

Coach Award Prospectus



ABCC Coach Level 3

Contents

- The Association 3
- Mission Statement and Objectives 3
- Description & Terms of Reference 4
- Registration 4
- Insurance 4
- Course Application & Procedures 5
- Coach Award Syllabus 7
- Notes 8

The Association.

The Association of British Cycling Coaches (formerly the British Cycling Coaching Scheme) was formed by the amalgamation of the coaching schemes of the British Cycling Federation and The Road Time Trials Council in 1972.

It is now an independent organisation run by coaches for coaches, providing an education system and communication structure for those interested in coaching riders.

The Officers of the association consist of the Chairperson, the Administrator, and the Treasurer. It is controlled by and Executive comprised of the Officers and the Editor of the Journal of Cycle Coaching, all of who are elected by ABCC Coaches at the Annual Conference.

For administration purposes, the Association follows the regional boundaries of Sport England, Sport Scotland, the Sports Council for Northern Ireland but it also has members from many parts of the world.

Mission Statement.

To create an organisation that provides all cyclists with access to quality coaching.

Objectives

1. To develop and maintain a coach education system
2. To recruit, train and further develop coaches
3. To monitor and maintain examination standards linked to a graded award structure
4. To maintain a register of qualified coaches
5. To develop and maintain effective communication for example:
 - a. To issue periodically a journal to bring to the notice of all cycling coaches, the latest information and opinions regarding cycling coaching and associated topics. This journal also contains items of interest from the proceedings of the Executive.
 - b. To organise an Annual Conference for all cycling coaches and other interested individuals.
6. To issue, monitor and update coaching materials which shall be the basis for the education, training and examination of all cycling coaches.
7. To promote and support coaches in establishing and maintaining an appropriate status.
8. To encourage qualified coaches to apply their experience and expertise for the benefit of cyclists.
9. To obtain insurance to protect all registered cycling coaches against insurance claims, which may arise during coaching activities.

Description and Terms of Reference.

Coach

The Coach Award is targeted at committed cyclists and those wishing to instruct riders at both foundation and competition level.

They should:

- Instruct at club level, a rider or club who seeks assistance
- Instruct riders at foundation and participation levels
- Continually try to improve his/her knowledge of all coaching subjects

Registration

All qualified coaches are required to register (with the appropriate fee) each year with the Administrator who maintains a Register of Coaches. Changes of address or contact details should be forwarded to the Administrator as soon as possible.

Insurance

Registered Coaches are insured against civil indemnity for protection against lawsuits levelled towards individuals as well as third party risks for any accidents which may occur in the course of their coaching activities. The cover is 5 million pounds. The coach must be able to show all reasonable steps were taken to ensure the safety of riders during the coaching session. Coaches should maintain an Attendance Register of all those participating in the coaching activity and in the case of juniors and Juveniles, ensure that Parental Consent is signed (examples of these documents can be obtained from the Administrator).

Note: Unqualified student coaches studying for ABCC Coaching Awards are not covered by ABCC insurance until they have successfully completed and complied with the full requirements of the course and paid the registration fee.

Ethics and Code of Conduct

The ABCC uses the Code of Ethics and Code of Conduct as published by Sports Coach UK and ABCC Coaches are expected to follow the codes as they apply to particular coaching situations.

Course Application and procedures

Note: Applicants for the ABCC Coach Award course should be 18 years of age or over.

Coach

The Coach Award is obtained by distance learning, correspondence course and home study plus attendance at a practical assessment.

Distance Learning Course

Application forms may be obtained from the Coaching Administrator. The completed forms should be returned, together with the appropriate fee £250. Membership at the uninsured rate of £35 per year is also required. The syllabus follows the Coaching Manual and is divided into 7 modules. There is a question paper at the end of each module. Upon acceptance to the course, the student will be able to access module one together with a list of further reading material. The course is accessed online via the ABCC website with a secure login and password.

The student should read each module and any recommended reading material before completing the question paper and submitting it online for marking. If the required pass mark is achieved, the student will then be able to access the next module and so on.

Note: A student is only allowed two attempts on each of the papers. This also applies to the practical year plan element and the practical presentation. Failure after two attempts on any paper or practical element is failure on the total course. Any results provided to the student shall be final. In the event of failure the student will be given the full set of modules but will have to wait one year before applying to retake the course, at which time a further reduced course fee will be payable. By enrolling on the course the student agrees to abide by these rules.

During the period of study, each student will also be expected to prepare a presentation for assessment. The student should contact the Administrator who will assign an Assessor for this. The student should then set up a practical assessment in conjunction with and approved by the Assessor. A final written element is the production of a training plan based on what the student has learned during the course. This is sent to the Administrator for allocation to an Examiner.

When the course and practical assessment are completed to the satisfaction of the Association's examiners and proof of a current First Aid certificate (see note 1) is received by the Administrator, a Coach Award certificate will be awarded.

During the period of study, the student will receive the ABCC's Journal *Cycle Coaching* and any communications sent to qualified coaches. Students who fail to achieve a pass mark on the year plan or presentation at the first attempt,

will be required to consult a mentor for advice on planning

The time allowed for completion of the Coach Award by the distance learning route is two years (see note 2)

Cancellation period

Students may not commence the course until the expiry of a 14 day cooling off period, commencing when payment is received. Within this period you can claim a refund of the £250 course fee. Students can choose to waive this waiting period, to begin the course immediately. However, if this is selected no refund can be claimed.

Complaints procedure

Any member who believes they have been treated unfairly or who has a concern regarding the course content or examination procedure, may register a complaint. This must be done at the time the issue comes to light. Complaints must be registered with the Administrator either by letter or email. ABCC will acknowledge receipt of your complaint within 5 working days.

The executive will consider the complaint and will respond within 20 working days. If we are not able to respond within this period, we will contact you explaining the reason why. All complaints will be treated confidentially and within the current data protection and GDPR regulations.

ABCC Coach Award Syllabus

Module 1

Anatomy and Physiology

Bone, Cartilage and ligaments, The Skeleton, The Body's systems: muscular, nervous, cardio vascular, respiratory, digestive, The Basis of Training, Basic Exercise Physiology, Training Principles, Further Reading, Examination Paper.

Module 2

Strength and conditioning

Base aerobic fitness training, interval training (off the bike) Strength and core stability training, flexibility and joint mobility, Turbo Training, Further Reading, Examination paper

Module 3a

On the Bike Training Methods

Training Levels and Heart Rate Monitors and advanced heart rate training, Power Based Levels, Levels of Training Intensity, Six Levels of Training, Perception of Exertion – The Borg Scale, Event - Rider and Coach Profiling, Special Constraints, Women – Veterans – Children and disabilities, Fitness Testing

Module 3b

Disciplines

Road Training, Sportive, Track Coaching, Time Trialling, Cyclo Cross, Mountain biking, BMX and Cycle Speedway

Module 4

Techniques and Training Schedules

Preparation of Individual Training Schedules, Periodisation, Training diaries, Over-Training, Tapering for a key competition, Race Tactics, Nutrition and Diet, Supplements and Ergogenic aids, Permitted medication and supplements, Further Reading, Examination Paper

Module 5

Mind over Matter

Self Concept, Goal Setting, Anxiety and Arousal, Visualisation and Imagery, Mood Words, The Role of the Coach, Competition Strategy, Further Reading, Examination Paper

Module 6

Techniques

Position on the Bike, Choice of Equipment, Clothing for Training and Racing, Resistance to Speed – Aerodynamics, Choice and use of Gears, Maintenance of Equipment, Body Care and Hygiene, Exercise and the Immune System, Coaching and Teaching Techniques, Giving a Presentation, Ethics – Equality – Safety and

Module 7

Child Protection

An online module leading to the NSPCC Child Protection in Sport award. Study is through online modules with multiple choice questions. This section is administered directly by NSPCC.

Note 1

Besides passing both the theoretical and practical elements of this course, students must also have completed as a minimum, a Basic First Aid, one day course (Red Cross, St John's Ambulance, Local Authority, commercial provider), before the Coach Award can be given. The certificate for this should be valid for 3 years

Note 2

The maximum time allowed for completion of the Coach Award course by distance learning is TWO years. Students who fail to complete their studies within this period will automatically be removed from the register. However, the ABCC Executive may consider an extension of this period if the student makes a reasonable case.

Note 3

Data protection. Only data required for vetting membership and production of membership documents is collected. Each member will have password protected access to their own data. Data supplied will not be shared with third parties. If membership lapses, members personal data will be deleted.

Further Information and application forms are obtainable from the ABCC Administrator:

admin@abcc.co.uk