

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.

IMPORTANT: CANDIDATES ARE REQUIRED TO REGISTER PRIOR TO ASSESSMENT AND ARE NOT REQUIRED TO REGISTER PRIOR TO 4 OR 5 STAR LEADER TRAINING. REGISTRATION IS VALID FOR 12 MONTHS. YOU MUST HOLD HOME NATION MEMBERSHIP.

Forename:	Tel (H):	(M):
Surname:	Email:	
Permanent Address:	Date of Birth:	
Postcode:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
	SCA Membership No:	

Date of Course (if known):

TYPE OF COURSE TO BE UNDERTAKEN	REGISTRATION FEE	
<input type="checkbox"/> Paddlesport Leader	£39.00	
<input type="checkbox"/> 4 Star Leader (Moderate Water Leader) ** State below	£39.00	
<input type="checkbox"/> 5 Star Leader (Advanced Water Leader) ** State below	£39.00	
	£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:	MIXED:	BLACK / BLACK BRITISH:	ASIAN / ASIAN BRITISH:
<input type="checkbox"/> Scottish	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> British	<input type="checkbox"/> White & Asian	<input type="checkbox"/> African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other Black*	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Other*	<input type="checkbox"/> Other mixed*		<input type="checkbox"/> Other Asian*
<input type="checkbox"/> CHINESE			
<input type="checkbox"/> OTHER ETHNIC GROUP	*please specify:		

IMPORTANT – PRE-REQUISITES

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

<input type="checkbox"/> Proof of Relevant Star Award Training	<input type="checkbox"/> Registration Fee
<input type="checkbox"/> First Aid Award	<input type="checkbox"/> Relevant Safety Training

Assessment to be completed by.....
(To be signed by Assessor)

Date:

<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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FEES: The fees payable with the Leadership 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.

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