



# BCU COACHING SERVICE

BCU AWARDS

# CR Form

## COACHING QUALIFICATIONS REGISTRATION FORM

For use by Candidates in England, Wales, and Northern Ireland

PLEASE COMPLETE ALL SECTIONS ON THIS FORM - SEE NOTES FOR GUIDANCE. ON COMPLETION OF IT, PLEASE RETURN THE FORM ALONG WITH ALL MONIES AND RELEVANT INFORMATION TO YOUR NATIONAL ASSOCIATION COACHING OFFICE.

Forename .....

Surname .....

Permanent Address .....

Post Code .....

Telephone (H).....(M).....

Email .....

Date of Birth .....

Gender Male / Female

Club .....

I would like to receive information electronically ☐  
(Some hard copy supporting information may be charged for)

Membership No:

Canoe England ☐  
WCA ☐  
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 ?

White White - British ☐  
White - Irish ☐  
White - Other ☐

Black or Black British Black Caribbean ☐  
African ☐  
Other Black ☐

Mixed White & Black Caribbean ☐  
White & Black African ☐  
White & Asian ☐  
Other Mixed ☐

Chinese or Other Ethnic Group Chinese ☐  
Other Ethnic Group ☐

Asian or Asian Indian ☐  
British Pakistani ☐  
Bangladeshi ☐  
Other Asian ☐

Prefer not to say ☐

Unknown ☐

### TYPE OF COURSE TO BE UNDERTAKEN

- ☐ LEVEL 1 Certificate in Coaching Paddlesport  
☐ LEVEL 1 Transfer Course - BOAT Based  
☐ LEVEL 1 Transfer Course - BANK Based  
☐ LEVEL 2 Certificate in Coaching Paddlesport - BOAT Based  
☐ LEVEL 2 Certificate in Coaching Paddlesport - BANK Based  
☐ LEVEL 2 Transfer Course - BOAT Based  
☐ LEVEL 2 Transfer Course - BANK Based  
☐ LEVEL 3 Core Training  
☐ LEVEL 3 Discipline Training  
☐ Discipline Supporting Module  
☐ Moderate Water Endorsement

Discipline:

### Important - Candidates Please Note

I am aware of the prerequisites required for the award I wish to take and enclose copies as appropriate.

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

#### Registration Fees:

Level 1 - £39 BCU Comprehensive Members / £55 Non-members  
Level 2 - £39 BCU Comprehensive Members  
Level 1 and Level 2 Transfer - £39 BCU Comprehensive Members  
Level 3 Core Training - £17.50 BCU Comprehensive Members  
Level 3 Discipline Training - £39 BCU Comprehensive Members  
Moderate Water Endorsement - £17.50 BCU Comprehensive Members  
Discipline Supporting Module - £17.50 BCU Comprehensive Members

Please remember to make all cheques payable to your Home Nation Association

Training

to be signed by Training Provider

Date...../...../.....

Assessment

to be signed by Assessor

Date...../...../.....

When the form is completed and the declaration on the reverse signed please return to your National Association Coaching office:

Canoe England: 18 Market Place, Bingham, Nottingham, NG13 8AP

WCA: Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU

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

Candidates in Scotland are requested to complete the SCA CR Form, available from [www.canoescotland.com](http://www.canoescotland.com)

**CRIMINAL CONVICTIONS**

Do you have any Criminal Convictions, Cautions or Reprimands? Yes ☐ No ☐  
(N.B. any convictions, cautions or reprimands, including those that are spent, should be declared)

If yes please state, with date:

(Your application may be processed more quickly if you attach a separate sheet outlining the nature and circumstances of any convictions/cautions)

**Disclosure (applicable to members of Canoe England, Canoe Wales, and CANI);** For the BCU Level 2 Certificate in Coaching Paddlesport, you will be required to complete an enhanced CRB or equivalent disclosure before assessment / qualification through the BCU. This is because the role for which you will qualify may involve working with children and vulnerable adults. If you are a 'volunteer' coach there is no charge for this, however, for non-volunteers the CRB does make a charge for disclosure. For more information, please see the BCU's Child Protection and CRB policy information. This can be found on your Home Nation Association website. Alternatively you can request a copy by email stating your name and membership no.

"If I am unable to obtain a CRB certificate prior to assessment I understand that I will not receive my qualification certificate until a satisfactory CRB is returned. If the CRB is returned after the commencement of the course and is unsatisfactory I will not receive the qualification certificate and I will not receive a refund of fees";

**FEES;** The fees payable with your registration application are outlined in the attached information. These fees relate to administrative, resource and licensing requirements, they do not include any element of course / tutoring fee. These are charged by and paid to your course provider.

**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.

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 Presumed Physical Competence', printed on the back of this form. I do not currently have any condition which might impair my ability to function effectively as a coach/instructor 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 do not have a criminal record with regard to offences against young people, and agree to the BCU/CANI/WCA actioning a CRB / Police check in that respect. I also agree to notify the above if I gain a criminal record, at any time in the future.
3. 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.
4. Prerequisite Requirements - I confirm that I currently hold the prerequisites to undertake the Coaching award applied for above and enclose photocopies as proof. (If you are enclosing recently obtained Star Test pass 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 coaching level).
5. I acknowledge that in my role as a BCU Coach I have a responsibility to protect and use the intellectual properties of the BCU for their intended purposes only.

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.

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

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. 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.

**The APL / APEL Guidelines are available from BCU Awarding upon request.**

## The Coaching Code

**Candidates who have signed the CR Registration Form for a course leading to a BCU qualification have agreed to the following:**

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

**Statement of Physical Competence / Duty of Care / Code of Ethics  
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 and for your coaching qualification to remain valid. (BCU UKCC Level 1 Coaches are not required to hold a first aid award, but are highly recommended to do so).

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. In some instances it will be necessary to undergo a Criminal Records Bureau check with regard to offences against young people.

Every three years as a Coach and also as an Assessor, you will be required to 'revalidate' as per the procedure within your National Association, giving evidence that you have been active and have attended the stated updating workshops and forums.

## 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 qualification.

If you are unable to sign the Statement of Physical Competence, and need to declare a disability, please send a SAE to the BCU coaching office for a copy of the medical declaration policy and return with this the required form.