

British Canoeing Coaching and Qualifications

Recruitment and Selection Guidelines

For the purpose of the guidelines:

Coaching and Qualifications can be defined as British Canoeing Coaching and Qualification Provider and Tutor roles.

Trainers can be defined as individuals that provide support to National Associations Coaching Managers in delivering British Canoeing UK programmes at National Association level.

Working Groups can be defined as specific groups that support the British Canoeing Head of Coaching and Qualifications in the development of awards, providing technical, educational, research and discipline specific advice.

Purpose

As part of British Canoeing Coaching and Qualifications open and transparent approach, this policy has been developed by the UK Coaching Groups to provide guidance as well as processes to ensure fair and reliable systems are adopted in the recruitment and selection of individuals applying for roles as providers and tutors for British Canoeing **Coaching and Qualifications** as well as establishing appropriate **working groups** and **trainers**.

The recruitment and selection process is to ensure British Canoeing has formal objective, transparent and methodical approaches and that applicants have confidence that their submission will be treated confidentially, fair and without prejudice.

Applications

- Applications for roles will be considered at a UK level, as well as a National and Regional level, to ensure appropriate demand is met. The UK Coaching Administration Group will conduct yearly workforce and demand reviews, ensuring appropriate recruitment and succession is planned.
- When applications are open, it will be made clear of the training requirements and continual commitment to remain current, as well as any fees involved.
- British Canoeing actively promotes all paddlers to apply and welcomes applications from women and minority groups who are currently under-represented within British Canoeing.
- All applications will be advertised openly through various mechanisms, ensuring that individuals are able to access and apply for roles. This will include British Canoeing and National Associations websites, social media and newsletters.
- Appropriate application times will be considered and made clear for each application process.

- No application will be accepted after the National Association application close deadline.
- Applications will be submitted either by digital means or by post.
- Additional help can be requested during the application phase if the forms are causing concerns and problems for individuals. The submission must still be completed within the application time frame.
- Full, clear and comprehensive criteria will be provided for individuals to be able to understand the standard, qualifications, experience and skill set required for each role.
- In exceptional circumstances National Associations may recruit individuals for specific roles but will ensure standardisation is carried through the UK Coaching Administration Group.

Selection

- Selection of individuals is made through various mechanisms, including application form statements, references, qualifications and awards held, and experience.
- Each applicant will be measured against criteria set and a scoring card. The criteria for all coaching, qualifications and working groups is set by the British Canoeing Awarding Body.
- Where appropriate applications will be blindly assessed against criteria. Names, gender, nor the number of providers, will be considered at selection.
- The selection team will consist of at least two people to ensure consistency.
- Cross National Association standardisation will be carried out to ensure UK wide consistency.
- Whether successful or unsuccessful, applicants will receive correspondence in the time frame stated on the application.
- On request, further feedback can be provided to individuals.
- Unsuccessful applicants will be made aware of the area(s) in which they were unsuccessful and how, if they want to, up skill. Unsuccessful applicants will also be made aware of other areas that their skills, experience and knowledge could be utilised.

The role

- The roles that individuals gain will be limited to the life of the award, as well as the need for the individual to ensure that they meet the minimal requirements of delivery and moderation set by the UK Coaching Administration Group. This ensures keeping to the standards required by British Canoeing.
- All roles are actively encouraged to support individuals requiring mentoring and observations as part of their provider/tutor development.
- The role holder is required to keep up to date with standards and processes from both British Canoeing and the Home Nations which ensures currency in their delivery.