



ASA/UKCC Level 1 Certificate for Coaching Synchronised Swimming

This qualification is aimed at those interested in supporting the coaching programme in a competitive environment

- 1 **Title**
ASA Level 1 Certificate for Coaching Synchronised Swimming
- 2 **National Qualifications Framework (NQF) and United Kingdom Coaching Certificate (UKCC)**
This qualification is recognised as a UKCC Level 1 and is on the NQF at Level 1.

In order to achieve the qualification candidates must achieve Units 1 & 2.

- 3 **Pre-requisite**
 - Candidates must be at least 16 years of age at the commencement of the learning programme

- 4 **Introduction**

The Level 1 (Support Coach) for Synchronised Swimming is an all inclusive qualification and sits as the first formally assessed qualification on the coaching qualifications pathway. Unit 1 is a common unit to all of the aquatic strands (Aquatic Teaching, Diving, Swimming Coaching, Synchronised Swimming and Water Polo) and has a focus on “how to teach/coach” skills with a technical emphasis on movement literacy as defined by Long Term Athlete Development (LTAD). It is envisaged that this unit can be delivered to all teachers/coaches who wish to work in the aquatic environment. Unit 2 has a focus on Synchronised Swimming coaching, technical knowledge and practical skills that will allow the coach to fulfil the following role descriptor.

- 5 **Role Descriptor**

Once qualified the holder of the Level 1 (Support Coach) Certificate for Coaching Synchronised Swimming is able to actively **support** a more senior qualified / licensed coach at any level, in the delivery of a pre-prepared session. This person will be expected to have an understanding of the sport and a basic understanding of appropriate corrections to common faults.

- 6 **Format**

The qualification is designed to be delivered using a combination of theory and practice throughout Unit 1 and Unit 2.

Unit 1 has to be passed before the candidate is allowed to progress onto Unit 2

- 7 **Length of Learning Programme**

Unit 1	Unit 2
7 hours practical 14 hours theory	4 hours practical 7 hours theory including a 60 minute written knowledge test

Total

21 hours theory

11 hours practical which should include:

4 hour's per candidate of practical teaching and **may** include some of the following:

- Peer observation
- Peer feedback
- Tutor demonstration
- Candidate in the water

NB: The exact detail of what is covered in the theory/practical session will be decided by the tutor on how best to deliver the learning programme. Flexibility is allowed in order that

the content best suits the prior knowledge and experience of the candidates attending, therefore the hours stated above are recommendations and are as a guide only.

8 **Level of Qualification**

The level and depth of knowledge required for the qualification is described in the log book and the additional candidate resources provided as part of the learning programme.

9 **Assessment and Verification**

Assessment is by tutor/assessor and will cover the following:

- Practical coaching through the use of a continuous checklist plus one formal 15 minute assessment to meet the criteria of UKCC
- Theoretical knowledge through the use of a multi choice knowledge test
- Planning, preparation and other associated tasks through the completion of the appropriate log book

N.B. Courses leading to an ASA qualification are subject to an internal and external verification process.

10 **Progression**

Achievement of this qualification may enable the candidate to secure employment (paid or voluntary) as a support coach normally operating in the context of a competitive club. The qualification is the first stage in a four level coaching structure. Unit 1 (How to Teach/Coach in an Aquatic Environment) is transferable across all ASA disciplines and therefore candidates wishing to take a Level 2 (Support Coach) qualification in another discipline are only required to complete Unit 2 within the discipline.

The next stage for a qualified ASA/UKCC Level 1 (Support Coach) for Synchronised will be to progress onto the ASA/UKCC Level 2 (Coach) Certificate for Coaching Synchronised Swimming and/or Unit 2 of another discipline

11 **Recommended Reading & Resources**

Unit 1

- The Competent Swimmer: An Illustrated Guide to Teaching Further Practices: A. Eakin: ASA
- Coaching for LTAD: To Improve Participation and Performance in Sport: I. Stafford: Coachwise
- How to Coach Sports Safely: scUK: Coachwise
- Swimming Fundamentals: YMCA: Human Kinetics
- What is Sports Coaching? A. Miles: Coachwise

Unit 2

- The Competent Swimmer: An Illustrated Guide to Teaching Further Practices: A. Eakin: ASA
- Swimming Teaching and Coaching: Level 1. ASA
- Long Term Athlete Development for Synchronised Swimming: ASA
- Introduction to Teaching Synchronised Swimming: J Gray, ASA

12 **Guided Learning Hours**

Candidates will be expected to prepare aspects of sessions; complete additional tasks allocated by the tutor including general worksheets and additional reading in addition to the course content. The exact time required would vary from candidate to candidate but will normally amount to approximately 6-10 hours.

13 **Administration**

Candidate

- Units 1 & 2 can be taken as either a course or as individual units
- Unit 1 needs to be passed prior to progressing on to Unit 2

Learning Programme

- All practical aspects of the learning programme leading to any aquatic qualification must be delivered in a physical location that meets the minimum criteria laid out by the ASA Awarding Body
- Courses must be registered centrally with the ASA Awarding Body a minimum of 28 days prior to the commencement date (NB: A course can comprise of both units i.e., Units 1 and 2 and/or individual units)
- The assessment and training of Unit 2 must be within an appropriate aquatic environment
- All assessment should be undertaken in accordance within the guidance laid out by the Awarding Body
- The maximum number of candidates per tutor is 16 with flexibility on application to the ASA Awarding Body
- Recommended hours for Unit 1 is 7 hours practical and 14 hours theory
- Recommended hours for Unit 2 is 4 hours practical and 7 hours theory

14 Human Resources Needed for Delivery and Assessment

All tutors of Unit 1 & 2 are expected to have completed the ASA Tutoring in Sport qualification. If the tutor is also the assessor then it is expected that they have completed the A1 (D32/33) or IAPS Assessors Qualification, if the tutor does not have this qualification then an appropriate assessor will be needed. Courses leading to an ASA qualification are subject to an internal and external verification process. Each tutor will have to be associated with an Internal Verifier who has the V1 (D34) qualification.

Unit 1 – ASA/UKCC Level 1 Certificate for Coaching Synchronised Swimming – How to Teach/Coach in an Aquatic Environment

Unit 1 Administration – Learning Programme

- Unit 1 needs to be successfully completed before progressing on to Unit 2.
- All practical aspects of the learning programme leading to any aquatic qualification must be delivered in a physical location that meets the minimum criteria laid out by the ASA Awarding Body in the Centre Approval Document.
- Courses must be registered centrally with the ASA Awarding Body a minimum of 28 days prior to the commencement date (NB: A course can comprise of both units i.e., Units 1 and 2 and/or individual units)
- All assessments should be undertaken in accordance within the guidance laid out by the ASA Awarding Body.
- The maximum number of candidates per tutor for unit 1 is 16 with flexibility on application to the ASA Awarding Body
- Recommended hours for Unit 1 is 7 hours practical and 14 hours theory

Human Resources Needed for Delivery and Assessment

All tutors delivering this unit are expected to have completed the ASA Tutoring in Sport qualification. If the tutor is also the assessor then it is expected that they have completed the A1 (D32/33) or IAPS Assessor Qualification, if the tutor does not have this qualification then an appropriate assessor will be needed. Courses leading to an ASA qualification are subject to an internal and external verification process. Each tutor will have to be associated with an Internal Verifier who has the V1 (D34) qualification.

Unit 1: - How to Teach/Coach in an Aquatic Environment

Description of the Unit

This is a core unit and links across all strands of UKCC – Aquatic Teaching, Diving, Swimming Coaching, Synchronised Swimming and Water Polo.

This unit explores the theory and practical of **HOW** to teach/coach in an aquatic environment by looking at areas of:

- Preparation for Teaching/Coaching Activities
- Delivery of Prepared Activities within a Session
- Roles and Responsibilities
- Health and Safety in the Aquatic Environment
- Effective Communication
- Evaluation of Teaching/Coaching Activities
- Child Protection

Candidates will have the opportunity to look at their own preferred teaching/coaching style within a range of methods as well as understanding aquatic physical literacy and how to use games as a learning mechanism.

Summary of Outcomes

To achieve this unit candidate's must:

1. Show an understanding of the process of preparation and planning
2. Deliver prepared aquatic activities
3. Show an understanding of the roles and responsibilities of themselves and others
4. Show an understanding of the issues surrounding health and safety in an aquatic environment
5. Demonstrate an understanding of effective communication
6. Show an understanding of the methods and uses of reviewing, feedback and evaluation when looking at the activity, participants and self

Assessment

Each unit is split into elements. All elements within Unit 1 will be assessed by written/oral questioning and/or observation by the tutor/assessor.

Element 1 – Preparation for Teaching/Coaching Activities

To achieve this element the candidate must be able to:

- U1.1.1 Identify the needs of a range of participants
- U1.1.2 Identify and collect relevant information about the participants and the selected activities
- U1.1.3 Deal with confidential information using appropriate guidelines
- U1.1.4 Identify responsibilities for arranging and delivering the activities
- U1.1.5 Check that the activities meet different participants' needs

Syllabus:

- *Range of participants:* male; female; child; adult; veteran; vulnerable; novice; experienced; elite; parents; other coaches; support staff.
- *Information about participants:* physical; medical; disability; behavioural; emotional; social; educational; intellectual; age; gender; physical condition; number; stage of development; previous experience.
- *Information about pre-prepared session content:* layout/space; session structure; equipment needed; adaptations; number of participants; delivery time.
- *Dealing with information:* data protection; record keeping; disclosure of information.

Element 2 – Delivery of the Prepared Activities within a Session

To achieve this element the candidates must be able to:

- U1.2.1 Explain to participants and others their roles and contribution to the activities
- U1.2.2 Check that participants and others equipment and dress are suitable for the activities
- U1.2.3 Check participants' readiness to participate in the activities
- U1.2.4 Use appropriate teaching/coaching styles to meet participants' needs and to promote learning
- U1.2.5 Ensure that all participants are actively involved in appropriate activities to develop performance
- U1.2.6 Use realistic timings and sequencing to deliver activities
- U1.2.7 Provide technically correct explanations and demonstrations at appropriate times during the activities
- U1.2.8 Identify procedures for dealing with minor injuries, illness and accidents in line with the health and safety guidelines
- U1.2.9 Deal with problems when they arise and refer those that cannot be resolved to a responsible person
- U1.2.10 Identify appropriate tasks to conclude the activities
- U1.2.11 Follow correct procedures for taking down and storing equipment
- U1.2.12 Check teaching/coaching environment is suitable for future use

Syllabus:

- *Movement Literacy:* FUNdamental movements - ABCs, RJT, KGBs, CKs and their application in the aquatic environment; development of key underpinning skills; appropriate equipment selection.
- *Various Activity Card Formats:* Layout/interpretation/how to adapt/function/practical application. Introduction to aims, objectives, progressive practices and teaching/coaching points; use of games.
- *How and When to use Pre-Prepared Session / Activity Cards* (under direct supervision); Organisation of time, space, pupils and equipment on a one to one and small group basis.
- *Skill Analysis:* Focussed observation of aquatic movements; recording outcomes of observations; reporting observations to lead coach.
- *Skill Acquisition:* Stages of learning; individual learning methods (Visual/Auditory/Kinaesthetic); relationship between skill acquisition and rest.
- *Practice Methods:* Whole part whole; guided discovery; observation, set up and stand back; manual support.

Element 3 – Roles and Responsibilities

To achieve this element the candidate must be able to:

- U1.3.1 Identify the roles and responsibilities of a teacher/coach
- U1.3.2 Create and maintain positive relationships with participants and others using agreed guidelines and codes of practice

Syllabus:

- *Responsibilities of the support Teacher/Coach:* Duty of care; supporting others; self-presentation; deliver a pre-prepared session under direct supervision; strand role descriptors; motivation of self and others; enjoyment for participants; reporting procedures; code of ethics.
- *Relevant Teaching/Coaching Styles:* Autocratic-democratic-laissez-faire continuum.

Element 4 – Health and Safety in the Aquatic Environment

To achieve this element the candidate must be able to:

- U1.4.1 Check with others that the planned use of the teaching/coaching environment is in line with good practice
- U1.4.2 Check equipment used in the activity to ensure that it meets relevant health and safety standards
- U1.4.3 Identify potential risks within the teaching/coaching environment
- U1.4.4 Identify relevant information for participants and others on health, safety and emergency issues and procedures related to the teaching/coaching environment
- U1.4.5 Set up and lay out equipment for the activities safely and effectively
- U1.4.6 Report any problems with equipment to a responsible person

Syllabus:

- *Awareness of Pool Safety Operating Procedures (PSOPs):* Role of the lifeguard; injury and illness (i.e. colds, ear, nose and eye infection; open sores; cramp; collisions); equipment assembly/disassembly; manual lifting and handling; reporting; safe storage; emergency exits; emergency drills; operating procedures relating to NGB guidelines; ASA guidance statements i.e. teaching from the poolside, diving, jumping into shallow water, definition of supervision, safe supervision for swimming teaching (*coaching*).
- *Potential Hazards:* Lights; objects; surfaces; dress; equipment; water quality; public; participants; common illnesses and infections, use of electrical equipment.
- *Behaviour:* Ground rules; discipline; code of conduct for participants; pool discipline.

Element 5 – Effective Communication

To achieve this element the candidate must be able to:

- U1.5.1 Use appropriate communication methods to check participants understanding of the planned activities
- U1.5.2 Identify and communicate ground rules for acceptable behaviour during the activities
- U1.5.3 Encourage and reward positive behaviour
- U1.5.4 Identify the methods that could be used to challenge inappropriate behaviour
- U1.5.5 Identify and encourage opportunities for feedback appropriate for the activities and needs of the participants

Syllabus:

- *Types of Communication:* Verbal; non-verbal.
- *Methods of Communication:* Questions and answers; command; discussion; listening; body language; positioning, mime, gesture; activity cards; models, posters, instruction; demonstration; information gathering through senses.
- *Feedback to Others:* Timing purpose; method; positive, negative; informative; constructive; differences between praise and feedback.
- *Organising Participants Within Activities:* Timing; stopping; dispersing participants
- *Organising Participants to Manage Behaviour:* Ground rules; sanctions; time outs; disagreements; positive reinforcements

Element 6 – Evaluation of Teaching/Coaching Activity

To achieve this element the candidate must be able to;

- U1.6.1 Identify methods to evaluate activities
- U1.6.2 Identify the importance of evaluation for both the teacher/coach and the participants
- U1.6.3 Identify participant's strengths and weaknesses
- U1.6.4 Encourage participants and others to contribute to the review of activities
- U1.6.5 Review the effectiveness of activities in relation to aims and objectives of the session
- U1.6.6 Identify and propose modifications for future activities
- U1.6.7 Identify participants' achievements and progress
- U1.6.8 Identify future teaching/coaching opportunities to improve participants' performance
- U1.6.9 Use feedback from a variety of sources in order to review current teaching/coaching practice
- U1.6.10 Record feedback identifying areas of strength and weakness in teaching/coaching practices
- U1.6.11 Prepare a personal action plan to develop current teaching/coaching practice
- U1.6.12 Review and update a personal action plan identifying the achievement of development activities

Syllabus:

- *Uses of Reviewing and Evaluating:* Activity (session plans); others and self.
- *Methods of Reviewing and Evaluating:* Verbal, written (personal action plans, recording progress of participants), self-reflection.
- *Types of Feedback:* Group discussion; third party; previous evaluations, praise.
- *Importance of Feedback and Evaluation:* Participant development; development of skills and knowledge; shape future development; action planning.

Element 7 – Child Protection

To achieve this element the candidate must be able to:

- U1.7.1 Identify the relevant organisational guidelines relating to the protection of children and vulnerable adults from abuse

Syllabus:

- *Child Protection:* Common signs and indications of abuse – (physical, emotional, sexual, neglect, bullying); ASA child protection procedures; Criminal Records Bureau (CRB) and importance of CRB certificates; teacher/coach protection; Swim-Line; code of ethics; lines of best practice.

Unit 2 – ASA/UKCC Level 1 Certificate for Coaching Synchronised Swimming

Unit 2 Administration – Learning Programme

- All practical aspects of the learning programme leading to any aquatic qualification must be delivered in a physical location that meets the minimum criteria laid out by the ASA Awarding Body in the Centre Approval Document.
- Courses must be registered centrally with the ASA Awarding Body a minimum of 28 days prior to the commencement date (NB: A course can comprise of both units i.e., Units 1 and 2 and/or individual units)
- The assessment and training of Unit 2 must be within an appropriate aquatic environment.
- Candidates should experience working with a range of participate numbers with groups of singles to multiples during the course
- All assessment should be undertaken in accordance within the guidance laid out by the ASA Awarding Body.
- The maximum number of candidates per tutor for Unit 2 is 16 with flexibility on application to the ASA Awarding Body.
- Recommended hours for Unit 2 is 4 hours practical and 7 hours theory

Human Resources Needed for Delivery and Assessment

All tutors delivering this unit are expected to have completed the ASA Tutoring in Sport qualification. If the tutor is also the assessor then it is expected that they have completed the A1 (D32/33) or IAPS Assessor Qualification, if the tutor does not have this qualification then an appropriate assessor will be needed. Each tutor will have to be associated with an Internal Verifier who has the V1 (D34) qualification.

Description of the Unit

This is a mandatory unit

Unit 2 explores the practical skills and knowledge of being a support coach in a synchronised swimming environment by looking at areas of the Sport of Synchronised Swimming, Practical Skills, Techniques, Training Preparation and the Human Body.

Candidates will have the opportunity to gain practical poolside skills whilst utilising a prepared checklist of common faults and corrections. They will investigate the specialist nature of the sport of Synchronised Swimming whilst gaining an understanding of appropriate corrections to common faults.

Summary of Outcomes

To achieve this unit, candidates must:

1. Show an understanding of the sport of Synchronised Swimming and the specialist environment in which it takes place
2. Demonstrate relevant practical poolside skills and practices
3. Utilise a checklist to identify common faults in basic core Synchronised Swimming skills
4. Utilise a checklist to identify appropriate corrections to common faults in basic core Synchronised Swimming skills

Element 1 - The Sport of Synchronised Swimming

To pass this element the evidence must show that the candidate is able to:

- U2.1.1 Identify the factors that influence movements in Synchronised Swimming
- U2.1.2 Show an understanding of the sport of synchronised swimming and its competitive structure

Syllabus:

- *Factors* e.g.- Activity rate, flotation, rotation, resistance, drag, water temperature, equipment, clothing, other swimmers, safety
- *The Sport of Synchronised Swimming:* Competition laws; competition structure; events, brief history of synchronised swimming; structure of the ASA - i.e. clubs, regions, national; support organisations e.g. British Swimming, FINA

Assessment

This element will be assessed through a written knowledge test in the form of a multi-choice paper.

Element 2 – Practical Coaching Skills

To achieve this element the candidate must be able to:

- U2.2.1 Demonstrate the use of appropriate practical poolside skills
- U2.2.2 Demonstrate appropriate coaching practices (*so coaches do not place themselves in risk situations*)
- U2.2.3 Demonstrate effective coaching practice in the context of a support coach

Syllabus:

- *Pool discipline for Synchronised Swimming*
- *Use of equipment*
- *Areas of risk during coaching*

Assessment

This element will be assessed by written/oral questioning and/or observation by the tutor/assessor.

Element 3 – Techniques

To achieve this element the candidate must be able to:

- U2.2.1 Describe the components of the Sport of Synchronised Swimming
- U2.2.2 Utilise a checklist to identify common faults to adapted swimming strokes and specific Synchro skills and techniques
- U2.2.3 Utilise a checklist to identify appropriate corrections to adapted swimming strokes and specific Synchro skills and techniques

Syllabus:

- *Adaptations to swimming strokes;* front crawl, back crawl, breaststroke
- *Sculling for propulsion and support;* e.g. standard, reverse, sprint torpedo, dolphin; flat, support scull
- *Basic figures;* e.g. back tucked somersault, tub, single ballet leg, inverted vertical with support
- *Entries;* feet first step entries head first entries

Assessment

This element will be assessed by written/oral questioning and/or observation by the tutor/assessor.

Element 4 - Training Preparation and the Human Body

To achieve this element the candidate must be able to:

- U2.4.1 Demonstrate appropriate knowledge to effectively support a more qualified coach during the delivery of water training sessions
- U2.4.2 Demonstrate appropriate knowledge to effectively support a more qualified coach during the delivery of land training sessions

Syllabus:

- *Flexibility; core body strength; body tension; land and water based practices; injury prevention*

Assessment

This element will be assessed by written/oral questioning and/or observation by the tutor/assessor.