



## Renewing your Coaching Licence

Keep a note of when your licence comes up for renewal, and follow the steps below around 6 weeks before this date.

**There are 3 steps to a renewal!**

### **Coach Licence**

Complete the correct renewal form for your coaching level.

This can be downloaded from the Archery GB Website – Renewals page.

Make sure to complete ALL columns!

Level 1, Level 2, Session and Development Coaches send form to CCO.  
County send to RCO.  
Senior to National Panel.

### **DBS Check**

Make sure you have a current DBS check.

This is done through the AGB DBS office.

This must be renewed every 3 years

**OR**

For annual automated renewals, you can apply for update renewal service within 30 days of the date your certificate was issued.

### **Safeguarding Certificate**

A Coach **MUST** have a certificate of Safeguarding and Protecting Children Training.

This must be tutor-led (not self-study) and can be done online or face-to-face.

Booking can be done in the 'Courses' section of your Sport80 portal.

Upload your certificate to the Qualifications page of your Sport80 portal

**Top Tip:** Keep a record of all your coaching activities. You can then easily check events, dates, etc. when you come to enter these into your renewal form.

**You can check the renewal date of all of these in your Sport80 Members Portal:**

**Coach Licence:** Go to the 'Licence' section.

**Safeguarding certificate:** Go to the 'Qualifications' section.

**DBS Check:** Go to the 'Background check' section.