

Discipline Support Module Administration - Polo

This document outlines the administration requirements for course organisers running the British Canoeing Awarding Body Polo Discipline Support Module:

- Course Authorisation is required by Directors prior to running the module; this is obtained through the Delivery Centre Coaching Office and must be requested at least 14 days in advance of the course;
- Candidates must register for the module with their Delivery Centre prior to attending the course via the Delivery Centre Membership Portal. The registration process checks that candidates have the necessary prerequisites;
- At the point of registration the following prerequisites are required:
 - Registration Fee for Delivery Centre Members;
 - A British Canoeing Awarding Body Coaching Qualification;
 - Age 16 years of age, or older.
- It is important that Directors check that candidates hold the necessary prerequisites; these will be checked by the Delivery Centres. Only candidates who have registered will be acknowledged by the Delivery Centre as completing the training.
- End of Course: The Director should upload the course results to the Delivery Centre Membership Portal within 7 days of the end of the course.
- After completing the module, candidates receive a certificate confirming attendance.

- Directors must be registered with their Delivery Centre as a recognised British Canoeing Awarding Body Polo Discipline Support Module Director.
- The Ratio for the Discipline Support Modules is 1 registered Director, with a minimum of 4, and maximum of 12 candidates (if working with more than 8, technical support is required from a discipline specialist). Directors must seek permission from their Delivery Centre if they wish to run courses outside these ratios.
- Applications for New Directors are processed through the Delivery Centres. Applicants who meet the following requirements will be considered:
 - Current British Canoeing Awarding Body Performance Coach (or equivalent qualification/experience);
 - Recent experience of educating Coaches (Coaches without tutoring experience are able to progress as a second member of staff);
 - Varied discipline coaching experience, including 6 session progressions;
 - Thorough understanding of tactical, technical, physical and psychological requirements of beginner Polo paddlers.

New Directors are required to complete Delivery Centre Orientation prior to delivery.