

West Lothian Council Sports and Recreation Team



Coach Education Grants Scheme

Guidelines and Application

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‘Step into Coaching’ guidelines

What is the ‘Step into Coaching’ Grants Scheme?

West Lothian Council is keen to support the development of both new and existing coaches paid, (part time coaches only) and voluntary to enhance the level of sports activity we currently have and to promote growth in sport across West Lothian. Coaching scholarships are a part of the Coach Education Programme to assist with education and personal development of coaches.

Who qualifies for the ‘Step into Coaching’ Grants Scheme?

- The Grants Scheme is available to coaches and volunteers who reside in the West Lothian boundaries who work with local clubs or individual athletes.
- Individuals who reside in West Lothian who wish to become a coach and want to undertake the necessary training and qualifications.
- Individuals who reside outwith West Lothian, but coach in the West Lothian area may also qualify for coach education grants.
- For profit individuals or organisations are ineligible for an award and therefore professional coaches or instructors may not qualify for awards.
- All coach education grants will be considered through this Step Into Coaching Scheme.
- Grants will be allocated taking into account the constraints of the Grants budget and other competing requests.
- Grants will not be awarded retrospectively

What are the ‘Step into Coaching’ Grants for?

Grants are available to cover:

- Up to 100% of the total cost of SportsCoach UK workshops in any one financial year
- Up to 100% of the total cost of National Governing Body Awards in any one financial year.
- Up to 100% of the total cost of attending a conference or seminar which is organised or delivered in conjunction with a recognised National Organisation in any one financial year.

The ‘Step into Coaching’ Grants Scheme is split into three steps:

Step 1: is to assist coaches get started by providing support for level one National Sports Governing Body Awards/ Outdoor Education Governing Body Awards and SCUUK courses. We will also provide funding for those working with children and young people in out of school activities particularly through the Active Primary School Co-Ordinators and those working with the Active Steps Programme.

Step 2: is to provide continued development for those who already have a Level One Award and are currently coaching in West Lothian.

Step 3: is to provide funding to Coaches who are coaching with elite or high performance athletes. This level is provided in conjunction with a development programme and input from the relevant governing body.

Please return applications to:

Shirley-Anne Smith, Sports Unit, Balbardie Park, Torphichen Road, Bathgate, EH48 4LA.

If you have any questions please call 01506 775 123

or email shirley-anne.smith@westlothian.gov.uk



Step 1

This level is designed to help increase the numbers of qualified coaches in West Lothian through providing support to gain early Governing Body qualifications.

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Knowledge and interest in the sport• Good Communication Skills• Interest in coaching and developing your sport• Have good links with a club/school or development officer in your sport	<ul style="list-style-type: none">• Experience in your sport (playing/officiating or coaching).• Ability to work as an individual and as part of a team• Basic IT Skills• Be self-motivating and able to use your own initiative.• Awareness of good practice and child protection

How to apply for a Step 1 grant:

- 1 Fill in your personal details
- 2 Have your request nominated by an appropriate referee, such as a relevant Sports Development Officer, a club coach (senior), School Sports Co-ordinators and Active-Steps Co-ordinators.
- 3 You will need to apply at least three weeks in advance of the start date of any course.
- 4 You will be given notification of an offer of an award before the course starts, but will receive payment after completion of the course.
- 5 Payment will only be provided once proof of completion and attendance has been received. This will be done by filling in the Claim form and attaching copies of the relevant evidence. This should be done as soon as possible after attending your course and no longer than three weeks after.
- 6 Payment will be made out to you the individual unless it is specifically requested to be made direct to the Governing Body or other approved agency.
- 7 You will be required to complete a simple evaluation form and a CoachBase form so that West Lothian can advise you of relevant training courses and help provide active coaching statistics.



Step 2

This Step is designed to provide support for coaches who are currently coaching in West Lothian and are keen to develop their coaching and therefore the quality of coaching in West Lothian.

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Knowledge and Interest in your sport• High level of communication skills• Interest in coaching and Developing your sport• Previous coaching experience• Level one Governing Body Award• Attended SCUK good practice and child protection course• Be involved with a club/Sports Development Officer/School Sports Co-ordinate/Active Steps Co-ordinator• Commitment to coaching and developing sport in West Lothian	<ul style="list-style-type: none">• Good IT Skills• Ability to plan structured sessions• Ability to meet targets and guidelines• Be willing to undertake further and additional training

How to apply for a Step 2 grant:

- 1 Fill in your personal details
- 2 Have your application nominated by a Senior Club Coach/Sports Development Officer or Governing Body representative
- 3 Applications will be accepted on three dates throughout the year with at least one month for due consideration.
- 4 A decision will be given in writing.
- 5 Payment will be made upon completion of each course/workshop/conference and once relevant evidence has been provided unless pre-payment to the appropriate body has been arranged.
- 6 You will be required to complete a simple evaluation form and a CoachBase form so that West Lothian can advise you of relevant training courses and help provide active coaching statistics.

Dates for application for Step 2 grants

By 1st of June for courses running from 1st of July - 1st of October

By 1st of October for courses running from 1st of November - 1st of February

By 1st of February for courses running from 1st of March - 1st of June

Application dates will be adhered to and no exceptions made.



Step 3

This Step is designed to offer support to those coaches who are coaching to elite/performance level in West Lothian and those working with Institute athletes. This will be done through an annual plan with dedicated support from Sports Development Officers.

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none">• Currently coaching athletes who perform at National level• Excellent communication skills• Commitment to Coaching and Developing your sport in West Lothian• A National Governing Body Level Two Award in your sport (or equivalent level)• Minimum of two years experience coaching at the Governing Body level Two .• Attended a SCUK Good Practice and Child Protection Workshop• Commitment to mentoring other coaches within your sport in West Lothian.• Ability to plan sessions according to governing body pathways	<ul style="list-style-type: none">• Coaching a minimum of five hours per week in West Lothian• A flexible approach to numerous coaching duties• Good IT Skills• Ability to meet targets and deadlines

How to apply for a Step 3 grant:

- 1 Make sure the criteria applies to you.
- 2 Fill in the personal details.
- 3 Have your application nominated by a referee; such as a Sports Development Officer or Governing Body representative. Only these referees will be recognised.
- 4 A meeting will be arranged to go through the application and development plan. Possible coaches will be identified for mentoring.
- 5 Payment will be made upon completion of each course/workshop/conference and once relevant evidence has been provided unless pre-payment to the appropriate body has been arranged.
- 6 Regular meetings with the relevant Sports Development Officer and Coaching Development Officer will take place over the course of a year with input from the relevant governing body.
- 7 You will be required to complete a simple evaluation form and a CoachBase form so that West Lothian can advise you of relevant training courses and help provide active coaching statistics.



Coach Education Grant Application Form

Which step of grant are you applying for? (please tick relevant box)

Step 1

Step 2

Step 3

Personal Details

Name: _____

Address: _____

Email Address: _____

Home Phone No: _____ Mobile Phone No: _____

Your Sport

What sport do you coach/ intend to coach: _____

Who do you coach for? (Please provide name) _____

Club: _____

Active Schools Co-ordinator: _____

Sports Development Officer: _____

Your Current Coaching Qualifications: _____

Course Details

Course Name: _____

Course Venue: _____

Course Date: _____

Course Duration: _____

Course Costs (Inc. Accommodation if required) _____

Are you in receipt of any other grant/expenses or sponsorship in connection with this application?
(Please provide details)

Please sign and date below

Signed: _____

Date: _____

Please return applications to:

**Shirley-Anne Smith,
Sports Unit,
Balbardie Park,
Torphichen Road,
Bathgate, EH48 4LA**

**The 'Step into Coaching' Grants Scheme
is jointly funded by**

sportscotland

and



**West Lothian
Council**