



## Coaching Courses Terms & Conditions

### **IMPORTANT: Please read before registering for modules**

#### **Entry Requirements:**

- Individuals should be aged at least 17 years old by the first day of the course.
- When carrying out supported practice sessions, learners who are under the age of 18 must be supervised by a responsible adult.
- You must hold a current Session Coach or Level 1 Coach Licence, before starting your Development Coach qualification.

#### **Development Coach Module Cancellation Policy:**

- A minimum of eight learners is required for a Development Course module to proceed.
- If this minimum is not met, Archery GB may cancel the module.
- Learners will be notified of the cancellation via email and offered either a full refund or a 'Transfer Coupon' to re-register for another module.

#### **Learner Cancellation and Transfer Policy**

- All transfer requests will receive a refund of their fees, minus £5 admin fee and any transaction charges. Learners must then re-register for the next available module.
- Archery GB reserves the right to cancel or reschedule sessions, modify terms, or refuse service under certain conditions.
- Cancellations by Learners within 10 days of a Session Coach module commencing will incur the full cost of the module (£15, £30 for online modules and £85 for in-person workshops).
- No-shows will be charged the full session fee. They must then re-register for the next available module.
- Learners arriving more than 15 minutes after the scheduled start time will be considered a no-show. This policy helps prevent disruption to the Coach Developer and fellow learners.

All registrations and payments are now processed through Sport80. We recommend that individuals register and pay directly via Sport80, if they are receiving support from their club then the learner should pay first and then claim any funding back through their club. If this isn't feasible, please reach out to us at [coaching@archerygb.org](mailto:coaching@archerygb.org), and we'll do our best to assist you

#### **Certificates**

- Upon completing each module, learners will receive Completion Certificates.
- Please allow up to 14 days for these certificates to be uploaded to your Archery GB Membership account.
- If you do not receive your certificates within this timeframe, please email us at [coaching@archerygb.org](mailto:coaching@archerygb.org).

#### **Coach Licence:**

- A Learner's Coach Licence will be added to their Membership account once all requirements are met.
- These requirements include completing the Development Coach course, [Safeguarding training](#) (please upload your safeguarding certificate to your Membership portal), AGB Membership, and an [Enhanced Disclosure through DBS/PVG/Access NI](#).