

Abbreviations:

- CC:** *WSF Coaching Coordinator*
CEPP: *WSF Coach Education Programme Panel*
CT: *WSF Certified Tutor*
RPL: *Recognition of prior learning*
RCM: *WSF Regional Course Manager*
SPIN: *Squash Personal Identification Number*

A Outline

The intention is that the WSF, in conjunction with our regions and member nations, offer a unified and standardised coaching structure that:

1. Provides courses delivered by nations in conjunction with/by regions at all levels, which all include agreed core-content and delivery method so that standards are uniform and qualifications are recognised not only in their own nation but worldwide too.
2. Raises standards where certified courses are not already used.
3. Expands the number of coaches who can help development of the sport and elite encouragement.
4. Improves the quality and general availability of training materials.
5. Ensures that anybody wishing to Tutor a course is registered as WSF Certified at the appropriate level.
6. Provides significant expansion of the availability of certified qualifications and thus coaches able to effectively support and enlarge the playing population.
7. Gives a WSF worldwide directory of Certified Coaches and Tutors.
8. Overall, with WSF standardising and leading in conjunction with our Region Federations, this will give us a robust, modern, uniform and transportable worldwide coaching system.

B Current Position

The WSF Coaching Committee has developed syllabi and resources for Level-1 and Level 2 courses. L1 and L2 Tutors have been trained and both levels successfully implemented worldwide.

Level 3 is currently being developed and implementation is planned for mid 2018.

All coaches must hold a SPIN to register for a course and are then listed in a coach directory on the WSF website.

C Background

In outline, anybody wishing to take a WSF Certified Coaching Course would need to have a Coach SPIN that would then enable their RCM to input their success and thus level.

Initially, anybody registering themselves as a Coach SPIN would have no designation or public listing. Only when they pass a WSF Certified Course at a level to become a Certified Coach, or become a Certified Tutor will their name appear on the Directory of WSF Certified Coaches and Tutors on the WSF website.

The RCM automatically uploads course results so that names are listed on the WSF Directory (country, name and year) and a certificate would be automatically generated and emailed to the person, featuring their name, the level, date passed, the name of their country along with the appropriate Regional Federation and WSF logos.

D Registration process

Courses

The RCMs register all certified courses – using the SPINs of all candidates and Tutors to populate the details.

Note: Only courses that are authorised by Regions can be certified, using their RCM login.

WSF does not charge a fee for course registration. Instead all attendees are required to have a SPIN in order to take the Course, with the SPIN income coming to the WSF.

Coach status (*see F below*) is updated with the qualification they have passed by the RCM.

The means of updating the status of candidates can only be via their courses so courses must be certified - using SPINs of candidates and Tutors - before taking place.

Note: Nations may run courses that are *Recognised* rather than WSF Certified if they wish. This would mean that the course content has been approved by CEP, but is not being delivered by WSF Certified Tutors.

In these cases RCMs will be able to add qualification details into the text section of the SPIN profile of successful candidates, but this will not be publicly visible nor be WSF Directory listed. However, it can be used as RPL in the case of a person wishing to take a WSF course.

Individuals

All candidates and Tutors need a SPIN in order to be registered for a course as their number can be transferred across from the database to identify them, similarly to player event entry.

Where a person has a Player SPIN they are able to add their Coach status to their profile, using the same number and payment of additional fees, as required.

However, unlike SPIN which is a once-per-lifetime payment, there are different levels and refresher payment requirements for coaches.

E Coach Education Programme Panel

The CEPP determines course Registration/Certification, RPL and other general specialist decisions required, in conjunction with the CC.

CEPP also determines policy on acceptable recognition/RPL/current designations in respect to giving Levels to coaches/Tutors where this is uncertain during the initial transition period.

F Categories and Fees

The intended Coach SPIN registration categories are as follows:

- 1 Candidate
- 2 Level-1 Coach
- 3 Level-2 Coach
- 4 Level-3 Coach

- 5 Level-1 National Tutor
- 6 Level-1 WSF Tutor
- 6 Level-2 WSF Tutor
- 7 Level-3 WSF Tutor

Intended fees are:

- Candidate £15
- Level-1 Coach – No additional payment
- Level-2 Coach - £25 additional payment*
- Level-3 Coach - £50 additional payment*

*This payment is made in advance of the course as only those at the correct level can attend a course (so there will be no post-course payment and anybody who fails would be able to re-take the course within the three year period that their payment has covered).

There are no additional payment for Tutor qualifications.

All Coach SPIN registrations lapse after three years if no qualification is secured. If a Level-1 qualification is achieved during the three year period the SPIN is subject to renewal after three years of the date of qualification. Where a coach achieves a higher level, these also have three year periods from the date of upgrade and are subject to additional fees, together with the completion of any required evidence of activity/refreshers that the WSF Coaches Committee decides.

Renewal reminders would need to be automatically generated one month before the end of the three year period. Lapsed memberships that are subsequently reactivated may attract a re-registration administration fee in addition to the three year payment.

Renewal of a Level 3 qualification will require the coach to provide evidence of his coaching activity which should be endorsed by his National Federation or Region.

Where a membership has lapsed for more than 12 months, the level of subsequent renewal would be at the discretion of the CEP.

Only Regions would be able to upgrade coaches from Candidate to Certified Coach at all levels. Similarly, Regions would be able to appoint and upgrade Tutors at all levels, but Level-3 would be subject to CEPP approval.

G GENERAL OUTLINE

WSF Coaching Qualifications

Coaches	Requirements	Qualified by:	Course endorsed by:
WSF Level-1	18 year, basic demonstration skills	Nat L1 or WSF L1/L2/L3 Tutor	Region
WSF Level-2	WSF L1 or other accepted RPL, minimum one year between L1 and L2*	WSF L2/L3 Tutor	Region
WSF Level-3	WSF L2 or other accepted RPL, minimum one year between L2 and L3*	WSF L3 Tutor	Region and WSF

*dispensation possible with CEPP approval

Refresher Courses (short-track for candidates holding other equivalent national/regional qualifications)

WSF Level 1	Attend regular L1 course without practical assessment
WSF Level 2	Regular L2 Course with practical assessment but without post-course assignment
WSF Level 3	Regular L3 Course with practical assessment but without post-course assignment

Tutors			Candidates endorsed by:
National L1 Tutor	Minimum L2 Coach, 3 years coaching experience	Regional L1 Tutor Course and mentoring by experienced tutor for first course	Member Nation
WSF L1 Tutor	3 years experience as National L1 Tutor, L2 coach, can present in English / common Regional language	Endorsed by a WSF Tutor Assessor*	Region
WSF L2 Tutor	3 years experience as WSF L1 Tutor, L3 coach	Regional L2 Tutor Course and shadowing of L2 course	Region
WSF L3 Tutor	3 years experience as WSF L2 Tutor	WSF L3 Tutor Course	Region and WSF

* WSF Tutor Assessor is a WSF Level 3 Coach and WSF Tutor one level higher than the level he/she is assessing and endorsed by the WSF CEP Panel