



# **Stand Up Paddleboard Instructor Course Guide**

## **British Canoeing Awarding Body**

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## Introduction

Welcome to the Stand Up Paddleboard Instructor Course Guide. This guide introduces you to the qualification content and structure.

### **Why choose a British Canoeing Awarding Body Qualification or Award?**

- our qualifications and awards give hands-on knowledge and competence to deliver paddlesport sessions;
- British Canoeing Awarding Body has over 40 years' experience running coaching and instructor qualifications;
- we aim to give you support whatever your experience, skills or specific needs;
- our qualifications and awards have been accepted as the industry standard for over 35 years;
- our qualifications are included in the Register of Regulated Qualifications;
- we aim to provide fit-for-purpose qualifications and awards through a quality assured, cost effective service;
- we are the only Awarding Body offering the SUP Instructor qualification.

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 (QiW). This means you can have every confidence in the robustness and procedures that underpin the qualification's design and delivery.

The British Canoeing Awarding Body Stand Up Paddleboard Instructor qualification is on the Ofqual Register of Regulated Qualifications at Level 1.

Our customer services statement is available on our website:

[www.britishcanoeingawarding.org.uk](http://www.britishcanoeingawarding.org.uk)).

Stand Up Paddleboard Instructor courses are delivered via 'Delivery Centres', externally verified by the British Canoeing Awarding Body. The Delivery Centres are responsible for internal verification and provider recruitment to maintain standards and consistency.

## **British Canoeing Awarding Body Educational Philosophy**

British Canoeing Awarding Body believes in a participant-led approach when creating and enabling experience from which people will enjoy, learn and develop through paddlesport. The Stand Up Paddleboard Instructor course is designed to support instructors to deliver safe, engaging, empowering and enjoyable paddleboarding 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 instructor's experience through the qualification pathway should also be safe, engaging and enjoyable; with the instructor being able to guide their own learning and development. Our course tutors should deliver the programme using a supportive and empowering approach to instil an active passion for both paddlesport and instructing. Whilst meeting individual needs, fostering a sense of a paddling community, and developing understanding and respect for the environment in which paddlesport takes place.

## British Canoeing Awarding Body Stand Up Paddleboard Instructor

### Introduction

The Stand Up Paddleboard (SUP) Instructor qualification is designed for instructors running SUP taster/starter sessions within the safety management systems of clubs, centres or other organisations in:

- **‘Very Sheltered Water’ environments;**
- **Stand Up Paddleboards deemed suitable for a first time experience.**

The primary role of the Stand Up Paddleboard Instructor is to deliver safe and enjoyable taster/starter sessions based on their group’s needs and aspirations. The qualification will support the instructor with practical skills such as kitting up a group and getting afloat, initial familiarisation activities, games and activities to support learning and how to use mini journeys to inspire adventure and exploration. This will be enhanced with support on how these sessions can be delivered in a way that is enjoyable, safe and rewarding.

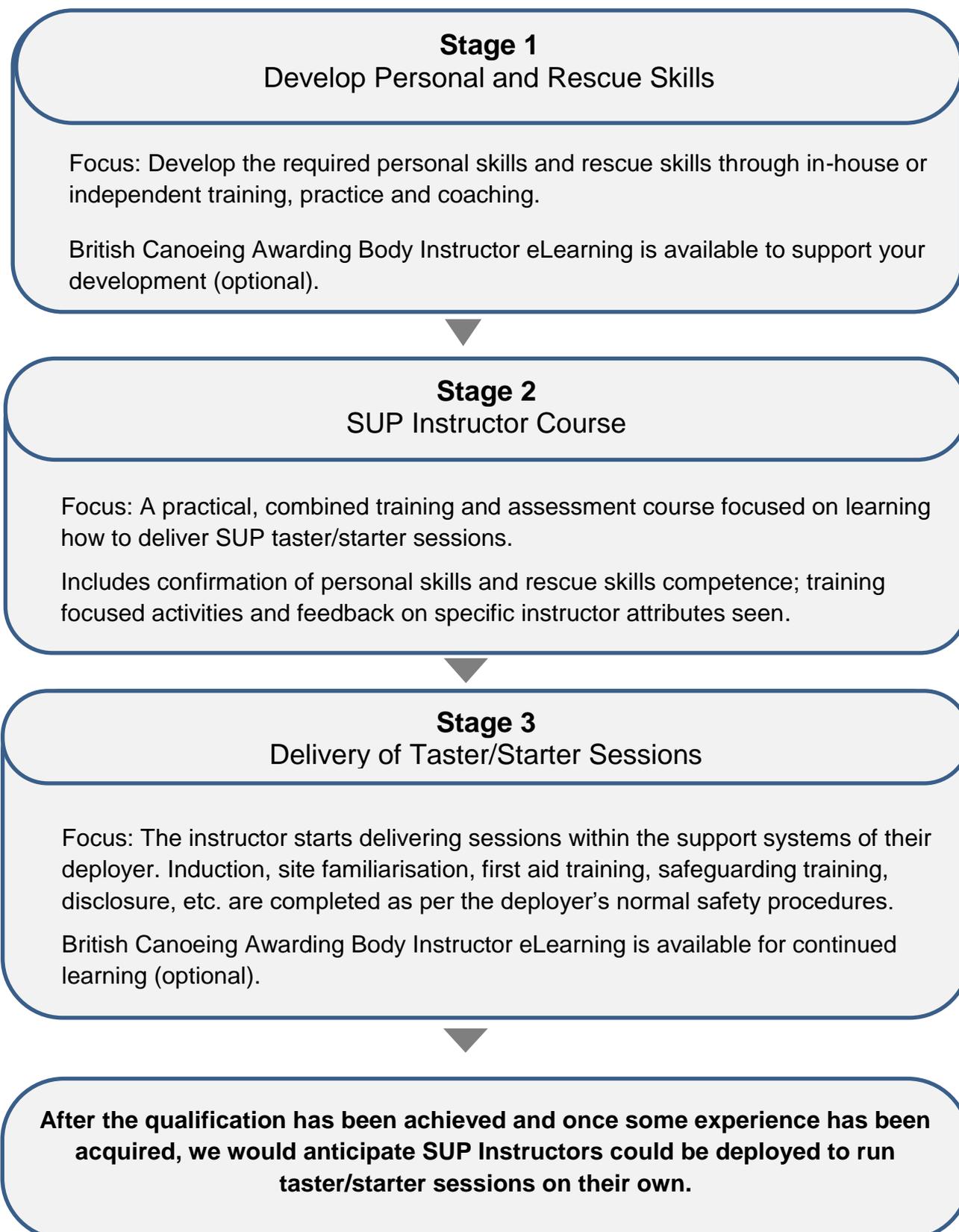
We anticipate that the qualification is likely to be used by instructors in clubs, centres, schools, Duke of Edinburgh, Youth Groups, Uniformed Groups, etc. Instructors who are involved in running taster/starter sessions for:

- **children and young people as part of a wider educational experience;**
- **people as part of a leisure, activity, social or holiday experience;**
- **people wanting to ‘have a go’ at the sport; maybe as a potential new, regular participant.**

The process of completing the qualification aims to help prepare candidates for their first Stand Up Paddleboard instructing role; ‘primed and ready’.

## The Qualification Pathway

The following diagram illustrates the different components of the instructor's pathway:



## Before the Course

Prior to enrolling on a Stand Up Paddleboard Instructor course, it is **important** that you:

1. ensure the Stand Up Paddleboard Instructor Award suits the role you are aspiring to undertake;
2. check your personal skills and safety and rescue on an SUP, use the [skills checklist](#) and assessment criteria to ensure you are the appropriate level required.

There are a number of resources to help you do this:

### Websites

The British Canoeing Awarding Body and Delivery Centre websites provide outline information about the range of qualifications and awards on offer to help you choose the appropriate course and entry point. We recommend that you discuss your options with your Delivery Centre or course tutor to help you make an informed decision.

### Instructor eLearning

The Instructor eLearning package covers a range of relevant syllabus topics. It provides information on the content that will be covered on the course and provides additional content to support instructors in the field. It is open access and can be accessed through the [British Canoeing Awarding Body website](#).

## Membership and Registration

Further details on membership and registration are available directly from the Delivery Centres. [Contact details](#) below. Registration triggers access to relevant support materials and assists background administrative processes.

### What are the Prerequisites?

The candidate entry requirements are as follows:

- Full National Association Membership;
- Delivery Centre registration;
- Personal paddling and rescue competence;
- 14 years of age, or older.

Candidates under 18 years of age should check the suitability of the course with a tutor before attendance.

## Prerequisite Personal Paddling and Rescue Competence

Prior to attending the Stand Up Paddleboard Instructor course you are expected to have developed personal paddling and rescue competence.

You should speak to your course provider if you are unsure about your skill level.

The [Skills Checklist](#) can be used as an aide memoire, and the 'Stand Up Paddleboard Instructor Assessment Guidance' provides further, detailed information regarding the assessment standards required. The Assessment Guidance can be downloaded from the [British Canoeing Awarding Body website](#).

## The Stand Up Paddleboard Instructor Course

To achieve the Stand Up Paddleboard Instructor qualification, you need to complete a face-to-face, combined training and assessment course that introduces the content that is relevant to all instructors delivering taster/starter sessions.

The course is a minimum of two days and includes at least 15 hours' teaching/learning contact time. Courses can be run over a longer duration to include additional time to focus on personal skills, rescue skills, or the development of instructing skills.

### Course Content

The syllabus is based on the knowledge, understanding and skills that the instructor needs to ensure the participants in their care are appropriately provided for. This includes:

#### Practical skills (training focus):

- the ability to effectively prepare a group for an activity (e.g. kitting up and getting afloat);
- a repertoire of activities to engage the group (e.g. games, tasks and journeys);
- a range of motivating activities and games that support learning;
- a range of strategies for utilising mini journeys to inspire adventure and exploration;
- how to help participants learn some basic skills;
- top tips and quick fixes for common challenges to accelerate learning when required;
- selection of suitable equipment for participants;
- how to maintain participants' safety;
- understanding of deployment matters.

#### Engagement and relationship building skills (training focus):

- the ability to quickly build relationships with group members; caring, friendly, approachable;
- the ability to motivate and inspire the group;

- effective decision making to deliver (and adapt) sessions that are both safe and enjoyable;
- communication skills.

### **Professional standards (formative assessment):**

- professional behaviour;
- working as part of a team;
- clear and effective communication;
- minimising negative impact on the environment and other users;
- an active engagement in personal learning and development.

### **Personal paddling and rescue skills (assessed):**

Please see the checklist in [Appendix 1](#); this is based on the assessment requirements.

### **Further information**

The 'Stand Up Paddleboard Instructor Assessment Guidance' provides further information regarding the award assessment criteria. This is available to download from [www.britishcanoeingawarding.org.uk](http://www.britishcanoeingawarding.org.uk).

## **After the Course**

After you have finished your qualification, we hope you get out and enjoy using and continuing to develop your skills. The qualification should support you in delivering taster/starter sessions in suitable paid or voluntary roles.

### **Certification**

Successful completion of the course and the assessment tasks will result in a recommendation for you to be awarded the Stand Up Paddleboard Instructor qualification. The course tutor will send your paperwork to their Delivery Centre for verification, it is then sent to the British Canoeing Awarding Body for certification.

If, at the end of your course, you have not yet reached the standard required, your tutor/s will help you to try and understand the areas where further development is required and help you develop a suitable action plan to support your development.

## Your Remit

British Canoeing Awarding Body recommends the Stand Up Paddleboard Instructor is the right qualification for instructors delivering taster/starter sessions in **‘Very Sheltered Water’** within the safety management systems of clubs, centres or other organisations. The overall ethos is that the Stand Up Paddleboard Instructor is operating in safe and benign conditions.

After the qualification has been achieved and once some experience has been acquired, we would anticipate Stand Up Paddleboard Instructors could be deployed to run taster/starter sessions on their own.

The [‘British Canoeing Awarding Body Environmental Definitions and Guidance for Deployers, Instructors, Coaches and Leaders’](#) provides further guidance on the deployment of British Canoeing Awarding Body qualified coaches and instructors.

### **‘Very Sheltered Water’ Definition**

The very sheltered water definition includes:

- quiet canals with easy bankside access and egress;
- small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions;
- specified sites on gentle, slow moving rivers;

The definition implies normal conditions where weather conditions that are not in themselves likely to cause problems. Care is advised when water temperatures are low. At any point the paddler should not be more than 50 metres from the bank.

## **Minimum Standards of Deployment**

It is the deployer’s responsibility to ensure instructors have the skills, knowledge and understanding to support the role/s offered. British Canoeing Awarding Body recommends the following as appropriate minimum standards of deployment for coaches and instructors:

- current and relevant first aid training;
- liability insurance;
- current and relevant safeguarding training;

- commitment to continual professional development;
- maintenance of currency in personal skills, safety/rescue skills, instructing skills;
- are of an appropriate age.

It must be noted that a young person cannot be deemed responsible for leadership by law until they turn 18 years of age.

### **Update Scheme**

British Canoeing Awarding Body offers an Update Scheme through the Delivery Centres to provide assurance that the coach/instructor meets minimum standards for deployment. If you want to get this recognition, you need to meet set criteria. Further details of how your Delivery Centre can support you in these areas is available through their websites. The Stand Up Paddleboard Instructor course is recognised by the Delivery Centres as valid Continuous Personal Development evidence for the Update Scheme.

### **Continual Professional Development**

We encourage you to look to continue to develop your learning and knowledge of the sport by working with more experienced instructors and through further training. Opportunities are often available through Delivery Centre programmes, or you can access alternative coaching or leader related courses. You might also want to consider repeating the Stand Up Paddleboard Instructor course to support your ongoing learning and development.

### **Environmental considerations**

All paddlers have a responsibility to be sensitive to, and minimise their impact on, the physical environment, local communities and other users in the areas where they are paddling.

## Supporting Policies

**Appeals:** If you think an assessment decision is incorrect, you have the right to appeal via your 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 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 for Access and Fairness in Assessment' is available from the 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 Delivery Centres.

**Reasonable Adjustments:** The British Canoeing Awarding Body Reasonable Adjustments Policy 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 tutor. The tutor will make sure you are assessed in a suitable manner and in line with the policy.

**Accreditation of Prior Learning:** If you feel that you have covered the course material through alternative learning opportunities, you can apply to your Delivery Centre for Accredited Prior Learning (APL). Evidence from study, employment or voluntary work may be used. Candidates with relevant qualifications and experience may want to use Accredited Prior Learning to apply for direct entry to Stand Up Paddleboard Instructor Assessment. Further details are available from 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 Awarding Body qualifications and awards must be reported to the relevant Delivery Centre. Anyone who fails to report suspected malpractice will be investigated and may be subject to disciplinary action. Delivery Centres and British Canoeing Awarding Body 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 as is necessary to maintain the integrity of the relevant qualifications and awards.

## Contact Details

Further course details, membership and registration information is available directly from the Delivery Centres:

### **Paddles Up Training**

National Water Sports Centre  
Adbolton Lane, Holme Pierrepont  
Nottingham NG12 2LU  
Tel: 0300 0119 500  
[coaching@paddlesuptraining.com](mailto:coaching@paddlesuptraining.com)  
[www.paddlesuptraining.com](http://www.paddlesuptraining.com)

### **Canoe Wales**

National White Water Centre  
Frongoch, Bala  
Gwynedd LL23 7NU  
Tel: 01678 521199  
[admin@canoewales.com](mailto:admin@canoewales.com)  
[www.canoewales.com](http://www.canoewales.com)

### **Scottish Canoe Association**

Grandtully Campsite  
Grandtully  
Pitlochry PH9 0PL  
Tel: 01887 292040  
[coaching@canoescotland.org](mailto:coaching@canoescotland.org)  
[www.canoescotland.org](http://www.canoescotland.org)

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

Belfast Boat Club  
12 Lockview Road  
Belfast BT9 5FJ  
Tel: 0289 543 8094  
[office@cani.org.uk](mailto:office@cani.org.uk)  
[www.cani.org.uk](http://www.cani.org.uk)

## **Appendix 1: Personal Paddling and Rescue Skills**

Prior to attending the Stand Up Paddleboard Instructor course you need to have developed your personal paddling and rescue competence.

Your personal paddling and rescue skills will be assessed during the Stand Up Paddleboard Instructor course (but not trained). We have provided a checklist overleaf to help you review your skills. This is based on the standard required at assessment. You should speak to your course provider if you are unsure about your skill level.

The 'Stand Up Paddleboard Instructor Assessment Guidance' provides further, detailed information regarding the assessment standards required.

<b>Stand Up Paddleboard Instructor Skills Checklist</b>			
<b>Personal Paddling (a consistent performance is required)</b>			
<b>The instructor demonstrates:</b>	<b>1</b>	<b>2</b>	<b>3</b>
Appropriate selection and set up of SUP (e.g. leash, fins, inflated appropriately, etc.)			
Safe lifting and carrying techniques (assistance is recommended)			
Safe and efficient launching and landing from a range of reasonable access/egress points with the board afloat (e.g. pier, steps, slip-way, beach)			
Control in a straight line using appropriate strokes			
That they can manage themselves within self-selected safety frameworks			
That they can present themselves as a positive role model to follow.			
<b>Personal Paddling (expectation that skills will be performed standing)</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>The instructor demonstrates:</b>			
An active posture using the larger muscles of the body			
Muscle tension and 'readiness' throughout the key muscles, with a basic level of tension and efficient and economical movements			
Balanced, supple and controlled movement of the body, paddle and board			
Efficient transfer of power from the body and water to create movement of the board			
Co-ordinated and efficient strokes using the feet, legs, torso, upper body			
Application of power to move up to the paddle, beyond it, or around it (not trying to pull the paddle through the water)			
balance and stability when power is applied to strokes;			
ability to move up and down the board efficiently and in balance			
<b>Rescue Skills (a consistent and effective performance is required)</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>The instructor can:</b>			
Recover a stand up paddleboarder and their equipment from deep water, who has fallen off their board			

Recover a swimmer to shore using a prone board-based rescue			
Recover a conscious, incapacitated stand up paddleboarder to the shore			
Stabilise an unconscious paddler in the water			
Get back on the board effectively			

1 = consistently does this well

2 = an intermittent or adequate performance

3 = rarely or with significant shortfalls