



HOW TO COMPLETE YOUR CROQUET ENGLAND CLUB-LEVEL COACH QUALIFICATION

Core documents, all available for free download from the CqE website:

- Association Croquet Coaching Manual: Beginners (revised 2025)
- Golf Croquet Coaching Manual (revised 2015)
- Basic Laws of Association Croquet (2010)
- Basic Rules of Golf Croquet (2022)

Attendance at a Coach Training Course approved by Croquet England, which includes formal assessment as follows:

- Indoor presentation by each candidate to the group (5 minutes, plus Q&A)
- Outdoor presentation by each candidate to a group (10-12 minutes including Q&A)
- Laws and Rules test (25 minutes, 'open book')

Follow-up coaching sessions:

- As lead coach, coaching five sessions, typically of 1½ hours, at your own Club, on a variety of topics, in your chosen code or codes. Some or all of this must be to a group. The five sessions should be completed as soon as practicable after the course, and in any case within 18 months to ensure all sessions are covered by CqE insurance.
- You are asked to write up each session in the form of a log, record sheet or notes. The format is up to you, but please include four elements in each:
 - *basic information* – date, location, number in group, and level of group members e.g. handicaps;
 - *the plan for the session* – what you covered and how you covered it;
 - *the progress made by students* – what they learned/could do by the end of the session that they couldn't at the start;
 - *your reflections on the session* – what went well and why; what did not go so well and your thoughts on that; and key learning for you as the coach from this session.

(Please do not send in feedback forms. Instead, please use them to inform your view of how your coaching sessions went.)

- Your five write-ups then need to be countersigned by a Graded Coach or Club official and sent (ideally electronically) to the Chair of the CqE Coaching Committee. These will be used to help confirm that this last part of the course has been successfully undertaken and that standards of coaching are being maintained within CqE.
- You need to pass all sections of the course to be approved as a Club-Level Coach – indoor coaching assessment, outdoor coaching assessment, Laws and Rules test, and your five coaching sessions. Successful candidates will then be entered into the CqE register of Club-Level Coaches and will receive a yellow CqE Club-Level Coach badge.