

QUEEN'S UNIVERSITY BELFAST - COACHING BURSARY COURSE REQUEST FORM

Applicant's Name:

Applicant's Student Number :.....

Applicant's Address:.....

.....Postcode:

D.O.B:/...../..... Telephone No:

Email address:

Course Details

Course Title:

Course Provider:

Course Code:

Course Dates and Times:

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Course Fee: £.....

Club Details

President's / Captain's Name:

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Student Number:.....

Address:

.....Postcode:

Telephone No:

Email Address:



Please state your reasons for wanting to undertake this course and how it will help benefit your Club and its members:

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Programme Manager's agreement

I, the Programme Manager, agree to:

Pay full amount of course

or

Make contribution of £.....

Signed.....
(Clubs and Societies Coordinator)

COACH/VOLUNTEER AGREEMENT

I the Coach/Volunteer agree to:

Complete a minimum of ten hours coaching and voluntary work for..... QUB Sports Club.

Coach at two community / recreation events at Queen's Sport each year.

Undertake full attendance of course; failure to do so will result in a return of payment.

Not be in my final year of study. Be of good academic standing.

Signed.....(Coach / Volunteer)

Date...../...../.....



Queen's University – Student Coaching Bursary

The Queen's University Student Coaching Bursary:

As sport can make such a positive contribution to the quality of life of many people within University, it is vitally important that coaches get the right start in making sport a safe, enjoyable and rewarding experience. For many years, Queen's University sports Clubs and athletes have enjoyed success on a regional, national and international stage and Queen's University aims to sustain this success through developing students into top quality coaches.

Research has shown that there are a number of Queen's University sports clubs currently without a coach, Clubs that use external coaches or Clubs who have coaches with no formal recognised governing body qualification.

The aims of Queen's University 'Student Coaching Bursary' initiative are to:

Support more students to gain a recognised governing body qualification.

Develop current Queen's students into high quality coaches.

Encourage more students to actively get involved in coaching Queens University sports teams.

Support Clubs financially by recruiting volunteer coaches.

Provide coaches with valuable 'hands on' experience working with Queen's sports teams

Support students towards achieving Degree plus accreditation.

Provide a mentoring scheme for newly qualified coaches.

Create a database of current student coaches that can be accessed by current Queen's sport Clubs.

Recruit student coaches to support Clubs to achieve Club Mark accreditation.

Your Eligibility

You must meet each of the eligibility criteria in order to be able to apply for support; this is due to project and funding requirements. The criteria are explained as follows:

We need to know that you are registered on a course and therefore that you meet the course requirements and have a place. We also need to know that we will have time to process your application and that it will happen within the project lifetime.

We can only accept one application per person to ensure that the funding helps as many people as possible. Individuals can apply for support for a higher level award 18 months after the initial application.

The support is only eligible to full-time students of Queen's University.

What happens next?

How do I know if my application has been submitted?

Upon submitting your application you will be sent an acknowledgement email. You will receive an email notifying you that your application has been successfully submitted. Please do not re-submit applications as this will slow the application process. If you are unsure / or you do not receive an email, please email the Project Administrator, **David Bradley**, who will check if an application has been received. The outcome of your application should be decided within four weeks of submission.



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What happens once my application has been submitted?

All applications are submitted to the Project Administrator and are then processed (i.e. details checked and awarding National Governing Body contacted) and allocated a status. Applicants should be notified of the decision within four weeks. This can sometimes take longer where sports, training providers or NGBs do not return information that we need.

When will I hear if I have been successful?

The length that it takes us to process applications can vary depending on the clarity of information in the application form and our ability to obtain information from NGBs. Nevertheless, we aim to process applications and inform you of our decision within four weeks.

What happens if my application is unsuccessful?

There are many reasons why an application may fail; however if an application is unsuccessful due to administration errors (e.g. you have not completed all relevant fields) , applicants are invited to resubmit an application. If an application fails because it is ineligible for funding (e.g. you do not meet the eligibility criteria) then, unfortunately, this scheme cannot support you. Re-submission is not advised in these circumstances.

What should I do if my circumstances change?

If your details change and/or you no longer require funding, please give the Project Administrator a call or send an email to inform us of the changes. We maintain all details on a central database that can be easily updated but we need to know of any changes as soon as possible.

What happens if I am successful?

If successful, Queen's will make a payment to the relevant NGB upon receipt of an invoice.

The successful candidate will then sign an agreement with the nominated sports club and the Programme Administrator to complete their coaching hours.

If a candidate breaks the terms of the agreement they, will be eligible to repay part or all the costs for the undertaken course.

The candidate will be required to keep a log of their coaching hours and have it signed off by the relevant Club President.

For further Information on booking on an NGB Coaching award, please contact David Bradley (Programme Manager) or Kevin Murray (Coach Education Programme Manager at Queen's Sport.



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