NOTES FOR CANDIDATES WISHING TO APPLY TO BECOME A BCU LEADER

October 2013

Introduction

BCU Leadership Award training can be accessed by anyone wishing to gain leadership knowledge or experience and holding the necessary training pre-requisites. The BCU Leadership awards are NOT coaching awards and are not suitable for introducing beginners to the sport.

Anyone intending to become a BCU Leader will be required to centrally register with a BCU Awarding Delivery Centre (Canoe England, Canoe Wales, Scottish Canoe Association (SCA), Canoe Association of Northern Ireland (CANI)) **before assessment**. **Unlike the coaching awards, Candidates are not required to register prior to training for leadership awards**.

Registration will be required at each leadership level and in each discipline.

The registration process verifies that the candidate holds the appropriate pre-requisites for assessment. See the separate list of registration prerequisites.

- Candidates residing in England and having an English postal address will register with the Canoe England Coaching office.
- Candidates residing in Wales and having a Welsh postal address will register with Canoe Wales.
- Candidates residing in Northern Ireland and having a Northern Ireland postal address will register with CANI.
- Candidates residing in Scotland and having a Scottish postal address will register with the SCA.
- Candidates residing in North America (USA/Canada/Mexico) will register with BCU North America.
- Candidates from elsewhere overseas can chose any of the above organisations to register with.

See back page of this document for address details.

While initial registration should take place with the Coaches Home Nation Association, they are at liberty to take up courses outside of the association area.

Candidates who are not members of an association when registering are not required to become members, but instead pay an increased registration fee. Candidates are encouraged to join their Home Nation to take full advantage of the benefits including third party liability insurance for comprehensive members.

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On receipt of registration forms the Home Nation Association office will, if all prerequisite requirements are met, authorise candidates to progress to a suitable assessment course of their choice. Candidates can apply to any leadership assessment course, as listed in BCU and Home Nation Publications or on the BCU or Home Nation Website(s).

The registration is valid for a period of 12 months.

Prerequisites

In order to register to attend an assessment towards a leadership qualification it is necessary to meet specific prerequisites. See document “BCU Coach and Leadership Registration Prerequisites” or the course syllabus - both available from the BCU or Home Nation Association Websites.

BCU Regional Coaching Officers (RCOs) and Local Coaching Officers (LCOs) can put the enquirer in touch with a local Training Director or Assessment Director. Details can again be found on the BCU and Home Nation Websites.

ASSESSMENT

The content, structure and timing of 4 and 5 star leader assessments are detailed in the course syllabus.

Candidates whose assessment is unsuccessful may be able to extend their trainee status via an agreed action plan, agreed between themselves and their assessor at the time of assessment.

FEES

Members = £12 – For current BCU members, the fee for Leadership Registration is £12 and includes the administration cost, and certification following successful completion of the course.

Non-members = £25
Candidates who wish to apply for membership at the time of registering and benefit from the member rate can do so by completing a membership form and enclosing the current membership fee and registration fee together.

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CENTRAL REGISTRATION - PROCEDURE

The procedure for registering with the Home Nation Association and the process for taking up a course are outlined below. It is important that Candidates read these notes and follow the procedure as outlined.

The relevant Leadership Registration Form (LR Form) should be filled in as indicated in candidate step 2. This form will be used to access 4 or 5 star leader assessment and will be returned to the candidate stamped. Note: candidates can only register using an LR form when they hold all necessary pre-requisites, including relevant 4 or 5 star leader training.

N.B. Declarations - Please be sure to read the 'Statement of Presumed Physical Competence' within the LR form. Leaders also need to appreciate their responsibilities in terms of keeping First Aid certification up to date.

CENTRAL REGISTRATION STEP-BY-STEP GUIDE

CANDIDATE STEP 1
Registration forms are available on BCU and Home Nation websites. Alternatively request an application form to register at required level from the Home Nation Association by telephone, in writing or e-mail.

Such enquiries would initiate the following response from the contacted Home Nation Association...

OFFICE STEP 1
Send out information pack:

- LR Form (Including Statement of Presumed Physical Competence)
- Membership form (for non members)
- BCU Coaching and Leadership Prerequisites document

Training Directors contacted directly are required to ensure that candidates contact the relevant Home Nation Association (website or office) to obtain the latest form.

CANDIDATE STEP 2
The candidate should complete the appropriate LR form, confirming that they have all the prerequisites required for the level for which they are seeking registration and that they have read the Statement of Presumed Physical

Competence and First Aid requirements. When returning the registration forms the candidate should enclose photocopies of all certificates and logbooks required as prerequisite evidence. In the case of 5 Star Leader assessments, the 'previous experience' pre-requisite will be verified by the assessor.

Evidence of 4 or 5 star leader training may take the form of an invoice/receipt, attendance certificate, letter from course provider or similar.

The candidate should then return the LR form (with photocopies **of certificates as appropriate)** and membership form (if chosen) along with any membership and registration fees due to the Home Nation Association.

Receipt of this information will initiate the following response from the contacted Home Nation Association....

OFFICE STEP 2
On receipt of the returned LR form the office will...

- Check the details on returned LR Form
- Check prerequisites are recorded on the coaching database

If prerequisites and money paid are correct, the LR Form will be returned to candidate stamped and verifying that approval to undertake assessment at the level applied for has been granted. This LR form should be placed by the candidate into his / her Logbook.

This will be valid for 1 year (failure by the candidate to adhere to the requirements of the Declaration box on LR form will invalidate this approval).

If prerequisite details cannot be verified registration will not be made, the candidate will be informed that approval to take the assessment course cannot be given and the money returned.

CANDIDATE STEP 3
Once the candidate is in receipt of the appropriate LR form (stamped), they should identify an appropriate course, contact the Assessor and arrange to attend. To avoid disappointment from either full or cancelled courses candidates are requested to make these arrangements well in advance (at least 4 weeks). See the BCU or Home Nation Publications for details of courses.

Candidates should take their Logbook and their LR form to the course along with their membership card and hard copies of all certificates required as prerequisites.

Assessors will not be in a position to take candidates on courses if they fail to bring these documents with them.

OFFICE STEP 3
Following an assessment course the Home Nation Association Office will receive from the Assessor the course schedule and the candidate LR forms. The office will then issue successful candidates with a certificate at the qualifying level.

Registration forms for the next level will not, however be issued. Candidates will need to initiate the next level themselves.

CANDIDATE STEP 4 - The Way Forward
Successful completion of a leadership level will entitle candidates to progress up the coaching or leadership ladder as desired.

Useful Addresses:

BCU Awarding, 18 Market Place, Bingham, Nottingham, NG13 8AP. Tel: 08453709500: coaching@bcu.org.uk

BCU North America, 320 W. Saugerties Rd., Saugerties, New York 12477, Info@BCUNA.com

Home Nation Associations:

Canoe England Coaching Office, 18 Market Place, Bingham, Nottingham, NG13 8AP. TEL: 08453709500: coaching@bcu.org.uk

Canoe Wales, Frongoch, Bala, Gwynedd LL23 7NU. Fax: 01678 521158: Tel 01678 521199, admin@canoewales.com

Scottish Canoe Association, Caledonia House, 1 Redheughs Rigg South Gyle, Edinburgh EH12 9DQ. Tel: 0131 317 7314: coaching@canoescotland.org

Canoe Association of Northern Ireland, Unit 2 Rivers Edge, 13-15 Ravenhill Rd, Belfast BT6 8DN, Tel: 0870 240 5065: office@cani.org.uk