

## BISFed Coach Training Course Booking Form

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<b>Organisation Details</b>		
Name of course organiser:		
Contact telephone numbers for organiser:	Work:	Mobile:
Contact email address for organiser:		
Venue for workshop and full postal address:		

<b>Course Details</b>		
Course required: <i>(please tick appropriate box)</i>  See <b>p3</b> for further details about each Course.	<input type="checkbox"/> <b>Making Boccia Accessible</b> Instructors Award	<input type="checkbox"/> <b>Coach level 1</b>
	<input type="checkbox"/> <b>Coach level 2</b> (not available until <b>2021</b> )	<input type="checkbox"/> <b>Development Workshop</b> (not available until <b>2020</b> )
	<input type="checkbox"/> Other please specify:	
Number of candidates <i>(max 20 for MBA-IA and workshops and max 12 for level 1 and 2 )</i> :		
If previous knowledge of candidate, will any of the candidates have any particular requirements? Please keep updated as candidates book on.		<input type="checkbox"/> Yes <input type="checkbox"/> No
What do these requirements relate to?	<input type="checkbox"/> <b>Interpreter / Sign language interpreter</b>	<input type="checkbox"/> <b>Access to venue</b>
	<input type="checkbox"/> <b>Resources provided in a particular format</b> <i>(please specify):</i>	<input type="checkbox"/> <b>Other (please specify):</b>

Proposed <b>Date/s</b> for Course:	
Proposed <b>Date/s</b> for Course:	

<b>Payment Method for Tutor Delivery:</b>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Purchase Order Number:	<input type="checkbox"/> BACS transfer
	<input type="checkbox"/> Other payment method (please identify):		
<i>All payment in £ sterling</i>			

<b>For Office Use:</b>			
Date Received:		Received by:	
Name of Tutor/s assigned:			
Booking Confirmation form sent to Organiser?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Form sent by:
Name of BISFed staff who completed follow up and confirmation:			

Invoice Number:		Workshop Reference Number:	
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### Information and Guidance for Organisers:

1. Complete the Booking Form and email to: [admin@bisfed.com](mailto:admin@bisfed.com)
2. BISFed will contact you regarding the Course and to check facilities, availability of equipment and accessibility on receipt of your booking form.
3. In order to ensure effective running of the Course, your responsibility as organiser will include the following:

4hr MBA – IA																																	
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4. Should you wish to **cancel your Course** you may do so **but associated costs already paid eg flights will have to covered**. A cancellation fee of **£50** will be made.

5. **BISFed will do the following:**

- ✚ arrange a BISFed accredited tutor(s) to deliver the course for you on the date you have requested (*if there are no tutors available for that date, then it may be this will need to be rearranged to suit both tutor availability and your needs as organiser*)
- ✚ Collate an attendance list and provide evaluation forms which the tutor will return to BISFed.
- ✚ Provide each candidate with a Certificate Award Certificate which will be given to each candidate proven to be competent.

6. Arrange payment with the tutor for their time, expertise and travel expenses where appropriate.

7. If you have any questions or queries relating to the booking of the DIT workshop, please contact [admin@bisfed.com](mailto:admin@bisfed.com).

### Overview of BISFed Courses:

#### **Making Boccia Accessible – Instructors Award Workshop Overview** (4 hours in duration)

Making Boccia Accessible – Instructors Award will provide participants with a brief overview of the boccia, skills and abilities to introduce the game to all children, young people and individuals with an interest in the sport. Theory and practical sessions will provide an overview of the structure of the sport, rules and relevant practices.

#### **Content:**

- Boccia basics
- the court
- benefits of boccia
- delivery styles
- case studies
- further information and contacts

#### **Feedback:**

*“Lots of useful activities and games to use in future sessions.”*

*“Simple equipment that can be used to make up exercises.”*

#### **Level 1 Boccia Course Overview** (2 days – 16 hours in duration)

#### **Content:**

- **Coaching & Boccia:** Coach Roles & Responsibilities
- **Technical Aspects of Boccia**
  - Technical Process
  - Shot Types
- Propulsion
- **Principles of Coaching**
- **Techniques & Practice of Coaching**
  - **Planning, activity structure & preparation:** (Plan – Do – Review)
  - **Communication**
  - **Effective Feedback**
  - **Reflective Practice**

## *BISFed Coach Training Course Booking Form*

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### **BISFed Course – Equipment List**

<b>Item</b>
Flip chart stand and paper
Projector or screen or area to project
Laptop speaker
Post its
Flip chart pens
Blank Name badges/labels
Boccia Ball sets 6x
Referee equipment
Court tape
Tape measure
Boccia Ramp (1 per group)
Head pointer
Cones, Hoops, Throw down spots/lines
Skills test rulers
Coaching bug laminates
Therabands
Adapter for lap top

#### **List of Documents for level 1**

- Handbook
- Timetable/programme
- Tutor notes
- Copy of slides
- Evaluation
- Feedback laminates
- MCQ
- MCQ answers
- Register
- Coaching practices from CM
- Coaching practice – the job exemplar
- Coaching practice – bank template
- Coaching practice –completed
- Assessor

#### **List of Documents for MBA - IA**

- Slides
- Tutor notes
- Boccia Leaders booklet – this is being revised in September - December 2019 by Boccia England, need their approval to use
- Evaluation form
- Candidates registration/ sign in sheet
- Boccia Bonanza leaflet
- Boccia Bonanza scoresheet