



Dear Candidate,

COACHING COURSE – UKCC 2

Please find enclosed an application form and course information sheet giving you an outline of the course content.

NEW INFORMATION – places can now be reserved online via the British Gymnastics website – www.british-gymnastics.org – go to the tab on the Left hand side ‘Coaching’ – scroll down to ‘Coaching courses’ – scroll down to the course you are looking for or select Wales region from the drop down menu.

Places will not be reserved without completion of:

- (i) **the online booking form and receipt of payment within 7 days of booking online or**
- (ii) **a paper based application form and receipt of payment**

The first 12 completed applications received either online or via a paper based application with the appropriate remittance, will be granted places. Additional applications received after the initial 12 will be entered onto a waiting list for this course only.

All course applications with full payment must be received by the course closure date.

No additional applicants will be accepted under any circumstances after the course closure date without paying additional £20.00 late fee.

For all coaching courses the closure date will be a minimum of two weeks before the course is due to start.

The assessment is part of the course – ensure you are available for all the course and assessment dates prior to booking a place on the course. By submitting an application, the candidate accepts full attendance of the course and assessment dates is required.

After the course closure date, all successful applicants will receive a course confirmation letter providing joining instructions.

If, at the course closure date, there are insufficient applicants, the course will be cancelled and all applicants advised, with applications and payments being returned.

If you have any queries about the above please do not hesitate to contact me.

Yours sincerely

Cerri Dando
Workforce Development Co-ordinator
Welsh Gymnastics Ltd



Course:	1 st 4Sport Level 2 Certificate in Coaching Gymnastics (UKCC Coach)
Membership:	Candidates do not need to hold membership of British Gymnastics but there are reductions for candidates who have membership.
Practical Sessions:	Candidates are required to dress appropriately (suitable sports clothing) for the practical sessions.
Course cost:	B.G Gold Members = £495.00 Non B.G Members = £580.00 ***Plus £20.00 late fee if application is received after course closure date.

Aim of the Course

This course is designed to qualify an individual to be able to independently deliver gymnastics sessions in the discipline specified by the qualification. A Level 2 Coach is allowed to run their own club at basic or recreational level (skill level defined within the content of the Level 2 qualification). Coaches looking to run their own club should also attend a British Gymnastics Club Management Module within one year of starting their own club.

Course Delivery & Assessment Structure

Includes a five day course (of 35 hours) plus one assessment day (1.5 hour practical and 1.5 hour theory).

The five day course will involve:

- First day of generic coaching skills
- Followed by a minimum two week gap between day 2 and day 3 which will be discipline specific
- Followed by a minimum three week gap between day 4 – formative assessment day – and day 5 – generic day

Candidate Pre-Requisites

Candidates must:

- Be a minimum of 17 years old on the first day of the course
- Hold the 1st4Sport UKCC Level 1 Gymnastics Coaching qualification in the relevant discipline
- Hold a Cycle 5-6 BG Level 1 Coaching qualification in the relevant discipline and have attended the UKCC update course
- Provide gymnasts for course and assessment

Before enrolling on a coaching course please be aware:

- If the candidate does not have British Gymnastics (BG) membership they will be required to provide their own appropriate insurance cover
- The candidate is expected to provide gymnasts of the required standard for the practical days of the course and the assessment (unless otherwise stated and excluding Pre-School)
- The candidate will be required to find a mentor coach (the mentor should hold a BG coaching award the level above the award being taken and usually in that discipline)
- All course days require the candidates' attendance, including the assessment date
- Gymnasts are not required for the generic day one of any UKCC Level 2 course, unless stated

Assessment

Following the course, the candidate will receive a letter confirming the assessment date, time and skills. These procedures must be followed to ensure an effective assessment:

- The candidate's completed log book should be posted by the candidate a minimum of 2 weeks before the assessment date to the address as detailed on the letter.
- Failure to present the completed log book may result in the candidate being unable to take the practical assessment.
- For the practical assessment of coaching practice, candidates must plan/prepare for the delivery of a variety of skills from the Level 2 resource pack to a small group of gymnasts for a period of 60 minutes.
- The total assessment process should take a maximum of 90 minutes and include the briefing, practical coaching observation, self-reflection, further questioning, and a decision on competence, feedback talk, action plan and sign off.

A late candidate withdrawal from a previously planned assessment wastes the time of both the organiser and the assessor. A late withdrawal may also prevent another candidate from taking the assessment.

If a candidate withdraws from a scheduled assessment without a justifiable reason, they will relinquish all or part of the fee as below:

- Failure to arrive at the assessment at the appointed time = relinquish the full fee
- Withdrawal less than 7 days prior to the assessment date = relinquish the full fee
- Withdrawal more than 7 days prior to the assessment = relinquish 50% of the fee

The reason for withdrawal may be considered and each case will be taken on merit with regard to penalty remission and re-arrangement of an assessment opportunity. Candidates who are unable to take the assessment due to injury will be required to produce a doctor's note otherwise they will relinquish the full fee.

Assessment Criteria

The candidate's coaching practice will be assessed against the criteria of the UKCC Level 2 Practical Assessment Criteria, as reflected on the Level 2 Observation Checklist. The candidate must also complete the Common Core and Sport Specific Theory papers (Pass mark 60%).

Progressions

After gaining this qualification, coaches may progress to the UKCC Level 3 qualification in this discipline. Coaches wishing to follow any of the other disciplines must first consult the Transfer Matrix between Gymnastics Coaching Qualifications/Disciplines. This information is displayed on the British Gymnastics website.

Terms and Conditions

By completing an application the candidate will be considered to have accepted in full the Welsh Gymnastics Ltd Terms and Conditions.

Course cost: B.G Gold Members = £495.00 Non B.G Members = £580.00

Payments:

- You need to take out the correct level of B.G membership prior to the course closure date in order to pay the discounted course fee.
- Course fee payable to Welsh Gymnastics Ltd should be sent to the below address with your name, the course you are applying for, the course start date and the course venue completed on the reverse.
- Course fee should be for this course only and not combined with payments for other courses.
- If you are applying online, please forward the full course fee within 7 days of completing the online application process and before the course closure date.
- If payment is not received within this timescale, your place on the course cannot be guaranteed.
- If you are applying by post, the full course fee must be sent with your application before the closing date.



1st4Sport Level 2 Gymnastics Course Enrolment Form



Please complete and return this form together with the appropriate fees to the Course Organiser at the address shown below:

Welsh Gymnastics, C/O Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW
0845 045 4304

Venue:.....

Start Date:..... Assessment Date:.....

It is the responsibility of candidates who are not members of BG to ensure that they have insurance to cover themselves for personal liability for the duration of the course.

Applying for the course: *Candidates must be 17 years of age at the start of the course*

First name: Surname:

Address: D.O.B.:

..... Tel No:(H)

..... Mobile:

Postcode: Gender: M / F

Email address:

Club:

BG Membership level: BG Membership No:

MEDICAL

So that the tutors can accommodate your needs, please indicate if you have any of the following:

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Use of a wheelchair |

Other (please state).....

CRIMINAL CONVICTIONS

Do you have any Criminal Convictions, Cautions or Reprimands? Y / N

(N.B. Any convictions, cautions or reprimands, including those that are spent, should be declared)

If yes please state, with date

Your application may be processed more quickly if you attach a separate sheet outlining the nature and circumstances of any convictions/cautions.

ADDITIONAL INFORMATION

What experience have you had since passing the UKCC 1, Coaching Assistants qualification?

E.g. I have helped my coach with my club on Saturday mornings.

What experience do you have within gymnastics?

E.g. I took part at school, I am a gymnastics club member, I don't have any experience.

What other coaching qualifications/experience do you have that will help you on the course?

E.g. I am a teacher, I have other coaching qualifications.

Is there anything else you would like the tutors to know before the course?

Which venue will you be assisting at and who is the lead coach you will be working with?

Did you or your club apply for Community Chest funding to assist you with your course fee?

I understand and agree that:

- ii) I must attend all the scheduled sessions during the course in the correct sequence and at the agreed venue, to qualify for assessment;
- iii) Welsh Gymnastics Ltd is not liable for any damage or loss caused under this application process or for the duration of the course save where this is caused by the negligence of the Welsh Gymnastics Ltd, its employees and directly affiliated bodies but any such liability shall be limited to the extent that such loss was reasonably foreseeable at the time the contract was entered into. For the avoidance of doubt this clause in no way excludes or limits the liability for personal injury or death caused as result of the negligence of Welsh Gymnastics Ltd, its employees and affiliated bodies;
- iv) Welsh Gymnastics Ltd reserves the right to reject any applicant whom it considers to be an unsuitable person for involvement on its gymnastics training courses. This right may also be exercised retrospectively if information is brought to Welsh Gymnastics Ltd's attention, which, if known at the time of the application, would have rendered the candidate unsuitable. For the avoidance of doubt, the falsification of any information requested in this application form and/or the existence of any police record or caution relating to matters considered to be incompatible with certification, constitute circumstances where Welsh Gymnastics Ltd or British Amateur Gymnastics Association reserves the right to withdraw or suspend a candidate's qualification; and
- vii) This course ideally requires 12 candidates in order to take place. Consequently, I understand and accept that Welsh Gymnastics Ltd reserves the right to cancel the course if enrolment numbers are less than 10. This, however, is an infrequent situation.

Cancellation Policy

If I cancel my place on the course within 7 days of the course start date – no refund of course fee, £70 registration fee discounted from the cost of a future/replacement course. Cancellation within 28 days of the course start date – 50% of course fee refunded, minus a £70 charge for registration. This will be discounted from a future/replacement course, except where withdrawing from the course will cause the minimum number of candidates required for it to operate to be breached – in these circumstances no refund will be provided. Cancellation up to 28 days of the course start date – 100% refundable upon notification.

ENCLOSE THE FOLLOWING

- **Completed and signed application form**
- **Full course fee of either £495.00 or £580.00 dependent on B.G membership**

By signing this application, you are deemed to understand and accept the foregoing. I confirm that this application has been completed honestly and accurately:

APPLICANT'S SIGNATURE

Signed Name _____

Printed Name _____

Date _____