

PLEASE COMPLETE ALL SECTIONS ON THIS FORM IN FULL AND RETURN, ALONG WITH ALL MONIES AND RELEVANT INFORMATION, AT LEAST **TWO WEEKS PRIOR TO YOUR COURSE START DATE**, TO YOUR HOME NATION HEAD OFFICE (ADDRESS ON PAGE 2).  
 CHEQUES MUST BE PAYABLE TO THE HOME NATION WITH WHICH YOU ARE REGISTERING: British Canoeing OR Canoe Wales OR CANI  
**IMPORTANT: 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. YOU MUST HOLD HOME NATION MEMBERSHIP.**

Forename:  Surname:  Address:	Tel (H): _____ (M): _____  Email: _____  Date of Birth: _____  Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female  Membership No: _____ Date of Course (if known): _____
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<b>TYPE OF COURSE TO BE UNDERTAKEN</b>	<b>REGISTRATION FEE</b>
<input type="checkbox"/> Paddlesport Leader	£39.00
<input type="checkbox"/> Moderate Water Leader	£39.00
<input type="checkbox"/> Advanced Water Leader	£39.00
<input type="checkbox"/> 4 Star Touring Assessment	£39.00
<b>DISCIPLINE</b>	
<input type="checkbox"/> White Water	
<input type="checkbox"/> Sea	
<input type="checkbox"/> Surf	
<input type="checkbox"/> Open Canoe	
<input type="checkbox"/> OC1	



**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 give details including any assistance you may require:  
 Note: By signing the candidate declaration you are confirming your physical competence.

<b>ETHNIC ORIGIN</b>			<b>ASIAN / ASIAN BRITISH:</b>
<b>WHITE:</b>	<b>MIXED:</b>	<b>BLACK / BLACK BRITISH:</b>	<input type="checkbox"/> Indian
<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Asian	<input type="checkbox"/> African	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Gypsy/Irish Traveller	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other Black*	<input type="checkbox"/> Arab
<input type="checkbox"/> Other*	<input type="checkbox"/> Other mixed*	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Chinese
<input type="checkbox"/> <b>OTHER ETHNIC GROUP</b>	*please specify: _____		<input type="checkbox"/> Other Asian*

**IMPORTANT – PRE-REQUISITES**  
 I am aware of the pre-requisites required for the award I wish to take, and enclose copies as appropriate.

<input type="checkbox"/> Proof of Relevant Star Award Training	<input type="checkbox"/> Registration Fee
<input type="checkbox"/> First Aid Award	<input type="checkbox"/> Relevant Safety Training

Assessment to be completed by .....

To be signed by Assessor..... Date.....

**CANDIDATE DECLARATION- MUST BE COMPLETED**

By signing this application, I confirm I have read, understood and accept all of 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.

**SIGNATURE:** .....

**PRINT NAME:** .....

**DATE:** .....

**DISCLOSURE:** Criminal record checks are no longer linked directly to coaching qualifications. However, as a paid or volunteer Leader/instructor/ supervisor you may be legally required to carry out a Disclosure and Barring Service (DBS) check 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 Leadership Registration Form are outlined on page 1. These fees relate to administration, resources and licensing requirements. Cheques are to be payable to your Home Nation Association. **IMPORTANT:** A separate course/ tutor fee may be applicable, which is charged and paid to the course provider directly.

**DATA PROTECTION:** British Canoeing and its Home Nation Association will use your personal data including sensitive personal data for coach education purposes only and to send you, by post/email/SMS, information related to those purposes. To help us raise funds for Paddlesport, British Canoeing may send you information about our offers (e.g. tickets, products) and about offers from carefully selected third parties, by post/ email/ SMS.

By returning this form we will assume you have consented to this, unless you tick this box: . British Canoeing may also 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:

**POLICIES:** British Canoeing have endorsed the following policies and as such all coaches should read, endorse and abide by the following which can be found on your Home Nation website.

**State of Physical Competence**  
**Duty of Care Policy**

**Child Protection Policy**  
**Manual Handling Policy**

**Equal Opportunities Policy**  
**Coach Update Policy**

**Insurance Policy**  
**Code of Ethics Policy**

**DECLARATION STATEMENTS:**

- ✓ \*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/ instructor and or my ability to be responsible for the overall safety of canoeists in my charge.
- ✓ \*I agree that I will inform the British Canoeing 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 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 British Canoeing Head of Coaching and Qualifications.
- ✓ I have read and agree to abide the British Canoeing policies listed above.
- ✓ 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 while ever 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<sup>^</sup> to undertake the 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 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 Leader, I have responsibility to protect and use the intellectual properties of British Canoeing for their intended purposes only.
- ✓ By signing the Candidate Declaration on page 1, I agree that I understand and accept all of 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 Leadership award. 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 qualification.*

*<sup>^^</sup> or Welsh if the course is advertised/delivered through Welsh language.*

**PLEASE ENSURE YOU HAVE READ AND AGREE WITH ALL OF THE ABOVE BEFORE SIGNING THE CANDIDATE DECLARATION ON PAGE 1.**

Return the completed and signed form along with the appropriate monies and supporting documentation to **your Home Nation Association.**

British Canoeing: National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU or via e-mail to [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@cni.org.uk](mailto:office@cni.org.uk)