

NFAS COACHING

Qualification/renewal process

Purpose:

The purpose of this process, is to set up a consistent method for the appointment of new coaches and the renewal of coaching approval.

NEW COACHES:

To become an NFAS coach, applicants **MUST** meet the following criteria:

- (i) Be a fully paid up member of the NFAS
- (ii) Must have been a member of the NFAS for a minimum period of 3 years
- (iii) Must have attended at least 1 NFAS National competition within the last 3 years
- (iv) Must be CRB approved (Via the NFAS)
- (v) Declaration of no change since CRB approval
- (vi) Minimum age of 18 Years
- (vii) **MUST** have basic literacy skills

When applying for a coach-training course, the applicant **MUST** provide the following information.

- (1) A completed coach application form
- (2) NFAS number
- (3) Copy of CRB approval certificate, obtained via the NFAS
- (4) Declaration of no change since CRB approval.
- (5) **MUST** have read and fully understood the NFAS Child Protection Policy (CPP)
- (6) 2 x passport photographs
- (7) Contact details – ‘e’ mail address, home address, telephone numbers
- (8) Age of applicant
- (9) Shooting styles
- (10) Club details (Or independent)
- (11) If you have ever been a coach in any other archery organisation?
Please supply coaching history.
- (12) Year that you attended an NFAS nation championship + Style you shot

COACH RENEWALS:

When applying for renewal of coaching certificate (every 5 years), applicants need to provide the following:

- (1) A completed coach renewal form
- (2) NFAS number
- (3) Old coaching certificate
- (4) 2 x passport photographs

- (5) CRB renewal (renewed every time coaching certificates is renewed)
- (6) Examples of coaching that the individual has done over the past 5 years (i.e. a brief note from their club secretary)
- (7) If your NFAS coaching qualification is more than 12 months out of date it will need to be reviewed by the NFAS executive before being renewed.

CRB Certification:

To obtain CRB approval details, please apply to the NFAS CRB officer (Liz Holmes), this process takes approximately 6 weeks from the receipt of the completed application form. There are some administration costs associated with CRB approval, these costs will be the responsibility of the applicant (£16 charge to cover the administration fee charged to us by Due Diligence Checking). In addition to this administration cost there could be additional costs if you are coaching on a commercial basis with personal financial gain, please discuss with the NFAS CRB office (Liz Holmes).

The CRB approval doesn't have a validity period as the information is only valid on the day of issue and circumstances can change almost immediately. It is advised that a declaration should be signed by everybody at point of (i) Issue of coaching certificate. All coaches reapplying for renewal need to reapply for CRB approval (Every 5 years). If circumstances change after the issue of CRB approval it is the responsibility of the individual to inform Liz Holmes immediately, failure to do so will automatically render your coaching qualification void.