

Updated June 2022

The Coach licence renewal system aims to ensure that the licensing standards are maintained and a fair outcome is met. This guidance gives you information on what you need to know to renew your coaching licence in Scotland and will help you complete the Coach Renewal Form (Scotland).

When to renew your licence

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

To check your licence renewal date please access your personal information on Sport 80 on the Archery GB website. If you miss your renewal date you have 12 months following your qualification expiry date in which to renew without undergoing a Late Renewal Process.

It is recommended that the licence application form is completed and sent to Scottish Archery approximately 2 months prior to the expiry date to give the volunteer panel sufficient time to process your application. Forms can be downloaded from Scottish Archery website at <http://scottisharchery.org.uk/get-involved/get-coaching> Please ensure you complete the forms for **Scottish based Coaches** in word format. When you have completed all sections please send it to coaching@scottisharchery.org.uk

Preferred submission of the coach renewal form is by an electronic fillable word format 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.

It is recognised that coaches work hard to achieve their coaching qualifications and with that a licence to coach in Archery GB clubs. Coaches are encouraged to maintain their standards of coaching.

To be a licenced coach in Scotland, you need to:

- Be a member of Archery GB **and** Scottish Archery.
- Hold an Archery GB recognised coaching qualification
- Be a member of the PVG Scheme in Scotland and hold a valid Scheme Record Update which is dated a maximum of 24 months prior to your licence renewal date.
- Be able to provide proof of completion of an acceptable (*see below) Safeguarding workshop (e.g. attendance certificate) within 12 months of the licence renewal date.
- Abide by the Archery GB Rules of Shooting and Coaches Code of Conduct.

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 and improving your skills.

Membership of the PVG Scheme in Scotland

To become a Level 1 licenced Coach for the first time you are required to become a member of the PVG Scheme in Scotland (or provide a Scheme Record Update if you are already a member).

In November 2017 there was a change to the process for PVG membership for Coaches in Scotland. Sport 80 personal information has been amended to show membership of the PVG Scheme. The date on a PVG Scheme Record Update must not coincide with the licence renewal date.

This means that:

- 2 years after you are first granted a coaching licence you should request a PVG Scheme Record Update
- Thereafter a Scheme Record Update should be requested every 3 years.

To comply with current legislation and best practice all licenced Coaches must hold a PVG Scheme Record Update dated a **maximum** of 24 months prior to their licence renewal date.

Applications for membership of the PVG Scheme and Scheme Record Update requests are now being accepted online. Coaches who require a Scheme Record Update should contact the Scottish Archery Child Protection Officer at child.protection@scottisharchery.org.uk for guidance on how to submit their application and arrange an ID check. Information of PVG Scheme membership number and date of the Scheme Record update should be detailed on the Licence Renewal form.

If any Coach would like further information, or information on the PVG Scheme process please contact child.protection@scottisharchery.org.uk Further information on Child Welfare can be found on Scottish Archery's Safeguarding pages. <http://scottisharchery.org.uk/about-us/safeguarding>

***Acceptable Safeguarding Courses:**

From 1 April 2019 the only acceptable safeguarding course in Scotland is the Child Wellbeing and Protection in Sport Course. The Child Wellbeing and Protection in Sport (CWPS) Course takes a blended learning approach with an on-line Module having to be completed ahead of the 3 hour face-to-face scenario or online based learning. A full list of courses is available via the **sportscotland** website:

<https://sportscotland.org.uk/training/>

It is a requirement for all Coaches to attend these courses. To renew a coaching licence evidence of attendance on the CWPS Workshop within 12 months of the licence renewal date must accompany your renewal application.

Please note that the NSPCC online Child Protection & Safeguarding Course (relevant for Scotland) is **NO LONGER an acceptable course**. Only the Child Wellbeing and Protection in Sport (CWPS) Workshop is acceptable and any coach who has undertaken the NSPCC Online course should attend a Child Wellbeing and Protection in Sport Workshop as soon as possible.

If any Coach would like further information, or information on the PVG process please contact child.protection@scottisharchery.org.uk Further information on Child Welfare can be found on Scottish Archery's Safeguarding pages. <http://scottisharchery.org.uk/about-us/safeguarding>

Guidance to complete the Coach Renewal Application Form

The coach renewal application 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 required 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, PVG membership, attendance at a safeguarding course and adherence to the codes of conduct.

Page 2: Work Record

- These are the tasks normally expected of an active coach eg 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 Personal 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. A copy of the matrix is available on Scottish Archery and Archery GB websites. 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/Development Coach course it will be necessary to demonstrate that you have undertaken CPD activities within 12 months leading up to the course.

You do not need to attach extra paperwork to your coach renewal form except for a copy of your attendance certificate at a CWPS course. 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.

Where to send the Coach Renewal Application Form

If you are a Level 1, Level 2 and County Coach send the form to coaching@scottisharchery.org.uk . If you are a Senior Coach please send it to the Senior Coach Renewal Panel Chairperson at Archery GB.

Renewal FAQs

Q: Can I carry forward CPD points?

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

- Level2: 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 Scottish Archery at coaching@scottisharchery.org.uk to discuss and explain the circumstances. Depending on these, and your work record, it may be decided by the panel that your renewal can be approved in any case. If it is agreed 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 seem 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 re-licenced 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 at 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?

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 is final.

Any questions about your Coach Licence Renewal should be forwarded to Scottish Archery at coaching@scottisharchery.org.uk

information correct as at June 2022

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