

<b>Organisation Details</b>	
Member Organisation:	
Telephone number:	
E-mail address:	
Venue for Course 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>	<input type="checkbox"/> <b>Coach level 1 – Joint National and World Boccia</b>
	<input type="checkbox"/> <b>Coach level 2</b> (Not available until <b>2022</b> )	<input type="checkbox"/> <b>Coach Level 1 – Delivered by World Boccia</b>
	<input type="checkbox"/> Other please specify:	
Number of candidates ( <i>max 20 for MBA and max 12 for level 1</i> ):		
If previous knowledge of candidates, 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> (Please specify):	<input type="checkbox"/> <b>Other (please specify):</b>

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

<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 Development Committee 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 WorldBoccia staff who completed follow up and confirmation:				

## GUIDANCE FOR ORGANISERS

### BID

- Complete the Booking Form and email to: [admin@bisfed.com](mailto:admin@bisfed.com).
- World Boccia will contact you to confirm your BID and check the facilities, availability and accessibility.
- World Boccia will arrange an accredited tutors to deliver the course on the date you have requested (*if there are no tutors available for that date, it will be rearranged to suit both tutor availability and your needs as organiser*).

### REGISTRATION

#### 1. If you organise:

- **MBA, the registration process is following:**

You will provide to World Boccia the following:

- List of names and contacts of your candidates

- **Coach level 1 – Joint National and World Boccia, the registration process is following:**

You will provide to World Boccia the following:

- List of names and contacts of your candidates
- CVs of your candidates
- Motivational letters of your candidates
- Support letter of the National organisation for your candidates

- **Coach Level 1 – Deliver behalf of WorldBoccia, the registration process is following:**

World Boccia will open the registration to all members and will ask candidates for:

- CV
- Motivational letter
- Support letter of their National Federation

### BUDGET TEMPLATE

2 TUTORS	Lecture Fee	£100 per day, per Tutor	
	Travel		
	Accommodation		
	Meals		
	Administration		
	Entry Fee		
PARTICIPANTS max. 20 for MBA max. 12 for COACH Level 1	Accommodation		
	Meals		
	Administration		
	Entry Fee		

## THE COURSE

**Organisers responsibility will include the following:**

- Ensuring that the venue is accessible.
- Provision of refreshments for candidates and tutor (if considered appropriate).
- Provision of an appropriate classroom. Please, see the equipment list below.
- Provision of a practical space which will contain a minimum of 2 boccia courts close to the classroom - a maximum transfer time of 10 minutes.
- See the Course Programme for facility requirements for each space.
- Ensure the distribution of pre-course materials prior to the Course.

**World Boccia will provide:**

- Evaluation forms
- Certificate

## AFTER THE COURSE

- Evaluation forms will be returned to World Boccia.
- Certificates will be sent by WorldBoccia to each candidate proven to be competent.

## IN CASE OF CANCELTION

Should you wish to **cancel your Course** you may do so **but associated costs already paid e.g., flights will have to be met in full**. A cancellation fee of **£50** will be made.

If you have any questions or queries, please contact [admin@bisfed.com](mailto:admin@bisfed.com).

## OVERVIEW OF WORLD BOCCIA COURSES

### Making Boccia Accessible (4 hours in duration)

Making Boccia Accessible 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

### Coach Level 1 (2 days – 16 hours in duration)

Coach Level 1 will provide the knowledge and understanding of fundamental coaching principles (how-to-coach) and develop an understanding and application of the techniques of boccia (what-to-coach) in safe, appropriate, progressive, and fun coaching environments. The main outcome is to develop creative, competent and confident coaches.

#### **Content:**

- **Coaching & Boccia**
- **Technical Aspects of Boccia**
- **Principles of Coaching**
- **Techniques & Practice of Coaching**
- **Planning, activity structure & preparation**
- **Communication & Effective Feedback**
- **Reflective Practice**

#### **Equipment List**

Item
Flip chart stand and paper and pens
Projector or screen or area to project
Laptop speaker and adapter
Blank Name badges/labels
Boccia Ball sets
Referee equipment
Court tape and Tape measure
Boccia Ramp (1 per group)
Head pointer
Cones, Hoops, Throw down spots/lines
Theraband

#### **Materials and Documents:**

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