



COACH IN RUNNING FITNESS ASSESSMENT

COACHING DIARY

NAME _____

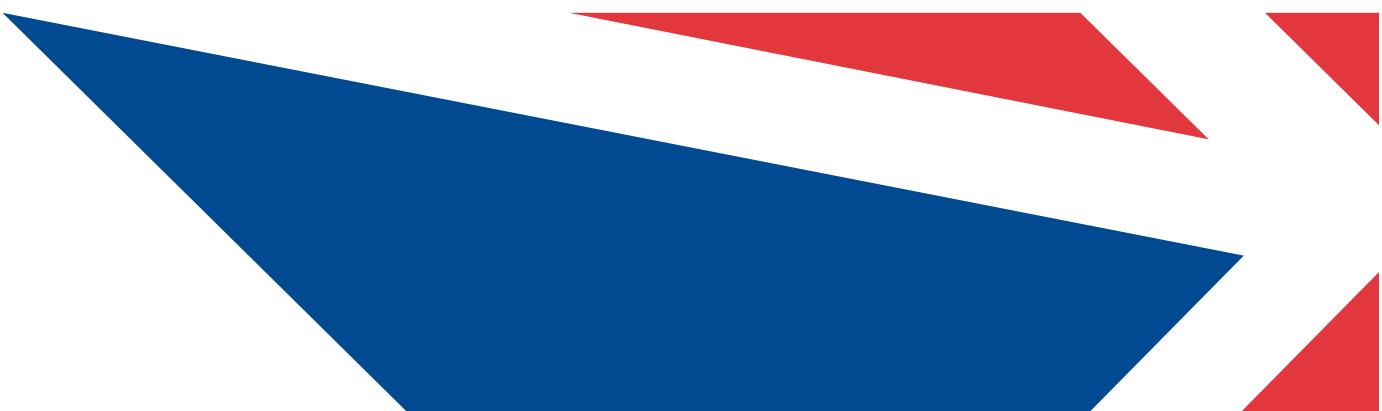
COACH LICENCE NO _____

CLUB _____

SUPPORT COACH _____

DATE DIARY SUBMITTED _____

PREFERRED ASSESSMENT DATE _____



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ASSESSMENT COMPONENTS

The following is a timeline for all of the individual components that will be assessed as you finalise your Coach In Running Fitness Qualification. The timeline clearly indicates when you should be in a position to start the work needed to complete each assignment. We strongly advise you to adhere to this timeline to ensure that you have covered all of the essential coursework before embarking upon any assignment.

Section	Assignment	Completed	When to Complete	Page Number
Coach Profile	1a) Coach Profile	<input type="checkbox"/>	After day 2	5
	1b) Action Plan 1	<input type="checkbox"/>	After day 2	6
	1c) Review Action Plan 1	<input type="checkbox"/>	Before day 3	7
	1d) Action Plan 2	<input type="checkbox"/>	4 weeks after day 3	8
	1e) Review Action Plan 2	<input type="checkbox"/>	8 weeks after day 3	9
Athlete Profile	2a) Training Group Profile	<input type="checkbox"/>	After day 3	10
	2b) Individual Athlete Profile	<input type="checkbox"/>	After day 3	11-16
Planning & Evaluation	3a) Mesocycle Plan & Evaluation	<input type="checkbox"/>	After day 3	17-19
	3b) Microcycle Plans	<input type="checkbox"/>	Having written the mesocycle	20-35
	3c) Planning Warm Up & Cool Downs	<input type="checkbox"/>	Having written the mesocycle	21
	3d) Session Plans & Self Evaluations	<input type="checkbox"/> <input type="checkbox"/>	Having written each microcycle After each session	22-24
Home Study Assignments	4a) Health & Safety	<input type="checkbox"/>	After day 2	45
DECLARATION		<input type="checkbox"/>	Once the diary is complete	50

SECTION: COACH PROFILE

ASSIGNMENT 1A: COACH PROFILE

Using the list of coaching knowledge and skills below rate each for you on a scale of 1 – 10 (1 is an area of weakness requiring improvement and 10 an area of strength).

COACHING KNOWLEDGE	RATING (1 – 10)	COACHING SKILLS	RATING (1 – 10)
Warm Ups		Planning	
Cool Down		Organisation	
Balance & Coordination		Safety	
Starts & Accelerating		Instruction & Explanation	
Running for Speed		Demonstration	
Running for Endurance		Observation	
Uphill and Downhill Running		Analysis	
Types of Endurance (e.g. Speed)		Coaching Intervention	
Strength & Conditioning		Feedback	
Energy Systems		Listening	
Nutrition		Questioning	
Athlete Development Model		Evaluation of Self and Session	
		Setting up practice to enable skill learning and development	

TASK

Select four of the most important areas each from the coaching knowledge and the coaching skills sections above and list them in the table below. They should be the items with the lowest scores. You should now have a clear idea of areas that you need to work on as a coach. Ensure that you have selected the most appropriate knowledge and skills, that you have rated them correctly for where you feel you are at the moment. You will use these scores again as you progress through the diary.

TABLE ONE

COACHING KNOWLEDGE	RATING (1 – 10)	COACHING SKILL	RATING (1 – 10)

ASSIGNMENT 1B: ACTION PLAN

From Table One identify one area of coaching knowledge that you want to develop throughout the mesocycle:	From Table One identify one coaching skill that you want to develop throughout the mesocycle:
WHAT WAS THE RATING SCORE?	WHAT WAS THE RATING SCORE?
Why have you chosen this area of coaching knowledge?	Why have you chosen this area of coaching skill?
<p>Write ONE smart goal for the area of coaching knowledge and for the coaching skill:</p> <p>Coaching Knowledge:</p> <p>Coaching Skill:</p> 	
<p>Identify the ways in which you will move towards this goal – i.e. reading, attending a course, observation, working with support coaches or mentors etc.</p>	
<p>Are there any barriers that you can think of that may make it difficult for you to achieve these goals? (Time, a holiday, work, etc.)</p>	
<p>How may you overcome these barriers?</p>	

ASSIGNMENT 1C: REVIEW ON ACTION PLAN

Regular review of your progress towards your goal is important.

Re-evaluate your personal ratings and then complete the following:

Review Date:			
Coaching knowledge What was your original score?		Coaching skill What was your original score?	
What is it now?		What is it now?	
Have you fully achieved your personal goal? Please state clearly: What-2: what you know now that you didn't know before. How-2: how your coaching skill now differs from what you were doing before.	What-2: How-2:		
How did you work towards achieving your personal goals?			
What support have you received as you worked towards them? From whom? How often?			
As a result of this do you need to modify or change your personal goals in any way? If YES, rewrite your goals with any changes.			
When will you next review your progress towards the achievement of your personal coaching goals?			

ASSIGNMENT 1D: ACTION PLAN

Complete this action plan 4 weeks after day 3 of the course.

<p>From Table One identify one area of coaching knowledge that you want to develop throughout the mesocycle:</p>	<p>From Table One identify one coaching skill that you want to develop throughout the mesocycle:</p>
<p>WHAT WAS THE RATING SCORE?</p>	<p>WHAT WAS THE RATING SCORE?</p>
<p>Why have you chosen this area of coaching knowledge?</p>	<p>Why have you chosen this area of coaching skill?</p>
<p>Write ONE smart goal for the area of coaching knowledge and for the coaching skill:</p>	
<p>Coaching Knowledge:</p>	
<p>Coaching Skill:</p>	
<p>Identify the ways in which you will move towards this goal – i.e. reading, attending a course, observation, working with support coaches or mentors etc.</p>	
<p>Are there any barriers that you can think of that may make it difficult for you to achieve these goals? (Time, a holiday, work, etc.)</p>	
<p>How may you overcome these barriers?</p>	

ASSIGNMENT 1E: REVIEW ON ACTION PLAN

Complete this review 8 weeks after day 3 of the course and before submitting your diary.

Regular review of your progress towards your goal is important.

Re-evaluate your personal ratings and then complete the following:

Review 1 Date:	
Coaching knowledge What was your Rating/Score?	Coaching skill What was your Rating/Score?
What is it now?	What is it now?
Have you fully achieved your goal? Please state clearly: What-2: what you know now that you didn't know before. How-2: how that coaching skill now differs from what you were doing before.	What-2: How-2:
How have you worked towards achieving your personal coaching goal?	
What support have you received towards it? From whom? How often?	
In light of current developments do you need to modify or change your personal coaching goal? If so, state any changes or new goals?	
When will you review your progress towards the achievement of your personal coaching goals next?	

SECTION 2: ABOUT THE ATHLETES

ASSIGNMENT 2A – TRAINING GROUP PROFILE

Use the grid below to provide a general athlete profile of the athletes you are working with while completing the Coach In Running Fitness Award. (You may not have athletes in all three stages of development).

Number of Athletes	Stage of Development	Provide examples of how you have modified and adapted one of your sessions to ensure that all of the athletes needs are met
	FUNDAMENTALS	
	FOUNDATION	
	EVENT GROUP DEVELOPMENT	

ASSIGNMENT 2B – INDIVIDUAL ATHLETE PROFILES

This could be from the group identified in 2A or another athlete that you will be working with in the group. Whilst it is probable that you will be working with an adult it is still important to check all of the following information by observation and with the athlete.

ATHLETE ONE

Name (optional)		Gender		Age	
Training Age					
Explain your reasons:					
Stage of Development					
Explain your decision:					
Any other useful information about this athlete? (Could include work/study/ family etc.)					
How long have they been involved in running?					
How much time do they have available in the week to train?					
Have they taken part in any other sports? (Include activity, how recently, how often, any injuries etc.)					

ASSESSMENT OF ATHLETE'S CAPABILITIES

It is important that you take some time to have a good look at the athlete that you are/will be working with. Compare what you see with the technical models for running (speed/endurance, uphill, downhill) then make as full an analysis as possible.

You may find it helpful to use the matrix from Athletics 365 to help you with this. However, it is important at this stage that you 'say what you see' rather than reach any judgements.

REMEMBER TO DESCRIBE WHAT IS A MATCH OR MISMATCH

Basic Assessment		
Area	Fundamental Matches	Fundamental Mismatches
Agility		
Balance		
Coordination		

Fitness Assessment		
Area	Fitness Matches	Fitness Mismatches
Endurance / Stamina		
Flexibility		
Strength		
Speed		

ASSESSMENT OF ATHLETE'S CAPABILITIES

REMEMBER TO DESCRIBE WHAT IS A MATCH OR MISMATCH

Running Assessment		
Area	Technical Matches	Technical Mismatches
Running Technique - Speed		
Running for Endurance		
Running Uphill		
Running Downhill		
Running over Obstacles		

Summary: In the final section you will need to think about the needs of the athlete and the focus of the training plan that you will now develop.

Area of Focus	Key Technical Deficiency	Training Approach
Agility / Balance / Coordination		
Fitness Issues		
Technical Issues		
Issues related to individual analysis		

ASSIGNMENT 2B – INDIVIDUAL ATHLETE PROFILES

This could be from the group identified in 2a or another athlete that you will be working with in the group. Whilst it is probable that you will be working with an adult it is still important to check all of the following information by observation and with the athlete.

ATHLETE TWO

Name (optional)		Gender	M / F	Training Age	
Training Age					
Explain your reasons:					
Stage of Development					
Explain your decision:					
Any other useful information about this athlete? (Could include work/study/ family etc.)					
How long have they been involved in running?					
How much time do they have available in the week to train?					
Have they taken part in any other sports? (Include activity, how recently, how often, any injuries etc.)					

ASSESSMENT OF ATHLETE'S CAPABILITIES

It is important that you take some time to have a good look at the athlete that you are/will be working with. Compare what you see with the technical models for running (speed/endurance, uphill, downhill) then make as full an analysis as possible.

You may find it helpful to use the matrix from Athletics 365 to help you with this. However, it is important at this stage that you 'say what you see' rather than reach any judgements.

REMEMBER TO DESCRIBE WHAT IS A MATCH OR MISMATCH

Basic Assessment		
Area	Fundamental Matches	Fundamental Mismatches
Agility		
Balance		
Coordination		

Fitness Assessment		
Area	Fitness Matches	Fitness Mismatches
Endurance / Stamina		
Flexibility		
Strength		
Speed		

ASSESSMENT OF ATHLETE'S CAPABILITIES

REMEMBER TO DESCRIBE WHAT IS A MATCH OR MISMATCH

Running Assessment		
Area	Technical Matches	Technical Mismatches
Running Technique - Speed		
Running for Endurance		
Running Uphill		
Running Downhill		
Running over Obstacles		

Summary: In the final section you will need to think about the needs of the athlete and the focus of the training plan that you will now develop.

Fitness Assessment		
Area of Focus	Key Technical Deficiency	Training Approach
Agility / Balance / Coordination		
Fitness Issues		
Technical Issues		
Issues related to individual analysis		

PLANNING SECTION 3A - PLANNING THE MESOCYCLE

Mesocycle – 8 week plan for athletes in the group including testing and monitoring protocol.

Note that this may be for the larger group that you identified earlier or for only the athlete(s) that you profiled.

Starting Date:					Finishing Date:				
	Main Technical Skills Goals					Main Fitness Goal:			
Goals	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	
	FUNDAMENTALS: Agility Balance Coordination								
FITNESS: related activities. endurance speed other sports etc									
RUNNING: related activities . skills drills etc									
TRAINING LOAD: High Medium Low									

MONITORING AND EVALUATING THE MESOCYCLE - OVERVIEW

HOW MANY SESSIONS WERE COMPLETED?

GOALS (from previous page)	Main Technical Skills Goals for the Athletes:	Main Fitness Goals for the Athletes:	
What skills did the group develop and what improvements did you notice?		How was this monitored and evaluated?	
Fitness development progress:		How was this monitored and evaluated?	
Consider how you structured their learning, how much interference might have occurred and whether sufficient time was given to help them learn.			
What key learning about YOUR planning can you take forwards to the next Mesocycle? How will you go about implementing it?			

MONITORING AND EVALUATING THE MESOCYCLE - DETAIL

Complete this after all 8 weeks of training have been undertaken.

	What changes need to be made for the next mesocycle to help the athletes progress further? What will you work on and how?	How does this differ from the previous mesocycle?
Agility Balance & Coordination		
Fitness related activities		
Running related activities		
Other		

ASSIGNMENT 3B PLANNING: MICROCYCLES

WEEK ONE

		Week One						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3C PLANNING: WARM UP AND COOL DOWNS

In this section you need to provide a detailed plan of the warm up and cool down units that you would generally use as part of a session.

If these change because of the venue, the activity the group etc. in any of the plans that you submit then these plans must include those changes.

WEEK ONE

Details of Venue:		Any Safety Issues:	
Equipment to be used:		Age Group:	Stage of Development:
Purpose of the warm up (session it will be preparing athletes for):			
Warm Up	Activity	Coaching Points	Purpose of each activity
Content of Cool Down			
	Activity	Coaching Points	Purpose of each activity

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK ONE			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES: SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK ONE

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

WEEK TWO

ASSIGNMENT 3B PLANNING: MICROCYCLES

		Week Two						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK TWO			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES:		
	SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK TWO

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

ASSIGNMENT 3B PLANNING: MICROCYCLES

WEEK THREE

		Week Three						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK THREE			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES: SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK THREE

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

WEEK FOUR

ASSIGNMENT 3B PLANNING: MICROCYCLES

		Week Four						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST	LOW	MEDIUM	HIGH				

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK FOUR			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES:		
	SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK FOUR

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

ASSIGNMENT 3B PLANNING: MICROCYCLES

WEEK FIVE

		Week Five						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK FIVE			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES: SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK FIVE

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

WEEK SIX

ASSIGNMENT 3B PLANNING: MICROCYCLES

		Week Six						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST	LOW	MEDIUM	HIGH				

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK SIX			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES:		
	SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK SIX

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

ASSIGNMENT 3B PLANNING: MICROCYCLES

WEEK SEVEN

		Week Seven						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK SEVEN			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES: SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK SEVEN

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

WEEK EIGHT

ASSIGNMENT 3B PLANNING: MICROCYCLES

		Week Eight						
Days		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Details of Sessions								
Energy System								
Training Emphasis								
Other Sports Training								
Loading								
	REST							
	LOW							
	MEDIUM							
	HIGH							

ASSIGNMENT 3D - SESSION PLANS

As there are 8 training weeks shown in Section 3B we are looking to see one session documented from each of those weeks WITH an appropriate session evaluation about what you did.

COACHING SESSION PLAN WEEK EIGHT			
DATE:	STAGE OF ATHLETE DEVELOPMENT:		
DURATION:			
VENUE:	AGE GROUP OF ATHLETES: SIZE OF GROUP:		
ENERGY SYSTEM: This session will focus on...	SESSION GOALS FOR THE ATHLETES (WHAT-2): By the end of the session the athletes will be able to...		
EQUIPMENT:	PERSONAL COACHING GOALS (HOW-2): By the end of the session I will have...		
PRACTICAL SESSION			
SESSION COMPONENT	UNIT DETAIL	COACHING POINTS	ORGANISATION/SAFETY KEY POINTS
WARM UP (Minutes)			
MAIN SESSION UNIT A (Minutes)			
MAIN SESSION UNIT B (Minutes)			
COOL DOWN (Minutes)			

COACHING SESSION SELF EVALUATION - WEEK EIGHT

<p>Personal Coaching Goals (HOW-2): By the end of the session I will have...</p>	
<p>Did you achieve this goal?</p>	
<p>What did you do that may have caused this?</p>	
<p>What else went well with the session?</p>	
<p>What was it that you did to enable this?</p>	
<p>What went less well?</p>	
<p>What did you do that may have caused this?</p>	
<p>Energy system: The evidence I observed that tells me which energy system was the main focus was...</p>	
<p>Information and feedback from the Support Coach:</p>	
<p>What I learnt/want to improve in my coaching:</p>	
<p>Action Plan to improve my coaching:</p>	
<p>What support do I need?</p>	<p>Who will provide this support?</p>
<p>How will I measure my improvement/success?</p>	

ASSIGNMENT 4A HEALTH AND SAFETY

Using the Health and Safety PowerPoint in the Coach in Running Fitness resources section on uCoach complete the questionnaire below.

1. RUNNING - ROAD RACING

Consider two possible types of accidents that can occur in this activity and outline the precautions that you would take to minimise the risks of these accidents occurring:

1

2

2. RUNNING - OFFROAD

Name three precautions that you would take prior to commencing a training session to minimise the risk of an accident occurring:

1

2

3

3. RUNNING - AT NIGHT

Name three precautions that you would take prior to commencing a training session to minimise the risk of an accident occurring:

1

2

3

4. ACCIDENT REPORTING

What are the two types of incidents associated with the above which would need to be reported to UK Athletics?

1

2

5. What procedures would you take when reporting an accident?

6. Using one of the examples that you have chosen complete the Accident Report Form (overleaf) using fictitious data to fill in all the relevant spaces.

ACCIDENT AND INCIDENT REPORT FORM



IN THE EVENT OF A REPORTABLE ACCIDENT OR INCIDENT THIS FORM SHALL BE COMPLETED AND SUBMITTED TO UKA WITHIN SEVEN DAYS OF THE ACCIDENT.

ON RECEIPT OF THIS FORM UKA SHALL IMMEDIATELY COPY IT TO THE RELEVANT NATIONAL ASSOCIATION

A REPORTABLE ACCIDENT IS ONE IN WHICH A PERSON SUFFERS AN INJURY AS A RESULT OF WHICH THAT PERSON REQUIRES OR IS LIKELY TO REQUIRE MEDICAL TREATMENT.

A REPORTABLE INCIDENT IS ONE WHICH IN DIFFERENT CIRCUMSTANCES MIGHT HAVE LED TO A REPORTABLE ACCIDENT.

The completed form shall be sent to :

Health and Safety Department,
UK Athletics,
Athletics House,
Blythe Valley Park, Solihull,
West Midlands,
B90 8AJ

FORM-UKA/RF/2/2009

PERSONAL DETAILS		<u>NATURE OF INJURY</u>
<u>INJURED PERSON</u> - MR/ MRS/ MISS		_____
SURNAME	_____	_____
FORENAMES	_____	_____
AGE	_____	WAS FIRST AID GIVEN - YES/NO
STATUS (athlete, official, spectator, other)	_____	NAME OF FIRST AIDER _____
CLUB (If Applicable)	_____	ORGANISATION/BRANCH _____
ADDRESS	_____	WAS THE INJURED PARTY TAKEN FROM
POSTCODE	_____	THE SITE OF THE ACCIDENT TO HOSPITAL? YES / NO
TELEPHONE	_____	FURTHER TREATMENT(If Known) _____ _____
		VENUE (If Known) _____ NATURE OF TREATMENT (If Known) _____
ACCIDENT / INCIDENT DETAILS		MEETING / TRAINING DETAILS
MEETING / TRAINING VENUE		ORGANISER / CLUB
ADDRESS	_____	NAME _____
POSTCODE	_____	ADDRESS _____ _____
		POSTCODE _____ TEL. _____
NATURE OF MEETING / TRAINING (Circle as appropriate)		
COMPETITION - YES/ NO		
TRAINING -	YES/NO	CROSS-COUNTRY
DATE	_____	FELL RUNNING
TIME	_____	RACE WALKING
WEATHER	_____	ROAD RUNNING
SITE OF ACCIDENT	_____	SPORTSHALL
TRACK AND FIELD		
OTHER _____		
TITLE OF MEETING _____		

IF APPLICABLE- INCIDENT SITE DIAGRAM / PHOTOGRAPH - PREPARED BY PERSON REPORTING.

Indicate event site/ incident layout, position of injured person, position of event officials, coaches , and witnesses.

DESCRIPTION FROM PERSON REPORTING**DETAILS OF PERSON REPORTING**

NAME _____

ADDRESS _____

POSTCODE _____

TELEPHONE _____

STATUS _____

FOR UKA OFFICE ONLY - To be completed following the outcome of any investigation
(Append reports.)

PROBABLE CAUSE OF ACCIDENT (may be appended)

RECOMMENDATIONS TO PREVENT RECURRENCE (may be appended)

Signature

Date

This form is subject to the Data Protection Act 1998 and as such the information contained within is for UK Athletics statistical purposes only. Any additional disclosure will take place only with the permission of the injured party.

FOR OFFICE USE ONLY

UKA

DATE RECEIVED	
---------------	--

RECEIVED BY	
-------------	--

REFERENCE	
-----------	--

FOR OFFICE USE ONLY

NATIONAL ASSOCIATION

DATE RECEIVED	
---------------	--

RECEIVED BY	
-------------	--

REFERENCE	
-----------	--

DECLARATION OF OWN WORK

It is expected that any work submitted by you, the candidate, for assessment purposes has been undertaken and completed by you alone. The use of information and ideas copied from other sources such as books and the internet must be acknowledged using a reference to the source material. (e.g. uCoach article by A.N.Other Jan 2011). Failure to acknowledge sources or passing work off as your own is in breach of the Coaches Code of Conduct.

I confirm that all the work in this Coaching Diary is my own and I have acknowledged the contributions of others' where appropriate.

Signature:

Date:

WHAT TO DO NOW

Firstly, check that you have completed each of the tasks and assignments (use the checklist at the front of this diary).

Secondly sign and date the declaration that states that this is your own work. If the declaration is not signed, the diary will be returned NOT assessed.

Finally, you should now submit your Coaching Diary to your Home Country Education contact. Email submission is preferable although hard copies are also accepted. If sending a hard copy, please ensure you send TWO copies of the entire document via Recorded Delivery, Special Delivery or other secure method.

HOME COUNTRY COACH EDUCATION CONTACT:

England Athletics (North)

Debbie Beresford
Eastlands (Formerly Sportcity),
Gate 13 Rowsley Street,
Manchester,
M11 3FF
E: dberesford@englandathletics.org

Northern Ireland Athletics

Victoria Kennedy
Athletics House,
Old Coach Road,
Belfast,
BT9 5PR
E: vicki@niathletics.org

Welsh Athletics

Dave Goodger
Cardiff International Sports
Stadium
Leckwith Road
Cardiff.
CF11 8AZ
E: dave.goodger@welshathletics.org

England Athletics (Midland & South West)

Morag Ford
Athletics House
Backstraight Stand
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
B42 2BE
E: mford@englandathletics.org

Scottish Athletics

Jim Goldie
Caledonia House
South Gyle,
Edinburgh,
EH12 9DQ
E: jim.goldie@scottishathletics.org.uk

England Athletics (South)

Stacy Tuohy
Athletics House
Backstraight Stand
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
B42 2BE
E: stuohy@englandathletics.org



BUILDING A BETTER COACHING ENVIRONMENT

UCOACH IS THE NEW UKA COACHING WEBSITE THAT CONNECTS YOU TO THE LATEST COACHING RESOURCES INCLUDING:



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ATHLETAU CYMRU