

**COACHING AND LEADERSHIP QUALIFICATIONS REGISTRATION FORM**

For use by International Candidates



PLEASE COMPLETE ALL SECTIONS ON THIS FORM IN FULL AND RETURN TO YOUR HOME NATION HEAD OFFICE (ADDRESS ON PAGE 2), ALONG WITH ALL MONIES & RELEVANT INFORMATION, AT LEAST 2 WEEKS PRIOR TO COURSE START DATE.

Forename:	Membership No: <small>YOU MUST HOLD HOME NATION MEMBERSHIP</small>
Surname:	Date of Birth:
Address:	E-mail: Tel :
Postcode:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

**PADDLESPORT INSTRUCTOR -  £70.00**

**COACH AWARD – £70.00**

<input type="checkbox"/> Canoe Coach (Sheltered Water)	<input type="checkbox"/> Racing Coach	<input type="checkbox"/> Wild Water Racing Coach
<input type="checkbox"/> Kayak Coach (Sheltered Water)	<input type="checkbox"/> Polo Coach	<input type="checkbox"/> Open Water Canoe Coach (Advanced Water)
<input type="checkbox"/> Canoe & Kayak Coach (Sheltered Water)	<input type="checkbox"/> Freestyle Coach	<input type="checkbox"/> Sea Kayak Coach (Advanced Water)
<input type="checkbox"/> Open Water Canoe Coach	<input type="checkbox"/> Sea Kayak Coach	<input type="checkbox"/> Surf Kayak Coach (Advanced Water)
<input type="checkbox"/> White Water Canoe Coach	<input type="checkbox"/> Slalom Coach	<input type="checkbox"/> White Water Canoe Coach (Advanced Water)
<input type="checkbox"/> White Water Kayak Coach	<input type="checkbox"/> Surf Kayak Coach	<input type="checkbox"/> White Water Kayak Coach (Advanced Water)

**PERFORMANCE COACH CORE TRAINING -  £20.00**

**PERFORMANCE COACH - £60.00**

<input type="checkbox"/> Performance Canoe Coach	<input type="checkbox"/> Performance Polo Coach	<input type="checkbox"/> Performance Surf Kayak Coach
<input type="checkbox"/> Performance Freestyle Coach	<input type="checkbox"/> Performance Sea Kayak Coach	<input type="checkbox"/> Performance White Water Kayak
<input type="checkbox"/> Performance Marathon Coach	<input type="checkbox"/> Performance Slalom Coach	<input type="checkbox"/> Performance Wild Water Racing Coach
	<input type="checkbox"/> Performance Sprint Coach	

**LEADERSHIP - £50.00**

<input type="checkbox"/> White Water Kayak Leader	<input type="checkbox"/> Advanced WW Kayak Leader	<input type="checkbox"/> Stadium Raft Guide
<input type="checkbox"/> Sea Kayak Leader	<input type="checkbox"/> Advanced Sea Kayak Leader	<input type="checkbox"/> River Raft Guide
<input type="checkbox"/> Surf Kayak Leader	<input type="checkbox"/> Advanced Surf Kayak Leader	<input type="checkbox"/> River Trip Leader
<input type="checkbox"/> Open Canoe Leader	<input type="checkbox"/> Advanced Open Canoe Leader	<input type="checkbox"/> 4 Star Touring Leader
<input type="checkbox"/> White Water OC1 Leader	<input type="checkbox"/> Advanced WW OC1 Leader	<input type="checkbox"/> Paddlesport Leader

**DISCIPLINE SUPPORT MODULES - £20.00**

<input type="checkbox"/> Freestyle Support Module	<input type="checkbox"/> Polo Support Module	<input type="checkbox"/> Sprint Racing Support Module Part 1
<input type="checkbox"/> Marathon Racing Support Module	<input type="checkbox"/> Slalom Support Module Part 1	<input type="checkbox"/> Sprint Racing Support Module Part 2
	<input type="checkbox"/> Slalom Support Module Part 2	<input type="checkbox"/> Wild Water Racing Support Module

**CANDIDATE DECLARATION - MUST BE COMPLETED**

By signing this application, I confirm I have read, understood and accept all the information provided on Page 1 and 2.

I confirm I have read and accept the Declaration Statements on Page 2.

I confirm that this application has been completed honestly and accurately.

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

<b>PRINT NAME:</b>	<b>DATE:</b>	<b>SIGNATURE:</b>
<b>For Candidates under the age of 18 at the point of registration: *(16 in Scotland)</b>	<b>PARENT/ GUARDIAN NAME:</b>	<b>SIGNATURE:</b>

Training to be completed by.....  (To be signed by Training Provider) Date: .....	Assessment to be completed by.....  (To be signed by Assessor) Date: .....
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**PLEASE ENSURE YOU HAVE READ AND AGREE WITH ALL THE FOLLOWING BEFORE SIGNING THE CANDIDATE DECLARATION.**

**DISCLOSURE:** Criminal record checks are no longer linked directly to coaching qualifications. However, as a paid or volunteer coach/instructor/supervisor you may be legally required to carry out a Disclosure and Barring Service (DBS) check (or equivalent in your country) prior to carrying out a role which meets the eligibility requirements. It is your responsibility along with your deployer or employer to ensure the appropriate level of Disclosure is in place. It is important to understand that certain previous or current conviction, caution, warning or reprimands which are deemed to make you unsuitable for working with children or adults may restrict or prevent you from undertaking a coaching role. A [Self Declaration Form](#) is available for you to download and declare relevant information at this stage. For more information and eligibility requirements visit your Home Nation Association website.

**FEES:** The fees payable with the Coaching Registration Form are outlined on page 1. These fees relate to administration, resources and licensing requirements. **Important:** Cheques are to be payable to the Home Nation Association processing the form:

**Privacy Statement:** British Canoeing Awarding Body, British Canoeing, Scottish Canoe Association, Canoe Association of Northern Ireland and Canoe Wales *take your privacy seriously. We will only use your data to administer your training or qualification.*

**How your information will be used:** *When you become a member, or renew your membership with your Home Nation, you agree to the use of your personal data for administering your membership and for your home nation contacting you with notices relevant to your membership. It is an expectation of Employers, Government Agencies and members of the public that Delivery Centres should retain a permanent core record of candidate name, the training and qualifications taken and their outcomes, this allows the delivery centre to support the candidates right to lifelong learning and to meet legislative requirements, such as confirming the validity of qualifications.*

**Qualification Processing:** *We will administer your qualification and training on your or your child's behalf. We will only use personal data relevant for administering the qualification or training with the course provider, the course providers home nation and the awarding body.*

**Sharing with British Canoeing Awarding Body:** *For Coaching Qualifications we will share your details with British Canoeing Awarding Body to process your qualification and claim certification.*

*If you have any questions about the continuing privacy of your personal data when it is shared with British Canoeing Awarding Body, please contact [your Home Nation Coaching Department](#).*

**Communications:** *Occasionally we may want to send you communications not associated with your qualification or training. If you wish to receive communications, please log in to your member account and review the communication options.*

*For more information on how we process your information please read our [full privacy notice](#).*

**POLICIES:** British Canoeing have endorsed policies which all coaches should read, endorse and abide by. [Coaching Specific Policies and Procedures here.](#)

**DECLARATION STATEMENTS:**

- ✓ \*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 Home Nation Coaching Manager.
- ✓ \*I declare that, to the best of my knowledge and belief, I am physically fit and do not knowingly have any condition which may impair my ability to function effectively as a coach/leader and/or my ability to be responsible for the overall safety of canoeists in my charge. [Please click here if you require a Medical Declaration Form.](#)
- ✓ \*I agree that I will inform the Head of Coaching and Qualifications should I, at some future time, suffer any significant injury or develop any debilitating illness or condition which might impair my ability to function effectively as a coach/ instructor of canoeing.
- ✓ I have read and agree to abide by the British Canoeing Coaching Code and the [British Canoeing Policies](#).
- ✓ I understand that the [First Aid pre-requisite](#) relevant to the level being taken should be in place at the time of assessment and that it should be kept current whilst I am training/ practicing as a coach/leader.
- ✓ I understand that in law I have a 'Duty of Care' to others, and that this duty of care is enhanced with regard to the responsibility to those who I teach because of the training and qualification I receive.
- ✓ I confirm that I currently hold the pre-requisites to undertake the Coaching/Leadership award applied for on page 1 and enclose photocopies as proof. [Refer to guidance notes and syllabi to clarify pre-requisite requirements of each coaching/leadership level]
- ✓ I understand that I am required to engage in the course and all that it requires through the medium of English<sup>^</sup> language. I declare that English<sup>^</sup> is my first language or that my English<sup>^</sup> language skills are good enough to fully participate in the training and assessment activities.
- ✓ I acknowledge that in my role as a British Canoeing Coach/Leader, I have responsibility to protect and use the intellectual properties of British Canoeing for their intended purposes only.
- ✓ I understand that, every three years, as a Coach/Leader, I will be required to continually maintain my skills to reflect current best practise in paddlesport via the [Coach Update Scheme requirements](#).
- ✓ By signing the Candidate Declaration on page 1, I agree that I understand and accept all the information provided and that the application has been completed honestly and accurately.

*\*The declaring of any condition/illness/impairment does not necessarily debar a person from holding a coaching qualification. British Canoeing does its utmost to ensure that only common sense conditions are placed on those who may not be able to fulfil all requirements, both stated and implicit, for the holding of a coaching/leadership qualification.<sup>^</sup> or Welsh if the course is advertised/delivered through Welsh language.*

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

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

**Canoe Wales:** Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU [admin@canoewales.com](mailto:admin@canoewales.com)

**Canoe Association of Northern Ireland:** Unit 2 Rivers Edge, 13-15 Ravenhill Road, Belfast, BT6 8DN [office@cani.org.uk](mailto:office@cani.org.uk)

**Scottish Canoe Association:** Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ [office@canoescotland.org](mailto:office@canoescotland.org)

**British Canoeing International:** National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU

[international@britishcanoeing.org.uk](mailto:international@britishcanoeing.org.uk)