



Berkshire Archery Coaching Group

Serving the Coaches of the County Association of Berkshire



Committee responsibilities are listed below. We meet four times each year plus the AGM.

The Chairman

- Derive the overall strategy & direction for coaching within the county.
- Is the chairman of BAGG Archery Club (the Club) meetings.
- Berkshire County Coaching Officer role holder and Interface with National Coaching Officer and Regional Coaching Officer.
- Attendance at SCAS RCO meetings.
- Representative on the Berkshire Archery Association Committee.

The Secretary

- Main point of contact for coaches in the county.
- Venue booking for Club Meetings.
- Advertising and Notification of Club Meetings.
- Note taking at Club Meetings & their subsequent distribution.
- Taking the attendance register at Club Meetings.
- Production and distribution of certificates of attendance at Club Meetings.
- Venue Booking for Committee Meetings.
- Create & maintain content on the web site with assistance from the Webmaster.

The Renewal Panel Chair

- Coordination of Level 1 and Level 2 renewals.
- Level 2 Renewal Panel Chair.

The Course Administrator

- Course Administrator for all Level 1 Coach Training courses.
- Course Administrator for all Level 2 Coach Training courses.
- Venue booking for training.
- The main interface with Archery GB for coach training.
- Maintain a record of Level 1 and Level 2 training events and provide a summary of annual coach training at the Club AGM.

The CCO Development

- Organisation & coordination of coaching support for clubs in Berkshire.
- Interface to the Berkshire Sports Partnership and other relevant organisations.
- Organisation & coordination of general coaching of junior archers.
- Organisation & coordination of general coaching of senior archers

The Treasurer

- Management of the Club's finances.
- Submits an up to date copy of accounts prior to meetings.
- Identification of suitable auditor for the Club accounts.
- Arrangement of a minimum biennial auditing of the Club accounts.

The CCO Education & Personal Development

- Identify and satisfy the need for and for formal coach training amongst members of Berkshire Archery Association.
- Support the Course Administrator for all formal coach training courses.
- Liaise with neighbouring counties to collaborate on coach education.
- Speaker / Subject organisation for Club Meetings as part of on-going coach development (Continuous Professional Development).

The CCO Performance

- Organisation & coordination of performance coaching of junior archers for and on behalf of Berkshire Archery Association.
- Organisation & coordination of performance coaching of senior archers for and on behalf of Berkshire Archery Association.
- Liaise with relevant Archery GB performance structures (regional academy coaches etc.) as necessary and disseminate current performance coaching best practices within the county.
- Liaise with the CCO Development and the CCO Education & Personal Development to ensure that coaching events are used to aid the development of coaches.

5.3.9 The Safeguarding Officer

- Keep update with AGB's policies.
 - Safeguarding Children and Young People Policy and Procedures.
 - Safeguarding Adult Policy and Procedures
- Notify the Committee about changes to Archery GB's Safeguarding Policies and Procedures.
- Maintaining a knowledge of safeguarding principles and available training for coaches.
- Liaise with Archery GB on Safeguarding matters.