

Stirling's training and coach education programme

2014–2015




ClubSport
STIRLING

Contacts

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Registered office

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Active Stirling & ClubSport Stirling

Active Stirling in partnership with ClubSport Stirling has developed the Stirling's training and coach education programme. This new programme combines our training and education courses programme that our Active Schools team produce along with the Coaching Stirling Coach education programme. The aim of combining the two programmes is to offer teachers, coaches and volunteers delivering within the Stirling Council area a greater range of courses and workshops that will support their continued development.

ClubSport Stirling is an organisation managed by volunteers from affiliated member clubs. The aim of ClubSport Stirling is to enhance and develop the investment and support to local clubs, coaches and volunteers.

ClubSport Stirling is supported by Active Stirling and their team of Sport Development Officers, and together, we ensure that local clubs, their coaches and volunteers receive the necessary direction and guidance to become stronger and more sustainable.

One of the key priorities of the work done by Active Stirling and ClubSport Stirling is to develop local coaches. After all, the quality of opportunities for local people will depend heavily on the quality of the people delivering within schools, clubs and the community.

Please note - if a coach or volunteer from a Club affiliated to ClubSport Stirling fails to attend any courses that they are booked into, this may have an impact on other coaches or volunteers from the same club attending future courses.



Funding



Supported by

The National Lottery[®]
through **sportscotland**

sportscotland

sportscotland UKCC coach education funding

sportscotland recognises the importance of new coaches coming into sport and the need for accessible, affordable coaching courses to be available to them. 2014/15 sees the continuation of UKCC level 1 funding to support the recruitment of new coaches and the continued development of existing coaches.

Candidates are required to complete an application form and meet set criteria to access funding towards the cost of UKCC level 1 endorsed qualifications. Applicants who meet the eligibility criteria can access funding of up to £150 or 50% per person of the course fee, whichever is lower. Group applications can be submitted when two or more individuals from the same organisation/club are applying for a course. **Please note application forms should be submitted 4 weeks in advance of course date.**

Visit **sportscotland.org.uk/ukccfunding** for further information and application forms.

If you have any questions regarding the sportscotland subsidy please contact the Central sportscotland Coaching and Volunteering Partnership Manager on **0141 534 6500** or alternatively email: **coaching@activestirling.org.uk**

ClubSport Stirling funding

Members of local clubs affiliated to ClubSport Stirling can apply for scholarship funding (in conjunction with sportscotland subsidy & National Governing Body funding) to cover the cost of sport specific courses. **Please note application forms should be submitted 4 weeks in advance of course date.**

Visit **clubsportstirling.org.uk/coaching** for further information and application form.

Club members should contact their Active Stirling Club Development Officer or alternatively email **coaching@activestirling.org.uk** for more information.



Coach education generic courses

All Coach education generic courses cost **£25 each.**

For Active Stirling coaches and volunteers and ClubSport Stirling Clubs all of these Coach education generic courses are FREE.

Safeguarding & protecting children (Child Protection)

This workshop is aimed at coaches and those working with children and young people in sport. This sports coach UK workshop meets the same learning outcomes as the original Good Practice and Child Protection workshop.

Venue	Date	Time
Forthbank performance sport centre	Thurs 11 Sept 2014	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 20 Nov 2014	6.30pm – 9.30pm
Forthbank performance sport centre	Tue 27 Jan 2015	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 26 Mar 2015	6.30pm – 9.30pm
Balfron High School	Tue 5 May 2015	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 4 June 2015	6.30pm – 9.30pm

In safe hands (Child Protection Officer training)

This course is for Child Protection Officers/individuals looking to take on this role. Individuals must have already attended safeguarding and protecting children course (child protection) prior to attending.

Venue	Date	Time
Forthbank performance sport centre	Thurs 28 Aug 2014	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 5 Feb 2015	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 9 Apr 2015	6.30pm – 9.30pm

How to coach disabled people in sport

Develop your coaching knowledge and skills to coach disabled people in sport. Determine how to include disabled people in sport by selecting appropriate coaching activities and creating effective coaching environments.

Venue	Date	Time
Forthbank performance sport centre	Thurs 25 Sept 2014	6.30pm – 9.30pm
Forthbank performance sport centre	Thurs 21 May 2015	6.30pm – 9.30pm

Coach education generic courses



Positive Coaching Scotland (PCS)

PCS creates a positive environment in youth sport which focuses on encouraging effort and learning, improving performance and fostering competition which helps young people deal positively with mistakes. The following workshops are for coaches looking to foster a positive coaching philosophy and environment for their youngsters to develop.

Venue	Date	Time
Forthbank performance sport centre	Mon 22 Sept 2014	6.00pm – 8.00pm
Forthbank performance sport centre	Thurs 27 Nov 2014	6.00pm – 8.00pm
Forthbank performance sport centre	Mon 9 Feb 2015	6.00pm – 8.00pm
Forthbank performance sport centre	Tue 23 June 2015	6.00pm – 8.00pm

Analysing your coaching

Discover methods of analysing your own coaching performance and identify areas for development. Learn how to develop and implement an action plan to enhance your coaching.

Venue	Date	Time
Forthbank performance sport centre	Tue 9 Sept 2014	6.30pm – 9.30pm

A guide to mentoring sports coaches

Mentoring is a powerful tool in education and development of sports coaches at all levels. This workshop will help you as a mentor to support coaches' learning and focus on how learning occurs.

Venue	Date	Time
Forthbank performance sport centre	Tue 28 Apr 2015	6.00pm – 10.00pm

Emergency 4 hour first aid (one evening only)

This is a first steps to first aid course. You will cover the fundamentals of first aid including the core topics of CPR, the recovery position and the most common injuries and illnesses requiring basic first aid treatment.

Venue	Date	Time
Forthbank performance sport centre	Mon 15 Sept 2014	6.00pm – 10.00pm
Balfron High School	Mon 20 Oct 2014	6.00pm – 10.00pm
Forthbank performance sport centre	Mon 8 Dec 2014	6.00pm – 10.00pm
Forthbank performance sport centre	Mon 16 Feb 2015	6.00pm – 10.00pm
Forthbank performance sport centre	Mon 16 Mar 2015	6.00pm – 10.00pm
Forthbank performance sport centre	Mon 18 May 2015	6.00pm – 10.00pm
Forthbank performance sport centre	Mon 15 June 2015	6.00pm – 10.00pm

First Aid courses



Paediatric First Aid (2 days)

The Paediatric First Aid Foundation qualification aims to give candidates knowledge of first aid and dealing with emergency situations when in the care of children.

Venue	Date	Time	Cost
Forthbank performance sport centre	Sat 21- Sun 22 Feb 2015	9.00am – 5.00pm	£120



Disability sport courses



Active Stirling work in partnership with **Forth Valley Disability Sport (FVDS)**, **Scottish Disability Sport (SDS)** and **PLUS** to achieve our aim of providing a quality sporting experience for people with a disability. Active Stirling are delighted to support the delivery of a wide range of education & training opportunities to coaches, volunteers, teachers and anyone and everyone interested in working with sports people with a disability.

For further information please contact **Active Stirling** on **0300 028 0101** or **Scottish Disability Sport Office** on **0131 317 1130**.

Coaching athletes with a disability

This workshop has been designed for coaches interested or already working with athletes with a disability and will be delivered by Scottish Disability Sport and UKA coaches, Janice Eaglesham and Ian Mirfin. The workshop will cover aspects of disability awareness, communication, and classification for competition, competition structures and opportunities for practical 'hands on' coaching.

Venue	Date	Time	Cost	To book contact scottishathletics on 0131 476 7328 or 0131 539 7348
Grangemouth Stadium	Sat 14 Feb 2015	9.30am – 4.30pm	£50	

Active Schools courses

Active Schools courses marked **FREE** are only for people delivering in Stirling Council's Schools and Clubs (please provide details at time of booking).

People out with this criteria are still welcome to attend, however they must either pay marked price of course or £15 administration fee, this must be paid at time of booking.

Active Schools courses

After School FUNdamentals

After school FUNdamentals is the basic course for all new volunteers and covers multi-games and activity ideas for working with children from P1–P7. The course also introduces new volunteers to session planning with a free games resource pack.

Venue	Date	Time	Cost
Killearn Primary School	Wed 10 & Wed 17 Sep 2014	6.00pm - 8.00pm	£15/Free
Borestone Primary School	Mon 29 Sep & Mon 6 Oct 2014	6.00pm - 8.00pm	£15/Free
Dunblane Primary School	Tue 20 & Tue 27 Jan 2015	5.00pm - 7.00pm	£15/Free

Badminton

Badminton basics

This 6 hour module covers the basic skills and techniques of badminton, simple footwork and movement patterns and how to deliver this safely to large numbers of pupils in a one court hall setting. In addition it also offers a wonderful collection of fun games to provide you with a bank of ideas to keep your players motivated and enjoying badminton.

Venue	Date	Time	Cost
St Modan's High School	Sat 20 Sep 2014	10.00am – 4.00pm	£50

Coaching badminton S1-S4 pupils

This module will cover content from the S1-S4 Coaching Manual. All practices and games in the manual are based on delivering badminton in a Secondary School environment with 30+ pupils in a 3/4 badminton court environment. The course will cover warm-up activities as well as key teaching points and practices for both the rear and forecourt areas of the court. The course will also introduce to teachers a number of fun singles, doubles and group based games.

Venue	Date	Time	Cost
The PEAK	Wed 15 Oct 2014	6.00pm - 8.00pm	£10 includes either resource manual or DVD

Basketball

Basketball FUNdamentals

Introducing coaches, teachers and volunteers to the key skills of basketball through fun activities and modified, conditioned and small sided games for P3 – P7 aged children.

Venue	Date	Time	Cost
The PEAK	Wed 24 Sept 2014	6.30pm - 8.00pm	£15/Free

Higher basketball workshop

This workshop will focus on structures and strategies within basketball alongside the three main components – fast break offence, man to man defence and zone defence. Defining each aim, the workshop will then explore the success criteria before progressing from unopposed play to more game like practice.

Venue	Date	Time	Cost
The PEAK	Tue 16 Sept 2014	5.30pm - 9.30pm	£15/Free

UKCC level 1

This is the basic level of coaching qualification for those who wish to commit to coaching basketball. This course provides each candidate with the basic knowledge of basketball and coaching skills and will enable the holder to assist a fully qualified level 2 Coach.

Venue	Date	Time	Cost
The PEAK	Sun 7 & Sun 28 Sept 2014	9.00am – 5.00pm	£170 (sportscotland subsidy available)



Cycling

Introduction to bikeability level 1 & 2

This course covers all the skills and resources required to support the delivery of level 1 and 2 of the bikeability programme. The course will cover on-road training as well as the fundamental skills of braking, bike control and manoeuvring.

Venue	Date	Time	Cost
Forthbank performance sport centre	Wed 25 Feb 2015	6.00pm - 8.00pm	£15/Free

Fun biking

This course covers skill ideas which can be used to run fun cycling sessions with primary school children. The course will look at how to introduce the basic skills in cycling into fun sessions such as assault courses.

Venue	Date	Time	Cost
Forthbank performance sport centre	Thurs 19 Mar 2015	6.00pm - 8.00pm	£15/Free

Dance

Think dancing

THINK DANCING!

This course is for school staff taking part in the Think dancing project. Please contact your Active Schools Coordinator on **0300 028 0101** or visit activestirling.org.uk/coaching-stirling for more information.

Just dance

A course designed for school staff or volunteers in the delivery of recreational dance in an extra-curricular capacity. The course will contain basic techniques, dance based games and activities along with some ideas for dances.

Venue	Date	Time	Cost
St Modan's High School	Wed 1 Oct 2014	6.00pm - 7.30pm	£15/Free

Just dance+

A course designed for school staff or volunteers who have attended the Just dance training. This course will cover activities which have a little more complexity.

Venue	Date	Time	Cost
St Modan's High School	Wed 29 Oct 2014	6.00pm - 7.30pm	£15/Free

Country dancing

A course designed for school staff or volunteers in the delivery of Scottish Country Dancing. The course will contain basic techniques; It will also cover the dances selected for the festival.

Venue	Date	Time	Cost
St Modan's High School	Wed 5 Nov 2014	6.00pm - 8.00pm	£15/Free

Early level PE (physical activity and sport)

This course will provide practical ideas and demonstrate how they can be aligned to early level experiences and outcomes. The course will be delivered by the Active Stirling Early Years co-ordinator and the Primary PE team and is ideal for all staff working in nurseries and lower primary.

Venue	Date	Time	Cost
Borestone Primary School	Wed 10 Sept 2014	4.00pm - 6.00pm	£15/Free
Borestone Primary School	Fri 28 Nov 2014	1.00pm - 3.00pm	£15/Free

Netball FUNdamentals

Netball FUNdamentals course introduces fun games and skill sessions that can be used when working with primary aged children.

Venue	Date	Time	Cost
Borestone Primary School	Mon 17 Nov 2014	6.00pm - 8.00pm	£15/Free

Racquet sports FUNdamentals

This course covers fun games and skills practice across badminton, tennis, squash and table tennis, aimed at delivering to primary aged children.

Venue	Date	Time	Cost
Borestone Primary School	Thurs 2 Oct 2014	4.30pm - 6.30pm	£15/Free

Sport specific courses

Sport specific courses marked **FREE** are only for people delivering in Stirling Council's Schools and Clubs (please provide details at time of booking).

People out with this criteria are still welcome to attend, however they must either pay marked price of course or £15 administration fee, this must be paid at time of booking.

Athletics

Sports hall athletics workshop

Sports hall athletics caters for children aged 5 -12 years. This workshop focuses on the P5-P7 age group and the delivery of preparatory training for competition in this age group.

Venue	Date	Time	Cost
Borestone Primary School	Tue 16 Sept 2014	6.30pm – 8.00pm	£15/Free

Introduction to recreational running workshop

This course will provide session ideas to introduce young people to running by using simple, gentle walk/jog/run programmes with a focus on participation and fun.

Venue	Date	Time	Cost
Wallace High School	Tue 18 Nov 2014	6.30pm – 8.00pm	£15/Free

Elevating athletics workshop

This workshop is a comprehensive resource to enable teachers/ volunteers to deliver effective track and field lessons in a curricular and extra-curricular environment. Packs for both primary and secondary schools in all athletics disciplines are available with easy to use lesson plans.

Venue	Date	Time	Cost
Stirling High School	Tue 31 March 2015	6.30pm – 8.30pm	£15/ Free

Sport specific courses

Badminton

Curriculum for excellence first level badminton

Badminton Scotland trained tutors will introduce badminton fundamentals such as grips, serving and hitting skills through games and multi-inclusive activities.

Venue	Date	Time	Cost
The PEAK	Thurs 27 Nov 2014	7.00pm - 9.00pm	£25 which includes SSBU affiliation & resource pack (pay once to attend both courses).



Football

Children's pathway

SFA early touches level 1.1

This 6-hour course is open to all interested parties aged 16 and over, experienced or otherwise, who work with children of primary school age. In addition to delivering new content, the course will assist coaches to develop their coaching technique, focus on skill development and will explore the best age specific activities for developing young players.

Venue	Date	Time	Cost
Forthbank performance sport centre	Fri 6 & Fri 13 Feb 2015	7.00pm – 10.00pm	£40

Additional courses/ workshops

Scottish FA Goalkeeping Level 1

This 6-hour course is designed to assist coaches aged 16 or over who work with goalkeepers from children to adults.

Venue	Date	Time	Cost
Forthbank performance sport centre	Sun 5 Oct 2014	9.30am – 3.30pm	£40

Football Fundamentals

Introducing coaches, teachers and volunteers to the key skills of football through skill practices, fun games and small sided games aimed at all primary school aged children.

Venue	Date	Time	Cost
Forthbank Stadium (astroturf)	Mon 10 Nov 2014	4.30pm - 6.00pm	£15/Free

For any football courses from March to June 2015 please log onto scottishfa.co.uk for further details.



Golf

Clubgolf

A practical workshop which demonstrates how to deliver clubgolf to young people using fun games and inclusive equipment. This is ideal for class teachers and those wishing to deliver golf in primary school environment.

Venue	Date	Time	Cost
Bannockburn Primary School	Tue 20 Jan 2015	4.00pm – 6.00pm	£15/Free
The PEAK	Wed 18 Mar 2015	4.00pm – 6.00pm	£15/Free

Golf courses tend to run during the months of February, March and April - please contact **Mandy Martin ClubGolf Regional Manager** mmartin@clubgolfscotland.com for details on any upcoming courses.

Gymnastics

Gymnastics courses are available through Scottish Gymnastics from UKCC level 1 upwards in various disciplines including general, women's artistic, men's artistic, sports acrobatics, freestyle, rhythmic, and trampolining. Subsidies are also available for members of Scottish Gymnastics. For more details please see the website scottishgymnastics.org

For further information on how to get involved in gymnastics coaching in the Stirling area please contact **Hazel Dean at Active Stirling on 0300 028 0101**



Hockey

Hockey leader's

Leader's course is a 6 hour introduction to the basic skills and small sided games for hockey and is targeted at volunteers, senior pupils, parents and teachers to increase their knowledge of the sport.

Minimum age is 14 years old.

Venue	Date	Time	Cost
Forthbank performance sport centre	Sun 23 Nov 2014	10.00am – 4.00pm	£40

Also available are UKCC coaching courses, Teaching Orienteering part 1 and part 2 (for teachers) and the Young Leader Award. For further details visit the **Scottish Orienteering website** scottish-orienteing.org, or contact **Hazel Dean at Active Stirling on 0300 028 0101.**

Rugby

UKCC level 1 coaching children (must attend all 3 dates)

Working with children in Rugby Union is a rewarding experience, and this qualification course offers guidance on developing the whole child through the game. It will qualify you to coach and referee (game coaching) children in Rugby Union; through your work you will be better able to develop core skills and core values in young players in an active, purposeful, enjoyable and safe environment.

Venue	Date	Time	Cost
Forthbank performance sport centre	Fri 5, Sat 6 & Sun 7 Sept 2014	Fri - 6.30pm – 9.30pm Sat & Sun - 9.00am – 5.00pm	£50

UKCC level 2 coaching the XV a-side game

Venue	Date	Time	Cost
Forthbank performance sport centre	Mon 13, Tue 14 & Wed 15 Oct 2014	9.00am – 5.00pm each day	£75

Pre-requisites

Candidates are required to be 16 years of age or over before they can be registered for qualification. They must also provide evidence of having completed the following:-

- **IRB RugbyReady self-check test – do the test online at www.IRB RugbyReady.com**
- **IRB Laws self-check – do the test online at www.IRBLaws.com**
- **RugbyReady practical course**

For enrolment process please visit scottishrugby.org/get-involved and complete a UKCC Level 1: Coaching Children Rugby Union application form indicating the date and venue of your selected course, your payment details and email to Claire.Scott@sru.org.uk

Rugby ready practical

The rugby ready practical courses aim to increase awareness of all aspects of safety in the game. The course is a minimum standard for all coaches and teachers in Scotland. Candidates must be aged 16 or over. A course will run at each of Stirling's club prior to the start of the season. Please contact **Craig Bolan (Active Stirling Rugby Development Officer)** for course dates.

Rugby FUNdamentals

Rugby Fundamentals covers the delivery of basic rugby skills and non-contact games for primary aged children.

Venue	Date	Time	Cost
The PEAK	Tue 14 Oct 2014	6.30pm - 8.00pm	£15/Free



Swimming

UKCC level 1 teaching aquatics

The aim of the course is to introduce candidates to the basic principles of teaching and develop effective swimming teaching skills. Once qualified, the holder will be able to assist teaching of a limited range of basic skills under the supervision of a qualified UKCC Teacher/Coach.

Pre-requisites

Candidates must be at least 16 years of age at the commencement of the learning programme. Candidates must be current members of Scottish Swimming prior to the course starting.

- **IRB RugbyReady self-check test – do the test online at www.IRBRugbyReady.com**
- **IRB Laws self-check – do the test online at www.IRBLaws.com**
- **RugbyReady practical course**

UKCC level 2 teaching aquatics

This qualification aims to provide and equip you, with the skills, knowledge, tools and techniques to effectively plan, prepare, deliver, monitor and evaluate aquatic teaching sessions.

Pre-requisites

Candidates are required to be 16 years of age or over before they can be registered for qualification. They must also provide evidence of having completed the following:-

- **Candidates must be current members of Scottish Swimming prior to the course starting and be 17 years or above**
- **Be holders of the Scottish Swimming UKCC level 1 certificate for Teaching Aquatics**
- **Be holders of the ASA level 1 certificate for Teaching Swimming (post 2002)**
- **OR be holders of the ASA Assistant Teacher Certificate (swimming) post 1994.**

Courses are arranged based on demand during the year. If you are interested in this course please contact **Brad Hay (Active Stirling Swimming Development Officer)**, for further details. hayb@activestirling.org.uk

Tennis

UKCC level 1 (must attend all 3 days)



This qualification is the starting point for people who want to get involved in tennis. It is aimed at people who are enthusiastic about tennis and want to help assist a fully qualified Level 2 coach.

Venue	Date	Time	Cost	
Gannochy Sports Centre	Sat 27 Sept 2014	9.00am – 5.00pm	£195 (funding available through SportScotland subsidy)	To book a place on this course contact Mat Hulbert on 0131 444 1984 or download an application form from tennisscotland.org .
	Sun 28 Sept 2014	9.00am – 5.00pm		
	Sun 19 Oct 2014	9.00am – 5.00pm		

UKCC level 2 (must attend all 5 days)

This qualification will build on the skills learnt on the level 1 course and will expand your knowledge of working with groups of players in different environments. It will also focus on running short format competitions that will allow beginners to enjoy competing. People must have Tennis UKCC level 1 or level 2 Certificate in coaching another sport with UKCC endorsement.

Venue	Date	Time	Cost	
Gannochy Sports Centre	Sat 25 Oct 2014	9.00am – 5.00pm	£360 (funding available through SportScotland subsidy)	To book a place on this course contact Mat Hulbert on 0131 444 1984 or download an application form from tennisscotland.org .
	Sun 26 Oct 2014	9.00am – 5.00pm		
	Sat 15 Nov 2014	9.00am – 5.00pm		
	Sun 16 Nov 2014	9.00am – 5.00pm		
	Sun 14 Dec 2014	9.00am – 5.00pm		

Tennis teacher training (Primary School)

This course is developed to give teachers the confidence and tools to deliver tennis to a class of children in a small space. It is supported with a teacher DVD resource box set with additional teacher support resources. Each school represented at this course is also supported with a FREE Aegon Schools Tennis equipment pack worth over £500.

Venue	Date	Time	Cost
Balfron High School	Thurs 4 Sept 2014	4.00pm - 7.00pm	£15/Free
Allan Centre, Bridge of Allan	Fri 5 Sept 2014	4.00pm - 7.00pm	£15/Free

LTA tennis leader

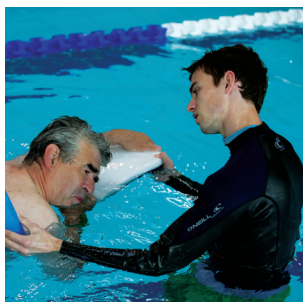
The LTA Tennis Leader course is Tennis Scotland's introductory level coaching pathway. This course is aimed for older juniors just starting out on the tennis career pathway through to adult volunteers looking to support their local coach or club.

Venue	Date	Time	Cost
Bridge of Allan, Sports Club	Sun 26 April 2015	9.00am – 2.30pm	£15/Free

Volleyball

Scottish volleyball introductory award

Venue	Date	Time	Cost
University of Stirling	Mon 1 & Mon 8 Sept 2014	5.00pm – 8.00pm	£25 - to book a place on this course contact Scottish Volleyball Association Stephanie@scottishvolleyball.org



How to book and pay

For:

Coach education generic courses

First Aid courses

Disability sport courses

Active Schools courses

Sport specific courses

- 1 By phone **0300 028 0101** (Mon-Fri 9.00am – 4.30pm)
- 2 E-mail coaching@activestirling.org.uk with your course details, full name and contact telephone number.

Please note:

if you or your club cancel a course booking and give us less than 2 working days' notice then the full course fee is payable. Any courses invoiced and paid will not be reimbursed. Courses booked as FREE will be invoiced in full to you/your club.

If a coach or volunteer from a Club affiliated to ClubSport Stirling fails to attend any courses that they are booked into, this may have an impact on other coaches or volunteers from the same club attending future courses.

Terms & conditions

Courses that are marked free are only free for people delivering in Stirling Council's Schools, Clubs and Communities evidence of this must be provided at time of booking. People out with the above criteria are still welcome to attend, however they must either pay marked price of course or £15 administration fee, this must be paid at time of booking.

- There is a minimum and maximum number of participants on each course. To ensure that you get a place on a course, contact Active Stirling well in advance of the course date.
- Candidates attending the sports specific courses should come ready for practical sessions indoor and outdoor, and bring refreshments with them.

Bookings, payment and cancellation

Cancellation period	Fees payable
2 or more working days' notice	No cancellation fee due. Any fees already paid will be refunded. Please contact our head office on the number below.
Less than 2 working days' notice	Full course fee is payable. Courses already invoiced and paid for will not be reimbursed. Courses booked as FREE will be invoiced in full to you/your club. Future bookings for FREE courses will not be accepted from you within the next 6 month period.

- All bookings must be made in advance to guarantee your place. We reserve the right to cancel a training course should unforeseen circumstances occur. Should we need to cancel a course, a full refund will be provided.
- Cheques should be made out to **Active Stirling Ltd**. Please put your cheque guarantee number on the reverse along with your name, address and postcode and participants name if different) and post to **No23, 15 Borrowmeadow Road STIRLING FK7 7UW**

