

Boccia Leaders Award Organiser's Guide

Cost:

- The cost for external organisations to host the Boccia Leaders Award is £25 per learner (minimum 14 and maximum 18 learners). This includes tutor travel up to a 55-mile round trip. Any additional travel costs will be payable by the course organiser at 45p/mile.
- Organisers will be invoiced for the full course cost once the booking is confirmed (30 day payment terms).
- The booking of an appropriate venue is also at the expense of the host organiser.
- The cost of the Award is the same regardless of the number of delegates (up to 18).
- The organiser can sell individual places for a maximum of £20 per person.
- Cancellation fees are at the discretion of the home country organisation.

Timings:

- The Award is 3 hours in duration.
- No formal break is scheduled.
- Delivery of the Award can be on a weekday, weekend, day time or evening.
- A 4.5 hour venue booking is recommended to allow for set up and set down (see venue requirements below).

Venue:

- Booking of a venue is the responsibility of the organiser.
- A minimum of 2 badminton courts (or equivalent) are required.
- Sole use of the space is essential. If the area is part of a larger sports hall, consideration of noise on adjacent courts needs to be considered.
- A projector / TV screen (and relevant cables) can be provided if possible.
- An exclusive hall of up to 4 badminton courts is an ideal space – where both practical and theory can be delivered jointly.
- 2 tables, and chairs for the delegates and to place on the courts to be provided.
- Venues should have adequate disabled access.
- Access for the tutor is required 1 hour prior to the start time. We also suggest booking for 30 minutes post course finish time to allow for set down.
- Light refreshments of water and hot drinks could be provided for the delegates on arrival.
- The venue should be a suitable temperature for theory and practical delivery.

Equipment:

- Your home country organisation will provide boccia court tape, course resources and certificates.
- The organiser is responsible for providing a minimum of;
 - Boccia ball sets (1 set per 6 attendees)
 - Boccia ramp x 1
 - Boccia referees' kits (paddle, measure, caliper) (1 full set per 6 attendees)
 - A range of basic sports equipment – balls, hoops, skittles, cones, markers/targets
- If provision of any of the above equipment is not impossible, please discuss with your home country organisation.

Delivery Format and Resources:

- This course is primarily practical.
- PowerPoint presentation, video links and other visuals may be used to reinforce learning points.
- Exact delivery format will be tailored by the tutor dependant on their preference, learning styles of the delegates, venue set up and equipment provided (e.g projector).
- All delegates will receive a Boccia Leader's Award resource, provided by your home country organisation, via your tutor.

Delegates:

- Minimum 14 chargeable delegates and maximum 18 delegates.
- Minimum age is 12 years old.
- Delegates should be able to read and write in English.
- Please inform us in advance if any delegates have any special requirements or considerations. E.g. learning disabilities. Delegate numbers may be capped and altered in some cases.
- Organiser is required to inform your home country organisation of the numbers and ages of the group so the tutor can be briefed accordingly.
- All delegates under the age of 18 should have parent or carer consent to attend the workshop.
- Delegates under the age of 18 are not the sole responsibility of the tutor and staff/representatives from the host organisation should be present throughout.
- Behaviour and Expectations - to ensure that all courses and workshops are a safe and enjoyable place for everyone, we expect all delegates to follow these guidelines:
 - Attend on time
 - Show respect to tutors and fellow learners
 - Value and respect the opinion of other learners
 - Do not use abusive or offensive language



- Do not engage in disruptive behaviour or act in an inappropriate manner to other learners
- Recordings / photos / screenshots of the session should only be taken with permission

Feedback:

- All delegates and organisers will be asked to complete an online feedback survey upon completion of the course:
 - Course organiser feedback form:
<https://www.surveymonkey.co.uk/r/bocciacourseorganiser>
 - Course delegate feedback form:
<https://www.surveymonkey.co.uk/r/bocciacoursedelegate>

Certification:

- All delegates will receive a certificate of attendance.
- Delegates can subsequently achieve a Bronze, Silver or Gold Leader's Award by completing 5, 10 or 20 hours (respectively) of onward boccia volunteering. Leader's Diaries are submitted to your home country organisation in order to be awarded for this.

