

Invitation to Bid for the Sports Coach Programme Framework for Cherwell District Council

Document 2: Brief for Appointment of Sports Coaches

Background

Cherwell District Council has developed a programme of delivering high quality coaching in a variety of school and community settings across Cherwell District.

This delivery aims to achieve the 5-hour offer in partnership with the North Oxfordshire School Sport Partnership through improving the quality and quantity of curriculum PE in schools and improving the quality and quantity of sport accessible and available to young people on school sites and in the wider community.

Cherwell District Council are also working with community partners to increase the percentage of adults participating in sport through a number of projects aimed at encouraging adults to return to playing sport in a relaxed and social environment.

To achieve this, Cherwell District Council intend to contract qualified and experienced sports coaches who will be deployed into a variety of school and community settings to deliver high quality coaching.

Objectives of the Sport Coach Programme

Overall Purpose

To provide high quality, inclusive and appropriate coaching to young people and adults across the Cherwell District.

Key Objectives

- To provide high quality sports coaching;
- To provide a link between school sport and community sport;
- To provide quality opportunities for adults to play more sport.

Key Requirements

- to provide coaching during curricular and extra-curricular time at various schools across Cherwell District;
- to act as a mentor for young leaders gaining experience in sports coaching;
- to develop or fully establish new sports clubs within Cherwell District, with support, where necessary;
- to provide quality, social coaching sessions for adults;
- to liaise with the relevant parties to establish the required sports coaching session;
- to provide Key Performance Indicator's, Registers, Facility Inspection Registers, Case Study and any other paperwork as required for each block of coaching sessions;
- to deliver any other coaching sessions as agreed within the contract.

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Further Information

Cherwell District Council will provide the templates for the following required documents:

- Register
- Key Performance Information Collation
- Facility Inspection Record
- Case Study

Due to the nature of this type of work, it is possible that coaching sessions may be cancelled, sometimes at short-notice. This situation will be addressed in the Schedule of Services attached to the Contract Letter.

Payment

Cherwell District Council will pay the following all-inclusive rates of pay per hour on receipt of proof of National Governing Body of Sport UK Coaching Certificate;

UK Coaching Certificate Level 1 - £11.00
UK Coaching Certificate Level 2 - £16.50
UK Coaching Certificate Level 3 – £19.50

Information Required from Sports Coaches as part of their submission to be considered for the Sports Coaches Framework – please refer to Document 3 – Bidder's Proposal
(Original copies only accepted)

- National Governing Body of Sport Coaching Certificate
- First Aid Certificate
- Safeguarding and Protecting Children Certificate
- Criminal Record Bureau Certificate (only those issued by a National Governing Body of Sport or Local Government will be accepted)
- Inland Revenue Unique Reference Number
- Public Liability Insurance (£5 million)
- CV and experience of similar coaching experience

Submissions to be considered for the Sports Coaches Framework are to be returned by 12 noon on Wednesday 11th August. Submissions are to be made as one hard copy in a ring binder with clearly labelled sections as per the above requirements and one electronic version (CD or USB stick) – electronic copies of certificates are not required.

Commissioning Body

Cherwell District Council will be the Commissioning Body with the North Oxfordshire School Sport Partnership providing advice and support.

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