

BCU FOUNDATION MODULE ADMINISTRATION

The following administration requirements apply to all BCU Foundation Modules:

- **Course Authorisation** is required, obtained by contacting your Home Nation Coaching Office
- A **Course Schedule** must be returned to your Home Nation Coaching Officer, within 7 days of the course, with the relevant certification fees. A course schedule is provided by the Home Nation Coaching Office, at the time of notification of the Course Authorisation Number.
- The **Certification Fees** are £5 for BCU Members, £10 for non-members.
- **Tutors** with the following roles can run the respective Foundation Modules:
 - Fitness for Paddlesports Tutor
 - Coaching the Mind Tutor
 - Performance Planning for Paddlesport Coaches Tutor
 - Mentoring for Paddlesport Coaches Tutor
 - Outdoor Education and Paddlesport Tutor
 - Coaching Young Paddlers Tutor
- The **Ratio** for the Foundation Modules is 1 recognised tutor, with a minimum of 4, and Maximum of 20 Candidates.
- Applications for **New Tutors** are processed through the Home Nation Coaching Offices. Tutors are expected to have degree level knowledge of the subject area, and have experience tutoring coaches.
- Tutors should not provide candidates with electronic copies of the BCU PowerPoint presentations. It is acceptable to provide electronic copies of the presentation as a PDF, or provide printed handouts.