

A Guide to DCA Coaching

(For Coaches)



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Introductory Note

Coaching at DCA is completely voluntary. Once you become a coach DCA does not expect you to give up all your time to coach. However, as all coaches will be aware, if the club pays for your coaching course, you have a duty to 'repay' that by using your qualification at the club. The activities you do will depend on your qualification, level of experience and of course the level of coaching you wish to do e.g. beginners' courses or one to one.

This booklet sets out what DCA expects of coaches, what to do in the event of issues with your archer/s, and provides some useful forms should you wish to use them. For any questions contact the Coaching Co-ordinator.

EXPECTATIONS OF COACHES

- Commitment to coaching within the club:
 - Assistant Coaches and Level Ones are expected to:
 - Lead and/or assist on beginners' courses;
 - Assist at Have-A-Go's if they are available;
 - Take on one-to-one coaching if they feel able to do so
 - Level Twos and above are expected to:
 - Commit to one-to-one coaching with club members;
 - Lead or assist on beginners' courses if required;
 - Assist at Have-A-Go's if required
- Communicate effectively with your archer:
 - Update them if you can no longer make a session;
 - Be friendly but maintain a professional coaching relationship – they are your archer and not your friend;
 - Make them aware of any changes you are making to their technique and/or equipment, and the reasons for that change
- Maintain good communication with both the Coaching Co-ordinator and other coaches in order to avoid confusion and upset. This is particularly so archers are being coached by one coach, and one coach only.
- Advise on equipment if required – other coaches and the Equipment Officers are available if you have any queries.
- Keep records in respect of your archer, including:
 - The Coaching Agreement (optional - at Appendix A)
 - Session plans and reviews;
 - Observations and notes;
 - Any feedback from your archer.

Coaching List

A coaching list has been prepared listing archers who are currently being coached, and their coaches. The list is available on the noticeboard (indoors) and in the café (outdoors). Please refer to this list regularly.

Please do not interfere with archers who are being coached by another coach. There may be plans already in place which you may interfere with. Of course, if there are safety considerations please do intervene, but only to the extent necessary to make the situation safe again.

If you are asked for help by another coach, you may observe the archer but **do not** coach the archer yourself. This will lead to confusion and a lack of trust in their coach. Provide as much help to the coach as they request, and you can give, preferably out of sight of the archer.

Where juniors are involved, please approach a parent/guardian before making any approach to the junior, unless there is an extremely urgent safety situation. This is for child protection reasons.

Issues With Your Archer

If you are unhappy with your archer, for example they continuously miss organised sessions, please follow the steps set out below.

1. Talk to your archer.

Just as you expect your archer to be open with you, you need to be open with them. Tell them if you are unhappy or if any problems arise. You may find that it is a simple lack of communication and can be quickly resolved.

If, however, your archer refuses to listen or does not do anything to improve the situation, proceed to step 2.

2. Talk to the Coaching Co-ordinator/more senior coach.

Talk to the Coaching Co-ordinator or a more experienced coach about your issues. This will be an entirely confidential conversation, and your archer will only be informed if you consent to it.

The Coaching Co-ordinator/experienced coach will discuss the matter with you, including deciding what you wish to happen going forward. This could be refusing the archer any more coaching by a DCA coach, or swapping coaches.

What to do if You're Struggling to Make a Change to Your Archer's Technique

If you have spotted an issue with your archer's technique and do not know how to 'fix' it, or if you come across a problem but cannot see the issue with the technique, don't worry! All coaches of all levels struggle sometimes. The more experience you can get, the more issues you come across and spot, and the more changes you will be able to make with your archer. If you are just starting out as a coach, it is unlikely that you will be able to spot minor issues, so don't panic!

If you are struggling, remember that DCA have a whole host of coaches and experienced archers at your disposal! Ask for help and advice, we're here to learn from each other and improve. Don't be afraid to go to another coach and ask for them to observe your archer for a couple of ends (providing your archer is OK with this). Coaches and archers are a friendly and approachable lot, and will be more than willing to lend a hand where needed. If in doubt, see the Coaching Co-ordinator who, if she does not have time to help you herself, will point you in the direction of someone who can.

ONE TO ONE COACHING: FIRST SESSION WITH YOUR ARCHER

Your first one to one session with your archer will involve a discussion, and an observation. *(NOTE FOR COACHES: the pre-session discussion form and observation chart is at Appendices B and C. Alternatively, make notes in whichever form you choose).*

The discussion will involve a brief conversation on what the archer wishes to gain from the coaching. The coach should also make a note of the archer's equipment, and take the archer through the idea of goal setting. Initial goals should be set at this point.

Following the discussion, the coach will observe the archer shooting for as many ends as necessary for the coach to make full notes on the archer's technique.

Following the observation, the coach can proceed with coaching the archer or alternatively can organise another date on which to begin substantive coaching.

Appendix A: Coaching Agreement

This contract is to be signed and agreed by both coach and archer to say that the archer in question consents to being coached. It is there to say that both coach and archer will remain patient with each other and remain in contact to avoid any confusion on dates and times of coaching sessions.

Archer

As an archer I consent to the coach in question having my contact details and sending me archery/coaching related information. I will do my best to remember that coaches are archers too and adhere to the times agreed by both of us. Should something occur that prevents me from attending then I will do my best to let my coach know before the session would have started.

Date:/...../.....

Signed:

Print Name:

Coach

As a coach I consent to giving the archer coaching advice for however long agreed for. I will make session arrangements with the archer to suit them both and I will give them as best coaching as I can. I will do my best to remember that sometimes people make mistakes and forget and I will adhere to the times agreed by both of us. Should something occur that prevents me from attending then I will do my best to let the archer know before the session would have started.

Date:/...../.....

Signed:

Print Name:

Appendix B: Pre-Session Discussion

Archer Name	
Bow style	
Current standard <i>(no. of years shooting, Handicap, Classification)</i>	
Equipment details <i>(Bow, Arrows, Release aid etc.)</i>	
Archer's goals <i>(Short, medium and long term)</i>	
Observations <i>(of shooting – can be separate notes)</i>	
Other relevant information <i>(e.g. age, medical issues)</i>	
Agreed goal for coaching	
Date and time for next session	

Appendix C: Observation Chart

Archer:	Date:	
	Tick one	
Posture	Ok	Not Ok
Foot position		
Spine straight		
Comments		
Setup		
Elbow pivot line vertical		
Knuckle line approx. 45° to bow		
Hook strong		
Comments		
Alignment		
Shoulders level		
Shoulder to bow hand line		
Draw elbow to arrow line		
Draw force line		
Anchor point		
Comments		
Follow through (tick one)	Yes	No
Static or forward hand movement		
Hand away from body		
Draw elbow towards floor		
Draw elbow rotates to rear		
Comments		