



BCU COACHING SERVICE

LR Form

BCU / CANI / SCA / Canoe Wales / Canoe England

LEADERSHIP QUALIFICATIONS REGISTRATION FORM

PLEASE COMPLETE ALL SECTIONS ON THIS FORM TO REGISTER PRIOR TO 4 or 5 STAR LEADER ASSESSMENT. SEE NOTES FOR GUIDANCE. PLEASE RETURN THE FORM ALONG WITH A RELEVANT INFORMATION AND FEE TO YOUR NATIONAL ASSOCIATION COACHING OFFICE

| | |
|-------------------|--|
| Forename | Date of Birth |
| Surname | Gender <input type="checkbox"/> Male / <input type="checkbox"/> Female |
| Address | Club / centre |
| Post Code | Date of Course (if known) |
| Telephone (H) (M) | Type of coach or leader <input type="checkbox"/> Volunteer <input type="checkbox"/> Employed part time <input type="checkbox"/> Employed full time |
| Email | Membership Number: <input type="checkbox"/> Canoe England <input type="checkbox"/> Canoe Wales <input type="checkbox"/> SCA <input type="checkbox"/> CANI |

Do you consider yourself to have a disability? Yes / No / Prefer not to say If yes, what is the nature of your disability?

Visual Learning Hearing Multiple
 Physical Other Prefer not to say

Please note all candidates are required to sign the declaration overleaf to confirm physical competence.

What is your ethnic group? (by ticking a box below, I consent to this information being stored)

| | |
|--|---|
| White <input type="checkbox"/> White – British <input type="checkbox"/> White – Irish <input type="checkbox"/> White – Other | Black or Black British <input type="checkbox"/> Black Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black |
| Mixed <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Other Mixed | Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Other Ethnic Group |
| Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian | <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Unknown |

TYPE OF COURSE TO BE UNDERTAKEN

| | |
|--|---|
| <input type="checkbox"/> 4 Star Leader Award | Discipline <input type="checkbox"/> White Water <input type="checkbox"/> Sea <input type="checkbox"/> Surf <input type="checkbox"/> Open Canoe <input type="checkbox"/> Touring <input type="checkbox"/> Freestyle <input type="checkbox"/> OC1 |
| <input type="checkbox"/> 5 Star Leader Award | |

Important – Candidates Please Note

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

Copy of First Aid Award
Registration Fee
Copy of Relevant Safety Training
Proof of Relevant 4 / 5 Star Training**
VHF licence (Sea only)

Registration Date ____/____/____

Candidates are required to register prior to assessment and are not required to register prior to 4 or 5 star leader training. Registration is valid for 12 months.

To be completed by ____/____/____
Assessment
To be signed by Assessor upon successful completion
Date/...../.....

When the form is completed and the declaration on the reverse signed please return to your National Association Coaching office:
Canoe England: National Water Sports Centre, Adbolton Lane, West Bridgford, Nottingham, NG12 2L
Canoe Wales: Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU
SCA: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ
CANI: Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast, BT6 8DN

FEES - The fees payable with your registration application are outlined below. These fees relate to administrative, resource and certification requirements. They do not include any element of course / tutoring fee. These are charged by and paid to your course provider. The fee to register for assessment is the same as the fee previously applied for certification.

The registration fees are:

£12 for BCU Members (SCA/CANI/CE/CW)

£25 for non BCU Members

DATA PROTECTION - The BCU and its associations will use your personal data including sensitive personal data for coach education purposes only and to send you, by post or email/SMS, information related to those purposes. For further details please see www.bcu.org.uk/privacy.

To help us raise funds for Paddlesport, the BCU may send you information about our offers (e.g. tickets, products) and about offers from carefully selected third parties, by post/e-mail/SMS. By returning this form we will assume you have consented to this, unless you tick this box:

The BCU may pass your contact details to carefully selected third parties so that they can send you, by post, details of their products and services. By returning this form we will assume you have consented to this, unless you tick this box:

DECLARATION

1. I have read the BCU's 'Statement of Physical Competence', printed on the following page. I do not currently have any condition which might impair my ability to function effectively as a coach/leader 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.
2. I understand that the First Aid prerequisite relevant to the level being taken should be in place at the time of assessment and that it should be kept current while ever I am training/practicing as a coach/leader.
3. **Prerequisite Requirements** - I confirm that I currently hold the prerequisite training / tests to undertake the Leadership award applied for above and enclose photocopies as proof (if not already held on BCU record). If you are enclosing recently obtained Star Test slips with this form please ensure the correct money is enclosed.

(Refer to the guidance notes and syllabi supplied to clarify prerequisite requirements of each leadership level)

By signing this application, you are deemed to understand and accept all of the foregoing. I confirm that this application has been completed honestly and accurately:

Signature of applicant Date

Name

Please return this registration form to your National Association.

IMPORTANT INFORMATION FOR CANDIDATES COMPLETING LR FORM



Accreditation of Prior Learning (APL) / Accreditation of Prior Experience and Learning (APEL)

Candidates who have covered the prerequisites through alternative learning opportunities can apply to BCU Awarding for Accreditation of Prior Learning (APL) / Accreditation of Prior Experience and Learning (APEL). BCU Awarding aims to recognise learners' previous achievements and experience through APEL. Evidence may be acquired through additional study, employment, or voluntary work that relates to a specific prerequisite. This evidence can be submitted to BCU Awarding for review of authenticity/currency and mapping against the required criteria. The APL / APEL Guidelines are available from BCU and Home Nation websites.

The Coaching Code

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

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

**Statement of Physical Competence / Duty of Care / Code of Ethic / 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 / Leader and Leader and for your leadership 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.

Please note - BCU Comprehensive Membership provides Third Party Liability Insurance (£10 million) for those involved in Leading others.

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 fulfil all requirements, both stated and implicit, for the holding of a coaching / leadership 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.

Candidates unable to confirm the above statements are requested to complete a Medical Notification Form on the following page.