

## Scope

These guidance notes are intended for British Canoeing Coaches (both UK and overseas based) who wish to use their provider status outside of the UK or the Republic of Ireland to deliver the following awards:

- British Canoeing Level 1, 2, 3 Coach Awards
- British Canoeing 1, 2 and 3 Star Awards
- British Canoeing 4 and 5 Leadership Awards
- British Canoeing Moderate and Advanced Water Endorsements
- British Canoeing Foundation and Intermediate Modules
- British Canoeing Safety and Navigation Training
- British Canoeing Discipline Support Modules

## Introduction

British Canoeing Awards are held in high regard within the worldwide paddlesport community and there is a demand from foreign nationals who wish to enjoy the benefits of membership. There has not previously been any formal regulatory system in place to protect the reputation of British Canoeing and its awards.

## Requirements

**Coaches/course providers resident in the UK (or Republic of Ireland):** The table in Appendix 1 outlines the requirements for coaches/course providers normally resident in the UK (based on the address listed on their Home Nation record).

**Coaches/course providers resident outside the UK (or Republic of Ireland):** The table in Appendix 2 outlines the requirements for coaches/course providers resident outside UK. All coaches/course providers must demonstrate compliance with the British Canoeing Coach Update requirements and any moderation/minimum delivery requirements are the same as any UK resident coach. It would be the coach's responsibility, with British Canoeing advice, to ensure that this is the case.

It should be noted that coaches/course providers resident outside UK will only be authorised to run courses in their own country of residence and where this does not conflict with existing provision in that country.

## Candidate Fees

Additional candidate fees apply for overseas courses. While British Canoeing is keen to see the continued development of paddlesports worldwide and support members working overseas, it must be recognised that British Canoeing and the Home Nation Associations are financially supported by the various UK Sports Councils and commercial companies alike. It would be inappropriate to use that funding to subsidise other paddlers outside of the UK. In addition, there are additional costs associated with posting registration and certification materials to overseas addresses.

## Current Fees

	UK (or Republic of Ireland) Resident		Overseas Resident	
	Member	Non member	Member	Non member
Coach Registration - Level 1, Level 2, Level 2 Transfer	£45.00	N/A	£70.00	N/A
Coach Registration - Level 3 Discipline Specific Training	£39.00	N/A	£60.00	N/A
Coach Registration - Moderate & Advanced Water Endorsement, Level 3 Core, Discipline Support Modules	£17.50	N/A	£20.00	N/A
1 Star and 2 Star	£6.00	£7.00	£8.00	£9.00
3 Star	£12.00	£25.00	£14.00	£30.00
4 Star and 5 Star Leadership Registration	£39.00	N/A	£50.00	N/A
Safety and Navigation Training Foundation/Intermediate Modules	£5.00	£10.00	£7.00	£20.00

## Responsibilities and Procedure

British Canoeing's Performance and coaching award syllabi and their conditions of operation have been developed and written with the British natural environment in mind. In some situations coaching syllabi may not readily transfer to another country and that particular paddling environment. Therefore, it is imperative that coaches considering operating abroad are aware of, and understand the responsibilities that operating overseas brings.

## Insurance

Home Nation Association liability insurance normally covers members resident in the UK (including affiliated members of the Canoe Association of Northern Ireland resident in the Republic of Ireland) for coaching related activity overseas. Members are strongly advised to clarify cover with the Insurance company. Please note that non-UK residents are not covered.

British Canoeing, Canoe Association of Northern Ireland and the Scottish Canoe Association insurance cover is managed by Perkins Slade; whilst for Canoe Wales it's the Doodson Broking Group. Further details of the insurance cover provided, exclusions, requirements for the insurance to be considered valid, and the types of activities covered are provided by the insurance companies with contact details available on the Home Nation Websites. Perkins Slade has a specific website designated for British Canoeing (inc. CANI and SCA) members. This answers many of the frequently asked questions; [www.ps-bcu-insurance.com](http://www.ps-bcu-insurance.com).

## Contact Details

### British Canoeing

National Water Sports Centre,  
Adbolton Lane, West Bridgford,  
Nottingham, NG12 2LU.  
Tel: 0845 370 9500  
[coaching@britishcanoeing.org.uk](mailto:coaching@britishcanoeing.org.uk)  
[www.britishcanoeing.org.uk](http://www.britishcanoeing.org.uk)

### Canoe Wales

National White Water Centre,  
Frongoch, Bala,  
Gwynedd, LL23 7NU.  
Tel: 01678 521199  
[admin@canoewales.com](mailto:admin@canoewales.com)  
[www.canoewales.com](http://www.canoewales.com)

### Scottish Canoe Association

Caledonia House,  
1 Redheughs Rigg, South Gyle,  
Edinburgh, EH12 9DQ.  
Tel: 0131 317 7314  
[office@canoescotland.org](mailto:office@canoescotland.org)  
[www.canoescotland.org](http://www.canoescotland.org)

### Canoe Association of Northern Ireland

Unit 2 Rivers Edge,  
13-15 Ravenhill Road,  
Belfast, BT6 8DN.  
Tel: 0870 2405065  
[office@cani.org.uk](mailto:office@cani.org.uk)  
[www.canis.org.uk](http://www.canis.org.uk)

### British Canoeing International Delivery Centre

National Water Sports Centre,  
Adbolton Lane, West Bridgford,  
Nottingham, NG12 2LU.  
Tel: 0845 370 9500  
c/o [joanne.simpson@britishcanoeing.org.uk](mailto:joanne.simpson@britishcanoeing.org.uk)

## Appendix 1

Requirements for UK (or Republic of Ireland) resident British Canoeing coaches/course providers:

Course(s)	Primary Residence of Candidates	Special Requirements for Course Provider	Course Authorisation	Candidate Registration / Certification Fees
British Canoeing Level 1, 2 and 3 Coaching Awards.	UK (or Republic of Ireland) residents	Apply to Home Nation Delivery Centre for endorsement letter to existing Coach Educator Licence Agreement. This option is only available to Coach Educators who have had satisfactory QA visit.	Follow Home Nation authorisation procedure. Minimum 4 weeks notice required.	Candidates register with the Home Nation Delivery Centre where they are normally resident (i.e. the normal procedure). Registration packs will be sent to their UK address. Normal fees apply (with UK address).
	Non-UK resident	Apply to British Canoeing International Delivery Centre for endorsement letter to Coach Educator Licence Agreement. This option is only to those who have had satisfactory QA visit.	Apply to British Canoeing International Delivery Centre for authorisation Minimum 4 weeks notice required.	Candidates may join any British Canoeing Home Nation Association but should register (Coach Registration) with British Canoeing International. Additional candidate fees apply – see page 2.
3 Star Assessment. 4 or 5 Star Leader Training or Assessment. Safety and Navigation training. Foundation and Intermediate Modules. Moderate & Advanced Water Endorsement Training/Assessment Discipline Support Modules.	UK (or Republic of Ireland) resident	No special requirements	Via Home Nation	Normal fees apply (with UK address). Certificates (where applicable) will be sent to UK address.
	Non-UK resident	Apply to British Canoeing International Delivery Centre for permission.	Apply to British Canoeing International Delivery Centre for authorisation Minimum 4 weeks notice required.	Additional candidate fees apply – see page 2. Registration (where applicable) minimum 4 weeks.

## Appendix 2

Requirements for British Canoeing coaches/course providers resident overseas (not including North America and Republic of Ireland, which are covered by separate agreements):

Course(s)	Primary Residence of Candidates	Special Requirements for Course Provider	Course Authorisation	Candidate Registration / Certification Fees
British Canoeing Level 1, 2 and 3 Coaching Awards.	UK (or Republic of Ireland) resident	Apply for Overseas Coach Educator Agreement from British Canoeing (Costs of QA/IV visits to be paid by provider).	Follow Home Nation authorisation procedure. Minimum 4 weeks notice required.	Candidates register with the Home Nation Delivery Centre where they are normally resident (i.e. the normal procedure).
	Non-UK resident		Apply to British Canoeing International Delivery Centre for authorisation. Minimum of 4 weeks' notice required.	Candidates may join any British Canoeing Home Nation Association but should register (Coach Registration) with British Canoeing International. Additional candidate fees apply – see page 2.
3 Star Assessment. 4 or 5 Star Leader Training or Assessment. Safety and Navigation training. Moderate & Advanced Water Endorsement Training/Assessment Discipline Support Modules.	UK (or Republic of Ireland) resident	Apply to British Canoeing International Delivery Centre for permission.	Apply to British Canoeing International Delivery Centre for authorisation. Minimum of 4 weeks' notice required.	Normal fees apply (with UK address).
	Non-UK resident	Apply to British Canoeing International Delivery Centre for permission.	Apply to British Canoeing International Delivery Centre for authorisation. Minimum of 4 weeks' notice required.	Additional candidate fees apply – see page 2. Registration (where applicable) minimum 4 weeks.