**Halifax CC - Club Activity Assistants - Roles and Remits**

An outline of roles that Club Activity Assistant can take on and the remit in which we would allow them to operate. These are all restricted to **Home Waters** (i.e. *the stretch of the river Calder from below the Double Weir down to the egress steps at the bottom of the white water course and the canal between Luddendenfoot and Salterhebble locks - canal locks must be portaged*).

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| **Role** | **Remit** |
| **Coaching Assistant** | **Helping qualified coaches as assistants on beginners and intermediate coached groups**.  This would include:   * Helping people get fitted to boats and kit, and getting to and from the water * Assisting coaches with safety and group management * Leading games * Reinforcing demonstrations and teaching points from coaches * Rescuing capsized paddlers |
| **Home Water Trip Assistant** | **Leading club members on short informal trips on 'Home Waters' only.**  This would include:   * Organisation and planning of the trip * Ensuring safety in line with the club's standard risk assessment * Working to a maximum ratio of 1 CAA to 4 paddlers |
| **Paddlefit Leader** | **Leading paddlefit session for club members on the flat water.**  This would include:   * Setting up for the session and putting equipment away again * Delivering the session from the relevant Paddlefit Card * Ensuring safety in line with the club's standard risk assessment |
| **Slalom Assistant** | **Leading slalom training session for club members on flat water or white water at the club.**  This would include:   * Setting up for the session and putting equipment away again * Delivering the session from the relevant Slalom Session Card * Reinforcing teaching points from coached sessions * Ensuring safety in line with the club's standard risk assessment * Working to a maximum ratio of 1 CAA to 4 paddlers on white water or 1 CAA to 6 paddlers on flat water |
| **Dry Training Assistant** | **Run off the water fitness training for club members (i.e. circuits).**  This would include:   * Setting up for the session and putting equipment away again * Delivering the session using activities agreed in consultation with coaches * Ensuring safety in line with the club's standard risk assessment |
| **Meeter & Greeter** | Meet and greet people on beginners courses, taster days, events.  This would include:   * Providing a friendly welcome and introduction t the club * Ensuring people know their way around the club * Introducing people to coaches and CAA's running their session |
| **Pool Assistant** | **Supporting coaches in the running of coached pool session.**  This would include:   * Acting as Pool Safety * Reinforcing demonstrations and teaching points from coaches * Righting paddlers they are working with |

**Notes:**

* All these role would be running sessions for competent paddlers (i.e completed a beginners course and been down the white water) except for the Coaching Assistant role, where they may be working with beginners with a Coach.
* Details of the competencies for CAA's to be signed off against (or received training for) are in the CAA Role Mapping and CAA Action Log documents - this comprises of generic criteria set out by BC and additional role specific criteria that we set.
* Where appropriate recording participation on registers / club recording sheets.
* Most will probably need a DBS check to be completed as they could have regular unsupervised access to young people.