

British Canoeing

Paddlesport Instructor

Course Guide

British Canoeing Paddlesport Instructor Course Guide

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Introduction

Welcome to the British Canoeing Paddlesport Instructor Course Guide. This guide introduces you to the qualification content and structure.

Why choose a British Canoeing Qualification?

- Our qualifications give hands-on knowledge and competence to coach paddlesport activity.
- British Canoeing has over 40 years' experience running coach training and assessment qualifications.
- We aim to give you support and impartial advice whatever your experience, skills or specific needs.
- Our qualifications have been accepted as the industry standard for over 35 years.
- Our coaching qualifications are included in the Register of Regulated Qualifications.
- We aim to provide fit-for-purpose qualifications through a quality assured and cost effective service.
- The British Canoeing Paddlesport Instructor Certificate is United Kingdom Coaching Certificate (UKCC) endorsed.
- We are the only Awarding Body offering the Paddlesport Instructor Certificate.

The Office of Qualifications and Examinations Regulation (Ofqual) recognise and regulate us. This means you can have every confidence in the robustness and procedures that underpin the qualification's design and delivery.

Our customer services statement is available on our website (www.britishcanoeingawarding.org.uk).

British Canoeing Paddlesport Instructor courses are delivered via a 'Home Nation Delivery Centre', externally verified by BC Awarding. The four Home Nation Associations each operate a Delivery Centre. They each run a process of internal verification to maintain standards and consistency.

British Canoeing Educational Philosophy

British Canoeing believes in a participant-led approach when creating and enabling experience from which people will enjoy, learn and develop through paddlesport. The Paddlesport Instructor course is designed to support coaches deliver safe, engaging and enjoyable sessions that meet the needs of the paddlers they are coaching; in a way that is both supportive and empowering to the learner. We hope through this approach that paddlers will achieve success, this success being focused on the journey and not the destination.

The aspirant Paddlesport Instructor's experience should also be safe, engaging and enjoyable, with the paddler guiding their own learning and development. Our course Tutors and Assessors should deliver the programme using a supportive and empowering approach to instil an active passion for

both paddlesport and coaching, whilst meeting individual needs, fostering a sense of a paddling community, and developing understanding and respect for the environment in which paddlesport takes place.

The British Canoeing Coaching Pathway

There are four levels to the British Canoeing Coaching Pathway. These levels reflect the experience and expertise of the coach.

The **Paddlesport Instructor** qualification is for those new to paddlesport coaching. The qualification is not discipline specific and suitable for coaches who work with paddlers from any of the competitive and non-competitive paddlesport disciplines. The Paddlesport Instructor can plan, deliver and review short coaching sessions, normally with the support of a more qualified coach. They have specific training to coach paddlers in their first year of activity and to help run taster sessions.

The **Coach Award** Coach is able to plan, deliver and review progressive sessions safely and effectively. Like the Paddlesport Instructor, this non-discipline-specific qualification is relevant to coaches who want to coach any paddlesport discipline. You can choose canoe and/or kayak endorsements at assessment. Coach Award coaches will work with paddlers predominantly in their first 3 years of paddling activity. The Coach Award Coach can work without supervision and is able to offer guidance and support to the Paddlesport Instructor.

Discipline Support Modules - British Canoeing offers modules for the Paddlesport Instructor and to coaches who want to coach Canoe Slalom, Freestyle, Racing, Polo, Surf and Wild Water Racing.

Leadership Awards - The British Canoeing Moderate Water Leader award provides qualifications for paddlers to lead others in moderate water conditions. These qualifications are available in Freestyle, Open Canoe, Sea, Surf, Touring and White Water.

Moderate Water Endorsement - British Canoeing offers an endorsement to extend the Coach Award Coach's remit to coach in moderate water environments. These qualifications are available in Open Canoe, Sea, Surf and White Water.

The **Performance Coach** is a discipline specialist who is able to plan, implement and analyse long-term development programmes. This is a suitable qualification for someone in charge of paddlesport activities in a club/centre or a working professional. Performance Coaches specialise in one or more of the disciplines or environments listed below:

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

The **Coaching Diploma** is the highest level of coaching qualification offered by British Canoeing. It is targeted at coaches who wish to further develop the performance of the paddlers they coach, and who are operating at the forefront of paddlesport coaching. The course is an innovative programme run through a partnership between the British Canoeing and the University of Stirling. Students who successfully complete the programme achieve both a Postgraduate Diploma in Performance

Coaching (Paddlesport) and the British Canoeing Coaching Diploma in Performance Paddlesport Coaching.

The British Canoeing Paddlesport Instructor Certificate

The British Canoeing Paddlesport Instructor Certificate is the entry point for most new paddlesport coaches. The qualification starts to develop the foundation coaching skills that will underpin coaching practice in the future.

The Paddlesport Instructor Coaching Role

The Paddlesport Instructor course develops technical understanding and coaching skills so that you can provide safe and enjoyable paddlesport sessions. The course prepares you for these coaching roles, normally with direct supervision:

- running taster sessions
- coaching introductory core skills
- coaching paddlers in a variety of craft
- coaching in sheltered and very sheltered water conditions

Chapter 1 of the Paddlesport Instructor Training Course Workbook explores these roles further.

Bank- and Boat-Based Options

The British Canoeing Paddlesport Instructor Certificate is available as either a boat- or bank-based option. Boat-based coaches need to show they have the necessary canoe and kayak personal skills for coaching paddlesport sessions in a sheltered water environment, the ability to provide technically correct demonstrations, and that they can perform the necessary rescues. In contrast, bank-based coaches have to show their ability to manage the coaching environment from the shore and to provide effective safety cover. While the two routes do exist, most courses are open to both bank- and boat-based candidates.

Further Information

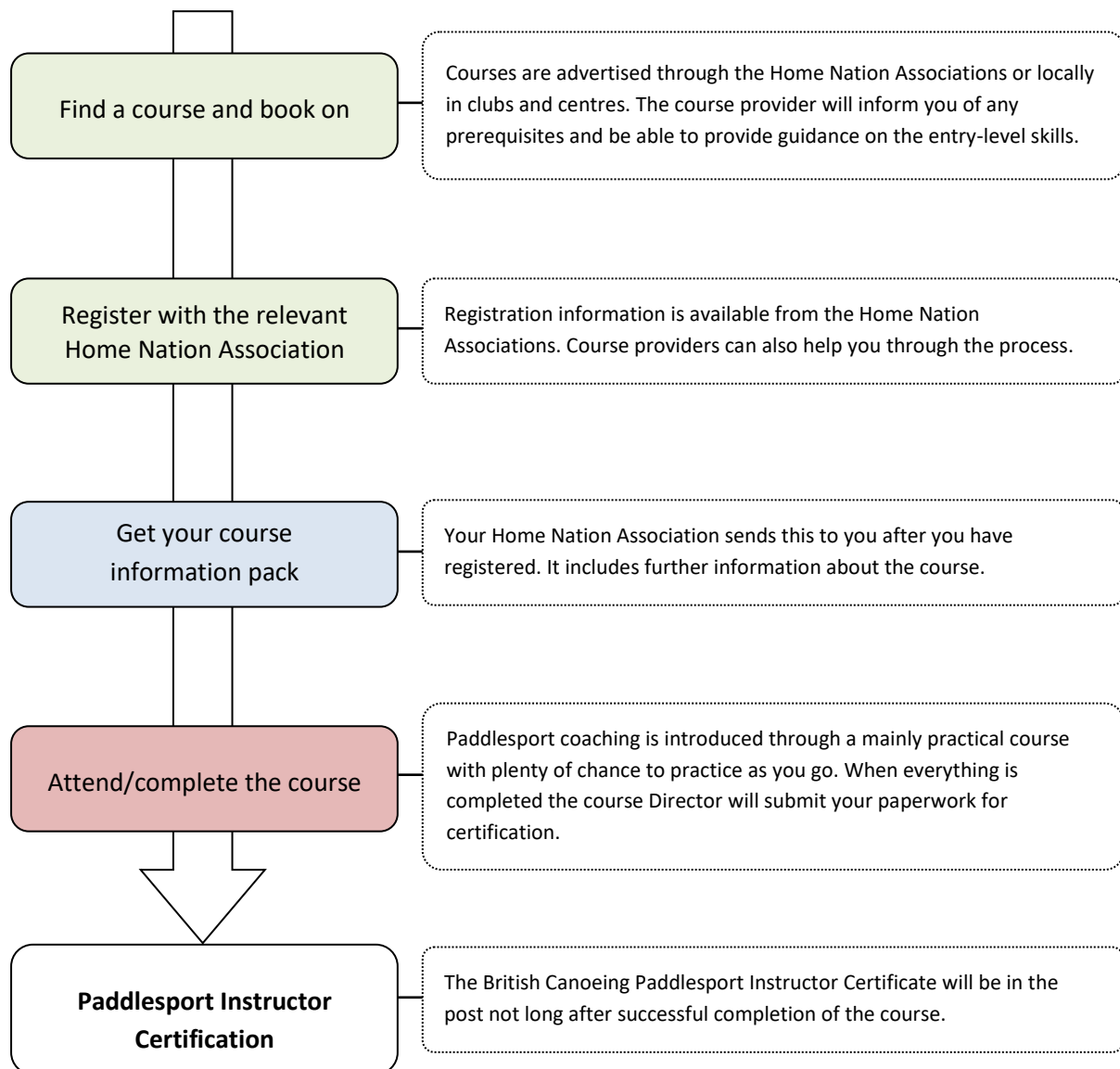
When you register you get an information pack including these documents (registration details are on page 8):

- Paddlesport Instructor Course Guide
- Paddlesport Instructor Training Course Workbook
- Paddlesport Instructor Session Planners and Review Forms
- Paddlesport Instructor Candidate Assessment Pack

The following two documents are available from your Home Nation Association. These provide full details about the learning outcomes, content and assessment criteria:

- Paddlesport Instructor Unit Specification and Course Content
- Paddlesport Instructor Assessment Guidance

The British Canoeing Paddlesport Instructor Pathway



Registration and Prerequisites

You need to register before attending a Paddlesport Instructor course. Details are available from the Home Nation Associations (see page 15 for contact details). You must be at least 16 years of age to register. Registration is for full Home Nation Association Members.

Registration is valid for 12-months and you have 12-months from the start of the learning programme to finish everything needed for certification. If you need longer you can apply to your Home Nation Association. Extensions for 6-months are normally granted without problems; however longer requests will need to be supported with more information and are not guaranteed. In order for registration to remain valid you need to maintain full Home Nation Association membership.

You must take your evidence of registration to your Paddlesport Instructor course (unless otherwise instructed by your course provider).

Please note that you will be required to engage in the course and all that it requires through the medium of English language (unless the course is advertised/delivered through Welsh language).

Safety and Rescue Training

The British Canoeing Foundation Safety and Rescue course is a prerequisite of the Paddlesport Instructor qualification. This is an 8-hour course covering basic paddlesport safety and rescue skills. Some Paddlesport Instructor courses are extended to include the Foundation Safety and Rescue Training; others ask you to do it beforehand. Paddlesport Instructor course providers will make sure you are aware of the course format and let you know if any prior experience or qualifications are needed.

Boat-based candidates need to show effective canoe and kayak rescues as part of the Paddlesport Instructor qualification. Please discuss the entry-level skills with your course provider if you are unsure.

Personal Performance Award

Boat-based coaches need to hold one of these awards prior to the practical coaching and rescue assessments:

- British Canoeing 2 Star
- British Canoeing 2 Star Canoe and Kayak (pre-2008)
- British Canoeing Paddlepower Discover

If your Paddlesport Instructor course is run over 4 consecutive days you are normally expected to hold this before the course starts. If you are on a modular course you may be asked to do this prior to the last day of the course, or may have it included as part of the course package. Course providers will make sure you are aware of the format and let you know the prior experience and/or qualifications needed.

You need to show effective personal skills in canoe and kayak as part of the Paddlesport Instructor qualification. Please discuss the entry-level skills with a course provider if you are unsure.

eLearning

Paddlesport Instructor eLearning: The Paddlesport Instructor eLearning package is designed to cover a range of syllabus topics relevant to the Paddlesport Instructor. This is also helpful for coaches who are planning to start on the Coach Award pathway as it covers the prior knowledge that is expected.

Developing your Coaching Craft eLearning: This eLearning package is designed to support you with your underpinning knowledge and understanding of coach development. It guides you through a 'plan, do, review, conclude' process based on your practical coaching. This aims to support you apply your background knowledge in practice and develop your technical/tactical/physical/psychological knowledge of your discipline(s). A great way to take stock prior to embarking on a new qualification.

Coach Award eLearning: The British Canoeing Coach Award eLearning package provides a platform to build your knowledge, understanding and confidence in the generic HOW to coach content that underpins good coaching practice and the Coach Award syllabi. This package is available to all coaches who have registered for the Coach Award. We strongly recommend you register early to benefit from this resource.

The Paddlesport Instructor Course

The Paddlesport Instructor course aims to develop 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 need.

The Paddlesport Instructor qualification involves a minimum 32-hours 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 aspects of the syllabus (i.e. the 'what to coach' below) are often suited to an intensive programme, whilst the modular option allows time to consolidate learning between sessions.

Content – How to Coach

The British Canoeing Paddlesport Instructor course covers aspects of these 'how to coach' skills:

- Coach's role and responsibilities
- planning coaching activities
- session preparation
- delivering coaching activities
- evaluating and reviewing paddlesport coaching activities
- technical, tactical, physical, psychological aspects of paddlesport
- safety

Content – What to Coach

The Paddlesport Instructor course focuses on how to coach introductory core skills:

- Fundamental Paddlesport Skills (Posture, Connectivity, Power Transfer and Feel)
- lifting and carrying
- launching and landing
- forward paddling
- reverse paddling
- stopping (forward and backwards)
- steering, turning and manoeuvring
- moving sideways
- preventing a capsize

By the end of the course you should have developed your technical understanding of these skills and have a range of strategies to coach them. The course includes how to tailor paddling activity to meet participants' needs, specifically looking at paddlers who are new to the sport.

Assessment

The Paddlesport Instructor course includes all aspects of training and assessment needed to achieve the qualification. There will be plenty of learning and practice, along with some assessed activity.

You will get help through the assessment process. This will include clear details of each task and the standard required.

There are four specific assessment tasks that you need to do during the course:

1. Rescue Skills
2. Personal Skills (boat-based coaches only)
3. Practical Coaching (planning, delivery, safety and review)
4. Training Course Workbook

If you do not finish everything needed for certification before the end of your course, you are able to finish them over the next 12-months. A summary of the tasks follows below:

1 - Rescue Skills: In this practical, scenario-based assessment you need to show the right actions to deal with specific bank- and boat-based incidents.

2 - Personal Skills: Boat-based candidates need to show specific personal skills for coaching sessions in both canoe and kayak.

3 - Practical Coaching: You will deliver three short (about 15-minutes) coaching sessions, including both canoe and kayak. This assessment covers session planning, coaching delivery, session safety and session review. You will normally coach other Paddlesport Instructor candidates.

4 - Training Course Workbook: You will fill in a workbook during the Paddlesport Instructor course, this helps you explore some of the course topics. The workbook contains a number of activities that form part of your overall assessment evidence.

The 'Paddlesport Instructor Candidate Assessment Pack' and 'Paddlesport Instructor Assessment Guidance' provide further details.

If you are likely to find any of these assessment methods difficult, you must discuss your concerns with one of the course staff.

Certification

Successful completion of the course will result in a recommendation for you to get the Paddlesport Instructor Certificate. The Course Director will send your paperwork to BC Awarding Body (via the relevant Home Nation Delivery Centre) for approval and certification.

Supporting Policies

Appeals: If you think an assessment decision is incorrect you have the right to appeal via your Home Nation Association. A fee is charged for a formal appeal, this is refunded if the appeal is successful. You should address queries, or register your intention to appeal, with your Home Nation Association, within 20-days of the assessment decision. Extensions to this period are only made in exceptional circumstances.

Complaints: If you have a complaint about the way the course staff treated you, or the way the course was conducted, contact the relevant Home Nation Association.

Equal Opportunities: BC 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, while also safeguarding the integrity of its qualifications. The 'Equal Opportunities Policy in relation to Access to, and Fairness in, Assessment' is available from your Home Nation Association.

Problems at Assessment: You can apply for special consideration if you miss an assessment session, miss a deadline for the submission of written work, or perform poorly because of suffered temporary illness, injury or indisposition at the time of assessment. For further details see 'Special Consideration Policy and Practice' available from your Home Nation Association.

Reasonable Adjustments: The British Canoeing 'Reasonable Adjustments for Paddlesport Awards and Coaching' describes how assessment can be amended for learners with disabilities and other difficulties. If you are likely to find the assessment methods difficult, you must discuss any concerns with your Course Director. The Course Director will make sure you are assessed in a suitable manner in line with the policy. The Course Director will be familiar with these guidance notes and can help you understand them if necessary.

Accreditation of Prior Learning: If you feel that you have covered the Paddlesport Instructor course material through alternative learning opportunities, you can apply to your Home Nation Association for Accreditation of Prior Experience and Learning (APL). Evidence from study, employment or voluntary work may be used. This evidence needs to be submitted for review. Candidates with relevant qualifications and experience may want to use APL to apply for direct entry to British Canoeing Coach Award Training. Further details are available from your Home Nation Association website.

Malpractice: Malpractice is not tolerated. Any suspected malpractice on the part of candidates, providers or any others involved in providing the British Canoeing Qualifications, must be reported to the relevant Home Nation Association. Anyone who fails to report suspected malpractice will be investigated and may be subject to disciplinary action. Moreover, BC Awarding will conduct a full

investigation into all instances of alleged or suspected malpractice whenever they have grounds to doubt the integrity of the assessment process and/or the legitimacy of claims for certification and will take such action, with respect to the candidates and/or centres concerned, as is necessary to maintain the integrity of the relevant qualifications.

Once Qualified

After you have finished your course we hope you get out and enjoy using your skills! The qualification enables you to work in suitable paid or voluntary roles.

Your Remit

British Canoeing recommends that someone more qualified should always take responsibility for your deployment. The Paddlesport Instructor qualification is suitable for these coaching roles:

- running taster sessions
- coaching introductory core skills
- coaching paddlers in a variety of craft
- coaching in sheltered and very sheltered water conditions

British Canoeing also acknowledges that you may have the skills to assist coaches in other situations. This will depend on your experience, skills, technical knowledge, the venue, the paddlers and your personal interests. Your supervising coach remains responsible for the coaching session and for setting the boundaries for your input. They must themselves be suitably qualified.

When you finish your Paddlesport Instructor qualification and start coaching, you should have direct help and support from someone more qualified. As you progress and gain more experience it may be suitable for you to start working without direct supervision. The person responsible for paddlesport should identify suitable venues, provide specific guidelines and make sure you have an induction to any site-specific procedures. Depending on the risk management strategies, you may need to have extra training or qualifications to 'top-up' your skills to suit the coaching you will be doing. For example, first aid training, higher British Canoeing personal performance awards, or extra safety and rescue training.

The 'British Canoeing Terms of Reference' provides further guidance. If you are ever unsure, please contact your Home Nation Association.

Assessing British Canoeing Performance Awards

Once qualified, Paddlesport Instructor Coaches can assess/deliver:

- British Canoeing Paddlesport Start and British Canoeing 1 Star Awards
- British Canoeing Paddlepower Start and Paddlepower Passport Awards
- British Canoeing Racing Time Trial Awards

- British Canoeing Cross Stream Challenge

We recommend that you work with other qualified and experienced providers before delivering these awards on your own. Contact your Home Nation Association to obtain the necessary pass-slips or certificates. Note: to assess 1 Star you need to meet your Home Nation Coach Update requirements.

Continual Professional Development

We encourage you to look to continue to develop your learning and knowledge of the sport by working with more experienced coaches and through other coach education. Opportunities are often available through Home Nation Association programmes, or you can access alternative coaching-related courses. Check your Home Nation Association website for programmes on offer.

Keeping Qualifications Valid

With sport and sports coaching having an increasingly public profile with moral, ethical and social commitments, it is important that we can account for, and verify the status of, our paddlesport coaches. British Canoeing offers a Coach Update Scheme through the Home Nation Associations to provide assurance that the coach meets minimum standards for deployment. If you want to get this recognition, you need to meet set criteria. See Home Nation Association websites for more details.

Furthering your Qualifications

When you have gained some experience, you may choose to work through other British Canoeing Qualifications or training modules, for example:

British Canoeing 3 Star Awards - These improver level personal skills awards are available in freestyle, open canoe, sea kayak, sea sit-on-top, surf, touring and white water. Training courses of varying lengths are offered to suit different starting points, assessments normally run over 1-day.

British Canoeing Coach Award - The Coach Award Coach is able to plan, deliver and review progressive sessions safely and effectively. You can choose canoe and/or kayak endorsements at assessment. The Coach Award Coach can work without supervision and is able to offer guidance and support to the Paddlesport Instructor Coach. Training courses are 32-hours (block or modular) with a consolidation period and portfolio building element before the final assessment. Final assessments normally run over 1-day.

British Canoeing Discipline Support Modules - The British Canoeing Discipline Support Modules are designed to help coaches gain more knowledge about some of the specialist disciplines. The initial 1-day course introduces and develops understanding of the basic techniques and coaching strategies for the development of Slalom, Sprint Canoeing, Polo, Wild Water Racing, Freestyle and Surf paddlers.

British Canoeing Foundation Modules - These 3-hour introductory modules are designed to give coaches an insight into various different topic areas. They are open to any coach and are a great way to gain background knowledge to support coaching practice. Modules include:

- Fitness for Paddlesports
- Coaching the Mind
- Performance Planning
- Mentoring

- Outdoor Education
- Coaching Young Paddlers
- Fundamental Paddlesport Skills
- Disability Awareness

Switching from Bank-based to Boat-based - If you hold the Paddlesport Instructor bank-based qualification, you may want to switch to a boat-based qualification. Please contact your Home Nation Association for advice. You will need to register and do the practical assessment tasks (i.e. Rescue, Personal Skills and Practical Coaching).

Recommended Reading

These books have relevant information to help you develop your coaching skills and knowledge. You will also have access to a range of resources throughout your Paddlesport Instructor course.

BCU Canoe and Kayak Handbook

Ed, Franco Ferrero, 2002: ISBN 0-9531956-5-1

Canoe and Kayak Games

By, Dave Ruse and Loel Collins: ISBN: 0955061407

Just Add Water

By, Paul Hurrell: British Canoe Union

Further Reading

If you want to extend your knowledge this book aims to help build coaching process knowledge and technical skills:

BCU Coaching Handbook

Ed, Franco Ferrero, 2006: ISBN 0-9547061-6-1

Contact Details

Further course details and registration information is available direct from the Home Nation Associations:

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