

Introduction

Anyone wishing to pursue a Coaching Qualification or Leadership Qualification is required to centrally register with the appropriate Home Nation Association (British Canoeing, Canoe Wales, Scottish Canoe Association, Canoe Association of Northern Ireland)

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

Online registration

Candidates in Scotland can register online. Log in to SCA Portal and click on Registrations. Steps 1-3 above can be completed easily online with automated pre-requisite checking. If we are able to confirm your pre-requisites automatically the registration certificate (instead of a CR Form) will be emailed instantly allowing you to proceed to book a course.

Applicable Qualifications

Registration is required for the following British Canoeing courses, Registration supports your learning journey in many ways, including giving you access to resources and recording your journey with your Home Nation Association to prompt regular communication.

[Paddlesport Instructor](#)

[Coach Award eg; Advanced Sea Kayak Coach, Freestyle Coach](#)

[Performance Coach Core Training](#)

[Performance Coach Discipline Specific Training](#)

[Discipline Support Module eg; Slalom, Freestyle](#)

[Paddlesport Leader Award](#)

[Moderate Water Leader Award eg; Sea Kayak Leader, Surf Leader](#)

[Advanced Water Leader Award eg; White Water \(Advanced\) Kayak Leader](#)

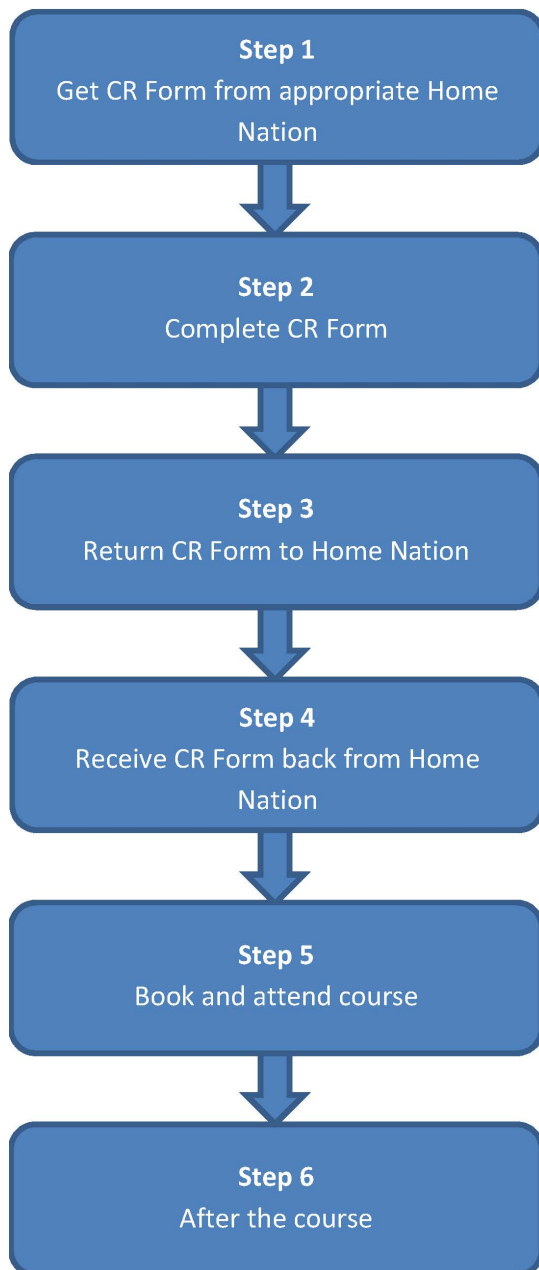
[Raft Guide eg; Stadium Raft Guide](#)

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 should allow at least 14 working days.

Short Notice Registrations

Requests for registration inside the 14-working day requirement will be considered and processed where possible, however success cannot be guaranteed and planning the appropriate amount of time in to registering for the qualification is strongly recommended.



Step 1

Candidates register with the Home Nation Association of which they are a member. It is possible to register during the Paddlesport Instructor Course and at any stage of the Coach Award journey (prior to assessment) however it is recommended you register early in your development journey to access resources.

Step 2 – Complete the Candidate Registration (CR/LR) Form

CR/LR forms are available from your Home Nation Association; Downloaded from their Website
Requested by telephone, in writing or by e-mail.

The form should be fully completed – if you are not able to complete a section of the form contact your Home Nation Coaching Advisor for support.

Step 3 – Return the CR Form to the appropriate Home Nation Association

When returning the registration forms, you should enclose;
The correct fees (**if paying by cheque**) (as stated on the CR Form)
Photocopies of any prerequisites not already recorded on the candidate's membership record
The fully completed and signed CR form
Payment or indication you would like to be contacted for payment

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. Authorised CR Forms are valid for the timeframe written on the CR/LR Form. (between 12 and 36 months' dependant on the qualification)

Step 5 – Book and attend Course

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

Step 6 – After the Course

After attendance on the course, the Provider 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/LR Form is returned to the candidate with further instructions.

Useful Addresses

Canoe Association of Northern Ireland
Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast BT6 8DN
Tel: 02890738884
Email: office@cani.org.uk
Website: www.cani.org.uk

British Canoeing
National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottinghamshire NG12 2LU
Tel: 0845 370 9500
Email: coaching@britishcanoeing.org.uk
Website: www.britishcanoeing.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