

# Practical coaching video assessment guidelines

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# Introduction

This guide has been developed to support learners who wish to record and submit a 'video' of their coaching practice, as a method of assessment for their coaching course.

The information contained in this document is designed to guide you on best practice when creating and submitting your recording.

If you have any further questions, please email us [education@sportstructures.com](mailto:education@sportstructures.com) or [contact us via phone](#).



# Planning

Please consider the following when planning your session:

- **Obtaining consent** from participants that are taking part in your coaching session. It is fundamental to obtain consent if you are coaching children (those under 16 years of age). A sample video consent form can be obtained from us. Evidence of consent is to be submitted with your video.
- **Test any equipment** (i.e. video, microphones) prior to recording and do a sound check. Record a quick video and test that audio quality and volume are exactly as you want them. Ensure battery life is sufficient.
- Consider your **environment** before filming. Try to be mindful of acoustics and noise interference so the video can pick up your audio clearly.
- Ensure the environment is **well lit**. You should be the brightest object in the picture.

# Planning



Become familiar with the **requirements of your coaching assessment**, especially the paperwork you need to complete and the criteria the assessor will be using to assess you. Your video should be reflective of the time that the assessor needs to see you coaching i.e. 20 minutes / 40 minutes.

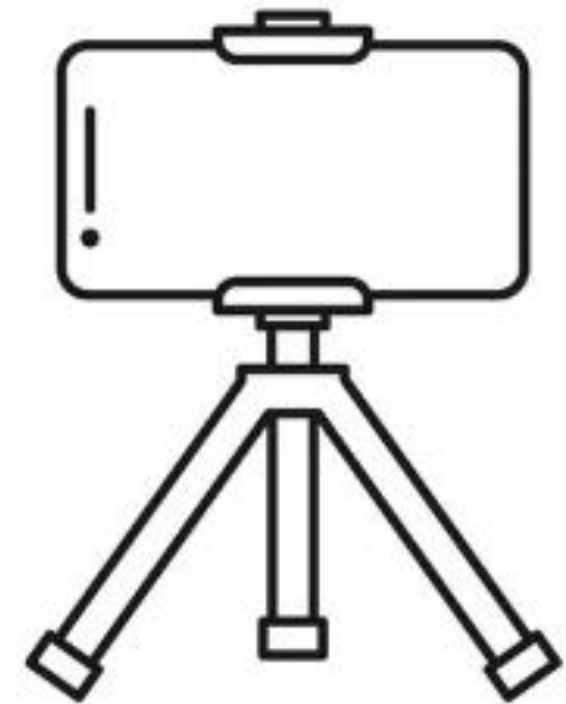
# Equipment

Your coaching session should ideally be recorded on a moveable device to ensure participants can be seen and heard.

Smart phones are ideal for capturing video footage. You may also wish to explore the following mounts/audio technology:

- Phone tripods
- GorillaPods
- Lapel microphones (check device compatibility – i.e.

IOS or Android. If you are coaching indoors or outdoors, it is recommended that you wear a microphone.)



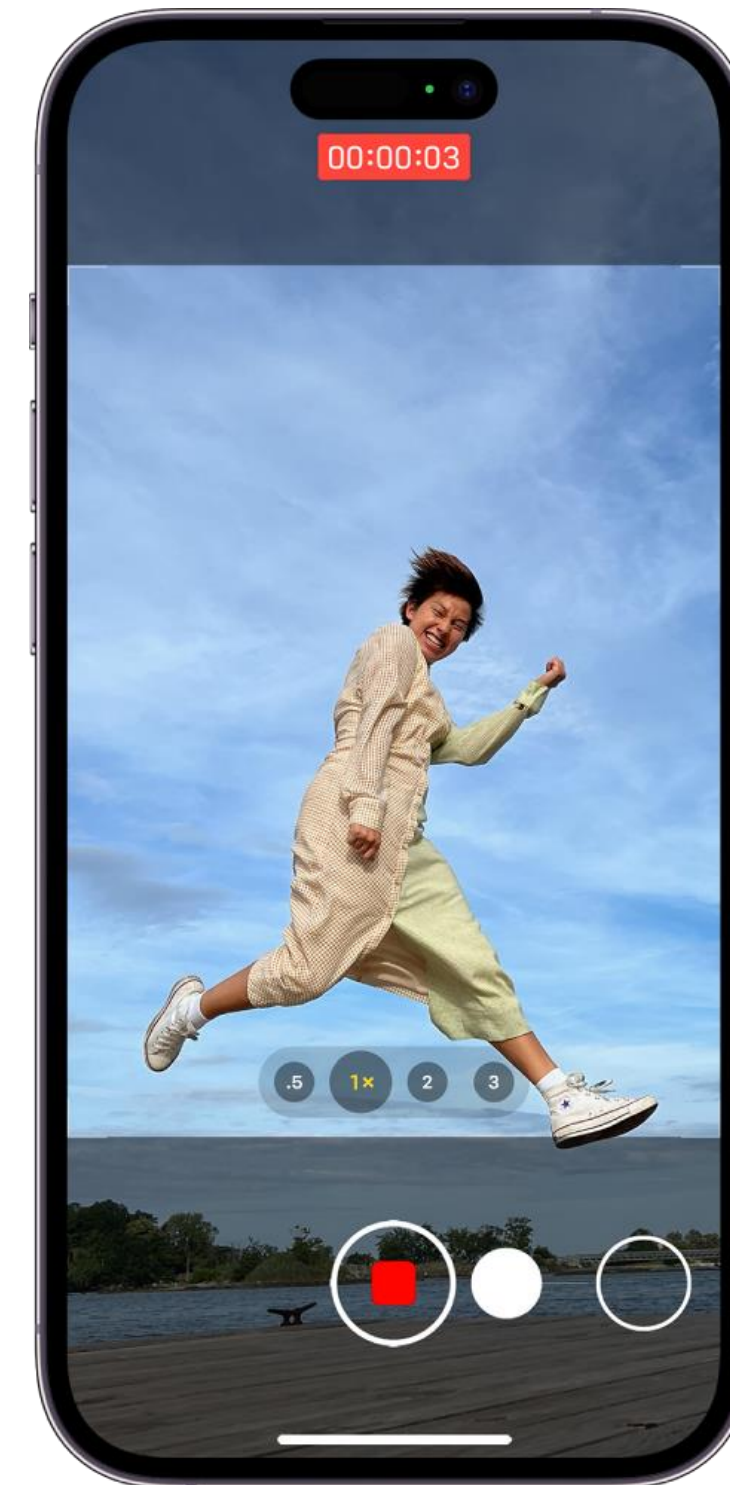
# Pressing record

Please state the following when pressing 'record':

- Your name
- Date of the session
- Session time
- Venue
- Registered course

Your video must have an introduction by you, the coach, at the beginning of the recording.





It is also recommended that at the end of session, you summarise the session and confirm the finishing time.



Source: Apple 2023

# During recording




Video submission requirements:

-  It must be one complete video recording for the entire duration (captured in one take).
-  The recording should be reflective of the session plan you are submitting.
-  The camera should be positioned so you and your participants can be seen at all times. Ideally the video should be a combination of wide and close-range shots to give an overall perspective. If someone is filming on your behalf, this should also include filming any feedback you provide to participants.
-  The recording should ensure voices are clearly audible, especially yours as the coach.



# During recording



-  When demonstrations are being given, the camera should focus on the coach (and demonstrator, if applicable) and also show evidence of the participants listening/responding to questions.
-  We recommend filming in landscape mode.
-  Ensure background noise is kept to a minimum, where possible.

# After the recording



It is recommended that you watch the recording back and check that there are no problems prior to submission. Please be aware that if video footage is of poor quality, this will be rejected, and feedback will be provided to explain the reason for rejection.

Please keep a backup copy of your video file and associated paperwork. This is in case of loss or if a file becomes corrupted.

A copy of the original, unedited, recording must be retained by us (as a recognised centre), for internal and external quality assurance purposes.

# Submission

The digital recording must be finalised in a universally acceptable format for playback such as;

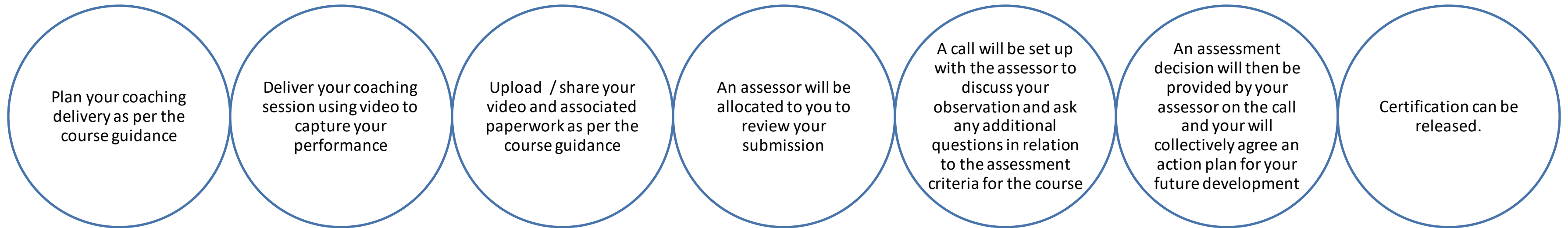
- MP4
- MPEG
- AVI
- MOV
- WMV

You may also wish to use a USB. This would need to be posted to us.

- Please follow the guidance for your course as to whether the video is submitted via file sharing service such as We Transfer (send to [education@sportstructures.com](mailto:education@sportstructures.com)), uploaded to an existing YouTube account or submission is accepted using Google Classrooms. Course paperwork for your assessment will also need to accompany your video submission. Please contact us or your assessor if you are unsure on how you should be submitting your video.

# Standard video assessment process

Please see below the standard video assessment process. This may vary from course to course:





Transforming sport and physical activity through empowering and inspiring people.