



## **Guide to the Coach Licence Renewal Process**

### **(for Renewal Panel Members)**

#### **This should be read with the 'Guide to Renewal for Coaches'**

Please note, this guide may not cover every eventuality and does not replace the role of panels and the expectation of them to take reasonable decisions with integrity in the best interests of applicant coaches and the standing of the Archery GB coaching.

If circumstances arise which this, or the 'Guide for Coaches', does not cover and the panel is unsure how to proceed, the Chairman can seek advice from a higher panel rather than take an action that might alienate, or needlessly cause anxiety to, an applicant coach.

Remember, the first objective of any panel is to RENEW and thereby retain coaches who were trained at considerable effort to themselves and their tutors.

It is recommended that panel members, Chairmen in particular, should be experienced assessors and be given some training in dealing with the issues that could arise.

To paraphrase a quote from an insurance company's advertising, "To tell you the truth, we assume that our coaches will"!

#### **The process**

- Coaches should follow the instructions by sending pages 1 to 3 of the renewal form to their CCO or RCO. Senior Coaches to Senior Coach Renewal Panel Chairperson.
- The CCO (for Levels 1 & 2) or RCO (for County Coach) retains a copy, then sends the original document to the appointed Panel Chairman\* and advises the applicant the name of the chair of their renewal panel. (\*NOTE: CCO or RCO could also be the panel Chair)
- The Panel Chairman then sends copies to the other Panel members and advises the applicant that the panel has the forms.
- The Chairman should, without adding anything prejudicial, ask them for their comments by return.
- The Chairman may, in the meantime, seek confirmation or comments from Referees named on Page 1, if thought necessary.
- ALL enquiries must be channelled through the Chairman.

#### **The Panel should check the following on each page**

##### **Page 1**

- That all required fields on the form have been completed.
- That referee names are people that hold suitable positions of responsibility.
- That the details are consistent with any knowledge that the panel have of the applicant.

##### **Page 2 Work Record**

- The level and amount of work should be appropriate to the renewal grade being sought.
- Further details should only be needed if there is serious doubt about the information given or if it seems inadequate for the grade.
- A Referee index number should be entered for each activity claimed

### Page 3 CPD activity – not applicable to Level 1 Coaches

- Check the points claimed against the Matrix and calculation/addition if the form was completed manually.
- The points needed should be easily attainable over 3 years but if good cause is given (such as illness or absence overseas) you can still renew unconditionally if the shortfall is no more than the carry forward allowance for excess points. This should be noted, as such allowance cannot be made for consecutive renewals.
- The applicant should clearly describe the activity in column 2 rather than solely relying on the Activity Code. Dates or range of dates should be clear.
- A Referee index number should be entered for each activity claimed.

NOTE – There is space on Page 2 of Level 1 Coach renewal forms for information about any Personal Development undertaken. This will be needed if the coach plans to join a Level 2 course

### **Panel Renewal Pages (Panel Form 1 and Action Plan Form)**

The applicant may have seen copies of the pages for information but they are not now included with the application forms. The Panel Chairman should have the fillable versions of the pages, which are not available to applicants. Any Senior Coach or RCO should be able to supply the current version. When the Chairman has received comments from other Panel members that raise no objections to renewal and he/she is also satisfied that the details given satisfy the requirements, the other Panel members should be advised that unconditional renewal will be recommended.

### **Paperwork required**

Where possible, the Panel Chairman should use the fillable pdf of form CR03/03. The Chairman must enter the Name, Renewal Date and Archery GB No. at the top of the form and select one of the options:

- ‘Renew’ blanks the text for other options and the grade for renewal should be selected.
- ‘Action’ will also require form CR03A/03
- ‘Lower’ if you have agreed with the coach that they be renewed in a lower grade to their present one. Could also apply if a coach fails to complete Action Plan conditions.
- ‘Reject’ only if all efforts to bring the coach’s work record and CPD up to standard have failed and should not be taken lightly.

The renewal form should be completed and signed by the Panel Chairman (electronic signature can be used if the Chairman has the computer facility) and this should be sent, preferably by email, together with Page 1 of the applicant’s form to the Coaching Administration and Support Officer at Archery GB. Copies should be sent to:

- a. the coach
- b. the coach’s CCO (all grades)
- c. the coach’s RCO (County and Senior)

Please note, that to secure the Panel decision from accidental alteration when emailed, the forms will be locked when a digital signature is applied to either page – so this should be the last action when all fields have been completed. If the Chairman is unable to sign the form digitally it should be printed, signed manually and posted to the Coaching Administration and Support Officer at Archery GB.

**When complete, save the form naming it in this format:**

Surname/Grade/Year/Panel e.g. – Smith/L2/12/Exshire

**What to do in cases where members of the Panel agree that insufficient information and/or required CPD points is given.**

1. Chairman should ask the applicant to supply further details and/or enquire about mitigating circumstances.
2. The Chairman may also speak to given Referees or seek further information from the applicant's CCO, RCO or a Senior Coach from the same county if available.
3. If the work record/CPD is still short of the requirement the Panel should confer on a proposed course of action.
4. The Chairman should then speak to the applicant either face to face or by phone to see how the matter can be resolved.
5. If there is still no resolution the Chairman can advise the applicant of the Panel's likely recommendation and suggest that an informal meeting with the full Panel might help everyone to better understand the position.
6. If the applicant declines a meeting the Chairman should send written notification of the recommendation to the Office and the applicant. The applicant must be given details of the appeals procedure.
7. The appeal process is to the next highest Panel. i.e. for Levels 1 & 2 a County panel would refer appeals to their Regional Panel and for County Coach appeals would be referred to the National Panel. Similarly appeals remaining unresolved at a higher level can be escalated to the next level.

**Last updated: April 2019**