

Coach renewals in Scotland

The Coach licence renewal system aims to ensure that the licensing standards are maintained, and a fair outcome is met. This guidance gives you information on what you need to know to renew your coaching licence in Scotland and will help you complete the Coach Renewal Form (Scotland).

The coach renewal process involves three aspects :

- Coach renewal form
- PVG scheme record update (if the coach is in a Regulated Role) - or provide a self-certification that you are not in a Regulated Role. See below for details on this.)
- CWPS course (or refresher)

These are detailed below.

When to renew your licence

Your Coach licence is due for renewal every three years from the date you qualified in your current grade. Archery GB will email you approximately three months in advance of your coach licence expiry date, with instructions to download and complete the coach renewal form from the Scottish Archery website. Please remember, you are responsible for keeping your licence up to date and should take action in the absence of a reminder.

To check your licence renewal date please access your personal information on Sport 80 on the Archery GB website. If you miss your renewal date you have 12 months following your qualification expiry date in which to renew without undergoing a Late Renewal Process.

It is recommended that the licence application form is completed and sent to Scottish Archery approximately 2 months prior to the expiry date to give the volunteer panel sufficient time to process your application. Forms can be downloaded from Scottish Archery website at <https://www.scottisharchery.org.uk/coach-renewals> Please ensure you complete the forms for **Scottish based Coaches** in word format. When you have completed all sections please send it to coaching@scottisharchery.org.uk.

Preferred submission of the coach renewal form is by an electronic fillable word format version, which can be emailed without signature, if sent from your own email address (Please enter your name in the signature section and this will class as an Electronic signature).

It is recognised that coaches work hard to achieve their coaching qualifications and with that a licence to coach in Archery GB clubs. Coaches are encouraged to maintain their standards of coaching.

To be a licenced coach in Scotland, you need to:

- Be a member of Archery GB **and** Scottish Archery.
- Hold an Archery GB recognised coaching qualification
- Be a member of the PVG Scheme in Scotland and hold a valid Scheme Record Update which is dated a maximum of 24 months prior to your licence renewal date (if the coach is in a Regulated Role) - or provide a self-certification that you are not in a Regulated Role. See below for details on this.
- Be able to provide proof of completion of an acceptable Safeguarding workshop (e.g. attendance certificate) within 12 months of the licence renewal date – See CWPS course guidelines below.
- Abide by the Archery GB Rules of Shooting and Coaches Code of Conduct.

To retain your Archery GB coach licence you need to continue to meet all of these requirements and demonstrate that you are committed to maintaining and improving your skills.

Membership of the PVG Scheme in Scotland

As of August 2025, there have been significant changes to the PVG scheme in Scotland (at a Scottish Government level – not just relative to Scottish Archery).

Previously, all coaches were categorised as in a “Regulated” role – meaning that a PVG was mandatory. Now coaches only require a PVG if they are still classed as being in a Regulated Role under the new guidelines. If your coaching role does not meet the criteria for being in a Regulated Role, then your coaching of children (under 18) or protected adults is classed as “Incidental” and you would need to complete a self-certification form.

Am I classed as “Regulated” or “Incidental”?

What is a Regulated Role?

A coach is classed as being in a Regulated Role and therefore requiring a PVG check, if you will be coaching children (under 18) or protected adults in a separate, dedicated activity.

Examples of this might include:

- Coaching juniors in a separate session
- Coaching juniors in another location during a normal club session

If this applies to you, you must:

- Apply for PVG membership through the usual process before beginning your Supported Practice (if qualifying as a new coach).
- Complete the Child Wellbeing and Protection in Sport (CWPS) course.
- Upload your PVG and CWPS certificates to your Sport80 profile.

What if I am in an Incidental Role?

If your coaching role is incidental (i.e., you coach in a setting where children or protected adults may be present, but the activity is not specifically for them), a PVG check is not required.

However, you must:

- Complete the CWPS course.
- Submit the attached Self-Declaration Form confirming that you are not currently engaged in regulated activity.
- Email Scottish Archery to request Non-PVG status.
- Await confirmation from the Archery GB Coaching Team (in consultation with Scottish Archery).
- Once approved, your Non-PVG licence will be uploaded to your Sport80 profile.

What if I do need a PVG?

If you are in a Regulated Role and therefore need a PVG, you should request a PVG (or a scheme record update if you previously had one), then follow the standard PVG procedure guidelines.

- PVG request / Scheme Record update must not coincide with your coach license renewal date.
 - If qualifying as a new coach, initiate the PVG process before starting your supported practice.
- If renewing as a coach, request your PVG scheme record update 2 years after your coaching licence has been renewed.
- To comply with current legislation and best practice all licenced Coaches in a Regulated Role must hold a PVG Scheme Record Update dated a **maximum** of 24 months prior to their licence renewal date.

Applications for membership of the PVG Scheme and Scheme Record Update requests are now initiated by the club CWPOs (Child Wellbeing and Protection Officers). Coaches who require an initial PVG, or a scheme record update should discuss this with their club CWPO. The requesting coach also needs to add a “PVG Request Consent” credential on the Scottish Archery JustGo website - <https://scottisharchery.justgo.com>.

Steps to follow for renewing coaches

For coaches with an existing PVG, who require a scheme record update – this is now done in conjunction with your club CWPO. The CWPO will perform certain tasks such as checking your identification and verifying your address and will also raise a PVG request to Scottish Archery on your behalf.

1. Carry out “Pre-employment checks” – Club CWPO / renewing coach

This includes the renewing coach providing 2 forms of ID evidence which must include either Drivers Licence, Passport or Birth Certificate in addition with recent bank statement or utility bill. These should be checked for accuracy by the club CWPO.

2. *Create “Scottish Archery PVG Request” Credential on JustGo – Club CWPO*

The CWPO creates a PVG request on JustGo, indicating which ID was checked in the above step. This sends the request to Scottish Archery, who submit the request to Disclosure Scotland.

3. *Create “PVG Consent” Credential on JustGo – renewing coach*

This credential grants permission for Scottish Archery to submit the PVG request on the coaches behalf.

4. *Complete Disclosure Scotland form – renewing coach*

Disclosure Scotland will email a link to a form to the renewing coach. This should be completed and submitted back to Disclosure Scotland.

5. *Receive confirmation from Disclosure Scotland – Club CWPO / renewing coach*

The club CWPO and the renewing coach will both receive word from Disclosure Scotland, regarding the status of the PVG scheme record update application.

6. *Forward a copy of the PVG scheme record update to the coaching email address*

Email address is ***coaching@scottisharchery.org.uk***

Who will check your PVG Status?

If you are qualifying as a new coach, then previously, the Coach Developer who is doing your Observation Day would need to see your PVG as part of the final discussion on the day. Now, this check will be undertaken by Archery GB. AGB will either need a self-declaration form if you are deemed to not be in a Regulated Role (See above), or will need to see evidence of a PVG / Scheme Record Update if you are in a Regulated Role.

Likewise, as part of the current coach renewal process, the coach renewal panel would ask to see your PVG as part of your renewal process. Now, again, this will be checked by AGB, depending on whether you are in a Regulated or non-regulated role.

Just Go Video links

Here are some links to videos to help you with the PVG part of the process. This covers the whole new PVG process, in case your club CWPO is not familiar with the steps involved.

- [JustGo PVG Help Videos - Stage 1/5](#)
- [JustGo PVG Help Videos - Stage 2/5](#)
- [JustGo PVG Help Videos - Stage 3/5](#)
- [JustGo PVG Help Videos - Stage 4/5](#)
- [JustGo PVG Help Videos - Stage 5/5](#)

Child Wellbeing and Protection in Sport (CWPS) course

The CWPS course is now the only permissible safeguarding course. Any coach renewing must have completed this course in advance of the renewal. As of 2024, there is now a blended method for taking the CWPS course. At alternate renewals, the coach will either have to undertake a full CWPS course, or do an online refresher (which is free). This approach aims to reduce the cost for the coaches and make the process easier to undertake, whilst maintaining the important standards for safeguarding.

If the coach is on the “full CWPS course” part of the renewal cycle, a full list of courses is available via the **sportscotland** website - <https://sportscotland.org.uk/training> . Scottish Archery also periodically run CWPS courses online, which may be a slightly subsidised cost for SAA member coaches.

If the coach is at the “online refresher” part of the cycle, there is a separate document available on the Scottish Archery website (<https://www.scottisharchery.org.uk/coach-renewals>) to discuss this part of the process - **Scottish CWPS Online Refresher Guide.pdf**.

To renew a coaching licence, either evidence of attendance on the CWPS Workshop (or proof of completing the online refresher course) within 12 months of the licence renewal date must accompany your renewal application.

Guidance to complete the Coach Renewal Application Form

The coach renewal application form should be filled in electronically and sent to coaching@scottisharchery.org.uk by email. If you have difficulties completing the form electronically, please contact coaching@scottisharchery.org.uk and we can discuss alternative arrangements.

Page 1: Coach and Referee details

Part 1 requires information to confirm your identity and provide contact information.

Part 2 is for details of referees who can confirm aspects of your coaching work or continued professional development (CPD), if the panel should need that. Referees do not have to sign the form; however, you should let them know that you have put them down as a referee and obtain their permission to provide their contact details.

- You should give: their name, organisation, position, phone number and email
- The number in the left column will be used on the next two pages to indicate the referee who can vouch for the activity described. Multiple referees can be given where appropriate for some activities.
- **Part 3** is your declaration of Membership, PVG membership, attendance at a safeguarding course and adherence to the codes of conduct.

Page 2: Work Record

- These are the tasks normally expected of an active coach eg delivering a have-a-go session, beginners' or Boost Archery course; individual coaching; planning your club programme; delivering squad coaching.
- The type of activity should be appropriate to your coaching level
- This is a summary so you don't need to give precise dates for each element of your activity, but your personal work record will be able to support this if needed.

Page 3: Continuous Personal Development (CPD)

This demonstrates your commitment to coaching and desire to broaden your knowledge.

There is a matrix of common activities, although this is not exhaustive, to each of which is assigned a points value. Please ensure you enter the activity codes from the matrix.

The number of points you need to obtain within the three-year renewal period varies depending on what level of coach you are. A copy of the matrix is available on Scottish Archery and Archery GB websites. The points required are:

- **Level 1 coach:** 0 points
- **Session coach:** 10 points
- **Level 2 / Development coach:** 15 points
- **County / Level 3 coach:** 20 points
- **Senior coach:** 25 points

These should be easy to obtain during the three-year period.

Level 1 Coaches are not currently required to accumulate CPD points for each renewal. However in order to be accepted on a Development Coach course it will be necessary to demonstrate that you have undertaken CPD activities within 12 months leading up to the course. **Please note that renewing Session coach qualifications DO require CPD of 10 points.**

You should attach a copy of your CWPS course certificate and your PVG scheme record update, along with the Coach renewal document to the email sent to the coaching inbox.

If you are submitting a late application, it is helpful to the renewal panel if you include a covering message to explain the circumstances. Please see FAQs for advice on late renewal and insufficient CPD points total.

Where to send the Coach Renewal Application Form

If you are a Level 1 / Session Coach, Level 2 / Development coach or County Coach / Program coach - send the form to **coaching@scottisharchery.org.uk** . If you are a Senior Coach please send it to the Senior Coach Renewal Panel Chairperson at Archery GB.

Post Renewal Steps

If your renewal application has been successful, you will receive a confirmation email with your completion notification / form attached (email will be from coaching@scottisharchery.org.uk).

Once you receive this email, please upload your CWPS certificate to Sport80 – failure to do this can delay your coach license renewal. Please follow these steps:

1. Log on to AGB Sport80 – <https://agb.sport80.com> . If you have never logged on to AGB Sport80 before, email membership@archery.org with **Activate** in the subject and your login will be enabled and details emailed to you.
2. Click on Qualifications (below Profile and Memberships)
3. Click on + ADD Qualification and + ADD Child Protection Course
4. Add date achieved and click next
5. Upload copy of certificate and click + ADD
6. Your entry will show as 'Pending Approval'. This will change to 'Current' once it has been approved by the AGB Safeguarding team.

A copy of your information will be sent to Archery GB, who will process your coaching license renewal and issue you with an updated membership card and reflect the new license status on Sport80.

Renewal FAQs

Q: Can I carry forward CPD points?

A: Yes you can carry forward a limited number of points as follows:

- Session coach: 1 point
- Level2 / Development coach: 2 points
- County Coach / Program coach: 3 points
- Senior Coach: 4 points

Q: What should I do if my renewal is late?

A: You have 1 year following your qualification expiry date in which to renew without undergoing a Late Renewal Process. If you exceed this period, you should contact Scottish Archery at coaching@scottisharchery.org.uk to discuss and explain the circumstances. Depending on these, and your work record, it may be decided by the panel that your renewal can be approved in any case. If it is agreed that you need to agree and complete an action plan before full renewal can be approved, the Late Renewal process will be put in motion. This is the same as for a deficient work record or CPD points total and is set out in the next FAQ.

Q: What happens if my work record is deficient, or I am short of CPD points?

A: If your work or CPD seem deficient you will be contacted by the renewal panel chairperson and might need to meet members of the panel. Subject to this, an action plan will be agreed between you and the panel which will allow you to bring your work and/or CPD back up to the required level. A conditional renewal period – usually 6 months to a year, depending on your circumstances, will also be agreed so that you can be re-licensed in order to carry out whatever coaching activities your action plan will involve. At the end of this period, the panel will review your plan. If they consider that you have completed enough work or CPD activity to have your qualification fully renewed the chairperson will inform Archery GB and your record will be updated accordingly.

You can also be renewed for 3 years if a CPD shortfall is no more than the carry forward allowance described above but you will not be able to do this for consecutive renewals.

Your renewal panel will make every effort to renew your licence but, in extreme cases, renewal at your current grade may be refused. You will have the right of appeal to a higher panel if this should happen.

Q: How do I make an appeal?

A: Your copy of Panel Form 1 will give details of the person through whom you can appeal. This will be the chairperson of the next higher renewal panel. The final appeal is to Archery GB whose decision is final.

Any questions about your Coach Licence Renewal should be forwarded to Scottish Archery at coaching@scottisharchery.org.uk