



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

A 'Quick Guide' for Coaches Applying for Renewal

1. Introduction

The aim of this quick guide is to help coaches through their renewal application. It has been abstracted from the full process definition, which should still be referred for a full definition of the process. This version of the guide has been derived from version 1.0 of the full process issued in ??????. At this issue the renewal process will be primarily operated in paper format, with limited electronic capabilities.

2. Renewal Process Overview

The process has been designed to provide GNAS with a 'professional' renewal system that meets the society's needs whilst being straight forward for coaches to use and to operate in a fair and equitable manner.

There are 3 key steps to the renewal process, as far as coaches are concerned.

- Completion and despatch of the application form
- Consideration of the form by the Renewal Panel
- Notification of the outcome of the renewal

The sections below look at each of these steps and what action the Coach needs to take to successfully renew.

3. Completing the Application Form

The renewal application form should be received about 3 months before your licence expires. Note that special arrangements apply during transition to the new process.

The application form should be completed as quickly as possible after receipt and certainly within one month. Keeping coaching and CPD records as recommended during your training will make completion of the form a relatively simple task.

It is intended that all of the information you need to supply will be provided by a correctly completed form. There will be no need to send any further information unless requested by the renewal panel.

Should you have any difficulties completing the form then the nominated panel chairman should be approached for advice.



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

Please confirm your full name and address and post code. It is essential that you confirm your GNAS number to enable this application to be cross checked against membership records. Please provide phone numbers and your email address, if possible, to enable the renewal panel chairman to contact you.

Please confirm your current coach level (grade) and the date you were appointed to that level. If possible provide the month and year, but the year alone will be acceptable. If you are unsure about the year please add '?' to indicate it is an estimate.

Confirm your club, county and region affiliations. If you are not affiliated to a club leave this space blank. If you are a direct member of GNAS you should still indicate any affiliations you have. Should you be a GNAS direct member without any affiliations then enter your county & region of residence.

Enter your planned renewal date and the renewal panel that you have been requested to submit your application to.

You should have submitted a CRB check form to the GNAS office prior to submitting your renewal application. If you are unable to confirm here that this is the case then you should be aware that your renewal will not take effect until your CRB check has been completed.

Confirm that you have completed a Child Protection course recognised by GNAS.

You should supply the details of the people you are asking to act as referees for your work record. The referees may be contacted by the renewal panel chairman, or other members of the panel, to discuss your work record.

Ideally referees should be in a position of responsibility in your club, county or region, suitable examples may be the Chairman, Secretary, or Coaching Organiser. If you wish to use another coach as a referee they should be at a higher level than you, they must, however, be at least the same level as you.

If you are claiming 'Informal Mentoring' as CPD then your mentor must be one of your referees. If the work you are including is for work in an organisation other than GNAS you should ask a person in authority in that organisation to confirm your work for them. It is understood that you may not be able to provide referees for all of your work record. In this case do not worry provided that a substantial part of it is covered. You should be aware that if you can only provide referees for a small part of your work record there is an increased possibility that you will be asked to attend an interview by the renewal panel.

At the bottom of the page you are asked to confirm the level for which you are applying for renewal, that you are a current member of GNAS and will continue to abide by the GNAS Code of Ethics. If you are sending the form



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

in hardcopy please sign and date the form before sending it to the renewal panel chairman.

Page 2

This page is where you detail your work record. Correctly completed it should provide all of the detail the renewal panel needs.

Please enter your name and GNAS number at the top of the page, this helps keep pages together.

Your work record should be detailed under natural groupings for example;

- Working on beginners courses
- General club coaching
- Personal performance coaching with archer 'A'
- Work on a County squad

Six spaces have been provided for you to detail your activities, in many cases this will be adequate. If you need to add additional activity groups please use another copy of this page. For each coaching activity indicate the typical duration (whole day, evening etc.) and how many times you have performed that activity during the 3 year period. If it is a frequently performed activity it is acceptable to give an approximation of the frequency of the activity, for example;

- Approximately once a month between 2/5/03 and 30/4/04
- Twice a week throughout the period
- Every 2 weeks between October and March each year.

For each activity indicate the organisation for whom you performed the work, for example

- Your club
- Your county
- A commercial or voluntary organisation

If you are undertaking personal performance coaching you should generally list the club etc. where you performed the work and would have been observed.

For each activity state who you are nominating as the referee for that activity and indicate what position they hold in the organisation.

Page 3

On this page you detail the Continuous Professional Development (CPD) you have undertaken during the last 3 years

Please enter your name and GNAS number at the top of the page, this helps keep pages together.



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

This page should be completed using the CPD matrix at the latest issue. A copy of this matrix is included at the back of this guide. The latest matrix is available on the GNAS website, under coaching.

In a similar manner to your work record, CPD should be grouped where appropriate. Indicate when, and how many times each item of CPD was completed. Then add the category that you believe is appropriate for each activity, using the CPD matrix as a guide. The total CPD points can now be calculated by multiplying the points value from the CPD matrix by the number of events attended.

When you have filled in all of your CPD add all of the claimed points together and put this value in the total box at the end of the page.

The target points for each grade are:

- Level 1 - 10
- Level 2 - 15
- Level 3 - 20
- Level 4 - 20
- Level 5 - 20
-

Page 4&5

This page is for use by the renewal panel to record their recommendations and any actions that must be completed to obtain a full renewal.

4. Consideration of your application by the renewal panel

The renewal panel consists of 3 members, a chairman (who will normally be qualified as an assessor), and 2 other members, of at least the same grade as you.

They will review your application form and may consult the referees you have nominated. Wherever possible they will agree to renew your licence on the basis of this information.

Should they request more information from you please provide it as soon as possible to ensure a timely renewal.

In the unlikely event that the panel still does not feel able to renew your licence they may request an interview. Should this be necessary, it should be conducted as informally as possible and the outcome of your application will be notified to before you leave the venue. It should be noted that an interview is mandatory for some of the possible outcomes of your application (5.2, 5.3).

The panel chairmen are instructed to make every effort to renew your licence if at all practical. They will not relax the required standards to do so, however, they are given an amount of discretion particularly in the first years of operation of the scheme. Should your work record, or CPD, be



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

slightly below the required level, they may renew your licence and make a note on page 4 of the form advising you what needs to be done in the next three year period to ensure you meet the standard.

Where either your work record or CPD is well below the standard, and unacceptable, you will, where ever feasible, be given a conditional renewal. This will be tied to an 'Action Plan' that must be completed in the specified time, always less that 1 year. The aim of the Action Plan is to bring your work record or CPD up to the required standard as quickly as possible. A mentor for this activity will be agreed by the panel, and when the Mentor confirm that your have completed the required work your licence will be renewed for the rest of the 3 year period.

You should note that if the Action Plan requires you to undertake some addition CPD this cannot be counted as part of your points target at the next renewal.

5. Notification of the outcome of your renewal

The panel Chairman will complete page 4 with the outcome of your renewal and advice on completing the application form, or on areas of your work record & CPD that need to be given attention in the next 3 year period. You should review this advice carefully, as it will be available to the panel when they consider your next renewal.

The possible outcomes of your application are:

- 5.1. Your Licence is renewed for 3 years
- 5.2. Your Licence is conditionally renewed for up to 1 year and an 'Action Plan' is put in place to enable your full renewal to take place.
- 5.3. Your Licence has been renewed at a lower grade with your agreement.
- 5.4. You have agreed to retire as a coach, see section 7.
- 5.5. Your application has been rejected and your licence will not be renewed.

6. What to do if your are unhappy with the panel's decision or the way the renewal was conducted

In this case you have the right of appeal to the Renewal panel next up in the chain, as detailed below:

- 6.1. Level 1 & 2 appeals will be considered by the appropriate Level 3 Panel
- 6.2. Level 3 appeals will be considered by the national Level 4 & 5 Panel
- 6.3. Level 4 & 5 appeals will be considered by the National Coaching Committee.

The appeals process must be started within 1 month of you being notified of the outcome of your original renewal by contacting the appropriate appeals



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

panel. Your appeal must state the reasons for your appeal and you may supply any additional information that you feel appropriate. It should be noted that where such information should have been provided in the original application the appeal panel may consider the fact that it was not made available at the time.

The appeals panel will consider your appeal and may wish to interview you. Should you be called for an interview you may take another GNAS member to support you. This supporter is there to advise you and cannot take an active part in the interview without the agreement of the panel chairman. The outcome of the appeal panel's considerations can be to change the original panel's decision or to reject the appeal, in either case the decision of the appeal panel is final.

7. Notes on Retirement

It is recognised that many coaches have given considerable time and effort to the development of archers and archery. Coaches who have served for some time have the ability to apply for retired status, this is an honorary status and the coach's licence will not be renewed. Retired coaches are therefore not expected to remain active and are not required to undergo CRB checks. Where a coach wishes to remain active and cannot, however, maintain the standard needed in their current grade they can ask to be renewed at a lower grade. They will then be subject to the normal renewal process, and be asked to apply for a CRB check. In these cases when the coach does wish to retire they can request the honorary status of their previous grade.

To be eligible for retirement a coach must be at an age considered normal for retirement in working life and meet a length of service criteria as detailed below:

Level 1 - A minimum of 3 successful renewals prior to the renewal at which retirement is agreed.

Level 2 - A minimum of 3 successful renewals prior to the renewal at which retirement is agreed, at least 2 of the renewals to have been at Level 2.

Level 3- A minimum of 3 successful renewals prior to the renewal at which retirement is agreed, at least 1 of the renewals to have been at Level 3 and 1 at Level 2.

Level 4 & 5 - A minimum of 4 successful renewals prior to the renewal at which retirement is agreed, at least 2 of the renewals to have been at Level 4 or 5.



Grand National Archery Society

National Coaching Committee

Coach Licence Renewal

It is recommended that the appropriate coaching organisation provides some form of recognition for coaches who have retired.