



Policy 7: Coaching Awards and Qualifications

7.0 Coaching

The British Aikido Association will maintain a framework of awards and qualifications to support the volunteer coach workforce. Underpinning all BAA coaching practices is a “Duty of Care” including Legal, Health and Safety, Equity and Safeguarding requirements, along with the code of conduct for safe practice.

The associations coaching strategy is based around the Qualifications and Credit Framework (QCF) common knowledge units for coaching and is delivered in collaboration with Sports Leader UK. Developing the volunteer coaches by providing them with the generic and specific knowledge required at each level.

7.1 General requirements for Coaches

All Coaches who are responsible for a group of learners must have the following

- a. Membership of the British Aikido Association
- b. Coaching Award or Qualification
- c. Current DBS check
- d. Professional Indemnity Insurance (only accessible post award/qualification)

First Aid falls under the Duty of Care a Coach has towards the learner. So it is the responsibility of the Coach to ensure that a process is in place for initial first aid and follow up emergency medical assistance.

7.2 Coach Award/ Qualification requirements – all coaches must attain one of the following awards/qualifications: -

- a. Coach Award Level 1 - including internal assessment
- b. Coach Leadership Qualification Level 1 - including guided learning, learner evidence and external assessment
- c. Coach Leadership Award Level 2 – including internal assessment
- d. Coach Leadership Qualification Level 2 - including guided learning, learner evidence and external assessment.
- e. Coach Awards Level 3 Units including
 - Managing Sport
 - Policy and Practice
 - Coaching and the Law
 - Motivation, Mentoring and Counselling
 - Dealing with Elite Performers
 - Coaching Analysis
 - Duty of Care

7.3 Option for Young People (aged 12 years to 18 years)

This qualification the Youth Leadership Qualification is to promote coaching awareness among the association’s youth to enable them to assist and support clubs with younger children.

- a. Youth Coach Leadership Award Level 1
- b. Youth Coach Leadership Qualification Level 1
- c. Youth Coach Leadership Award Level 2
All including guided learning, learner evidence and assessment



7.4 Option for Qualified Educators (Education Professionals)

- a. Educators Leadership Award level 2 – internally assessed.

7.5 Outline of Awards and Qualifications

7.5.1 Coach Level 1 Award Outline

This award is for candidates intending to instruct without supervision at club level.

- Candidates must be 17 years or over when registered for the course.
- Be recommended by their club and possess the necessary technical knowledge in Aikido and hold a minimum grade of 1 Kyu
- (N.B. but can access the award at 2 Kyu)
- Attend a Level 1 Coach course which will comprise a minimum of 12 hours (with a minimum of 9 hours theory and practical assessment)
- Successful assessment of a twenty-minute period of peer coaching.
- Candidates must obtain Professional Indemnity insurance cover prior to commencement of coaching.

The course will cover the following topics

- The Function and role of the board in relation to associations.
- The Functions of the Coach
- The Responsibilities of the Coach
- The Principles of Teaching and Learning
- Coaching Methods
- Coaching Children
- Child Protection
- Improving Technique
- How the body Works
- Principles of Training
- Planning and Practice
- Risk Assessment and Emergency Procedures
- Prevention and Rehabilitation of Injury
- Equity in Sport

An approved and qualified Coach Tutor will make an assessment of coaching capability. Assessment will take place throughout the course during both the theoretical and practical sessions. Candidates will be expected to bring an outline of their personal coaching experience.

Assessment Criteria: The candidate must demonstrate

- Application of current coaching theory
- Effective Communication
- Safety and Duty of Care
- Lesson structure and progression
- Relevance of content to ability level.

Candidates must hold professional Indemnity Insurance through the approved provider



7.4.1 Coach Level 2 Award Outline

This award is for candidates intending to instruct without supervision at club level and beginning to engage in coaching activity at association level.

Candidates must

- Are 18 years or over when registered for the course.
- Be recommended by the Association and possess the necessary technical knowledge in Aikido and hold a minimum grade of 1 Dan
- Attend Level 2 Coach courses,
- To have evidence of practical coaching for at least one year since achieving Coach level 1.
- Successfully complete an assessment of a thirty-minute period of peer coaching.
- Have Professional Indemnity insurance cover.

The course will cover the following topics

- Coaching Methods and Communication
- Coaching Children and Young people
- Safe Exercise, Injury Prevention and Management
- Improving Practice and Skill
- Goal Setting and Planning
- Fitness and Training

An approved Coach tutor will make an assessment of coaching capability. Assessment will take place throughout the course and both during the theoretical and practical sessions. Each candidate will be expected to coach for a total of 40 minutes and be able to answer specific questions related to the application of the theoretical sessions.

Assessment Criteria: The candidate must demonstrate

- Application of coaching theory
- Use of differing teaching styles
- Effective Communication
- Safety and Duty of Care
- Lesson structure, relevance and progression
- Confidence
- Safe approach to exercise

Candidates must hold professional Indemnity Insurance through the approved provider

7.5.1 Coach Level 3

This award is for experienced coaches working at national level within the association.

Candidates must

- Are 18 years or over when registered for the course.
- Be recommended by their Association and possess the necessary technical knowledge in Aikido and hold a minimum grade of 1st Dan
- Attend a series of Level 3 Coach courses, approved by the Association.



- To have evidence of practical coaching for at least two years since achieving Coach Level 2
 - Successfully complete an assessment of a thirty-minute period of peer coaching and the delivery of a thirty minute workshop on coaching theory on a given topic
 - Have Professional Indemnity insurance cover
 - Successfully completed a DBS check
1. Induction Session: The candidates will attend an induction session that will be used to outline the requirements of Coach Level 3 and develop an individual development plan.
 2. Workshop Sessions: Attendance at a number of workshop sessions will be required

The courses will cover the following workshop sessions

- Coaching Young People
- Communication
- Duty or Care
- Fitness & Training
- Management & Marketing
- Planning and Goal setting
- Practice and Skills

3. Additional requirements: Prior to a candidate attending the assessment session they must complete all the workshops and provide the Coach Tutor with: -

- Association Approval to attend Coach Level 3 Assessment
- A full Coaching CV
- Assessment - session plan and workshop plan

Assessment Criteria: The candidate must demonstrate

- Application of coaching theory
- Use of differing teaching and learning styles
- Effective Communication
- Safety and Duty of Care
- Lesson structure, relevance and progression
- Confidence
- Safe approach to exercise
- Detailed understanding of coaching theory

Candidates must hold professional Indemnity Insurance through the approved provider

7.5.2 Coach Tutors in partnership with Sports Leader UK

All candidates who wish to be considered as a Coach Tutor, part of the association's delivery team, will successfully complete.

- Sports Leader UK Internal Verifier training
- Attend an association orientation seminar
- Maintain approved association CPD.



This process will provide: -

- Coaching and delivery technique
- Responsibilities of the Tutor
- Health and safety
- Systems and processes
- Assessment process
- Evidence based assessment
- Monitoring and feedback

7.6 First Aid

First Aid is not a mandatory requirement. However all coaches carry a “Duty of Care” for all students under their supervision and the Board highly recommends that all coaches have an externally validated HSE approved First Aid award. For example

- St Johns First Aid at Work
- St John’s Lifesaver Plus
- St Andrew’s Ambulance Association Standard Certificate
- British Red Cross Standard First Aid Certificate
- Qualified Paramedic Status
- QNUK first responders qualification.

First Aid qualifications should be assessed and candidates awarded a certificate of competence and not just a certificate of attendance.

7.7 DBS Check

It is mandatory for all Coaches to successfully complete the enhanced DBS checking process.

7.8. Approval

At each level the candidate upon satisfying the above requirements and having an assessment an application may be made through the BAA Executive Committee for recognition as Coach. A Certificate of competence will then be issued by the Association reflecting the level attained.