

BCU TERMS OF REFERENCE DOCUMENT

Contents:

Introduction	2
Terms of Reference for Coaches and Leaders	3
Technical Definitions	7
River Grades	8
Environment Definitions	9
Coaching Progression Diagram	11
Accredited Prior Learning	12
BCU CPD Modules	12
Guidance for Site Specific Training for BCU UKCC Level 1	13
Examples of Interpretation within Clubs or Centres	14

Introduction

These BCU Guidelines are developed and advised to support a range of deployment situations. Deployment can be via clubs, centres, schools, local authority and community sports programmes (hereafter referred to as deployers).

The BCU's Coaching Awards and the 4 and 5 Star 'Leader' Awards provide training and qualifications suited to a range of instructional, coaching and leadership situations. These BCU Guidelines are developed to support a range of deployment situations, but inevitably it is impossible to detail every situation and permutation. The flexibility provided within and across these awards provide deployers opportunities to more accurately reflect the specific nature of their work.

These terms of reference for coaches define recommended ratios and environments for each level of coach or leader, however with robust risk management arrangements and either the use of competent seconds or additional training the BCU acknowledge that these ratios and operating environments may be amended. The British Canoe Union (BCU) seeks to recognise the ability of experienced practitioners to make changes based on robust risk assessments and suitable risk management arrangements.

In publishing these guidelines the BCU takes into account an appreciation of the individuality of deployers, the environments and circumstances in which they operate and the actual level of risk in each of the situations identified as well as the professionalism of instructors with a wealth of experience from other activities to draw upon. For example there is obviously a very different level of risk involved or associated with groups journeying on the sea, compared with a first session introductory lesson on very sheltered inland water.

It is presumed throughout these guidelines that deployers will use the guidelines in conjunction with their own safety management system, risk assessments, codes of practice and technical support operating a training regime for every coach / employee involved, relevant to the locations in use, which will ensure that the coach / employee concerned has adequate personal competence and currency of performance, is equipped and practised in the use of all necessary equipment, and is aware of all the potential hazards of the environment in question.

In this way the BCU recognise that deployers and particularly centres, who employ a range of coaches and leaders in a wide range of circumstances, will use BCU guidelines as exactly that, following their own unique activities (risk assessed and with appropriate risk management arrangements in place), operating procedures and in house training and assessment to determine acceptable variations of guideline ratio's and, in some instances, qualification guidelines.

In respect of BCU Approved Centres, and any technical advice or support provided by the BCU, deployer Codes of Practice will be reviewed against the BCU guidelines and agreed by the BCU (BCU Approval Officer / BCU Coaching Department) in conjunction with the deployer as meeting the BCU recognised standards for quality and safety relevant to the specific situation in question.

When measuring and advising on safe practice the BCU would support any provision which, when assessed in this way is acknowledged as meeting current best practice standards.

N.B health and safety legislation commonly does not apply to private members clubs where there is no work undertaken but in cases of doubt, clubs should seek the advice of a competent person.

Terms of Reference for Coaches and Leaders

Environment	Former Coaching Awards	New system (to coach and lead)	Recommended Ratios for coaching and leading	New system (to lead)	Recommended Ratios for leadership of competent paddlers
Swimming Pools					
A qualified BCU UKCC Level 1 Coach who has not received any additional training must work under direct supervision (this maybe in the form of a Pool lifeguard, or higher qualified BCU Coach). In order for them to work without direct supervision the following additional requirements must be met:					
Swimming Pool	BCU Level 1 or BCU Level 2 Trainee	BCU UKCC Level 1 plus: <ul style="list-style-type: none"> • Site specific Training (see p13) • Valid First Aid • CRB (or Home Nation equivalent) • The person responsible for the session must be over 18yrs 	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats	N/A	N/A
Very Sheltered and Sheltered Inland Water					
A qualified BCU UKCC Level 1 Coach who has not received any additional training must work under direct supervision. In order for them to work without direct supervision the following additional requirements must be met:					
Very Sheltered Water	BCU Level 1 or BCU Level 2 Trainee	BCU UKCC Level 1 plus: <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • CRB (or Home Nation equivalent) • Over 18yrs 	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats	N/A	N/A
Sheltered Inland Water	BCU Level 2	BCU UKCC Level 1 plus: <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • CRB (or Home Nation equivalent) • Over 18yrs OR BCU UKCC Level 2	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats	N/A	N/A

Environment	Former Coaching Awards	New system (to coach and lead)	Recommended Ratios for coaching and leading	New system (to lead) ¹	Recommended Ratios for leadership of competent paddlers
Inland Water - White Water Kayak					
Moderate White Water (grade 2(3) and equivalent weirs) Moderate Inland Water (open water no more than 500m from shore and winds below force 4)	BCU Level 3 (Inland)	BCU Moderate White Water Endorsement Or BCU UKCC Level 3 (White Water)	1:6 students	BCU 4* Leader Award (White Water)	1:4 competent paddlers
Advanced White Water (grade 3 to grade 4(5)) Advanced Inland Water (open water more than 500m from shore and/or winds above force 4)	BCU Level 4 (Inland)	BCU UKCC Level 3 with BCU Advanced White Water Endorsement	1:4 students	BCU 5* Leader Award (White Water)	1:4 paddlers
Inland Water - Open Canoe					
Moderate White Water (descents up to grade 2, and equivalent weirs) Moderate Inland Water (no more than 500m from shore and winds below force 4)	BCU Level 3 (Canoe)	BCU Moderate Open Canoe Endorsement Or BCU UKCC Level 3 (Open Canoe)	1:5 students in open canoes paddled solo 1:10 students when paddling tandem	BCU 4* Leader Award (Canoe)	1:4 competent paddlers in open canoes paddled solo 1:6 competent paddlers when paddling tandem
Advanced White Water (grade 3) Advanced Inland Water (very large lakes/lochs)	BCU Level 4 (Canoe)	BCU UKCC Level 3 with BCU Advanced Open Canoe Endorsement	1:4 students (solo or tandem)	BCU 5* Leader Award (Canoe)	1:4 paddlers (solo or tandem)

¹ The 4 and 5 Star Leadership awards are not coaching awards; they are not suitable for introducing beginners to the sport.

Environment	Former Coaching Awards	New system (to coach and lead)	Recommended Ratios for coaching and leading	New system (to lead) ²	Recommended Ratios for leadership of competent paddlers
Inland Water - Touring Craft					
Moderate White Water (descents up to grade 2, and equivalent weirs) Moderate Inland Water (no more than 500m from shore and winds below force 4)	BCU Level 3 (Placid Water)	BCU Moderate Water Touring Endorsement OR BCU UKCC Level 3 (Touring)	1:6 students 1:5 students in open canoes paddled solo 1:10 students when paddling tandem	BCU 4* Leader Award (Touring)	1:6 competent paddlers 1:4 competent paddlers in open canoes paddled solo 1:6 competent paddlers when paddling tandem
Advanced White Water (descents up to grade 3 water more than 500m from shore and/or winds above force 4)		BCU UKCC Level 3 with BCU Advanced Water Touring Endorsement	1:4 students (irrespective of the number of boats)	BCU 5* Leader Award (Touring)	1:4 paddlers (irrespective of the number of boats)
Surf³					
Moderate Surf	BCU Level 3 (surf)	BCU Moderate Water Surf Endorsement OR BCU UKCC Level 3 (Surf)	1:6 students	BCU 4* Leader Award (Surf)	1:6 paddlers
Advanced Surf (>3ft)	BCU Level 4 (surf)	BCU UKCC Level 3 with BCU Advanced Water Surf Endorsement	1:4 students	BCU 5* Leader Award (Surf)	1:4 paddlers

² The 4 and 5 Star Leadership awards are not coaching awards; they are not suitable for introducing beginners to the sport.

³ Note: Surf qualifications are for repeated manoeuvring through waves on recognised surf beaches; sea qualifications cover access through surf for sea journeys

Environment	Former Coaching Awards	New system (to coach and lead)	Recommended Ratios for coaching and leading	New system (to lead) ⁴	Recommended Ratios for leadership of competent paddlers
Sea					
Sheltered Tidal Water and Sea	BCU Level 2	BCU UKCC Level 1 plus: <ul style="list-style-type: none"> • Site specific training** • Valid First Aid • CRB (or Home Nation equivalent) • Over 18yrs OR BCU UKCC Level 2	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandem (irrespective of craft)	N/A	N/A
Moderate Tidal Water/Sea	BCU Level 3 (sea)	BCU Moderate Water Sea Endorsement OR BCU UKCC Level 3 (Sea)	1:6 students	BCU 4* Leader Award (Sea)	1:4 competent paddlers
Advanced Tidal Water/Sea	BCU Level 4 (sea)	BCU UKCC Level 3 with BCU Advanced Water Sea Endorsement	1:4 students	BCU 5* Leader Award (Sea)	1:4 paddlers

⁴ The 4 and 5 Star Leadership awards are not coaching awards; they are not suitable for introducing beginners to the sport.

Technical Definitions:

Note Regarding BCU UKCC Level 1 and 2 Bank-based Coaches

The BCU UKCC Level 1 and 2 Coaching awards are certificated as either 'Boat Based' or 'Bank Based'. Candidates will be assessed as per the chosen route with the assessment reflecting the required degree of 'how to coach' / 'what to coach' risk assessment, safety and rescue. The Bank-based Coach is an award for coaches who will work from the waters edge. This would be accessed by individuals who do not have the personal paddling skills to enable them to work from the water. Bank-based coaches have completed the BCU Foundation Safety and Rescue Training, and are equipped to risk assess an activity to judge if additional on the water safety cover is required. The Boat-based Coach is an award for individuals with the required degree of personal paddling skills and who intend to coach from a canoe, kayak, or the waters edge.

Note Regarding the Adventure Activity Licensing Regulations 2004

The above regulation state that any "specified waters" fall within the scope of the legislation. According to these regulations, "specified waters" means;

- (a) the sea
- (b) tidal waters
- (c) inland waters at a location where any part of those waters is more than 50 metres from the nearest land excluding any island
- (d) inland waters where the surface of the water is made turbulent because of weirs, rapids, waterfalls, or fast flowing currents

The BCU provides differing levels of certification for coaches in these environments as follows and defined on pages 9 and 10:

- (a) the sea; *Sheltered tidal water/sea, Moderate tidal water/sea, Advanced tidal water/sea. Moderate Surf, and Advanced Surf when repeated manoeuvring through surf on recognised surf beaches.*
- (b) tidal waters; *Sheltered tidal water/sea, Moderate tidal water/sea, Advanced tidal water/sea. Moderate Surf, and Advanced Surf when repeated manoeuvring through surf on recognised surf beaches*
- (c) inland waters at a location where any part of those waters is more than 50 metres from the nearest land excluding any island; *Sheltered Inland Water, Moderate Inland Water, and Advanced Inland Water.*
- (d) inland waters where the surface of the water is made turbulent because of weirs, rapids, waterfalls or fast flowing currents; *Moderate White Water, and Advanced White Water.*

River Grades:

The International river classification of difficulty is used for white water grades (see below), with brackets used as per many modern guidebooks.

Grade 2 Free passage. Irregular Stream, irregular waves. Medium rapids, small stoppers, eddies, whirlpools and pressure areas.

Grade 3 Route recognisable. High irregular waves. Larger rapids. Stoppers, eddies, whirlpools and pressure areas. Isolated boulders, (small) drops and numerous obstructions in stream.

Grade 4 Route not always recognisable. Heavy continuous rapids. Heavy stoppers, whirlpools and pressure areas. Boulders obstructing stream, big with undertow.

Grade 5 Inspection essential. Extreme rapids. Stoppers, whirlpools and pressure areas. Narrow passages, steep gradients and drops with difficult access and landing.

Grade 2(3) The overall standard of the run is grade 2, but there may be a few (normally one or two) grade 3 rapids that can be easily portaged if required.

Grade 4(5) The overall standard of the run is grade 4, but there may be a few (normally one or two) grade 5 rapids that can be easily portaged if required.

BCU Environmental Definitions

Where wind strengths or wave heights are mentioned these are as forecast, as it can be expected they may be encountered during the session/journey.

Very Sheltered Water

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be more than 50 metres from the bank

Sheltered Inland Water

Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Discretion and commonsense must apply when considering the use of lakes/lochs. To operate further than 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.

Moderate Inland Water

Large areas of open water that exceed the sheltered water definition, that are no more than 500 metres off shore and in wind strengths that do not exceed force 4.

Moderate White Water

Grade 2 white water or equivalent weirs. (This is extended to Grade 2(3) when using whitewater spec Kayaks).

Advanced Inland Water

Large areas of open water which exceed moderate water and have winds in excess of force 4.

Advanced White Water

Grade 3 white water for canoe. Grade 3 to 4(5) for kayak.

Sheltered Tidal Water/Sea

Small enclosed bays, where there is minimal possibility of being blown offshore; enclosed harbours, where there is minimal possibility of being blown offshore; defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls beyond the beach), in conditions in which swimmers and beach craft could be happily operating winds not above force 3 (force 2 if offshore when greatest of caution must be exercised); the upper reaches of some suitable, slow moving estuaries during Neap tides. In all cases the wind and weather conditions must be favourable.

Moderate Tidal Water/Sea

The definition involves; A stretch of coastline or estuary in close proximity to the shore, with available landings at every 1-2 miles / 1 hour and areas where it is not easy to land. Up to a maximum of 2 knots tide but not involving, tidal races, or overfalls, winds not above force 4 beaufort sea state 4 (if offshore the greatest of caution must be exercised), or the upper reaches of some estuaries; launching and landing through moderate surf.

Advanced Tidal Water/Sea

Any journey on the sea where tidal races, overfalls or open crossings may be encountered, which cannot be avoided; Sections of coastline where landings may not be possible or difficult; difficult sea states and /or stronger winds (force 4 or above), launching and landing through moderate surf.

Moderate Surf

Beaches that are free of significant hazards (strong rips or undertow, tidal streams, rocks or groynes). An area of beach must be marked out to contain the group and prevent any loss of communication. The area selected must not interfere with other beach users – swimmers and surfers in particular; small to moderate waves – 3 feet maximum.

Advanced Surf

The surfing of reefs, points and offshore features; surfing from beaches where the surf height exceeds 3 feet or where stronger winds, cold conditions, rips, long shore drift, rocks or other potential hazards are involved.

Measurement of surf;

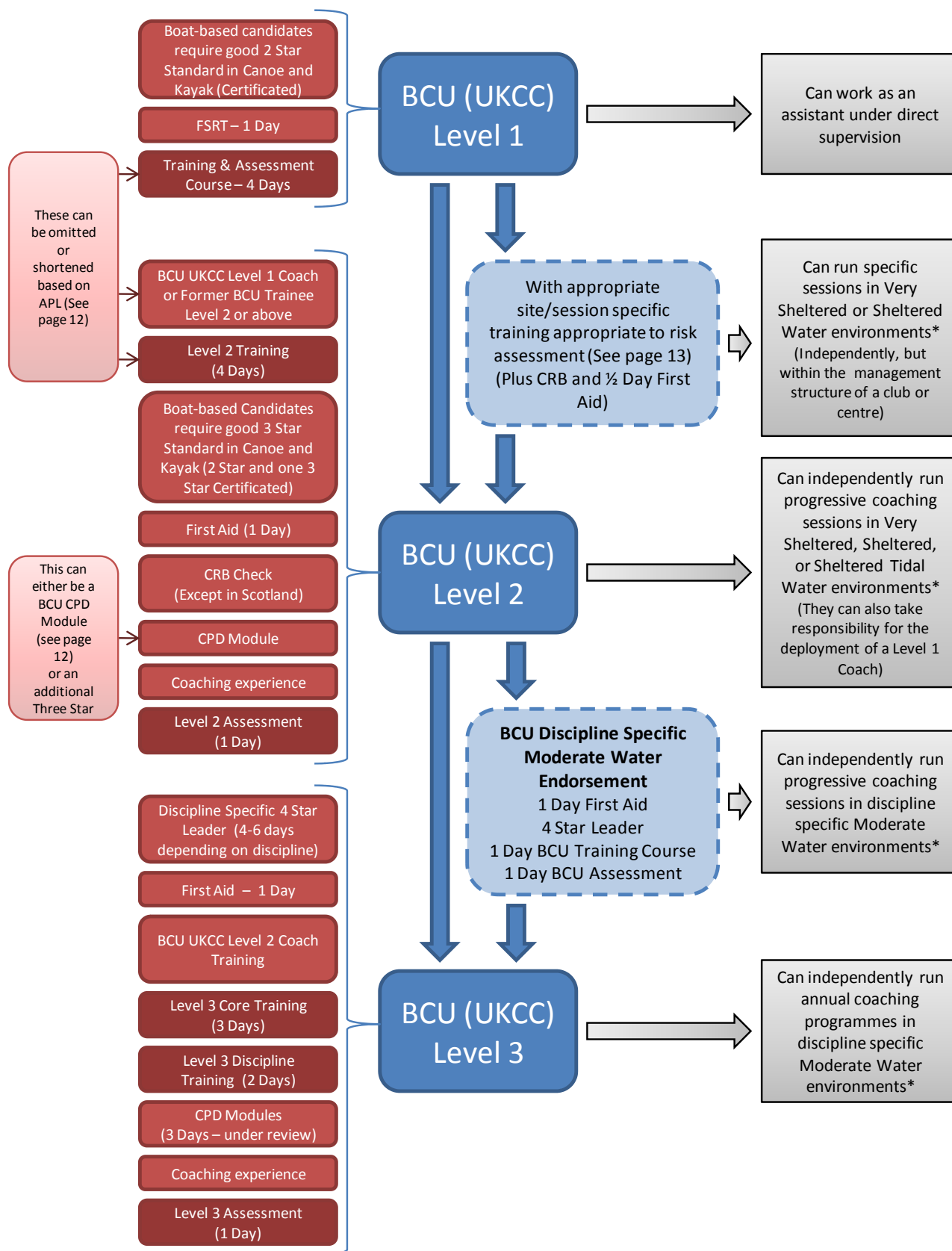
The “surfers” measurement is used throughout both this document and the BCU awards in surf. This is also used by surf forecasts obtained from telephone surf lines, the internet or wave buoys. It is in feet and refers to the ride-able mid section of the wave, not the peak to trough height. As a bench mark “4 feet “ is head height for a board surfer and on an average British beach break would provide conditions only suitable for the most experienced and capable kayak surfer. A swell of 6 inches to 1 foot is both appropriate and more than adequate for any novice group. Intermediate kayak surfers would find 2 feet of surf more than suitable for a learning experience.

Wave Character;

The physical height of a wave is only part of the picture. The following factors all individually have a profound effect on a wave but combined can change swell dramatically; wind direction and strength; beach shape; type of break; height and state of tide; swell character (age, period, speed). All of these contrive to make 1 foot of swell a potentially serious and dangerous environment to take inexperienced client groups into.

Although the current awards give the Level 3 Surf Coach a remit to operate in up to 3 feet of surf, it would be very unusual indeed if anything but expert groups were taken into such conditions. Although if appropriate the “reform or secondary break” might prove a suitable site for inexperienced or novice groups to work.

BCU Coaching Awards Level 1 – 3 Overview



*For environmental definitions see page 9 and 10 (V1.10)

Accredited Prior Learning

New Coaches would normally enter the coaching scheme at Level 1. The BCU does recognise that in some instances aspirant coaches will have prior experience that may enable them to enter the Coaching Awards programme at a higher level. Where this is the case candidates need to apply for Accredited Prior Learning (APL), through the BCU APL procedures.

Some examples of APL outcomes include:

- A shortened Level 1 Training Course, and then to Level 1 Assessment
- Direct entry to Level 1 Assessment
- Direct entry to Level 2 Training
- A shortened Level 2 Training Course, and then progress to Level 2 Assessment
- Direct entry to Level 2 Assessment

An application is made to the BCU APL panel for exemption to a particular prerequisite, based on other experience, training, or qualifications that equate to the award concerned.

Candidates wishing to APL the requirement to hold BCU UKCC Level 1, or a Former BCU Level 2 Trainee Status in order to register for BCU UKCC Level 2, are required to evidence experience, qualifications, or training that equate to BCU UKCC Level 1, i.e.:

- Knowledge of how to coach (i.e. Teacher, or UKCC award from another sport)
- Good practice knowledge of running paddlesport taster sessions in canoe and kayak (e.g. relevant experience in a supportive environment)
- They are also required to evidence the other Level 1 and 2 prerequisites.

If a candidate presented an application with some, but not all of this evidence it is possible they will be recommended for direct entry to Level 1 Assessment, or a shortened Level 1 training course.

Further details of the BCU APL Procedure are available from www.bcu.org.uk or from your Home Nation

BCU CPD Modules

Foundation Modules (3 Hours): Introductory Workshops in the following areas:

- Coaching Young Paddlers
- Fitness for Paddlesports
- Coaching the Mind
- Performance Planning for Paddlesport Coaches
- Mentoring for Paddlesport Coaches
- Outdoor Education and Paddlesport

Intermediate Modules (1 day): Workshops designed to further coaches knowledge
(Not yet live)

Discipline Specific Modules (1 day): Modules to help BCU qualified coaches (of any level) work in the following disciplines:

- Slalom
- Racing
- Polo
- Wildwater Racing
- Freestyle
- Surf

Remember, to achieve the BCU UKCC Level 2 Certificate in Coaching Paddlesport, candidates are required to complete one of the above CPD Modules, or achieve an additional 3 Star Award prior to Certification.

Guidance for Site Specific Training for Level 1s

In order for the BCU (UKCC) Level 1 Coach to work independently in very sheltered, sheltered, or sheltered tidal water they are required to have completed appropriate site/session specific training appropriate to the risk assessment for the session. The risk assessment for the session must be completed by a more qualified BCU Coach. The BCU (UKCC) Level 1 Coach can work independently only within the management structure of a club or centre.

The BCU (UKCC) Level 1 Coach has good coaching skills and paddlesport knowledge to enable them to deliver quality coaching sessions. However they do not necessarily have the experience to work independently in/with unfamiliar venues, types of group, session objectives, or craft. Therefore, it is important that they receive appropriate site/session specific training (that needs to be documented). In order for this training to be recognised the BCU require that it is delivered by a BCU Coach Level 3 (or above) or a Technical Adviser where the Adventure Activities Licensing Regulations apply. For Centres, endorsement of the suitability of appropriate additional training can be confirmed via BCU Centre Approval. The training should include:

- An induction to the risks and risk management strategies associated with the given environment and session. For example:
 - Specific rescues or towing techniques relevant to the session and craft
 - Local weather tendencies, associated problems, and forecasts
 - Requirement for the use of buoyancy aids, spraydecks, or helmets for the session
 - Leaders equipment required
 - Use of skegs
 - Specific risks associated with chosen games or activities (i.e. rafted canoes, highlighting shallow spots where to avoid when capsizes is a risk)
 - Etiquette regarding other water users

- An active introduction to the local operating procedures. For example:
 - How to fit and size buoyancy aids and helmets used
 - Boundaries (e.g. the area of a lake which can be used)
 - Weather / Water Level restrictions for the session
 - Session ratios
 - Checking in procedures at the end of a session

- An active induction to the session plan, or check of the Coaches session plan: Level 1 Coaches can be expected to replicate a session plan, but may not be able to design a suitable one themselves, especially if faced with an unfamiliar venue, type of group, or session objective.

- An active induction to the club or centres safety policies. For example:
 - The policy for reporting damaged kit, or hazards
 - Child protection policies
 - Incident and near miss reporting
 - Emergency evacuation procedures and Accident Procedures
 - Parental Consent and Medical Declaration
 - Policy on non-swimmers
 - Policy on dealing with disruptive behaviour

Please note BCU UKCC Level 1 Boat-based Coaches are required to have good personal skills equivalent to good BCU 2 Star Standard in Canoe and Kayak. The local operating procedures need to reflect this, alternatively a higher personal standard maybe required. As an example, the local operating procedures for a centre operating Canoes on a lake may set different boundaries for a BCU (UKCC) Boat-based Level 1 Coach with 3 Star Canoe, compared to a BCU (UKCC) Boat-based Level 1 without any additional skills awards.

Examples of Interpretation within Clubs or Centres

Activity	Environment	Recommended Minimum Level of Competence
Taster Session	Very Sheltered Water (non licensable water)	BCU UKCC Level 1 under direct supervision
		BCU UKCC Level 1 unsupervised, with; <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • Appropriate Disclosure • Over 18yrs
Taster Sessions and Simple Journeys	Sheltered Water (licensable Water)	BCU UKCC Level 1 unsupervised, with; <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • Appropriate Disclosure • Over 18yrs • Appropriate Discipline 3 Star Competence
Progressional / Personal Development	Very Sheltered Water (non licensable water)	BCU UKCC Level 1 under direct supervision
		BCU UKCC Level 1 unsupervised, with; <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • Appropriate Disclosure • Over 18yrs
	Sheltered Water (licensable Water)	BCU UKCC Level 1 unsupervised, with; <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • Appropriate Disclosure • Over 18yrs • Appropriate Discipline 3 Star Competence
Skill Development (2 Star Plus)	Very Sheltered Water (non licensable water)	BCU UKCC Level 2
	Sheltered Water (licensable Water)	BCU UKCC Level 2
	Moderate Water	BCU Moderate Water Endorsement
	Advanced Water	BCU Level 3 with appropriate Discipline 5 Star BCU Moderate Water Endorsement with appropriate Discipline 5 Star
Sheltered Water Journeys	Sheltered Water	BCU UKCC Level 1 unsupervised, with; <ul style="list-style-type: none"> • Site specific training (see p13) • Valid First Aid • Appropriate Disclosure • Over 18yrs • Appropriate Discipline 3 Star Competence
		Appropriate Discipline 4 Star Leader
Moderate Water Journeys	Moderate Water	Appropriate Discipline 4 Star Leader
Advanced Water Journeys	Advanced Water	Appropriate Discipline 5 Star Leader