

# POLICY & GUIDELINES ON FIRST AID QUALIFICATION FOR COACHES

---

Last Updated: 10<sup>th</sup> May 2018

**Introduction** We recognise that in most circumstances where clubs operate or fencing activities take place, there is usually on duty a member of the venue staff (Leisure or Sports Centre, Holiday Complex, School etc) qualified in emergency first aid. We also recognise that there are occasions when the coach may be operating in circumstances (eg a village hall, where the caretaker unlocks the hall and then comes back at the end of the evening to lock up) where there are no other responsible people with a first aid qualification.

**Aim** The aim of this policy is to clarify our position on First Aid (FA) qualification for coaches so that it is aligned with the requirements for ClubMark accreditation.

**Background** Until November 2008 a FA qualification had been a *compulsory* requirement for the award of a coach certificate but without there being a clearly defined standard as to what *sort* of qualification that should be and without due notice being taken of the environment or location in which the coaching takes place.

**Policy with effect from 15 November 2008** With effect from 15 November 2008 BF's policy has been and is to strongly recommend that its registered coaches should hold a basic first aid qualification and all standard (ie not 'fast track') coach education programmes will be encouraged to continue to offer FA training as part of the programme. The appropriate course is the shortest course available to gain a certificate, sometimes referred to as 'Emergency First Aid', or 'Appointed Person' course. If the club/clubs/competitions where a coach operates already has established first aid cover then there will be no compulsory need for the coach to be FA qualified.

***All registered coaches have a responsibility to ensure, as part of their risk assessment, that the club, clubs and/or competitions at which they might coach have access to First Aid equipment and that the venue has emergency procedures for dealing with serious injuries/accidents, including ensuring telephone or radio contact with the emergency services.***

All candidates for coaching awards will be given a choice of whether or not to attend FA training and we will still continue to record if they do have a FA award on the Coaching Register (and provide a reminder service each time they need to renew), This will be important for search purposes when we get enquiries about coaches from outside organisations. It should be recognized that many organisations (eg District Councils, School Sports Partnerships) hiring the services of fencing coaches require those coaches to hold a First Aid qualification.

In addition, all new coach candidates, those upgrading their award, coaches renewing their certificates or converting awards obtained under other coach education systems, if they so choose *not* to hold a FA qualification, will have to sign and date a declaration that they have read and understood our Policy and Guidelines on First Aid Qualification and submit that with their coach documentation when they apply for an award (much like new coaches do now with the Safety Guidelines and Codes of Conduct). We will continue to keep this policy under review, as it does with all aspects of its process, systems and procedures.

## Declaration Form First Aid Policy Declaration

Please write clearly in black ink and block capitals

Name			
Address			
Post code		BF Number	

1. I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE BRITISH FENCING POLICY AND GUIDELINES ON FIRST AID QUALIFICATION FOR COACHES.

Signed..... Date .....

I enclose a copy of my First Aid certificate (must be less than 3 years old).

I am booked on to a First Aid course (Date:                   ) and will forward a copy of my certificate in due course. \*

I am seeking an appropriate First Aid course to attend and will forward a copy of my certificate in due course. (Information can be found at [www.britishfencing.com](http://www.britishfencing.com) or contact your local County Sport Partnership for available programmes).\*

There is adequate First Aid cover in **all** venues at which I coach and I choose not to hold a First Aid qualification at this time.

2. SIGNED ..... DATE.....

When complete, post this declaration to British Fencing, 1 Baron's Gate 33-35 Rothschild Road, London W4 5HT or scan and email to [development@britishfencing.com](mailto:development@britishfencing.com) .