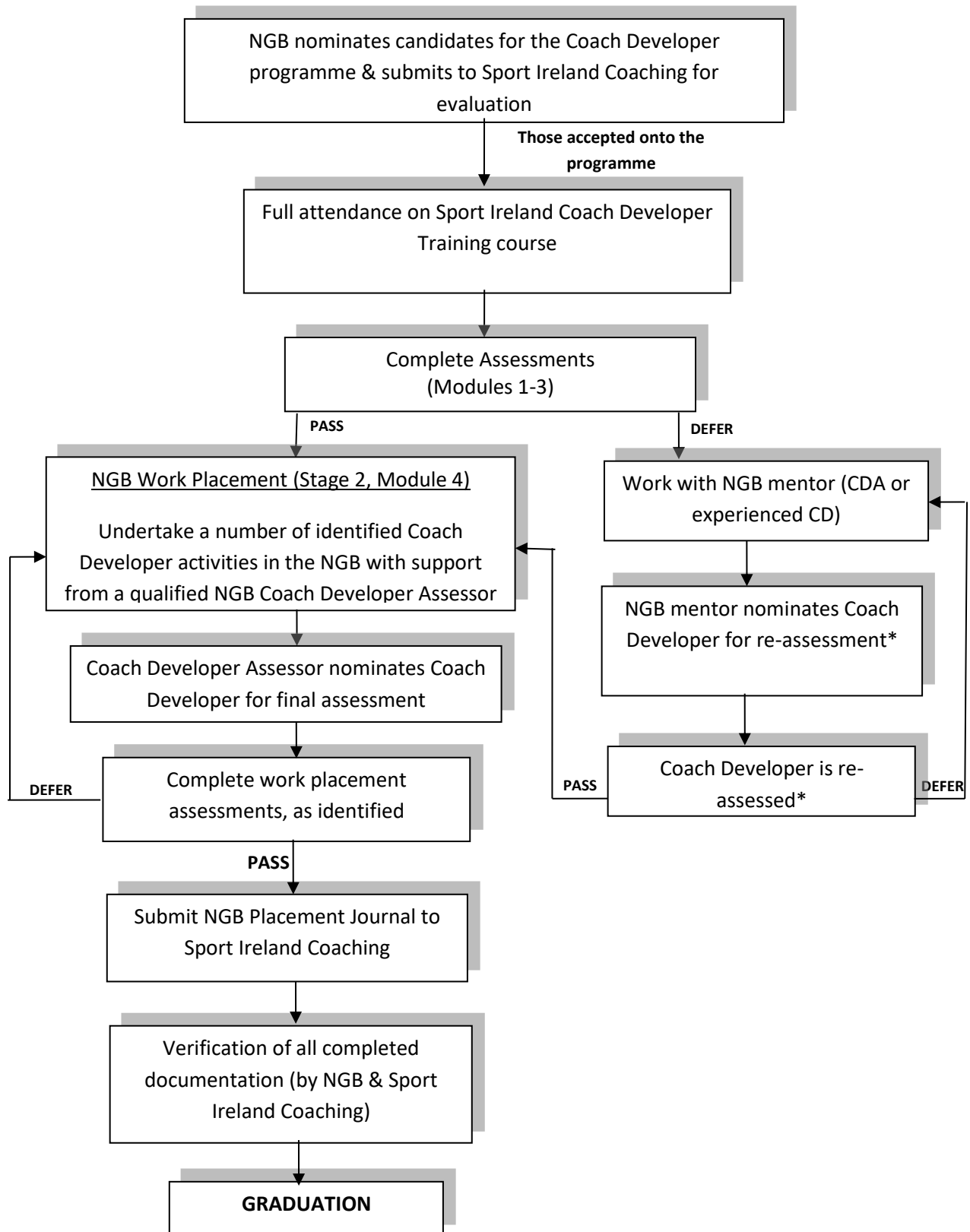
What award will candidates receive for completing the programme?

The Coach Developer programme is recognised by Quality and Qualifications Ireland (QQI) and is included on the National Framework of Qualifications as a Level 7 Special Purpose Award Certificate in Sports Coach Development (PG24650). Learners who complete the qualification will receive a QQI certificate and 45 credits, which they can use to access Further and Higher Education. Learners will also receive a Sport Ireland Coaching certificate.

Who do I contact if I want further information?

For further information on the programme please contact Lead Trainer Hayley Harrison HHarrison@sportireland.ie. Completed applications forms should be sent to Ann McMahon annmcmahon@sportireland.ie and cc'd to Hayley Harrison.

Overview of Coach Developer Training



* Re-assessment must take place within 12 months of CD training course

