



BCU COACHING SERVICE

BCU / CANI / SCA / WCA AWARDS

QUALIFICATIONS APPLICATION FORM - RECREATIONAL COURSES

PLEASE COMPLETE ALL SECTIONS ON THIS FORM - SEE NOTES FOR GUIDANCE. ON COMPLETION OF IT, PLEASE RETURN BOTH COPIES ALONG WITH ALL MONIES AND RELEVANT INFORMATION TO YOUR NATIONAL ASSOCIATION COACHING OFFICE. THE TOP COPY WILL BE RETURNED TO YOU AND SHOULD BE RETAINED UNTIL ATTENDING A TRAINING COURSE. THE COURSE PROVIDER WILL THEN FORWARD THE FORM TO THE NATIONAL ASSOCIATION FOR ASSESSMENT VALIDATION.

PLEASE COMPLETE THE NAME AND ADDRESS SECTION CAREFULLY IT WILL BE USED AS YOUR RETURN LABEL	OFFICE USE
Full Name (Capital Letters Please) Forename..... Surname..... Address:..... ☎ (Day) (Eve)	TYPE OF COURSE TO BE UNDERTAKEN: Coach level: (Please tick ONE only) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> CCKayak <input type="checkbox"/> Canoe <input type="checkbox"/> Placid <input type="checkbox"/> Sea <input type="checkbox"/> Recreation: (Please tick ONE only) Surf <input type="checkbox"/> Comp <input type="checkbox"/> Raft <input type="checkbox"/>
BCU or National Association Membership Number (or enclose fee): Comprehensive (Full) membership is required (includes Youth Comprehensive/ Family Comprehensive)	Club: Date Of Birth:

Pre-Requisite Requirements

I confirm that I currently hold the pre-requisite tests to undertake the Coaching award applied for above and enclose photo copies as proof. ☐ If you are enclosing recently obtained Star-Test/Canoeing Safety Test/Aquatic First Aid Test slips with this form please ensure the correct money is enclosed (Refer to the guidance notes and syllabi supplied to clarify pre-requisite requirements of each coaching level)

If you are not yet a member you should complete the enclosed Membership Form and send with this form the requisite amount of money. Please note that Comprehensive membership is required for Level 2 through to Level 5. For Level 1, registration (for the first year) or Basic Membership is required.

Coaching Service members require a Log Book, it is recommended that you use the recognised BCU A4 Log Book

I have / do NOT have a BCU A4 Log Book Fee enclosed £

DECLARATION

- I have read the BCU's 'Statement of Presumed Physical Competence', printed on the back of this form. I do not currently have any condition which might impair my ability to function effectively as a coach/instructor of canoeing. I agree that I will inform the Director of Coaching of the BCU should I at some future time suffer any significant injury or develop any debilitating illness or condition which might impair my ability in that regard.
- I do not have a criminal record with regard to offences against young people, and agree to the BCU/CANI/SCA/WCA carrying out a Police check in that respect. I also agree to notify the above if I gain a criminal record, at any time in the future.
- I understand that the First aid pre-requisite relevant to the level being taken should be in place at the time of registration and that it should be kept current throughout the process and indeed while ever I am training/practicing as a coach.

Signed

Date

Important - Candidates Please Note

I am aware of the pre-requisites required for the award I wish to take and enclose copies as appropriate.

Relevant Star Award ☐

Canoe Safety Test ☐

First Aid Award ☐

Relevant Fee ☐

If applying for Level 3 or above
also enclose relevant Pre-req
Coach Award ☐

FOR OFFICE USE ONLY

British Canoeing: National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Notts, NG12 2LU

WCA: Canolfan Tryweryn, Frongoch, Bala, Gwyned LL23 7NU

SCA: Caledonia House, South Gyle, Edinburgh, EH12 9DQ

CANI: House of Sport, Upper Malone Road, Belfast, B79 5LA

FORMS/2014



The Coaching Code

Candidates who have signed an application form for a course leading to a BCU qualification have agreed to the following:

1. The BCU and BCU Coaching UK have endorsed the following policies and as such all coaches should read, endorse and abide by these:

**Statement of Physical Competence / Duty of Care / Code of Ethics
Child Protection / Equal Opportunities / Manual Handling
Coach Update / Insurance**

You should understand that in law you have a 'Duty of Care' to others, and that this duty of care is enhanced with regard to your responsibility to those who you teach because of the training and any qualification you receive.

It is your duty to inform your National Association and or BCU Coaching UK should at any time you suffer any significant injury or develop any debilitating illness or condition which may impair your ability to be responsible for the overall safety of the canoeists in your charge. (The declaring of impairment does not necessarily debar a person from holding a coaching qualification)

You should understand that the First Aid qualification relevant to your award should be kept current whilst practising as a Coach and for your coaching qualification to remain valid.

As a member of the BCU Coaching Service you agree to complete a Self Declaration Form as proof of your eligibility to work with under 18's, and also, should it prove necessary, to the BCU / National Association requiring you to undergo a Criminal Records Bureau check with regard to offences against young people.

Every three years as a Coach and also as an Assessor, you will be required to 'revalidate' as per the procedure within your National Association, giving evidence that you have been active and have attended the stated updating workshops and forums.

2. STATEMENT OF PHYSICAL COMPETENCE

"I understand that in law I have a 'Duty of Care' to others, and this Duty of Care is enhanced with regard to my responsibilities to those whom I teach because of the training and any qualifications which I may receive"

"I declare that to the best of my knowledge and belief I am physically fit, and do not have any *condition which may impair my ability to be responsible for the overall safety of canoeists in my charge"

"I do not have *diabetes or *epilepsy, and understand that in the event of any change to my fitness to be responsible for the safety of others, I must declare the fact to the BCU UK Director Of Coaching"

* The declaring of an impairment does not necessarily debar a person from holding a coaching award or qualification. The BCU does its utmost to ensure that only common sense conditions are placed on those who may not be able to fulfill all the requirements, both stated and implicit, for the holding of a coaching qualification. Please send a SAE to the BCU coaching office for a copy of the policy statement giving terms of reference under which qualifications may be awarded or continue to be held.

British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Notts, NG12 2LU



Confidential

Personal Declaration form Volunteers and Staff Working with Young People

British Canoe Union
Tel: 0845 370 9500
Fax: 0845 370 9501
National Water Sports Centre
Adbolton Lane, Holme Pierrepont
Notts NG12 2LU

Full Name
Any surname previously known by
Address
Post Code
Telephone Number
Date of Birth
BCU Membership No

2. Are you a person known to any social services department as being actual or potential risk to children or have you had a disciplinary sanction from a sports or other organisations governing body relating to child abuse? **YES / NO**

If YES to any of the above please give details: (continue on back page if necessary)

I understand the nature of my role and responsibilities at (insert name of club/organisation)

I confirm that I have read and understand the BCU Duty of Care – Child Protection Policy and Procedures and Coaches Code of Ethics, that I am committed to the child protection policy of this organisation and I accept my responsibility to care for the children and young people with whom I come into contact. I can confirm that there is no reason why I should not have unsupervised access to children or young people whilst working with the organisation.

I hereby consent to the BCU undertaking police and/or social service checks against me. I understand that the information contained on this form, or the results of checks with the above may be notified to my club/organisation.

Self Declaration

1. Have you ever been convicted of a criminal offence or been the subject of a Caution or a Bound Over order? **YES / NO**

Note: You are advised that under the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including "spent" convictions.

Signed by the above named individual:

--

Dated

--

Please return this form marked confidential DIRECT to: Mike Devlin, UK Director of Coaching, British Canoe Union, 18 Market Place, Bingham, Nottingham NG13 3AP