



Cycling Ireland, The Clockhouse, Sport Ireland Campus, Blanchardstown,
Dublin 15, D15 CXC2
Tel: +353 (1) 8551522
email – tom.causer@cyclingireland.ie

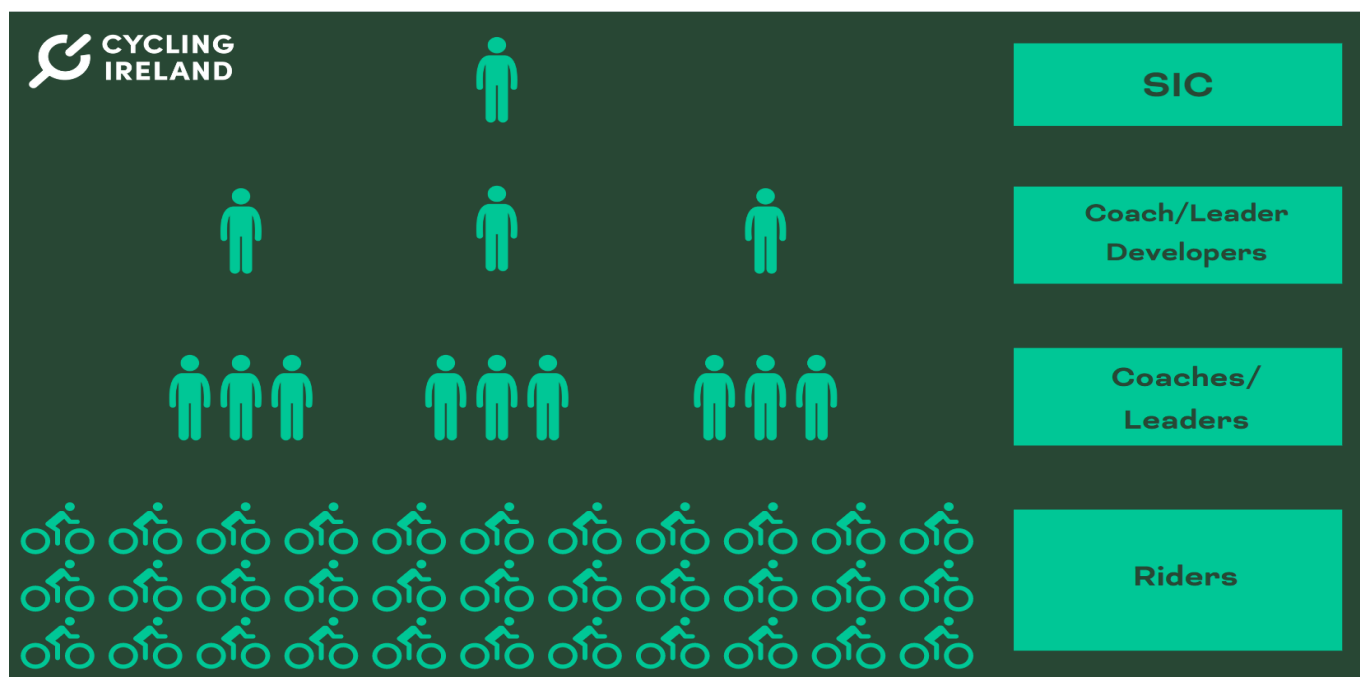
Coach and Leader Developer Framework

Contents

Introduction	2
Cycling Ireland Coaching and Leadership Qualification Pathway (in review)	3
Coach Developer Pathway.....	4
Leader Developer Pathway.....	5
Overview of the Coach and Leader Developer Framework.....	6
Application process	6
Selection process	7
Qualification process	8
Deployment information	9
CPD requirements.....	9
Appendix A – Cycling Ireland Coach Education Pathways (Draft 1)	10
Appendix B - Main duties and responsibilities.....	10
Appendix C - Personal specification	12
Appendix D – Course details and fees	13
Appendix E – Travel rates.....	14
Abbreviations	14

Introduction

A Coach or Instructor Developer is a recent term brought in by Sport Ireland Coaching (SIC) to represent an individual that supports the learning and development of coaches or instructors (for the purposes of some riding environments, Cycling Ireland are referring to instructors as leaders). The support could be through formal tutoring of education courses or informal settings such as workshops, conferences, webinars or with a coach/leader in their own learning environment. A Coach or Leader Developer (CLD) is likely to work with many coaches/leaders in one year; each of these coaches/leaders will probably work with a high number of riders in any one year. Consequently, a highly effective CLD can influence the sporting experience of a very large number of sports participants at every level of cycling from Cycling Ireland's (CI) participation programmes to the podium at major competitions. The better the CLD, the better the coach/leader, the better the sporting experience of the riders. This outcome is also reflected in the importance of the training provided by SIC who develop and assess our CLD's. CLD's are therefore very much worth significant investment in time and funding to build an effective coaching system. The hierarchical process described above is depicted in the infographic below:

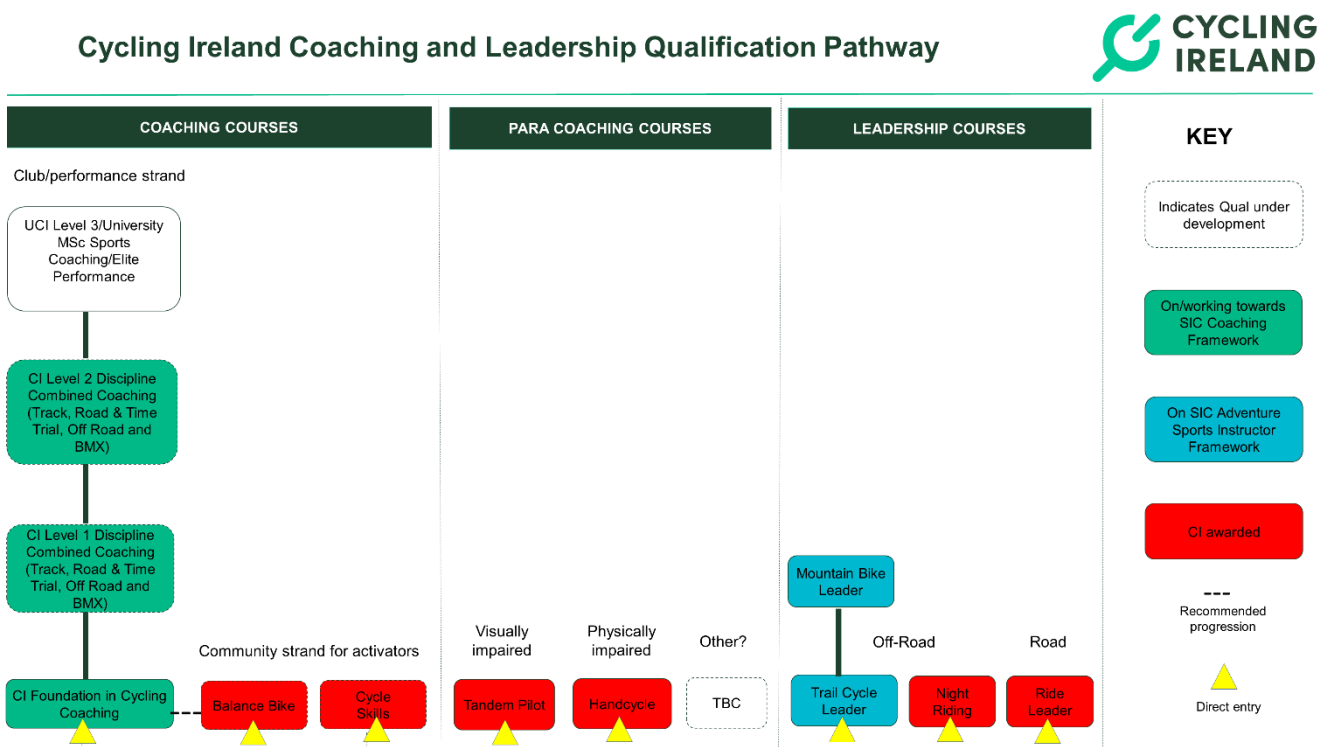


This Coach and Leader Developer Framework below sets out to provide an 'overview' of CI's responsibilities and those of both the new and existing CLD workforce. The information underneath the table below expands on the responsibilities to give further information on the

application, selection and qualification process for new CLD's as well as deployment information and CPD requirements of both existing and new CLD's. As CI's coach education programme, courses and pathways develop, changes to the framework and the information within it will need updating. This is particularly relevant to expanding the coach education offer through more informal CPD opportunities (see Appendix A). This document is therefore constantly evolving with developments in the coaching system.

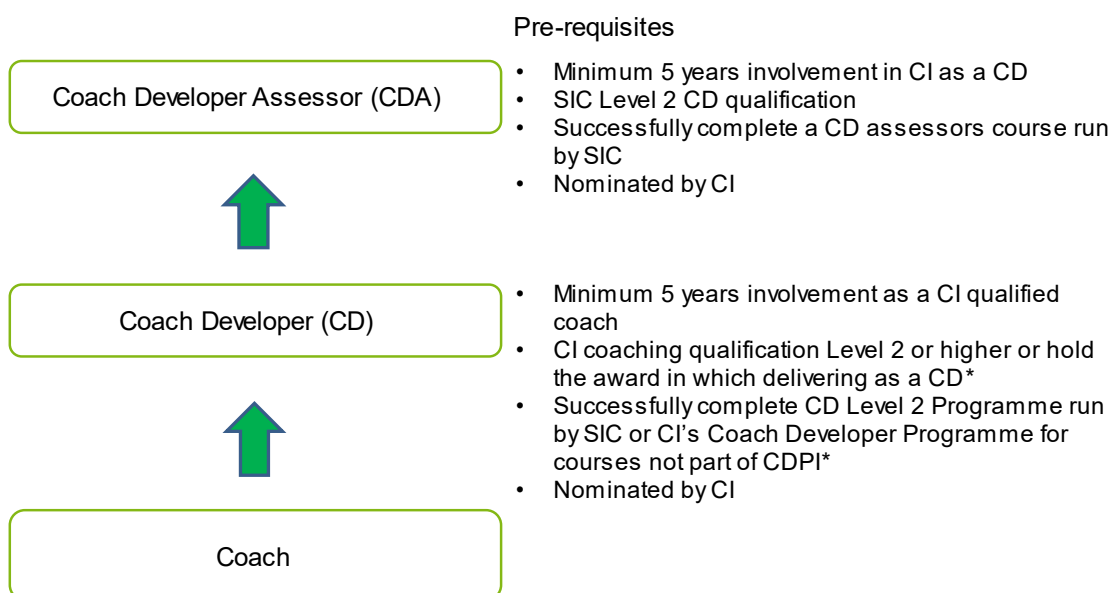
Cycling Ireland Coaching and Leadership Qualification Pathway (in review)

The infographic below shows the current CI courses on offer in 2023. The key indicates qualifications under development, those awarded through the Coaching Development Programme for Ireland (CDPI) on either the Coaching or Adventure Sports Instructor Framework (or will be working towards) and those awarded through CI. The coaching courses in the community strand are new and were piloted in early 2023 ready for the implementation of new CI participation programmes. The recommended progression from the two community strand courses is the Foundation in Cycling Coaching course. The pathways for para-athletes are under development and as such, so will the positioning of para-coaching courses on offer from CI moving forwards.



Coach Developer Pathway

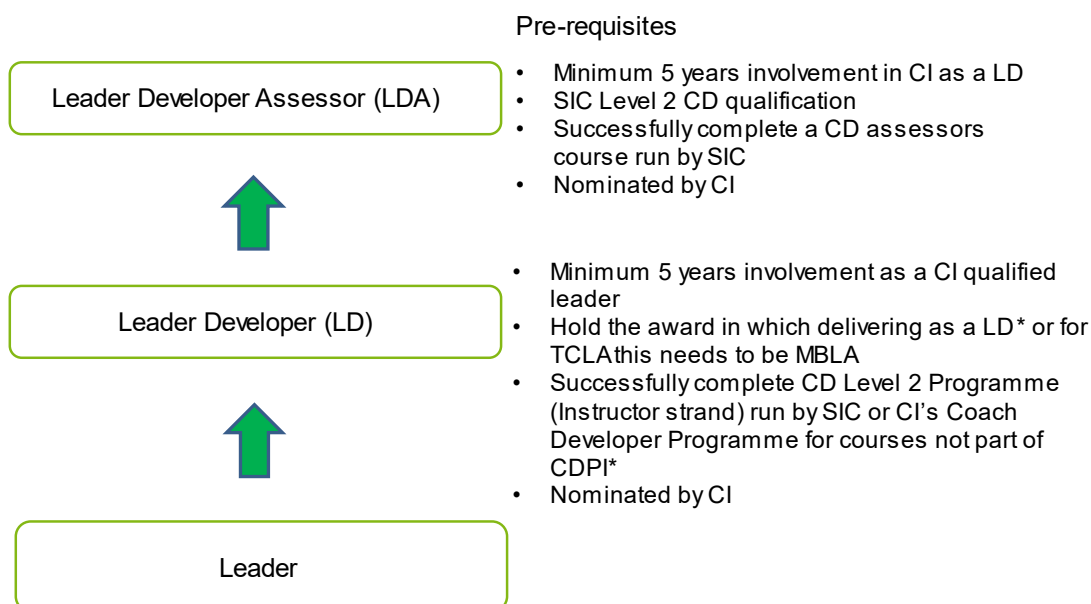
The infographic below relates to CI coaching courses which are on the SIC Coaching Framework as part of the CDPI as well as the coaching courses which are awarded through CI. The SIC Coaching Framework has 5 levels (0 - 4) and is used for coaches of players, athletes and teams in sports where they are, or will be participating in competitive sports. To deliver courses which are part of the CDPI, Coach Developers must complete the SIC Coach Developer Level 2 Programme (Certificate in Sport Coach Development), for all other courses, Coach Developers can complete CI's Coach Developer Programme.



*Balance Bike,Cycling Skills, Tandem, Handcycle

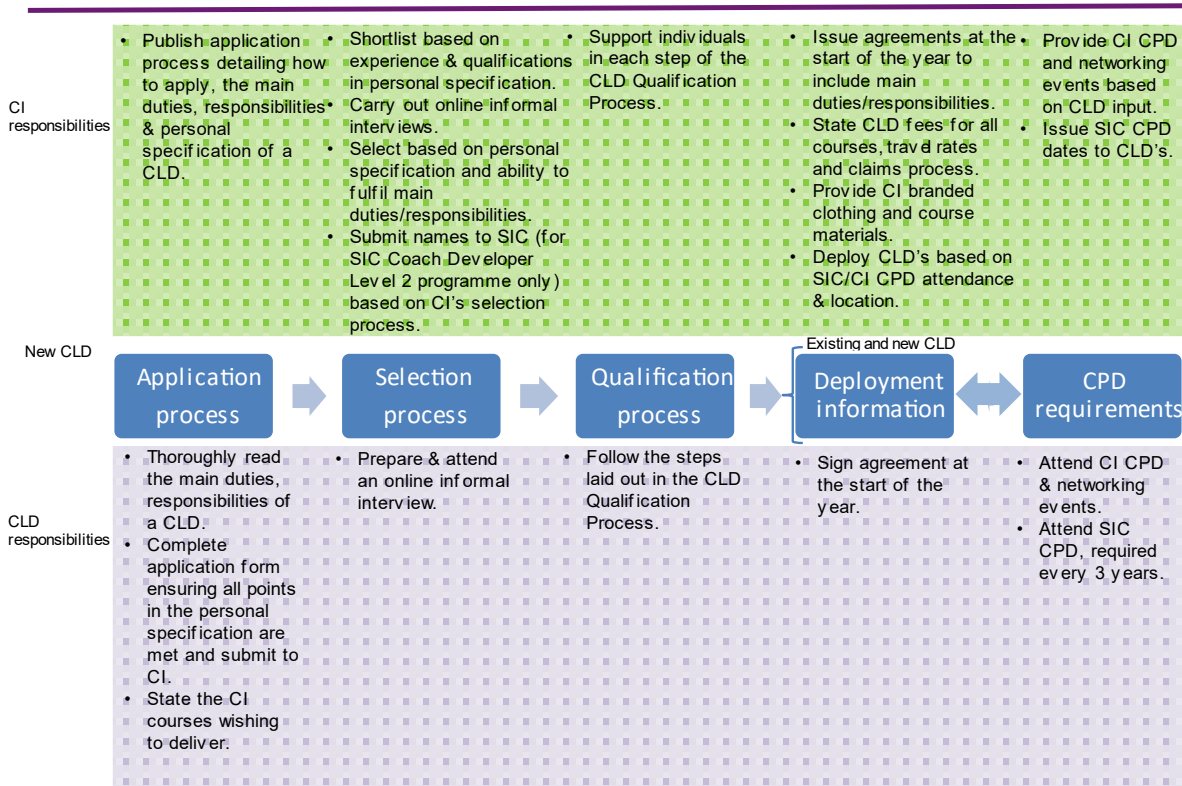
Leader Developer Pathway

The infographic below relates to CI leadership courses which are on the SIC Adventure Sports Instructor Framework as part of the CDPI as well as the leadership courses which are awarded through CI. The Instructor Framework is used for Instructors in Adventure Sports and Outdoor Recreation where the instructor's primary objective is to increase the skills, knowledge and competency of the participants they are working with. To deliver courses which are part of the CDPI, Leader Developers must complete the SIC Coach Developer Level 2 Programme (Instructor strand), for all other courses, Leader Developers can complete CI's Coach Developer Programme.



*RideLeader

Overview of the Coach and Leader Developer Framework



Application process

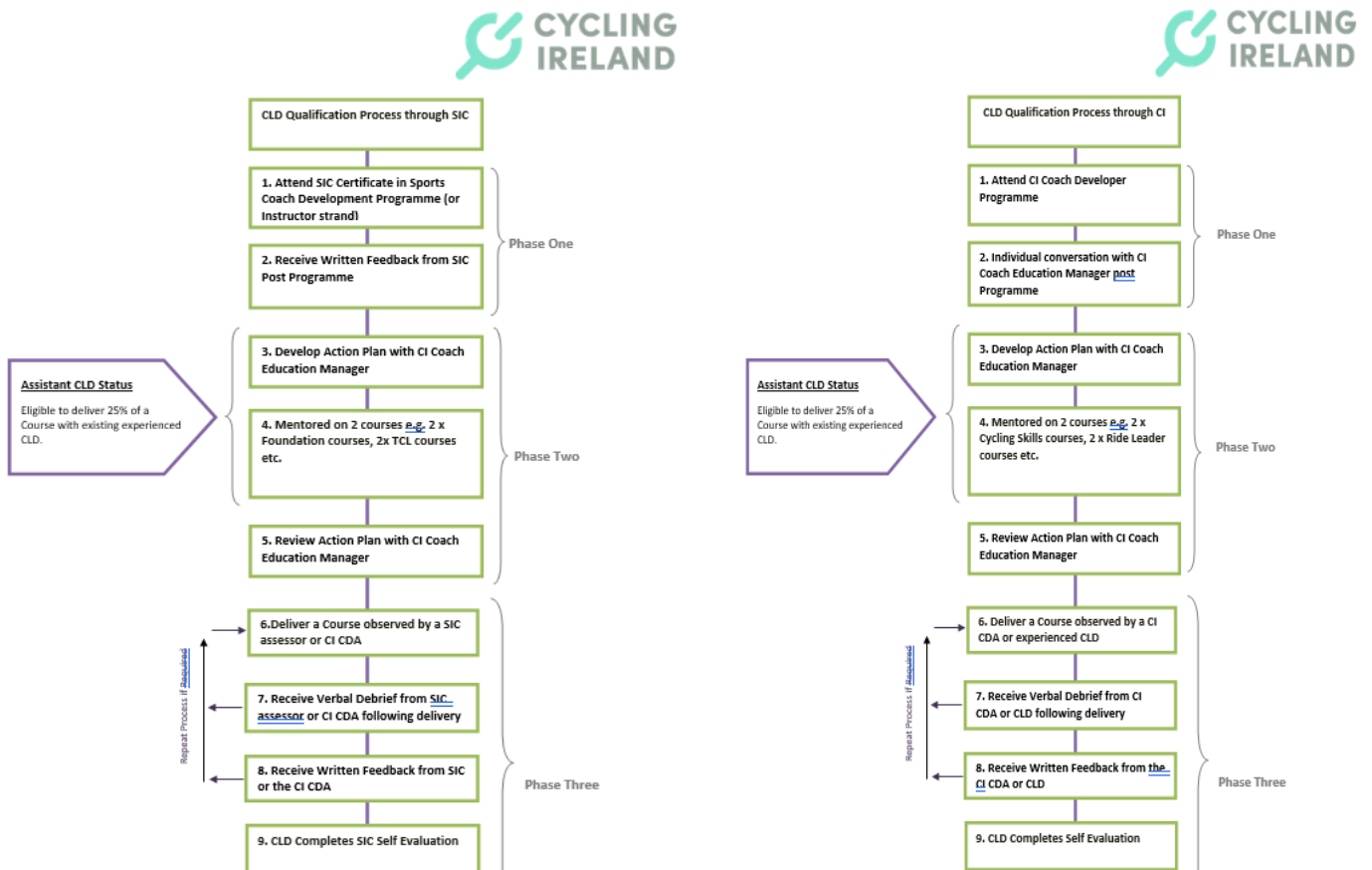
- CI's application process is by application form emailed to the Education and Development Unit using the email coaching@cyclingleireland.ie and addressed to Roisin Hickey. The main duties and responsibilities of a CLD can be found in Appendix B. The personal specification detailing experience, qualifications, knowledge, skills and time commitment can be found in Appendix C.
- New CLD's are encouraged to thoroughly read the main duties and responsibilities in Appendix B to ensure that all aspects of the role can be fulfilled. Questions can be directed to Tom Causer using the email tom.causer@cyclingleireland.ie
- New CLD's are asked to complete an application form ensuring all the points in the personal specification are met, see Appendix C.
- New CLD's should also state in the application form which CI courses that they wish to deliver, the suite of courses listed in the main duties and responsibilities, see the qualification courses on page 3.

Selection process

- CI's selection process begins with shortlisting from the information provided in applicants application form and is based on the experience and qualifications detailed in the personal specification, see Appendix C.
- CI's next step is carrying out competency-based interviews with those shortlisted. The interviews will be approximately 30 mins and held online via Teams. CI will give applicants as much notice as possible of interview dates. The interview panel will consist of the Coach Education Manager and two other people with relevant knowledge and experience in the coach education sector.
- CI will select applicants based on the personal specification and a person's ability to meet the main duties and responsibilities.
- CI submit names of applicant CLD's to SIC based on CI's selection process for those wishing to deliver courses on the CDPI. CI will not necessarily apply to SIC each year, this will depend on CI's current CLD capacity operating across each of the four cycling disciplines and Provinces. SIC make the selection decisions for inclusion on their Coach Developer Level 2 Programme (Certificate in Sports Coach Development) or the Instructor strand if delivering courses in the MBLA scheme.
- New CLD's should prepare comprehensively for an interview based on the information in the personal specification, see Appendix C.

Qualification process

- CI will support new CLD's through the CI qualification process shown in the infographic below, including communicating with SIC where necessary at each step.
- New CLD's are required to follow the steps in the CI qualification process outlined below. They are responsible for ensuring all tasks are completed and on time. The qualification process after the SIC Certificate in Sports Coach Development (Coach Developer Programme) is slightly different to the process after CI's Coach Developer Programme.
- New and existing CLD's maybe required to complete orientation for any new courses developed.



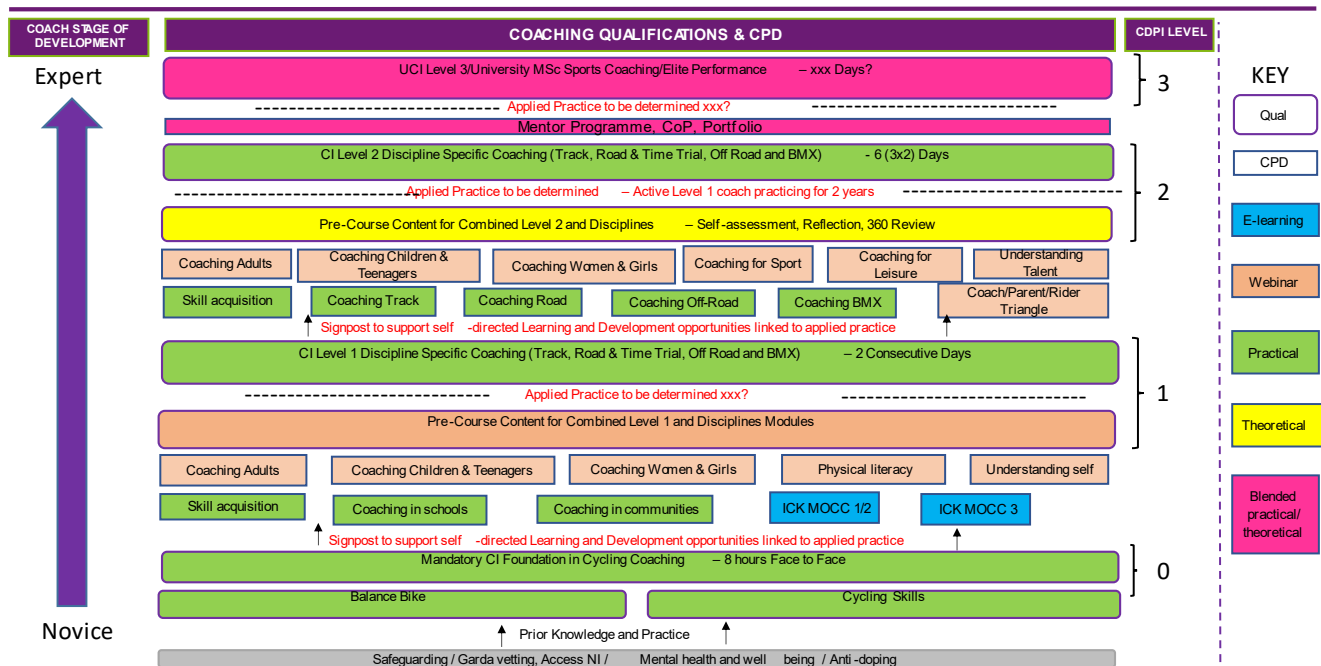
Deployment information

- CI will issue CLD agreements at the start of each year containing the main duties and responsibilities to all existing CLD's as well as new CLD's.
- CI pays very competitive CLD fees for courses as shown in Appendix D and mileage rates in line with the department of transport guidelines, see Appendix E. CLD fees and mileage is claimed on Webpos for all courses. CLD course payments will commence once CI has received all paperwork.
- CI will provide branded clothing and all course materials.
- CI will deploy CLD's based on location of the course as well as attendance at both SIC and CI CPD events.
- Existing and new CLD's should sign the agreement document before commencement of delivering courses for CI.

CPD requirements

- CI will provide free of charge CPD and networking events for all CLD's which will be based on the wants, needs and input of the CLD workforce.
- CLD's can claim their travel for CPD events.
- CI will issue dates of all SIC CPD workshops and events to CLD's.
- Existing and new CLD's are required to attend CI CPD and networking events.
- Existing and new CLD's are also required to attend SIC CPD once every 3 years.

Appendix A – Cycling Ireland Coach Education Pathways (Draft 1)



*note this draft is an aspirational model

Appendix B - Main duties and responsibilities

Course delivery

- Deliver CI's Coaching and Leadership suite of qualification courses; Foundation, Level 1, Level 2, TCL, MBL, Nightriding, Tandem, Handcycle, Balance Bike, Cycling Skills, Rider Leader as well as CPD.
- Prepare and deliver high quality courses in accordance with the CI course content.
- Observe and evaluate coaches/leaders and provide constructive feedback.
- Plan and facilitate group tasks to help coaches/leaders discuss, learn, challenge and share knowledge and ideas.
- Use modern delivery methods, IT and resources to deliver the courses.
- Co-deliver courses where required providing structured development to trainee CLD's.

Mentoring and Coach/Leader support

- Where required act as a mentor to coaches/leaders to support them post course.
- Provide coaches/leaders with information and support on developing their personal development plan and pathway progression.

Course development

- Where required provide feedback into the Education and Development Unit to help develop CI courses.
- Where required support the Coach Education Manager in developing CPD Modules and reviewing course content and delivery.
- Attend any CLD workshops and meetings as required.

Continuous Professional Development (CPD)

- All CLD's are expected to continuously reflect on their course delivery skills and develop where necessary.
- Attend any further training provided by SIC or CI.
- CI recognises that our CLD's are a valued asset and we wish to support progression and development. CLD's will have access to SIC CPD courses and modules and will be entitled to attend any other CI development opportunities free of charge.

Administration

- Engage with learners during courses via the Candidate Management System (TahDah) where relevant.
- Using TahDah monitor and support assigned coaches/leaders where relevant.
- Marking and assessing assigned coaches/leaders coursework.
- Ensure all paperwork is completed within the CI course deadlines so that all coaches/leaders complete the course.
- Submit CLD fees and expense claims on Webpos with one month of the course completing.

Appendix C - Personal specification

Experience and qualifications

- Current CI licence holder.
- A minimum of 5 year's experience as a CI qualified coach/leader.
- CI Level 2 coaching qualification preferred, hold the qualification of the course delivering as a CLD (as a minimum). To deliver the TCLA a person must hold their MBLA.
- Evidence of significant commitment to best practice coaching methodologies either in Cycling or another sport.
- Sport Inclusion & Disability Awareness [Workshop](#) (recommended).

Knowledge

- Up to date knowledge of the CI coach education pathways.
- Up to date knowledge of the CI course content.

Skills

- Plan and deliver coaching material to a range of abilities.
- Ability to work with a variety of groups and facilitate group learning.
- Excellent IT skills - CI utilises TahDah for online tasks needed for courses.
- Creative, innovative and adaptable in group delivery.
- Proven leadership and organisational skills.
- Excellent communication skills.
- Evaluate written and practical material and provide constructive and appropriate feedback.

Time commitment

- Most CI courses are delivered on weekends and some weekdays.
- Preparation and coach/leader support leading up to and during a course is essential and a CLD's must be able to dedicate substantial time to this and maintain a high level of communication with CI staff and course attendees.
- Once assigned to a course is it the CLD's responsibility to ensure they can attend all course days.
- CLD's are expected to deliver at least 2 courses per year depending on CPD attendance.
- CLD's will be expected to provide coach/leader support once a course is completed where required. Courses are held nationwide and CLD's may need to travel. However, CI will endeavour to allocate courses to those who live in near proximity if possible.

Appendix D – Course details and fees

Course	Duration/contact time	Online work	CLD fee
Foundation	1 Day (8 hours)	Pre and post course engagement via TahDah.	€250
Level 1 Discipline Combined*	11 hours online delivery, forum support and mid-point assessment/revision. 2 face to face days (15 hours). 1.5 days video assessment/other (12 hours).	4x online modules on Zoom. Significant pre, during and post course corrections and engagement via TahDah, up to 6 weeks post course.	€1,305
Level 2 Discipline Combined*	TBD	TBD	TBD
Trail Cycle Leader	3 days (24 hours)	Significant pre, during and post course corrections and engagement via TahDah, up to 6 weeks post course.	Provider dependant
Mountain Bike Leader	5 days (40 hours)	Significant pre, during and post course corrections and engagement via TahDah, up to 6 weeks post course.	Provider dependant
Night riding	1 Day (7 hours)	None required.	Provider dependant
Ride Leader	1 Day (8.5 hours)	None required.	€250
Cycling Skills	1 Day (6 hours)	None required.	€200
Balance Bike	1 Day (6 hours)	None required.	€200
Tandem	0.5 day (4.5 hours)	Blended learning through Zoom.	€180
Handcycle*	0.5 day (4 hours)	Blended learning through Zoom.	€180
CPD modules	1 day (2 - 8 hours)	Some pre course engagement.	€60-€250

*these courses are currently under review in light of product testing/piloting

Additional fees

Where a qualified CDA or experienced CLD co-delivers a course to help facilitate a CLD in training, an additional €50 can be claimed. For example, at a Ride Leader course, an experienced CLD can claim €300 if he/she co-delivers with a CLD trainee and works with CI to follow the qualification process outlined on page 8.

Appendix E – Travel rates

A new flat rate has now been introduced based on a person's residency and claimed on Webpos.

The rates are as follows:

Republic of Ireland €0.40 per KM.
Northern Ireland £0.55 per mile.

When claiming travel and coach developer fees on Webpos, please use the code 'Courses (EDU).'

Abbreviations

SIC – Sport Ireland Coaching
CLD – Coach or Leader Developer
CD – Coach Developer
LD – Leader Developer
CDA – Coach Developer Assessor
LDA – Leader Developer Assessor
CI – Cycling Ireland
CPD – Continuous Professional Development
CDPI – Coaching Development Programme for Ireland
TCLA – Trail Cycle Leaders Award
MBLA – Mountain Bike Leaders Award