

# Coaching Qualifications Registration Guidance

## Introduction

Anyone wishing to pursue a Coaching Qualification is required to centrally register with the appropriate Home Nation Association (British Canoeing, Canoe Wales, Scottish Canoe Association, Canoe Association of Northern Ireland), or Paddlesports North America if they reside in North America, before they are able to attend initial coach training.

Registration is separate from booking a place on a Coach course; the later is done directly with the course provider.

## Applicable Qualifications

Registration is required for the following British Canoeing courses, it is the start of the validating process for qualifications and is the means by which a coaches training and assessment journey is recorded;

- Level 1 Coach
- Level 1 Coach (Bank- to Boat-Based Conversion Assessments)
- Level 2 Coach
- Level 2 Coach Transfer
- Level 2 Coach Assessments in a Second Discipline
- Level 2 Coach (Bank- to Boat-Based Conversion Assessments)
- Level 3 Core Training
- Level 3 Discipline Specific Training
- Discipline Specific Support Modules (e.g. Slalom or Sprint)
- Moderate Water Endorsement
- Advanced Water Endorsement

## Registration Procedure

The procedure for registering with the Home Nation Association or Paddlesports North America and the process for taking up a course are outlined in the following pages. It is important that Coaches read these notes and follow the procedure as outlined. Candidates must register with the appropriate Home Nation Association at least 14 days before attending the course.

## Step 1 – Choose the correct Home Nation Association

Candidates register with the Home Nation Association of which they are a member. For non-members;

- English residents register with British Canoeing ([www.canoe-england.org.uk](http://www.canoe-england.org.uk))
- Scottish residents register with Scottish Canoe Association ([www.canoescotland.org](http://www.canoescotland.org))
- Welsh residents register with Canoe Wales ([www.canoewales.com](http://www.canoewales.com))
- Northern Irish residents register with Canoe Association of Northern Ireland ([www.cani.org.uk](http://www.cani.org.uk))
- North American residents register with Paddlesports North America ([www.paddlesportsnorthamerica.org](http://www.paddlesportsnorthamerica.org))
- Candidates from elsewhere overseas register with the Home Nation of their choice

Non-members have the option at Level 1 of joining the relevant Home Nation Association, or opting for an introductory membership rate as part of the Level 1 registration fee. Membership application forms can be returned together with the CR Form if necessary. Beyond Level 1 all Coaches registering for an award must be a member of the appropriate Home Nation Association.

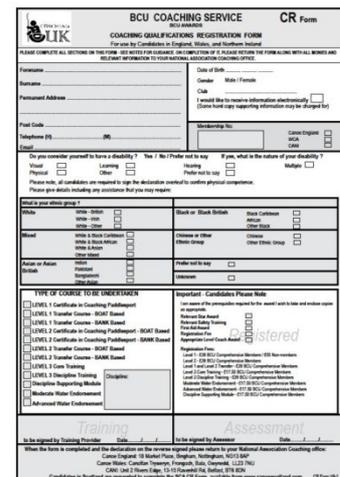
Whilst initial registration takes place with the Coaches Home Nation Association, they are at liberty to take up courses outside of the association area. See page 5 for address details.

## Step 2 – Complete the Candidate Registration (CR) Form

CR forms are available from the appropriate Home Nation Association; downloaded from the Website or requested by telephone, in writing or by e-mail.

The candidate should complete the appropriate CR form, making sure that;

- Page 1 - personal details are completed accurately
- Page 1 - the type of course to be undertaken is clearly identified
- Page 2 - read the notes, and check boxes as required
- Page 2 - read and sign the declaration



The image shows a sample of the BCU Coaching Service CR Form. It is a registration form for candidates in England, Wales, and Northern Ireland. The form is divided into several sections: Personal Details, Physical Information, Medical Information, and Course Information. It includes checkboxes for various options and a declaration section at the bottom. The form is titled 'BCU COACHING SERVICE CR Form' and 'COACHING QUALIFICATION REGISTRATION FORM'.

**Prerequisites** - Registration requires a number of prerequisites to be in place. Coaches need to be clear what the prerequisites are, and that they have them in place prior to registration. See 'Coaching and Leadership Registration Prerequisites'. Coaches should send copies of any certificates that are not held on their membership record.

**Medical Declaration** - Coaches need to be fit and able to perform the job. Coaches are required to declare any medical conditions that may impair their ability to be responsible for the overall safety of others when completing the CR Form. The declaring of impairments does not necessarily debar a person from coaching; certain working conditions may be established to ensure they can maintain their responsibilities. This helps protect coaches, and is a mechanism by which the Home Nation Associations can support those individuals with specific medical conditions. If coaches need to declare a medical condition they should return the 'Medical Declaration Form' to their Home Nation.

Failure by the candidate to adhere to the requirements of the declaration box on the CR Form will invalidate the registration.

### **Step 3 – Return the CR Form to the appropriate Home Nation Association**

When returning the registration forms the candidate should enclose;

- the correct fees (as stated on the CR Form)
- photocopies of any prerequisites not already recorded on the candidates membership record
- the fully completed and signed CR form

### **Step 4 – Receive authorised CR Form back from Home Nation**

On receipt of registration forms the Home Nation office will, if all prerequisite requirements are met and the appropriate fees paid, authorise candidates to progress to the requested course. The CR Form is returned to the candidate (authorised and stamped), along with a welcome letter and relevant course materials. The candidate should keep the authorised CR form in their Logbook; they **must** take it with them when attending the course.

If prerequisite details cannot be verified registration will not be made, the candidate will be informed that approval to take the course cannot be given and the money returned.

Authorised CR Forms are valid for 12-months, by which time the course must be completed. One exception is the Level 3 Discipline Specific Training, which must be completed within 2-years of the Level 3 Core Training. The validity timeframe is written onto the CR Form.

### **Step 5 – Book and attend Course**

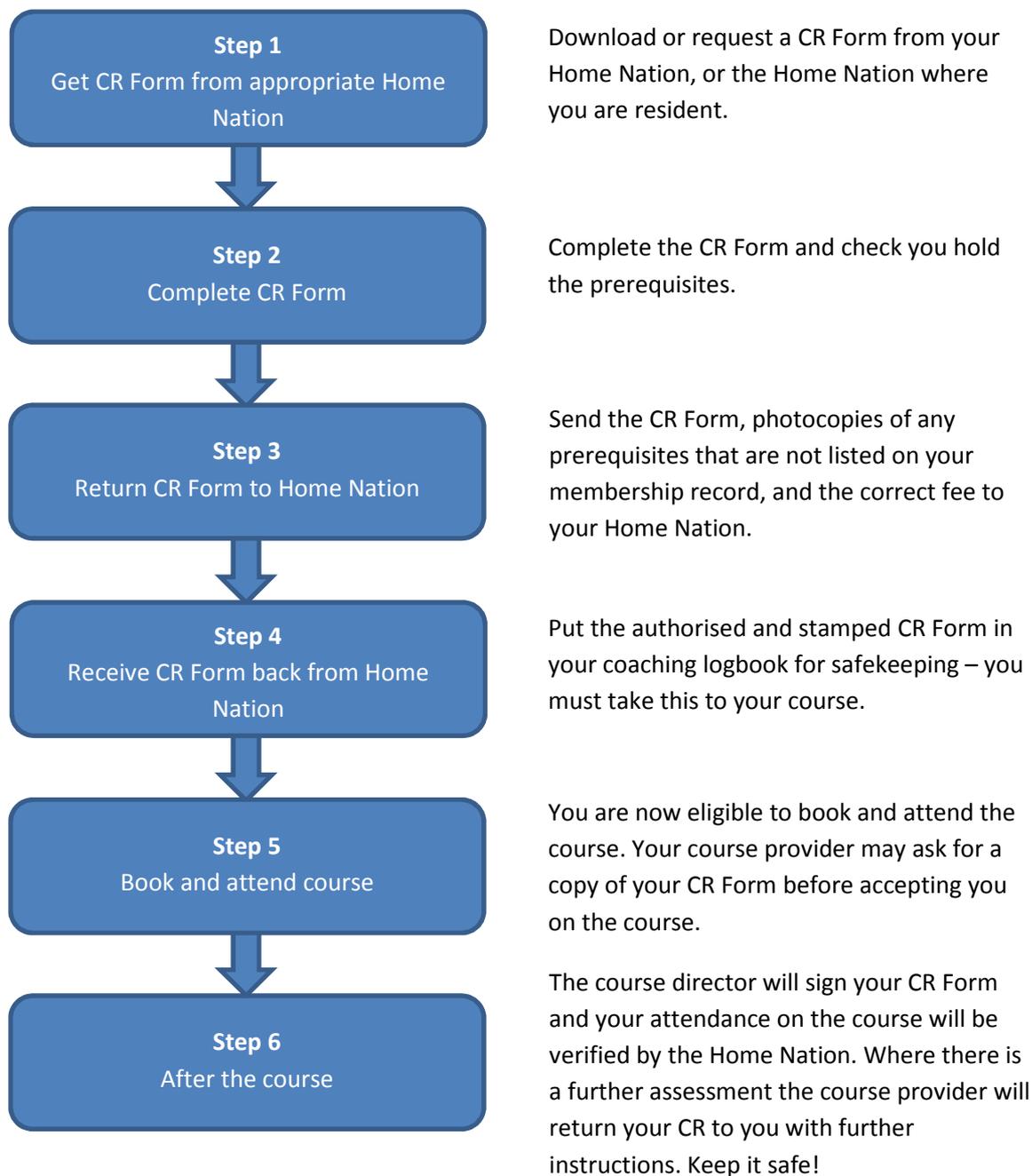
Once the candidate is in receipt of the appropriate authorised CR form, they should identify an appropriate course, contact the Training Director and arrange to attend. Courses are advertised on the Home Nation websites or privately by approved providers.

When candidates attend the training course they **must** take, their authorised CR Form, Home Nation Association Membership Card and original certificates for all prerequisites. Training Directors will not be in a position to take candidates on courses if they fail to bring these documents with them.

### **Step 6 – After the Course**

After attendance on the course, the director will return the necessary paperwork to their Home Nation who will in turn verify the information, update the candidate's membership record and contact the candidate to acknowledge attendance on the course. For courses where there is a further assessment the CR Form is returned to the candidate with further instructions.

## Registration Procedure – Summary



## Accreditation of Prior Learning (APL)

Candidates who have covered course prerequisites through alternative learning opportunities can apply to British Canoeing for Accreditation of Prior Learning (APL) / Accreditation of Prior Experience and Learning (APEL). British Canoeing aims to recognise learners' previous achievements and experience through APL/APEL to avoid the repetition of previous qualifications/experience. Evidence may be acquired through additional, and related, study, employment, or voluntary work. This evidence can be submitted to British Canoeing for review of authenticity/currency and mapping against the learning outcomes and assessment criteria. Candidates should contact their Home Nation and request the APL Guidance Notes and Application Form (available to download from the Home Nation Association Websites). Please note this process can take up to 4-months, and therefore applications must be made well in advance.

## Useful Addresses

### Paddlesports North America

124 W. Willow, Lansing, MI 48906

Email: [info@paddlesportsnorthamerica.org](mailto:info@paddlesportsnorthamerica.org)

Website: [www.paddlesportsnorthamerica.org](http://www.paddlesportsnorthamerica.org)

### Canoe Association of Northern Ireland

Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast BT6 8DN

Tel: 02890 738884

Email: [office@cani.org.uk](mailto:office@cani.org.uk)

Website: [www.canis.org.uk](http://www.canis.org.uk)

### British Canoeing

National Water Sports Centre, Adbolton Lane, Holme Pierremont, Nottinghamshire NG12 2LU

Tel: 0845 370 9500

Email: [coaching@britishcanoeing.org.uk](mailto:coaching@britishcanoeing.org.uk)

Website: [www.canoe-england.org.uk](http://www.canoe-england.org.uk)

### Canoe Wales

Frongoch, Bala, Gwynedd LL23 7NU

Tel: 01678 521199

Email: [admin@canoewales.com](mailto:admin@canoewales.com)

Website: [www.canoewales.com](http://www.canoewales.com)

### Scottish Canoe Association

Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ

Tel: 0131 317 7314

Email: [office@canoescotland.org](mailto:office@canoescotland.org)

Website: [www.canoescotland.org](http://www.canoescotland.org)