

BCU Coaching Qualifications Registration Guidance

Introduction

Anyone wishing to pursue a BCU Coaching Qualification is required to centrally register with the appropriate Home Nation Association (Canoe England, Canoe Wales, Scottish Canoe Association, Canoe Association of Northern Ireland) before they are able to attend initial coach training.

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

Applicable Qualifications

Registration is required for the following 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;

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

Registration Procedure

The procedure for registering with the Home Nation Association 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 Canoe England (www.canoe-england.org.uk)
- Scottish residents register with Scottish Canoe Association (www.canoescotland.org)
- Welsh residents register with Canoe Wales (www.canoewales.com)
- Northern Irish residents register with Canoe Association of Northern Ireland (www.cani.org.uk)
- North American residents register with BCUNA (www.bcuna.com)
- 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.

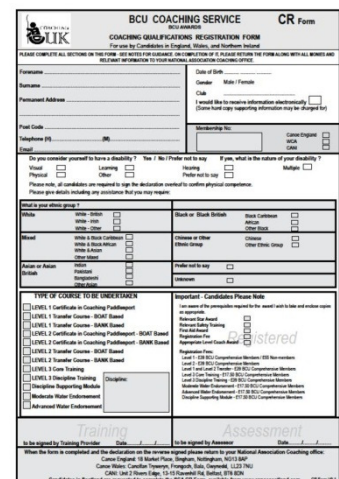
The candidate should complete the appropriate CR form, making sure that;

- 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

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 'BCU 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 BCU 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.



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 includes sections for personal details (Name, Gender, Club, Post Code, Telephone), a declaration of fitness to coach, and a section for course selection (Level 1, 2, or 3). It also features a 'Medical Declaration' box and a 'Prerequisites' section. The form is titled 'BCU COACHING SERVICE CR Form' and 'COACHING QUALIFICATION REGISTRATION FORM'.

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

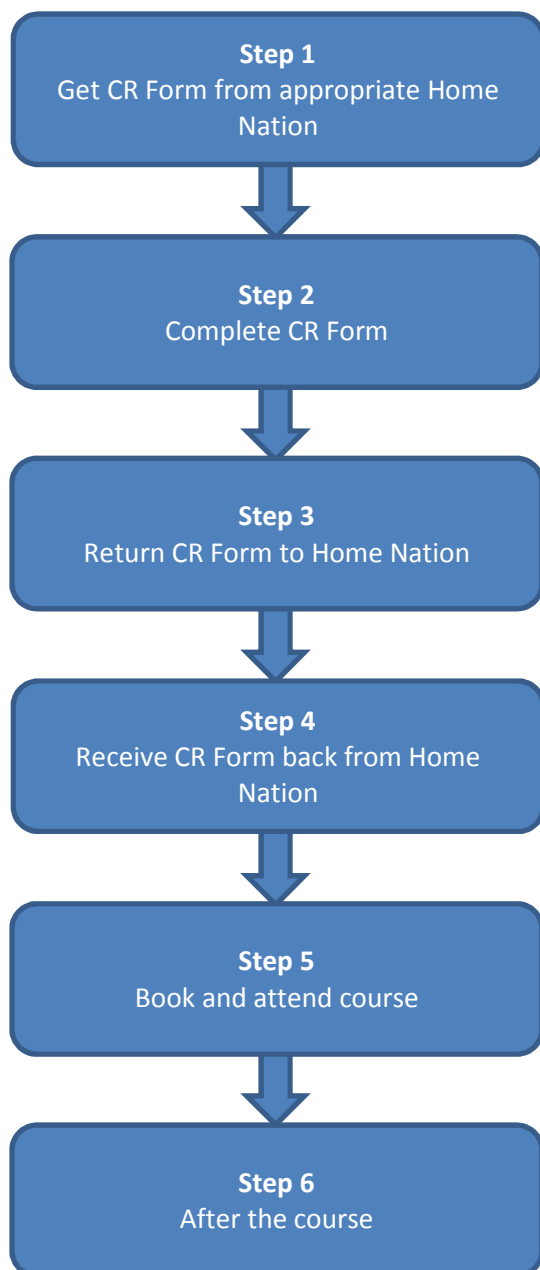
Once the candidate is in receipt of the appropriate authorised CR form, they should identify an appropriate course, contact the Training Director and arrange to attend. Courses are advertised on the Home Nation websites or privately by approved providers.

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 – authorised for Assessment, and with further instructions.

Registration Procedure – Summary



Download or request a CR Form from your Home Nation, or the Home Nation where you are resident.

Complete the CR Form and check you hold the prerequisites.

Send the CR Form, photocopies of any prerequisites that are not listed on your membership record, and the correct fee to your Home Nation.

Put the authorised and stamped CR Form in your coaching logbook for safekeeping – you must take this to your course.

You are now eligible to book and attend the course. Your course provider may ask for a copy of your CR Form before accepting you on the course.

The course director will sign your CR Form and your attendance on the course will be verified by the Home Nation. Where there is a further assessment either the course provider or Home Nation will return your CR to you with further instructions. Keep it safe!

Accreditation of Prior Learning (APL)

Candidates who have covered course 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 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 BCU Awarding 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

BCU North America

320 W. Saugerties Rd, Saugerties, New York 12477

Email: Info@BCUNA.com

Website: www.bcuna.com

Canoe Association of Northern Ireland

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

Tel: 02890 738884

Email: office@cani.org.uk

Website: www.cani.org.uk

Canoe England

18 Market Place, Bingham, Nottingham NG13 8AP

Tel: 0845 370 9500

Email: coaching@bcu.org.uk

Website: www.canoe-england.org.uk

Canoe Wales

Frongoch, Bala, Gwynedd LL23 7NU

Tel: 01678 521199

Email: admin@canoewales.com

Website: www.canoewales.com

Scottish Canoe Association

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

Tel: 0131 317 7314

Email: office@canoescotland.org

Website: www.canoescotland.org