

# SKAD483 (SQA Unit Code - FG6N 04)

## Manage safe and effective sports coaching programmes



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### Overview

This standard is about managing the risks involved in delivering a coaching programme and about ensuring optimum participant engagement in the process.

Coaches must also take account of guidelines from national governing bodies and their own prior experience when managing programmes and sessions.

The standard is divided into three parts. The first part describes the three things you have to do. These are:

1. establish and maintain safe environments for sports coaching
2. establish supportive working relationships with participants and staff
3. manage participant engagement in the sports coaching process

The second part covers the knowledge and understanding you must have. Please note this is expanded further in a separate document, 'Knowledge and Understanding Specification for Level 3 Sports Coaching'.

The third part lists the key assumptions that underpin competent coaching. You must study these and make sure you put them into practice.

This standard is for coaches who plan, manage, implement and review coaching programmes.

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### Performance criteria

*You must be able to:*

#### **Establish and maintain safe environments for sports coaching**

- P1 make sure participants and others have the necessary information about health and safety requirements for the programme and relevant emergency procedures
- P2 ensure all equipment and facilities meet health, safety and other legal requirements
- P3 take account of risk assessments and implement planned procedures for managing risk during the programme
- P4 identify and assess new risks during the programme and take action to manage these in line with national guidelines
- P5 monitor the work of others and identify and deal correctly with breaches in health and safety requirements
- P6 pass on suggestions for improving health and safety to the relevant authority
- P7 keep all health and safety records up-to date
- P8 follow emergency procedures correctly

*You must be able to:*

#### **Establish supportive working relationships with participants and staff**

- P9 establish a positive and goal-oriented relationship with participants and staff
- P10 convey an enthusiasm for the sport and for participants' continuous improvement
- P11 use methods of communicating with the participants and staff that are appropriate to their needs
- P12 negotiate with, and listen to, participants and staff as appropriate
- P13 adapt your own coaching, motivational and leadership styles to the needs of the participants and staff
- P14 create a sense of common purpose for all those involved
- P15 provide opportunities for the participants to enjoy the coaching experience
- P16 communicate your own coaching philosophy and values to the participants and staff
- P17 ensure that you do not exploit participants or misuse your role and power
- P18 ensure that equality and diversity are properly addressed

*You must be able to:*

#### **Manage participant engagement in the sports coaching process**

- P19 provide participants and others involved in the programme with clear information on the ground rules for behaviour and the reasons for these rules
- P20 encourage and reward behaviour that helps participants work well

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- together and achieve the programme's goals
- P21 adapt your own coaching, motivational and leadership styles to the needs of the participants and staff
- P22 provide opportunities for the participants to enjoy the coaching experience
- P23 identify and respond to any behaviour likely to cause emotional distress or disruption to the programme, in a way that is in line with accepted good practice
- P24 apply sanctions in response to consistently unacceptable behaviour, using the procedures of your organisation or national governing body
- P25 manage the participants' engagement in the process effectively and fairly, in a way appropriate to their needs

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### Knowledge and understanding

*You need to know and understand:*

- K1 the role of the coach
- K2 the coaching process
- K3 evaluation, self-reflection and reflecting on feedback
- K4 skill development
- K5 physical conditioning
- K6 mental skills
- K7 participant lifestyle
- K8 nutritional advice
- K9 stages of development
- K10 learning styles and theories
- K11 inclusive and equitable practice
- K12 health, safety and welfare
- K13 behaviour management
- K14 planning and periodisation
- K15 performance evaluation in competition
- K16 managing the contributions of other staff

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### Additional Information

#### Scope/range related to performance criteria

1. **participants**
  - 1.1 individuals
  - 1.2 groups
  - 1.3 people with particular needs as defined by the technical definition for the sport
2. **staff**
  - 2.1 other coaches
  - 2.2 support staff

#### Behaviours

The following key assumptions underpin the coaching process and will help coaching to have its intended impact on the participants:

1. The participant must be at the centre of the process; when coaching, the coach should support, co-ordinate and manage the process effectively always starting with the identification and recognition of the participant's needs and should aim to address those needs via their coaching
2. Coaches should aim to empower participants, supporting their right to make choices, discover their own solutions, and enable them to participate and develop at their own pace and in their own way within the confines of the environment
3. Coaches should provide opportunities and an environment that motivates, controls risk, engenders challenge, enjoyment and above all achievement
4. Coaches should aim to grow participant's confidence and self esteem
5. Coaches should reflect on their own practice and always look for ways to improve their coaching ability

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