

British Canoeing Coach Award

Course Guide

British Canoeing Coach Award Course Guide

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Contents

Introduction	3
The British Canoeing Coaching and Leadership Qualifications.....	4
The Coach Awards.....	5
Coach Award Qualification Pathway.....	6
Preparation	7
Essential Training	8
Independent and Supplementary Learning	10
Assessment	12
Once Qualified	14
Supporting Policies.....	15
Recommended Resources	16
Contact Details.....	17
Appendix 1: Accredited Prior Learning	18
Appendix 2: Discipline Specifics	19
Appendix 3: Personal Skills Guidance	20
Coach Award Personal Paddling Skills Checklist	21

Introduction

Welcome to the British Canoeing Coach Award Course Guide. This guide introduces you to the qualifications' 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 qualifications
- we aim to give you support 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, cost effective service
- the Coach Award is United Kingdom Coaching Certificate (UKCC) Level 2 endorsed
- we are the only Awarding Body offering the Coach Award qualifications.

We are recognised and regulated by the Office of Qualifications and Examinations Regulation (Ofqual), the Council for the Curriculum, Examinations and Assessment (CCEA), and Qualifications Wales. This means you can have every confidence in the robustness and procedures that underpin the qualifications' design and delivery.

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

Coach Award training and assessment courses are delivered via 'Delivery Centres' externally verified by British Canoeing Awarding. The Delivery Centres are responsible for internal verification and provider recruitment 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 Coach Award courses are designed to support coaches to deliver safe, engaging, empowering and enjoyable paddlesport sessions with the paddler at the heart of the process; whilst also fostering a sense of a paddling community and supporting the inherent social aspects of the sport. We hope through this approach that paddlers will achieve and celebrate success (this success being focused on the journey and not the destination).

The coaches' experience through the Coach Award pathway should also be safe, engaging and enjoyable; with the coach being able to guide 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 and Leadership Qualifications

We offer a wide range of qualifications designed to support Leaders, Coaches and Instructors who work with paddlers at different levels, in different disciplines and with different aspirations.

The **Paddlesport Instructor** qualification is for people whose main focus of work is delivering introductory paddlesport sessions. The qualification is not discipline specific and is 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. The qualification is UKCC endorsed at Level 1.

The **Leadership Awards** provide qualifications for paddlers to lead others in a range of disciplines and environmental conditions.

The **Coach Awards** are designed for people who wish to coach paddlers who want to gain/improve paddlesport skills within a chosen discipline. This may include, for example, technical/tactical skill development, physical/psychological development, or helping people develop the skills so they can paddle safely without the need for a coach. The coach is able to plan, deliver and review progressive sessions safely, effectively and independently. There are 18 options available covering all of our main disciplines and environments. See page 5 for details. These qualifications are UKCC endorsed at Level 2.

The **Performance Coach Awards** are discipline specialist qualifications designed to support coaches who deliver long-term development programmes. This is a suitable qualification for someone in charge of paddlesport activities in a club / centre or a working professional. These qualifications are available in: Freestyle, Marathon Racing, Open Canoeing, Polo, Sea, Slalom, Sprint Racing, Surf Kayak, White Water Kayaking and Wild Water Racing. The qualifications are UKCC Level 3 endorsed.

The **British Canoeing Coaching Diploma** is a 2-3 year programme 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 British Canoeing and the University of Stirling; with students completing a Postgraduate Diploma in Performance Coaching (Paddlesport) as part of the programme. This programme is UKCC Level 4 endorsed.

The Coach Awards

Introduction

The Coach Award is designed for people who wish to coach paddlers who want to gain/improve paddlesport skills within their chosen discipline. This may include, for example, technical/tactical skill development, physical/psychological development, developing independent paddlers, or supporting athletes at competitions.

The following 18 (UKCC Level 2 endorsed) pathways are available:

Canoe and Kayak (Sheltered Water) Coach Awards

- Canoe Coach (Sheltered Water)
- Kayak Coach (Sheltered Water)
- Canoe and Kayak Coach (Sheltered Water)

Discipline Specific Coach Awards

- Freestyle Coach
- Open Water Canoe Coach
- Polo Coach
- Racing Coach
- Sea Kayak Coach
- Slalom Coach
- Surf Kayak Coach
- White Water Canoe Coach
- White Water Kayak Coach
- Wild Water Racing Coach
- Open Water Canoe Coach (Advanced Water)
- Sea Kayak Coach (Advanced Water)
- Surf Kayak Coach (Advanced Water)
- White Water Canoe Coach (Advanced Water)
- White Water Kayak Coach (Advanced Water)

Content

The syllabus is based on the knowledge, understanding and skills that the coaches need to ensure the athletes/learners in their care are appropriately provided for. This includes:

- assessing athlete/learner performance and needs
- designing and delivering progressive practice/training sessions to meet these needs
- managing safety
- creating an enjoyable motivating learning environment
- skills to support your own personal learning and professional development

Registration

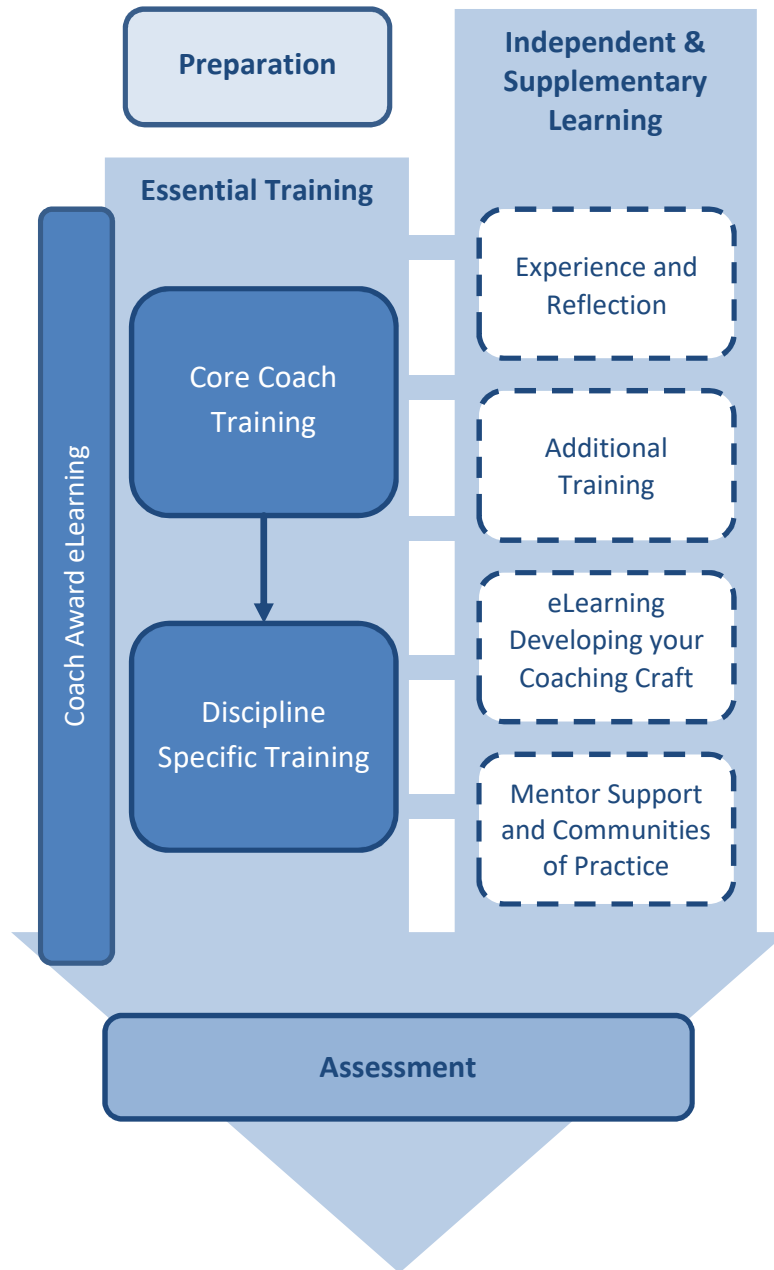
Coaches register with their Home Nation Association at any point on their journey to assessment.

It is highly recommended that coaches register early to enable access to the eLearning Coach Award package which provides supportive material and signposting to development opportunities.

Further details are available from the Home Nation Associations.

Coach Award Qualification Pathway

The following diagram illustrates the different components of the qualification pathway. These are described in detail in the proceeding sections.



Preparation

Prior to embarking on a journey through the Coach Award pathway, it is important that you:

1. ensure the Coach Award suits your coaching role
2. familiarise yourself with some key content prior to starting the face-to-face training
3. have started to develop your background knowledge of the discipline/s you wish to coach.

We have a number of resources to help you do this:

British Canoeing Website

The British Canoeing website provides outline information about our range of qualifications to help you choose the appropriate qualification and entry point. We recommend that you discuss your options with your Home Nation Association or Delivery Centre so you make an informed decision on what course best suits your skill, knowledge, environment and aspirations.

eLearning

Paddlesport Instructor eLearning: This 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.

Background Knowledge of the Discipline

The Core Coach Training and Discipline Specific Training courses focus, in the main, on HOW to coach. Coaches who have a strong base of background knowledge of the discipline that they wish to coach are better placed to be able to make the most of this learning opportunity. This provides the Coach with a range of content of WHAT to coach.

For coaches who will be performing their role from the water, this includes strong personal paddling skills and practiced rescue skills. There is specific guidance in Appendix 2 for coaches following the Sheltered Water options.

Coaches should speak to the course provider if unsure. If this background knowledge requires further development it can be action planned following the training course, and coaches have the option to repeat elements of training to support their continued development if required.

Essential Training

There are three elements of essential training to support coaches working towards a Coach Award. This includes:

1. Core Coach Training
2. Discipline Specific Training
3. Coach Award eLearning

These are specifically designed to support coaches working towards the Coach Award Qualifications, but they are also appropriate, and repeatable, as stand-alone training to support ongoing learning and development.

Course dates and provider contact details for the Core Coach Training and Discipline Specific Training courses are available from the Home Nation Associations and Delivery Centres. Courses are individually priced and costs will differ depending on the overheads involved.

Coaches who have already completed British Canoeing Coach Training or Assessments that include similar content can choose to by-pass the Core or Discipline Specific training if they wish. See Page 18 for details of recognised alternatives.

The Core Coach Training and the Discipline Specific Training courses are recognised by British Canoeing and the Home Nation Associations as valid CPD evidence for the Coach Update Scheme.

Core Coach Training

This two-day, face-to-face training course introduces the shared coaching content that is relevant to all coaches at this level.

What are the Prerequisites?

- Full Home Nation Association Membership

You will also need a base level of knowledge about the discipline(s) you wish to coach; this provides the content of WHAT you will be coaching. Whilst the British Canoeing Paddlesport Instructor eLearning covers the expected prior knowledge of the HOW to coach content. Your course provider can provide further guidance.

What do we cover?

Through a practical based course you will explore different approaches to coaching, understanding and enabling learning, and some core coaching skills. You will also be supported in evolving your personal coaching development plan to enable you to take your learning into practice after the course.

What do I do after the Core Coach Training?

You can proceed to Discipline Specific Training when you feel ready (and when you have the prerequisites in place), or you can repeat the Core Coach Training if you wish to further develop your understanding of the content.

Some providers will offer Discipline Specific Training immediately after the Core Coach Training. If you have a wealth of experience, this fast track route could well suit you. However, many will prefer some time to consolidate the learning in-between. Speak to the course provider if you need guidance.

Discipline Specific Training

The Discipline Specific Training focuses on how to coach the discipline specific skills. Discipline Specific Training courses are 2-days, with the exception of Slalom at 3-days. The training is designed for those working towards a Coach Award and is also suitable as stand-alone training.

What are the Prerequisites?

- Full Home Nation Association Membership
- Relevant Leadership Award for some disciplines (as listed on page 19)
- Core Coach Training (or equivalent, as listed on page 18)

What preparation do I need to do?

You will need good knowledge of the discipline(s) you wish to coach as this provides the content of WHAT you will be coaching. Your course provider can provide further guidance.

Prior to training, boat-based coaches should ensure that their personal skills (and leadership skills) are well practiced. This allows you to focus on developing your 'coaching', rather than your 'paddling'. Specific guidance for those attending Sheltered Water Training is provided in Appendix 3.

What will we cover?

On your Discipline Specific Training course you will focus on how to coach technical and tactical skills. The course will help you plan and deliver safe, enjoyable, progressive coaching sessions and you'll explore specifics to help you coach some typical athletes/learners relevant to you/your discipline.

What do I do after the Discipline Specific Training?

Practice. Your independent and supplementary learning are important to help you develop your coaching skills, see overleaf. You can proceed to Assessment when you feel ready (and when you have the prerequisites in place). You can also repeat (or access different) elements of training if you wish to strengthen, broaden, recap or refresh your knowledge and understanding of the content.

Coach Award eLearning Package

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. Registered coaches can access the eLearning via www.britishcanoeing.org.uk.

Independent and Supplementary Learning

Introduction

Alongside face-to-face training, coaches need to learn and develop their craft out in the field. We consider this to be a critical element to support coach development and we aim to provide some guidance to help you steer your way through this. During your development period (and in preparation for assessment) it is important that you engage in activities that help you:

- practice and refine the application of theory to practice
- develop as an effective learner
- develop the depth and breadth of your discipline specific experience and knowledge
- develop your understanding, depth and breadth of supporting knowledge
- develop your personal coaching philosophy

You will need to take responsibility for designing and fulfilling an appropriate development plan and will receive specific support/guidance at your Core Coach Training and Discipline Specific Training. You should consider your individual needs in the following areas as a guide:

Experience and Reflection

Quality experience is critical to support the development of aspiring coaches. The coaching and leadership demands encountered provide important learning opportunities. More importantly, it is the range and combination of these experiences that will really make a difference to your development and competence as a coach in a variety of challenging and often changing environments.

Experience alone does not necessarily give rise to learning. You should pay critical attention to your experiences and actions, actively engaging in the process thoughtfully, to learn from and make sense of situations. This is considered to be one of the most important sources of personal development and improvement. Reflection involves looking back on past actions and events, taking a conscious look at emotions, experiences, actions and responses and using that information to affect future actions.

Prior to assessment you will need to practice in a range of situations, environments and bring a logbook of experience to assessment. You are also advised to bring any records of self-reflection to assessment. This provides the assessor with valuable evidence that can support their assessment of your skills. Further details are provided in the Coach Award Assessment Day Pack.

Additional Training

We highly recommend you consider repeating the Core Coach Training and/or Discipline Specific Training. This is a great way to build on knowledge, gain extra support and can help you proceed on your journey to assessment. You can also access different Discipline Specific Training to help broaden your knowledge.

The British Canoeing Intermediate and Foundation modules are designed to support and expand coaches' knowledge in particular areas of focus. They are optional and can be accessed at any point in a coach's development. These modules can enhance your knowledge and understanding in

specific areas pertinent to your specific role. They include topics such as coaching young paddlers, coaching disabled paddlers, physiology, psychology, fundamental skill development, mentoring, outdoor education, strength and conditioning, and coaching in swimming pools.

You may also wish to seek out additional formal or informal learning opportunities, such as conferences, workshops, or training events. There are a wide variety of opportunities within paddlesport, within sports coaching, and further afield in areas such as teaching, education, and business as examples.

eLearning – Developing your Coaching Craft

This British Canoeing 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 to apply your background knowledge in practice and develop your technical/tactical/physical/psychological knowledge of your discipline(s).

Mentor Support and Communities of Practice

Building and utilising your network is another essential component that will support your ongoing learning and development. This can provide the opportunities for everyday learning, help you to consolidate your thinking and grapple with everyday coaching challenges. Typical activities might include:

- watching or working with other coaches
- discussion with other coaches or peers
- learning from your athletes/learners
- gaining, and responding to, feedback
- working with a mentor
- sharing ideas with a critical friend

Assessment

Introduction

To achieve your Coach Award qualification you need to successfully complete a mainly practical assessment. This will include assessment of your practical coaching, safety and rescue skills; supplemented with professional discussion and questioning.

Assessment Prerequisites

Prior to your Coach Award Assessment you are required to have completed the following assessment prerequisites:

- Registration (see page 5 for details)
- Coach Award eLearning (see page 9 for details)
- Coach Award Core Training (or alternative as listed on page 18)
- Coach Award Discipline Specific Training (or alternative as listed on page 18)
- Relevant Leadership Award for some disciplines (as listed on page 19)

Evidence of minimum standards of deployment:

- In date First Aid Training (see requirements on page 19)
- Safeguarding Training (as required by your Home Nation Association)
- Full Home Nation Association Membership
- Aged 16 or over at the time of assessment (18 for Advanced Water Options)

Once all prerequisites are in place you need Home Nation Association approval to proceed to assessment. Further details are available from your Home Nation Association.

You **MUST** take the following paperwork to your assessment:

1. Completed Assessment Discussion Task (see overleaf/Assessment Day Pack for details)
2. Logbook of experience (see Assessment Day Pack for details)
3. Evidence of your Home Nation Association approval for assessment

Providers are not able to accept candidates onto assessment courses without this evidence.

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).

Preparation

When you decide to attend an assessment it is important to ensure you are appropriately prepared. The last section of the Coach Award eLearning package includes tasks to help you assess your readiness for assessment and offers advice on where to access further support if you are unsure of your progression. We also recommend that you review the Assessment Day Pack and the Assessment Guidance to familiarise yourself with the requirements.

If it has been some time since you completed your training, and/or you are feeling unsure about the assessment, remember you can repeat the Core Coach Training and/or Discipline Specific Training. This is a great way to build on knowledge, gain extra support and check your readiness for assessment. It is particularly useful if you haven't got other support mechanisms in place.

Assessment Discussion Task

It is important that you are able to design coaching activities that meet the needs of the paddlers you are coaching. As you gain more and more experience you will start to build your repertoire of progressions that you will then be able to use to adapt to different individual circumstances. This assessment discussion task aims to help you through this process and opens up an opportunity for you to discuss and share your thinking with your assessor. You need to prepare this task before you attend your assessment.

Further details are provided in the Coach Award Assessment Day Pack.

How do I find a course?

The Home Nation Associations, Delivery Centres and course providers advertise assessment courses. You can also arrange an assessment directly with an assessor if you prefer. The assessment will normally run over one-day, although modular assessments are allowed.

Certification

Successful completion of all the assessment tasks will result in a recommendation for you to be awarded the qualification. If you are not successful at assessment you can present to a different assessment when you are ready. Your assessor will support you in understanding the next steps and help you identify areas for development.

Once Qualified

After you have finished your qualification we hope you get out and enjoy using your skills. The qualification should support you coaching in suitable paid or voluntary roles.

Your Remit

British Canoeing recommends the Coach Award is the right qualification for coaches working in the specific environment without supervision (environments are defined on page 19). The 'British Canoeing Terms of Reference' provides further guidance. If you are ever unsure, please contact your Home Nation Association.

Whilst candidates under the age of 18 can follow some discipline specific pathways, note that they cannot be deemed responsible for leadership by law until they turn 18.

Minimum Standards of Deployment

We recommend the following as appropriate minimum standards of deployment for coaches:

- current and relevant first aid training
- liability insurance
- knowledge of safeguarding guidelines and good practice
- commitment to continual professional development
- maintenance of currency in personal skills, safety/rescue skills, coaching/leadership skills.

Further details of how your Home Nation Association can support you in these areas is available through their websites. 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. More details are available on the Home Nation Association websites.

Furthering your Qualifications

When you have gained some experience or if you wish to take on different roles, you may choose to work through other British Canoeing qualifications or training modules. We offer a wide range of training and qualifications to suit many different aspirations. Further details of these courses are available on the Home Nation Association/Delivery Centre Websites.

Supporting Policies

Appeals: If you think an assessment decision is incorrect you have the right to appeal via the Home Nation Association/Delivery Centre. You should address queries, or register your intention to appeal, within 30-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/Delivery Centre.

Equal Opportunities: We are 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 the Home Nation Associations/Delivery Centres.

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 the Home Nation Associations/Delivery Centres.

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 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 Coach Award Assessment or Performance Coach Award Training. Further details are available from Home Nation Association /Delivery Centre websites.

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/Delivery Centre. 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.

Recommended Resources

eLearning

Paddlesport Instructor eLearning

This 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.

Coach Award eLearning

The British Canoeing Coach Award eLearning 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. Coaches are required to complete this essential eLearning prior to assessment and it is accessible to all coaches who have registered for the Coach Award.

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 to apply your background knowledge in practice and develop your technical/tactical/physical/psychological knowledge of your discipline(s).

Access eLearning via www.britishcanoeing.org.uk.

Books

These books have relevant information to help you develop your coaching skills and knowledge. Additional resources specific to your specialism(s) will be signposted on your training course.

BCU Canoe and Kayak Handbook

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

BCU Coaching Handbook

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

Practical Sports Coaching

Ed, Christine Nash, 2014: ISBN 978-1444176704

An Introduction to Sports Coaching

Ed, Robyn Jones & Kieran Kingston, 2013: ISBN 978-0415694919

Contact Details

Further information is available direct from the Home Nation Associations/Delivery Centres:

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Canoe Association of Northern Ireland

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Appendix 1: Accredited Prior Learning

Coaches who have already completed British Canoeing Coach Training or Assessments that include similar content to either the Core Coach Training or the Discipline Specific Training can choose to bypass these elements of the Coach Award Training if they wish. Acceptable alternatives are listed below.

Core Coach Training

Coaches who have completed any of the following training/assessment courses can choose to bypass the Core Coach Training if they feel confident with the content:

- British Canoeing Level 2 (UKCC) Training OR Assessment
- British Canoeing Moderate or Advanced Water Training OR Assessment
- British Canoeing Level 3 (UKCC) Core Training OR Assessment

Canoe and Kayak Coach (Sheltered Water) Training

Coaches who have completed a 4-day Level 2 (UKCC) Training course can choose to bypass Sheltered Water Training if they feel confident with the content.

Open/White Water Canoe, Sea Kayak, Surf Kayak, and White Water Kayak Coach Training

Coaches who have completed Moderate (or Advanced) Water Endorsement Training or BCU Level 3 Assessment (pre-UKCC) can choose to bypass the Coach Award Discipline Specific Training (in the same discipline) if they feel confident with the content.

Advanced Water Disciplines Coach Training

Coaches who have completed Advanced Water Endorsement Training can choose to bypass the Coach Award Discipline Specific Training (in the same discipline) if they feel confident with the content.

Slalom and Racing Coach Training

Coaches who have completed Slalom or Sprint DSM Part-2 can choose to bypass the corresponding Coach Training if they feel confident with the content.

Your training not listed?

If you have completed other training that has covered similar content you are able to apply for Accredited Prior Learning. Please contact your Home Nation Association or Delivery Centre for further details.

Appendix 2: Discipline Specifics

Award Name	Boat-Based	First-Aid	Leadership Award Prerequisite for Discipline Specific Training/Assessment	Upper Limit of Operating Environment (For definitions please see BC Terms of Reference)
Canoe Coach (Sheltered Water)	Yes	1-day	n/a	Sheltered inland/tidal water
Kayak Coach (Sheltered Water)	Yes	1-day	n/a	Sheltered inland/tidal water
Canoe and Kayak Coach (Sheltered Water)	Yes	1-day	n/a	Sheltered inland/tidal water
Freestyle Coach	Optional	2-day	n/a	Freestyle venues or managed sites, no more than grade 2(3)
Polo Coach	Optional	1-day	n/a	Swimming pools and sheltered water sites
Racing Coach	Optional	2-day	n/a	Sheltered and moderate inland water
Slalom Coach	Optional	2-day	n/a	Moderate water slalom competition/training venues
Wild Water Racing Coach	Optional	2-day	n/a	Moderate white water, no more than Grade 2(3)
Open Water Canoe Coach	Yes	2-day	Canoe Leader*	Moderate inland water
Sea Kayak Coach	Yes	2-day	Sea Kayak Leader*	Moderate tidal water
Surf Kayak Coach	Yes	2-day	Surf Kayak Leader*	Moderate surf
White Water Canoe Coach	Yes	2-day	Canoe Leader*	Moderate white water, no more than grade 2
White Water Kayak Coach	Yes	2-day	White Water Kayak Leader*	Moderate white water, no more than grade 2(3)
Open Water Canoe Coach (Advanced Water)	Yes	2-day	Advanced Canoe Leader†	Advanced inland water
Sea Kayak Coach (Advanced Water)	Yes	2-day	Advanced Sea Kayak Leader†	Advanced tidal water
Surf Kayak Coach (Advanced Water)	Yes	2-day	Advanced Surf Kayak Leader†	Advanced surf
White Water Canoe Coach (Advanced Water)	Yes	2-day	Advanced Canoe Leader†	Advanced white water, no more than grade 3
White Water Kayak Coach (Advanced Water)	Yes	2-day	Advanced White Water Kayak Leader†	Advanced white water, no more than grade 4(5)

* Or 4 Star Leadership Award equivalent

† Or 5 Star Leadership Award equivalent

Appendix 3: Personal Skills Guidance

We strongly recommend that all coaches following boat-based qualification pathways ensure that their personal skills are well-practiced when they attend Discipline Specific Training courses. This allows the coach to focus on developing their 'coaching', rather than 'paddling' skills.

This can be quite difficult for a Canoe or Kayak (Sheltered Water) Coach to judge, given that this may be their first step on a qualification pathway. We have therefore provided a checklist overleaf to help you review your skills. This is based on the standard required at assessment when you will need to show efficient and effective personal skills to facilitate safe, quality, enjoyable coaching sessions in sheltered water. This includes, in winds up (and including) Beaufort force 3, and will include Canoe and/or Kayak depending on the certification route you intend to follow.

At the point of attending your Sheltered Water Training, we recommend that of the skills listed overleaf, most are 'always' or 'sometimes' present in your performance. This strong base of personal skills should then set you up well to focus on developing your coaching practice.

Coach Award Personal Paddling Skills Checklist				
The Coach:		1	2	3
Strong foundations	Shows appropriate sitting, kneeling, standing position			
	Shows posture which uses muscle tension and 'readiness' throughout the key muscles, with a basic level of tension and efficient and economical movements			
	Is balanced, supple and controlled in the movement of the body, paddles and boat			
	Uses the points of the body that are in contact with the boat and a basic level of muscle tension through the core to 'connect' the boat and the body			
	Can efficiently transfer power from the body and water to create movement of the boat			
	Uses the muscles from the feet through the torso to the upper body for co-ordinated and efficient strokes			
	Applies power to move up to the paddle, beyond it, or around it (minimising energy leaks)			
	Is balanced and stable when applying power to strokes			
	Works together with the water/wind/conditions rather than fighting them			
	Can feel and anticipate external influences that are affecting the boat and paddles			
	Can anticipate and react to environmental challenges, with well-timed boat and paddle placement/loading			
Launching and landing	Can correctly set-up their craft (e.g. seat, footrest, backrest, airbags, painters, spray deck, paddle leash, etc.)			
	Uses safe lifting and carrying techniques to move a boat between a vehicle/trailer/storage and the launch site (assistance is recommended)			
	Can safely and efficiently launch and land from a range of access/egress points with the boat afloat (e.g. pier, steps, rocky shoreline, beach) and without help			
Moving forwards, Steering, turning and manoeuvring	Can manoeuvre effectively using the features of the stated environment			
	Can efficiently, fluently and adaptively paddle forwards			
	Can paddle a course that is reasonably straight, with occasional gentle turns			
	Can keep the boat straight through a narrow gap using a trailing paddle or rudder			
	Can stop and accelerate in reverse within 1-2 boat lengths			
	Can stop in a controlled manner within a minimum number of strokes (approx. 4)			
	Can make effective tight turns around a point, and accelerate in a new direction			
	Can make effective open turns with momentum maintained throughout an arc			
	Can tighten a turn up or open it out, and carry or lose speed during a turn			
	Uses effective edging strategies to control and manoeuvre the boat on the move			
	Uses the wind/trim/flow to help turn their craft (as appropriate to the craft used)			
	Can accurately reverse to manoeuvre the boat into a new position			
	Can move their boat sideways (approx. 5m) from a stationary position in both directions			
	Can sideslip at least a boat width in each direction to avoid an obstacle, starting from a good cruising speed and maintaining forward speed			
Can safely recover from a sudden tilt (with the boat off balance), static and on the move				

1= Always

2 = Sometimes

3 = Rarely