

Community Foundation Leader Development Pack

Queen Mary Students' Union

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Introduction

We have produced this pack to support you on your journey as a leader on the Community Foundation programme.

The aim of this pack is to help you get the most out of the Community Foundation programme by enhancing your experience, evaluating your progress and guiding the next steps of your sporting pathway.

Included in this pack are:

- Rewards Package – A breakdown of the rewards on offer, in return for your outreach on the programme. Hours must be logged online to claim rewards.
- Personal Development Plan – To identify your previous experience, what you want to get out of the programme and how you will do it.
- Session Plan – To support your planning and preparation for any sessions that you facilitate.
- Session Checklist – To ensure that you have everything you need for any sessions, events or projects.
- Self-Assessment Forms – To evaluate your delivery and support your personal development. Needed to claim rewards throughout the year.
- Safeguarding Reporting Form – To record any safeguarding issues that you are concerned about.

If you have any questions about anything in this pack or the QMSU Community Foundation programme, please contact us at:

communityfoundation@qmul.ac.uk
020 7882 5765



Award	Bronze Award 	Silver Award 	Gold Award 	Platinum Award 	Notes
Number of hours*	10	20	30	60	Hours are cumulative throughout your time with QMSU
Self-assessment forms completed	2	4	6	12	Leaders will be encouraged to complete a self-assessment form based on one of their sessions for every 5 hours of outreach
Certificate	✓	✓	✓	✓	Certificates will be sent via email following the verification of logged hours by the Community Foundation team
T-Shirt	✓				Sizes from S to XL can be requested
Hoodie		✓			Sizes from S to XL can be requested
Full funding for level 1 qualification			✓		Due to the varying cost of qualifications across sports, a maximum cost level will be implemented and reviewed each year to be fair to students
Funding for level 2 qualification				✓	Students are eligible for funding towards one qualification per academic year. Funding for a second qualification will not be provided until the following academic year at the earliest

Rewards Package

Note that all *paid* hours logged on the programme are multiplied by 0.5. For example, if a student completed 10 voluntary hours and 10 paid hours of coaching, they would have earned 15 hours towards their rewards (10 x 1 for voluntary hours + 10 x 0.5 for paid hours). All hours are cumulative throughout your time with QMSU.

All hours to be logged online in order to claim rewards: www.qmsu.org/communityfoundation/leadership

Personal Development Plan

Example Copy

Name: Sam Coach	Sport: Football
Previous sports leadership experience: <ul style="list-style-type: none">• Gained my FA Level 1 whilst studying at college• Volunteered as an assistant coach to an under 8 team in Birmingham for 1 season• Worked on youth football camps for 6 weeks during the summer	
During my time on the programme, I would like to achieve the following: <ul style="list-style-type: none">• At least 20 hours of coaching experience each year• A paid coaching role during the summer• A much better understanding of how to produce effective session plans	
To achieve this, I will: <ul style="list-style-type: none">• Use opportunities through the Community Foundation to deliver extra coaching hours• Speak to Community Foundation staff about how I can plan sessions, how to come up with session ideas• Meet with Community Foundation staff to discuss opportunities to develop my coaching skills through the programme.	
Skills I would like to develop are: <ul style="list-style-type: none">• Communication – I would like to work on the way I communicate both verbally and non-verbally with a range of different ages• Leadership – I want to develop my skills as a leader who takes control of situations and leads others in what they do• Planning – By working on my ability to plan sessions I want to improve my overall ability to not only plan individual sessions but how to build session plans over a season	
Training/Qualification areas that I'm interested in: <ul style="list-style-type: none">• Football coaching/refereeing• Mental health/First aid	

Personal Development Plan

Leader Copy

Name:	Sport:
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Previous sports leadership experience:

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During my time on the programme, I would like to achieve the following:

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To achieve this, I will:

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Skills I would like to develop are:

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-
-

Training/Qualification areas that I'm interested in:

-
-

Session Planner

Name:	Date/time of session:
Sport:	Club/School/Organisation:

Number of players:	Age/Ability range:
Medical info:	Other important info:

Location:
Facilities available:
Equipment available:
Health and safety considerations:
Improvement points from previous evaluations:
Session aim(s):
Timings

Key technical points:	
Warm-up:	
Session content:	
Cool-down:	

Session Checklist

	Session Plan
	Watch
	DBS Certificate
	Phone
	Whistle
	Contact for venue/session organiser
	Directions
	Correct equipment (if applicable)
	First Aid kit (if applicable)

Leader Self-Assessment Form

Name:

Date:

Sport(s):

Club/School/Organisation:

Organisation:

Appropriateness of session organisation (equipment, facilities, pitch size etc)	1	2	3	4	5
Appropriateness of session plan to specific age/ability of participants	1	2	3	4	5
Clearly outlined session outcomes and goals to participants	1	2	3	4	5

Management:

Created a positive environment	1	2	3	4	5
Maintained control throughout session	1	2	3	4	5
Progressed practice in accordance with learning throughout the session	1	2	3	4	5

Technical:

Delivered a realistic and challenging session	1	2	3	4	5
Understood technical issues of players' performances	1	2	3	4	5
Provided players with correct technical information	1	2	3	4	5

Communication:

Provided clear and accurate instructions	1	2	3	4	5
Players understood what was asked of them	1	2	3	4	5
Provided information in a range of ways (talking, demonstrations, diagrams etc)	1	2	3	4	5

What went well:	What could be improved:

Wellbeing: (with 0 being the least and 10 being the most)

1. Overall, how satisfied are you with your life nowadays?

0	1	2	3	4	5	6	7	8	9	10
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2. Overall, to what extent do you feel the things you do in your life are worthwhile?

0	1	2	3	4	5	6	7	8	9	10
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3. Overall, how happy did you feel yesterday?

0	1	2	3	4	5	6	7	8	9	10
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4. Overall, how anxious did you feel yesterday?

0	1	2	3	4	5	6	7	8	9	10
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QMSU Safeguarding Children

Reporting Form

This form is to be used to record an incident, disclosure or other signs or indicators relating to abuse or neglect of a child.
Please write as clearly as possible.

Refer to section 8.8 of QMSU's Safeguarding Children Policy and Procedure

Your Details

Activity Group/Area:	
Name:	
Position:	
Mobile Number:	
Email Address:	

Child's details

Name:	
Gender:	
Date of Birth (if known) or age	

Activity details

of incident, disclosure or noting of other signs or indicators relating to abuse or neglect of a child.

Date:	
Time approx.:	
Location:	

Facts and Observations

continue overleaf or on a separate piece of paper if needed.

What was said?

by the child, by you, or by others relevant, using exact words where possible.
Continue overleaf or on a separate piece of paper if needed.

Action taken so far

Signed:	
Date:	

This form must be passed immediately to the QMSU Hub Reception or BLSA Box Office Reception who will notify the QMSU Safeguarding Officer, Bronwen Eastaugh (b.eastaugh@qmul.ac.uk)

Queen Mary Students' Union Hub, 329 Mile End Road, E1 4NT, 0207 882 8030

BLSA Box Office, BLSA Building, Newark Street, London, E1 2AT, 0207 882 7368