



Coach Licence Renewal Guide

The coach licence renewal system aims to ensure that the licensing standards are maintained and a fair outcome is met. This guidance will help you complete the Coach Renewal Form to renew your coach licence.

When to renew your coach licence

Your coach licence is due for renewal every three years from the date you qualified in your current grade. Archery GB will e-mail you approximately three months in advance of your coach licence expiry date, with instructions to download and complete the coach renewal form from www.archerygb.org/coachrenewal. Please remember, you are responsible for keeping your licence up to date and should take action in the absence of a reminder.

Coach licence requirements

We recognise that coaches work hard to achieve their coaching qualifications, and with that a licence to be an Archery GB recognised coach. We encourage coaches to maintain their standards of coaching.

To be a licenced coach, you need to:

- Be a member of Archery GB
- Hold an Archery GB recognised coaching qualification
- Have a valid DBS/PVG disclosure issued through Archery GB or Scottish Archery.
- Be able to provide proof of completion of a child protection workshop within the last 3 years (e.g. attendance certificate).

To retain your Archery GB coach licence, you need to continue to meet all of these requirements and demonstrate that you are committed to maintaining or improving your skills.

Guidance to complete the Coach Renewal Form

The coach renewal form can be filled in electronically; or printed, filled in and sent by post.

Page 1: Coach and Referee Details

- Part 1 requires information to confirm your identity and provide contact information.
- Part 2 is for details of referees who can confirm aspects of your coaching work or continued professional development (CPD), if the panel should need that. Referees do

not have to sign the form; however, you should let them know that you have put them down as a referee and obtain their permission to provide their contact details.

- You should give: their name, organisation, position, phone number and email. Postal address is only needed if there is neither phone nor email.
- The number in the left column will be used on the next two pages to indicate the referee who can vouch for the activity described. Multiple referees can be given where appropriate for some activities.
- Part 3 is your Declaration of membership, DBS and adherence to the codes of conduct.

Page 2: Work Record

- These are the tasks normally expected of an active coach e.g. delivering a have-a-go session, beginners' or Boost Archery course; individual coaching; planning your club programme; delivering squad coaching.
- The type of activity will be appropriate to your coaching level.
- Remember, this is a summary so you don't need to give precise dates for each element of your activity, but your personal work record will be able to support this if needed.

Page 3: Continuous Professional Development (CPD)

This demonstrates your commitment to coaching and desire to broaden your knowledge.

There is a matrix of common activities, although this is not exhaustive, to each of which is assigned a points value. Please ensure you enter the activity codes from the matrix.

The number of points you need to obtain within the three year renewal period varies depending on what level of coach you are. The points required are:

- Level 1 coach: 0 points
- Level 2 coach: 15 points
- County coach: 20 points
- Senior coach: 25 points

These should be easy to obtain during the three-year period.

Level 1 Coaches are not required to accumulate CPD points for each renewal. However, in order to be accepted on a Level 2 course it will be necessary to demonstrate that you have undertaken CPD activities within the 12 months leading up to the course.

You do not need to attach extra paperwork to your coach renewal form. However, if you are submitting a late application, it is helpful to the renewal panel if you include a covering message to explain the circumstances. Please see FAQs for advice on late renewal and insufficient CPD points total.

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

Surname_renewal_grade_month_year (e.g. Smith_renewal_L2_Jan_19)

Where to send the Coach Renewal Form

Send the form to your County Coaching Organiser if you are a Level 1 or Level 2 coach, and to your Regional Coaching Organiser if you are a County Coach. If you are a Senior Coach, please send it to the Senior Coach Renewal Panel Chairperson.

You do not need to sign the form if you are sending it from your own email address.

The email address for your County or Regional Coaching Organiser is available on the Archery GB website. This is also the person to contact if you need any advice on completing your form.

Renewal FAQ's

Q. How is my renewal panel made up?

A. The panel comprises 3 coaches, a chairperson plus two others of no lower grade than your own. Your CCO or RCO may also be the panel chair but if not, they will advise you of the chairperson's name and contact details when acknowledging your application.

Q. What happens after the panel receives my application form?

A. If all is straightforward and you have a suitable work record and required CPD points, the panel will approve your renewal by sending you a copy of Panel Form 1. Only the panel has access to this section of the renewal form. They use it to record their decision on your approval and give feedback.

The original of your Page 1 and Panel Form 1 go to the Archery GB office so your membership record can be updated. Copies of Panel Form 1 will also be sent to your CCO and for County and Senior Coaches to your RCO.

Archery GB will only issue a new membership card if your current card does not show your qualification – this can happen if it lapsed and was not renewed prior to the last membership renewal date.

Q. Can I carry forward excess CPD points?

A. Yes you can carry forward a limited number of points as follows

- Level 2: 2 points
- County Coach: 3 points
- Senior Coach: 4 points

Q. What should I do if my renewal is late?

A. You have 1 year following your qualification expiry date in which to renew without undergoing a Late Renewal process. If you exceed this period, you should contact your CCO or RCO to discuss and explain the circumstances. Depending on these, and your work record, your CCO/RCO may decide that your renewal can be approved in any case and will inform the panel accordingly. If it is decided that you need to agree and complete an action plan before full renewal can be approved, the Late Renewal process will be put in motion. This is the same as for a deficient work record or CPD points total, and is set out in the next FAQ.

Q. What happens if my work record is deficient or I am short of CPD points?

A. If your work or CPD seems deficient you will be contacted by the renewal panel chairperson and might need to meet members of the panel. Subject to this, an action plan will be agreed between you and the panel which will allow you to bring your work and/or CPD back up to the required level. A conditional renewal period – usually 6 months to a year, depending on your circumstances – will also be agreed so that you can be relicensed in order to carry out whatever coaching activities your action plan will involve. At the end of this period, the panel will review your plan. If they consider that you have completed enough work or CPD activity to have your qualification fully renewed, the chairperson will inform Archery GB and your record will be updated accordingly.

You can also be renewed for 3 years if a CPD shortfall is no more than the carry forward allowance described above but you will not be able to do this for consecutive renewals.

Your Renewal Panel will make every effort to renew your licence but, in extreme cases, renewal in your current grade may be refused. You will have the right of appeal to a higher panel if this should happen.

Q. How do I make an appeal and what happens?

A. Your copy of Panel Form 1 will give details of the person through whom you can appeal. This will be the chairperson of the next higher renewal panel. The final appeal is to Archery GB, whose decision will be final.