

British Canoe Union

Central Registration

Notes for CR Completion

Central Registration only affects people interested in a Coach program. You must centrally register to become a Coach or move up to the next Coach level. Once your paperwork is approved, you can sign up for the program with any course organizer you wish. All your pre-requisites must be met before you centrally register. The minimum lead time is four to eight weeks. Read the information below to get a better understanding of Central Registration. E-mail us if you have more questions.

The problems that occur most frequently from both the office side and out in the field appear to be...

- * Candidates register with the BCU at the last minute. "I'm doing my level 2 next week and I need to register."
- * Candidates turn up on courses without their CR form, either because they have forgotten them, they are "in the mail" or they haven't registered.
- * Candidates are not certain what pre-requisites, money they need to send in. If someone is interested in doing a coach course at any level within the next year - they should register now!

Course Organizers - if someone shows intent on doing a coach course please make sure that they have begun the process by informing them and reminding them at each point of contact that they need to register. This is their commitment to the process.

First Aid and CPR certification are accepted from the following organizations; Red Cross, American Heart, Wilderness Medical Associates, National Ski Patrol, Wilderness Medical Associates, National Safety Council, SOLO, PADI, Board of Emergency Medicine, Medic First Aid, Wilderness Medical Institute. EMTs must send in certification showing both First Aid and CPR certification. We will **not accept first aid or CPR from online certifications**.

The Candidates..... Registration Process

- 1) Candidate request a CR Form from BCU North American by mail, e-mail or website at the following address.
Mail: BCU North American Administrator, 320 W. Saugerties Rd., Saugerties, NY 12477
www.BCUNA.com
E-mail: Info@BCUNA.com
- 2) The candidate completes the CR and return it to the above address along with photocopies of the prerequisites and the correct fee. If candidates need to apply for membership, fees for this can be sent in with the CR form.
- 3) If everything is correct we stamp the CR as authorized and return it to the candidate.
- 4) *If anything is not as it should be, the CR and all the accompanying photocopies / money will be returned to the candidate by mail. They will then need to resubmit everything correctly. If an e-mail address was entered on the C1 form, we will try to contact you by e-mail before returning your information for corrections.*
- 5) **If the candidate does not have everything required in place, they may ask for an exemption.** Exemptions are an exception, not a rule. If an individual needs an exemption, a letter requesting the exemption it should be sent in with the reason why. A \$10.00 processing is required for exemptions.
- 6) The BCU recognizes that many aspirant coaches bring relevant experiences and qualifications from other award systems or other countries may bring relevant experiences and qualifications to their coaching from other sports, countries and learning opportunities. See the APL Information form on the BCUNA literature page for additional information. ,

Once the above stages are complete the candidate is registered and in possession of an authorized (*embossed BCU stamp*) CR. The candidate must bring the stamped CR form along with other appropriate information to the program.

Pre-requisites for Coaching Courses

See Coach Pre-Course Information booklets on the website for detailed information

Candidates registering for Coach Level 1 (UKCC) need to be / send to us...

16 years of age.

Completed CR form (replaces C1 form)

Central Registration Fee;

If already a BCU member \$75,

New member \$150 Fee (includes first year of BCU Basic membership)

US funds payable to Sea Kayaking International). New members must send in CR form and BCU Membership form.

2 Star Performance Award or old 2 Star Kayak AND 2 Star Canoe

Foundation Safety Rescue Training

Candidates registering for Coach Level 2 Training need to be / send to us...

16 years of age.

Completed CR form (replaces C1 form)

Photocopy of;

Proof of Comprehensive BCU membership.

2 Star multi discipline (boat based coach).

3 Star Certificate in either single blade or double bladed disciplines (boat based coach)

\$160 registration fee (US funds payable to Sea Kayaking International). This covers both Training and Assessment.

Upon completion of the training a stamped (approved for assessment) CR form will be sent to the candidate.

Candidates registering for Coach Level 2 assessment need be...

A stamped CR form, approved for assessment was returned to you upon completion of Level 2 Training. You are *already* centrally registered for the assessment.

18 years of age

Completion assessment tasks in candidate assessment pack.

Completion of one CPD units of your choice.

3 Star **Competence** in their alternative disciplines (single blade & double bladed discipline) (boat based coach)

Bring the following to the Assessment.

Proof of Comprehensive BCU membership (original copy).

Current first aid, plus CPR award from an approved provider (original copy).

Approved CR form.

Log Book showing a minimum 20 logged hours of relevant - quality coach experience.

Candidates registering for Level 2 Transfer Course need to be / send to us...

Read the "Coaching & Leadership Prerequisites" form found on the BCUNA website.

16 years of age.

Old Level 2 or above

2 Star or Paddlesport Discovery and 3 Star in any discipline (boat based only).

Foundation Safety and Rescue

\$80 registration fee (US funds payable to Sea Kayaking International).

Moderate Water Endorsement need to send to us...

Completed CR form

Photocopy of;

BCU UKCC Level 2 Certificate in Coaching Paddlesport.

BCU 4 Star Leader Award in the appropriate discipline.

Current first aid, plus CPR award from an approved provider (8 hr first aid/CPR award).

\$35 registration fee (US funds payable to Sea Kayaking International).

Level 3 Information will be posted as it rolls out in North America

Candidates registering for Coach Level 3 training need to be / send to us...