

COACHING COURSE AND WORKSHOP DELIVERY LICENCE



BRITISH
DODGEBALL

WELCOME

Thank you for showing interest in becoming a licenced provider of British Dodgeball coaching courses and workshops. This document details how the administration, delivery and certification of our various courses and workshops takes place.

CONTENTS

1. [COACHING COURSE & WORKSHOP DELIVERY LICENCE](#)
2. [COMPANY SUITABILITY](#)
3. [TUTOR SELECTION](#)
4. [INDUCTION SESSION](#)
5. [COURSE ADMINISTRATION](#)
6. [LEVEL 1 & 2 COACHING COURSE PACKAGE ADMINISTRATION](#)
7. [COURSE DELIVERY](#)
8. [COURSE CERTIFICATION](#)
9. [QUALITY ASSURANCE](#)
10. [CONFLICT OF INTEREST](#)
11. [SERVICE LEVEL AGREEMENT](#)



COACHING COURSE & WORKSHOP DELIVERY LICENCE

A British Dodgeball Coaching Course and Workshop Delivery Licence costs £500 annually. Included in this price is:

- One tutor induction session per year
- The rights to host courses and workshops for members of your own organisation
- The rights to organize and deliver open and closed courses and workshops for individuals and members of other organisations

COMPANY SUITABILITY

Organisations specialising in education and training and organisations which contain staff members who are experts in sport-specific school delivery are best suited for this licence. Organisations who host and deliver British Dodgeball courses become the face of British Dodgeball to participants. For this reason, we have stringent quality assurance standards and British Dodgeball reserves the right to refuse this licence to any organisation who cannot satisfactorily prove that they have the capability to deliver British Dodgeball courses & workshops to the required standard, and to withdraw the licence from any organisations that bring British Dodgeball into disrepute or is proven to consistently not meet the expected delivery standards.

TUTOR SELECTION

One of our roles as the national governing body of dodgeball is to ensure that our members operate within legal requirements in order to provide a safe experience for those that play. The allocation stage of this licence involves selecting tutors who are qualified or experienced to be able to deliver our courses and workshops to a high standard. It is recommended that organisations only put forward tutor candidates who hold teaching or tutoring qualifications or have a vast amount of experience working within the education and sports fields.

It is also a priority that we support the development of the sport using up to date rules and skills teaching methods. For this reason, we also strongly recommend that tutors have experience of British Dodgeball coaching awards. Tutors can be added and removed annually as required by your organisation, and up to 3 new tutors can be trained during annual tutor induction days.

Once tutors have been inducted, tutors will have the opportunity to act as tutors for courses and workshops which have been organised by British Dodgeball. This will be organised privately between British Dodgeball and your tutors, and your organisation can withhold your consent for us to do this if you deem there to be a conflict of interest. Information on tutor rates will be provided in the tutor induction session.

INDUCTION SESSION

British Dodgeball will arrange an annual visit to your organisation to host a tutor induction session. This session will take 4 hours, and the tutor will explain the administration, delivery and certification processes of each course and workshop we offer. If your organisation does not require induction for new tutors then this may be possible to arrange virtually in order to deliver updates on courses and the administration thereof. If you require a tutor induction session, please contact us by emailing hello@Britishdodgeball.com. There is no cost attached unless tutors require overnight stays or you requires British Dodgeball to source a venue for the session.

COURSE ADMINISTRATION

1. Please notify us at least one month before you wish to run a coaching course or workshop with the following details:

- Type of course/workshop
- Date, time and location
- Tutor Name
- Course audience (your organisation, another organisation, open course for individuals to book)
- Approximate participant numbers & amount of course booklets required
- Names and email address of main organisation contact (if applicable)

2. We send course booklets to you via post and enter the course into our system.

For Level 1 and 2 coaching courses only: Please collect the names and email addresses of the participants in advance of the course, and send them to us a minimum of one week before the course is due to take place. Please update us of any changes before the course takes place.

3. Your tutor delivers the course on the specified date and time. Your tutor will take a register of attendees for certification purposes.

For Level 1 and 2 coaching courses only: The tutor must assess the participants as detailed in each coaching course's tutor guide.

4. Please send us confirmation that the course has taken place.

For Level 1 and 2 courses only: Please include details of who has passed the course, who has been awarded a partial pass and who has failed.

5. We will send an invoice for certification and administration fees as detailed in the [COURSE DELIVERY](#) section. Upon payment, we will then send out certificates for all courses and workshops to participants or the main organisation contact.

LEVEL 1 & LEVEL 2 COACH EDUCATION PACKAGE ADMINISTRATION

The Level 1 Award in Coaching Dodgeball is a pre-requisite for attending the Level 2 Certificate in Coaching Dodgeball course. You can therefore arrange to deliver a Level 1 and a Level 2 to an organisation, or you can only arrange a Level 2 and the participants can complete the Level 1 digitally before they undertake your course as pre-course learning - this is the Level 1 & 2 coach education package, and is administrated as follows:

1. Please notify us at least one month before you wish to run a Level 2 coaching course or workshop with the following details:

- Type of course/workshop
- Date and time
- Location
- Tutor Name
- Course audience (your organisation, another organisation, open course for individuals to book)
- Participant names and email addresses

2. We will enter the course into our system. We will also send each participant a code to access and complete the Level 1 Award in Coaching Dodgeball digitally. This must be completed before they undertake the Level 2 Certificate in Coaching Dodgeball. Please update us of any changes before the course takes place so we can send out Level 1 course links as necessary.

3. We will keep track of those that have completed the Level 1. Any candidates who have not completed it may still attend your Level 2 training course, but cannot pass the course until the Level 1 is completed.

4. Your tutor delivers the course on the specified date and time. The tutor must assess the participants as detailed in each coaching course's tutor guide.

5. Please send us confirmation that the course has taken place. Please send us details of who has passed the course, who has been awarded a partial pass and who has failed.

6. Certificates will be made available on each person's British Dodgeball learning profile page and we will send your organisation an invoice for certification and administration fees as detailed in the [COURSE DELIVERY](#) section.

COURSE DELIVERY

Organisations holding a delivery licence may organise British Dodgeball courses and workshops in order to deliver them. This means you are able to approach individuals and other organisations in your network, such as schools, and promote courses to them. Your organisation can invoice other organisations and individuals directly for delivery fees, and British Dodgeball will invoice you for course administration, certification and resources.

You must collect and store any participant details in line with GDPR (see our [privacy policy](#)). As a delivery provider, you must acknowledge that your organisation is financially responsible whilst delivering any British Dodgeball courses, including the payment of venues, collecting payments from those attending courses and offering refunds in line with legal requirements (you can see our [refund policy](#) if you wish to adopt it). Your organisation will require public liability insurance in order to deliver our courses. You are free to set your own prices and offer your own discounts for the delivery of these courses, although we recommend you use the prices listed below. The certification fee listed is the amount British Dodgeball charge for the administration, certification and resources and must be factored into your prices.

COURSE / WORKSHOP TYPE	RECOMMENDED PRICE TO CHARGE	BRITISH DODGEBALL CERTIFICATION FEES
INTRODUCTORY WORKSHOP (1 hour)	£175 + tutor expenses (£17.50pp charge for open courses)	£60 set fee
INTRODUCTORY WORKSHOP (3 hour)	£280 + tutor expenses (£28pp charge for open courses)	£80 set fee
YOUNG LEADERS WORKSHOP	£280 + tutor expenses	£80 set fee
LEVEL 1 COACHING COURSE	£70pp	£17.50pp
LEVEL 2 COACHING COURSE	£140pp	£35pp
LEVEL 1 & 2 COACHING COURSE PACKAGE	£190pp	£50pp

These fees will be reviewed annually by British Dodgeball.

COURSE CERTIFICATION

Certificates will be made available to participants or to organisation contacts within two working weeks of a course taking place, provided invoices have been paid and any relevant post-course reflective surveys have been completed.

QUALITY ASSURANCE

British Dodgeball will undertake quality assurance activities in order to ensure that and our delivery providers, alongside our own tutors, provide a professional and high quality service. British Dodgeball may sporadically request to attend a coaching course or workshop in order to assist with your tutor's delivery and support their continued professional development as a tutor. If you would like to request support for your tutor/s, then you can do so by emailing hello@britishdodgeball.com.

CONFLICT OF INTEREST

British Dodgeball reserve the right to refuse permission of course delivery in rare cases where courses delivered would be a conflict of interest e.g. where an approved provider is looking to hold an open course within one week of a pre-planned British dodgeball open course in the same area.

Coaching Course and Workshop Delivery Licence

Service Level Agreement

Purpose of Service Level Agreement

The organisation listed below has been commissioned by Dodgeball Development Limited (British Dodgeball) to deliver our suite of coach education courses through British Dodgeball approved instructors. The details outlined in the above Delivery Licence Guide details the roles and responsibilities of both organisations in relation to this agreement.

The licenced delivery organisation agrees to ensure:

- All tutors delivering the courses are fully approved by British Dodgeball before delivering and have completed an induction day.
- All courses delivered follow the appropriate Coaching Course Tutor Guides supplied by British Dodgeball.
- All reporting of courses and registers are supplied to British Dodgeball in a timely manner as specified in the Delivery Licence.

British Dodgeball agrees to ensure:

- All resources are provided prior to course delivery.
- All certification is provided in a timely manner to candidates upon receipt of registers and payment.
- To deliver appropriate training and support to tutors where required and detailed within the Delivery Licence.

Resolution of Issues

Either party has a right to terminate this agreement, subject to providing at least one months written notice.

Signed - British Dodgeball

Signed

Organisation Name:

Name: A Woodall

Name:

Role: Development Manager

Signature:

Role: