

British Canoe Union

Central Registration

Notes for C1 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.

Central Registration has now been in operation for a couple of years. 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 C1 or C2 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.

The Candidates..... Registration Process

- 1) Candidate request a C1 Form from BCU North American by mail or e-mail at the following address.
Mail: Bill Lozano, BCU North American Administrator, 320 W. Saugerties Rd., Saugerties, NY 12477
Phone: (845) 246-2187
e-mail: Info@BCUNA.com (preferred contact method)
- 2) The BCU North American Administrator sends them a C1 form and membership details as requested.
- 3) The candidate completes the C1 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 C1 form.
- 4) If everything is correct we stamp the C1 as authorized and return it to the candidate along with course notes and a C2 Form.
- 5) *If anything is not as it should be, the C1 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.*
- 6) 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 a letter requesting the exemption it should be sent in with the reason why, a bio of their paddling or coaching and a supporting letter from an Assessor (preferably Grade 4). Exemptions are not given from any Coaching Assessments. If the exemption is granted an exemption letter will be attached to the C1 form. No letter, no exemption. A \$10.00 processing is required for exemptions. Use a separate check, which will be returned if not granted.

Once the above stages are complete the candidate is registered and in possession of an authorized (*embossed BCU stamp*) C1, a blank C2 and the appropriate course notes. The candidate must bring the stamped C1 form along with a C2 form, first aid/CPR cards, BCU membership card and log book to the program.

Pre-requisites for Coaching Courses

Candidates reregistering for Coach level 2 training need to be / send to us...

16 years of age.

Completed C1.

Photocopy of;

Proof of Comprehensive BCU membership.

Current 4 hour first aid, plus CPR award.

Relevant 3 Star certificate.

Proof of Canoe Safety Test within last 3 years.

\$50 registration fee (US funds payable to Sea Kayaking International).

Upon completion of the training a stamped (approved for assessment) C1 form will be sent to the candidate.

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

If a stamped C1 form, approved for assessment was returned to you upon completion of Level 2 Training, you are *already* centrally registered for the assessment. Bring the following to the Assessment.

Proof of Comprehensive BCU membership.

Current 4 hour first aid, plus CPR award.

Proof of level 2 training within last 3 years or level 3 in alternative discipline (Approved C1 form).

Proof of Canoe Safety Test within last 3 years.

Log Book showing a minimum 20 hours logged teaching experience since training.

The \$50 BCU registration fee will be collected by the Course Director at the start of the program.

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

16 years of age.

Photocopy of;

Proof of Comprehensive BCU membership.

Current 8 hour first aid & CPR award.

Relevant 4 Star award.

Relevant Coach level 2 (kayak) or Coach level 3 in alternative appropriate discipline.

\$50 registration fee (US funds payable to Sea Kayaking International).

Upon completion of the training a stamped (approved for assessment) C1 form will be sent to the candidate.

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

If a stamped C1 form, approved for assessment was returned to you upon completion of Level 3 Training, you are *already* centrally registered for the assessment. Bring the following to the Assessment.

Proof of Comprehensive BCU membership.

Current 8 hour first aid & CPR award.

Proof of relevant level 3 training within last 3 years (Approved C1 form).

Log Book showing a minimum 30 hours logged teaching experience since training.

Must be 18 years old.

The \$50 BCU registration fee will be collected by the Course Director at the start of the program.

Candidates registering for Coach Level 5 training need to be / send to us...

21 years of age.

Photocopy of;

Proof of Comprehensive BCU membership.

Current 8 hour first aid & CPR award.

Alternative 4 Star award.

Relevant Coach level 4 award.

\$50 registration fee (US funds payable to Sea Kayaking International).