



Coach Renewal Guidance – Coaches based in Scotland

Updated to reflect the Covid-19 situation (as at 3 July 2020)

This document gives you information on what you need to know to renew your coaching licence in Scotland. It has been updated to reflect the flexible approach and slight alterations to the process which the Scottish Renewal Panel will take during the Covid-19 situation. With effect from July PVG Scheme Record Updates are being accepted online – see below (in blue)

Please remember, Coaches are responsible for keeping their licence up to date and should take action in the absence of a reminder from Archery GB. 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 6 months in which to send in your renewal application.

It is recommended that the licence application form is completed and sent to the Director of Coaching 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 the Director of Coaching at 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 emailed to the Director of Coaching (please do not print pages double sided). 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 (* see **update** below)
- 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. (* see **update** below)
- Abide by the Archery GB Rules of Shooting and Coaches Code of Conduct.
- Agree to the Coach Licence Terms and Conditions.

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.

UPDATE: Applications for membership of the PVG Scheme and Scheme Record Update requests are now being accepted (online) however priority is being given to applications from key workers – this may result in a delay in receiving a Scheme Record Update. 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.

For Coaches whose Scheme Record Update application has been 'in abeyance' since March 2020 due to Covid-19 should advise the Director of Coaching of the date of their Update as soon as it has been received by the Coach. Scheme Record Updates must be notified to the Director of Coaching within a maximum of 2 months of receipt.

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 Safeguarding and Protecting Children Workshop was replaced by the Child Wellbeing and Protection in Sport Workshop. For those who are already booked onto a course this will be a seamless transfer.

The new Child Wellbeing and Protection in Sport (CWPS) Workshop takes a blended learning approach with an on-line Module having to be completed ahead of the 3 hour face-to-face scenario based learning. A full list of courses is available via the **sportscotland** website:

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

It is a requirement for 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 be provided.

UPDATE: The face to face CWPS Workshops are currently unavailable however the workshops are available in a 'virtual' format online. Please refer to the **sportscotland** website above. If Coaches are unable to locate a suitable virtual workshop Scottish Archery will arrange a virtual workshop provided there is sufficient demand from Coaches.

Please note that **with immediate effect** 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>

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. The number of points you are required 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 website. The points required are:

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

UPDATE: The Panel recognises that the planning of CPD during this time may be a challenge however there are a wide range of on-line personal development opportunities available. The above minimum number of CPD points will still be required for Coach renewals however the Panel has agreed to award 2 points across all levels of Coach for every online personal development course which has been undertaken during the Covid-19 period. Full details of the online personal development courses undertaken should be detailed on the licence renewal application form.

*Effective November 2011, Level 1 Coaches are not required to accumulate CPD points for each renewal however it is recommended that to develop your coaching skills, opportunities for personal development are sought. 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.

Any questions about your Coach Licence Renewal should be forwarded to the Director of Coaching at coaching@scottisharchery.org.uk