

18 April 2020

Sponsor: Treasurer

## **Sulis Scorpions - Support to the Cost of Coaching Qualifications (Ver 3)**

### **Background**

Adults and young people can become Level 1 coaches from age 16 years and Level 2 coaches from age 18 years. British Cycling will also allow Young Volunteers to take the Level 1 coaching course from age 14 years, however, until they reach age 16 years they can only act as an assistant to another British Cycling qualified coach (at Level 1 or above) who is at least age 18 years. Level 1 coaches who are under 18 years old but over 14 years old must work under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years old.

In summary under 18s who complete the British Cycling Level 1 coaching course can be employed in the following capacities:

- a) Age 14 -16: As an assistant to another British Cycling qualified coach (at Level 1 or above) who is at least 18 years of age.
- b) Age 16-18: As a Level 1 coach under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years of age.

Whilst the coaching qualification belongs to the individual, Sulis Scorpions will refund Coaching Course fees and other associated costs required to become a coach **so long as the individual meets certain requirements.**

British Cycling grants and bursaries may be available for club volunteers looking to undertake a suitable coaching qualification. The bursary will provide a discount on coaching courses and will be allocated in line with current British Cycling priorities. Bursaries are available for all clubs but will be allocated based on the strength of the application received. Individuals will need to apply for these grants separate to this instruction.

***The latest details regarding Coaching Courses, Coaches Personal Insurance and Bursaries can be found on the [British Cycling website](#) and supersedes the information above. The latest details regarding the employment of Level 1 coaches under 18 years can be found in the [British Cycling Coaching Guidelines](#) and supersede the information above.***

Sulis Scorpions has identified four categories of adults and young people that it will support with the cost of coaching courses and other associated costs:

- Category 1: Committed Sulis Scorpion riders who meet specified criteria.
- Category 2: Other committed Sulis Scorpion riders.
- Category 3: Prospective Level 1 / Level 2 Coaches (not covered above).
- Category 4: Current Sulis Scorpion Coaches Level 1 to Level 2 and Level 2 Specific courses.

## **Prospective and Qualified Coaches Fee Payment and Reimbursement**

### **Category 1: Committed Sulis Scorpion riders who meet specified criteria.**

1.1 Each application will be assessed by the committee on its own merits, however the applicant must meet the following criteria:

- a) The applicant has been a committed Sulis Scorpion rider for a period of 2 yrs;
- b) The applicant is a British Cycling Young Volunteer and has achieved the Silver Award;
- c) The applicant has a positive recommendation from the Head Coach;
- d) There is a commitment from the parent / guardian to refund all SSCC contributions if the applicant does not pass the course or fails to deliver a minimum of 13 sessions within 12 months;
- e) The applicant will apply for (but does not need to be awarded) a British Cycling bursary / grant.

1.2 The applicant does not need to complete a Volunteer Application Form or provide two satisfactory references.

1.3 Sulis Scorpions will loan the applicant / parent the cost of a Level 1 Coaching Course. The applicant / parent is to provide Sulis Scorpions with a course receipt once the course is booked. Reasonable travel expenses will also be paid; these must be agreed prior to booking the course.

1.4 Sulis Scorpions will either loan the applicant / parent the cost of a First Aid Course or pay for the course directly. The applicant / parent is to provide Sulis Scorpions with a course receipt once the course is booked. Applicants under 16 years do not need to complete a First Aid course as they can only act as an assistant to a British Cycling Coach. Upon reaching age 16 years Sulis Scorpions will fund a First Aid Course as the applicant can then coach under the supervision of a British Cycling coach.

1.5 DBS clearance is not required until age 18 years as Level 1 coaches who are under 18 years old but over 14 years old must work under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years old. Upon reaching age 18, DBS clearance is required. The Club Welfare Officer can provide advice and guidance.

1.6 Once the applicant completes 13 coaching sessions in a suitable Level 1 role within a year of attending the course, the applicant/parent will not be required to repay the loan.

## **Category 2: Other committed Sulis Scorpion Riders.**

2.1 Each application is assessed on its own merits, however the applicant must have:

- a) been a committed Sulis Scorpion rider for a period of 2 yrs;
- b) a positive recommendation from the Head Coach.

2.2 The applicant does not need to complete a Volunteer Application Form or provide two satisfactory references.

2.3 100% of the coaching course and First Aid course costs will initially be funded by the prospective coach. British Cycling bursaries are available to offset the cost of coaching courses.

2.4 50% of the Level 1 coaching course cost will be refunded upon successful completion of the coaching course. A copy of the certificate is to be forwarded to the Club Welfare Officer. Reasonable travel expenses can also be claimed however these must be agreed prior to booking the course.

2.5 First Aid Course costs will be refunded upon successful completion of the First Aid course. A copy of the certificate is to be forwarded to the Club Welfare Officer.

2.6 The second 50% refund of the Level 1 coaching course cost can be claimed after completed 13 coaching sessions in a suitable Level 1 role. It is requested that this claim is made within 12 months of successful completion of the course.

2.7 Receipts are required for all claims.

2.8 DBS clearance is not required until age 18 years as Level 1 coaches who are under 18 years old must work under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years old. Upon reaching age 18, DBS clearance is required. The Club Welfare Officer can provide advice and guidance.

### **Category 3: Prospective Level 1 / Level 2 Coaches (not covered above).**

3.1 The prospective coach completes a Volunteer Application Form and provides two satisfactory character references. Each application is assessed on its own merits.

3.2 The prospective coach obtains a DBS clearance.

3.3 The Volunteer Application Form, two satisfactory references, DBS clearance and First Aid course are to be successfully completed **prior to any refund**. The Club Welfare Officer can provide advice and guidance.

3.4 100% of the coaching course and First Aid course costs will initially be funded by the prospective coach. British Cycling bursaries are available to offset the cost of coaching courses.

3.5 50% of the Level 1 or Level 2 coaching course costs will be refunded upon successful completion of the coaching course. A copy of the certificate is to be forwarded to the Club Welfare Officer. Reasonable travel expenses can also be claimed however these must be agreed prior to booking the course.

3.6 First Aid Course costs will be refunded upon successful completion of the First Aid course. A copy of the certificate is to be forwarded to the Club Welfare Officer.

3.7 The second 50% refund of the Level 1 or Level 2 coaching course can be claimed after coaching 26 sessions in a suitable coaching role. It is requested that this claim is made within 12 months of successful completion of the course.

3.8 Receipts are required for all claims.

**Category 4: Current Sulis Scorpion Coaches Level 1 to Level 2 and Level 2 Specific courses**

4.1 To be agreed by the committee if the coach is intending to claim a refund. Each application is assessed on its own merits.

4.2 Must be in-date for DBS clearance (3-yearly) and First Aid (3-yearly) **prior to any refund.**

4.3 100% course costs are paid upon successful completion of the coaching course. A copy of the certificate is to be forwarded to the Club Welfare Officer. Reasonable travel expenses can also be claimed however these must be agreed prior to booking the course.

4.4 Receipts are required for all claims.