



## Video Assessment Guidance

As part of the assessment process, you will need to submit at least one video showcasing your coaching skills. This guidance document will help you prepare and submit your videos effectively. We recommend that you film and submit your videos in plenty of time in case you need to re-record any of the elements due to an issue with the recording or because you have not met the required criteria for passing.

### Task Information & Video Requirements Summary

#### Session Structure:

- Please introduce yourself to the camera before starting your session and confirm you have participants' consent to record them. You can then begin your session.
- The video must show the entirety of a 20-30 minute coached session in a single, continuous clip with no edits, stops, restarts, or edits of any kind.
- **Video Quality:** The video should be of sufficient quality to identify all involved and to clearly observe the coaching activities. What cannot be seen cannot be assessed.
  - **Camera Angles:** Videos must be recorded in landscape mode to ensure a clear and comprehensive view.
- **Audio Quality:** The audio should be of sufficient quality to be able to clearly hear the majority of the coach's interactions with the subjects. What cannot be heard cannot be assessed.

## Before You Film

### Complete a Risk Assessment

- You must ensure you or your club/organisation has completed a risk assessment for the session. This may be requested at any time before grading.

### Ensure you have Recording Equipment

See our Equipment Recommendations for a detailed list.

- **Video:** We recommend using a modern mobile phone with HD video recording capabilities.
- **Audio:** Consider using a wireless lapel (Lavalier) microphone (or similar) for clear audio; these are available from Amazon for a relatively small cost. Bluetooth headphones with a built-in microphone can also be an option but you must ensure that video recording does not stop when used in conjunction with your headphones. Some phones and headphone pairings require you to download a 3rd party app for you to use the headphones as a microphone when recording. Please ensure that you test sound quality before recording your coaching session with a group. If the sound quality is not good enough to hear what you are saying, your video will not be accepted for assessment.

### Get Consent from Participants

Obtain the necessary permissions to film participants. All participants must provide consent for filming and its use for assessment purposes. If participants are under the age of 18 obtain you must obtain consent from their parents/carers. If your participant is an adult at risk of harm ensure you seek specific consent from the adult, letting them know how exactly their image will be used. If they lack capacity to consent do not use them in your video. A customisable consent form can be provided if you email [aden@britishdodgeball.com](mailto:aden@britishdodgeball.com).

### Data Handling Information:

- Videos will not be stored or saved by British Dodgeball, but instead shared by the learner.
- Only British Dodgeball's tutor team will have access to video links.
- Video links will never be shared by British Dodgeball externally unless additional express permission is sought.



## Video Assessment Guidance

### During Filming

#### Camera Setup

Choose one of the following options:

##### 1. Held camera:

- Have an individual hold the camera, ensuring they stay close throughout the session, without being obtrusive but showing a wide enough angle to ensure they are recording both you, your group and any 'action'.
- They must not speak, offer guidance, feedback, or comments during the video. See further advice for individuals filming the video in the next section.

##### 2. Mounted camera:

- Mount the camera in a fixed position i.e. on a tripod, a block or chair.
- Ensure that both you and the participants are clearly visible in the frame and can be heard speaking.
- Make sure that the camera is not going to be disturbed or knocked over during filming and that you and your participants do not disappear out of frame at any point.

#### Advice for Individuals Holding the Camera & Filming the Video

- You must stay close to the coach throughout whilst remaining unobtrusive.
- When the coach is delivering introductions, giving instructions and feedback consider the positioning of the camera to capture adequate footage. Try to be to the front and side of the coach, not behind.
- Participants should be in the footage but do not compromise the coach's session by getting in the way.
- Footage should show participants performing the activities so the tutor can decide if the advice and feedback being given by the coach is appropriate and accurate.
- The individual filming must not speak. They should not give any guidance, feedback, or comment in any way during the video.

#### Content

##### Introduction

- Start the video by introducing yourself, stating your name to the camera.
- State the date and time of the session, the venue/location, and specify the assessment task 'the video is for my Level 2 Coaching Qualification' for example.
- Confirm that participant consent has been obtained.

##### Delivery

- The video should show you coaching a 20-30 minute coached session on a skill or tactic of your choice.
- The video should capture your coaching expertise and interactions with a group of participants.

##### Background Noise

- Choose a time when the venue or area is relatively quiet to minimise background noise and distractions.



## Video Assessment Guidance

### After Filming

#### Uploading the Video

Choose one of the following options:

- **Share via a cloud storage service:**

- Upload your video to a private cloud storage service, e.g., Google Drive, iCloud.
- Ensure permissions are set to the file being accessible via a private link - this ensures it can be seen by anyone with the link but won't appear in search results.

- **Upload to YouTube:**

- Sign-in to YouTube using a Google account.
- Click **Create** in the top-right corner and select **Upload Videos**.
- Select the video file you wish to upload & click **Edit** on each file to edit the video details.
- Under **Show More** in the details page, choose **Unlisted** as the visibility option - Unlisted videos can be seen by anyone with the link but won't appear in search results.
- Click **Save**.

#### Sharing

You need to share the following items with British Dodgeball by emailing [aden@britishdodgeball.com](mailto:aden@britishdodgeball.com):

1. Session video link.
2. Session plan (photographs, scans, word documents or pdfs are all accepted).
3. 3-7 timestamps of key pieces of evidence from the video.  
a. This does not need to be a full reflective essay, simply signposting to elements you consider good practice is enough, e.g. *"2:57 - Coaching directional blocking skill effectively by providing summarised coaching points after asking a targeted question."*
4. Confirmation in writing that participants gave permission to be recorded (if you didn't say this in the video).

#### What Happens Next

After submitting your video one of our tutor assessors will view your recordings in conjunction with your lesson plan for the coaching portion of your assessment. Once viewed, they will award an outcome depending on the course. This will be communicated via email and the outcome may be:

- Fail
- Pass - award certificate
- Pass - move to next steps e.g. professional conversation.

If you have any questions or concerns regarding the above, please contact [aden@britishdodgeball.com](mailto:aden@britishdodgeball.com).

## Video Assessment Guidance

### Equipment Recommendations

When purchasing any equipment, ensure that it is compatible with your mobile device. If you do not own audio equipment and cannot afford to purchase any, please contact [aden@britishdodgeball.com](mailto:aden@britishdodgeball.com).

#### Filming Equipment

##### Camera

Smartphone - For the purposes of the assessment tasks, a smartphone is considered adequate for video recording. Most modern smartphones come equipped with high-quality cameras and video capabilities that are more than sufficient for recording coaching sessions.



##### Stabilisation Equipment

If you plan to use a fixed camera position, investing in a tripod or GorillaPod is recommended. Tripods provide stability and ensure steady footage. They are available in various forms and price points. Here are some [examples](#).



##### Wide Angle Lens

You may want to consider purchasing a wide-angle lens that can be clipped onto your mobile phone. A wide-angle lens will increase the width of the camera angle, allowing you to capture a broader field of view. This can be beneficial for recording coaching sessions, especially in outdoor settings. Here are some [examples](#).



#### Audio Recording

##### Wireless Lapel Microphone

To capture clear and professional audio during your coaching sessions, we recommend the use of a wireless lapel (Lavalier) microphone. This type of microphone can be clipped to your clothing and transmits audio wirelessly to your smartphone and significantly enhances the audio quality of your videos. Here are some [examples](#).



##### Bluetooth Headphones

An alternative option is to use Bluetooth headphones with a built-in microphone. However, please note that using this option requires additional steps:

- Ensure your Bluetooth headphones are paired with your mobile phone.
- Use a third-party app to ensure the audio is captured effectively. Below are some suggested apps for both iOS and Android:
  - Cinema FV-5/lite (Android - free)
  - Pro Movie Recorder (iOS - Free)

