



Archery GB Coach Licence Renewal

<https://archerygb.org/coaching/archery-gb-coaching/renew-your-archery-gb-coaching-licence>

Once you have achieved a coaching *qualification*, you need to renew your *licence* to coach every three years. (If you achieve a higher qualification in that 3-year period, your licence will start a new 3-year cycle when you achieve that new qualification).

There are 3 separate elements to maintaining your licence, and your licence only remains current when all three elements are updated.

Your DBS check (PVG in Scotland)

Once you gain your first coaching qualification, ArcheryGB (AGB) will contact you and ask you to submit personal details so a DBS check can take place. As soon as the check has been completed AGB will inform you, and its **highly recommended** to reply to AGB immediately (you only have a month to do this) and request that future checks be automated for you.

If you don't request automated renewals, you'll need to regather all your personal details every three years (AGB will contact you to request this). With the automated service, you don't need to do anything. Further information on DBS can be found [here](#).

Complete a safeguarding course

You're required to refresh your safeguarding knowledge every three years. Just as when first gaining your qualification, you can do this by either attending an online tutor-led course or a face-to-face one. In some cases you can also use evidence of refreshing your safeguarding through another organisation. In either case, your completion certificate should be uploaded to your Sport80 account for validation by AGB. Further information can be found [here](#).

Once you have received a certificate of completion for your course, go to your Sport80 account, view profile (green tab), click qualifications, click add qualification, add the date achieved, add child protection course, upload your certificate, and click add. (further step by step information is available on the next page)

Submit your licence renewal form

Around 4 weeks before your licence expires, you should submit your completed renewal form to your County Coaching Organiser – CCO (for Level 1, Session Coach, Level 2, Development Coach), Regional Coaching Organiser – RCO (for County Coach) or Senior Coach contact (for Senior Coach). A panel will be set up to review your renewal.

The panel is looking to see that your continuous professional development and work record over the last 3 years is appropriate to the licence you are renewing.

Complete the form (select the appropriate one from the resources [here](#)) referencing the [CPD matrix](#), and submit to your CCO/RCO. They will let you know once your renewal is approved, and they will submit forms to AGB on your behalf. In some cases, the panel may need to come back to you if its felt your work record or CPD is incomplete. Your licence will then be renewed once AGB have checked that your DBS and Safeguarding are both up to date.

Additional information:

Uploading your safeguarding certificate onto your sport 80 profile:

- a. Log onto your membership profile here – <https://agb.sport80.com> (or email Activate to membership@archery.org if you have never used the platform)
- b. Click on Qualifications (below Profile and Memberships)
- c. Click on + ADD Qualification and + ADD Child Protection Course
- d. Add date achieved and click next
- e. Upload copy of certificate and click + ADD
- f. Your entry will show as 'Pending Approval'. This will change to 'Current' once it has been approved by our Safeguarding team.

In order to begin your DBS, you will need to self-register with First Advantage:

Go to <https://app.knowyourpeople.co.uk/register>. Enter the following information:

- a. Organisation ID: ORG-PZ4YM800
- b. Access code: Archery
- c. Your email address, and verify the captcha, and click 'Next'.

Complete the self-registration form on the next page, and click 'Register'. Once you have verified your email and logged into online system, you will be asked for your position, please state - Sport Coach – Sports Coach Child

Click next and follow the onscreen instructions to get the renewal under way.

You will need to download the ID verification form for you to fill in and send to your verifier, or the Archery GB verifier. Download Form here <https://archerygb.org/files/dbs-check-form-270922132405.docx> and then follow the instructions on the form. If you have any issues, please email dbs@archerygb.org and the team will be able to help you.