**Volleyball England Assistant Coach Award Application Booking Form**

To be completed by the Course Organiser and returned to [coaching@volleyballengland.org](mailto:coaching@volleyballengland.org) no less than 6 weeks before the proposed start date of the course. This would be Webinar 1, not the course practical date.

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| **Course Details** | | | | |
| **Level** | Volleyball England Assistant Coach Award | | | |
| **Cost Per Learner** | £207 + service fee (3.2% + 50p) | | | |
| **Min-Max Numbers** | 12-16 | | | |
| **No. of Days** | Week 1 – Course introduction video (10 minutes)  Week 2 – eLearning courses (5 hours) (independent learning)  Week 3 – Online classroom (1.5 hours)  Assignment tasks (2 hours) (independent learning)  Week 4 – Practical (1 Day)  Week 5 – Personal Development Plan (30 minutes) (independent learning) | | | |
| **Venue Address** |  | | | |
| **Number of participants** | Enter number of participants you have interested here | | | |
| **Course Type** | Open  Will be advertised on Volleyball England website and social media channels for public bookings. | OR | | Closed  Will not be open for public bookings. |
| **Date/Time of Webinar/Practical** | Online classroom – 1.5 hours  (please leave blank if you are happy for us to provide some suitable dates we can deliver on) | | Practical Date – 8 hours  (if you have more than one potential practical date please let us know) | |
| **Date** |  | |  | |
| **Time** |  | |  | |

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| **Facility Contact/Invoicing Details** | | | | |
| **Facility Hire Cost** | £\* Enter cost here | | OR | Free\*\* |
| **VAT (for above cost)** | Incl. VAT | Excl. VAT | OR | VAT Exempt |
| **Facility Contact Name** | Enter name here | | | |
| **Tel.** | Enter tel. no. here | | | |
| **Email** |  | | | |

\*Volleyball England can offer up to £350 reimbursement towards facility hire fees. Proof of venue cost may be requested.

\*\*Volleyball England can offer one free space on the course in return for facilities provided free of charge.

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| **Assistant Coach Award** | **Sports Hall Facilities/Equipment**  **(Please tick to indicate availability)** | | |
|  | **Indoor:**  1 volleyball court with fixed posts  ***OR***  4 badminton courts with a practice net | OR | **Beach:**  2 beach volleyball courts |
|  | To have heating or be at a warm temperature and have access to drinks on site | | |
|  | Minimum 1 volleyball per 2 learners | | |
|  | 1 trolley or portable ball container on all courses | | |
|  | Whiteboard/flip chart and pens (in sports hall/beach) | | |
|  | 1 seat per learner + 1 seat for tutor (in sports hall/beach) | | |

**Please do not book any non-refundable facility hire unless approval has been given by Volleyball England. Any charges incurred in this instance shall not be covered by Volleyball England.**

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| **Course Organiser Contact Details** | | | |
| **Name** | Enter name here | | |
| **Contact details** | Enter tel. no. here | **Tel. (2)** | Enter alternate tel. no. here |
| **Email** |  | | |
| **Club/Organisation** | Enter Club/Organisation here | | |

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| **Closed Course Information and Waiver** | | | |
| If you are organising a closed course, payment for the minimum number of spaces required to run the course will need to be made upfront. | | | |
| Should you wish to organise a **closed** course, as the course organiser, it is your responsibility to promote the course and recruit sufficient learners to attend. In addition to this, it is your responsibility to ensure that any learners who enrol on the course are appropriately briefed and committed to completing the course. This includes ensuring that the learners are aware of the dates and times that they are required to be in attendance and are aware of and have the capacity to complete the pre-course preparation and course outcomes. Please sign below to confirm that you acknowledge these responsibilities. | | | |
| **Signed** |  | **Date** |  |

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| **Generic Course Organiser Waiver** | | | |
| Declaration: I confirm that I have read and agree to the [Health and Safety terms & conditions](https://www.volleyballengland.org/uploads/docs/Volleyball%20England%20Health%20and%20Safety%20Policy%20Updated%202017.pdf) for course organisation and delivery set by Volleyball England. I have also informed my [region](https://www.volleyballengland.org/support/regional-associations) or county of my plans to organise this course. | | | |
| **Signed (Course Organiser):** | Please sign here | **Date:** | Enter date here |