

## Coach Licence Renewal Guide

### What you need to know about renewing your coaching licence

Archery GB will e-mail you approximately two months in advance of your coach licence expiry date, with instructions to download the coach renewal form [www.archerygb.org](http://www.archerygb.org). Please remember, you are responsible for keeping your licence up to date and should take action in the absence of a reminder.

This guidance document will help you complete the coach renewal form so that the renewal panel appointed can process it quickly. You do not need to attach extra paperwork to your coach renewal form. When complete, simply send it to your County Coaching Organiser (Levels 1 and 2 coaches), Regional Coaching Organiser (County coaches), or Senior Coaches Renewal Panel Chairperson. Also contact this person if you need advice on completing the form.

The renewal panel system ensures that the licensing standards are maintained and a fair outcome is met.

Preferred submission of the coach renewal form is by an electronic fillable pdf version, which can be emailed without signature, if sent from your own email address. Alternatively, the form can be printed, completed manually and sent by post as a hard copy.

### Archery GB coach licence scheme, terms and conditions

We recognise that coaches work hard to achieve their coaching qualifications, and with that a licence to coach in Archery GB clubs. 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 Disclosure and Barring Service (DBS) enhanced disclosure issued through Archery GB.
- Be able to provide proof of completion of a child protection workshop (e.g. attendance certificate). To be updated at least every 6 years
- Abide by the Archery GB Rules of Shooting and Code of Conduct for Coaches, Judges and Officials
- Agree to the Coach Licence Terms and Conditions.

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

### The Coach Renewal Form – Completion Guidance

- Part 1 requires information to confirm your identity and provide contact information.
- Part 2 is for details of people (referees) who could confirm aspects of your coaching work or 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.
- 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.
- Renewal will be rejected if DBS disclosure was issued more than 33 months prior to your renewal date.
- If signing the form electronically, complete all pages first as signing locks all fields.

#### *Page 2: Work Record*

- These are the tasks normally expected of an active coach ranging from teaching beginners to performance coaching of elite archers or from instructing novices in equipment maintenance to planning, organising and running coach training courses.
- The extent of your activity will be proportional 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 are required to obtain within the three year renewal period varies depending on what level of coach you are. The points requires are:

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

These should comfortably be attainable as a minimum over a 3 year period.

Effective November 2011, 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 professional development activities within the 12 months leading up to the course.

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

- Surname/Renewal/Grade/Month/Year (e.g. Smith/renewal/L2/Jan/12)

## **Renewal FAQ's**

*Q. How is my renewal panel made up?*

A. The panel comprises 3 coaches, a chairman 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 chairman'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.

The original of your Page 1 and Panel Form 1 go to the Archery GB office so that they can issue your new card, subject to your DBS/PVR being checked and current. Copies of Panel Form 1 will also be sent to your CCO and for County and Senior Coaches to your RCO as well.

*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 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 chairman and might need to meet members of the panel. Subject to this, your renewal may then be issued conditionally when you would be given an Action Plan Form detailing what is needed to bring your work or CPD back to the required level.

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 license 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. If you are sent Panel Form 1 without unconditional renewal, it will give details of the person through whom you can appeal. This will be the chairman of the next higher renewal panel.

The final appeal is to Archery GB whose decision will be final.

**Last updated: April 2019**