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# Clubgolf Regions

There are eight clubgolf regions in Scotland, each under the control of a clubgolf Regional Manager and comprising three, four or five Local Authority Areas:

<b>Highland &amp; Islands</b> Highland Orkney Shetland Eilean Siar	<b>Tayside &amp; Fife</b> Angus Dundee Fife Perth & Kinross
<b>Argyll &amp; Dunbartonshire</b> Argyll & Bute East Dunbartonshire West Dunbartonshire	<b>Grampian</b> Aberdeen Aberdeenshire Moray
<b>Central Scotland</b> Stirling Falkirk Clackmannanshire West Lothian	<b>East of Scotland</b> Edinburgh East Lothian Midlothian Scottish Borders
<b>South West Scotland</b> Inverclyde North Ayrshire East Ayrshire South Ayrshire Dumfries & Galloway	<b>West of Scotland</b> Glasgow Renfrewshire East Renfrewshire North Lanarkshire South Lanarkshire



## Regional Manager Contact Details

<b>Highland &amp; Islands</b> Willie MacKay phone 07956 540575 email willie.mackay@highland.gov.uk
<b>Argyll &amp; Dunbartonshire</b> Colin Bell phone 07882 364340 email cbell@clubgolfscotland.co.uk
<b>Central Scotland</b> Katie Oman phone 07956 540587 email omank@SportCentral.org.uk
<b>South West Scotland</b> Ann Lang phone 07810 501577 email ann@golf-foundation.org
<b>Tayside &amp; Fife</b> Martin Ritchie phone 07917 165699 email martin.ritchie@dundeecity.gov.uk
<b>Grampian</b> Audra Booth phone 07956 540588 email clubgolfgrampian@hotmail.com
<b>East of Scotland</b> Sheila Lamb phone 07956 540595
<b>West of Scotland</b> Dawn Middleton phone 07956 540576 email clubgolfwest@hotmail.com

# PGA Coach Education – Level 1

## Background Information

In line with the United Kingdom Coaching Certificate (UKCC) requirements, the PGA has been chosen by the National Governing Bodies (NGBs) of golf in Scotland, Ireland, Wales and England, to lead on the development of coaching qualifications for Golf.

In Scotland the clubgolf programme will be delivered by PGA qualified coaches.

## Who Is It Designed For ?

The Level 1 golf coach qualification is ideal for parents, interested volunteers, golfers, sports leaders and school teachers. It is the first qualification of the Coaching pathway in Scotland and will equip you to deliver the two-year clubgolf Stage 1 programme.

## What Will I Be Able To Do ?

As a PGA Level 1 Coach you will play a very important role in delivering clubgolf – the entry level component of Scotland's National Junior Golf Strategy. You will be able to interpret session plans and deliver sessions from the clubgolf Stage 1 programme – the manual for which you will receive on completion of your training. You will be capable of ensuring that the coaching points are covered and that participants are safe and encouraged throughout. You will learn about communication, demonstration and positioning, as well as skills challenges and the importance of progression within a coaching session. Throughout your training an emphasis will be placed on making your sessions safe and fun for all involved.

More experienced Level 1 coaches can complete an advanced CPD module which equips them to deliver clubgolf Stage 2 coaching.

## Where and When Do They Take Place ?

PGA Level 1 courses take place at venues across Scotland and are mostly planned during the 'closed' golfing season (January to April). Some courses are also scheduled in September / October, and others can be added to the schedule to meet demand. Please refer to the enclosed course schedule for full details or contact your clubgolf Regional Manager.

## How Are The Courses Delivered ?

The PGA Level 1 qualification is competency based. The training is split into two elements:

- Home Study
- Tutor Contact Time

**Home Study** – This element is where you will develop your knowledge. The objective is to make the tutor contact time as practical and as valuable as possible. Because you undertake an element of home study, your PGA tutors will be able to combine your newly acquired knowledge with the practicalities of delivery.

The PGA will issue you with a Home Study pack five weeks before your Level 1 course. The pack will enhance your enjoyment of the course, and it is important that you read it thoroughly as your knowledge will be assessed by a multiple-choice questionnaire during the course.

**Note: the material included in the Home Study Pack will NOT be covered by the course tutors prior to the multiple choice questionnaire.**

**Tutor Contact Time** – this is delivered by PGA tutors normally over two consecutive days. The two days will be a combination of tutor-led opportunities combined with the practical delivery of micro-coaching sessions to your peers during which you will undergo continuous assessment. Whenever you demonstrate competence within a particular area your PGA tutors will recognise this and credit you. The course runs from 9am until 5pm each day.

Throughout the PGA Tutor contact time there will be opportunities to conduct individual and group reviews, helping you develop an action plan for your next micro-coaching session.

# PGA Coach Education – Level 1

## Pre-Application Requirements

In addition to completing the PGA Level 1 application form you must enclose the following documentation:

- The correct application fee as detailed on the current course schedule
- A recent passport sized photograph
- Confirmation of a successful Enhanced Disclosure Check
- A certificate of attendance at the sportscoach UK course “Safeguarding and Protecting Children”

## When Can I Start Coaching?

Before you receive your Level 1 Certificate, you must attend all Tutor contact sessions, be successful in your multiple choice assessment and be deemed a competent Level 1 coach by your PGA Tutor. You will then be issued with your Certificate.

To operate as a Level 1 coach you must have successfully passed your PGA Level 1 assessment, you must submit evidence of a satisfactory enhanced disclosure check from Disclosure Scotland (in line with your club’s Child and Adult Protection Policy), and you must have attended the sportscoach UK course “Safeguarding and Protecting Children”.

Only after these pre-requisites are in place will clubgolf issue you with the Stage 1 Coaching materials which will allow you to start coaching.

Completion of the pre-requisites is also the trigger for the PGA to issue you with a Coaching Licence. The cost of your first year’s licensing is included in the Level 1 course application fee.

## What Is A Disclosure Scotland Check?

Disclosure Scotland is a service designed to enhance public safety by providing potential employers and organisations within the voluntary sector with criminal history information on individuals applying for posts. Disclosure Scotland issue certificates – known as “Disclosures” – which give details of an individual’s criminal convictions (and in the case of “Enhanced Disclosures”, appropriate non-conviction information) or state that they have none.

## How Do I Get A Disclosure Check?

Contact the Child Protection Officer at your club / facility or contact the Child Protection Officer at the Scottish Golf Union on 01382 549500.

## What Is A Sportscoach UK Course?

The sportscoach UK course “Safeguarding and Protecting Children” is a 3-hour non-assessed module. The course teaches you to protect yourself, the young people you are coaching, and your club by understanding and following good coaching practice.

## How Can I Attend a Sportscoach UK Course?

Contact your clubgolf Regional Manager who can advise you where courses are planned. The Regional Manager may refer you to a local course coordinator for further details – most Local Authorities run this course quite frequently.

If you make your own arrangement for attending this course please ensure you collect a certificate of attendance, and also that you inform your clubgolf Regional Manager of your attendance.

## What Happens When My Licence Expires?

Clubgolf is committed to the establishment of an effective and robust Coach licensing system operated by the PGA. It is the responsibility of each coach to ensure they renew their licence when it expires.

The PGA will write to you in advance of the expiry date enclosing a licence renewal form. You will be able to renew your coaching licence for a period of three years, and will be required to pay a nominal licence renewal fee.

# PGA Level 1 – CPD Opportunities

## Level 1 Bunker Module

An attendance course for PGA Level 1 coaches.

## Who Is It Designed For?

The clubgolf Bunker module coach workshop is designed for PGA Level 1 golf coaches who attended their Level 1 course prior to September 2006.

## What Will I Be Able To Do?

This module adds Bunker Play to the Putting, Chipping and Full Swing components covered in the Level 1 course. Coaches are required to complete this training prior to delivering the second year of the clubgolf Stage 1 programme.

Note: since September 2006 the Bunker Module has been fully incorporated into the PGA Level 1 course, and there is therefore no requirement for Level 1 coaches trained after that date to separately complete this module

## Where and When Do They Take Place?

As with Level 1, courses take place at venues across Scotland generally during the ‘closed’ golfing season (January to April). Other courses can be added to the schedule to meet demand. Please refer to the enclosed course schedule for full details or contact your clubgolf Regional Manager.

## How Is The Course Delivered ?

The course is a three-hour tutor led course. It is practical in nature.

## Pre-Application Requirements

Coaches must be in possession of a PGA Licence, or provide confirmation from a clubgolf Regional Manager that their licence is being processed.

In addition the correct application fee as detailed on the current course schedule must be enclosed.

## Level 1 Advanced

An attendance course for PGA Level 1 coaches.

## Who Is It Designed For?

The Level 1 Advanced CPD module is designed for more experienced PGA Level 1 coaches who would like to further develop their coaching skills.

## What Will I Be Able To Do?

This module comprises some of the components of the PGA Level 2 coaching qualification. Level 1 coaches who complete it will be able to deliver the clubgolf Stage 2 programme.

## Where and When Do They Take Place?

As with Level 1, courses take place at venues across Scotland generally during the ‘closed’ golfing season (January to April). Other courses can be added to the schedule to meet demand. Please refer to the enclosed course schedule for full details or contact your clubgolf Regional Manager.

## How Is The Course Delivered?

The course is a one-day tutor led course. It is practical in nature.

In addition, applicants will be required to attend a two-hour clubgolf Stage 2 Orientation, normally run the evening prior to the course.

## Pre-Application Requirements

Coaches must be in possession of a PGA Licence, or provide confirmation from a clubgolf Regional Manager that their licence is being processed.

In addition the correct application fee as detailed on the current course schedule must be enclosed.

# Application Process

Please complete the enclosed PGA Level 1 application form then review it using the following check list :

- ✓ *Have you inserted the correct codes for your first-choice and second-choice courses ?*
- ✓ *Have you attached a recent photograph ?*
- ✓ *Have you signed the application form ?*
- ✓ *Have you enclosed the correct payment ?*
- ✓ *Have you attached a copy of your sportscoach UK "Safeguarding and Protecting Children" certificate ?*
- ✓ *Have you provided suitable evidence of your enhanced Disclosure Scotland certificate ?*

Once completed, please return this form to :

*Coach Education Administrator  
PGA, Scottish Region Office,  
Kings Lodge, Gleneagles,  
Auchterarder, Perthshire  
PH3 1NE*

Terms and Conditions of Enrolment:

Confirmation of enrolment will be forwarded to the applicant on receipt of a completed application form, which must be accompanied by payment of appropriate fee, copy of sportscoach UK certificate and suitable evidence of Disclosure. Payment of the fee will be considered as a course applicant's acceptance of these conditions of enrolment.

The PGA must receive applications for the courses by the closing date stated on the enclosed course schedule. Applications received after this date will not be accepted.

The PGA reserves the right to cancel or amend the arrangements for any course. In this event, any course member unable to transfer to an alternative course venue will be issued with a full refund and the PGA will not be responsible for any compensation.

Intimation of cancellation on an applicant's part must be given in writing and received before the stated closing date. In this event the application fee will be refunded in full less £15 administration charge. Should cancellation take place after the stated closing date, no refund will be given.

Insurance cover will be provided for the duration of the Coach Education course, although this will not extend to damage or loss to a course member's personal property.

The applicant agrees to abide by the rules laid down by the PGA and its staff.

Further "Frequently Asked Questions" can be found on the PGA website: [www.pga.info](http://www.pga.info)

# Sportscoach UK Contact Details

Please contact the following Local Authority officers to arrange attendance at a sportscoach UK "Safeguarding And Protecting Children" course. The course lasts for three hours and must be completed before a Level 1 coach can begin delivery of clubgolf coaching.

## **Aberdeen City**

Neighbourhood Services Balgownie 1  
AECC, Conference Way, Bridge of Don,  
Aberdeen AB23 8AQ  
email [sport@aberdeencity.gov.uk](mailto:sport@aberdeencity.gov.uk)

## **Aberdeenshire**

Barbara Muirhead  
Aberdeenshire Council  
Viewmount, Arduthie Road,  
Stonehaven AB51 2DQ  
email [barbara.muirhead@aberdeenshire.gov.uk](mailto:barbara.muirhead@aberdeenshire.gov.uk)

## **Angus**

Colin Knight  
Angus Council  
County Buildings, Market Street  
Forfar DD8 3WA  
email [knightC@angus.go.uk](mailto:knightC@angus.go.uk)

## **Argyll & Bute**

Willie Young  
Argyll & Bute Council  
Kilmory, Lochgilphead PA31 8RT  
tel 01546 60412  
email [Willie.Young@argyll-bute.go.uk](mailto:Willie.Young@argyll-bute.go.uk)

## **Clackmannanshire**

Senior Sports Development Officer  
Clackmannanshire Council  
6 Marshall, Alloa FK10 1QB  
tel 01259 222355

## **Dumfries & Galloway**

Susan Bryson  
Dumfries & Galloway Council  
Municipal Buildings, Buccleuch Street  
Dumfries DG1 2AD  
tel 01387 260000 ext 62350  
email [susant@dumgal.gov.uk](mailto:susant@dumgal.gov.uk)

## **Dundee**

Alex Knight  
Dundee City Council  
Olympia Leisure Centre, Earl Grey Place  
Dundee DD1 4DF  
tel 01382 432328  
email [alex.knight@dundeecity.gov.uk](mailto:alex.knight@dundeecity.gov.uk)

## **East Dunbartonshire**

Karin Jackson  
Connect Leisure  
Broomhill Depot, Kilsyth Road  
Kirkintilloch G66 1TF  
tel 0141 574 5710  
email [sports.development@eastdunbarton.gov.uk](mailto:sports.development@eastdunbarton.gov.uk)

## **East Lothian**

Sports Development  
Meadowmill Sports Centre  
Tranent EH33 1LZ  
tel 01875 614900  
email [sportplus@eastlothian.gov.uk](mailto:sportplus@eastlothian.gov.uk)

## **East Renfrewshire**

David McLeish  
East Renfrewshire Council  
Rhuallan House, 1 Montgomery Drive  
Giffnock G46 6PY  
tel 0141 577 3193  
email [david.mcleish@eastrenfrewshire.gov.uk](mailto:david.mcleish@eastrenfrewshire.gov.uk)

## **Edinburgh**

Andrew Baptie  
Coaching Edinburgh  
EL Sports Development (portcabins)  
141 London Road  
Edinburgh EH7 6AE  
email 0131 652 4354  
email [andrewbaptie@edinburghleisure.co.uk](mailto:andrewbaptie@edinburghleisure.co.uk)

## **Falkirk**

Sports Development  
Falkirk Council  
Woodlands Games Hall, Cochrane Avenue  
Falkirk FK1 1QE  
tel 01324 503732  
email [sports.development@falkirk.gov.uk](mailto:sports.development@falkirk.gov.uk)

## **Fife**

Aileen Penny  
Fife Institute  
Viewfield Road, Glenrothes  
Fife KY6 2RB  
tel 01592 415700  
email [aileen.penny@fife.gov.uk](mailto:aileen.penny@fife.gov.uk)

## **Glasgow**

James Tonner  
Culture and Leisure Services  
Glasgow City Council  
20 Trongate  
Glasgow G1 5ES  
tel 0141 287 3953  
email [james.tonner@cls.glasgow.gov.uk](mailto:james.tonner@cls.glasgow.gov.uk)

**Highland**

Alan Hoseason  
Coaching Highland  
Inverness Leisure, Bught Park  
Inverness IV3 5SS  
tel 01463 718009  
email alan@coachinghighland.co.uk

**Inverclyde**

Lorna Jackson  
Wellington Academy, Dempster Street  
Greenock PA15 4NW  
tel 01475 714736  
email lorna.jackson@inverclyde.gov.uk

**Midlothian**

Tommy Goldie  
Sports and Leisure Services  
Midlothian Council, Fairfield House  
8 Lothian Road  
Dalkeith EH22 3ZP  
tel 0131 271 3338  
email tommy.goldie@midlothian.gov.uk

**Moray**

Caroline Coomber  
The Moray Council  
Commerce House Annexe, South Street  
Elgin IV30 1JE  
email 01343 557146  
email caroline.coomber@moray.gov.uk

**North Ayrshire**

North Ayrshire Leisure  
1/1 Galt House  
Irvine KA12 0AJ  
tel 01294 313772  
email info@naisleisure.gov.uk

**North Lanarkshire**

Melanie Menzies  
North Lanarkshire Council  
The Time Capsule, Buchanan Street  
Coatbridge ML5 1ET  
tel 01236 437756  
email menziesm@northlan.gov.uk

**Orkney**

Vicki Copland  
tel 01856 873535  
email Vicki.copland@orkney.gov.uk

**Perth & Kinross**

Caroline Wright  
Perth and Kinross Council  
Balhousie Primary School, Dunkeld Road  
Perth PH1 5DH  
tel 01738 637129  
email cwright@pkc.gov.uk

**Renfrewshire**

Evelyn Stevenson  
Renfrewshire Council, Sports Development Unit  
Abbey House, 8 Seedhill Road  
Paisley PA1 1JT  
tel 0141 840 3826  
email evelyn.stevenson@renfrewshire.gov.uk

**Scottish Borders**

Rick Kenney  
Sport Health and PE  
Scottish Borders Council, Council Headquarters  
Lancaster House  
Newton St Boswells TD6 0SA  
tel 01835 824000 ext. 5396  
email rkenney@scotborders.gov.uk

**Shetland**

Bob Kerr  
Sport and Leisure Services  
Community Development Service, Shetland Islands Council  
Hayfield House, Hayfield Lane, Lerwick  
Shetland ZE1 0QD  
tel 01595 744006  
email community.development@shetland.gov.uk

**South Ayrshire**

Dawn Whittle  
Broomhill Depot  
tel 01292 318555  
email dawn.whittle@south-ayrshire.gov.uk

**South Lanarkshire**

Jim Chapman  
South Lanarkshire Leisure  
Council Offices, Cadzow Avenue  
Hamilton ML3 0LX  
tel 01698 476123  
email jim.chapman@southlanarkshireleisure.co.uk

**Stirling**

Hazel Dean  
Active Stirling, 1st Floor Wolfcraig  
1 Dumbarton Road  
Stirling FK8 2LQ  
tel 01786 432323  
email deanh@activestirling.org.uk

**West Dunbartonshire**

West Dunbartonshire Council  
Garshake Road  
Dumbarton G82 3PU  
tel 01389 737000

**West Lothian**

Shirley Anne Smith  
West Lothian Council Sports Unit  
Balbardie Park of Peace, Torphichen Road  
Bathgate EH48 4LA  
tel 01506 775123  
email shirley-anne.smith@westlothian.gov.uk

**Western Isles**

Secretary  
Ionad Spors Leodhais  
Lewis Sports Centre, Spring Field Road  
Stornoway HS1 2PZ  
tel 01851 709194  
email smunro@cne-siar.gov.uk

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