

Level 1 Certificate in Coaching Cycling Candidate Application Pack



Welcome to the Level 1 Certificate in Coaching Cycling Application Pack

Thank you for your enquiry regarding the Level 1 Certificate in Coaching Cycling (L1CCC), which forms part of British Cycling's expanding Coach Education Programme.

This application pack includes all of the documents you need to understand the structure, length and content of the qualification, the learning programme, as well as the forms you will need to complete to enrol on a course.

This pack includes:

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Please read the information in Section 1 to ensure you understand the qualification, its demands and to determine if it meets your coaching needs.

To enrol on a course:

- choose the course you want to attend from the Course Programme (provided as an insert to this pack or visit the Coaching section of www.britishcycling.org.uk)
- remove the relevant forms from Section 2 of this pack (the coloured pages at the end):
 - ◇ you **must** complete a Course Application Form and Candidate Profile
 - ◇ you **must** provide evidence of having coaching insurance that provides at least the same level of cover as that provided by British Cycling membership (Silver or Gold level). If you do not have coaching insurance you can join British Cycling (Silver or Gold level) by completing the British Cycling Membership Application Form
- read the notes regarding completing the Course Application Form and Candidate Profile
- complete the relevant forms, and return them and your payment to the address on the Course Application Form and Candidate Profile.

If you need further information or have any queries, please do not hesitate to contact the Coaching and Education department on **0161 274 2060** or coaching@britishcycling.org.uk.

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About the Level 1 Certificate in Coaching Cycling

1.1 Level 1 Certificate in Coaching Cycling

The Level 1 Certificate in Coaching Cycling is the entry-level award into the British Cycling Coach Education Programme. This new qualification, developed in conjunction with 1st4sport Qualifications, is accredited on the National Qualifications Framework and endorsed by the UK Coaching Certificate (UKCC); therefore, is a nationally recognised qualification.

Overview

The L1CCC is aimed at people new to coaching and cycling. The certificate qualifies you to independently prepare for, deliver and review pre-prepared coaching sessions to groups of adults or children in an indoor/outdoor, traffic-free environment. The work of coaches at this level will be vital in ensuring that everyone involved in cycling at the grass roots level has a positive and enjoyable experience, while developing their basic cycling techniques.

Prerequisites and Enrolling on a Course

You are required to:

- be at least 16 years of age¹
- have a current and recognised Appointed Person's First Aid certificate, or equivalent (see section 1.2 for further detail)
- complete a Course Application Form and Candidate Profile (pages 9 and 10)
- submit evidence that you have an appropriate level of coaching insurance that provides at least the same level of cover as that provided by Silver or Gold level British Cycling membership (see section 1.3 for further detail).

All candidates are encouraged to obtain a British Cycling Coaching License (see page 6 for further detail).

Qualification Aim

To provide you with an introduction to the principles and practice of safe, ethical and effective management and coaching of cycling sessions to groups of adults and young people using activities included in the *British Cycling Go-Ride Gears 1 and 2 Coaching Workbook*. The L1CCC helps provide the underpinning knowledge and understanding of the Level 1 National Occupational Standards for Sport and Recreation and the UKCC Level 1 Qualification Guidance in a cycling context.

Qualification Objectives

On successful completion of the L1CCC, you should be able to:

- demonstrate an ability to safely organise and supervise cycling activities, including group coaching and using pre-planned cycling coaching activity sessions
- promote and establish working relationships and high standards of behaviour with riders, coaches and parents in the overall development of cycling
- demonstrate an understanding of generic coaching skills, cycling-specific coaching skills, coach and rider development, good practice in coaching, health and safety, working with parents, and attitudes and ethics
- demonstrate an ability to identify and adapt cycling activities and sessions for a variety of different age groups
- demonstrate an awareness of further personal development opportunities within cycling.

Qualification Structure

The qualification is composed of four compulsory units of study:

- **Unit 1: Introduction to Safe and Ethical Coaching** – an introduction to the principles underpinning safe and ethical cycling coaching, the British Cycling Code of Conduct and how to deal with accidents and injuries.
- **Unit 2: Prepare to Deliver Coaching Activities** – an introduction to the principles and practice of planning cycling coaching activities.
- **Unit 3: Deliver and Review Coaching Activities** – to develop an understanding of how to deliver cycling coaching activities to riders, as well as how to review the effectiveness of the activities, your contributions to them and how to improve your cycling coaching over time.

¹ If you are under 18 years of age when you achieve the qualification, when coaching you will be required to be directly supervised by a qualified coach who is over 18 years of age. Once you are 18 years old you will then be able to coach independently.

- **Unit 4: Coaching Cycling** – this unit provides the context for units 1–3, developing your knowledge of safe and appropriate environments for a coach at this level, cycling equipment, general riding position and the correct performance of the basic and selected intermediate cycling techniques.

To qualify for the L1CCC you must successfully complete all four units.

Assessment

The assessment for the L1CCC includes:

- **one observation of practical coaching** – on day two of your course you will deliver and review a 15-minute Go-Ride session
- **three written assessments** – completed as home study between days one and two.

Learning Programme

The L1CCC is interactive and involves discussion, presentations and most importantly practical coaching experiences. The course will introduce you to the basics of coaching, cycling techniques and equipment. The course includes two days of face-to-face training – one day, followed by a four-week break when you will complete the home study and some assessment, and then a final day. It is expected that it will take you up to 40 hours to complete this qualification. This figure includes seven hours² of pre-course work (first aid course and reading the induction pack), two days (18 hours) of training and practical assessment, and up to 15 hours² of home study and written assessment between days one and two.

There are practical cycling sessions on both days of the training programme so you are asked to **dress in suitable clothes, bring waterproofs** and as the practical activities will be conducted both on and off the bike you should ensure you wear **appropriate footwear**. You should bring your **cycling helmet** and **your bike** (preferably one that can be ridden both on and off-road, eg mountain bike). Your bike should be in good working order and be safe for participation in the sessions. It must have two brakes that work, be fitted with a freewheel and ideally have gears. You are also encouraged to bring your puncture repair kit.

The four units are delivered through the learning programme (see Table 1), consisting of the following components in sequence:

Induction pack

Following enrolment on a course, you will receive an Induction Pack. This includes a small amount of reading that you will need to complete prior to day one of the course.

Day one of training

One day of face-to-face training that includes discussion, presentations and opportunities to practice coaching. You will receive a Candidate Resource Bag including all of the resources and documents you need during the training and to complete the qualification. You will complete the following modules:

- **Introduction** – an introduction to the course, its demands and resources, the cycling disciplines, the role of a Level 1 Coach and the coaching process.
- **Cycling Equipment and Riding Position** – an introduction to the basics of cycling equipment including bikes, clothing and accessories, as well as recommendations for setting a general riding position.
- **Cycling Safety** – practical tips on bike, helmet and clothing checks, how to conduct and implement a risk assessment, and an introduction to warming up and cooling down.
- **Cycling Techniques** – a practical module focusing on understanding the principles of cycling techniques and allows you to gain experience of delivering cycling techniques using a structured format.
- **Assessing and Improving Riders' Performance** – how to analyse a cycling technique, and use this information to assess and improve riders' performance.
- **Preparing and Delivering Coaching Sessions** – how to effectively prepare for and deliver a pre-prepared cycling coaching session.

Following this day of training you will then embark on a period of self-directed learning and written assessment.

Self-directed learning and written assessment tasks

You have a four-week period where you will be required to complete some home study reading and a number of written assessment tasks. You will prepare a session plan, based on the Go-Ride activity you were allocated on day one, for delivery on day two. The written assessment tasks must be completed before you return for day two of your training. You are also encouraged to observe a qualified cycling coach delivering one or more session(s) before you return for day two. This will help you to understand the requirements and practicalities of coaching cycling. Support is available to help you understand and complete your home study tasks by contacting British Cycling Coaching and Education, your British Cycling Regional Manager or course Tutors.

Day two of training

A single day of face-to-face training, including an assessment of your preparation, delivery and review of a 15-minute Go-Ride session, and the following modules:

- **Reviewing Coaching Sessions** – an introduction to how to review your coaching sessions and monitor and develop your own coaching practice.
- **Coaching Children** – practical tips on various aspects of coaching children, from managing groups to dealing with disruptive behaviour.
- **Good Coaching Practice** – a practical guide for all those involved in children's sport, consolidating the knowledge gained from your home study and discussing good coaching practice.

You will be asked to submit your completed assessment tasks and you will have an individual review at the end of the day. Assuming you have completed all the required tasks and paperwork, you will be signed off, subject to the outcome of the assessment of your Candidate Pack and Keeping Children Safe in Sport home study. You will receive feedback on your written assessment within six weeks of submitting your completed pack.

PRE COURSE	Course of Training DAY 1	Self-Directed Learning and Written Assessment <--- 4 weeks --->	Course of Training DAY 2
Appointed Person's First Aid Certificate	0900–1025 Introduction/Induction	Read all resources††† Prepare session for Assessment Task A1††	0900–1250 Assessment Task A1 – Internally Assessed Prepare for, Deliver and Review a Go-Ride Session*††
	1025–1155 Cycling Equipment and Riding Position*†		
	1155–1310 Cycling Safety*†		
	1310–1400 Lunch	Written Assessment Tasks†† (Submit on day 2, assessed after day 2 and feedback within six weeks of submission) Assessment Task A2 – Prepare Go-Ride Sessions Assessment Task A3 – Written Assignment Keeping Children Safe in Sport home study pack	1250–1330 Lunch
	1400–1525 Cycling Techniques* (practical)†		1330–1405 Reviewing Coaching Sessions
	1525–1620 Assessing and Improving Riders' Performance*		1405–1505 Coaching Children
	1620–1730 Preparing and Delivering Coaching Sessions		1505–1605 Good Coaching Practice
1730–1800 Close Day 1 and What Next		1605–1800 Close Day 2 and Individual Review†	
7 hours ²	9 hours	15 hours ²	9 hours
SUBJECT TO CHANGE			
† Formative assessment	†† Summative assessment	††† Home study	* opportunity to practice coaching

Table 1: British Cycling L1CCC Learning Programme

Course Fees and Completion

The cost of the course is £195, which covers the two days of training, theoretical and practical assessment, lunch and refreshments on both days, all coaching resources required to complete the qualification and a candidate registration fee that is paid to 1st4sport Qualifications (the awarding body for the qualification). Please note that first aid training is not included in the cost.

The timescale for completing the qualification is one year from the first day of your course. If you do not complete all of the course requirements within this timescale, your registration with 1st4sport Qualifications will lapse. However, 1st4sport Qualifications policies allow you to apply for a six-month extension to your registration. 1st4sport Qualifications will charge you a fee for this extension. If you have not completed the qualification within 18 months of the first day of your course, you will be charged a L1CCC re-registration fee, all of which will be paid to 1st4sport Qualifications to re-register you. You will then be able to complete the outstanding components of your qualification.

You should note that British Cycling purchases one copy of the Keeping Children Safe in Sport home study pack for each candidate attending the L1CCC (£25 per pack). Educare charges the full purchase price for each submission (and resubmission, if referred). Therefore, if you do not pass this home study on your first submission, you will be charged £25 to resubmit it.

If you are concerned about funding, there are a number of grants and funding opportunities available on a regional level. Please contact your British Cycling Regional Manager, who may be able to assist you in sourcing funding in your local area.

Accredited Prior Learning

If you have covered some of the L1CCC modules previously, you may apply for Accredited Prior Learning (APL). APL is available to all candidates, although it must be agreed with Coaching and Education prior to the first day of the course. You will also have to provide satisfactory written evidence that all of the learning outcomes have been met. Full APL guidelines and a list of outcomes are available from Coaching and Education.

British Cycling Coaching Licence

You are encouraged to obtain a British Cycling Coaching License. The benefits of a Coaching License include:

- assurance to your riders, club or any potential employers that you:
 - ◊ are qualified at the relevant level to teach cycling skills and techniques
 - ◊ are committed to high-quality coaching and continuing professional development
 - ◊ have met specific safety requirements such as undertaken good practice and child protection awareness training, have a valid CRB enhanced check and annually complete a safeguarding declaration
- £5 million professional indemnity insurance for your coaching activities
- access to free coaching and technical support
- being promoted as a British Cycling licensed coach through listings on the website and in the British Cycling Handbook
- access to legal, insurance and other benefits provided by British Cycling membership.

To obtain (and maintain) a British Cycling Coaching License, you must successfully complete the requirements of the qualification and:

- have valid Gold or Silver level British Cycling membership
- have a valid first aid certificate
- have a valid CRB enhanced check issued through British Cycling (if it has not already done so, British Cycling will undertake this check on your behalf)
- annually complete a safeguarding declaration (this is undertaken as part of membership application/renewal)
- sign up to the British Cycling Code of Conduct (this is undertaken on the L1CCC course).

Upon registering for the L1CCC, your British Cycling Coaching Licence will have an endorsement of *Candidate Level 1 Coach*. Once you complete all of the requirements of the qualification, your Coaching License endorsement will be upgraded to *Level 1 Coach*.

1.2 First Aid Qualification Requirements

The minimum first aid requirement for all British Cycling coaching qualifications and Coaching License is a **Health and Safety Executive Appointed Person's First Aid Certificate**. You must submit written evidence of having completed an appropriate first aid course (ie a copy of your valid first aid certificate) with your application to enrol on a British Cycling coaching course. Thereafter, it is your responsibility to ensure that the certificate is kept valid by attending update courses. Your British Cycling Coaching Licence and insurance is only valid when you are in possession of a current first aid certificate, a valid CRB enhanced check issued through British Cycling and valid British Cycling membership (Gold or Silver level).

Health and Safety Executive Appointed Person's First Aid courses cover the following minimum content:

- What to do in an emergency.
- Cardio-pulmonary resuscitation.
- First aid for the unconscious casualty.
- First aid for the wounded or bleeding.

The duration of such a course is usually 6-8 hours and the cost varies according to the organisation delivering it. British Cycling does not deliver first aid courses as our tutors are not trained to do so, however courses are run by various first aid organisations. The contact details of three organisations that may be running courses in your area are listed below.

British Red Cross
T 0870 170 9222
E firstaid@redcross.org.uk
W www.redcross.org.uk

St John Ambulance
T 08700 10 49 50
E Regional e-mail addresses can be found on the St John Ambulance website
W www.sja.org.uk/training

St Andrew's Ambulance Association (Glasgow)
T 0141 332 4031
E firstaid@staaa.org.uk
W www.firstaid.org.uk

Local Authorities also run courses that are operated by the major providers. First aid certification is a requirement of most governing body coaching qualifications, and so your Local Authority Sports Development Officer may also be able to help.

1.3 Coaching Insurance and British Cycling Membership

British Cycling strongly recommends that all coaches have appropriate professional indemnity insurance for all aspects of their coaching practice. When purchasing insurance it is important that you compare the detail of the policies very carefully as they vary greatly in their cover and price. British Cycling Gold or Silver level membership offers a very competitive professional indemnity insurance package for coaches, in addition to the legal, insurance and other benefits.

Professional Indemnity Insurance for Coaching Practice and Attending a British Cycling Coach Education Course

All candidates that attend a British Cycling coach education course must have an appropriate level of professional indemnity insurance for all aspects of their coaching practice before attending the course. The minimum level required is equivalent to, or greater than, that provided by Gold or Silver level British Cycling membership (see below for further detail).

British Cycling Coaching License and Membership

To obtain a British Cycling Coaching License, you must successfully complete the requirements of the qualification and:

- have valid Gold or Silver level British Cycling membership - professional indemnity insurance for coaching activities is not available to Bronze level membership
- have a valid first aid certificate
- have a valid CRB enhanced check issued through British Cycling
- annually complete a safeguarding declaration
- sign up to the British Cycling Code of Conduct.

To retain your Coaching License you must continue to meet all of the above requirements.

The British Cycling Membership Application Form (including the safeguarding declaration) is included at the end of this application pack. You can also download this form from the Membership section of the British Cycling website or join online (www.britishcycling.org.uk).

Membership is offered on a *rolling basis*, which means that it will be valid for a 12-month period from the date of issue/renewal. All categories of membership are issued automatically with a provisional racing licence that entitles the holder to enter a range of designated events in most disciplines of cycling.

A guide to the membership categories and benefits can be viewed on the British Cycling website. If you are still unsure about what level of membership you wish to take, please do not hesitate to contact Membership Services on 0161 274 2000 who will be happy to advise you further.

Summary of British Cycling Professional Indemnity Insurance for Coaches

- **Definition of a coach** – Any person who holds a valid British Cycling Coaching Licence and a current qualification recognised by British Cycling.
- **Scope of cover** – The master policy covers legal liability for damages and legal costs arising out of third party loss, injury or damage due to the professional negligence of a cycling coach.
- **Limit of indemnity** – £5 million for all damages to any claimant or all claimants in respect of any one claim or all claims arising from one original cause.
- **Geographical limits** – Worldwide excluding USA/Canada.

The above is a summary of the Master Policy held by Capital & County Insurance Associates, copies of which are available from British Cycling on request. If you require this or more specific advice as to what is covered please contact the Coaching and Education Administrator at British Cycling on 0161 274 2060.

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Forms for Enrolling on a L1CCC Course

Important Notes – Completing the Application Form

1. Entry requirements

- You must be a minimum of 16 years of age upon application. Please note that if you are under the age of 18 years when you achieve this qualification, when coaching you are required to be directly supervised by a qualified coach who is over 18 years of age. Once you are 18 years old you will then be able to coach independently.
- You must be in possession of:
 - ◊ a valid **Health and Safety Executive Appointed Person's First Aid certificate** (minimum requirement)
 - ◊ **coaching insurance** that provides at least the same level of cover as that provided by British Cycling membership (Silver or Gold level) (ie limit of indemnity is £5 million for all damages to any claimant or all claimants in respect of any one claim or all claims arising from one original cause).
- You must complete a Course Application Form and Candidate Profile.
- To obtain a British Cycling Coaching License, you will be required to have a CRB Enhanced Check issued through British Cycling - on confirmation of acceptance of British Cycling Gold or Silver level membership, British Cycling will provide you with a CRB application form. You should bring your completed form, and appropriate original identification, to day one of the course, where British Cycling will sign it off. British Cycling will then submit it to the relevant authority.

2. Equity policy and support for candidates with specific needs

British Cycling endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of candidates to undertake and successfully complete the qualification. Individual requests for specific support including the provision of the learning resources in alternative formats are welcomed and will be assessed on a case-by-case basis. British Cycling will work with the candidate, and other relevant people or organisations, to try and meet the candidate's needs. However, practical and economic viability will have to be considered as part of the assessment.

3. Payment

- Payment must accompany the Course Application Form and Candidate Profile.
- Invoicing - if a third party has agreed to pay the fees on your behalf a supporting letter or purchase order must be attached confirming their commitment to pay, which must include a contact name, address and telephone number. The third party will be invoiced and payment is to be settled within 30 days.
- If paying by cheque please make it payable to British Cycling Federation.

4. Application submission

- You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.
- It is not possible to reserve a place on a course without the prerequisite documentation specified on the second page of the Course Application Form and Candidate Profile (page 10).
- When a course becomes full, a reserve list will be held. You will be notified if the course is full and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available. Alternatively, you may choose to attend another course.

5. Course confirmation and Induction Pack

Your Induction Pack, including confirmation of your enrolment, timings and venue location, will be mailed to you as soon as your paperwork is processed; please allow 14 days.

6. Cancellation charges

If you wish to cancel your booking prior to attendance or part way through the qualification, British Cycling's cancellation policy is:

- up to two weeks before the first day of the course – a full refund will be provided within 30 days
- less than two weeks before the first day of the course – a refund will be given minus an administration fee of £30
- after attending day one and prior to day two of the course – no refund is available as British Cycling is not able to redistribute the remaining part of the course to another candidate and the majority of course costs will already have been incurred by British Cycling.

7. Amendment charges

It is preferable that you attend both days at one venue. However, if British Cycling is able to offer availability for you to attend the course at more than one venue an administration fee of £30 per change will be charged.

8. Educare - Keeping Children Safe in Sport home study pack

British Cycling purchases one copy of the Keeping Children Safe in Sport home study pack for each candidate attending the L1CCC (£25 per pack). Educare charges the full purchase price for every submission (and resubmission, if referred). Therefore, if you do not pass this home study on your first submission, you will be charged £25 to resubmit it.

9. Data protection

When you apply to attend a Coach Education course British Cycling creates a record in your name, which includes the personal data you have provided on your Course Application and Membership forms as well as documentation generated as a result of your participation in the course. As a registered coach you will receive periodical coaching correspondence and newsletters from British Cycling. Upon completion of the course and in your capacity as a British Cycling Licensed Level 1 Coach, your contact details will be released to an enquirer looking to secure the services of you as a coach, unless British Cycling is otherwise advised.

The information provided on this form will be used to register you with 1st4sport Qualifications (the awarding body) and by British Cycling, Welsh Cycling and Scottish Cycling to support the development of cycling. Relevant information will also be shared with the course tutors to facilitate them to provide a quality delivery and support for the candidates on the course.

10. Customer service

British Cycling Coaching and Education aims to provide a high quality service to all of its customers as outlined in our Customer Service Statement. This is achieved through the development and implementation of a range of policies and procedures. Copies of British Cycling Coaching and Education's Customer Service Statement, Equity Policy, and Complaints and Appeals Procedures are available on request from British Cycling, Coaching and Education.

11. Awarding body registration and certification

This certificate is awarded by 1st4sport Qualifications and the timescale for completing the qualification is one year from the first day of your course. If you do not complete all of the course requirements within this timescale, your registration with 1st4sport Qualifications will lapse. However, 1st4sport Qualifications policies allow you to apply for a six-month extension to your registration. 1st4sport Qualifications will charge you a fee for this extension. If you have not completed your qualification within 18 months of the first day of your course, you will be charged a L1CCC re-registration fee, all of which will be paid to 1st4sport Qualifications to re-register you. You will then be able to complete the outstanding components of your qualification. Contact Coaching and Education for more information about these fees.

Course Application Form and Candidate Profile

To attend a Level 1 Certificate in Coaching Cycling course please complete this form (in block capitals) and return it together with the relevant paperwork and payment to the address overleaf. The notes on the opposite page contain information that will assist you in completing the form, and also outlines British Cycling's policy on cancellation and amendment charges. It is recommended that you read this prior to submitting your application. For further help and advice before you make a booking, please contact British Cycling Coaching and Education (details overleaf). This information will be used to register you with 1st4sport Qualifications and by British Cycling, Welsh Cycling and Scottish Cycling to support the development of cycling. It will also be shared with the course tutors to enable them to provide a quality delivery and support for all candidates on the course.

*** Mandatory information**

PLEASE ALLOW 14 DAYS FOR YOUR APPLICATION TO BE PROCESSED

Course Details*

Location	Dates	Ref

Personal Details (see note 1)

Title: *First Name: *Surname:

*Gender: Female Male *Date of Birth:

British Cycling Membership No.: Expiry Date: Membership Class:
(ie Silver or Gold)

*Postal Address:

*Postcode:

*Contact telephone number – you must provide **at least one** contact number, preferably a number that you can be contacted on during the day

Tel No. (home): Tel No. (work):

Mobile: Email:

Ethnicity*

I would describe my ethnic origin as:

Asian British Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Other white	<input type="checkbox"/>
Asian British Indian	<input type="checkbox"/>	Mixed White and Asian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Asian British Pakistani	<input type="checkbox"/>	Mixed White and Black African	<input type="checkbox"/>	White British	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Mixed White and Black Caribbean	<input type="checkbox"/>	White European	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Other	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	White Non European	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other Black	<input type="checkbox"/>		
Chinese	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Disability (see note 2)

Do you consider yourself to have a disability? Yes / No / Prefer not to say

If yes, what is the nature of your disability?

Hearing	<input type="checkbox"/>	Physical	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Visual	<input type="checkbox"/>
Mobility	<input type="checkbox"/>	Other	<input type="checkbox"/>
Multiple	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Please provide further details and any support required (see note 2)

Candidate Profile

Please complete the following questions to help us to maximise your education experience. This information will be shared with the course tutors to enable them to provide a quality delivery and support for all candidates on the course.

Briefly outline your coaching history/experience	Give a brief summary of your cycling experience
List any other cycling awards/qualifications held (eg commissaire, Motorcycle Escort Group, etc)	List any other relevant awards/certificates or qualifications, (eg teaching, other sport coaching awards, units D32/D33, A1 etc)
My current cycling coaching activities are:	My future cycling coaching activities are likely to be:
Any other information you feel we should know (including any specific dietary requirements)?	

Payment Details* (see notes 3, 6 and 7)

Course fee is £195.00#.

Cheque:

Account Name:

Account No.:

Credit/
Debit Card:

Credit/
Debit Card No.:

Issue No.:

Account Name:

Valid From:

Expiry
Date:

Security No. (3 digit no. on reverse side of card)

Financial assistance may be available on a regional level. Please contact your British Cycling Regional Manager, who may be able to assist you in sourcing funding in your local area.

Signature:

Date:

Prerequisite Documentation*

I have attached the following compulsory documentation. I understand that my application **will not be processed** without these documents.

- Copy Health and Safety Executive Appointed Person's First Aid certificate
- Evidence of an appropriate level of coaching insurance
- Full course remittance or written confirmation that a third party will be paying the fees on my behalf (if appropriate)

Please return this application form and prerequisite documentation to:

Melanie Knowles, Coaching and Education, British Cycling, Stuart Street, Manchester, M11 4DQ

Tel: 0161 274 2075

Email: melanieknowles@britishcycling.org.uk

MEMBERSHIP FORM

Valid for applications received before July 31st 2009



1. Main Member Details

Title..... First Name..... Surname..... Date of birth.....
Address.....
..... Postcode..... Tel.....
Tel (mob)..... Email..... Membership Number.....
Male Female Nationality..... Club name(s).....

2. Individual Membership Options

Category	Age	Bronze	Silver	Gold	2009 Race Licence*
Senior	born 1989 or earlier	<input type="checkbox"/> £13.50	<input type="checkbox"/> £36.00	<input type="checkbox"/> £64.00	<input type="checkbox"/> £32.00
Junior	born 1990-1991	<input type="checkbox"/> £13.50	<input type="checkbox"/> £24.00	<input type="checkbox"/> £46.00	<input type="checkbox"/> £13.00
Youth	born 1992-1995	N/A	<input type="checkbox"/> £13.50	<input type="checkbox"/> £34.00	<input type="checkbox"/> FREE
Under 12	born 1996 or later	N/A	<input type="checkbox"/> £8.00	<input type="checkbox"/> £28.00	<input type="checkbox"/> FREE

*A Race Licence is available only to Silver or Gold members and is required to enter most events at regional/national/international level.

3. Family Membership Options (for up to 2 adults and any dependant children)

Family Gold £138 Family Silver £82

Spouse Name..... M F DOB..... Race licence required? £32.00 Senior
Child 1 M F DOB..... Race licence required? £13 Junior £FREE Youth/U12
Child 2 M F DOB..... Race licence required? £13 Junior £FREE Youth/U12
Child 3 M F DOB..... Race licence required? £13 Junior £FREE Youth/U12
Child 4 M F DOB..... Race licence required? £13 Junior £FREE Youth/U12

4. Life Membership Options (available from the membership team on 0161 274 2010. Lines open Mon-Fri 8am to 6pm)

Life Membership Gold 65+ applicant must be born 1944 or earlier and have 10 years consecutive membership **£320***

Life Membership Gold applicant must be born 1990 or earlier and have 10 years consecutive membership **£768***

*Does not include the annual cost of a Race Licence, required to enter most events at regional/national/international level.

5. Publications

Quarterly Calendar magazine: Free to Gold members or £12.50

British Cycling Rulebook £2

6. More About You (optional)

What is your ethnic origin? Asian Black Chinese Mixed Race White Other..... Prefer not to answer
 I have a disability: Give details.....
 I am happy to receive communications from third party organisations Please withhold my details from British Cycling Publications/Website

7a. Working with Children and Vulnerable Adults

I hold a British Cycling recognised leadership, coaching or officiating qualification? Give details.....
 I am a volunteer involved in cycling with access to children or vulnerable adults?
 I hold one of the following roles within a cycling organisation? Secretary Treasurer Welfare Officer Club Official Coach

IMPORTANT: YOU MUST COMPLETE SECTION 8b IF YOU TICK ANY BOX IN THIS SECTION.

7b. Working with Children and Vulnerable Adults (complete only if prompted by Section 7a)

Have you been convicted of any offence or had a conviction or bind-over order, or is a prosecution pending related to children, any offence under the Sexual Offences Act, any offence involving violence of any nature or drug related offences? *(You are advised that under the provisions of the current Rehabilitation of Offenders Act 1974 including all subsequent amendments and exceptions a person should declare all convictions including 'spent' convictions where working with children).* No Yes

Are you a person known to any social services department as being an actual or potential risk to children or to vulnerable adults / other people? No Yes

Have you ever had a sanction imposed against you or been disciplined in any way for any matter relating to child abuse, sexual offences, violence or use of drugs? No Yes

References

Name of Referee 2:	Name of Referee 2:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Relationship to you:	Relationship to you:
Length of time known to referee:	Length of time known to referee:

Clubs/sports you have been associated with	Period of your involvement (state dates from and to)
1	
2	
3	

By completing this section and providing references you consent to British Cycling undertaking criminal record and/or social services and other relevant third party checks and obtaining data about you in line with British Cycling Policy and Procedures for the Protection of Children and Vulnerable Adults (available at www.britishcycling.org.uk). You also indemnify British Cycling in relation to any claims or expenses that may arise as a result of such checks. The information contained on this form, the results of Police and Social Services checks and information supplied by third parties, will be recorded by British Cycling. It is the applicant's responsibility to inform the British Cycling Child Protection Officer via the address on this form immediately of any change affecting the status of this declaration during the term of membership. Action may be taken in response to incomplete, false or missing information from an application where such information, or lack thereof, leads British Cycling to suspect children or vulnerable adults may be at risk as a result.

8. Concessions (Key volunteers and officials. Tick one only)

Tick for £13.50 Free Bronze Membership discount

- Fully qualified British Cycling commissaire or referee
- Registered motorcycle rider with the National Escort Group
- Organiser of a cycling event registered with British Cycling in 08/09

Tick for £36 Free Silver Membership discount:

- Secretary/Coach/Welfare Officer of a Clubmark club
- Secretary/Coach/Welfare Officer of a new Go Ride club

9. Payment I enclose a cheque/postal order payable to British Cycling or pay by debit/credit card

Cardholder name..... Card number...../...../...../...../.....
 Valid from...../..... Expiry...../..... Issue number..... Security code.....
 Address (if different from member)..... Postcode.....

Total

£.....

10. Declaration/Parental Consent

A. PARENT/GUARDIAN: I hold legal responsibility for all members aged under 18 on the present application. I understand and agree that my son/daughter participates in events promoted under the Federation's rules and regulations entirely at his/her own risk. I have considered and understand the nature of such events and have discussed them with my son/daughter. I am satisfied that my son/daughter is sufficiently responsible and competent to assume responsibility for his/her own safety whilst engaged in competition under British Cycling regulations. I understand that competitors over 16 years of age are permitted to compete on the public highway and must there assume full and entire responsibility for their own safety in relation to other traffic. I understand and have emphasised to my son/daughter that the function of marshals in such events is to do no more than indicate the direction the rider should take and that the responsibility for safety whilst negotiating corners, turns and other hazards must rest with the rider. I understand further and have impressed upon my son/daughter that all competitors in events on the open road must observe the law of the land relating to road travel. I agree that my son/daughter shall participate in such events without any liability whatsoever on the part of the promoter, promoting club, British Cycling, or any club or organisation affiliated thereto or their officials or members in respect of any injury, loss or damage suffered by him/her, provided that this does not exclude the liability of any such party for death or personal injury arising from that party's negligence. I confirm, that my son/daughter does not have any disability or medical condition, physical or mental, which could affect his/her ability to ride safely as a racing cyclist. I understand that I must notify the Compliance Officer of the Federation at once if any time my son/daughter becomes subject to a disability or medical condition, physical or mental, which could affect his/her ability to ride safely as a racing cyclist. I understand that my son/daughter may be subject to anti-doping controls and that this would involve the removal of some of their clothing and the provision of a urine sample directly in the presence of a doping control officer.

B. INDIVIDUAL MEMBER: Should I be required to participate in an anti-doping test conducted under British Cycling/UCI regulations, I agree to submit to those tests and comply with and be bound by the British Cycling/UCI anti-doping regulations. The anti-doping regulations of other component instances as foreseen by the UCI regulations provided such regulations comply with the World Anti-Doping Code. I agree that the results of the analysis will be released to the public in line with applicable regulations. I undertake to submit any objections concerning drug abuse to the British Cycling Board/Appeals Panel, whose decision I shall accept as final. I accept that all urine and blood samples taken become the property of British Cycling/UCI and that British Cycling/UCI may have them analysed, notably for the purpose of research and information on health protection. I agree to my doctor and/or the doctor of my Club/Team communicating to British Cycling, on its request, the list of medicines I have taken and treatment I have undergone before any given competition or cycling event. I will participate in cycling competitions or events in a loyal and sporting manner. I will submit to disciplinary measures taken against me, and will take any appeals and litigation to the authorities provided for in the Regulations. I accept (CAS) as the only competent jurisdiction of appeal in the cases provided for by the regulations and in compliance with the terms thereof. I accept that the decisions of CAS shall be final and binding and not subject to appeal. With that reservation, I shall submit any litigation with the UCI exclusively to the tribunals at UCI headquarters.

DO YOU CONSENT TO ALL PERSONS IN THIS APPLICATION BEING BOUND BY THE BYELAWS, TECHNICAL REGULATIONS, CODE OF CONDUCT, CHILD PROTECTION AND ANTI-DOPING POLICIES OF BRITISH CYCLING? For further details visit www.britishcycling.org.uk

Print name **X**..... Signature **X**..... Date.....
 Address (if different from above)..... Postcode.....

Staff Initials..... Date Processed..... Telephone Post Fax Declaration Complete (verbal if by phone)