

Community Foundation

Introduction to Leadership | Coaching

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Introduction to Leadership | Coaching

This supplementary resource gives a basic introduction to the coaching pathway through the Community Foundation Leadership Academy.

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The Role of the Coach

Definition:

The role of the coach is to use acquired skills, knowledge, and expertise to implement activities and opportunities that meet the learning, participation, and development needs of an individual or participant group.

Roles:

During your journey as a coach, you are likely to undertake a variety of roles including but not limited to;

- Adviser
- Assessor
- Assistant
- Counsellor
- Demonstrator
- Friend
- Facilitator
- Instructor
- Mentor
- Motivator
- Organiser
- Role Model
- Supporter
- Teacher



What Makes a Great Coach?

Principles:

UK Coaching is the lead agency for coaching in the UK. In order to emphasise the importance of identifying and understanding the needs and aspirations of individuals within sport, UK Coaching announced these principles of 'Great Coaching'.

These principles can be identified using the acronym, PEOPLE.

P

- **Person-centred** - to understand the needs and motivations of those taking part.

E

- **Empowering** - to help individuals unlock full potential to achieve their personal best. Motivating participants to seek out their own solutions.

O

- **Organised** - to prepare and and clearly instruct participants to meet desired outcomes.

P

- **Positive** - to inspire, motivate, celebrate and reinforce the efforts of participants.

L

- **Learning** - to provide a platform for participants to develop their own knowledge and skill levels.

E

- **Engaging** - to provide a creative environment that both stimulates and meets the needs of the participants.

You can find out more about UK Coaching's principles of Great Coaching here:

<https://www.ukcoaching.org/resources/topics/guides/what-is-great-coaching>

Best Practice

Preparation

Session Plan: Ensure that there is a clear focus for the sessions. Activities should meet the needs of the participant(s). Goals should be consistent with the overall aims of the individual/group and be 'SMARTER' – Specific, Measurable, Accepted, Realistic, Time-phased, Exciting and Recorded.

Equipment: Ensure that equipment meets the needs of the participant(s). Do you have enough to carry out the session successfully? Is the equipment the correct size? How will this be transported to/from the session? Does anything need to be replaced?

Clothing: Ensure that you are dressed appropriately to deliver the session. Ensure that you are easily identifiable as a coach.

Delivery

Arrival: Arrive with enough time to ensure that the sessions starts on time. If safe to do so, set-up the first activity. Greet all relevant staff and your participant(s).

Introductions: Establish the learning outcomes to be taken from the session.

Warm-up: Activities to increase body temperature and dynamic stretches to reduce muscle stiffness.

Core Activities: Designed to achieve session outcomes. Include progressions and encourage participant engagement in demonstrations.

Cool Down: Activities to decrease body temperature and static stretches to relax muscles.

Debrief: Reaffirm the learning outcomes. Were these achieved? If so, how? If not, Why? Does the participant(s) understand the importance of outcomes and how lessons would be applied in more competitive circumstances?

Conclusion

Next Steps: Is there anything required from the participant(s) before the next session? When/where will the next session be? Ensure that the participant(s) have all that they need to be dismissed/collected from your session.

Common Mistakes to Avoid

Preparation

Session Plan: Without planning out the session, it is easy to waste valuable time and deliver activities that don't work towards the overall aims of the individual/group. Don't be afraid to adapt the session to meet the needs of the participant(s) as long as it works towards the aims of the session.

Equipment: Having too much or too little equipment can ruin any given activity. Being prepared will inform you of what is needed. Avoid situations where you have a queue of participants waiting to use equipment.

Clothing: Delivering a sport session whilst wearing inappropriate clothing is counterproductive. If you wouldn't wear the clothing as a participant, then you shouldn't as a coach.

Delivery

Arrival: Participants shouldn't need to wait for their coach to arrive. Early arrival will allow you to risk-assess the area and set-up.

Introductions: Without establishing the learning outcomes, you can't expect the participant(s) to be motivated to engage as there are no set expectations.

Warm-up: Don't underestimate the importance of a thorough warm-up as this could result in injury.

Core Activities: Avoid the unnecessary use of a whistle. Avoid continuous stoppage of the session to give demonstrations. Avoid delivery of activities that involve waiting around. Avoid non-constructive criticism.

Cool Down: Don't underestimate the importance of a cool down to avoid dizziness and fainting.

Debrief: Without a debrief, there is no way to be certain that the participant(s) have understood the benefits of the session.

Conclusion

Next Steps: Don't conclude the session without providing any important information regarding the next session. Don't leave until all equipment has been collected and participants have been dismissed appropriately.

Minimum Standards

“by failing to prepare, you are preparing to fail”

Session Plan: We don't require you to share your session plan with us, but we do encourage you to plan out sessions. The planning process will help to strengthen your delivery.

Equipment: If you need to borrow any equipment from QMSU Sport, then this must be requested in advance and will depend on availability.

Clothing: You must be dressed appropriately at each session. We encourage you to wear Community Foundation clothing, Club Sport teamwear or clothing provided by the club/organisation that you're coaching with.

“early is on time, on time is late, and late is unacceptable”

Arrival: We expect all leaders to arrive 10-15 minutes before their sessions are due to begin. You must follow any sign-in procedures or check in with relevant staff.

Session: You must always give session delivery your full attention and remain vigilant to ensure the safety of your participant(s) as well as their enjoyment. At no point should you be using mobile phones, tablets or other devices during the session except in case of emergency. At no point should you be left alone with any participants, especially those under the age of 18.

“finish what you start”

Next Steps: Inform the participant(s) and relevant staff members if for any reason you will not be able to attend any upcoming sessions.

Getting Qualified

All coaching hours delivered in the local community will count towards the rewards package through our Leadership Academy:

In return for 30 voluntary hours, we will fund your level 1/introduction coaching qualification up to the value of £200. In return for logging an additional 30 hours, we will contribute £400 towards your level 2 qualification. Please note that we cannot fund both of your qualifications during the same academic year.

Leadership Academy Reward	Bronze Reward 	Silver Reward 	Gold Reward 	Platinum Reward 
Number of hours*	10	20	30	60
Certificate	✓	✓	✓	✓
T-Shirt	✓			
Hoodie		✓		
Full funding for level 1 sport qualification**			✓	
Funding for level 2 sport qualifications***				✓
*1 paid hour = 0.5 voluntary hours. **Level 1 funding up to a maximum £200. ***Level 2 funding up to a maximum £400.				

Upfront Costs

If you wish to gain your qualification before logging 30 hours as you feel that this will enhance your voluntary delivery, then you can pay for the course and be reimbursed by the Community Foundation once the hours have been logged. Please note that this must be agreed with the Sport Workforce Development Assistant Manager prior to making payment and proof of purchase (original invoice/receipts) must be provided.

Exceptions

Some sports require you to have a specific level of qualification before you volunteer e.g., swimming. Unfortunately, we can't pay for course fees upfront but we're happy to discuss alternative options with you on a case-by-case basis.

Additional Resources

1st4sport Qualifications (Webpage)

https://www.1st4sportqualifications.com/landing-page/our_qualifications/

Foundations in Sports Coaching – Introduction to Sports Coaching (PDF)

https://www.pearsonschoolsandfecolleges.co.uk/AssetsLibrary/SECTORS/FurtherEducationColleges/SUBJECT/Sport/PDFs/FOUND_SPORT_COACHING_UNIT_1-4.pdf

Sport England – Workforce: Coaching (Webpage)

<https://www.sportengland.org/campaigns-and-our-work/workforce#coaching>

UK Coaching Resources (Webpage)

<https://www.ukcoaching.org/resources>