

HXCC Coach and Leader Sign Off Policy

Date: March 2023

Review Date: March 2024

The club has a responsibility to ensure that all those running club activities have the appropriate skills and experience. This includes ensuring that they are, and remain, competent and ensuring that they keep their skills up to date.

The club encourages and will support those wishing to coach and lead club activities to gain the relevant British Canoeing qualifications for the environment in which they wish to operate.

The club committee also recognises that there are members of the club who are familiar with the club's of Home Waters, and have skills and experience to lead and assist on club sessions on Home Waters, even though they do not have the coaching/leading qualification that provide a remit in these environments.

Therefore the club committee (Coaching Officer) maintains a list of Coaches, Leaders and Club Activity Assistants who can operate within certain limits on Home Waters. This Policy sets out the remits that these paddlers can have to coach and lead on Home Waters, the process for signing off paddlers, and outlines the competencies for individuals to be signed off.

While the policy enables those signed off to run club sessions on Home Waters within defined conditions, the decision to run the sessions (or not) will depend on the conditions being suitable for the ability of all members of their group.

This policy operates in association with the following club documents:

- **Home Waters Risk Assessment & Warley Moor Risk Assessment**
- **River Conditions Policy & Warley Moor Paddling Policy**

Appendix A sets out the responsibilities of a Club Coach, Leader or Assistant.

Coach and Leader Sign Off Process

This provides a framework for signing off qualified and an unqualified coaches and leaders to run and assist on club sessions on Home Waters. Each individual's journey will be shaped by their skills, experience, qualifications, and whether they are a known club member or new to the club.

1. Paddler volunteers to be a Coach, Leader or Assistant

2. Coaching Officer makes contact for details of:

- role they are interested in
- availability and time commitment they are willing to give
- any existing qualifications and details of their skills and experience

3. Discussions between member and Coaching Officer leading to an Individual action plan for sign off. This is guided by the roles competencies and might include:

- evidence of qualifications, first aid and safeguarding training
- initiating a DBS check
- skills verification session / skills development plan

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- attending formal training or assessment to gain a qualifications (encouraged)
- shadowing existing sessions
- Site Specific training
- Club policy induction / refresher

4. Coaching officer recommends sign off to role(s) as action plans complete

This could include sign off to a role assisting while further experience / qualifications are gained for extending their roles. It will also relate to site conditions (Green or Amber levels).

5. Committee approval and member added to Coach and Leader list

Review Process:

It is important that the club ensures that Coaches, Leaders and Assistants remain competent in the role(s) that they hold.

- The club Committee will annually review the list of signed off Coaches, Leaders and Assistants.
- Where a concern is raised regarding the competency of an individual, this will be taken up with the individual. This may result in their remaining on the list, arranging a sessions to confirm their skills, an action plan for updating / development, or their removal from the list.
- DBS checks will be updated every three years for those that require them.
- The club aims to provide opportunities for coaches to keep up to date, including opportunities to refresh and develop coaching, leading and safety skills.
- Coaches, Leaders and Assistants must ensure their First Aid and Safeguarding training remain up to date (renewed every three years) and update these details on their British Canoeing membership system.
- Coaches, Leaders and Assistants should stay up to date with good practice and maintain their skills at the required level for their role.
- Those with formal qualifications should undertake CPD over a three year cycle as set out by British Canoeing CPD policy. Those without formal qualifications are strongly encouraged to follow this CPD policy.

Club Coach, Leader & Assistant Roles

Role	Definition
Coach	Runs sessions or a series of sessions on Home Waters with the aim of developing the participants knowledge and skills. This could include introducing participants to the sport, new skills and more challenging environments.
Leader	Leads sessions for participants that are competent in the environment / conditions, ensuring the safety of the group.
Club Activity Assistant	Assist a coach or leader on a sessions to provide additional support and / or safety cover. They may lead parts of the session under supervision of the coach / leader running the sessions.
Coach or Leader for Trips away from Home Waters	Coaches and Leaders should hold a qualification for the relevant environment to lead a trip. (This can be an external coach with the appropriate qualification for the activity).

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Expected Competencies for 'Home Waters' Sign Off

All are required to have up to date First Aid, Safeguarding training & DBS check, and familiar with club policies & risk assessment.

Role	Personal Skills	Safety & Rescue Skills	Other Knowledge & Experience
Coach - White Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Pinned, swamped or entrapped paddlers Unconscious paddler rescue Throwline rescues Ideally attended a WWSR course	Coaching experience (min BC coach training) Relevant group management / leadership experience Appropriate communication skills Able to plan appropriate sessions Able to ensure group are suitably equipped for session
Leader - White Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Pinned, swamped or entrapped paddlers Unconscious paddler rescue Throwline rescues Ideally attended a WWSR course	Leading experience (min documented leadership training) Relevant group management / leadership experience Appropriate communication skills Able to plan appropriate sessions Able to ensure group are suitably equipped for session
Club Activity Assistant - White Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Pinned, swamped or entrapped paddlers Unconscious paddler rescue Throwline rescues Ideally attended a WWSR course	Aware of coaching & group management skills to support: - Safety - Reinforce coaching Appropriate communication skills
Coach - Sheltered & Open Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Swamped, incapacitated or entrapped paddlers Unconscious paddler rescue Ideally attended an FSRT course	Coaching experience (min BC coach training) Relevant group management / leadership experience Appropriate communication skills Able to plan appropriate sessions Able to ensure group are suitably equipped for session
Leader - Sheltered & Open Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Swamped, incapacitated or entrapped paddlers Unconscious paddler rescue Ideally attended an FSRT course	Leading experience (min documented leader training) Relevant group management / leadership experience Appropriate communication skills Able to plan appropriate sessions Able to ensure group are suitably equipped for session
Club Activity Assistant - Sheltered & Open Water	Have the skills to launch, land and position themselves appropriately to managing a group safely in the environment	Self rescue Capsized paddler & equipment Swamped, incapacitated or entrapped paddlers Unconscious paddler rescue Ideally attended an FSRT course	Aware of coaching & group management skills to support: - Safety - Reinforce coaching Appropriate communication skills Able to run simple games with support

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Coach and Leader Remits on Home Waters (River Calder and Canal)

River and Canal Home Waters are defined as: 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 (*see the club's Home Waters map*).

In all cases the second person (assistant) can be a coach, leader or activity assistant that is signed off at that level

Coach / Leader	Green River Conditions	Amber River Conditions	Red / Black River Conditions
Coach or leader with a current remit for moderate white water (or higher), e.g. <ul style="list-style-type: none"> - UKCC or BCU Level 3 or Performance coach (WW) - UKCC L2 with Moderate Water Endorsement - WW leader (previously 4 Star) - BC Coach Award (white water) 	Flat water and White water - Ratio of 1:8	Flat water and White water - Ratio of 1:6 or 2: 8	No club sessions on the river
Coach or Leader with additional training / experience in white water, e.g. <ul style="list-style-type: none"> - WW leader training - Other documented leadership training 	Flat water – Ratio of 1:8 White water - Ratio of 1:6	Flat water – Ratio of 1:6 White water – Ratio of 2:6	No club sessions on the river
Coach or Leader with sheltered water training or assessment, e.g. <ul style="list-style-type: none"> - BC Coach Award or UKCC Level 2 Coach - UKCC Level 1 / Paddlesport Instructor 	Flat water - Ratio of 1:6 or 2:8 White water - Ratio of 2:8	Flat water sections only - Ratio of 2:8	No club sessions on the river
Approved Club Activity Assistant	Assisting a coach on Flat or White Water sections if signed off at that level.	Assisting a coach if signed off at this level	No club sessions on the river

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Coach and Leader Remits on Home Waters at Warley Moor Reservoir

This is for the clubs use of the reservoir through partnership with Halifax Sailing Club (see *Warley Moor Paddling Policy* for a map).

In all cases the second person (assistant) can be a coach, leader or activity assistant that is signed off at that level

Coach / Leader	Green Conditions	Amber Conditions	Red Conditions
Coach or leader with a moderate water remit (or higher) i.e. <ul style="list-style-type: none"> - UKCC or BCU Level 3 or Performance coach - UKCC L2 with Moderate Water End - Moderate Water leader - Coach Award (relevant to moderate water) 	Ratio of 1:8 paddlers	Ratio of 1:6 paddlers (increased to 2:8 with an assistant)	No club sessions on the water
Coach or leader with sheltered water training or assessment, i.e. <ul style="list-style-type: none"> - BC Coach Award (inc training) - UKCC Level 2 or Level 1 or Paddlesport Instructor - BCU Level 2 Coach 	Ratio of 1:6 paddlers	Ratio of 1:6 paddlers with an assistant on the water	No club sessions on the water
Club Activity Assistant	May <u>assist</u> a coach increasing ratios to 2:8 paddlers	May <u>assist</u> a coach as detailed above	No club sessions on the water

Expected Competencies for trips away from 'Home Waters'

All roles require coaches to have up to date First Aid, Safeguarding training and DBS check, as well as be familiar with club policies and risk assessment.

Role	Personal Skills (relevant to the environment)	Safety & Rescue Skills (relevant to the environment)	Other Knowledge & Experience (relevant to the environment)
Coach / Leader for Trips away from Home Waters	Coaches and Leaders should hold a qualification for the relevant environment to lead a trip (this can be external coach with the appropriate qualification).		

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Appendix A – Coach, Leader and Assistant Responsibilities

These responsibilities should also be read in conjunction with BC's Code of Practice for Coaches and Leaders

Responsibilities of a HXCC Club Coach, Leader or Assistant

- To inspire members to have fun in their paddling
- To operate within their agreed club remit on Home Waters or trips away from the club.
- To ensure their participants are aware of and adhere to club behaviour and safety rules; and are respectful of local residents;
- To ensure participants put club kit away tidily after use, removing any defective kit from use, informing the Equipment Officer.
- To arrange cover in the case they or their assistant(s) are unable to attend a session, and - in the case that a session has to be cancelled – ensure participants are informed.
- To keep their BC recognised qualifications valid and up to date (including First Aid and Safeguarding training) and ensure these details are kept up to date on their BC Membership Portal and club's Coaches Skills Register maintained by the Coaching Officer.
- To stay up to date in their skills and ideally meet BC Coach & Leader CPD requirements.
- To ensure club paperwork is completed as required e.g. register, accident forms, session plans
- To attend the regular club coaching meetings.

Responsibilities of Club to Coach

- To organise coach meetings to inform coaches of club and BC news, and to provide coaches with a say in how club coaching is managed.
- To support coaches in their coaching progression e.g. by providing or finding subsidised training; providing a mentor.
- To back coaches in their reasonable decisions in dealing with incidents of poor behaviour by a student.