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clubgolf Regions and Principle Contacts

There are eight clubgolf regions in Scotland, each under the control of a clubgolf Regional Manager and comprising three, four or five Local Authority Areas:



Highland & Islands	Grampian
Highland	Aberdeen
Orkney	Aberdeenshire
Shetland	Moray
Eilean Siar	
Argyll & Dunbartonshire	Tayside & Fife
Argyll & Bute	Angus
East Dunbartonshire	Dundee
West Dunbartonshire	Fife
	Perth & Kinross
Central Scotland	West of Scotland
Stirling	Glasgow
Falkirk	Renfrewshire
Clackmannanshire	East Renfrewshire
West Lothian	North Lanarkshire
	South Lanarkshire
South West Scotland	East of Scotland
Inverclyde	Edinburgh
North Ayrshire	East Lothian
East Ayrshire	Midlothian
South Ayrshire	Scottish Borders
Dumfries & Galloway	

Regional Manager Contact Details

Highland & Islands	Willie MacKay	phone 07956 540575	email willie.mackay@highland.gov.uk
Argyll & Dunbartonshire	Colin Bell	phone 07882 364340	email cbell@clubgolfscotland.co.uk
Central Scotland	Mandy Martin	phone 07956 540587	email mmartin@clubgolfscotland.co.uk
South West Scotland	Ann Lang	phone 07810 501577	email ann@golf-foundation.org
Grampian	Audra Booth	phone 07956 540588	email clubgolfgrampian@hotmail.com
Tayside & Fife	Martin Ritchie	phone 07917 165699	email martin.ritchie@dundeecity.gov.uk
West Scotland	Dawn Middleton	phone 07956 540576	email clubgolfwest@hotmail.com
East of Scotland	Laura Rushby	phone 07956 540595	email lrushby@clubgolfscotland.co.uk

Other Contact Details

clubgolf Project Manager	Torquil McInroy	phone 07921 606472	email tmcinroy@clubgolfscotland.co.uk
clubgolf Administrator	Carol Ann Matthews	phone 01334 466493	email cmatthews@clubgolfscotland.co.uk
SGU/SLGA Child Protection Officer	Anna Thomas	phone 01334 466494	email a.thomas@scottishgolfunion.org
PGA Coach Education Manager (Scotland)	Ron Wallace	phone 07919 804801	email ron.wallace@pga.org.uk
PGA Coach Education Administrator	Doreen Craig	phone 01764 661848	email doreen.craig@pga.org.uk

PGA Coach Education – Level 1

Level 1 Coaching Qualification

In line with the United Kingdom Coaching Certificate (UKCC) requirements, the PGA has been chosen by the National Governing Bodies (NGBs) of golf in Scotland, Ireland, Wales and England, to lead on the development of coaching qualifications for Golf.

The ASQ Level 1 Certificate in Golf Coaching has been developed for the purpose and is delivered by the PGA.

The qualification is also SQA accredited and candidates in Scotland will receive an SQA Record of Achievement.

In Scotland the clubgolf programme will be delivered by PGA professionals and volunteer coaches who have attained this qualification.

Who Is It Designed For?

The Level 1 golf coach qualification is ideal for parents, interested volunteers, golfers, sports leaders and schoolteachers. It is the first qualification of the coaching pathway in Scotland and will equip you to deliver the two-year clubgolf Stage 1 programme.

What Will I Be Able To Do?

As a Level 1 Coach you will play a very important role in delivering clubgolf, Scotland's national junior golf development programme. You will be able to interpret session plans and deliver sessions from the clubgolf Stage 1 programme (you will receive the Stage 1 manual on completion of your training). You will be capable of ensuring that the coaching points are covered and that participants are safe and encouraged throughout. You will learn about communication, demonstration and positioning, as well as skills challenges and the importance of progression within a coaching session. Throughout your training an emphasis will be placed on making your sessions safe and fun for all involved.

More experienced Level 1 coaches can complete an advanced CPD module which equips them to deliver clubgolf Stage 2 coaching.

Where and When Do Courses Take Place?

Level 1 courses, organised and delivered by the PGA, take place at venues across Scotland and are most commonly planned during the period between mid-January and April. Some courses are also scheduled in September / October, and others can be added to the schedule to meet demand. Please refer to the enclosed course schedule for details or contact your clubgolf Regional Manager.

How Are The Courses Delivered?

The PGA Level 1 qualification is competency based. The training is split into two elements:

- Home Study
- Tutor Contact Time

Home Study – This element is where you will develop your knowledge. The objective is to make the tutor contact time as practical and as valuable as possible. Because you undertake an element of home study, your PGA tutors will be able to combine your newly acquired knowledge with the practicalities of delivery.

The PGA will issue you with a Home Study pack five weeks before your Level 1 course. The pack will enhance your enjoyment of the course, and it is important that you read it thoroughly as your knowledge will be assessed by a multiple-choice questionnaire during the course.

Note: the material included in the Home Study Pack will NOT be covered by the course tutors prior to the multiple choice questionnaire.

Tutor Contact Time – this is delivered by PGA tutors normally over two consecutive days. The two days will be a combination of tutor-led opportunities combined with the practical delivery of micro-coaching sessions to your peers during which you will undergo continuous assessment. Whenever you demonstrate competence within a particular area your PGA tutors will recognise this and credit you. The course runs from 9am until 5pm each day.

Throughout the PGA Tutor contact time there will be opportunities to conduct individual and group reviews, helping you develop an action plan for your next micro-coaching session.

PGA Coach Education – Level 1

Pre-Application Requirements

Before attending a Level 1 course you must complete the application form (including the course code for your first and second choice of course), then submit to the PGA, together with the correct application fee, before the application closing date.

Level 1 Certification

To receive your Level 1 Certificate, you must attend all Tutor contact sessions, be successful in your multiple choice assessment and be deemed a competent Level 1 coach by your PGA Tutor. You will then be issued with your certificate.

PGA Coach Licensing

Once your Level 1 certificate has been issued, the PGA Membership Dept will send you a licence application form. To become licensed you must complete and return the form together with:

- A recent passport sized photograph, signed and dated on the back
- A certificate of attendance at the **sports coach UK** course “Safeguarding and Protecting Children”
- Confirmation of a successful Enhanced Disclosure certificate issued by Disclosure Scotland

Your initial licence is valid for a period of three years. The initial licensing cost is included in your Level 1 course fee.

When Can I Start Coaching?

Once the PGA has issued your certificate, clubgolf will issue you with the Stage 1 coaching materials which will allow you to start coaching.

Certification is also the trigger for the PGA to issue you with a Coaching Licence application form. clubgolf is committed to the exclusive use of licensed coaches, and clubs signed up to the clubgolf programme should not deploy unlicensed coaches.

What Is A **sports coach UK** Course?

The **sports coach UK** course “Safeguarding and Protecting Children” is a 3-hour non-assessed module. The course teaches you to protect yourself, the young people you are coaching, and your club by understanding and following good coaching practice.

When Do **sports coach UK** Courses Run?

Contact your clubgolf Regional Manager who can advise when and where courses are planned. The Regional Manager may refer you to a local course coordinator for further details (contact details are listed in this brochure) – most Local Authorities run this course quite frequently.

If you make your own arrangement for attending this course please ensure you collect a certificate of attendance (which you will be required to show to the PGA for licensing), and also that you inform your clubgolf Regional Manager of your attendance.

What Is A Disclosure Scotland Check?

Disclosure Scotland is a service designed to enhance public safety by providing potential employers and organisations within the voluntary sector with criminal history information on individuals applying for posts. Disclosure Scotland issue certificates – known as “Disclosures” – which give details of an individual’s criminal convictions (and in the case of “Enhanced Disclosures”, appropriate non-conviction information) or state that they have none.

How Do I Get A Disclosure Check?

Contact the Child Protection Officer at your club / facility or contact the Child Protection Officer at the Scottish Golf Union on 01334 466494.

What Happens When My Licence Expires?

clubgolf is committed to the establishment of an effective and robust coach licensing system operated by the PGA. It is the responsibility of each coach to ensure they renew their licence when it expires.

The PGA will write to you in advance of the expiry date enclosing a licence renewal form. You will be able to renew your coaching licence for a period of three years, and will be required to pay a licence renewal fee.

A new passport sized photograph is required every six years.

If your licence is due for renewal and you have not received a letter, you can contact the PGA at the address shown on page 6.

Level 1 – CPD Opportunities

The PGA offers a range of CPD opportunities for licensed Level 1 coaches. Details of current offerings are listed here.

Level 1 Bunker Module

An attendance course for Level 1 coaches.

Who Is It Designed For?

The clubgolf Bunker module coach workshop is designed for Level 1 coaches who attended their Level 1 course prior to September 2006.

What Will I Be Able To Do?

This module adds Bunker Play to the Putting, Chipping and Full Swing components covered in the Level 1 course. Coaches are required to complete this training prior to delivering the second year of the clubgolf Stage 1 programme.

Note: since September 2006 the Bunker Module has been fully incorporated into the Level 1 course, and there is therefore no requirement for Level 1 coaches trained after that date to separately complete this module

Where and When Do They Take Place?

Courses can be arranged on request and according to geographical demand. Please contact the Coach Education Administrator at the PGA Scottish Region office, or your clubgolf Regional Manager.

How Is The Course Delivered?

The course is a three-hour tutor led course. It is practical in nature.

Pre-Application Requirements

Coaches must be in possession of a PGA Licence, or provide confirmation from a clubgolf Regional Manager that their licence is being processed.

In addition the correct application fee must be paid in advance. The Coach Education Administrator or your clubgolf Regional Manager will be able to advise the amount.

Level 1 Advanced

An attendance course for Level 1 coaches.

Who Is It Designed For?

The Level 1 Advanced CPD module is designed for more experienced Level 1 coaches who would like to further develop their coaching skills.

clubgolf and the PGA recommend coaches complete a minimum of a full season’s coaching before considering this course. It may also be useful to discuss your readiness for this module with a PGA Tutor. Please contact the Coach Education Administrator at the PGA Scottish Region office who will be able to refer you to the appropriate tutor.

What Will I Be Able To Do?

This module comprises some of the components of the Level 2 coaching qualification. Level 1 coaches who complete it will be able to deliver the clubgolf Stage 2 programme.

Where and When Do They Take Place?

As with Level 1, courses take place at venues across Scotland generally during the period between mid-January and April. Other courses can be added to the schedule to meet demand. Please refer to the enclosed course schedule for full details or contact your clubgolf Regional Manager.

How Is The Course Delivered?

The course is a one-day tutor led course. It is practical in nature.

Pre-Application Requirements

Coaches must be in possession of a PGA Licence, or provide confirmation from a clubgolf Regional Manager that their licence is being processed.

In addition the correct fee as detailed on the current course schedule must be enclosed with your application.

Application and Licensing Processes

Application Process

Please complete the enclosed Level 1 application form then review it using the following check list:

- ✓ Have you inserted the correct codes for your first-choice and second-choice courses?
- ✓ Have you signed the application form?
- ✓ Have you enclosed the correct payment?

Once completed, please return this form to :

*Coach Education Administrator
PGA, Scottish Region Office,
Kings Lodge, Gleneagles,
Auchterarder, Perthshire
PH3 1NE*

Licensing Process

An application form for your coaching licence will be sent to you by the PGA Membership Dept. Please complete it then review it using the following check list:

- ✓ Have you signed the application form?
- ✓ Have you attached a recent photograph, signed and dated on the back?
- ✓ Have you enclosed the correct payment (licence renewal only)?
- ✓ Have you attached a copy of your **sports coach UK** "Safeguarding and Protecting Children" certificate?
- ✓ Have you provided suitable evidence of a satisfactory Enhanced Disclosure check?

Once completed, please return this form to:

*The PGA Membership Dept
The National Training Academy,
Ping House, The Belfry,
Sutton Coldfield,
West Midlands
B76 9PW*

TERMS AND CONDITIONS OF ENROLMENT

Applications and Payments

Applications can only be made by post using the appropriate course application form. Telephone, email or fax bookings will not be accepted. Places are limited and will be dealt with on a first come first served basis.

Courses must be paid for in full at the time of booking. Course costs include all course materials including a Home Study Pack which will be distributed prior to attendance at the course.

Deadlines

The deadline for applications is six weeks prior to each course date. Late applications will not be accepted at any time. Deadlines are in place to ensure all pre-course material is distributed to candidates in sufficient time prior to each course.

Course Confirmation

Your place on a course will be confirmed in writing, together with details of the course and a 'Candidate Induction Pack' four weeks prior to the course. You will also receive a separate Home Study Pack containing manuals and coaching log books required for the course. If you have not received such confirmation three weeks prior to the course you should contact the PGA Coach Education Administrator.

Cancellations

By the PGA

The PGA reserves the right to cancel a course at any time. If a course is cancelled due to insufficient numbers, all candidates will be advised of the cancellation no later than four weeks prior to the event. Candidates will be offered a full refund or transfer onto an alternative course. The PGA disclaims any responsibility for costs incurred by a candidate due to cancellation of travel or accommodation arrangements.

By the Candidate

All cancellations by candidates should be advised in writing and as soon as possible to the Coach Education Administrator at the PGA Scottish Region office. Cancellations by the candidate up to six weeks prior to the event will incur a 10% administration charge. After this time no refund will be due unless the course is full and the place can be filled from the reserve list. In these circumstances a 10% administration charge will be made. A refund may be made in exceptional circumstances where a candidate cannot attend on the day. In such cases an application must be made in writing to the PGA, accompanied by appropriate evidence such as a doctor's note, proof of flight cancellation, etc.

Refunds

All refunds will be made within 28 days of receipt of confirmation of cancellation, using the original method of payment.

Transfers

Transfer requests must be made in writing and will only be accepted up to six weeks prior to the original course booking. All transfer requests will incur a 10% administration charge payable at the time of the transfer request. After such time the booking will be treated as a late cancellation or non attendance.

Further "Frequently Asked Questions" can be found on the PGA website: www.pga.info

sports coach UK Contact Details

The following Local Authority officers can arrange attendance at a **sports coach UK** "Safeguarding And Protecting Children" course. The course lasts for three hours and must be completed before a Level 1 coach can begin delivery of clubgolf coaching.

Note: these contact details were accurate as at July 2008. Up to date contact details for all Scottish Local Authorities can be found in a document entitled "Coach development workshop programme" within the Coaching section on www.sportscotland.org.uk

Aberdeen City
Neighbourhood Services Balgownie 1
AECC, Conference Way, Bridge of Don,
Aberdeen AB23 8AQ
tel 01224 814779
email sport@aberdeencity.gov.uk

Aberdeenshire
Fiona Murray
Aberdeenshire Council
Gordon House, Blackhall Road,
Inverurie AB51 3WA
tel 01224 628283
email fiona.murray@aberdeenshire.gov.uk

Angus
Lee McLean, Development Officer (Physical Activity)
Angus Council
Sports & Countryside Services
The Yard, Queenswell Road
Forfar DD8 3JA
tel 01307 475364
email mcleanl@angus.gov.uk

Argyll & Bute
Willie Young
Argyll & Bute Council
Kilmory, Lochgilphead PA31 8RT
tel 01546 604121
email Willie.Young@argyll-bute.go.uk

Clackmannanshire
Ryan Martin, Sports Development Officer
Clackmannanshire Council
6 Marshall, Alloa FK10 1QB
tel 01259 222355

Dumfries & Galloway
Susan Bryson
Dumfries & Galloway Council
D.G. One Hoods Loaning
Dumfries DG1 2HT
tel 01387 260000 ext 60841
email susan.bryson@dumgal.gov.uk

Dundee
Alex Knight
Dundee City Council
Olympia Leisure Centre, Earl Grey Place
Dundee DD1 4DF
tel 01382 432328
email alex.knight@dundeecity.gov.uk

East Ayrshire
Douglas Porteous
East Ayrshire Council
Department of Community Services
Civic Centre, John Finnie Street
Kilmarnock KA1 1DD
tel 01563 576718
email douglas.porteous@east-ayrshire.gov.uk

East Dunbartonshire
Karin Jackson
Connect Leisure
Broomhill Depot, Kilsyth Road
Kirkintilloch G66 1TF
tel 0141 574 5710
email sports.development@eastdunbarton.gov.uk

East Lothian
Kate Green, Golf Development Officer
Meadowmill Sports Centre
Tranent EH33 1LZ
tel 01875 619071
email kgreen@eastlothian.gov.uk

East Renfrewshire
David McLeish + David Fraser
Asst Community Sports Development Officer
East Renfrewshire Council
Rhullan House, 1 Montgomery Drive
Giffnock G46 6PY
tel 0141 577 3193
email david.mcleish@eastrenfrewshire.gov.uk

Edinburgh
Andrew Baptie
Coaching Edinburgh
EL Sports Development (portacabins)
141 London Road
Edinburgh EH7 6AE
tel 0131 652 4354
email andrewbaptie@edinburghleisure.co.uk

Falkirk
Alistair Mitchell
Sports Development
Falkirk Council
Woodlands Games Hall, Cochrane Avenue
Falkirk FK1 1QE
tel 01324 506938
email alistair.mitchell@falkirk.gov.uk

Fife
Bill Hogg, Sports Development Officer
Cowdenbeath Leisure Centre
Pit Road, Cowdenbeath KY4 9NN
tel 08451 555555 ext 402284
email bill.hogg@fife.gov.uk

Glasgow
Nicole Teo
Culture and Leisure Services
Glasgow City Council
20 Trongate
Glasgow G1 5ES
tel 0141 287 3884
email nicole.teo@cs.glasgow.org

Highland
Alan Hoseason
Coaching Highland
Inverness Leisure, Bught Park
Inverness IV3 5SS
tel 01463 718009
email alan@coachinghighland.co.uk

Inverclyde
Lorna Jackson
Wellington Academy, Dempster Street
Greenock PA15 4NW
tel 01475 714736
email lorna.jackson@inverclyde.gov.uk

Midlothian
Tommy Goldie, Youth Sports Development Officer
Sports and Leisure Services
Midlothian Council
Penicuik Town Hall
33 High Street EH26 8HS
tel 01968 664086
email tommy.goldie@midlothian.gov.uk

Moray
Caroline Coomber
The Moray Council
Commerce House Annexe, South Street
Elgin IV30 1JE
tel 01343 557146
email caroline.coomber@moray.gov.uk

North Ayrshire
North Ayrshire Leisure
1/1 Galt House
Irvine KA12 0AJ
tel 01294 313772
email info@naisure.gov.uk

North Lanarkshire
Jim Moffat, Sports Development Officer
North Lanarkshire Council
The Time Capsule, Buchanan Street
Coatbridge ML5 1ET
tel 01236 437756
email moffatj@nllisire.co.uk

Orkney
Vicki Copland, Sports Development Officer
tel 01856 873535
email Vicki.copland@orkney.gov.uk

Perth & Kinross
Jane Lawson, Club & Coach Development Officer
Perth and Kinross Council
Balhousie Primary School, Dunkeld Road
Perth PH1 5DH
tel 01738 637129
email jmlawson@pkc.gov.uk

Renfrewshire
Andrew Mitchell, Sports Development Officer
Renfrewshire Council
Abbey House, 8 Seedhill Road
Paisley PA1 1JT
tel 0141 840 3824
email andrew.mitchell@renfrewshire.gov.uk

Scottish Borders
Rick Kenney
Sport Health and PE
Scottish Borders Council, Council Headquarters
Lancaster House
Newton St Boswells TD6 0SA
tel 01835 824000 ext. 5396
email rkenney@scotborders.gov.uk

Shetland
Bob Kerr
Sport and Leisure Services
Community Development Service, Shetland Islands Council
Hayfield House, Hayfield Lane, Lerwick
Shetland ZE1 0QD
tel 01595 744045
email bob.kerr@shetland.gov.uk

South Ayrshire
Dawn Whittle
Broomhill Depot
tel 01292 318555
email dawn.whittle@south-ayrshire.gov.uk

South Lanarkshire
Ian Steele, Coach & Volunteer Development Officer
South Lanarkshire Leisure
Council Offices, Cadzow Avenue
Hamilton ML3 0LX
tel 01698 476123
email ian.steel@southlanarkshireleisure.co.uk

Stirling
Hazel Dean
Active Stirling, 1st Floor Wolfcraig
1 Dumbarton Road
Stirling FK8 2LQ
tel 01786 432323
email deanh@activestirling.org.uk

West Dunbartonshire
Alan Crawford, Section Leader, Sports Development
West Dunbartonshire Council
Balloch Castle, Balloch Country Park
Alexandria G83 8LX
tel 01389 737000
email alan.crawford@west.dumbarton.gov.uk

West Lothian
Shirley Anne Smith
West Lothian Council Sports Unit
Balbardie Park of Peace, Torphichen Road
Bathgate EH48 4LA
tel 01506 775123
email shirley-anne.smith@westlothian.gov.uk

Western Isles
Steven Munro, Secretary
Ionad Spors Leodhais
Lewis Sports Centre, Spring Field Road
Stornoway HS1 2PZ
tel 01851 709194
email smunro@cne-siar.gov.uk