



## SETTING UP CLUB COACH COURSES

The following brief guide is designed to assist coaches/club officials to set up a two day BHPA Club Coach course.

### Pilots

Should consist of about 25 pilots (18 minimum, 30 maximum). Invite all PG/HG pilots who hold a CP and a minimum of ten hours. Less experienced pilots are welcome to attend - they will learn but they cannot become coaches. **Interchange is an essential element of the course** so invite ALL clubs as well as neighbouring clubs/schools and mix the disciplines.

### Costs

The BHPA will charge £30 per pilot for a first course, and £20 for a retake to help toward the course teams costs and the coaching handbook. This can be paid by the club or the individual but do let the pilots know the situation in advance. The organising Club will be charged for non-attendees where numbers fall below the required minimum. Room hire, coffee and other costs are the course organiser's responsibility. Usually the course organisers charge a small additional fee to cover these costs. Again, make the pilots aware in advance. Do not take this as an invitation to make a profit. The BHPA always makes a loss on these courses which are run as a service to the membership. Exploitation of this situation would be unwelcome. To guard against such problems and in the interests of fairness, we will only accept offers to host courses from non-commercial clubs. If your 'additional fee' is greater than £15 per head then you should be looking for a less expensive venue. In situations where there are less than 18 pilots there will be a minimum charge of £450. **If, on the day, numbers fall below those arranged, the course leaders reserve the right to cancel the course. In which case the host club will be liable for the £450 minimum fee.**

### Dates

The BHPA have set aside dates for you to choose from. If you haven't already done so then book one. If the dates are not convenient, alternative arrangements may be possible.

### Confirmation

Courses **MUST** be confirmed with the BHPA office at the very latest, by 1pm on the Friday, **the week before** the course date. This gives the course staff time to make the necessary arrangements. The minimum of 18 pilots (or, **only if agreed**, intention to pay the minimum charge of £450) must be confirmed at this point. Failure to confirm will result in the cancellation of the course. Course organisers should provide a final list of attendees on the morning of the first day prior to the start of the course.

### Venue

The venue should be easy to find and have ample car parking and a classroom. Village halls, pubs, and function rooms can be ideal. Usually a pub will only make a nominal charge as they have a captive audience for sales of lunch and refreshments. The room will dictate the number on the course (up to the maximum of 30). It must be large enough to hold lectures in comfort with room to move about, good lighting, power, heating, ventilation, blinds and it should also be private.

### Availability

The room should be available 1 hour before the course starts and remain so until it ends. We must have the flexibility to come and go as we please.

### Refreshments

Tea, coffee, and toilet facilities must be available. Due to the busy programme it is essential to have food available nearby as lunch breaks are short. Please ensure that coffee is available on arrival on day one.

### Time

Saturday, Arrival 9.30, Start 9.45 - 5.00: Sunday 9.30 - 4.30.

### Equipment

Pilots will need to bring pen/pencil and paper.

### Joining instructions

Make sure your pilots know exactly what is going on, where to go and what to bring. You should provide them with a photocopy map of the venue location and provide a list of nearby B&B and Guesthouse accommodation. Please let us have a copy of the details and keep us informed as to how arrangements are progressing.