

# Humber Canoe Association

## BCU Level Two Coach Training Course

(UKCC endorsed)

### Dates:

Time	Venue	Saturday	Sunday
09:00 – 17:00	Ancholme Leisure Centre Scawby Brook Brigg North Lincolnshire DN20 9JH	4 <sup>th</sup> Sept 2010	5 <sup>th</sup> Sept 2010
09:00 – 17:00	Ancholme Leisure Centre Scawby Brook Brigg North Lincolnshire DN20 9JH	16 <sup>th</sup> Oct 2010	17 <sup>th</sup> Oct 2010

### To book your place on the course you must:

1. Register with the BCU at least 28 Days (more is better) prior to the course. Send the CR form with the appropriate fee to the BCU.
2. Send in the attached booking form with the appropriate course fee to the course organiser.

\*Please note candidates **will not** be accepted at the start of the course without registering with the BCU prior to attending the course.

### Registering with the BCU

BCU Fees are payable direct to the BCU at the time of filling in your CR Form:  
BCU fees are: Members £39.00. Non- members £55.00

### Course Fees

The cost of this four-day course is: £ 275.00 and cheques should be made payable to: **Humber Canoe Association** (See below for HCA discounted rate and attached funding agreement for details of full course costing)

**Course Director** Scott Bradley – [scott.bradley@canoe-england.org.uk](mailto:scott.bradley@canoe-england.org.uk)  
07794 051278

### Course Details

This course is run as a modular basis over two weekends and is open to both Bank based coaches and Boat based coaches (You are required to attend all modules). A fleet of boats is available; you can / may wish to bring your own.

### Pre-requisites

**Relevant Star Award:** 2 Star in Canoe and Kayak, or Paddlepower Discover AND 3 Star in any discipline (Boat-based applicants only)

**Relevant Safety Training:** Foundation Safety and Rescue  
or Canoe Safety Test (if achieved prior to 01/01/09)

**First Aid Award:** n/a

**Registration Fee:** £39 for BCU Comprehensive Members

**Appropriate Level Coach Award:** BCU UKCC Level 1, or 'old' BCU Level 2 Trainee or above

**Age:** 17 years of age, or older

**Please Note:** This course is very relevant to BCU level 2 & 3 coaches wishing to update their skills

## Course Booking Form

Course: **BCU/UKCC Coach Level Two**

Course Number: 0103

Course Dates: 4&5 Sept 2010 - 16&17 Oct 2010

Course Fee : £275.00 **Volunteer Rate £175.00 (HCA Volunteer Rate £100)**

Name..... BCU Number.....

Address.....

.....

.....

DOB ..... Age as at 4<sup>th</sup> September 2010 .....

Phone  
(Day).....(Evening).....

Email.....

Please list any BCU star tests, safety tests, First Aid or BCU coaching awards, or other governing body coaching awards you may hold if any.

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Please return this booking form to: **Humber Canoe Association**  
**C/o Stuart Teal**  
**8 Fishemore Avenue Hessle**  
**East Yorkshire HU13 9JS**  
**Tel No: 07903 545 009**

Along with a cheque payable to: **Humber Canoe Association.**

\*Please ensure that you have registered with the BCU and have a stamped CR form (downloadable from BCU website). This is required for the first day of the course.

## **Notice to All Candidates:**

### House Keeping & Catering

The course will be held at the Ancholme Leisure Centre, Scawby Brook, Brigg, North Lincolnshire DN20 9JH. We will have access to a small fleet of boats, but please remember to bring along your personal paddling kit along for all sessions.

The leisure centre has a café for the purchase of drinks and snacks. You may wish to bring a packed lunch with you on each day.

### **Funding/ Grants**

This course is funded supported by the HCA and the Yorkshire and Humber region to support volunteer coaches. See note below.

In order to reduce the administrative burden to the HCA, we now support this event in the following way. Any candidate resident in the Humberside County Sports Partnership boundary will be eligible for the course at the HCA supported rate of £100.00. Proof of residence may be required. The HCA will not consider any application for additional grants arising from this course.

All other volunteer coaches / candidates will be required to pay the non HCA rate of £175.00. Non-volunteer coaches will be required to pay the full cost (non supported) cost of £ 275.00.

Other support/funding may be available, please ask your club's coaching officer.

### Y&H Coaching Agreement (applies to all Volunteer Candidates)

As this course receives support from the HCA, BCU Yorkshire Regional Development Team, the BCU Yorkshire coaching panel and BCU paid staff. Each candidate is required to sign and uphold a Yorkshire Regional Development Team (YRDT) coaching course funding agreement. (A copy of this agreement is attached)

It is the intention of the agreement to encourage local volunteer coaches to access the BCU coaching scheme at a reduced cost, ensuring the coaches, the clubs & the BCU (including its wider membership) get best value.

### Additional Information

<http://www.canoe-england.org.uk/tests-i-awards/coaching-qualifications-courses/bcu-i-ukcc-level-2/>

Map: <http://www.multimap.com/s/Aw5pD3r6>

### Further Questions

The course is organised by the Humber Canoe Association in association with the Yorkshire Regional Development Team. If you have any questions regarding this course please contact your club coaching officer, or the course Director, or Stu Teal.



# BCU COACHING SERVICE

# CR Form

BCU / CANI / SCA / WCA AWARDS

## COACHING QUALIFICATIONS REGISTRATION FORM

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 .....

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	<input type="checkbox"/>
WCA	<input type="checkbox"/>
SCA	<input type="checkbox"/>
CANI	<input type="checkbox"/>

Do you consider yourself to have a disability? Yes / No If yes, what is the nature of your disability?

Visual  Learning  Hearing  Multiple

Physical  Other  Prefer not to say

If declaring a disability please refer to the BCU Medical declaration policy and complete and return with this form a medical declaration

### What is your ethnic group?

White	White British	Black or Black British	Black Caribbean	<input type="checkbox"/>
			African	<input type="checkbox"/>
			Other Black	<input type="checkbox"/>
Mixed	White & Black Caribbean	Chinese or Other Ethnic Group	Chinese	<input type="checkbox"/>
	White & Black African		Other Ethnic Group	<input type="checkbox"/>
	White & Asian			
	Other Mixed			
Asian or Asian British	Indian	Prefer not to say	<input type="checkbox"/>	
	Pakistani		<input type="checkbox"/>	
	Bangladeshi	Unknown	<input type="checkbox"/>	
Other Asian	<input type="checkbox"/>			

### TYPE OF COURSE TO BE UNDERTAKEN

Certificate in Paddlesport Coaching LEVEL 1

Certificate in Paddlesport Coaching LEVEL 2

### Important - Candidates Please Note

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

Relevant Star Award

Canoe Safety Test

First Aid Award

Relevant Fee

If applying for Level 3 or above also enclose relevant Pre-req Coach Award

# Assessment

to be signed by assessor

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  
 SCA: Caledonia House, 1 Redheughs Rigg South Gyle, Edinburgh, EH12 9DQ  
 CANI: Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast BT6 8DN

**BCU COACHING QUALIFICATIONS APPLICATION FORM****CR Form****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).

**CRB Disclosure** - Please note that you will be required to complete an enhanced CRB or equivalent disclosure before assessment / qualification. 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 at [www.bcu.org.uk](http://www.bcu.org.uk), or on your own home nation 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. For further details please see [www.bcu.org.uk/privacy](http://www.bcu.org.uk/privacy).

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/SCA/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 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.
4. **Pre-Requisite Requirements** - I confirm that I currently hold the pre-requisite tests to undertake the Coaching award applied for above and enclose photo copies as proof. If you are enclosing recently obtained Star Test/Canoeing Safety Test/Aquatic First Aid Test slips with this form please ensure the correct money is enclosed  
(Refer to the guidance notes and syllabi supplied to clarify pre-requisite requirements of each coaching level)

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 the course material 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 APEL. Evidence may be acquired through additional study, employment, or voluntary work that relates to the units within the BCU Level 1 Certificate in Coaching Paddlesport. 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 an application 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 these:

**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.

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 as a level 1 coach and as a level 2 coach it will be necessary, as a BCU coach, 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 fulfill all the requirements, both stated and implicit, for the holding of a coaching qualification. Please send a SAE to the BCU coaching office for a copy of the policy statement giving terms of reference under which qualifications may be awarded or continue to be held.



Flow Chart – Attaining a BCU Certificate In Paddlesport Coaching

