

Course duration: 1 Day

Time: 9am to 5pm

INSTRUCTIONS TO CLUBS

1. Applicants who wish to attend a **Level 1 Coach Education Course** must complete an application form. (**Please use block capitals.**) (Uncompleted forms will be returned to the applicant)
2. **2 Passport Photos are required.**
3. Applications **must** be signed by your Club Secretary and forwarded with a course fee of **€100.00**.
4. **Application forms, fees and Photos** should be forwarded directly to your **COUNTY BOARD**.

INSTRUCTIONS TO COUNTY BOARDS

1. Upon receipt of applications please ensure that all forms are completed correctly.
2. Copies of all applications should be retained by each County Board for their own records.
3. **Application forms and fees** should be forwarded directly to your **PROVINCIAL COUNCIL**.

INSTRUCTIONS TO PROVINCIAL COUNCILS

1. Upon receipt of applications from County Boards, a total number of applicants should be recorded.
2. There is a requirement of **minimum sixteen**, and a **maximum of twenty** participants per course
3. All monies due to the I.A.B.A. **must** be paid in full in conjunction with course application.
4. **I.A.B.A. approved venue** may be selected by your County Board / Provincial Council.

Finalized application forms (Hard-copy) plus fees must be submitted **no less than three (3) weeks** prior to date of course, to:

Administration
I.A.B.A. Coach Education
National Stadium, 145, South Circular Road, Dublin 8

- I.A.B.A. will approve each course, including Tutor appointment,
- I.A.B.A. will then advise the Provincial Council's with regard to course delivery dates.
- **County Boards / Provincial Councils** may also suggest suitable dates.
- **Provincial Council** notifies **County Board** who in turn must notify all applicants of course details.

Note: As and from **01 January 2016**, upon completion of a Level 1 Course, attendees will receive a **Provisional Coach Identity (P.C.I.) card** which will be valid for **12 months ONLY** During this period coaches are required to study the Level 1 manual, and be an active coach within their club.

Provisional Coaches must apply on an official application form **signed by their club secretary** for an Assessment date, at least **3 months prior to expiry date** on their P.C.I. card, Full Coaching Cert along with their **L.1.C (Level one Coach) card** will be issued to all successful applicants.

P.C.I Coaches are **prohibited** from starting their own club, unless assisted by a **fully certified coach**.

It is imperative, that all County Boards and Provincial Councils be **pre-notified** with regard to course organisation within their region.

It is also essential that all coaches are presented with their relevant certificates.

All above details are subject to change and update.

Seamus Dowling
I.A.B.A. Head of Coach Education
seamus@intosport.ie **087-2720157**

Secretary: Lisa Doyle
I.A.B.A. Coach Education Administration
lisa@iaba.ie **01-4533371**