



Qualified as a Coach!

Safeguarding certificate
& DBS completed

3 years from qualification –
renewal of all these is due

- Gather your coaching records together
- Download the appropriate level Licence Renewal Form from the Archery GB website
- Sort your coaching activity into the different categories for the form

6-8 weeks before
the due date

*You should receive
email reminders
about your licence
and DBS from Archery
GB – you can check
dates due on your
Sport 80 profile*

Download
the CPD
Matrix from
the AGB
website and
check your
activity
against the
codes on
that matrix.

Complete page 1 of the form
fully with your details – if you hold a
qualification below County Coach your
Panel will be the YAA panel, if County Coach
it will be the Regional/NCAS panel

Decide on the people who can confirm
your activity and CPD and add their
details in the Referees section

Complete the Work Record section with
the summary of the different coaching
activities you have undertaken in the
three-year period

Complete the CPD section
with the summary of the
different self-development
activities you have
undertaken in the three-year
period. Upload a new
Safeguarding certificate to
your Sport 80 profile.

Sign and date the form and send to your
CCO who will forward it to the renewal
panel for checking, approval and feedback.

Once approved, the Panel Chair/CCO sends a completed set of paperwork to AGB to process; you will be notified when this happens and receive your feedback form to help with your development and preparation for next time. **Congratulations – you are now renewed!**