

Clarification on Assessor Log Books

A1* Log Books are sent out automatically after an Assessor Day to all Level 3 Coaches.

In N.A. Level 2 and Level 3 Coaches who become A1 and will not be working on Coach Level 1 programs can start with the A3 Log Book. A3 logbooks are not sent out automatically and must be requested by the individual Assessor.

The total number of needed coaching programs is not reduced to get to A3. If an A3 would like to run Level 1 programs they need a minimum of two signatures in an A2 log book. It should be noted that the final approval for all log books is from the UK Director of Coaching. Log Books are sent to your RCO and forwarded to BCUNA.

Paperwork changes and clarifications

Paperwork for **all** programs run in North America (US, Canada, Mexico) must be sent to BCUNA.

If you run a program outside of North America the paperwork should be sent directly to the UK office.

Coaching certificates will now be sent out from BCUNA. This should allow the candidate to receive their certificate in two to three weeks from when the paperwork is received by BCUNA and allow problems to be fixed quickly.

For Star and Canoe Safety programs the number of fails should always be entered on the Course Report, but a Program Fee Form is not needed for fails. All paperwork for fails on Coach Education programs must be submitted.

Clarification on Failed Coach Assessments

The Central Registration fee is required for all students doing a Coach Assessment (Pass or Fail).

Tip: Collect the fee at the start of the program or when the candidate signs up for the program.

The C1 form must be sent in along with the payment (Pass or Fail).

Upon a first failed Coach Assessment, the C1 form will be re-dated and sent back to the candidate with a new C2 form.

Upon a second failed Coach Assessment the candidate's history and the assessment team's recommendation will be looked at, considered and a decision will be made as to whether the candidate should repeat the training or be sent an updated C1 and blank C2 for another Assessment

Course Authorization/Notification

Course Authorization has been changed to Course Notification. The Course Provider must notify BCUNA of any BCU Coach Education/5 Star Training/Assessment, which he/she proposes to deliver in North America. All notifications should be received at least 2 weeks prior to the date of the course. The Course Provider shall not deliver any such course until he/she has received a unique "Course ID number." Notification can be done by mail or e-mail.

Needed notification information includes;

Course Provider Number, Name of Program, Date of Program, Course Director, Name of other required coaches.

If you want the course posted to the BCUNA website also include the name of the Center or Coach and e-mail to be listed.

UK and North America Course Providers

All personal performance awards (1-4 Star & Canoe Safety Test) run by UK Coaches require the coach(s) to obtain and complete a BCUNA Provider Form.

All Coach education programs in North America must be run by Course Providers.

5 Star Training programs in North America must have a Notification Number.

Accredited course provider status must be obtained prior to running any program that requires a Course Notification.

Accredited status can be obtained by appropriately qualified coaches via the BCUNA office.

Prerequisites are either to be a UK Contracted Course Provider or a resident NA Level 4, A4 coach, or have an exemption.

The period of accreditation will be at the discretion of BCUNA and dependant on the applicant providers status within the Coaching Service.

Course Providers will be assigned a unique number upon approval.

Course Provider requirements starts with May 1, 2004 for any program which has not yet been approved.

Change of Address

It is now possible to have members address changed in both the N.A. and UK databases by e-mailing BCUNA. The old and new address should be included, plus the members BCU number. The NA database will be changed in a few days, while it will take about a month for the UK change to happen.