

scottishathletics 

Support Guide

for athletics clubs in Scotland

An overview of support and services available to athletics clubs in Scotland

V3
(May 2016)

sportscotland



BRITISH ATHLETICS



Introduction

Welcome to the third edition of the National Club Guide...

As we seek to **improve the support available to athletics clubs in Scotland** this updated version for 2016/17 has some slight alterations which reflect the key programmes vital for the overall development of the sport.

Once again the simple vision still holds true; *we want to continue to increase the numbers of people participating in our sport and improve the performance of those with the talent and aptitude to do so.*

As such, the support to and the subsequent development of athletics clubs is essential to the expansion of athletics in Scotland. They remain the cornerstone of development and the most effective long-term method of delivery for the sport and as such, must be a focal point for the governing body.

This Guide should provide a clear understanding of the services and support that is available to athletics clubs and an overview of the development opportunities available to athletics clubs in Scotland.

The Club Guide is split into the following sections;

- 1 ----- Support & Resources for Club Development
- 2 ----- Support & Resources for Coaches
 - Coach Education
 - Coach Development
- 3 ----- Support & Resources for Technical Officials
- 4 ----- Resources / Programmes to Support Talented Athletes & Coaches
- 5 ----- Staff Contacts

If you require any further information please do not hesitate to contact us (see Staff Contacts page)



1- Support & Resources for Club Development

National Club Manager direct support to clubs -

There are three full-time National Club Managers (NCM) covering the areas of North, East and West of Scotland. *You can find all their details on our Development Team contacts page.*

Their role is to:

- Provide advice and guidance to the general club community as appropriate
- Ensure resources for clubs and coaches are fit for purpose and reflect best practice and are accessible
- Support the development of identified Club Together clubs in their area
- Implement the club business development programme support into identified clubs
- Commission suitable approved business services/experts to support clubs at appropriate time
- Engagement coach development services/experts to support clubs at appropriate time

Club Healthchecker -

scottishathletics, in partnership with GBSport, have created an online Healthchecker for athletics clubs in Scotland. This software was launched in February 2016 and is available to all clubs in Scotland at no charge. The Club Healthchecker has replaced the former club accreditation system, and is more relevant as a support tool to club committees and management boards.

It helps clubs to identify and prioritise areas for improvement and provides helpful information and support which is bespoke to the answers given.

To access the Healthchecker, please visit:

<http://www.scottishathletics.org.uk/clubs/club-support/club-healthchecker/>

Club Development Toolkit, Online Training Videos and Business Planning & Bookkeeping Software -

- **Club Development Toolkit** - The National Development Team have built a toolkit of information, resources and templates aimed at supporting clubs in their development. The toolkit is easy to navigate with information divided in to key sections, and is updated regularly. The resources and templates provided in the toolkit also support the Healthchecker.

The full toolkit can be viewed at:

<http://www.scottishathletics.org.uk/clubs/club-support/club-development-toolkit/>

- **Online Training Videos** - a series of short videos have been created to support clubs as they progress their plans for development. The videos will be available free of charge to all clubs through the Club Development Toolkit. They will also link to the relevant section of the club Healthchecker.
- **Business Planning and Bookkeeping Software** - supporting the Healthchecker, Club 20:20 and Club Together clubs will be able to access these additional tools to assist in their club management.

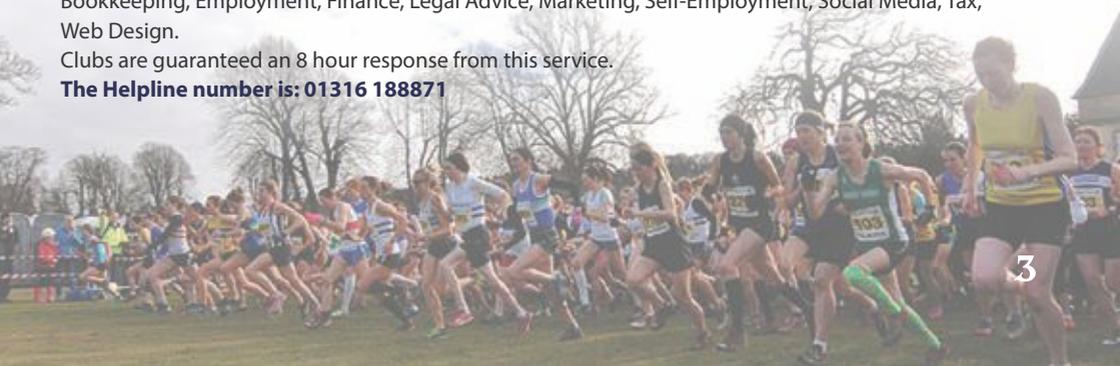
Club Helpline -

In Partnership with GB Sport, in 2015 we launched a free Club Helpline.

Clubs can use the helpline to raise queries around various aspects of development for example; Bookkeeping, Employment, Finance, Legal Advice, Marketing, Self-Employment, Social Media, Tax, Web Design.

Clubs are guaranteed an 8 hour response from this service.

The Helpline number is: 01316 188871



1- Support & Resources for Club Development

'Club Together' Partnership Project - Investment into staff in clubs -

Club Together is a core national programme whereby **scottishathletics**, alongside partners, invest directly into clubs to support the creation of part-time club development officers. While every club has slightly different priorities, ultimately the aim is to increase participation and improve athlete performances within clubs.

For more information please contact your NCM - details on the last page of this booklet.

Club 2020 Modernisation Project -

The purpose of the Club 20:20 project is to work with athletics clubs in Scotland that are proactive in their development. Helping them to modernise, reflecting best practice around governance, development and delivery and ultimately implementing business models and practices within their club.

*Full information on the programme including core topics and a full list of participating clubs can be found on the **scottishathletics** website -*

<http://www.scottishathletics.org.uk/clubs/club-support/club-modernisation-project/>

Club Leaders Academy - New for 2016 -

scottishathletics is committed to ensuring that staff and volunteers are supported to run clubs as effectively as possible. We believe that investing in people is critical to support clubs on their journey and to help them face the future confidently. As such, we have developed a certified Club Management Programme for leaders within clubs in Scotland.

This innovative course, designed in partnership with GBSport and accredited by the Institute of Leadership & Management (ILM), will help club leaders develop a broader understanding of business within a club context, develop their skills as leaders and will provide a strong emphasis on practice-based learning.

National Club Leaders Conference -

In 2014, **scottishathletics** held an inaugural Conference for Club Leaders. Following the success, this conference has been added to the annual calendar. Open to all athletics clubs in Scotland the Conference offers a variety of sessions covering key topics for club leaders ranging from governance and management to finance, communication and coach development.

Amongst the presenters are leaders from Clubs from across the country who are invited to share their real life case studies.

More information on the conference, including previous presentations, can be found on our website -

<http://www.scottishathletics.org.uk/clubs/club-support/national-club-leaders-conference/>



1- Support & Resources for Club Development

Club Corner -

Club Corner is a regular email from **scottishathletics** for people who are involved in running athletics clubs. It features links to useful resources and information featured on the **scottishathletics** website and elsewhere.

Clubs can access previous editions and subscribe to Club Corner through our website:

<http://www.scottishathletics.org.uk/clubs/club-support/club-corner/>

Clubs Participation Partnership Projects - Jogscotland, Disability Projects and Run, Jump, Throw Centres -

scottishathletics NCMs will work with local clubs and Local Athletics Partnerships (LAPs) to develop greater partnership working between athletics clubs, local organisations and national partner projects. Projects focus on increasing participation, volunteer opportunities and the improved impacts of athletics clubs in their local communities.

Target areas include existing projects such as **Jogscotland**, Run, Jump & Throw and disability projects where there are clear opportunities to work more closely together for the betterment of the sport.

NCMs will work closely with clubs to initiate and support proposed developments where appropriate.

Inclusive Athletics Workshop - Free for 2016 -

This workshop is for coaches and volunteers interested in increasing their knowledge of working with athletes with a disability, and how to integrate athletes into coaching sessions.

The course will be delivered with a mixture of practical and classroom sessions, and will show by changing the space, equipment or speed of an activity, how easily adapted athletics can be for everyone.

For more information contact our National Disability Officer at:

shonamalcolm@scottishathletics.org.uk or your NCM.

Welfare & Child Protection -

scottishathletics, in partnership with UKA, Children's 1st, CRBS and Disclosure Scotland have developed a number of resources that will ensure a safe environment for all people involved in our sport.

These resources which can be found on our website have been created to help clubs and individuals develop their knowledge of child protection including; UKA Welfare Police and Procedures, UKA Equity Policy, PVG – What is PVG? Required Documents, PVG Guidance Notes for completing the form, FAQ's and Children's 1st resources and documentation.

Further information can be viewed at:

<http://www.scottishathletics.org.uk/clubs/club-support/welfare-and-child-protection/>

For child protection and welfare workshops please contact: jim.goldie@scottishathletics.org.uk



1 - Support & Resources for Club Development

National Facility Strategy -

In November 2016 **scottishathletics**, alongside our core partners, launched a new National Facilities Strategy for athletics which provides clear direction and guidance to local authorities and private organisations on priorities for athletics facility developments in Scotland. The plan covers facilities from local grassroots opportunities through to performance level.

The strategy can be found on our website:

<http://www.scottishathletics.org.uk/clubs/club-support/national-facilities-strategy/>

National and Local Coach Education and Development Programme -

This programme is available to all coaches within clubs and further details can be viewed in the sections below (section 3 and 4).

Young Volunteer Certificates - Free -

scottishathletics offer certificates of recognition for volunteers in clubs based on the number of hours they have delivered within the club environment. Certificates are available for 30 hours (Bronze), 50 hours (Silver) and 100 hours (Gold).

For more information please visit the website:

<http://www.scottishathletics.org.uk/clubs/club-support/volunteer-certificates/> or contact your NCM.

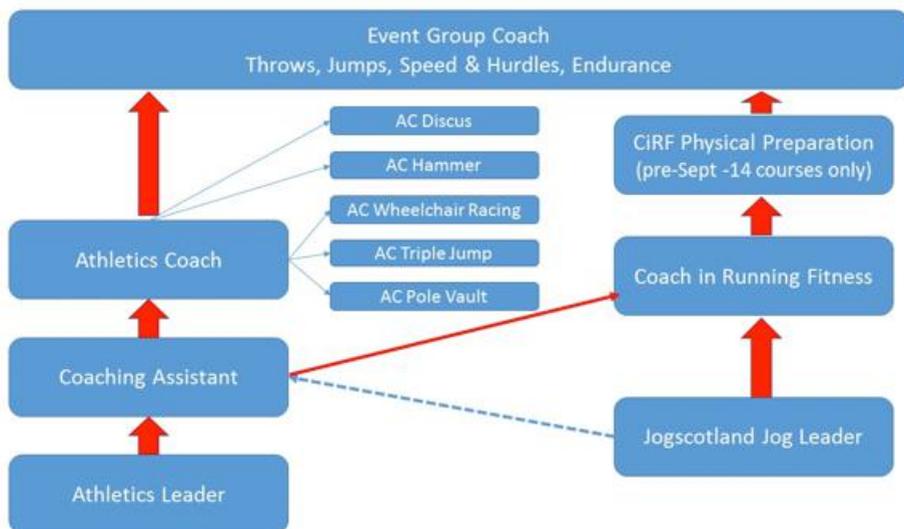


2- Support & Resources for Coaches

Coach Education -

Web link for all formal qualifications, including information on cost and booking details:

<http://www.scottishathletics.org.uk/coaches/qualifications/>



• **Leading Athletics (Introductory Course) - 3 Hour Workshop no assessment** (Cost - £300 per club / max 24 candidates)

This new certificated workshop is designed to give an introduction to leading athletics activities for young / developing athletes. It aims to provide the theory of delivery whilst offering the candidate opportunities to lead activities from a range of task cards (which form part of the resource available following the workshop). The practical sessions are initially tutor led, however a significant amount of time is allocated throughout the workshop for candidates to experience the key elements of leading for themselves. This workshop is open to a wide variety of individuals aged 14 years +, including school pupils, parents, teachers, helpers and volunteers.



2- Support & Resources for Coaches

Coach Education -

• Jogleaders Award 1 day no assessment

This one day course is divided into theory and practical sessions which will provide new leaders with the knowledge and skill to lead groups of walkers and/or joggers.

The classroom based sessions involve presentations, interactive group exercises, discussions and feedback while the practical sessions look at leading beginners and mixed ability jogging groups.

• Coaching Assistant Award 2 days no assessment

The Coaching Assistant Award provides prospective coaches with an introduction to coaching athletics via a range of run, jump and throw skills and activities. To support the multi event approach for developing athletes, Coaching Assistants will be expected to deliver a range of sessions that develop running, jumping and throwing skills.

The course is focused on the initial stages of the athlete development pathway. A Coaching Assistant works under the guidance of a licensed Coach and may deliver the session or units of the session on behalf of the Supervising Coach.

**Please note that this course is open to candidates 16 years + with restricted insurance cover for coaches under 18 year of age.*

• Athletics Coach Award 3 days plus Assessment Day

The Athletics Coach award is designed for those who want to get involved in coaching athletes in track and field athletics. This programme advocates a multi-event approach in the development of athletes and covers the Multi-Event Development stage of athlete development and moving into the Event Group Development stage.

Once they have completed this qualification, coaches will be insured to coach unsupervised.

The assessment includes an Observed Practical Assessment (Day 4), Online Knowledge Test and a Mesocycle plan.

• Athletics Coach Award Additional Modules

Having completed Athletics Coach Award you will be licensed to coach the seven core events/areas covered on course; Sprints, Hurdles, Endurance including Walks & Steeplechase, Long Jump, High Jump, Shot, Javelin.

However, if you wish to coach Triple Jump, Pole Vault, Discus, Hammer or Wheelchair Racing you will also need to complete an additional short online module. Each module is comprised of video and written material and ends with a multiple choice test, which carries a 75% pass mark.

Hammer, Discus and Pole Vault require a practical assessment to take place to ensure safety in delivering a session. *This can be arranged by contacting **Jim Goldie**.*



2 - Support & Resources for Coaches

Coach Education -

• **Coach in Running Fitness 3 days plus Assessment Day**

The Coach in Running Fitness (CiRF) programme is designed for those who want to get involved in coaching runners over the age of 12 who take part in off track based activities e.g. road, fell, cross country or multi terrain events. Once they have completed this qualification, coaches will be insured to coach unsupervised.

The assessment includes an Observed Practical Assessment (Day 4) Online Knowledge Test and a Mesocycle plan.

• **Coach in Running Fitness Additional Physical Preparation Module**

For coaches who passed the CiRF course pre-Sept 2014, there is a requirement to complete the Physical Preparation Module online, in order to progress to Event Group Coach Endurance.

The online content is made up of video, presentations and reading text, followed by a multiple choice questionnaire.

• **UKA Event Group Coach Online Modules & Accreditation**

The Event Group Coach (EGC) programme is designed to provide licensed athletics coaches with a greater understanding and awareness of the issues involved with coaching athletes at the Event Group Development stage of the athlete development pathway. The course is currently available with content aimed at each of the four event group areas - sprints and hurdles, jumps, throws and endurance. In the future this will be expanded to include combined events and wheelchair racing.

This course can only be taken by coaches who already hold and "athletics coach award" or are already qualified at "level 2" or above under the old uka 'levels' system and are licensed to coach without supervision.

This programme has two components to it:

- An online learning component, which coaches can work their way through at their own pace. A thorough understanding of all the information presented online will ensure all candidates are at the same level and can get the most out of the second part of the programme. To ensure all candidates study the material a short multiple choice test must be completed online at the end of every module.
- A single integration day during which coaches will come together to discuss how to integrate the information they have studied online into a training plan for an athlete at the event group development stage of the athlete development pathway.

• **UKA Event Specialist Coach Online Modules & Mentoring Days**

Whilst this Level 4 equivalent qualification is essentially based around a modular system of online learning, **scottishathletics** Performance Team staff and UKA National Mentors will be mentoring coaches throughout this programme by providing mentoring days/sessions as well as offering individual support.



2- Support & Resources for Coaches

Coach Education - Courses for Coaches working with athletes with a disability

• How to Coach Athletes with a Disability *Cost - £50.00*

This workshop has been designed for coaches interested or already working with athletes with a disability. The workshop will cover aspects of disability awareness, communication, classification for competition, competition structures and opportunities for practical 'hands on' coaching.

• Coaching Wheelchair Racers *(Cost will vary depending on local situation)*

This 3 hour course is an opportunity for coaches to gain a greater understanding on coaching wheelchair racers, and for wheelchair athletes it is a tremendous opportunity to explore pushing techniques and drills.

• Introduction to Race Running *Cost will vary depending on local situation*

This course is an introduction to Race Running for coaches with athletes with a disability, particularly cerebral palsy athletes.

It is a great opportunity to learn about Race Running and explore and develop the technical aspects of the event.



2- Support & Resources for Coaches

Coach Development -

Web link for all CPD <http://www.scottishathletics.org.uk/coaches/coach-cpd/>

Launched in September 2015, the National Coach Development aims to provide a clearly-structured programme of continued coach development which is appropriate to the level and experience of the coach. Focussing on planning, athletic development & physical preparation and technical development, the programme will be delivered locally at clubs, regionally and nationally.

The National Coach Development programme will consist of the following components:

- National Coaching Conference
- Courses & Workshops on:
 - Planning
 - Technical Development
 - Athletic Development & Physical Preparation
 - Nurturing Talent
- Coach Apprentice Programme
- National Coaching Syllabus

• **National Coaching Conference**

Forming a core part of the National Coach Development Programme, the Annual Conference features a number of world class coaches delivering a variety of seminars, practical sessions and workshops. Sessions are built around the core topics of planning, technical and conditioning.



2 - Support & Resources for Coaches

Coach Development - Courses and Workshops

• Planning

The planning workshops aim to provide coaches of all levels with the knowledge and skills to design and implement an effective training programme in their coaching practice.

Through the workshops we examine the various planning levels required to help the athletes 'perform when it counts'.

• Technical

The series of technical development courses are delivered over 4 progressive levels and aim to provide coaches of all levels with the knowledge and skills of 'what to coach' in the technical, tactical and physiological (metabolic) aspects of athletic events.

• Athletic Development and Physical Preparation

These courses are delivered over 4 progressive levels and aim to provide coaches of all levels with the knowledge and skills to develop the physical competencies, in the athletes they coach, to do the 'technical stuff'.

Through these courses we examine the fundamental movement patterns that underpin the sport specific actions; what do they look like, how to assess these movements and explore the different training methods to develop these.

• Nurturing Talent

This new workshop examines the Long Term Athlete Development (LTAD) of our athletes, ensuring they are exposed to the right thing at the right time in their athletic journey to maximise their potential at senior level.

Anyone who is interested in the welfare and the long term development of the athlete, this workshop will introduce you to the key factors and pitfalls of athletic development.

Full details on each of the courses including content and scheduled dates, can be found on the website:

<http://www.scottishathletics.org.uk/coaches/coach-cpd/>



2- Support & Resources for Coaches

Coach Development -

• Coach Apprentice Programme

The Coach Apprentice Programme (CAP) is a multi-year formal coach development programme, developing knowledge and understanding of athletic development and physical preparation, technical development and planning.

Coaches will formally progress through the National Coach Development Programme, supported by **scottishathletics**.

• National Coaching Syllabus

scottishathletics has developed a syllabus which has been incorporated into the National Coach Development programme, to help coaches develop and deliver the required physical competencies throughout the athletic pathway.

Understanding the relationship between physical competence and skill development is crucial if the coach is to establish a progressive pathway for the athlete. The aim is to keep the physical competence developing just ahead of the skills being executed at each training stage.

In this way the athlete will always have an available efficiency of movement to impart to the skills as they become more complex or as they are executed more intensively.

• Coaching Masterclasses by Invitation

In conjunction with the Glasgow Indoor International and the Edinburgh Cross Country International, **scottishathletics** will host a number of Masterclass workshops for coach development, where guest coaches will deliver practical workshops and seminars focusing on the key areas around specific technical development and conditioning of athletes.

• Additional Coaching Resources

There are a number of resources alongside the workshops to support coaches operating at each stage of the pathway.

Information on the six key resources: An introduction to athlete development; National coaching syllabus - foundations stage booklet; Endurance syllabus; Jumps syllabus; Sprints and Hurdles syllabus and Throws syllabus can be found on the **scottishathletics** website:

<http://www.scottishathletics.org.uk/coaches/coach-cpd/>



2 - Support & Resources for Coaches

Coach Development -

• Coaching Zone Regular E-Bulletin

Coaching Zone is a regular email bulletin from scottishathletics to help coaches continue to develop, grow and learn. We will send regular Coaching Zone e-bulletins to all coaches in Scotland with a selection of links to things you can read, watch or listen to if you want to learn more. Each email will have a particular theme, such as conditioning, technical development or planning.

For more information visit: <http://www.scottishathletics.org.uk/coaches/coach-cpd/coaching-zone/>

• UCoach

The UCoach website has been launched with the coach in mind – a one-stop shop for coaches to access information about coach development, coaching qualifications, events, news and coaching resources.

Website address is: <http://ucoach.com/>

• Athletics 365 App & Resources

365 App

The highly successful Athletics 365 Programme and Resource series for use with young athletes now comes in an interactive App format for both Apple and Android tablets and phones.

All the fundamental elements of the Athletics 365 Programme can be found within this App including all the Coach Support Cards, Games Cards, an extensive online library of Video Clips (requires Wifi connection) and several new additions.

Please note in App purchases are required for certain resources.

The App is split into four sections:

- What is Athletics 365?
- Coaching Athletics 365*
- Athletics 365 for Athletes and Parents*
- Athletics 365 for Clubs

** In App purchase required for some content*

365 Resources

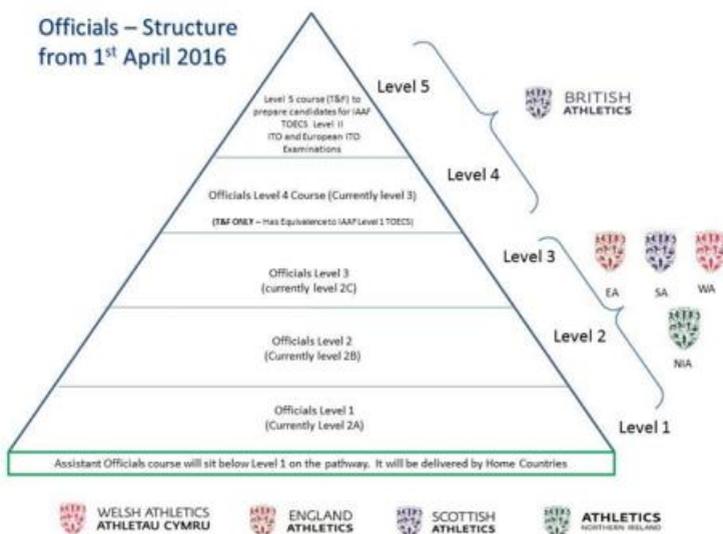
The following resources are available to purchase from the England Athletics website:

www.englandathletics.org/athletics-clubs/i-help-to-run-a-club/young-athletes-section/athletics-365-resources/athletics-365

1. Coach Manual - £8.00
2. Coach DVD Pack - £20.00
3. Athlete Handbook - £6.00

3 - Support & Resources for Technical Officials

Officials Toolkit and information on Officials Education Courses -



<http://www.scottishathletics.org.uk/officials/>

• Assistant Officials Award

This award offers an introduction to officiating at a Track & Field or Sportshall competition and covers the basics in all disciplines. You will learn the specific judging principles of throws, jumps, track judging, timekeeping and starting. The course is designed to enable you to work within a team to develop key skills and a basic understanding of the fundamental rules of officiating.

For more information or to arrange a workshop contact:

shonamalcolm@scottishathletics.org.uk

• Level 1 Officials Qualification

This qualification allows candidates to specialise in a single discipline as a Track or Field judge, Timekeeper or Photo Finish judge, Starter/Starters Assistant or Endurance Official, under the supervision of a qualified UKA Technical Official. The courses consist of an introduction to officiating, as well as the event specific module.

The courses are delivered in both theoretical and practical elements and are designed to help you recognise the specific qualities required in each discipline.

For more information or to arrange a course contact:

shonamalcolm@scottishathletics.org.uk

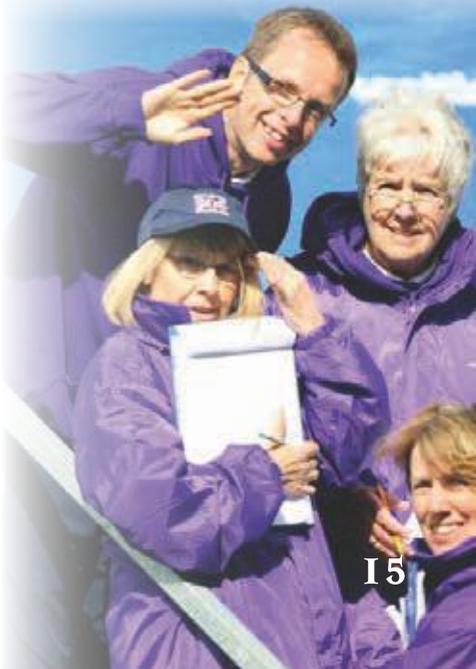
• Level 2 and above

For further information on Level 2 and above, please contact:

shonamalcolm@scottishathletics.org.uk

• Officials Toolkit

The online toolkit was launched in May 2016. This toolkit will provide a variety of resources and supporting information for officials.



4 - Resources/ Programmes to Support Talented Athletes & Coaches

Programmes supporting coaches who are working with talented performers will be available through an individualised approach. The National Performance Plan will provide a clearly structured and resourced programme of support to athletes and their coaches through a tiered approach;

National Academy -

U17 to U23 athletes with potential to meet the outcomes of the National Academy Programme

Performance Foundations -

U20 to Senior athletes on the pathway towards UKA Programme with the potential to meet the outcomes of the performance programme

Performance Podium -

U20 to Senior athletes on a UKA Programme / on the pathway towards outcomes of the performance programme

• Outcomes of the National Academy programme

- Increased athlete retention into the Senior ranks
- Increased representation on GB U18, U20 and U23 teams en-route to CWG 2018 and beyond
- Increased representation on GB Senior teams and GB Performance Programme
- Greater number of young athletes on CWG 2018 team and beyond
- More medals at CWG 2018 and beyond

• Outcomes of the Performance Foundations Programme

- To get more Scottish athletes onto UK Support Programmes (as more athletes here, historically, means more medals at CWG)
- Medals at CWG 2018 and beyond
- Greater number of athletes on GB Senior teams (Euros, Worlds, Olympics)

For more information on performance pathway programmes contact relevant individual from:

The Performance Team see contacts page.



6 - scottishathletics Contacts

Head of Development (National)

Mark Munro
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Coach Education Manager (National)

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Disability Athletics Development Officer / Officials Recruitment & Development Officer

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National Club Manager East

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National Club Manager West

Lindsay McMahon
Tel. 07918 796 648
Email lindsay.mcmahon@scottishathletics.org.uk

National Club Manager North

Julie Mollison
Tel. 07818 592 639
Email julie.mollison@scottishathletics.org.uk

Welfare & Performance Administrator

Lorraine Nicholson Bennett
Tel. 0131 476 7330
Email performanceteam@scottishathletics.org.uk

Performance Manager

Mark Pollard (responsible for Talent Programme)
Tel. 07584 102 980
Email mark.pollard@scottishathletics.org.uk

Performance Manager

Darren Ritchie (responsible for Coach CPD Programme)
Tel. 07825 507 425
Email darren.ritchie@scottishathletics.org.uk

Coaching & Executive Administrator

Joanne Dennis
Tel. 0131 476 7328
Email joanne.dennis@scottishathletics.org.uk

Support Guide

for athletics clubs in Scotland



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