

ASQ Level 1 Award in Coaching Golf Qualification

Information and Terms and Conditions of Booking

Dear Volunteer Applicant

Thank you very much for your enquiry regarding the ASQ Level 1 Award in Coaching Golf. This document contains important information relating to the Level 1 qualification and the licence scheme operated for volunteer coaches operating within development programmes and schemes within Great Britain and Ireland. You should read this information carefully, including the Terms and Conditions of booking, to ensure that you fully understand what is entailed in undertaking the Level 1 qualification.

Level 1 Coaching course cost:

The cost of the qualification is:

- £300.00 - This includes your initial volunteer coach licence which is valid for one year.

The cost of the course includes:

- 2 days of training and assessment, delivered by PGA qualified tutors, to equip you to assist as a Level 1 Volunteer Golf Coach
- Access to pre-course learning material provided for you on the Online Learning Platform
- A qualification that is recognised by Golf's National Governing Bodies across Great Britain and Ireland
- Your first coach licence (valid for one year)

The cost of the course excludes:

- Food and beverages; however, these can be purchased at the training venue if required

Terms and Conditions of Booking

Please read the Terms and Conditions carefully to ensure you are aware of your responsibilities in applying for a place on a Level 1 Coaching course.

1. The application deadline closing date is 5 weeks prior to the start date of your selected course
2. Ensure you have completed all required sections on the application form
3. Please select 2 suitable courses if possible. Indicate your choice by inserting the course code listed on the www.pga.info website
4. Ensure you submit a completed application form, together with appropriate payment (credit/debit card details or bank transfer), passport style photograph, and a copy of your valid DBS and Child Protection certificates
5. Incomplete application forms, or those submitted without necessary attachments will not be accepted
6. Courses must be paid in full at time of booking
7. Send Level 1 Coaching application forms to:
 - England / Wales / Northern Ireland / Ireland: Please email coaching@pga.org.uk
8. To obtain the relevant criminal records check please email licensing@pga.org.uk
9. Places are limited and will be dealt with on a first come first served basis

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Deadlines

The deadline for applications is **5 weeks prior** to each course date. Late applications may not be accepted and are at the discretion of the PGA. Deadlines are in place to ensure all pre-course material is distributed to candidates in sufficient time prior to each course.

Course Confirmation

Your place on a course will be confirmed by email. All written materials, including the ASQ L1 Award in Coaching Golf Candidate Guidance Pack (contains essential information), for this course are located on the PGA's Canvas learning platform. You will receive your PGA Canvas login details 4 weeks prior to the course for you to complete the recommended reading in preparation for the coaching course.

If you have not received such confirmation **3 weeks prior** to the course you should contact the Coach Education Administrator.

Cancellations

By the PGA

The PGA reserves the right to cancel a course at any time. If a course is cancelled due to insufficient numbers, all delegates will be advised of the cancellation no later than 4 weeks prior to the event. Delegates will be offered a full refund or transfer onto an alternative course. However, the PGA disclaims any responsibility for costs incurred by the delegates due to the cancellation of travel or accommodation arrangements.

By the Candidate

All cancellations by candidates should be advised to coaching@pga.org.uk in writing, as soon as possible prior to a course. Cancellations by the candidate up to 6 weeks prior to the event will incur a 10% administration charge. After this time no refund will be due unless the course is full and the place can be filled from the reserve list. In these circumstances a 10% administration charge will be made. A refund may be made in exceptional circumstances where a candidate cannot attend on the day. In such cases an application must be made in writing to the PGA, accompanied by appropriate evidence such as a doctor's note, proof of flight cancellation etc.

Refunds

All agreed refunds in line with these terms and conditions will be made within 28 days of receipt of confirmation of cancellation, using the original method of payment.

Transfers

Transfer requests must be made in writing and will only be accepted up to 6 weeks prior to the original course booking. All transfer requests will incur a 10% administration charge payable at the time of transfer request.

After such time the booking will be treated as a late cancellation or non-attendance.

Failure to attend a course

Failure by a candidate to attend any part of a course without prior notification will result in the candidate being removed from the course with immediate effect and deemed to have failed the course. The PGA will not transfer the booking to another course and no refund will be payable. Should the candidate subsequently wish to attend a course they will be required to re-book for the full course and pay the full cost.

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Volunteer Coach Licence

In order to assist others as a Level 1 volunteer coach you will need to obtain a licence issued by the Professional Golfers' Association. This licence demonstrates to club volunteer co-ordinators, PGA Professional or other relevant individuals that you are appropriately qualified and have completed a number of additional checks (outlined below). Your initial volunteer coach licence is valid for one year and will provide you with public liability insurance cover whilst you assist with coaching activities and the inclusion on the Safe Golf register of licenced volunteer coaching in golf (www.safegolf.org).

The Golf Unions of Great Britain and Ireland are committed to the principles of golf coach licensing for volunteers, The PGA operates this licence scheme for coaches.

As candidates have already supplied copies of their valid DBS and Child Protection certificates at the time of application, those who are competent on the course will be automatically issued a volunteer coach licence (first licence will be issued free of charge as the cost has been covered through the course fee). Public liability insurance will no longer be valid if the licence has expired, or if either the DBS or Safeguarding & Protecting Children certificate expires (and is not renewed) during the period that the licence is valid for.

Terms and Conditions of Licencing

By completing and returning the volunteer coach licence application form you will agree to the following terms and conditions of licence:

Volunteer Coaches (Level 1) must:

- Operate in accordance with the role descriptor of a Level 1 Volunteer Coach, that is to assist more qualified coaches, delivering aspects of coaching sessions, normally under direct supervision
- have a valid Safeguarding and Protecting Children certificate (*issued within the last 3 years*)
- have a valid Enhanced DBS or equivalent disclosure (*required to be updated every 3 years*)
- Abide by the Coaches Code of Practice issued by the PGA within the Level 1 Coaching Home Study Workbook
- Not take payment for coaching activities
- Attend any compulsory CPD courses that arise as a result of legal changes (for example to child protection legislation)

N.B. Contravention of the terms and conditions above will invalidate your insurance and will result in your licence being revoked.

To obtain the relevant criminal records check, please contact:

- **England and Wales:** DBS – please contact the PGA Coach Education Department at coaching@pga.org.uk to arrange an application.
- **Northern Ireland / Ireland:** Download Garda Vetting/Access NI application forms from <https://www.golfireland.ie/garda-vetting-and-access-to-ni>

To attend a Safeguarding & Protecting Children workshop please contact:

- <https://www.ukcoaching.org/courses/course-list/> - (England)
- <http://www.walesgolf.org/training-1/> - (Wales)
- <https://www.cgigolf.org/safeguarding/safeguarding-training/> - (Eire/Northern Ireland)