

TAO INSTRUCTOR DBS AND COACHING REGISTRATION WITH BCCMA / SCiMA

The Safeguarding Code in Martial Arts - Why is this important?

A new Safeguarding Code for Martial Arts was introduced in 2018 in the UK. As a **Sport England** recognised National Governing Body (NGB), the **British Council for Chinese Martial Arts** (BCCMA) has pledged to follow this code. This pledge demonstrates the BCCMA takes child protection and safeguarding in martial arts seriously, and is committed to fulfilling its responsibility to safeguard all participants adequately.

The BCCMA endorses a safeguarding approach through **Safeguarding Children in Martial Arts** (SCiMA) and strongly encourages members to register with the Sport England Safeguarding Code in Martial Arts. Further information including the [BCCMA Safeguarding Update Sep 2019](https://bccma.com/Safeguarding/) can be found at <https://bccma.com/Safeguarding/>.

SCiMA welcomes all coaches (instructors) teaching martial arts in the United Kingdom to:

- Access the DBS checking service
- Access safeguarding online learning
- Develop understanding of safer recruitment, safer participation and first aid essentials, as a minimum operating standard

Achieving the Safeguarding Code in Martial Arts will recognise clubs and providers who have demonstrated that they have reached and maintained good safeguarding standards and will empower parents and carers to make informed decisions.

The **Taoist Arts Organisation** takes safeguarding children and vulnerable adults seriously and has committed to ensure all UK TAO Instructors are compliant with the Safeguarding Code of Martial Arts by registering with SCiMA.

Aligned with SCiMA registration, a First Aid Certificate for Martial Arts has been funded by the BCCMA and will be provided to all TAO instructors very soon. Further information and dates to follow. The BCCMA is also launching a coaching grading level registration (Bronze, Silver and Gold). Further information to follow.

Your Martial Arts First Aid qualification and BCCMA coaching level, together with SCiMA registration as a TAO instructor will demonstrate your ability to coach all martial arts participants, including children and vulnerable adults, and provide quality assurance of your professionalism, coaching credentials and competency at National level with Sports England and Sport UK.

BCCMA Disclosure and Barring Service

In line with the **BCCMA policy to safeguard children and vulnerable adults**, the BCCMA offers a **DBS checking service to Chinese martial arts coaches** teaching and practicing in the Great Britain and Northern Ireland with frequent and/or regular contact with children and/or vulnerable adults. The **BCCMA (SCiMA) DBS checking service** will enable you to **obtain a DBS enhanced check**.

What do I need to do now?

- **REGISTER** online for the SCiMA service at: <https://membermojo.co.uk/scima>

What you will need for registration:

- Your BCCMA membership number
- Your BCCMA Coaching Level number
- A personal email address and telephone number
- Details of all home addresses in the last 5 years
- Details of types ID documents you will use for your ID check
- A recent colour passport quality photo to upload
- Details of DBS Certificate number and date *if* you have had one in the last 3 years
- DBS Update Service Checking Consent code *if* you already have one
- Method of payment

What do I need to do after I register?

- **Arrange for your identification documents to be validated** by the BCCMA verification officers:
 - The TAO Technical Director Tony Swanson is a verification officer and will check you ID documents at Twyford (or a regional course if sooner).
 - There will be a DBS Checking Desk at BCCMA national events or documents can be sent by post.
- You can check the progress of your DBS certificate, using the **DBS tracking service** and **register for DBS Updates** here <https://www.gov.uk/dbs-update-service>

What forms of identification do I need to meet DBS requirements?

- There are 3 routes of ID checking- *ID documents required are listed in **Appendix A***.

Route 1 - The applicant must be able to show:

- 1 document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address.

Route 2 - *Only used if impossible to process via Route 1-* applicant must be able to show:

- 1 document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address AND the organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3 - *Only used if impossible to process via Route 2-* applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

- **Note:** *ID requirements for EEA nationals resident in the UK for 5 years or less, or non UK/ non-EEA Nationals under each route may vary.*

How long am I registered for DBS, what are the costs, and how do I update?

A fee applies of £16 for NGB Registration if you are a “volunteer” coach, or £61 if you are an “employed” coach. The fee is paid at registration with SCiMA. See page 6 for information on volunteer or employed status.

You can register online for the DBS Update service once you have your application reference number or DBS certificate number <https://www.gov.uk/dbs-update-service>. The DBS Update Service costs £13 per year and allows instant online checks, of your current DBS certificate, at no additional cost, with your permission. This allows a degree of portability between the places that you offer Chinese martial arts coaching where the same type and level of check is required.

Tell me more about SCiMA?

The sponsor NGB for SCiMA is the British Council for Chinese Martial Arts (BCCMA). The online learning offered by SCiMA is applicable to all martial arts. Further information about SCiMA can be found at <http://www.scima.kuoshu.co.uk/>

Safeguarding Children in Martial Arts (SCiMA) provides the following services:

- SCiMA registered martial arts coach database
- SCiMA Child Protection and Safeguarding online training
- SCiMA DBS checking service

SCiMA provides

- Advice, guidance, policy updates, professional services and signposting for learning and development activities for martial arts schools in the United Kingdom and partner schools in the Republic of Ireland

Is there a SCiMA fee?

- If you are a member of a Sport England recognised National Governing Body (eg BCCMA), and qualified as a Coach under your NGB then your SCiMA NGB Registration fee is £5/year (registration is included in your first DBS application fee).

What is the SCiMA Card?

- The SCiMA Card is available to registered Coaches with NGB recognised coaching qualifications, who have successfully completed the SCiMA online learning and development modules and who have been SCiMA DBS checked. To know more about the SCiMA Card visit the [SCiMA website](#).

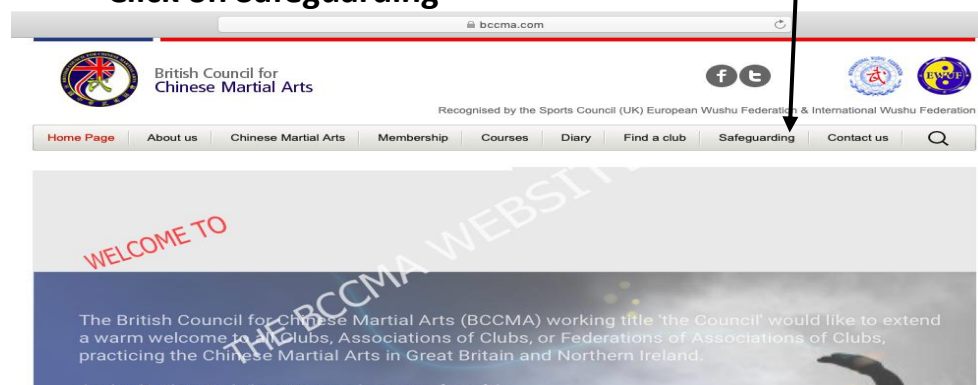
YOUR STEP BY STEP GUIDE TO SCiMA REGISTRATION

- Click on link below:

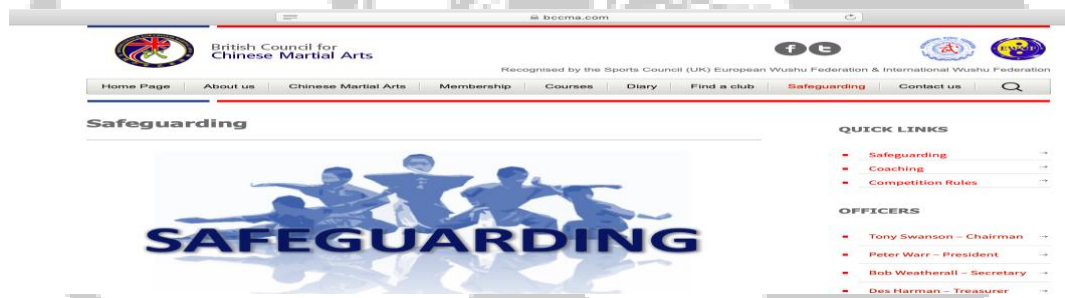
<https://membermojo.co.uk/scima>

Note:

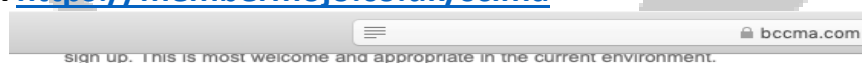
- This can also be found on <https://bccma.com>
- Click on Safeguarding



- Scroll down the Safeguarding page to DBS section



- Click <https://membermojo.co.uk/scima>



The BCCMA has made a pledge to follow the government's Safeguarding Code in Martial Arts demonstrates that the BCCMA takes the issue of child protection and safeguarding in martial arts committed to supporting schools, clubs and associations to fulfil their responsibility to safeguard adequately.

BCCMA Disclosure and Barring Service

Aligned to our policy to safeguard children and vulnerable adults, the BCCMA offers a DBS check for members who are engaged in frequent or regular contact with children and vulnerable adults setting. The service will enable members to obtain a DBS enhanced check.

BCCMA members can register for the service at: <https://membermojo.co.uk/scima>

You can register and then arrange for your identification documents to be validated by the BCCMA officers either by post or at the DBS Checking Desk at national events.

You will need to bring certain forms of identification which meet the DBS requirements which

- The SCiMA page opens

Safeguarding | BCCMA

Safeguarding Children in Martial Arts


SCiMA™

Safeguarding Children in Martial Arts

Safeguarding Children in Martial Arts (SCiMA) welcomes all coaches (instructors) teaching martial arts in the United Kingdom to access the DBS checking service and safeguarding online learning, to develop their understanding of safer recruitment, safer participation and first aid essentials, as a minimum operating standard.

SCiMA recognises Sport England National Governing Body (NGB) status and welcomes applications from martial arts coaches at a discounted rate for members of NGBs. SCiMA also welcomes applications from non-NGB and/or non-regulated martial arts, to assist them on their journey to embed best practice. The SCiMA online learning is consistent with the Sport England [Safeguarding Code in Martial Arts](#).

National Governing Body Sponsorship and Endorsement

 British Council for Chinese Martial Arts

Contact Us

✉ admin@scima.org.uk
 🌐 www.scima.org.uk

Memberships

1. NGB Registration	£5
2. NGB Registration - Volunteer DBS	£16
3. NGB Registration - Employed DBS	£61
4. Standard Registration	£10
5. Standard Registration - Volunteer DBS	£21
6. Standard Registration - Employed DBS	£66

Join Us / Renew

As a Sport England recognised National Governing Body (NGB), the [British Council for Chinese Martial Arts \(BCCMA\)](#) require all

Cookies

We use cookies to deliver and improve our service. [I am happy with this](#)

[How membermojo uses cookies.](#) [Cookie Settings](#)

- Scroll down and read the information on this page
- Click Join Us/ Renew
- See next pages on how to complete the registration form

THE REGISTRATION FORM

- **All asterixed * fields MUST be completed**
- If this is your first time registering, you will not have a SCiMA Registration Number – leave this field and date registered blank.
- **Enter membership type (ie which registration) you are applying for**
- Select **no. 2 “NGB Registration - Volunteer DBS”** if you are an **unpaid volunteer** **OR**
- Select **no. 3 “NGB Registration - Employed DBS”** if you are an instructor taking a **salary/ income** from your Martial Arts coaching/ teaching.
- The **NGB Registration Volunteer/ Employed DBS** provides:
 - Registration for Sport England NGB Martial Arts Coaches (Instructors)
 - Access to SCiMA Online Learning
 - Your DBS Check

Note BCCMA guidance:

Employee or Volunteer Status

The DBS definition of a volunteer is defined in the **Police Act 1997** (criminal records) Regulations 2002 as:

- Any person engaged in an activity which **involves spending, unpaid** (except for travel and other approved out-of-pocket expenses), **doing something which aims to benefit some third party** and not a close relative.

To qualify for a volunteer status DBS check, **the applicant must not:**

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification.

- **Enter your BCCMA coaching level (equivalent to NVQ)**

membermojo.co.uk

ren in Martial Arts - Registration Safeguarding Children in Martial Arts at membermojo

Updates Ready to Install
Some apps currently in u
preventing automatic up

SCiMA™

New Membership Application

You are applying for a new membership with Safeguarding Children in Martial Arts. Please provide us with some information about you.

If you are renewing an existing or recently expired membership please [Sign In](#). Signing in does not require a password.

SCiMA Registration Details

SCiMA Registration Number	Date Registered
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>

* **Membership**

2. NGB Registration - Volunteer DBS - £16

Expires 26/10/2020.

* **Coaching Level**

Qualified - NVQ Level 2 (or Equivalent)

State your current Coaching status.

Privacy and Data Protection

The EU General Data Protection Regulation or 'GDPR' is the most important change to data protection and privacy law in two decades. It was approved by the EU Parliament in April 2016 and comes into force in the UK on 25 May 2018. The GDPR will

- Enter Your BCCMA Membership Number
- State your main Martial Arts Discipline in TAO eg Tai Chi

Safeguarding Children in Martial Arts - Registration

GDPR requirements.
[SciMA Privacy Policy](#)

Governing Body, Association (or School) Details

Types of Registration
 If you are not sure which type of membership is right for you visit the website for more information: [Registration Information](#)

* **Sport England National Governing Body (NGB)**
 British Council for Chinese Martial Arts

If you are a member of a martial arts discipline that is a recognised Sport England National Governing Body.

Membership Number
 Enter Your BCCMA Number HERE
 Sport England National Governing Body Membership Number.

Other Governing Body
 LEAVE BLANK
 If you are part of a Governing Body which is not currently recognised by Sport England.

Name of School or Association. * **Position**
 Taoist Arts Organisation Coach (Instructor)
 State the name of your School or Association State the position that you occupy at your organisation.

Martial Art Discipline * **Martial Art Country of Origin**
 Tai Chi China
 State your main martial art discipline, if you have more than one. State the country of origin for your martial arts system.

- Enter your personal details including NI Number, other names you are/ have been known by, nationality, equality and diversity info.

Safeguarding Children in Martial Arts - Registration

National Insurance Number
 ENTER YOUR NI NUMBER
 Your National Insurance Number (if available)

* **Title**
 Mr
 Mrs
 Miss
 Ms
 Master
 Dr
 Professor
 Other (please specify)

Other Title * **First name** * **Last name**

Middle Name (1) **Middle Name (2)** * **Date of birth**
 dd/mm/yyyy

Last name at Birth (if different from your current last name)
 Your Last name, Family name or Surname may have changed since birth (for example by marriage).

Last name at Birth (usage end date) * **Nationality**
 dd/mm/yyyy United Kingdom
 The date that your previous Last name, Family name or Surname was used until. Select the country of your current nationality.

* **Nationality at Birth**

*** Nationality at Birth**

-- select --

Select the country of your nationality at birth, which may be different from your current nationality.

Place of birth

Enter the City or Town in which you were born.

*** Gender**

Male

Female

*** Ethnic group**

White or White British

Arab or Arab British

Asian or Asian British

Black or Black British

Mixed

Other

Prefer not to say

*** Disabled**

Yes

No

Prefer not to say

Current Address

*** House name/number and street** *** Town** *** County**

- **Enter your address details**
- **You MUST provide an address history of at least 5 years**

Current Address

*** House name/number and street** *** Town** *** County**

*** Postcode**

Current Address Occupancy Date

dd/mm/yyyy

[You must provide an address history for at least five \(5\). If your current address is less than that then please enter your previous address\(es\).](#)

Previous Address(es)

Previous Address (1)

If you have lived at your address for less than five (5) years then please enter your previous address.

Previous Address (1) Occupancy Date

dd/mm/yyyy

Previous Address (2)

If you have lived at your address for less than five (5) years then please enter your previous address.

Previous Address (2) Occupancy Date

dd/mm/yyyy

- **Enter your contact details**

- You must provide a telephone number *and* an email address
- Check the box for Supervision of Martial Arts Activity
- DBS Checking process- if you are not using any DBS checking process currently, click none, otherwise select from the options

*** Contact number** **Mobile number** *** Email**

Disclosure and Barring Service (DBS)
As a coach who has regular or frequent contact with children and vulnerable adults you will require a Disclosure and Barring Service (DBS) enhanced check. If you do not have a DBS enhanced check then you may obtain one through the SCIMA DBS checking service. Click on the link to find out more about [DBS Eligibility](#)

Supervision of Martial Arts Activity
Check this box if you have regular or frequent contact with children and/or vulnerable adults, in your martial arts setting. Click on the link to find out more about [Supervision of Activity with Children](#)

*** Current DBS Checking Process**

SCIMA DBS Checking Service
 DBS Update Service
 Other DBS Checking Service
 None

[State the DBS checking process that you currently use.](#)

[ID checking guidelines for DBS check applications](#)

You require three (3) forms of identification to be appropriately verified.

Route 1: The applicant must show one (1) document from Group 1 and two (2) further documents from Group 1, 2a or 2b. At least one (1) document must show the applicant's current address.

Route 2: For non UK and EEA Nationals ONLY. If the applicant does not have any Group 1 documents then the applicant must be able to show one (1) document from Group 2a and two (2) further documents from Group 2a or 2b.

Route 3: EEA National not resident in the UK for the last 5 years ONLY. The applicant must show a Birth Certificate, one (1) document from Group 2a and three (3) further documents from Group 2a or 2b. At least one (1) document must include the applicant's current address.

- Select your ID Checking route – this is usually via Route 1:
 - The applicant must show one (1) document from Group 1 and two (2) further documents from Group 1, 2a or 2b
 - At least one (1) document must show the your current address
- FOR EXAMPLE as below

applicant's current address.

*** ID Checking Route**

Route 1

There are three (3) Routes to check ID:
Route 1 is the route for UK Nationals.
Route 2 is the route for non UK and EEA Nationals.
Route 3 is the route for EEA National not resident in the UK for five (5) years.

Identification Verification
Identification to be verified prior to obtaining a DBS Check. Please ensure that scans of the documents listed are uploaded to your profile. Use the 'View or Upload Files' function.

*** First Form of Identification**

Group 1: Passport
 Group 1: Biometric Residence Permit
 Group 1: Photocard Driving Licence (UK)
 Group 1: Birth Certificate (UK) - Issued at birth (within 12 months)
 Group 1: Adoption Certificate (UK)
 Group 2a: Photocard Driving Licence (Outside EEA)
 Group 2a: Paper Driving Licence (UK)
 Group 2a: Birth Certificate (UK) - Issued after time of birth (more than 12 months)
 Group 2a: Marriage/Civil Partnership Certificate (UK)
 Group 2a: Immigration Document (Outside EEA)
 Group 2a: HM Forces ID Card (UK)
 Group 2a: Firearms Licence (UK)
 Group 2b: Mortgage statement
 Group 2b: Bank or Building Society statement (UK)
 Group 2b: Bank or Building Society statement (Outside EEA)
 Group 2b: Bank or Building Society statement (UK) - Issued within 3 months

Safeguarding Children in Martial Arts - Registration

Group 1: Primary identity documents
 Group 2a: Trusted government documents
 Group 2b: Financial and social history documents

*** Second Form of Identification**

- Group 1: Passport
- Group 1: Biometric Residence Permit
- Group 1: Photocard Driving Licence (UK)
- Group 1: Birth Certificate (UK) - Issued at birth (within 12 months)
- Group 1: Adoption Certificate (UK)
- Group 2a: Photocard Driving Licence (Outside EEA)
- Group 2a: Paper Driving Licence (UK)
- Group 2a: Birth Certificate (UK) - Issued after time of birth (more than 12 months)
- Group 2a: Marriage/Civil Partnership Certificate (UK)
- Group 2a: Immigration Document (Outside EEA)
- Group 2a: HM Forces ID Card (UK)
- Group 2a: Firearms Licence (UK)
- Group 2b: Mortgage statement
- Group 2b: Bank or Building Society statement (UK)
- Group 2b: Bank or Building Society statement (Outside EEA)
- Group 2b: Bank or Building Society Open (UK) - Issued within 3 months
- Group 2b: Credit card statement (UK or EEA)
- Group 2b: Financial statement (UK) - Pension or Endowment
- Group 2b: P45 or P60 (UK)
- Group 2b: Council Tax statement (UK)
- Group 2b: Letter of Sponsorship for future employment (Outside UK and EEA)
- Group 2b: Utility Bill (UK) - Issued within 3 months but NOT a mobile telephone bill
- Group 2b: Benefits statement (UK)
- Group 2b: Central or local government entitlement document (UK)

Safeguarding Children in Martial Arts - Registration

Group 1: Primary identity documents
 Group 2a: Trusted government documents
 Group 2b: Financial and social history documents

*** Third Form of Identification**

- Group 1: Passport
- Group 1: Biometric Residence Permit
- Group 1: Photocard Driving Licence (UK)
- Group 1: Birth Certificate (UK) - Issued at birth (within 12 months)
- Group 1: Adoption Certificate (UK)
- Group 2a: Photocard Driving Licence (Outside EEA)
- Group 2a: Paper Driving Licence (UK)
- Group 2a: Birth Certificate (UK) - Issued after time of birth (more than 12 months)
- Group 2a: Marriage/Civil Partnership Certificate (UK)
- Group 2a: Immigration Document (Outside EEA)
- Group 2a: HM Forces ID Card (UK)
- Group 2a: Firearms Licence (UK)
- Group 2b: Mortgage statement
- Group 2b: Bank or Building Society statement (UK)
- Group 2b: Bank or Building Society statement (Outside EEA)
- Group 2b: Bank or Building Society Open (UK) - Issued within 3 months
- Group 2b: Credit card statement (UK or EEA)
- Group 2b: Financial statement (UK) - Pension or Endowment
- Group 2b: P45 or P60 (UK)
- Group 2b: Council Tax statement (UK)
- Group 2b: Letter of Sponsorship for future employment (Outside UK and EEA)
- Group 2b: Utility Bill (UK) - Issued within 3 months but NOT a mobile telephone bill
- Group 2b: Benefits statement (UK)
- Group 2b: Central or local government entitlement document (UK)
- Group 2b: EEA National ID Card

- If you have previously subscribed to DBS updates enter your consent code- if you are new applicant leave DBS Update section blank
- If you have completed a DBS check in the last 3 years, check the box, enter your certificate number and date DBS checked- otherwise leave DBS section blank
- Select the box for SCiMA Online Learning and Development access
- You now have access to start the online training

DBS Update Service
The online **Disclosure and Barring Service (DBS) update service** allows:

- * applicants to keep their DBS certificates up to date
- * employers to check a DBS certificate.

If you have a basic check, you'll need to **register an online services account** instead.

Consent Code
ONLY IF PREV USED DBS UPDATE
Enter your DBS Update Service Consent Code.

DBS Checking Service
Check this box if you have obtained a DBS Enhanced Check in the last three (3) years.

DBS Enhanced Check Date **DBS Enhanced Check Certificate Number**
dd/mm/yyyy ONLY IF HAVE PREVIOUS DBS CHECK

SCiMA Online Learning and Development
 SCiMA Online Learning and Development Access

SCiMA Online Training Materials
Click the link to access the online training materials.
Access and complete the online training modules - links below.
Enter the dates that the online training modules have been completed.

SCiMA Online Learning - Quick Links
Module 1: SCiMA - Safer Recruitment
Module 2: SCiMA - Safer Participation
Module 3: SCiMA - First Aid Essentials

- Enter your martial arts coaching grade/ qualifications according to SCiMA guidance here

SCiMA Card Details
The SCiMA Card is only available if you successfully complete the SCiMA online training.

Martial Arts Grade or Qualification
The Martial Arts Grade Codes used for an Instructors/Coaches are:
MI - Master Instructor (a person qualified as an Instructor with a minimum of 25 years teaching experience).
SI - Senior Instructor (a person qualified as an Instructor with a minimum of 15 years teaching experience).
HI - Higher Instructor (a person qualified as an Instructor with a minimum of 10 years teaching experience).
QI - Qualified Instructor (a person qualified as an Instructor).
AI - Assistant Instructor (a person training to be an Instructor but not yet qualified).

The Martial Arts Grade Codes used for students are:
S - Student (a person with three years or more martial arts experience).
N - Novice (a person with less than three years martial arts experience).

*** SCiMA Grade Code**
 MI
 SI
 HI
 QI
 AI
 S
 N

National Qualification Level - Self Assessment
The National Qualification and Assessment Framework guidance can help you make your self assessment. It is available here:
<http://ofqual.gov.uk/qualifications-and-assessments/qualification-frameworks/levels-of-qualifications/#>

Once you have made your self assessment, this can be indicated with the comparable SCiMA Qualification Code:
0 - Entry
1 - Level 1
2 - Level 2
3 - Level 3
4 - Level 4
5 - Level 5

- For the National Qualification Level section enter ***EITHER*** your highest single Teng grading number ***OR*** your BCCMA coaching level number ***OR*** your nationally recognized qualification level (<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>), ***whichever is the highest***. E.g. If your highest Teng Grading in any one TAO discipline is 1, you have Level 2 BCCMA coaching, and level 1 NVQ, enter 2.

National Qualification Level - Self Assessment

The National Qualification and Assessment Framework guidance can help you make your self assessment. It is available here: <http://ofqual.gov.uk/qualifications-and-assessments/qualification-frameworks/levels-of-qualifications/#>

Once you have made your self assessment, this can be indicated with the comparable SCIMA Qualification Code:

0 - Entry
 1 - Level 1
 2 - Level 2
 3 - Level 3
 4 - Level 4
 5 - Level 5
 6 - Level 6
 7 - Level 7
 8 - Level 8

Where you are awaiting results you can use your highest assessment to date, or if at Entry level then '0' until the results are confirmed.

*** National Qualification Code**

0
 1
 2
 3
 4
 5
 6
 7
 8

Required for Instructors/Coaches Only - Coaching Licence Specification

The Coaching Licence Specification is determined by the successful completion of the recommended training courses that you have registered to take. Depending on your success you will be registered as qualified to teach one of the following groups:

A - Children, young people and adults (including people with disabilities);
 B - Children, young people and adults;
 C - Adults (including people with disabilities); or
 D - Adults.

- Select Coaching Licence specification ***A - Children, young people and adults (including people with disabilities)***- to ensure you are enabled to teach all.
- Guidance from BCCMA:**
 - Coaching Status
 - ..It is expected that coaches will undertake the appropriate training to coach: children; young people with disabilities; adults with disabilities; and adults, where applicable. When completing the Child Protection & Safeguarding process coaches will need to specify the groups that they have been trained (or intend to be trained as part of the process) to coach in one of the following coaching bands[as above on screen shot]
 - The coaching band can be endorsed by the BCCMA once the appropriate training has been undertaken and the appropriate DBS check made, where applicable.

Required for Instructors/Coaches Only - Coaching Licence Specification

The Coaching Licence Specification is determined by the successful completion of the recommended training courses that you have registered to take. Depending on your success you will be registered as qualified to teach one of the following groups:

A - Children, young people and adults (including people with disabilities);
 B - Children, young people and adults;
 C - Adults (including people with disabilities); or
 D - Adults.

Or you may work under supervision with a qualified Coach and register as:
 E - Assistant Coach.

Or you may not yet have completed your training courses and be registered as:
 U - Unqualified.

NB As part of SCIMA safer recruitment policy, coaches working with children and young people MUST have an enhanced DBS check.

*** Coaching Licence Specification**

A
 B
 C
 D
 E
 U

*** Declaration**

- **Check the declaration box**
- **Enter Next of Kin details**
- **Upload a recent colour passport quality photograph**
 - Your photo must be a close-up of your full head and upper shoulders, contain no other objects or people; and be taken against a plain background
- **Click Next to complete your registration**

*** Declaration**

I understand that my participation in martial arts carries with it attendant risks of personal injury. It is my responsibility to ensure that I am insured against such risks and that my insurance is renewed as necessary. Membership applications managed by the SCiMA are aligned to the martial art(s) being practised and the individuals' school and style. It also provides membership of the relevant National Governing Body (NGB) where applicable.

Next of Kin Details
Please provide the details of your next of kin (or other designated person) who will only be contacted in the event of an emergency.

Next of Kin Name **Next of Kin Contact Number**

Photo
Please upload a recent colour passport quality photograph. Your photo must measure 45 mm high by 35mm wide (the standard size used in the UK).
Your photo must be a close-up of your full head and upper shoulders contain no other objects or people; and be taken against a plain background.

Photo

Membership Enquiries www.scima.org.uk Powered by membermojo

▪ **Scroll down**

Confirm Your Membership Details

Please review the details below then click Checkout.

SCiMA Registration Number:
 Date Registered:
 Coaching Level: **Qualified - NVQ Level 2 (or Equivalent)**
 Opt-in for SCiMA communications and updates.: **yes**
 Sport England National Governing Body (NGB): **British Council for Chinese Martial Arts**
 Membership Number:
 Other Governing Body:
 Name of School or Association.:
 Position: **Coach (Instructor)**
 Martial Art Discipline:
 Martial Art Country of Origin: **China**
 National Insurance Number:
 Title: **Mrs**
 Other Title:
 Name: **Renee Pryce**
 Middle Name (1):

- **Scroll Down and click Checkout**

Safeguarding Children in Martial Arts at membermojo

DBS Enhanced Check Date: _
 DBS Enhanced Check Certificate Number: _
 SCiMA Online Learning and Development Access: **yes**
 SCiMA Grade Code: **Q1**
 National Qualification Code: **2**
 Coaching Licence Specification: **C**
 Next of Kin Name: _
 Next of Kin Contact Number: _

Payment

New membership: 2. NGB Registration - Volunteer DBS, 2019-10-27 to 2020-10-26 £16.00

Total: £16.00

Membership Enquiries

Any queries concerning membership or checkout should be directed to:

Name: **Alexander Widdup**
 Email: admin@scima.org.uk
 Phone: **7368510949**

[Membership Enquiries](#) www.scima.org.uk Powered by membermojo

- **Make your payment**

Safeguarding | BCCMA

SCiMA™ [Sign In](#)

Checkout

New membership: 2. NGB Registration - Volunteer DBS, 2019-10-27 to 2020-10-26 £16.00

Total: £16.00

Payment

Pay with PayPal using your PayPal account or credit/debit card

PayPal

To pay by card click on a card image if shown, or select 'Check Out as a Guest' or 'Pay with a debit or credit card' from the PayPal login page. Card payment may not be offered on phones or tablets.

Powered by **PayPal**

Pay with BACS - Bank Transfer

BACS - Bank Transfer

- **Once your application is complete, you will need to:**
 - **Complete your SCiMA online training**
 - **Bring your ID documents on the specified day for checking**
- **You will be notified when your DBS check is complete and your SCiMA card is ready**
- **You will be sent notification when your SCiMA registration annual renewal is due.**

APPENDIX A

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid