

For use by candidates in Scotland Only

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.

Alternatively, save time by completing the registration process online at www.canoescotland.org/self-service

CHEQUES MUST BE PAYABLE TO THE Scottish Canoe Association, tick here if you would like to be contacted by phone to make a credit / debit card payment.

ALL CANDIDATES MUST HOLD SCA FULL MEMBERSHIP

Forename: Surname: Permanent Address: Postcode:	Tel (H): _____ (M): _____ Email: Date of Birth: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female SCA Membership No:
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Scottish Qualifications Authority SCN Number (if known):

TYPE OF COURSE TO BE UNDERTAKEN	REGISTRATION FEE
<input type="checkbox"/> LEVEL 1 Certificate in Coaching Paddlesport	£45.00
<input type="checkbox"/> LEVEL 2 Certificate in Coaching Paddlesport –BOAT/BANK*	£45.00
<input type="checkbox"/> LEVEL 2 Transfer Course- BOAT BASED / BANK BASED *	£45.00
<input type="checkbox"/> LEVEL 3 Core Training	£17.50
<input type="checkbox"/> LEVEL 3 Discipline Specific Training** State below	£39.00
<input type="checkbox"/> Discipline Support Module ** State below	£17.50
<input type="checkbox"/> Moderate Water Endorsement** State below	£17.50
<input type="checkbox"/> Advanced Water Endorsement** State below	£17.50



****State Discipline:**

Do you consider yourself to have a disability? **I consent to this information being stored**

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.

ETHNIC ORIGIN

WHITE: <input type="checkbox"/> Scottish <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other* <input type="checkbox"/> CHINESE <input type="checkbox"/> OTHER ETHNIC GROUP	MIXED: <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> Other mixed* *please specify:	BLACK / BLACK BRITISH: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black*	ASIAN / ASIAN BRITISH: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian*
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IMPORTANT – PRE-REQUISITES

I am aware of the pre-requisites required for the award, and enclose copies as appropriate (if not already held on SCA records).

Registration Fee Appropriate Level Coach Award First Aid Award Relevant Star Award Relevant Safety Training

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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<p>CANDIDATE DECLARATION- MUST BE COMPLETED</p> <p><input type="checkbox"/> By signing this application, I confirm I have read, understood and accept all of the information provided on Page 1 and 2.</p> <p><input type="checkbox"/> I confirm I have read and accept the Declaration Statements on Page 2.</p> <p><input type="checkbox"/> I confirm that this application has been completed honestly and accurately.</p>	<p>SIGNATURE:</p> <p>PRINT NAME:</p> <p>DATE:</p>
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SQA: Scottish Candidate Numbers

Scottish Candidate Numbers (SCNs) are allocated to candidates by SQA. This number is a unique candidate identifier and is required for SQA registration and entry purposes. If you think that you have previously been allocated a SCN by the SQA, this 9 digit number will appear on any SQA Certificates you may hold. If you cannot find your certificates, your SCN can be checked for you (using your name, date of birth and address) by calling the SQA Customer Contact Centre on 0845 279 1000. Please inform the SCA (office@canoescotland.org / 0131 317 7314) as soon as possible once your SCN becomes known to you. Alternatively, we can track an existing SCN by using your name, date of birth and address / previous addresses.

FEES: The fees payable with the Coaching Registration Form are outlined on page 1. These fees relate to administration, resources and licensing requirements. **IMPORTANT:** A separate course/ tutor fee may be applicable, which is charged and paid to the course provider directly. Cheques are to be payable to the Scottish Canoe Association.

DATA PROTECTION: British Canoeing and Scottish Canoe 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. Your information will also be sent to the Scottish Qualifications Authority, and its handling agent (Scottish Rugby Union) in order to register your award.

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	Child Protection Policy	Equal Opportunities Policy	Insurance Policy
Duty of Care Policy	Manual Handling Policy	Coach Update 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 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.
- ✓ I have read and agree to abide by the British Canoeing Coaching Code and 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.
- ✓ 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 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 level]
- ✓ I understand that I am required to engage in the course and all that it requires through the medium of English^{^^} language. I declare that English^{^^} is my first language or that my English^{^^} 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, 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/ Assessor, I will be required to meet CPD requirements as per the procedure within my Home Nation Association, providing evidence that I have been active and have the stated updating workshops and forums.
- ✓ 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 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 qualification.*

[^]If you are enclosing recently obtained Star Test pass slips with this form please ensure the correct money is enclosed

^{^^} 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:

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