**PDPA Coaching Programme Application Form**

 **APPLICANTS MUST BE OVER 18 YEARS OLD PRIOR TO PART 1 OF THE COURSE.**

PLEASE USE BLOCK CAPITALS THROUGHOUT AND FEEL FREE TO USE AN ADDITIONAL SHEET TO

 SUPPLEMENT ANY INFORMATION REQUIRED. **ALL FIELDS MUST BE COMPLETED.**

**Title:** (Mr, Mrs,Miss,Ms)

**Forename:**

**Surname: **

**Gender:** Male Female Prefer not to say (tick appropriate)

**Address: **

 ****

**Country: **

**Postcode: **

**E-mail: **

**Tel No: Mobile: **

**D.O.B: **

**Details of any medical conditions/reasonable adjustments?**

*such as epilepsy, hearing impairment, diabetees, arthritus or anything you feel we should know about to help you whilst attending the course.*

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**Details of any learning needs/reasonable adjustments?**

*e.g. dyslexia, ADHD, Autism, issues with reading, writing or maths or anything you feel we should know about to help you whilst attending the course.*

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 **Qualificaction History** *including school, college and any post 18 training qualifications*

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| **Qualifications** | **Level** *e.g**GCSE/A-Level/ Functional or Key Skills* | **Grade Achieved** | **Year Achieved** |
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 **Are you currently in education/training? Yes No If yes, please detail below:**

 **Declaration**

 **Have you been convicted of, or received a caution for any criminal offence in the last 10 years \*?**

 *\*Please be aware that we will carry out appropriate checks.*

  Yes  No

 If **yes**, please provide full details on a separate sheet, and include this with your application form.

**Courses:**

Level 1: PDPA Darts Coaching Course £199

 **Experience:**

 Please tick the relevant boxes which apply:

 Have you received any formal instructional 

 Training or do you have a teaching qualification

 Are you a certified or accredited coach with any  

 other sports

 Are you an individual who has proven knowledge 

 and wants to assist with Darts Coaching within the game

 Please give any further information in relation to the above or your darts experience:

 Please give a brief overview of why you would like to become a PDPA Darts Coach along with your

 objectives from attending the course and your plans to help develop darts coaching within the game.

**Official PDPA Darts Coach License**

The Professional Darts Players Association (PDPA) operates a robust and transparent licensing scheme for its Darts Coach’s around the world to meet the needs of the sport. We have a legal responsibility to ensure that our coaches are regulated throughout their PDPA Darts status including ensuring all relevant checks are maintained and kept up to date supported by the most appropriate continued professional development (CPD) training.

All Coaching course applicants without exception are responsible for providing the correct form of evidence by way of an approved check in line with their chosen level of coaching and the country they are wishing to offer their coaching services in, either a voluntary or paid role.

This will take place as part of the application process

All official PDPA Darts Coaches are classed as “self-employed “unless they are employed by the PDPA, this includes directors of the company.

**In principle**

A DBS check must be carried out on all PDPA Darts coaches who are based in the UK, it is up to each individual Darts Coach to decide which level of check is appropriate to their coaching activity.

A Certificate of good conduct must be provided by coaches who are based outside the UK

**There are four types of License**

**PDPA Darts Coach - Child & Adults Coaching License**

Enhanced DBS check – this is if a coach based within the UK is intending to perform a “regulated activity” which is defined as an unsupervised activity with a child, on a weekly basis or at least 4 times per month, further information can be found at [Regulated activity with children in England and Wales - GOV.UK](https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children)

This will is available via our partner organization Personnel Checks at a cost including administration of £65.50 By clicking the following link

<https://app.personnelchecks.co.uk/self-initiate/cbaeecf9-971d-4435-b539-ff509f6a35db/darts-enhanced-tutor>

**PDPA Darts Coach - Adults Coaching License**

Basic Disclosure – this check is for all other coaches based within the UK who are intending to perform any coaching activity other than a regulated activity.

Further information can be found at [Request a basic DBS check - GOV.UK](https://www.gov.uk/request-copy-criminal-record)

This will is available via our partner organization Personnel Checks at a cost including administration of £37.50 By clicking the following link

<https://app.personnelchecks.co.uk/self-initiate/cbaeecf9-971d-4435-b539-ff509f6a35db/darts-basic-dbs>

Your DBS check will be processed as part of your courses application, it is your responsibility to complete the check with Personnel Checks.

**PDPA Darts Coach - Overseas Child & Adults Coaching License & PDPA Darts Coach – Overseas Adults Coaching License**

All PDPA Coaches who are not based in the UK will need to provide a certificate of good conduct in order to complete the application process

This process is relevant to each individual country of residence, and it is the applicants responsibility to endeavor to obtain the relevant certificate.

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Whilst the PDPA endeavors to risk assess applicants from outside the UK it cannot due to overseas access to individuals records provide any assurance or accept any liability for individual coaches who are coaching/delivering sessions to children or adults at risk/vulnerable adults.

It is the coach’s legal responsibility to ensure they meet their country’s requirements for delivering to children or adults at risk/vulnerable adults and to update the PDPA in any change of their circumstances immediately.

The PDPA feels without liability that it has a overreaching duty of care to any Child or adult at risk/vulnerable adult who is receiving Darts coaching from an official Coach outside the UK therefore it requires all overseas coaches to state if they are intending to coach pupils who are identified as a Child or adult at risk/vulnerable adult.

Each PDPA Darts Coach Applicant should carefully read through the 4 Licence types outlined above. Depending on which description best matches the type of coaching you intend on carrying out the appropriate Licence should be selected and corresponding levels of screening checks/provision of good conduct certification that is carried out.

If at any point, they type of coaching you intend on carrying out changes during the course of your coaching, then this must be declared to the PDPA immediately as it may be necessary to alter your licence type in accordance with the type of coach you intend on carrying out.

I hereby confirm that I have read and understood the terms & conditions of each licence category and wish to apply for the following PDPA Darts Coach Coaching License. (Please tick your relevant choice)

**PDPA Darts Coach - Child & Adults Coaching License**

**PDPA Darts Coach - Adults Coaching License**

**PDPA Darts Coach - Overseas Child & Adults Coaching License**

**PDPA Darts Coach – Overseas Adults Coaching License**

Please complete the following details:

**Name (in block capitals) Date**

**Signature**

**Licensing policy**

Your official PDPA Coaching License will be issued following completion of the following without exception.

1. All aspects of the Coaching course you have enrolled on.
2. Appropriate satisfactory DBS check completed, or Certificate of good conduct received and accepted.
3. You will then receive your official Photographic ID Card PDPA Coaching License identifying your level and type of License together with your polo shirt within 28 days of the completion of both of the above.

**Until 1 & 2 above have been successful completed**

* You are not allowed to coach or deliver any lessons/sessions identifying yourself as an official PDPA Coach.
* You are not allowed to promote or identify yourself as an official PDPA Darts Coach.

When you receive your Enhanced DBS check we would strongly advise that you sign up to the DBS update service using your certificate details, by going to <http://secure.crbonline.gov.uk/crsc/subscriber> click on “subscribe to the Update Service” and complete your registration.

Please note that the update service is only applicable to an enhanced DBS check

**This must be done with 14 days of the certificate date.**

There is an annual subscription fee for this which is currently £16 per year.

You then need to post the original certificate out to the PDPA office recorded delivery for verification.

**Miss Nicola Johnston** / PDPA Admin Support

PDPA Office: The PDPA, Unit 34, Carlisle Enterprise Centre, James Street, Carlisle, Cumbria, CA2 5BB, UK:
Email: nicola@pdpa.co.uk Tel: +44 (0) 1228 594273

**License renewal/Updates**

**In principle** - It is your responsibility to notify the PDPA of any changes to your personnel circumstances as soon as you are aware of them.

The PDPA as part of its Safeguarding and Child Protection Policy reserves the right to request a status check of any in learning/training or certified Coaches outside any of the recognised renewal timelines in order to Safeguard any Children or Adults at risk/Vulnerable adults.

**Enhanced DBS Check renewal/updates** – if you are part of the update service this will update annually and will be due for renewal every three years.

**Basic Disclosure or Certificate of good conduct renewal/updates –** you will need to email nicola@pdpa.co.uk annually/twelve months from your DBS certification date confirming if there has been a change in your personal circumstances.

**Safeguarding & Child Protection Training updates**- following your initial safeguarding & child protection training delivered by the PDPA and UK Coaching you will receive at no cost to yourself mandatory update training which must be completed by the date of your initial training as part of your CPD.

**Failure to maintain any of the above will result in initially possible suspension from the official PDPA Active Coaching List and possible removal dependent of the circumstances involved in line with the official PDPA Coaching Code of Practice.**

I agree that I have read and understand the above statement in relation to Child Protection, and declare that it is my responsibility to inform the PDPA to any changes in my declaration:

Signed:  Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Polo shirt size** ****

Size guide: S (35-37”) M (37-40”) L (41-43”) XL (44-46”) 2XL (47-49”) 3XL (50”)

Print your name as you would like it to appear on your certificate:

**Refreshments & Lunch:** Refreshments and light lunchwill be provided on the face-to-face aspects

of your course which must be attended in person and is included in the course fee.

Do you have and dietary requirements? Yes/No

If yes, please give details:



**Payment & Terms**

Full payment of £199 is payable on application.

Deposits & balance payments are non-refundable.

It is the applicant’s responsibility to ensure that they attend **ALL** parts of the course.

If for any reason you are unable to attend all parts of the course, no refunds will be issued/payments made will not be carried forward to a future course.

Payment can be made by card or bacs/bank transfer, please contact nicola@pdpa.co.uk for the machine, bank details/payment form. Places will be offered on a first come, first serve basis.

The PDPA reserves the right to decline, with reason, any application.

 Course Date(s): 

 You will receive confirmation by email within 7 days of your application being received.

 **Declaration**

* I agree to abide by the PDPA [Code of Practice for Darts Coaches](https://www.ukcoaching.org/resources/topics/guides/code-of-practice-for-sports-coaches), as contained within the document

produced by the PDPA.

* I declare that all information and answers given on the application form are correct/true and no

material facts have been omitted or mis-stated.

* I have never had a claim against me arising out of my activities as a sports coach/official with any sport.
* I have never been investigated, suspended or expelled by a governing body of sport.
* I am able to understand and communicate in English (both orally & written) all aspects of my qualification.
* I confirm I have read and meet the entry requirements for this course.

 Signature: 

 Applicant Name: 

 Date: 

 **Please send this completed form, along with full payment, and a recognised copy of identification**

 **such as Birth Certificate, Passport, Driving Licence or Marriage Certificate as part of the entry**

 **requirements of the course which is outside the scope of any DBS Check.**

 Nicola Johnston, PDPA Coaching Programme, Unit 34, Carlisle Enterprise Centre, James Street,

 Carlisle, Cumbria, CA2 5BB

 Alternatively, you can email it to: nicola@pdpa.co.uk