

## **BCU Awarding**

# **Level 1 Certificate in Coaching Paddlesport**

## **Course Guide**

# BCU Level 1 Course Guide

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## Acknowledgements

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## Contents

Page 4	Introduction
Page 4	Why choose a BCU Awarding Qualification?
Page 5	Delivery and Quality Assurance
Page 6	BCU Coaching Pathway
<b>Page 7</b>	<b>The BCU Level 1 Certificate in Coaching Paddlesport</b>
Page 7	Aim and Remit
Page 8	Bank-based and Boat-Based Options
Page 8	United Kingdom Coaching Certificate
Page 9	Time to Complete
Page 9	Registration
Page 10	Eligibility and Prerequisites
Page 11	Accreditation of Prior Experience and Learning
<b>Page 12</b>	<b>The Level 1 Course Syllabus</b>
Page 12	How to Coach
Page 12	What to Coach
Page 13	Long Term Paddler Development
Page 13	Level 1 Content Model
<b>Page 14</b>	<b>The Road to Certification</b>
Page 15	The Training Director
Page 15	The Level 1 Course
Page 16	Certification
Page 16	Enquiries and Appeals
Page 17	Complaints and Equal Opportunities
Page 17	Problems at Assessment
<b>Page 18</b>	<b>Beyond Certification</b>
Page 18	Continual Professional Development
Page 19	Progressing to Level 2
Page 20	Switching from Bank-Based to Boat-Based
Page 20	Coach Licence
Page 21	The Sector Skills Council for Active Leisure and Learning
<b>Page 22</b>	<b>Information about Assessment</b>
<b>Page 29</b>	<b>Recommended and Further Reading</b>
<b>Page 32</b>	<b>Useful Websites</b>
<b>Page 33</b>	<b>Useful Contacts</b>

## Introduction

Welcome to the BCU Level 1 Coaching Paddlesport course. This guide describes the qualification and everything you need to do in order to achieve the award.

## Why choose a BCU Awarding Qualification?

BCU Awarding is the Awarding Body recognised and regulated by the Qualifications and Curriculum Authority (QCA) and has been created to offer paddlesport coaching qualifications.

- ⊙ Our qualifications give you the hands on knowledge and competence to coach paddlesport activity
- ⊙ The BCU has over 40 years experience running coach training and assessment qualifications
- ⊙ BCU Coaching qualifications have been endorsed by the United Kingdom Coaching Certificate, meeting national standards for coaching across sport in the UK.
- ⊙ We are the only Awarding Body offering the United Kingdom Coaching Certificate in Paddlesport
- ⊙ BCU Awarding will give you support and impartial advice whatever your past experience, skills or specific needs
- ⊙ BCU Coaching Qualifications have been accepted as the industry standard coaching qualifications for over 30 years

The BCU Awarding mission is to provide qualifications which are relevant and fit for purpose through a quality assured and cost effective qualification awarding service. Our qualifications have been accredited by the QCA and Scottish Qualifications Authority (SQA) against rigorous criteria and have been included in the National Qualifications Framework. This seal of regulatory approval means that you can have every confidence in the robustness and procedures that underpin the qualifications' design and delivery.

The BCU Awarding Customer Services Statement is available to download from

[www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding)



**BCU Awarding is a division of the British Canoe Union; the National Governing Body for Canoeing in the UK. Proceeds go directly back into the development and advancement of paddlesport coaching!**

## Delivery and Quality Assurance

All Level 1 Coaching Paddlesport Courses are delivered via a 'Paddlesport Coaching Delivery Centre', which is monitored (external verification) by BCU Awarding. Each of the following Home Nation Associations are all Paddlesport Coaching Delivery Centres:

- Welsh Canoeing Association (WCA)
- Scottish Canoe Association (SCA)
- Canoe Association of Northern Ireland (CANI)
- Canoe England (CE)

The Delivery Centres also operate a process of monitoring (internal verification) to ensure that appropriate standards are maintained and that consistency is achieved both in terms of delivery and outcome.

Further course details and registration information are available direct from the Delivery Centres:

### **Canoe England**

18 Market Place  
Bingham  
Nottingham NG13 8AP  
Tel: 0845 370 9500  
Fax: 0845 370 9501  
Email: [englishcoaching@bcu.org.uk](mailto:englishcoaching@bcu.org.uk)  
Website: [www.canoe-england.org.uk](http://www.canoe-england.org.uk)

### **Scottish Canoe Association**

Caledonia House  
Redheughs Rigg, South Gyle  
Edinburgh EH12 9DQ  
Tel: 0131 317 7314  
Fax: 0131 317 7319  
Email: [general.office@canoescotland.com](mailto:general.office@canoescotland.com)  
Website: [www.canoescotland.com](http://www.canoescotland.com)

### **Welsh Canoeing Association**

Canolfan Tryweryn Frongoch  
Bala  
Gwynedd LL23 7NU  
Tel: 01678 521199  
Fax: 01678 521158  
Email: [welsh.canoeing@virgin.net](mailto:welsh.canoeing@virgin.net)  
Website: [www.welsh-canoeing.org.uk](http://www.welsh-canoeing.org.uk)

### **Canoe Association of Northern Ireland**

Unit 2 River's Edge  
13-15 Ravenhill Road  
Belfast BT6 8DN  
Tel: 0870 240 5065  
Email: [office@cani.org.uk](mailto:office@cani.org.uk)  
Website: [www.cani.org.uk](http://www.cani.org.uk)

## The BCU Coaching Pathway

The BCU Coaching Pathway is made up of five levels. These levels reflect the experience and expertise of the coach.

The **Level 1** award is for those new to paddlesport coaching. The qualification is not discipline specific and is therefore suitable to coaches who wish to work with paddlers from any of the competitive and non-competitive paddlesport disciplines. The Level 1 Coach can plan, deliver, and review short coaching sessions; normally with the support of a more qualified coach. They can work with paddlers at any stage of development; receiving specific training to coach paddlers in their first year of activity and to run taster sessions.

The **Level 2** Coach is able to plan, deliver, and review a series of six progressive sessions safely and effectively. Like the Level 1, this non-discipline-specific award is relevant to coaches who wish to coach any paddlesport discipline. Level 2 Coaches will work with paddlers predominantly in their first 3 years of paddling activity. The Level 2 Coach is able to offer guidance and support to the Level 1 Coach.

The British Canoe Union offer additional modules for Level 1 and 2 Coaches who wish to coach Canoe Slalom, Freestyle, Racing, Polo, Surf, and Wild Water Racing. Contact your Home Nation Association for further details.

The BCU Coaching Pathway is structured so that coaches can access training and become qualified in a variety of different paddlesport disciplines. This range of awards helps us to ensure that coaching excellence is available to participants whichever discipline they feel inspired to get involved in. From Level 3 onwards, coaches will specialise in one or more of the disciplines or environments listed below:

- Racing
- Slalom
- Wild Water Racing
- Open Canoeing
- Surf
- White Water Kayaking
- Polo
- Freestyle
- Sea
- Touring

A **Level 3** Coach is a discipline specialist Coach who is able to plan, implement, and analyse long-term development programmes. This is an appropriate level of coach for a person to be in charge of paddlesport activities in a club / centre or as a working professional.

The **Level 4 and 5** awards are still under development.

## **The BCU Level 1 Certificate in Coaching Paddlesport**

The BCU Level 1 Certificate in Coaching Paddlesport will be the entry point for most coaches coming into the BCU coaching scheme. The award is relevant to potential coaches from all paddlesport disciplines including coaches who may work with competitive and non-competitive paddlers. The award starts to develop the foundation coaching skills that will underpin coaching practice in the future. The training aims to develop coaches' skills to work with paddlers in any type of paddlesport craft.

### **Aim**

The aim of the BCU Level 1 Programme is to provide an introduction to safe, ethical, and effective paddlesport coaching.

### **Remit**

The Level 1 Coach can:

- Run taster sessions
- Assist higher level coaches
- Coach paddlers in a variety of craft
- Assess BCU Performance Awards

The Home Nation Associations are able to provide advice regarding the appropriate deployment of Level 1 Coaches. The responsibility for being appropriately deployed needs always to lie with someone more qualified.

### **Assisting higher level coaches**

As a Level 1 Coach you will be trained and assessed to plan, deliver and review short coaching sessions; normally under direct supervision. Whilst under direct supervision there is no restriction as to whom you can assist. This will be dependent upon a range of circumstances such as your personal experience, the venue, coaching group, and your area of personal interest. You can decide to coach any of the competitive and non-competitive disciplines at any level. Your supervising Coach will be responsible for making sure you are coaching in appropriate conditions and must be qualified to coach in the particular environment.

### **Running taster sessions**

In certain circumstances, you will be able to run taster sessions without direct supervision. Your supervising Coach / deployer will need to identify and define

appropriate sheltered water conditions, provide you with session guidelines and induct you to the site specific operating procedures.

### **Coaching paddlers in a variety of craft**

As a Level 1 Coach you can coach participants in flat-hulled or straight running, solo or crew canoes and kayaks up to BCU 1 Star and Paddlepower Passport standard. Some Level 1 Coaches with recognised personal experience will be able to do more than this.

### **Assessing BCU Performance Awards**

As a Level 1 Coach you can assess the BCU Paddlesport Start and Paddlepower Start Awards. Further details of these awards can be obtained from your Home Nation Association.

## **Bank- and Boat-Based Options**

The BCU Level 1 Certificate in Coaching Paddlesport is available as either a boat- or bank-based option. Boat-based Coaches are required to hold the New BCU 2 Star Award<sup>1</sup> (prior to the practical coaching and rescue assessments) to demonstrate they have the personal paddling skill required to provide safety cover and move around the working site. In contrast, bank-based Coaches have to demonstrate their ability to manage the coaching environment effectively from the shore and provide effective and appropriate safety cover. Whilst the two routes do exist, most courses will be open to both bank- and boat-based candidates.

## **United Kingdom Coaching Certificate**

The content of the BCU Level 1 Certificate in Coaching Paddlesport has been written in conjunction with the United Kingdom Coaching Certificate requirements. This means that the qualification is recognised on the National Framework and has parity with Level 1 qualifications from other sports. The proposed learning outcomes, content, and assessment criteria for the BCU award have all been mapped against the United Kingdom Coaching Certificate requirements.

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<sup>1</sup> Or the 'old' 2 Star Kayak, and 2 Star Canoe

## Time to Complete

The Level 1 award involves 4 days (32 hours) of contact time. Courses are run in a variety of formats, anything from a modular course run over a series of weeks to intensive 4-day courses. Candidates who have a sound knowledge of the Technical Syllabus (i.e. the 'What to Coach' on page 12) should be able to complete an intensive 4-day programme and complete all elements required for certification; whilst the modular option allows time for you to consolidate your learning and gives you time to gain experience and knowledge between sessions.

## Notational Guided Learning Hours

To complete the BCU Level 1 Certificate in Coaching Paddlesport a minimum of 37 Notational Guided Learning Hours are required:

1 hour	Pre-course study
1 hour	Induction
27 hours	Course training including assessment
4 hours	Home study or directed activities prior to final assessment
4 hours	Practice

These hours are increased by home learning on sport specific technical knowledge. (Delivery Centres may offer candidates with particular learning needs the opportunity for increased contact time to support them in the achievement of this award.)

## Registration

All candidates are required to register with a 'Coaching Paddlesport Delivery Centre' (Welsh Canoeing Association, Scottish Canoe Association, Canoe Association of Northern Ireland or Canoe England), prior to embarking on the Level 1 learning programme; you must complete your registration form prior to attending the course and return it to your Paddlesport Coaching Delivery Centre (WCA, SCA, CANI or CE). Registration costs £55 and covers the cost of your induction pack, 12 months third party liability insurance and Coach Licence, and supports the administrative costs associated with your qualification. (A discounted rate of £39 is available for candidates who are already members of the BCU through their Home Nation Association.)

Your registration for BCU Level 1 Certificate in Coaching Paddlesport is valid for 1 year from the start of the learning programme (you should start the learning programme within 3 months of registration). You are expected to complete all aspects of the learning and assessment programme, and an application for certification made, within the one

year period of validity. If you are unable to complete all elements of the training and assessment programme within the 12 months you can apply, with good reason, to your Paddlesport Coaching Delivery Centre for a 6-month extension.

## **Eligibility and Prerequisites**

Anyone who is at least 16 years old can register for the BCU Level 1 Coach Award. It doesn't matter if you can't paddle, there are Bank- and Boat-based options at this level. The most important thing is that you have an interest in coaching paddlesport!

### **Safety and Rescue Training**

The BCU Foundation Safety and Rescue Course is a prerequisite of the first day. It is an 8-hour course that covers the basics of safety and life sustaining skills required by anybody operating in a paddlesport environment. Both bank- and boat-based Coaches will need to complete this course. Because this training course is available as a stand alone course, your Training Director may choose to make it a prerequisite or include it within their course package (which then becomes a 5-day course).

### **BCU 2 Star Award or New Paddlepower Discover Award**

Boat-based Coaches are required to hold the 'new' BCU 2 Star award, or 'old' BCU 2 Star Canoe and Kayak Awards, or the new BCU Paddlepower Discover Award (prior to the practical coaching and rescue assessments), to demonstrate they have the personal paddling skill required to provide safety cover and move around the working site. If you have signed up for an intensive course you may be required to hold these before booking your place. Courses run as a modular programme will either require you to complete these prior to the last day of the training course, or will include them as part of the training package.

Course providers will make sure you are aware of the course format and let you know if any prior experience or qualifications are required.

## **Accreditation of Prior Experience and Learning (APEL)**

If you feel that you have covered the course material through alternative learning opportunities you can apply to BCU Awarding for Accreditation of Prior Experience and Learning (APEL). BCU Awarding aims to recognise learners' previous achievements and experience through APEL. Evidence may be acquired through additional study, employment or voluntary work that relates to the units within the BCU Level 1 Certificate in Coaching Paddlesport. This evidence can be submitted to BCU Awarding for review of authenticity/currency and mapping against the learning outcomes and assessment criteria. The APEL Guidelines are available from the BCU Awarding website upon request [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding).

## **The Level 1 Course Syllabus**

The BCU Certificate in Coaching Paddlesport develops your ability to plan, deliver and review, safe, ethical, and effective paddlesport sessions. On the course you will develop 'how to coach' skills alongside technical understanding of 'what to coach', specifically relating to the skills beginners require.

### **How to Coach**

During the Level 1 programme you will be introduced to good coaching practice; the topics covered include how to:

- prepare coaching activities, taking into account participants' needs and motives
- establish a safe working environment
- deliver prepared activities
- establish working relationships with participants and others
- prepare participants for the coaching activities
- support participants' behaviour
- conclude the activities
- evaluate the effectiveness of coaching activities
- evaluate the effectiveness of personal coaching practice
- manage effective and appropriate bank and water based rescues

### **What to Coach**

During the Level 1 course you will be trained to coach the following skills, to paddlers in any type of paddlesport craft (canoe/kayak, straight running/flat-hulled, crew/solo) in a sheltered water environment, in a way that promotes quality skill development, lifelong learning, and fun!

- lifting, carrying and launching
- readiness
- forward paddling
- turning & controlling
- getting out
- capsize
- personal risk management

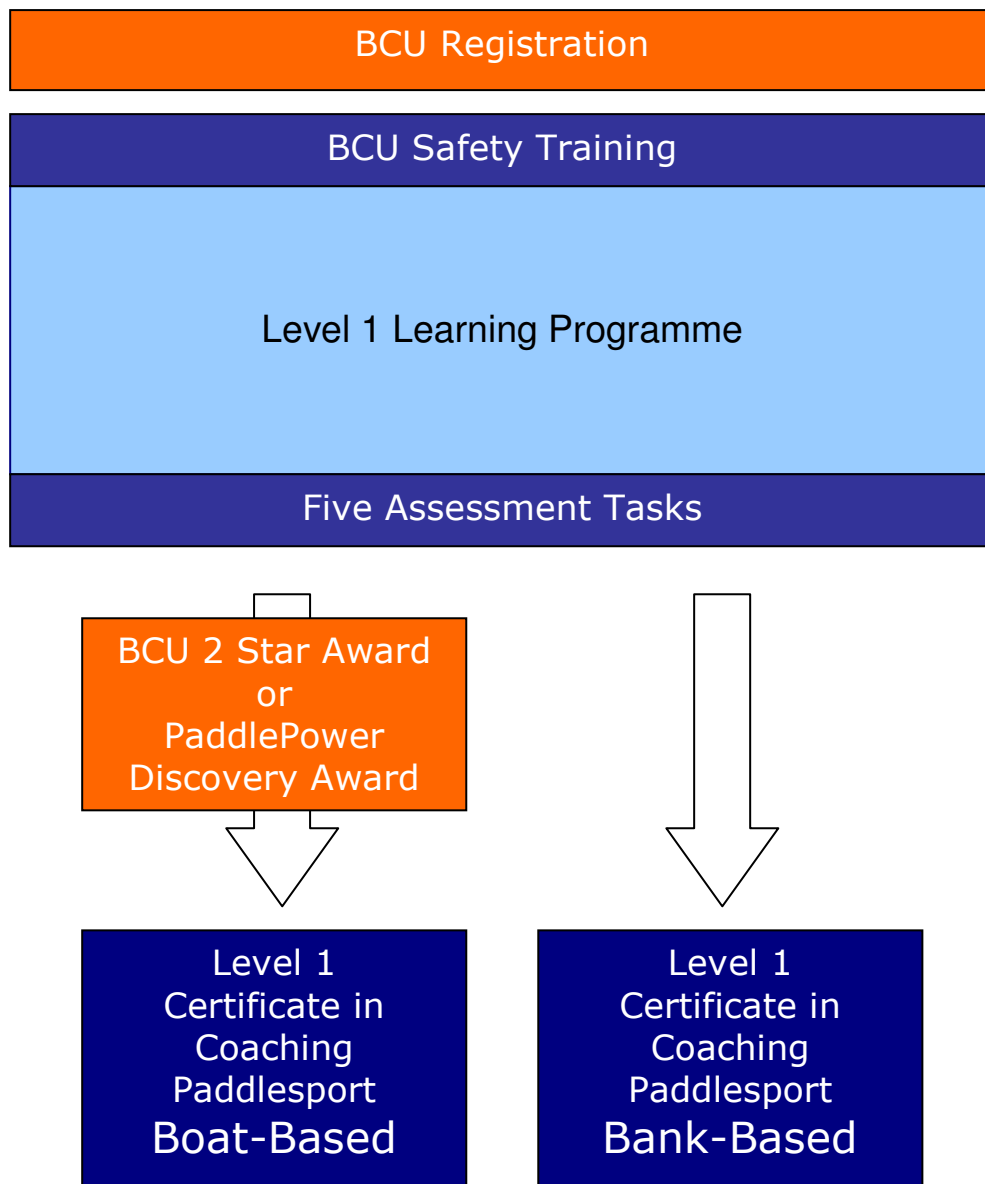
A range of coaching tips and tricks, and games and activities will be built into the course along with time spent developing your technical/tactical understanding of these skills.

## Long Term Paddler Development

The course includes how to tailor paddling activity to meet participants' developmental needs, specifically looking at paddlers who are new to the sport and working with children.

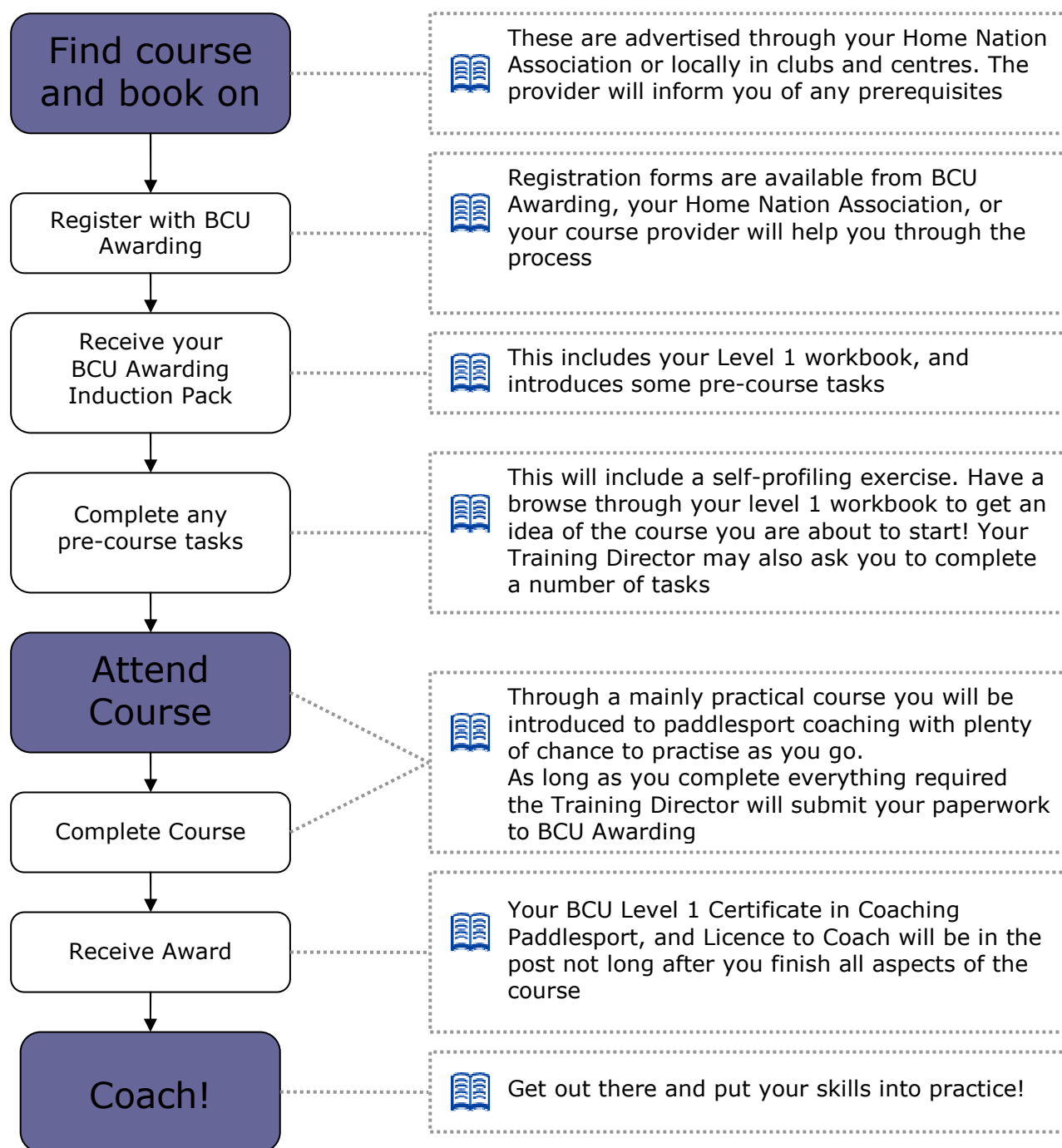
The Level 1 Unit Specification provides full details regarding the learning outcomes, content, and assessment criteria and is available from [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding) or from BCU Awarding on request.

## Level 1 Content Model



## The Road to Certification

Once you have decided that the Level 1 course is for you, let's look at how you go about it! This flow diagram describes each step of the road to BCU Level 1 Certificate in Coaching Paddlesport.



## **The Road to Certification**

So you have found a course that suits your needs, registered with the appropriate Paddlesport Coaching Delivery Centre, received your induction pack and done the pre-course tasks. Now let's look at what happens next:

### **The Training Director**

The Training Director is the person responsible for running your Level 1 Coach Training Course. They will introduce themselves at the start of your course and help you through the learning experience!

### **The Level 1 Course**

Your Training Director will run a programme that takes you through the various topics, gives you time to practice coaching, and assesses your performance through five assessment tasks. You will also complete a portfolio of evidence:

The Level 1 learning programme includes the following 4 key areas:

- Introduction to Coaching Paddlesport
- Planning and Preparing Sessions
- Delivering Sessions
- Reviewing Sessions

### **Five assessment tasks**

During the learning programme your Training Director will provide opportunities for the following assessment tasks:

- ⊙ Assessment Task 1 Multiple Choice Paper
- ⊙ Assessment Task 2 Rescue Skills
- ⊙ Assessment Task 3 Workbook Evaluation
- ⊙ Assessment Task 4 Coaching Skills
- ⊙ Assessment Task 5 Verbal Questioning

Your Level 1 Training Director will provide guidance regarding the assessment process. They will provide advice regarding the completion of each task, the different types of assessment, the programme of assessment, and the assessment criteria. In some cases you will be allowed multiple opportunities to achieve successful completion of the task, in other instances you will be given one opportunity only. If, at the end of your learning

programme, you have not completed certain elements required for certification you are able to resit these components within your 12 month period of registration.

If you are likely to find these assessment methods difficult you must discuss any concerns with your Training Director. They will help ensure you are assessed in a suitable manner in line with the '*Guidance on Reasonable Adjustments to the Assessment Process*'. This is available from BCU Awarding upon request, or via the BCU Awarding website. Your Training Director will be familiar with these guidance notes and can help you understand them if required.

### **Assessment Portfolio**

This is where you and your Tutor document the evidence required for certification. Your Training Director will supply one on the first day of your course.

## **Certification**

When you have completed all of the elements above your Training Director will send your paperwork to BCU Awarding, via the appropriate Paddlesport Coaching Delivery Centre and you will receive your Level 1 Certificate in Coaching Paddlesport.

To recap you will need to:

- ⊙ Be 16 years of age or over, and keen to coach!
- ⊙ Have registered with a Paddlesport Coaching Delivery Centre (i.e. your Home Nation Association)
- ⊙ Have attended a BCU Level 1 Learning Programme, including safety and rescue training
- ⊙ Have achieved the 'new' BCU 2 Star Award, the 'old' BCU 2 Star Canoe and Kayak Awards, or the new BCU Paddlepower Discover Award, if applying for boat-based qualification
- ⊙ Have successfully completed the 5 Assessment Tasks

## **Enquiries and Appeal**

If you think an assessment decision was incorrect you have the right to appeal via the appropriate Delivery Centre. You should address queries, or register your intention to appeal, with the Delivery Centre within 30 days of receiving the assessment decision. The 'Enquiries and Appeals Procedures' are available from BCU Awarding upon request, or via BCU Awarding website.

## **Complaints**

In the unlikely event that you have a complaint about the way your Training Director or Tutors treated you, or the way your course was conducted, please direct these to your Paddlesport Coaching Delivery Centre.

## **Equal Opportunities**

BCU Awarding is committed to ensuring access to, and fairness in, assessment for all candidates regardless of their race, ethnic or national origin, gender, sexual orientation, disability, age, marital status, social class, political or religious beliefs and affiliations, or other personal or professional characteristics which are acknowledged to have no bearing on assessment, whilst also safeguarding the integrity of its qualifications. The 'Equal Opportunities Policy in relation to Access to, and Fairness in, Assessment' is available via [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding)

## **Problems at Assessment**

You can apply to BCU Awarding for special consideration if you miss an assessment session, miss a deadline for the submission of your written work, or perform poorly because you suffered temporary illness, injury or indisposition at the time of assessment. For further details see 'Special Consideration Policy and Practice' available from [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding)

## **Beyond Certification**

Once you have achieved your award get out there and use your new skills! BCU Level 1 Certificate in Coaching Paddlesport enables you to coach in appropriate paid or voluntary roles. When you qualify as a BCU Level 1 Coach, you will be licensed to coach for a period of three years providing you maintain the licensing requirements (see page 20).

## **Continual Professional Development**

We encourage you to develop your learning and knowledge of the sport by working with more experienced coaches and through additional coach education. Continual Professional Development opportunities are available through the BCU Coach Update Programme, or you can access alternative coaching related courses (e.g. Sports Coach UK offer coach education workshops).

Coaches who wish to coach the following disciplines can access Discipline Specific units. These will develop your technical understanding and give you practical coaching tools, these are available in: Slalom, Racing, Polo, Wild Water Racing, Surf, and Freestyle.

The BCU also have a range of Web-based learning, covering:

- ⊙ Duty of Care
- ⊙ Child Protection
- ⊙ Long Term Paddler Development
- ⊙ Safety and Good Practice
- ⊙ Inclusive Paddling

As a Level 1 Paddlesport Coach you are likely to be in the privileged position of introducing others to our sport, it is therefore encouraged that you gain a breadth of experience through a range of paddlesport disciplines. This will help you direct paddlers to aspects of the sport that are suitable to their needs and opportunities. Working towards the 3 Star performance awards available in sea kayaking, surf kayaking, white water kayaking, and touring and open canoeing, is a good way for paddling coaches to broaden their experience and understanding. Attendance at local events in the range of competitive disciplines (canoe polo, freestyle, slalom, sprint, and marathon racing) for both paddling and non-paddling coaches is also a good way to broaden your understanding of the sport.

## Progressing to Level 2 Certificate in Coaching Paddlesport

When you have built up some experience as a Level 1 Coach you may feel ready to progress to Level 2. At Level 1 you are introduced to many of the issues surrounding good coaching practice, Level 2 develops these further so you are able to apply them more effectively in your coaching.

If you want to progress to Level 2 you need:

- To be 17 years old, or over (essential).
- Relevant Coaching Experience (recommended) – The Level 2 Coach can work without supervision, planning, delivering, and reviewing a series of 6 sessions. Working as an assistant through a series of 6 sessions would help prepare you for your Level 2 training course, whilst an understanding of the skills of the BCU Two Star and Paddlepower Discover Award will provide more substance to your technical knowledge of the sport.
- Two Star – (essential for boat-based applicants) – boat-based candidates require either the 'new' BCU 2 Star, 'old' BCU 2 Star Kayak and Canoe, or 'New' BCU Paddlepower Discover Award prior to registration for Level 2.
- Three Star - (essential for boat-based applicants) – boat-based candidates require a 'new' or 'old' BCU 3 Star, in any discipline prior to registration for Level 2.

Once you have these in place you can register with the appropriate Paddlesport Delivery Centre. (Note: You do not need to have successfully completed all of the Level 1 assessment tasks in order to register for Level 2, but you do need to have completed the course.)

Once you have registered for Level 2 you will be able to book onto a Level 2 training course, continue to develop your coaching, and progress to an assessment when ready. Further details of the BCU Level 2 Certificate in Coaching Paddlesport are available from [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding)



By Level 2 Certification you will also need a recognised BCU Criminal Record Check and First Aid Certificate (minimum 6 hour course). These are both valid for 3 years, and can take a while to achieve. You are advised to complete them as soon as possible.

## Switching from Bank-Based to Boat-Based

If, as a BCU Level 1 bank-based Coach, you would like to qualify as a Level 1 boat-based Coach you will need to successfully:

- Complete the boat-based element of the Rescue skills assessment
- Complete a plan, delivery and review of a water based coaching session
- Submit a registration form with evidence of your 'new' BCU 2 Star, or 'old' BCU 2 Star Kayak and Canoe, or Paddlepower Discover Award to the appropriate Paddlesport Delivery Centre

Providing your bank-based Level 1 Coach Licence is valid you will be issued with a boat-based Certificate. A fee will be charged for this. The assessment element must be completed with a registered BCU Level 1 Training Director, details of these can be found at [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding). (There is no benefit in switching from a boat- to bank-based Award, as the boat-based remit also covers coaches to work from the shore.)

## Coach Licence

With sport and sports coaching receiving an increasingly public profile with moral, ethical, and social commitments, it is important that we can account for and verify the status of all Coaches within the scheme. The BCU offer a Coach Licensing scheme through the Home Nation Associations to provide assurance to the people you coach and your deployer that you are 'qualified' to coach. It also offers you third party liability insurance whilst coaching (further details of this cover are available through your Home Nation Association). In order to keep your Coach Licence valid you will need to maintain Full Home Nation Association Membership and keep your knowledge and skills up to date. The Home Nation Associations actively provide update opportunities for personal development and encourages all coaches to keep up to date with developments in our sport and indeed in general sports coaching.



Keeping your Coach Licence valid is entirely your responsibility, but your Home Nation Association does provide you with a number of easy ways to update.

## BEYOND CERTIFICATION

In order to update you will need to provide your Home Nation Association with evidence that you have fulfilled the following requirements:

- ⊙ Actively been coaching
- ⊙ Attended relevant Continual Professional Development in water safety, coaching/assessing, and Health & Safety Executive and Legislative Guidelines

This can be achieved by attending an Update Forum organised through your Region, or through Self Assessment. More details are available through your Home Nation Association and [www.bcu.org.uk/awarding](http://www.bcu.org.uk/awarding). When you attend further BCU coach education courses, your Coach Licence is automatically extended for a further three years!

## **The Sector Skills Council for Active Leisure and Learning**

The Level 1 Certificate in Coaching Paddlesport covers the knowledge required to achieve a National and Scottish Related Vocational Qualification (S/RVQ) Level 1 in Sport and Recreation. S/RVQs are an assessment of the National Occupational Standards, developed by the National Training Organisation and are used to assess a person's ability to perform competently and effectively at work.

More details of S/RVQs and the BCU Level 1 Certificate in Coaching Paddlesport can be requested from BCU Awarding.

## Information about Assessment

This section describes the five assessment tasks in more detail, to help you prepare, and also to know what to expect.

During your course, both you and your training director will complete your **Assessment Portfolio**. This provides confirmation and evidence that you have:

- ⊙ Achieved the necessary prerequisites
- ⊙ Completed the necessary Coach Training
- ⊙ Completed the necessary Assessment Tasks

When all the evidence is completed your Training Director will send off your portfolio to the BCU and you'll receive your certificate shortly afterwards.

### Assessment Tasks:

You need to complete 5 assessment tasks to achieve certification:

1. Multiple Choice Paper
2. Rescue Skills Exercise
3. Workbook Evaluation
4. Coaching Session Assessment
5. Period of Verbal Questioning

Details of each of these tasks follows.

## **Assessment Task 1 – Multiple Choice Paper**

During the learning programme your Training Director will set aside a suitable time for you to complete your Multiple Choice Paper. This will be completed in no more than 30 minutes, it is not 'open book'. You can expect 30 questions that use a range of multiple-choice questions and questions that require one-word answers. A pass rate of 80% is required.

The Multiple Choice Paper confirms your understanding of the following assessment criteria:

### **Supporting Knowledge**

1. You can identify different paddlesport disciplines
2. You understand the importance of a 'paddler centred' approach
3. You can identify the phases of the BCU Long Term Paddler Development pathway
4. You understand the structure and aim of the BCU Coaching Pathway
5. You understand the aim & remit of the Level 1 Paddlesport Coach
6. You can identify roles and responsibilities of a coach
7. You can identify child protection/vulnerable adults guidelines

### **Coaching**

8. You can identify the needs of a range of participants
9. You know how to deal with confidential information
10. You can identify responsibilities for arranging and delivering the activities
11. You can identify a range of coaching styles to promote safety, enjoyment and learning
12. You can identify methods to evaluate activities
13. You can identify the importance of evaluation for both the coach and participants

### **Safety**

14. You know what basic safety equipment should be available during a coaching session
15. You can name effects of weather on coaching sessions
16. You can name the effects of cold-water immersion
17. You can recognise safety features of buoyancy aids and helmets
18. You can recognise the actions required in the event of an incident
19. You understand the self-team-casualty rescue protocol
20. You understand the importance of recognising your own skill level, group's skill level, and the casualty's skill level in choosing an appropriate rescue

## Assessment Task 2 – Rescue Skills

The Training Director will set these tasks for you to complete during the learning programme.

### Part 2a:

During a practice rescue session effectively execute the following bank-based rescues:

- Coach a swimmer (10m away) to shore, with and without an aid
- Rescue a swimmer (1m away) with a rigid aid
- Rescue a swimmer (10m away) using a throwline (packed and unpacked)

### Part 2b:

Your Training Director will ask a series of questions to ensure you are aware of your personal limitations for providing safety cover and that you have the knowledge required to set up appropriate safety cover for a coaching session.

### Part 2c:

During a practice rescue session bank-based candidates need to identify good practice, and boat-based candidates are required to effectively execute:

- The deep-water rescue of a capsized canoeist.
- The deep-water rescue of a capsized kayaker.
- The recovery of an upright, but incapacitated kayaker or canoeist to the shore

Your Training Director will ask you to do the same for two additional rescues from the following:

- Rescue an unconscious paddler from their boat
- Rescue a conscious entrapped paddler from their boat
- In a kayak or canoe approach and transport a swimmer to shore using a tow
- In a kayak or canoe approach and transport a swimmer to shore using a carry
- Recover an unaccompanied boat to the shore
- Capsize, swim and self rescue

A PASS must be achieved in all elements of the task.

## **Assessment Task 3 – Workbook Evaluation**

Your Training Director will set these four specific tasks set out in your workbook. You are required to complete each of the four tasks.

### **Part 3a: Self Profiling Exercise**

This workbook task provides you with the opportunity to map your existing technical understanding and coaching skills against that of the Level 1 Coach. Your Training Director may ask you to complete this prior to your course or set it as a task during your course.

### **Part 3b: Paddlesport Discipline Experience**

In order to support your development as a BCU Level 1 Coach you are expected to have observed or paddled a range of paddlesport craft appropriate to your normal coaching environment, including flat-hulled, straight running, solo and crew canoes and kayaks. You will record this in your workbook. You may gain this experience during your Level 1 course, or out in your normal coaching environment.

### **Part 3c: Risk Assessment**

You are expected to be able to risk assess a basic activity/environment. The proforma in your workbook is used for this task. This will normally be completed as part of your Level 1 Training Course, or as a task set to do on your own.

### **Part 3d: Action Plan**

It is good personal practice to look to develop your coaching skills through a personal action plan. You are encouraged to start working on this as soon as you start your learning programme to highlight any areas where you would like to develop your knowledge and understanding. You need to demonstrate that you can prepare a personal action plan to develop your current coaching practice and that you can review and update this to indicate achievement of certain elements. Your workbook provides you opportunity to do this.

## Assessment Task 4 – Coaching Skills

This assessment covers session planning, health and safety, coaching delivery, and self-reflection skills in two separate 15-minute coaching sessions:

- **Plan Coaching Activities:** Using a given case study (see overleaf), or design your own with your tutors support, and plan an appropriate coaching session. Use the 'Level 1 Session Planner' (provided by your Tutor) to assist and record your plan.
- **Deliver your session:** In most cases fellow candidate coaches will act as the participants in your session and your Tutor will act as your Supervising Coach.
- **Review your session:** Complete a Level 1 Self-Reflection sheet provided by your Tutor.

Your Tutor will use the Coaching Session Evaluation sheet in your Assessor Portfolio to evaluate your performance. Have a look at this so you know what will be expected of you.

Boat-based candidates personal skills in both canoe and kayak are also assessed as part of this task. A good two star standard is required in both disciplines, with the ability to provide confident and consistent demonstrations.

### Session 1:

The first session will be as part of your learning programme, this is not a pass/fail exercise, but one to help you and your tutor evaluate where you are in your development. You must complete all elements of the task.

### Session 2:

This will form part of your final assessment and you are required to pass all elements of the task.

### **Case Study 1**

Session Length: 15 minutes  
Session Aim: An Introduction to Open Canoeing or Kayaking  
Group Size: 6  
Group Description: Mixed gender, 10-12 years old, no paddling experience

### **Case Study 2**

Session Length: 15 minutes  
Session Aim: Development of Forward Paddling Technique  
Group Size: 4  
Group Description: Mixed gender, 20-30 years old, day 2 of an introductory course

### **Case Study 3**

Session Length: 15 minutes  
Session Aim: Provide coaching for an individual struggling to go in a straight line  
Group Size: 1  
Group Description: 18 year old, fit and active male

### **Case Study 4**

Session Length: 15 minutes  
Session Aim: An introduction to one of the competitive disciplines  
Group Size: 5  
Group Description: Mixed gender, 14-18 year olds, regular recreational club paddlers

### **Case Study 5**

Session Length: 15 minutes  
Session Aim: Get the group onto the water and ready for a practical session  
Group Size: 5  
Group Description: Mixed gender, 10-11 year olds, Come-and-Try-It session



**If you make up your own case studies, the session length should be 15 minutes. You'll need to provide information about the session aim and details about the group. Your case study must stay within the Level 1 remit!**

## **Assessment Task 5 – Verbal Questioning**

After the coaching assessment your Tutor or Training Director will ask you a series of questions related to either your practical delivery or your normal coaching environment. These questions will focus on the following points:

- The general needs of participants within the group
- How you would amend your session plan if one of the participants in the group had a particular given need
- Describe the hazards of the coaching venue and the control measures you put in place
- How you would deal with a given challenge affecting your group control
- What you would do if you found a piece of equipment had a given problem, and who would you report it to?
- How you would deal with a given example of inappropriate behaviour
- What you would do if a participant suffered a given minor injury or illness
- Describe the strengths, weaknesses and progress made of a given participant
- Describe the key technical elements of what you coached
- What safety kit did you have available during your session and why
- Name the safety features of the boats you used in your session

## Recommended Reading

The following reading list is appropriate for all candidates progressing through the BCU Level 1 Award.

### **BCU Level 1 Support Pack**

British Canoe Union (ed.) 2007

Circulated to registered Candidates

### **BCU Canoe and Kayak Handbook**

Franco Ferrero (ed.) 2002

ISBN 0953195651

Available from BCU Supplies

### **Canoe and Kayak Games**

By Dave Ruse and Loel Collins

ISBN: 0955061407

Available from BCU Supplies

### **Sports Coach UK Coaching for Beginners Series**

- **How to Coach Disabled People in Sport** (ISBN: 1-902523-54-7)
- **How to Coach Children in Sport** (ISBN: 1-902523-53-9)
- **How the Body Works in Sport** (ISBN: 1-902523-55-5)

Available from Coachwise

## Further Reading

You may wish to delve deeper into topics where you have a specific interest. Many of these recommendations go well beyond the knowledge expected of a BCU Level 1 Coach

### **BCU Coaching Handbook**

Franco Ferrero (ed.) 2006

ISBN: 0-9547061-6-1

Available from BCU Supplies

### **The Curriculum at Key Stage 2 and Paddlesport**

Available from BCU Supplies

### **The Successful Coach: Guidelines for Coaching Practice**

By Sports Coach UK, 2003

ISBN: 0-947850-16-3

Available from Coachwise

### **Coaching Practice**

By Andy Miles, 2004

Available from Coachwise

### **Coaching for Long-term Athlete Development**

By Ian Stafford with Istvan Balyi, 2004

Available from Coachwise

### **Equity in Your Coaching**

By Annie Kerr, 2005

Available from Coachwise

### **RYA Safety Boat Handbook**

By Laurence West and Graeme Forshaw, 2007

(Includes guidance for using a rib as a safety boat)

### **Slalom Technique Library DVD**

Available from BCU Supplies

FURTHER READING

**The Art of Freestyle**

By Eric Brymer, Tom Hughes & Loel Collins

**The Playboater's Handbook 2**

By Ken Whiting

**White Water Kayaking**

Ollie Grau, 2004

**Playboating (DVD)**

By Ken Whiting

**EJ's Playboating Basic (DVD)**

Eric Jackson & Chris Emerick

**Canoe Polo - Basic Skills and Tactics**

By Ian Beasley, 2005

Available from [www.sternturn.com.au](http://www.sternturn.com.au)

## Useful Websites:

### Discipline Specific Information:

<b>Canoe Slalom</b>	<a href="http://www.canoeslalom.co.uk/">www.canoeslalom.co.uk/</a>
<b>Slalom Technique</b>	<a href="http://www.slalomtechnique.co.uk">www.slalomtechnique.co.uk</a>
<b>Freestyle</b>	<a href="http://www.ukfreestyle.com">www.ukfreestyle.com</a>
<b>Wild Water Racing</b>	<a href="http://www.wildwater.org.uk">www.wildwater.org.uk</a>
<b>Canoe Polo</b>	<a href="http://www.canoepolo.org.uk">www.canoepolo.org.uk</a>
<b>Surf Kayak</b>	<a href="http://www.bcusurf.org.uk">www.bcusurf.org.uk</a>
<b>Sea Kayaking</b>	<a href="http://www.seakayaking.org.uk">www.seakayaking.org.uk</a>
<b>World Class Canoeing</b>	<a href="http://www.worldclass-canoeing.org.uk">www.worldclass-canoeing.org.uk</a>
<b>Open Canoeing</b>	<a href="http://www.opencanoe.org">www.opencanoe.org</a>
<b>Marathon Canoeing</b>	<a href="http://www.iflweb.co.uk/mcanoe/pages/pv.asp?p=mcanoe1&amp;v=0&amp;fsize=0">www.iflweb.co.uk/mcanoe/pages/pv.asp?p=mcanoe1&amp;v=0&amp;fsize=0</a>

### Resources:

<b>First 4 Sport</b>	<a href="http://www.1st4sport.com">www.1st4sport.com</a>
<b>BCU Supplies</b>	<a href="http://www.bcushop.org.uk">www.bcushop.org.uk</a>
<b>Sports Coach UK</b>	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>

### Home Nation Associations / Delivery Centres:

<b>Canoe Association of Northern Ireland</b>	<a href="http://www.cani.org.uk">www.cani.org.uk</a>
<b>Welsh Canoeing Association</b>	<a href="http://www.welsh-canoeing.org.uk">www.welsh-canoeing.org.uk</a>
<b>Scottish Canoe Association</b>	<a href="http://www.canoescotland.com">www.canoescotland.com</a>
<b>Canoe England</b>	<a href="http://www.canoe-england.org.uk">www.canoe-england.org.uk</a>

### National Governing Body:

<b>British Canoe Union</b>	<a href="http://www.bcu.org.uk">www.bcu.org.uk</a>
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### BCU Awarding Body:

<b>BCU Awarding</b>	<a href="http://www.bcu.org.uk/awarding">www.bcu.org.uk/awarding</a>
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## Useful Contacts

### Paddlesport Coaching Award Delivery Centres / Home Nation Associations

#### Canoe England

18 Market Place  
Bingham  
Nottingham NG13 8AP  
Tel: 0845 370 9500  
Fax: 0845 370 9501  
Email: [coaching@bcu.org.uk](mailto:coaching@bcu.org.uk)  
Website: [www.canoe-england.org.uk](http://www.canoe-england.org.uk)

#### Scottish Canoe Association

Caledonia House  
Redheughs Rigg, South Gyle  
Edinburgh EH12 9DQ  
Tel: 0131 317 7314  
Fax: 0131 317 7319  
Email: [general.office@canoescotland.com](mailto:general.office@canoescotland.com)  
Website: [www.canoescotland.com](http://www.canoescotland.com)

#### Welsh Canoeing Association

Canolfan Tryweryn  
Frongoch  
Bala  
Gwynedd LL23 7NU  
Tel: 01678 521199  
Fax: 01678 521158  
Email: [welsh.canoeing@virgin.net](mailto:welsh.canoeing@virgin.net)  
Website: [www.welsh-canoeing.org.uk](http://www.welsh-canoeing.org.uk)

#### Canoe Association of Northern Ireland

Unit 2 Rivers Edge  
13-15 Ravenhill Road  
Belfast BT6 8DN  
Tel: 0870 240 5065  
Email: [office@cani.org.uk](mailto:office@cani.org.uk)  
Website: [www.cani.org.uk](http://www.cani.org.uk)

## Resources

#### BCU Supplies

0845 370 9500  
[www.bcushop.org.uk](http://www.bcushop.org.uk)

#### Coachwise

0113 201 555  
[www.1st4sport.com](http://www.1st4sport.com)

## **Amendments:**

Page 10: This document version sees an amendment from the previous version (L1/002/2.0/01Dec08) on page 10 under Safety and Rescue Training. The reference to BCU CST being a prerequisite of the first day of a Level 1 Course has been removed, with BCU FSRT being the only acceptable option from 1<sup>st</sup> January 2009.