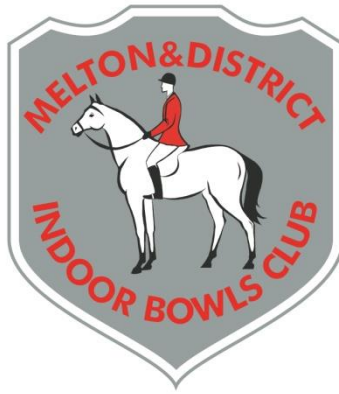




MELTON & DISTRICT INDOOR BOWLS CLUB

Coaching Manual

The Bowls Management Committee

BMEC 005 Issue1 10/2021

Other Booklets

- Booklet 1 Welcome Booklet
- Booklet 2 New to the Game of Indoor Bowls
- Booklet 3 Key Laws of the Sport of Indoor Bowls
- Booklet 4 How to Play as Skip – not yet issued, in draft**
- Booklet 5 BMEC Coaching Manual

You can download the issued Booklets 1-3 by visiting the Club website – www.meltonindoorbowls.co.uk and viewing the “Mems” drop-down menu.

How are we doing?

We welcome / need your feedback on this booklet.

The Bowls Management Executive Committee

COACHING MANUAL

As part of the Club's drive for continuous improvement in meeting our objective of being one of the leading Indoor Bowls clubs in the United Kingdom, the provision of training by qualified coaches is seen as essential for players of all abilities and needs. The Club is determined to encourage a number of Club members to attain nationally recognized, accredited coaching qualifications. The number required will be sufficient, as a minimum, to continue to provide a suitable level of trained (volunteer) staff sufficient to support all "New & Improver" and Junior Section sessions. It is an aspiration for the coaches to continue to attain higher coaching awards in order to support experienced players who want to improve their game.

It is important for any initiative, in this case the provision of coaches, that the service provided has an agreed set of standards and procedures. In this way, we can provide our new and existing members with a good and consistent approach regardless of the session that they may attend, the coach taking that session or the ability/needs of the player involved. All coaches are encouraged to share their experience(s) with other coaches, so that through discussion good practices can be encouraged and bad practices removed.

This Manual is intended to define the framework requirements for these standards and procedures to be followed by all Club coaches.

Management Structure

The Club will require the coaches to elect a Coaching Coordinator to represent the coaches within the Club as a member of the BMC Executive Committee. The Coaching Coordinator will preferably be one of the coaches within the Club.

Coaches will be called to attend at least one meeting per season, in order to discuss changes to coaching arrangements, changes to regulations or requirements for the forthcoming season.

In order for the Club to satisfy safe-guarding regulations, it is likely that this meeting will need to review annually any need to up-date the required Safeguarding qualifications and DBS checks held by coaches.

Qualification Requirements

All Club coaches will hold at least a Level 1 coaching qualification issued by either the English Bowls Coaches Society (formerly the English Bowls Coaches Scheme, or EBCS) or the Bowls Development Alliance (BDA, as provided by CoachBowls and recognized by Bowls England and the English Indoor Bowls Association). Each Coach shall hold the Safeguarding and DBS checks as required by the new regulations from 2021. It is essential that our coaches have such nationally accredited qualifications, and the associated insurance cover for Civil Liability as supplied by their governing organisation as part of the annual registration.

Each coach is responsible for maintaining their own annual registration with their relevant organisation, and keeping themselves abreast of any rule changes associated with both coaching and the wider game itself.

Code of Ethics

Coaches will be expected to conduct themselves within a strict Code of Ethics. The Club published its own Code of Ethics for Coaches in 2018. The document is reproduced as **Appendix 1** of this booklet.

Dress Code

For all coaching sessions, it is required that the coach wears their badge as issued by his/her registration body. This requirement will guarantee that the coach is covered by the insurance supplied by the governing organization.

It is preferred that each coach should wear a shirt which makes their qualification and role within the session clear. It was proposed that M&DIBC may at some time in the future issue its own Coaches shirts, until then it is possible to buy official coaching shirts from both the BDA and the EBCS, or embroidered coach badges which can be applied to other suitable shirts. Coaches may choose to wear shirts of a colour other than white (Coach Bowls currently supply both black and red options) for the purpose of distinguishing their role on the rink.

Records

It is recommended that all coaches keep some form of simple personal record of their coaching sessions taken, e.g. the recently introduced Log Book issued by Coach Bowls. This will support any audit of coaching experience required by outside bodies, e.g. as part of the evidence supporting advancement to higher coaching grades.

It is important that the Coaches are able to share information about players;

- i) New starters may be taken by a number of different coaches if they attend more than one session a week, and it will improve their experience if the coach is able to see the content of their previous sessions and the progress made.
- ii) Players with specific problems can have recommendations for future specific skills exercises flagged up for their next sessions.
- iii) Disabilities or Injuries, either pre-conditions or sustained in the session, can be logged for onward monitoring or consideration. (N.B. Accidents on the rink must be logged in the Club Accident book immediately.)

It should be remembered that recent legislation indicates that anything that refers to a client such as entry into a computer database, scribbled note in a personal diary that identifies the client by name or other means may be regarded as part of the Client Record for legal purposes. As far as the law is concerned there is no

difference between record keeping and process notes, or any other notes made by the Coach in connection with the client. Anything that identifies the client becomes part of the official record whether stored as part of the file or elsewhere (and is protected by the Data Protection Act). There is no exemption under law to keep separate records for interpretation or speculation. It is therefore advised that process notes are made with the view that they may later be seen by the client or by others if part of a legal case.

The coaches have an important role in the introduction of new members to the sport, and as such are often the first contact on the first visit to the Club. Whilst the structure and requirements of the Junior Section mean that new starters will follow a well-defined path led by the Junior Section Coaching Coordinator, adult visitors may be met at a variety of events which form free taster sessions. It is important that the coaches provide similar introductions to the Club and the sport, whatever the occasion. The next section covers a suggested format for these early visits.

Session Content

A) Taster Sessions (& Open Days)

It is important that these sessions are delivered in a friendly, happy and safe manner. The aim is to get the customer to feel that they achieved enough to want to come back for more sessions.

The programme has some requirements (i to iii) that must be met;

- i) An explanation of the Club H&S equipment and emergency procedures.

- ii) Discovery of any pre-conditions in health or movement of the customer.
- iii) A briefing on the etiquette surrounding the carpet, mobile phones, food & drink and games in progress.
- iv) The selection of appropriate shoes and bowls.
- v) An explanation of the bias of bowls, the various grips and the concept of aim points.
- vi) The basic stances on the mat for delivery for both a bowl or a jack, concentrating on delivery to the centre line. Perhaps then incorporating the delivery into a fun game.
- vii) A post-session explanation of the temporary membership offer available from the Club and, if interested, the issue of a temporary membership card from the register. This register is kept on the desk in the Captains Room. (N.B. The Temporary Membership Card should be marked with both the registration number and expiry date, and signed by the issuing coach. A yellow slip for the issue of the plastic card should be completed.)

The session should last approximately 40 minutes depending on the size of the group being coached.

B) Initial Coaching Sessions (including Free Goes)

The coach should ensure that the players have paid using their (free or bought) tokens or cash at the bar on arrival and, have been registered as attending by the session organizer. The coach should then make sure that players have selected appropriate shoes and bowls for the session. If this is their first free session then the coach should remind them of the points

raised in steps i) to iii) in the Taster session (see previous section).

The aims of the first three (free) coaching sessions are an explanation and acquisition of basic skills in;

- i) Placement of the mat and foot positioning.
- ii) Casting of the jack.
- iii) Forehand delivery to the centre line.
- iv) Backhand delivery to the centre line.

Subsequent coaching sessions may then progress onto other basic skills, depending on the confidence of the pupil;

- v) Control of weight to different length targets.
- vi) Adjustment of aim point for targets off the centre line.
- vii) Explanation of basic rules and etiquette of the game as the training situation allows.

Where possible, the coach should demonstrate the skill required, and use aids to help the player improve. The coach should always check that every player within the group has understood what they have to do at every stage.

If possible, try and end each coaching session with a simple game to introduce a fun element to the coaching.

At the end of each session, the coach should sit with the clients and discuss the key points of the session, the progress made by each player and outline the aims for the next coaching session. This can include the recommendation that the player moves up to taking part in the games played on the “New & Improvers”

rinks. The choice for this move to game-play is one that only the client should take. The clients should be encouraged to use the post-session debrief to ask any questions that they may feel have not been covered satisfactorily in the session. Coaches should recommend the Tuesday and Wednesday “New & Improvers” sessions as a route to greater experience in a supportive environment.

It is not unusual for new players to find a two-hour session very tiring. Coaches need to monitor how well their group is coping with this new form of exercise, perhaps using a short break after about 45 minutes to sit and recap the key points covered.

C) Specific Skills Coaching

It is recommended that specific skills coaching is given or is supervised by a Level 2 coach. A Level 1 coach can deliver specific exercises (e.g. those described in v–vii of the previous section) as defined and approved by a Level 2 coach ahead of the session, without the need for the Level 2 coach to be present. The Level 2 coach will then periodically assess the quality of training delivered by the Level 1 coach in order to maintain the quality and safety of any coaching given to the pupils.

It is important that the specific skills coaching is carried out with regard to the PLAN, DO, REVIEW philosophy in order that we can improve both the quality of the training provided and standard of delivery of that training based on our individual and joint experiences.

A good starting point for all skills training plans is to refer back to the notes provided during the coach's own training course, e.g. from the EBCS website, or in the Bowls Specific Technical content section of the Coaching Bowls Learner Resource Pack as issued by the BDA on their coaching course.

Coaching for Players with Disabilities

Whilst there isn't a unique qualification for coaching players with disabilities, there are modules within the annual programme of externally provided, coaching courses dealing with the issues raised in such activities. Coaches are encouraged to attend these modules.

The Club does have a number of coaches with experience of dealing with various disabilities, and whenever possible these coaches should be aware of all such players and lead the more challenging sessions. It is recommended that all coaches assist these experienced coaches at some point in order to make themselves aware of the skills and challenges associated with the different disabilities.

Any client with a declared disability, or Educationally Sub-normal condition, requesting coaching within the Club should be referred to our 'specifically' trained coaches for initial assessment of their requirements before their first session, e.g. at their taster session. If the clients are only interested in social sessions, once basic skills have been established then any of the Club's coaching staff may be used to oversee their needs and safety.

Coaching Juniors

All coaching of Juniors will be planned and supervised by our Junior Section Level 2 coaching coordinator. It is recommended that all Level 1 coaches assist her team of experienced coaches at some point, in order to make themselves aware of the skills, challenges and specific approach associated with coaching Junior players.

Safeguarding

Children and vulnerable adults are the least prepared to realise a threat to their safety, and at the same time most vulnerable to injury, exploitation and abuse. Coaches are the Club's first line of protection within this safeguarding process. Safeguarding is required to make sure that the players cannot do harm to themselves or others, or be vulnerable to abuse from others whilst attending the sessions. All the time creating an environment within which they feel both comfortable and happy.

Since 2021, all coaches are required to hold a safeguarding qualification. The qualifications are met by several modules offered by National coaching organisations, in our case Coach Bowls. A summary of the Club's Safeguarding Policy is given in **Appendix 2**.

This duty of care extends beyond the limits of the session to the entire time that the player is on Club premises. A coach should make themselves aware of any issues/individual needs identified at previous sessions, as part of the preparation for their own session.

This includes asking for the help available from carers or parents/guardians attending the session when dealing with visits to facilities such as toilets. Never go into a situation alone.

Remember the five types of abuse we are trying to safeguard against within the sessions and session groups; **physical** (exceeding the training capacity of the player), **sexual** (grooming, inappropriate contact or photography), **neglect** (failing to meet their needs), **emotional** (ill-treatment and abuse) and **bullying** (assaults, verbal abuse or threats, or postings on social media).

Two golden rules;

- i) Never be alone anywhere within the Club when dealing with vulnerable participants.
- ii) Do not attempt to deal with issues on your own, or judge any situation that arises. Just see and listen. Should a concern arise, write a short report of the situation/concern/discussion as soon as you can. Then inform the Club Safeguarding Officer of your concern – and/or parent, if appropriate.

DBS Checks.

From 2021, it has been a requirement for all coaches to hold a current DBS check. The Club is supporting all of its qualified coaches to obtain and maintain this requirement. At this time it is believed that this requirement will have to be renewed every three years. All coaches leading Junior section activities should hold an enhanced level DBS check.

Continuous Improvement

Every coach should be looking to improve their own skills, as well as the reputation of the Club for provision of coaching excellence.

The EBCS and Coach Bowls organizations will support with higher level coaching courses, but there is a great deal that the coaches can achieve within the Club. Coaches should support each other with advice/suggestions for new training exercises, suggestions for improved training delivery techniques in the form of peer reviews of sessions given, and spread an awareness of new training material available on the internet from outside bodies.

APPENDIX 1

Code of Ethics & Conduct For Melton & District Indoor Bowls Club Coaches.

Background

The following has been developed by the National Coaching Foundation from the Code of Ethics (1989) published by the British Institute of Sports Coaches (BISC). It also adopts the principles contained in the Council of Europe's Code of Sports Ethics. The BISC Code formed the value statement underpinning the National Vocational Qualification Standards (1992) for Coaching, Teaching and Instructing. This code has replaced the original BISC code as the value statement in the revised standards (1998). The code is a framework within which to work and is a series of guidelines rather than a set of instructions.

Introduction

Melton & District Indoor Bowls Coaches (hereafter referred to as Coaches) are expected to conform to ethical standards in a number of areas: humanity, relationships, commitment, co-operation, integrity, advertising, confidentiality, abuse of privilege, safety and competence.

Humanity

Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, Coaches must treat everyone equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

Relationship

The good Coach will be concerned primarily with the well-being, safety, protection and future of the individual performer. There must be a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.

A key element in a coaching relationship is the development of independence. Performers must be encouraged and guided to accept responsibility for their own behaviour and performance in training, in competition, and in their domestic, academic or business life.

Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers. This is particularly important when the performer is a young person. The Coach must realise that certain situations or friendly words and actions could be misinterpreted, not only by the performer, but also by outsiders (or other members of a squad or group of performers) motivated by jealousy, dislike or mistrust, and could lead to allegations of misconduct or impropriety.

Where physical contact between Coach and performer is a necessary part of the coaching process, coaches must ensure that no action on their part could be misconstrued and that any National Governing Body (NGB) guidelines on this matter are followed.

The relationship between Coach and performer relies heavily on mutual trust and respect. This means that the performer should be made aware of the Coach's Qualifications and experience, and must be given the opportunity to consent to or decline proposals for training, performance or competition.

Commitment

Coaches have a responsibility to declare to their performers and/or employers any other current coaching commitments. They should also find out if any prospective client is receiving instruction from another Coach. If so, the Coach should be contacted to discuss the situation.

Co-operation

Coaches should communicate and co-operate with other sports and allied professions in the best interests of their performers. An example of such contact could be the seeking of:

educational and career counselling for young performers whose involvement in sport impinges upon their studies

sport science advice through the British Association of Sport and Exercise Sciences (BASES)

Coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

Integrity

Coaches must not encourage performers to violate the rules of their sport. They should actively seek to discourage and condemn such action and encourage performers to obey the spirit of the rules.

Coaches must not compromise their performers by advocating measures that could constitute unfair advantage. They must not adopt practices to accelerate performance improvement that might jeopardise the safety, total well-being and future participation of the performer. Coaches must never advocate or condone the use of prohibited drugs or other banned performance enhancing substances.

Coaches must ensure that the activities, training and competition programs they advocate and direct are appropriate for the age, maturity, experience and ability of the individual performer.

Coaches must treat opponents with due respect, both in victory and defeat, and should encourage their performers to act in a similar manner. A key role for a Coach is to prepare performers to respond to success and failure in a dignified manner.

Coaches must accept responsibility for the conduct of their performers and discourage inappropriate behaviour in training, competition, and away from the sporting arena.

Confidentiality

Coaches inevitably gather a great deal of personal information about performers in the course of a working relationship. Coach and performer must reach agreement about what is to be regarded as confidential information (i.e. not divulged to a third party without the express approval of the performer). Confidentiality does not preclude the disclosure of information about a performer to persons who can be judged to have a right to know. For example:

- Evaluation for competitive selection purposes
- Recommendations for employment

- In pursuit of disciplinary action involving performers within the sport
- In pursuit of disciplinary action by a sports organisation against one of its members
- Legal and medical requirements for disclosure
- Recommendations to parents/family where the health and safety of performers might be at stake
- In pursuit of action to protect children from abuse

Abuse of Privilege

The Coach is privileged to have regular contact with performers and occasionally to travel and reside with performers in the course of coaching and competitive practice. A Coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.

Coaches must consistently display high personal standards and project a favourable image of their sport and of coaching to performers, their parents/families, other coaches, officials, spectators, the media and the public.

Personal appearance is a matter of individual taste but the sports coach has an obligation to project an image of health, cleanliness and functional efficiency.

Sports coaches should never smoke while coaching.

Coaches should not drink alcohol so soon before coaching that it would affect their competence to coach, compromise the safety of the performers or obviously indicate they had been drinking (e.g. smell of alcohol on breath).

Safety

Within the limits of their control, coaches have a responsibility to ensure as far as possible the safety of the performers with whom they work

All reasonable steps should be taken to establish a safe working environment.

The work done and the manner in which it is done should be in keeping with the regular and approved practice with their sport as determined by the NGB.

The activity undertaken should be suitable for the age, physical and emotional maturity, experience and ability of the performers.

Coaches have a duty to protect children from harm and abuse.

The performers should have been systematically prepared for the activity and made aware of their personal responsibilities in terms of safety.

Coaches should arrange adequate insurance to cover all aspects of their coaching practice.

Competence

Coaches shall confine themselves to practice in those elements of sport for which their training and competence is recognised by the appropriate NGB. Training includes the accumulation of knowledge and skills through formal coach education courses, independent research and the accumulation of relevant verifiable experience.

The National Occupational Standards for Coaching, Teaching and Instructing (and/or the approved NGB coaching awards) provide the framework for assessing competence at the different levels of coaching practice. Competence to coach should normally be verified through evidence of qualifications. Competence cannot be inferred solely from evidence of prior experience.

Coaches must be able to recognise and accept when to refer performers to other coaches or agencies. It is their responsibility, as far as possible, to verify the competence and integrity of any other person to whom they refer a performer.

Coaches should regularly seek ways of increasing their personal and professional development.

Coaches should welcome evaluation of their work by colleagues and be able to account to performers, employers, National Governing Bodies (NGBs) and colleagues for what they do and why.

Coaches have a responsibility to themselves and their performers to maintain their own effectiveness, resilience and abilities. They should recognise when their personal resources are so depleted that help is needed. This may necessitate the withdrawal from coaching temporarily or permanently.

21 June 2018.

Appendix 2

The Club's Safeguarding Policy – An Outline

Melton & District Indoor Bowls Club (MDIBC) acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) or vulnerable adults involved in bowls within the Club. All such people have a right to protection, and have their particular needs taken into account.

Melton & District Indoor Bowls Club will therefore endeavour to ensure the safety and protection of all young and vulnerable people involved with the Club through the Child Protection guidelines adopted by the Board of Directors of the Club. It is the responsibility of all adults within the Club to assist the Board of Directors in this endeavour.

Aims :

- To provide young and vulnerable people with appropriate safety and protection whilst in the care of the Club and also help them to enjoy their experience of the sport of bowls.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the Club.
- To provide support to Club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Principles

- The welfare of young and vulnerable people is paramount.
- All Club members, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Safeguarding Officer.

- Adults – Club members, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the Club and the National Governing Body.
- Individuals will receive support through education and training, coordinated by the Club/National governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- MDIBC will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- MDIBC's policy and procedures are based on the above principles, and both UK legislation and Government guidance, and take the following into consideration:
 - The Children Act 1989 and 2004.
 - Working Together to Safeguard Children 2018.
 - The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

Responsibilities and Communication

- The MDIBC Child Protection Policy will be available on request to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed (approximately every three years) by the Board of Directors and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The Board of Directors has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the National governing body as appropriate.
- The Club Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.

- Parents have a responsibility to work together with the Club in implementing procedures and providing their children with the necessary information to keep themselves safe.