



# Performance Coach Award Course Guide

## **BCAB Performance Coach Award Course Guide**

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## Introduction

Welcome to the Performance Coach Award Course Guide. This guide introduces you to the qualification content and structure.

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

- our qualifications give hands-on knowledge and competence to deliver paddlesport sessions;
- British Canoeing Awarding Body has over 45 years' experience running coaching and instructor 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 45 years;
- our qualifications are included in the Register of Regulated Qualifications;
- we aim to provide fit-for-purpose qualifications through a quality assured, cost effective service;
- we are the only Awarding Body offering the Performance Coach Award 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 Performance Coach Award qualification is on the Ofqual Register of Regulated Qualifications at Level 4.

Performance Coach Award 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 Performance Coach pathway is designed to support experienced coaches further develop and refine their coaching practices, and in doing so enhance their ability 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 qualification pathway should also be safe, engaging and enjoyable; with the coach steering their own learning and development in areas they feel relevant and pertinent. The community of coach developers, course facilitators and mentors form a critical part of the coaches' resources, available to offer support, guidance and challenge through the process.

## **British Canoeing Awarding Body Performance Coach Award**

### **The Vision**

Performance coaching is all about inspiring, motivating and supporting individuals to enhance their long-term development as paddlers. To do this you will be developing highly sophisticated, individualised coaching practices, underpinned by deep understandings of interpersonal relationships. Your understandings will be supported by well-informed insights into the technical and tactical elements within a discipline, enabling individual learner solutions.

As a passionate high performing coach, self-awareness, self-reflection and analysis will underpin your personal development. An inquisitive curiosity will drive this process, inspiring and developing lifelong learning and knowledge through your coaching.

### **The Qualification Aim**

The programme is designed to support you to further develop and refine your coaching, enhancing your ability to use sophisticated coaching practices to improve the performance and long-term development of the paddlers you coach.

As an experienced, well-practiced coach you will already have existing (and verified) skills, knowledge and understanding in your chosen discipline(s)/environment(s), and your specific learning and development needs will be unique and wide ranging.

Given this existing base of skills and experience, it is important that you steer the direction and focus of your learning in areas that are most relevant and pertinent to you. The programme's core function is to provide support and guidance so you can maximise your learning through appropriate challenges and relevant opportunities.

This is an ideal programme for intrinsically driven, experienced coaches who want to get better at coaching the paddlers they work with, and for those who seek recognition that their delivery meets enhanced levels of sophistication.

## Discipline Options

The qualification options (and remits) align with the Coach Award qualifications.

These are the (Level 4 endorsed) pathways available:

- Performance Canoe Coach (Sheltered Water)
- Performance Kayak Coach (Sheltered Water)
- Performance Freestyle Coach
- Performance Open Water Canoe Coach
- Performance Open Water Canoe Coach (Advanced Water)
- Performance Polo Coach
- Performance Racing Coach (Sheltered Water)
- Performance Racing Coach (Moderate Water)
- Performance Sea Kayak Coach
- Performance Sea Kayak Coach (Advanced Water)
- Performance Slalom Coach (Grade 1/2)
- Performance Slalom Coach (Grade 2/3)
- Performance Surf Kayak Coach
- Performance Surf Kayak Coach (Advanced Water)
- Performance Stand Up Paddleboard Coach (Open Water)
- Performance Stand Up Paddleboard Coach (Sheltered Water)
- Performance Stand Up Paddleboard Coach (White Water)
- Performance Stand Up Paddleboard Coach (Race)
- Performance White Water Canoe Coach
- Performance White Water Canoe Coach (Advanced Water)
- Performance White Water Kayak Coach
- Performance White Water Kayak Coach (Advanced Water)
- Performance Wild Water Racing Coach

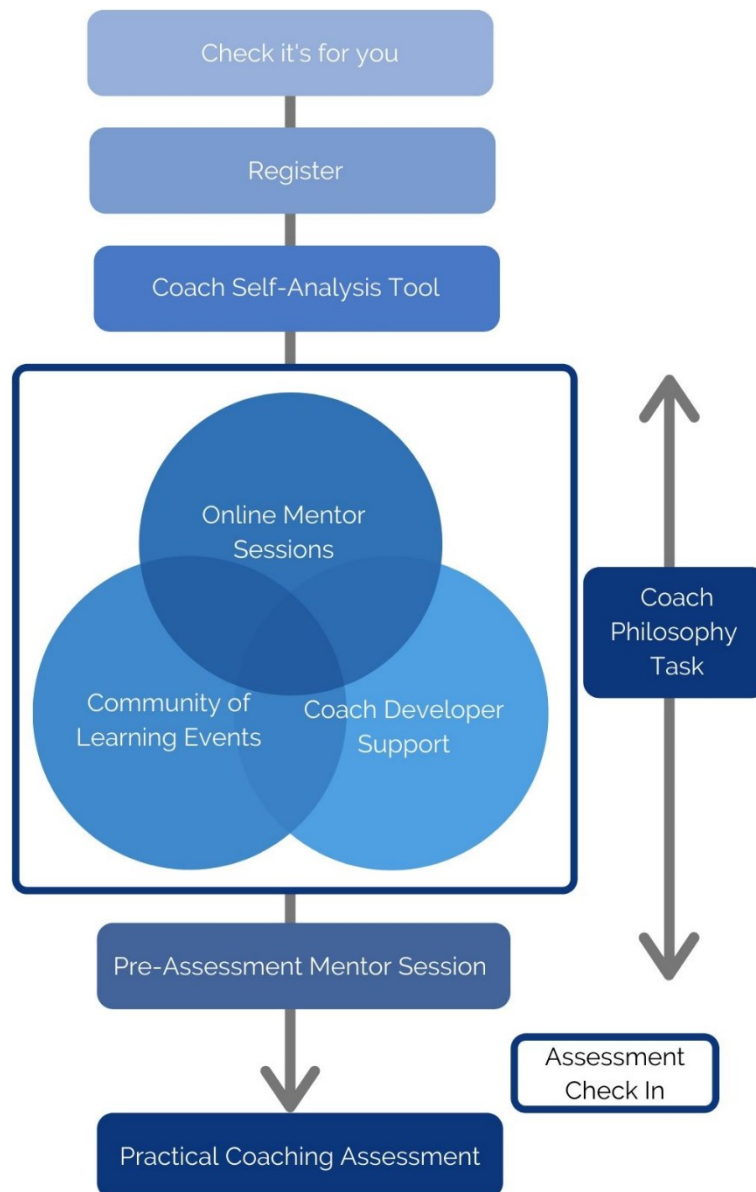
Note, that you will be required to engage in the course and all that it requires through the medium of English language (unless the course is advertised/delivered through Welsh language).

## **The Learning Journey**

The learning journey is fluid and personalised to every coach who undertakes the programme. The key components of the award are the same but, as an experienced coach, you will steer the direction and focus of your learning in areas that are most relevant to you. The journey can be personalised every step of the way, by understanding the capabilities and skills you arrive with, you decide the skills, knowledge and experience you want to learn and develop.

The following diagram illustrates the different components of the Performance Coach pathway:





### Check it is for you

If you are interested in the programme you need to contact your Delivery Centre to arrange an initial online meeting. This will help you assess the programme's suitability for your specific learning needs and allow you to check that it will provide the learning opportunities you seek. There will be chance to explore your expectations and to ask questions prior to registering.

Given that the qualification is designed to build and refine existing skills, it is important that you have a base of experience and are currently actively coaching in the discipline/environment relevant to the pathway you wish to follow. See Appendix

1 for details of suitable qualifications and for information about Accreditation to Prior Learning (APL). During the conversation, your Delivery Centre will be able to offer support, guidance and make recommendations to help ensure you have the essentials in place and to help you move forwards appropriately.

## **Register**

After your initial online meeting you can register with your Delivery Centre if you wish to start the programme.

Registration prerequisites:

- Relevant coaching qualification or APL (see [Appendix 1](#));
- Full National Association Delivery Centre membership;
- In date First Aid training;
- Safeguarding training (as required by your Delivery Centre).

Registration includes the following components:

- Three online mentor sessions;
- A face-to-face coach developer touch point;
- Pre-Assessment mentor session (presentation).

## **Coach Self Analysis**

The British Canoeing Awarding Body Coach Self Analysis Tool will aid you in identifying specific areas of development, helping you to plan your own unique learning journey. Based on your responses you will also be signposted to appropriate resources to support your learning and development. [Click here to access the coach self-analysis tool.](#)

The coach self-analysis tool should be used prior to your first online mentor session (see below) to help steer these initial conversations.

## **Online Mentor Sessions**

Your development and thinking are supported during the programme through online mentor sessions (approximately 1 hour each). During these sessions, discussion with a Performance Coach Mentor will support your holistic development, through joint discussion, encouraging reflection, stimulating insights and action.

You can arrange as many of these mentor sessions as you wish; three are included within your registration fee and additional sessions can be arranged for an additional cost. You need to engage in at least three mentor sessions prior to assessment.

## **Community of Learning Events**

A calendar of online, blended learning and face-to-face events will be available for:

- Those registered for the Performance Coach programme,
- Coaches wanting to use as a Continual Professional Development (CPD) opportunity,
- Coaches wanting to see if the programme is right for them,
- Qualified Performance Coaches that want to be part of a Community of Practice.

These events provide opportunities to explore 'Performance Coaching' and how this relates to 'Who', 'What' and 'How' you coach.

Coaches will share these events with other highly motivated, skilled and experienced coaches from a range of disciplines, having powerful opportunities to explore,

develop and refine your thinking about your coaching practices, knowledge and understandings.

The support and challenge your peers, facilitators and specialists bring to these events should feed your curiosity; stimulating you to explore and stretch new ideas in your coaching whilst also helping you to refine your existing practices.

You can attend as many of these events as you wish; there is a minimum requirement to attend at least one Community of Learning event prior to assessment<sup>1</sup>.

### **Coach Developer Support**

The role of a Coach Developer is to support your practical, on-the-job development, to aid in the development of your specific and specialist knowledge, skills and understandings.

Unlike other British Canoeing Awarding Body Coaching qualifications and awards, you have autonomy over the topics you wish to explore, and it is up to you to seek learning in the areas most pertinent to your coaching role. Performance Coach Developer sessions take place in real practical coaching situations, to enable you to develop your practice through discussion, feedback, observation, critical reflection, sharing ideas and supportive challenge.

You can arrange as many of these Coach Developer ‘touch points’ as you wish; one is included within your registration fee and additional sessions can be arranged for an additional cost. You need to engage in at least one ‘touch point’ prior to assessment with a registered Performance Coach Developer.

Recognised Performance Coach Developers’ details are available through your Delivery Centre.

## **Coaching Philosophy Task**

Throughout the Performance Coach programme, you will be challenged and supported to further develop deep understanding in how your values and beliefs shape and underpin your coaching practice. This topic will be threaded into sessions with your Mentor, Coach Developers and Community of Learning Events and you will be provided with support materials to help you develop your thinking in this area.

## **Pre-Assessment Mentor Session**

An online session with your Performance Coach Mentor should be arranged when you feel ready to progress to (and before booking) the practical coaching assessment. This will help you check your readiness for assessment and fine-tune your final preparations.

During this session you will also present and discuss your coaching philosophy. This gives you the opportunity to articulate your thinking and share examples to showcase how it influences your coaching practices. There are strong links between your presentation and your practical coaching assessment.

A recording of the Pre-Assessment Mentor session and any supporting materials will be shared with the assessor working with you on your practical assessment to provide context and background into how and why you go about your coaching practice as you do.

By the end of this mentor session, you will either be given the go ahead to make arrangements for setting up your practical assessment or, if further development is required, a personal action plan will be agreed.

One pre-assessment mentor session is included within your registration fee. If additional sessions are required, they can be arranged with your Delivery Centre at an additional cost.

## Assessment

### Introduction

To achieve your Performance Coach Award qualification, you need to successfully complete a practical assessment focused on your coaching skills.

### Assessment Check-In

Prior to your assessment you are required to have completed an Assessment Check In, giving you approval to proceed to assessment. This requires you to have:

- Attended at least one [community of learning event](#)/programme;
- Completed at least three [online mentor sessions](#);
- Completed a day with a recognised [Performance Coach Developer](#);
- the required evidence from the pre-assessment mentor session, including;
  - a recording of the session and any supporting materials used;
  - a copy of the mentor report and recommendation;
- Valid Delivery Centre Coach Update Status, including:
  - Full National Association Membership;
  - In date First Aid training;
  - Safeguarding training;
  - Evidence of Continuous Personal Development (CPD).

Once the Check In process has been completed, you will work together with your Delivery Centre to set up your practical coaching assessment.

Further details are available from your Delivery Centre.

### Practical Coaching Assessment

You are required to organise, plan and deliver a minimum of 3-hours' quality coaching for a least two learners. The learners should be typical of the people you normally coach, and suitable for coaching in the stated award environments.

The 3-hours' quality coaching should be organised to suit the needs of the learners; it could be through separate (linked) practice-based sessions, multiple smaller sessions, or one long session.

During the practical assessment you have responsibility for athletes'/learners' safety, enjoyment and learning. You are responsible for gathering information about the athlete/learner needs, the environment and any safety-related matters, and using this information to ensure your session content and delivery meets the needs and motivations of the athletes/learners.

Evidence will, in the main, be gathered by your Assessor from observation of performance. This will be supplemented by questioning and discussion before, in-between and after the observed sessions.

During the assessment, you are required to show that you have the skills, background knowledge and understanding to use sophisticated coaching practices to enhance and optimise participants' and groups of participants' long-term development and wellbeing.

### **Further information**

The 'Performance Coach Assessment Guidance' provides full information regarding the standards and further details regarding the assessment.

### **Certification**

Successful completion of the assessment will result in a recommendation for you to be awarded the Performance Coach Award qualification. The Assessor will submit the paperwork to their Delivery Centre for verification. It is then sent on to British Canoeing Awarding Body for certification.

If you are not successful at assessment, you can present at a different assessment when you are ready. Your assessor will support you in understanding the next steps and help you identify areas for development.

## Remit

British Canoeing Awarding Body recommends the Performance Coach Award is the right qualification for coaches working in the specific discipline/environment without supervision (environments are defined in [Appendix 2](#)). The British Canoeing Awarding Body '[Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders](#)' document provides further guidance. If you are ever unsure, please contact your Delivery Centre.

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.



## 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 and awards. The 'Equal Opportunities for Access and Fairness in Assessment Policy' 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 Delivery Centre. The Delivery Centre will make sure you are assessed in a suitable manner in line with the policy. The Delivery Centre will be familiar with these guidance notes and can help you understand them if necessary.

**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. Moreover, 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, with respect to the candidates and/or centres concerned, as is necessary to maintain the integrity of the relevant qualifications and awards.

## Contact Details

Further course details, membership and registration information is available direct 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)

### **Paddle Cymru**

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

### **Paddle Scotland**

Grandtully Station Park  
Grandtully  
Pitlochry PH9 0PL  
Tel: 01887 292040  
[coaching@paddlescotland.org.uk](mailto:coaching@paddlescotland.org.uk)  
[www.paddlescotland.org.uk](http://www.paddlescotland.org.uk)

### **Paddle Northern Ireland**

Belfast Boat Club  
12 Lockview Road  
Belfast BT9 5FJ  
Tel: 07526 691171  
[admin@paddleni.org.uk](mailto:admin@paddleni.org.uk)  
[www.paddleni.org.uk](http://www.paddleni.org.uk)

### **British Canoeing Awarding Body**

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

## **Appendix 1: Prerequisite Coaching Qualifications, Awards and APL**

### **Relevant Prerequisite Coaching Qualifications and Awards**

To register for the Performance Coach Award programme, you need to hold a discipline specific coaching qualification in the same discipline and environment that you wish to pursue. Minimum British Canoeing (UKCC) Level 2, or BCU Level 3.

The following options are suitable:

- The corresponding Coach Award;
- The corresponding Moderate Water Endorsement or BCU Level 3 Coach;
- The corresponding Advanced Water Endorsement or BCU Level 5 Coach.

### **Accredited Prior Learning**

If your coaching practiced has been verified through alternative means, you can apply to your Delivery Centre for Accreditation of Prior Learning (APL). The APL service will consider other nationally recognised, professional awards and other training and assessment schemes, other than its own, where they are identifiable as being of equal or higher standard. Further details are available from Delivery Centre websites.

## Appendix 2: Qualification Operating Environments

Award Name	Upper Limit of Operating Environment <sup>2</sup>
Performance Canoe Coach (SW)	Sheltered water
Performance Kayak Coach (SW)	Sheltered water
Performance Freestyle Coach	Any suitable freestyle venue – park and play (not journeying).
Performance Open Water Canoe Coach	Moderate inland water
Performance Open Water Canoe Coach (Advanced Water)	Advanced inland water
Performance Polo Coach	Swimming pools and sheltered water sites
Performance Racing Coach (Sheltered Water)	Sheltered water
Performance Racing Coach (Moderate Water)	Moderate inland water
Performance Sea Kayak Coach	Moderate water (Sea)
Performance Sea Kayak Coach (Advanced Water)	Advanced water (Sea)
Performance Slalom Coach (Grade 1/2)	Grade 1/2 slalom competition/training venues

<sup>2</sup> For definitions, please see ‘British Canoeing Awarding Body Environmental Guidance for Instructors, Coaches and Leaders’.

Performance Slalom Coach (Grade 2/3)	Moderate water slalom competition/training venues
Performance Stand Up Paddleboard Coach (Open Water)	Moderate inland water
Performance Stand Up Paddleboard Coach (Sheltered Water)	Sheltered water
Performance Stand Up Paddleboard Coach (White Water)	Moderate white water (not involving shooting weirs)
Performance Stand Up Paddleboard Coach (Race)	Moderate inland water
Performance Surf Kayak Coach	Moderate surf
Performance Surf Kayak Coach (Advanced Water)	Advanced surf
Performance White Water Canoe Coach	Moderate white water
Performance White Water Canoe Coach (Advanced Water)	Advanced white water, no more than grade 3(4)
Performance White Water Kayak Coach	Moderate white water
Performance White Water Kayak Coach (Advanced Water)	Advanced white water, no more than grade 4(5)
Performance Wild Water Racing Coach	Moderate white water

## **Appendix 3: British Canoeing Awarding Body Coaching and Leadership Qualifications and Awards**

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

The **Paddlesport Instructor** and **Stand-Up Paddleboard Instructor** qualifications are for people whose main focus is delivering taster/starter sessions within clubs, centres or other organisations. The qualification is suitable for instructors who work with paddlers from any of the competitive and non-competitive paddlesport disciplines.

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 many options available covering all of our main disciplines and environments. These qualifications are endorsed at Level 3.

The **Performance Coach Awards** are designed to support the development of well-practiced and experienced coaches, refining their ability to use sophisticated coaching practices to effectively enhance individuals' long-term development as paddlers. There are different discipline options, similar to the Coach Award pathways. The qualifications are Level 4 endorsed.