

Forth Canoe Club – Coach Handbook

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Jonathan Riddell

Contact – jr@jiriddell.org

FCC are delighted to welcome new coaches into the fold! This document has been designed to be a reference sheet which accompanies the induction in person – given to each new coach by the Coaching Coordinator. You will also need to meet with the Child Protection Officer and the Hut Custodian.



FCC has open membership to all – regardless of access issues such as disabilities. If you have any queries about this, speak to the Coaching Coordinator who will be able to advise you.

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FCC Coach Stages

A good coach needs a mixture of experience and training as well as continuing training and peer support to keep their skills up to date. Coaches at the club can be in these categories:

unverified helper - give us a photo of you for the website, this is for people who want to become helpers or coaches

coach helpers - met Coach Coordinator for induction, PVG scheme approved within 3 months

coach assistant - qualified with UKCC (BC) Level 1

qualified coach - qualified with UKCC (BC) Level 1, completed Child Protection training, trained and assessed by a level 2 for running sessions at FCC Boathouse

Typically the training and assessment for running sessions at the boathouse is done by mentoring you through your first 1 star course.

Sessions

We have beginners courses following 1 star syllabus and improvers following the 2 star syllabus. We also like to do coaching on rivers or elsewhere away from the boathouse, when done as a formal course these can follow the 3 star syllabus.

We run children-focused sessions in slalom, sprint and general paddling.

Any help with these is appreciated.

Club Night Helpers

Club Nights are held every Thursdays from April to October for all paddlers. We have Open Nights on the first Thursday of each month. We try to have a coach-on-the-water for these. We need lots of helpers on these nights to keep an eye on beginners, help them into boats and ensure they are safe, talk to them and answer queries.

Except for the Open Nights, we don't provide water support or coaching at the Club Nights. Participants need to be able to look after themselves. We need bank minders to help keeping a list of people who were checked to be able to look after themselves and went out in a boat. The bank minder will have a list, and people are checked by asking if they have done a capsize drill, done one with a spraydeck and have rescued someone else. If people can not answer these questions we cannot accommodate them and have to ask them to come to an Open Night and/or book onto a beginners course.

Participants should also be made aware of the hire costs as equipment is handed out. At the end of the night, the bank minders should ensure that boats were sponged out, all equipment has been put back in its place, rubbish is in the bin, lost property in the lost-property-box and the changing rooms are empty.

Baths Sessions Helper

We need helpers at baths sessions to teach people rolling and rescue skills in warm water during the weather.

Trip leaders

We like to organise trips away from the boathouse. We have a list of trip leaders who are considered capable to lead these trips. Like coaching this needs a mixture of experience and qualifications. If you're interested in helping please contact the Trips Coordinator.

Expenses

If you need to buy something for the canoe club such as food at a barbeque or some duct tape to repair a boat then run it by any committee member (who can approve expenses up to £100), keep receipt of item and send a photo of the receipt to the treasurer along with your bank details.

Minibus

The club has a minibus which can be used for trips. Drivers must hold a category D1 licence, contact Jonathan for help with getting this, unfortunately the club can not fund training for this. The minibus is managed by Kelso Riddell, contact him for consideration to be added to the insurance and drivers list.

SCA and FCC Structures

Forth Canoe Club is a private members club for canoeists. These include, but are not limited to, sprint, slalom, polo, inland touring, whitewater trips, sea, surf, freestyle and more. We run BC star awards and winter pool sessions.

FCC is affiliated to, and founder member of, the Scottish Canoe Association - the SCA is the governing body for all canoeing in Scotland. This which gives us 3rd party liability insurance, access to discounted training, entry into SCA competitions and qualifications. They also run the performance squads – committed athletes who hope to get selected for international competitions and the Olympics.

FCC is run by a committee of volunteers. Committee meetings are open to all members and you are welcome to get involved.

The SCA also has a Regional Coaching Officer who runs a mailing list, facebook group and occasional meetings for discussing and meeting coaches in other clubs in the area. Do ask the RCO to subscribe you.

<http://canoescotland.org/faq/regional-and-local-coaching-officers>

Funding

FCC has a budget set aside for coaching qualifications for those involved in regular coaching at the club – if you would like to have a course funded – please contact the Coaching Coordinator ASAP as they will know the current coaching budget limits – and if this course can be funded this year –or must wait until the next year and be included in the next budget. There will be several other funding grants to apply for as well – again, speak to the coaching coordinator ASAP to start the process, as there can be a lot of paperwork for these.

You can find the full policy about funding from the link on the website under Documents

<http://forthcc.com/coach-funding-policy>

Coaching Qualifications and their Remits

FCC aims to follow the SCA recommendations for coaching remits. Once assessed a level 1 coach at our club can work on their own with the right number of participants.

The BCU UKCC Level 1 Coach is trained to 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 but receive specific training to coach paddlers in their first year of activity and to run taster sessions. They can also assess 1 stars if registered with the SCA.

The BCU UKCC Level 2 Coach is trained 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 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.

British Canoeing (BC) offer additional modules for Level 1 and 2 Coaches who wish to coach Canoe Slalom, Freestyle, Racing, Polo, Surf, Wild Water Racing etc.

The Moderate Water endorsement trains BCU UKCC Level 2 coaches to take their coaching abilities into the moderate water environment. The coaching is the same, it's just that it takes place in a more challenging environment. This therefore widens the coaching remit and is an excellent aim for club coaches.

Old pre-2008 non-UKCC coaching awards are confusingly called Level 1 to 5. An Old BCU Level 3 has a remit similar to UKCC Level 2 + MWE.

The Four Star Leader is able to take groups of competent paddlers on moderate water journeys. Competent refers to paddlers who do not require skills coaching to be in/on the given environment, the Awards are not Coaching Awards and are not deemed suitable for introducing beginners to the sport.

The appropriate ratios for numbers of coaches to students are in the BC Terms of Reference Document.

<http://www.canoe-england.org.uk/media/pdf/BCU%20TERMS%20OF%20REFERENCE%20V4-1.pdf>

The relevant sections for coaching in sheltered water such as the Canal:

General Purpose, Touring & White Water Kayak - Sheltered Inland Water - BCU (UKCC) Level 1 with site specific training and assessment - 1:8 students

Open Canoes - Sheltered Inland Water - BCU (UKCC) Level 1 with site specific training and assessment - 1:6 students in open canoes paddled solo, 1:12 students when paddling tandems, or crew boats.

Trips Policy

We like to organise trips away from the boathouse. The Trips Policy sets out which trips are club trips and which are unled trips.

<http://www.forthcc.com/documents/trips-policy>

We have a Trips Coordinator to assist with club trips whose duties and responsibilities are in the Role Description. To get a full picture, please read the FCC documents "Guidelines for Trips Leaders" as well as the "Information for Participants" on the FCC website.

SCA Coach Liability Insurance

If a coach fails to meet their duty of care and someone becomes injured or suffers loss or damage, they can make a claim against the coach as well as the club. It is therefore vital that coaches have Third Party Liability insurance to provide cover against claims of negligence. Third Party Liability insurance is included within SCA membership, this insurance covers anything we consider 'Canoeing activities', including Coaching Canoeing. It is important that details of any known incidents or injuries that occur to students while undergoing coaching or taking part in canoeing or kayaking activities are reported to the FCC committee immediately, particularly those involving a personal injury which may give rise to a subsequent claim. Sharing this information with the SCA will ensure that the information is passed through to the BCU's insurance brokers. Individuals reporting incidents in this way need have no fear or concern about action being taken against them.

As an affiliated member this liability insurance covers club trips for every club member but for unled trips you should get individual SCA membership to be covered.

Liability insurance is in case you injure someone or damage their property, it doesn't cover loss or theft or your own injuries.

FCC Coach Duties & Responsibilities

FCC has a list of duties to be performed before any coaching activity. These can be found on our website Documents page

<http://www.forthcc.com/coach-duties-and-responsibilities>

If you have any questions on this please resolve these prior to doing any coaching and be certain you are aware of the document contents prior to your first coaching session.

Child Protection Policy

FCC takes child protection very seriously. All coaches are required to go to child protection training, and sign up to the code of conduct (section 8). Please find the policy here -

<http://www.forthcc.com/sites/www.forthcc.com/files/FCC%20CP%20policy%20June%202011.pdf>

and make yourself aware of this. Our CP officer Sabine should meet with you to fill in your Disclosure documents to get you registered on the PVG Scheme and go over the CP training dates as soon as you start coaching with FCC.

All coaches must sign up to the code of conduct and hand this in with their documents:

<http://www.forthcc.com/sites/www.forthcc.com/files/FCC%20Code%20of%20Conduct%20for%20Sa%20guarding%20Children%20in%20Canoeing.pdf>

Risk Assessment

The boathouse risk assessment can be found on the website Documents page. All coaches should make themselves fully familiar with this before their first coach activity.

Coaches will also need to practice dynamic risk assessment and assess situations as they develop for the overall health and safety of coaches, volunteers, participants and junior participants.

FCC Equipment Use

Coaches should be aware that FCC operate a 'you bend it, you mend it' policy for all equipment use meaning any loss is the participant or coach's own personal liability and must be paid for. You should make all participants aware of this.

Hut Induction

Our Hut Custodian or Club Coach will meet with new coaches and other keyholders to give a 10 minute explanation into the workings of the boathouse and hand over their key. This includes access to the boathouse, how to lock and unlock the building, use the alarm and to place items back properly in the boathouse.

Documents Needed

To become a coach helper, the coaching coordinator will review your documents to confirm your coaching qualifications. They include the following:

- a. SCA membership card
- b. Coach qualification certificates
- c. FSRT and other rescue certificates
- d. Disclosures
- e. First Aid certificates
- f. Child Protection Training certificates
- g. Signed FCC Code of Conduct for Safeguarding Children in Canoeing

History

Forth Canoe Club is Scotland's oldest surviving club. It was founded in 1934 and turned 80 in 2014. It originally met at Granton harbour before moving to Lochrin Basin when we organised the dredging of that end of the Union Canal in 1980. Following the Millennium Link which completed the dredging of the canals and opened them all the way to Glasgow we were unceremoniously removed from our buildings at Lochrin Basin and put in our current boathouse at Harrison Park.

We have always worked at all levels of the sport from beginners to Olympic paddlers. In 2012 David Florence won a silver medal in C2 slalom at the London Olympics.

We typically use the word canoeing to refer to the whole sport in traditional British English use, although many people use American English which splits the sport into canoeing and kayaking.

The first Commodore was Jack Cuthill, Kelso Riddell took over following our move to Lochrin Basin and in 2014 Mick James took on the Commodore jacket.

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