



National Coaching Committee

Page 1 - Information

Part 1 - Personal Details

Title/Surname: _____	First Name(s): _____
Address: _____	Home Phone: _____
" _____	Mobile: _____
Town: _____	email address: _____
County: _____	Post Code: _____
Archery GB No.: _____	Club Name: _____
County of Affiliation: _____	Region: _____
Current Grade: _____	Month/Year appointed to current grade: _____
Renewal date: _____	Renewal Panel: _____

Part 2 - Details of Referees

Referee No.	Name	Organisation & position	Telephone No.	Email address
1				
2				
3				
4				
5				
6				
7				
8				

Part 3- Declaration

I apply for renewal of my Archery GB Coaching Licence at _____ grade* and confirm that:
*Select as appropriate

I am a current member of Archery GB and will continue to abide by the Archery GB code of ethics.
 I have a valid CRB Advanced Disclosure certificate completed within the last 33 months.
 I have attended Child Protection training recognised by Archery GB.

Signature: _____ Date: _____

Full Name: _____ Renewal Date: _____ Archery GB No.: _____

Please provide a summary of the work you have undertaken in the last 3 years.

Please use this form only, additional copies of the page may be included if absolutely necessary but do not attach separate documents such as spreadsheets/logbooks - they will not be returned.

The work record should be divided into the range of activities you have undertaken:-

e.g. Teaching beginners at your club/Working with improving archers at your club/Personal performance coaching etc.

The referee for each activity could be a more senior coach, a club official (Chairman, Secretary/Treasurer), the event organiser, or a responsible person if the work is with an outside organisation.

Coaching Activity	Duration /Frequency <small>(e.g. 2 hrs per week Apr-Sep)</small>	Organisation <small>(e.g. Club name/County Organisation/School name)</small>	Referee No(s). <small>(from Part 2 Page 1)</small>
<i>Examples only:</i> Working with improving archers 2007, 2008 Beginners Courses 2006, 2007, 2008	2hrs weekly Tuesdays Sep-Mar Courses Oct & May - each of 6 x 2 hr sessions	Archers of Wonderland Bowmen of Hogwarts	1 2



Coach Licence Renewal Application

Page 3 - CPD - Continuous Professional Development

Full Name: _____ Renewal Date: _____ Archery GB No.: _____

Please provide a summary of the Development activities you have undertaken. The relevant activity code from the CPD Matrix should be entered, unless it is not specified when sufficient detail should be given. If points total is below the recommended minimum, please give details on this page of any special circumstances that you wish the Panel to take into account.

Activity Code (from Matrix)	CPD Activity (e.g. National Conference / County workshop)	No. of events	When (Date or range of dates)	CPD Points total per activity		Referee No(s). (from Part 2 Page 1)

Total Points

M : C D CRB Exp. Date

Page 4 - Panel Recommendations

Full Name: _____ Renewal Date: _____ Archery GB No.: _____

Renewal Application Outcome:

After consideration of your application, the Panel recommend that:-

- Your licence be issued for another 3 years in the grade of _____
- A conditional renewal of your licence is agreed providing that you complete the Action Plan detailed on sheet 5. The Action Plan will state the review points in the plan. Providing these reviews are completed satisfactorily your licence will be valid for 3 years.
- After discussion it has been mutually agreed that you will be renewed at the grade of _____
- After discussion you have decided to retire from active coaching
- Your application to renew your licence has been rejected

Notes on Panel recommendation:

Panel Advice:

Based upon the evidence submitted, additional evidence obtained, and any interview with you, the panel has the following advice. This is provided to help with planning your coaching and other activities before your next renewal and does not affect the recommendation above.

The following advice is intended to help you complete your next application form:

Panel Chairman/grade _____ Signature _____ Date _____

Panel member/grade _____ Panel member/grade _____

Appeals:

Should you be dissatisfied with the outcome of your licence renewal you may appeal against the recommendation of the Panel within 1 calendar month of the date given above. To start the appeal contact:-

Name: _____ Tel No.: _____ email: _____

Page 5 - Actions for Conditional Renewals

Full Name: _____ Renewal Date: _____ Archery GB No.: _____

Your Coaching licence has been renewed provided that you follow this Action Plan, to which you have agreed. The review points shown below must be successfully achieved and the process completed by the final review date. The final review date is a maximum of 1 year after your original renewal date.

Should you be unable to complete the Action Plan successfully, your coaching licence will either be renewed at a lower grade or revoked. In this circumstance you may appeal against the panel's decision by contacting:-

Name: _____ Tel No.: _____ email: _____

Renewal Action Plan

No.	Activity Details	Review Date	Complete

The above action plan is to be completed by the date of the final review by the Renewal Panel

Mentor

To assist you with the Action Plan a Mentor has been agreed with you as follows:

Mentor: _____ Phone: _____ email: _____

Your Mentor should indicate when each individual action has been completed, and may be interviewed by the Panel

Final Review Date: _____

Outcome

- Action Plan successfully completed, licence review is now valid until: _____
- Action Plan has not been successfully completed; your Coaching Licence is now renewed in the grade of: _____
- Action Plan has not been successfully completed; your Coaching Licence is now revoked.

Panel Chairman _____ Signature _____ Date _____