

HOW TO BECOME A WORLD ARCHERY COACH TRAINER

Lausanne (SUI) – 23 janvier 2018

This document explains the eligibility criteria as well as the certification and recertification processes regarding the World Archery Coach Trainers. The Coach Trainers are people specifically trained, certified and recertified by World Archery to educate archery Coaches.

1. Eligibility

The WA requirement to be candidate to any level of WA Coach Trainer, are:

- **To be registered by the National Archery Federation** to which the candidate belongs. This Member Association must be in good standing with the World Archery organisation.

AND

- **For WA level 1 and 2 Coach Trainer:**

To hold a coaching certification of one level higher, for at least 2 years, than the level of Coach Trainer the candidate applies for. This certification can be from any Member Association of the World Archery family (WA included). For instance:

- A level 2 certified coach can be candidate to the level 1 CT – *This is the first and final requirement for this level of CT*
- A level 3 certified coach can be candidate to the level 2 CT – *See below for the additional (3rd) requirement*

Since there is no coaching level 4 (in WA), we have not finalised this requirement for the level 3 of Coach Trainer (this is currently under development)

AND

- **For WA level 2 and 3 Coach Trainer:** To hold the previous level of WA Coach Trainer for at least two years. For instances:
 - A level 1 WA Coach Trainer can be candidate to the WA level 2 CT
 - A level 2 WA Coach Trainer can be candidate to the WA level 3 CT (this is currently under development)

2. Evaluation/Certification process

Please find below the evaluation/certification procedure of the eligible and trained candidates to the status of WA Coach Trainer.

2.1. **During their training** to be held in _____ on __-__/__/20__ the candidates will be evaluated on their skills to conduct at least one practical teaching/training situation. *These teaching/training skills are scored out of 10 points*

2.2 The Candidates will have to produce a **set of preparation documents** to conduct a level 1, or 2 (or 3 in the future) archery coaching course by __/__/20__ (within 2 months following the initial training, and at least 2 months before the start of the coaching course). Three (3) sets of preparation documents are expected:

2.2.1. **The document sent to the course organizer.** This document (or set of documents) should help the organizer to prepare the course by providing a detailed program, and detailing items to be prepared by the organizers
This set of documents will be evaluated on a maximum of 12 points

2.2.2. **The document (or set of documents) for the participants.** It should allow the participants to be ready for an efficient training. The document should include:

- The detailed program
- The list the documents to be read before the course
- The items to bring to the course
- Any further pre-requirement
- Information on the course: place, local transport, accommodation, meals, prices...
- The details of the evaluation process
- The requirements of certification, and recertification

This set of documents will be evaluated on a maximum of 10 points

2.2.3. **All the documents that will be used, distributed, projected... during the course**
This set of documents will be evaluated on a maximum of 18 points

Two World Archery certified trainer trainers will evaluate the documents submitted by each candidate. The average of their marks will be the score given to the candidate coach trainer for this event.

The three (3) sets of documents they will be evaluated out of 40 points.

The participants who complete the above evaluation steps #2.1 and #2.2 become Level 1, or 2 (or 3 in the future) World Archery Coach Trainer **Candidates** for 1 year maximum.

2.3 The World Archery Coach Trainer Candidates will have **to conduct a level 1, or 2 (or 3 in the future) archery coaching course** within the year following their training (hence by ___/___/20__), and then to report on the course.

The course can be conducted for another National Archery Federation to which the candidate belongs. This Member Association must be in good standing with World Archery. Before conducting a level 1, or 2 (or 3 in the future) Coaching Course for another organisation other than the one the WA Coach Trainer Candidate is member, an authorization must be issued by WA; this latest will make sure that it is OK. WA must be informed of the project to conduct a course for such another organisation, no less than 3 months before the start of the course.

2.3.1. Self-assessment report from the candidates

The WA Coach Trainer Candidates must submit a self-assessment report of the training. I.e. a report highlighting also: What they did well and why? What they can improve, why, how and when?

This document will be evaluated on a maximum of 14 points

2.3.2. Assessment-report from a participant

A participant of the course will be designated to report ON BEHALF of all participants. This report should also evaluate the WA Coach Trainer Candidate: What she/he did well and why? What she/he can improve and why?

This document is sent by the participant-reporter-evaluator directly to the World Archery office. The Coach Trainer Candidate should never see it.

This document will be evaluated on a maximum of 6 points

We repeat that these "feedbacks" should not only report on how the course has been run, but highlight:

- the strengths of the World Archery Coach Trainer Candidate (what he/she did well)
- the weaknesses of the World Archery Coach Trainer Candidate (what he/she should improve).

For each of the two reports, a report template is available from WA upon request to the Education Department.

2.3.3. Scoring of the above assessment-reports

These two evaluations/reports will be sent to the office of World Archery for evaluation within the following month (after the course).

Two WA certified Coach Trainers will evaluate these documents submitted by each candidate.

Together these two documents will be evaluated on a maximum of 20 points

2.4 Final Evaluation.

Their various marks will be averaged to give the final score of the Coach Trainer Candidate. Any Coach Trainer Candidate who achieves a *minimum total of 42 points out of 70 points* will get the WA certification level 1, or 2 (or 3 in the future) as Coach Trainer.

Those with a total score higher than 28 points but lower than 42 points are allowed to resubmit the above required documents without re-attending a WA Coach Trainer Course of this level (hence without the #2.1.). This retake is only possible one time. *A minimum total score of 42 points is then again required.*

3 Recertification process

Please find below the recertification procedure of the certified WA level 1, or 2 (or 3 in the future) Coach Trainer. The recertification procedure may be modified in the future based on experiences gained.

3.1 Validity:

The certification as WA level 1, or 2 (or 3 in the future) Coach Trainer will be valid up to 4 years. The year of certification counts for a full year.

3.2 The re-certification process:

So far it is the same as the certification process, without attending the initial training; hence see the above chapter #2 "**Evaluation/Certification process**" with the following changes:

- The WA Coach Trainer (CT) who is candidate to a recertification must conduct the following minimum number of coaching courses over a maximum of four years (average of one course every second year):
 - For the WA level 1 CT re-certification: Two level 1 coaching courses
 - For the WA level 2 CT re-certification: One level 2 coaching course
 - For the WA level 3 CT re-certification (in the future): One level 3 coaching course
- Whatever the level, the Coach Trainer must provide:
 - 3 sets of preparation documents at least 2 months before the start of the coaching course (1 set of documents for the Organizer + 1 set for the participants + 1 set to conduct the course).
 - 2 reports within the month following the coaching course:
 - One self-evaluation from the conducted course
 - One report/evaluation from a participant to the coaching course on behalf of all the participants to the training

Notes:

- a) For the recertification of the WA level **1** CT, these 5 documents are required for one of the two courses only.
- b) The CT must provide the following details regarding the second mandatory level 1 coaching course: dates, place and detailed contacts of the organisation for which the course has been conducted.



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- Any Coach Trainer - who is candidate to a recertification – and who achieves *a minimum total of 36 points out of 60 points* will be recertified as WA level 1, or 2 (or 3 in the future) Coach Trainer for 4 years.

WA Development and Education Department

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