



# Coach Award Course Guide

## **British Canoeing Awarding Body Coach Award Course Guide**

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## Contents

British Canoeing Awarding Body Coach Award Course Guide	2
Introduction	4
British Canoeing Awarding Body Coaching and Leadership Qualifications and Awards	6
The Coach Awards	7
Coach Award Qualification Pathway	9
Preparation	10
Essential Training	11
Core Coach Training	12
Discipline Specific Training	13
Coach Award eLearning Package	14
Independent and Supplementary Learning	15
Assessment	18
Once Qualified	20
Your Remit	20
Minimum Standards of Deployment	20
Furthering your Qualifications	21
Supporting Policies	22
Recommended Resources	24
Contact Details	26
Appendix 1: Accredited Prior Learning	27
Appendix 2: Discipline Specific Prerequisites	29
Appendix 3: Personal Skills Guidance	32
Coach Award Personal Paddling Skills Checklist	33
Appendix 4: Personal Performance Awards	36

## Introduction

Welcome to the British Canoeing Awarding Body Coach Award Course Guide. This guide introduces you to the qualifications' content and structure.

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

- Our qualifications give hands on knowledge and competence to coach paddlesport activity;
- British Canoeing Awarding Body 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;
- 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](http://www.britishcanoeingawarding.org.uk))

Coach Award training and assessment courses are delivered via 'Delivery Centres' externally verified by 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 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.

## **British Canoeing Awarding Body Coaching and Leadership Qualifications and Awards**

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 and Stand Up Paddleboard Instructor** is aimed at those running Paddlesport/SUP starter/taster sessions within the safety management systems of clubs, centres or other organisations, on very sheltered water environments. The qualification will support the Instructor with practical skills such as kitting up a group and getting afloat, initial familiarisation activities, games and activities and how to use mini journeys to support learning, inspire adventure and exploration. The qualification is 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 various options available covering all of our main disciplines and environments. See page 7 for details. These qualifications are endorsed at Level 3.

The **Performance Coach Award** 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. The Performance Coach is available in 21 pathways, across all our main disciplines and environments. The qualifications are 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 (Level 3 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
- Open Water Canoe Coach (Advanced Water)
- Polo Coach
- Racing Coach (Sheltered Water)
- Racing Coach (Moderate Inland Water)
- Sea Kayak Coach
- Sea Kayak Coach (Advanced Water)
- Slalom Coach (Grade 1/2)
- Slalom Coach (Grade 2/3)
- Surf Kayak Coach
- Surf Kayak Coach (Advanced Water)
- Stand Up Paddleboard Coach (Open Water)
- Stand Up Paddleboard Coach (Sheltered Water)
- Stand Up Paddleboard Coach (White Water)
- Stand Up Paddleboard Coach (Race)
- White Water Canoe Coach

- White Water Canoe Coach (Advanced Water)
- White Water Kayak Coach
- White Water Kayak Coach (Advanced Water)
- Wild Water Racing Coach

## **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 Delivery Centre at any point on their journey to assessment.

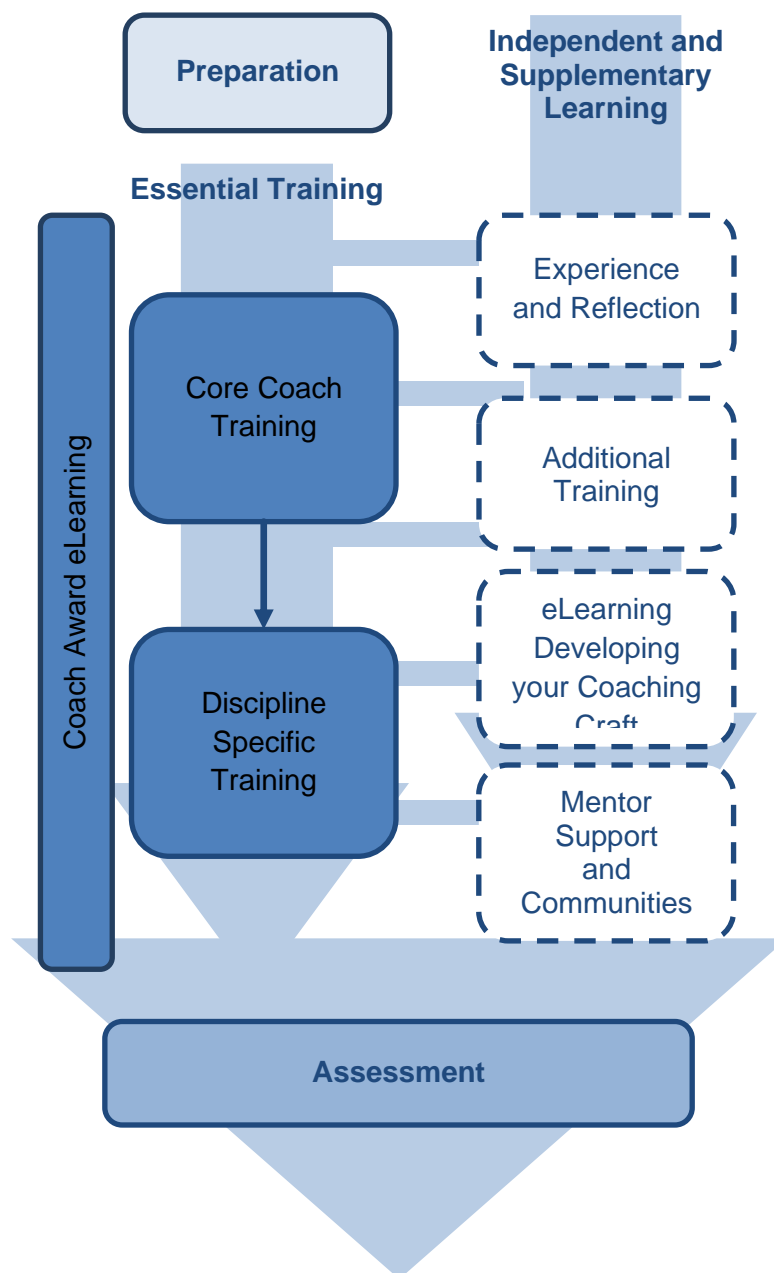
It is highly recommended that coaches register early to enable access to the eLearning Coach Award package which provides supportive material and signposting to development opportunities.

Further details are available from the Delivery Centres.



## 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 Awarding Body Website

The British Canoeing Awarding Body 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 Delivery Centre so you make an informed decision on what course best suits your skill, knowledge, environment and aspirations.

## eLearning

**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 Awarding Body 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 3](#) 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 Delivery Centres. Courses are individually priced and costs will differ depending on the overheads involved.

Coaches who have already completed British Canoeing Awarding Body Coach Training or Assessments that include similar content can choose to by-pass the Core or Discipline Specific training if they wish. See [Appendix 1](#) for details of recognised alternatives.

The Core Coach Training and the Discipline Specific Training courses are recognised by British Canoeing Awarding Body and the Delivery Centres as valid CPD evidence for the Coach Update Scheme.

## **Core Coach Training**

Through either an online programme or a practical based course, you will explore different approaches to coaching, understanding and enabling learning, and some core coaching skills.

### **What are the Prerequisites?**

- Full National 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 Awarding Body 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. The training is designed for those working towards a Coach Award and is also suitable as stand-alone training.

## **What are the Prerequisites?**

- Full National Association Membership;
- Relevant Leadership Award for some disciplines (as listed in [Appendix 2](#));
- Core Coach Training (or equivalent, as listed in [Appendix 1](#)).

## **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, craft-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 Awarding Body 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.

## **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 Awarding Body 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 Awarding Body 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).

### **Digital Library**

The [Digital Library](#) includes a wide range of resources from across the disciplines, including videos, audio books, blogs, presentations, academic research, etc.

### **Coach Self-Analysis Tool**

The [Coach Self-Analysis Tool](#) enables an individual to gauge their current level of understanding, skill and knowledge in their chosen discipline. The tool provides a personal overview of the coaches' current practice, giving a holistic view, as well as a specific breakdown in each of the areas. The analysis offers considerations of how the coach may want to support their continual learning and development.

### **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 [Registration](#) for details);
- Coach Award eLearning (see [eLearning](#) for details);
- Coach Award Core Training (or alternative as listed in [Appendix 1](#));
- Coach Award Discipline Specific Training (or alternative as listed in [Appendix 1](#));
- Relevant Leadership Award for some disciplines (as listed in [Appendix 2](#)).

Evidence of minimum standards of deployment:

- In date First Aid Training (see requirements in [Appendix 2](#));
- Safeguarding Training (as required by your Delivery Centre);
- Full National Association Membership;
- Aged 16 or over at the time of assessment (18 for Advanced Water Options).

Once all prerequisites are in place you need Delivery Centre approval to proceed to assessment. Further details are available from your Delivery Centre.

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 Delivery Centre 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 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 Awarding Body recommends the Coach Award is the right qualification for coaches working in the specific environment without supervision (environments are defined in [Appendix 2](#)). The British Canoeing Awarding Body 'Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders' 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.

## **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 Delivery Centre can support you in these areas is available through their websites. British Canoeing Awarding Body offers a **Coach Update** scheme through the Delivery Centres 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 Delivery Centre 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 Awarding Body 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 Delivery Centre websites.

## 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 in relation to Access to, 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 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 Delivery Centre 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 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 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, 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**

#### **Instructor eLearning**

This eLearning package is designed to cover a range of syllabus topics relevant to the 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 Awarding Body 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 <https://www.britishcanoeingawarding.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 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)

### **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)

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## **Appendix 1: Accredited Prior Learning**

Coaches who have already completed British Canoeing Awarding Body 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 Awarding Body Level 2 Training OR Assessment;
- British Canoeing Awarding Body Moderate or Advanced Water Training OR Assessment;
- British Canoeing Awarding Body Level 3 Core Training OR Assessment.

### **Canoe and Kayak Coach (Sheltered Water) Training**

Coaches who have completed a 4-day Level 2 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 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 Delivery Centre for further details.

## Appendix 2: Discipline Specific Prerequisites

<b>Award Name</b>	<b>Craft-Based</b>	<b>First-Aid</b>	<b>Leadership Award Prerequisite for Discipline Specific Training/Assessment</b>	<b>Upper Limit of Operating Environment</b> For definitions, please see 'British Canoeing Awarding Body Environmental Guidance for Instructors, Coaches and Leaders'.
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	Any suitable freestyle venue – park and play (not journeying).
Polo Coach	Optional	1-day	n/a	Swimming pools and sheltered water sites

Racing Coach (Sheltered Water)	Optional	1-day	n/a	Sheltered water
Racing Coach (Moderate Inland Water)	Optional	2-day	n/a	Moderate inland water
Slalom Coach (Grade 1/2)	Optional	1-day	n/a	Grade 1/2 slalom competition/training venues
Slalom Coach Grade (2/3)	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 or Canoe Open Water Leader*	Moderate inland water
Sea Kayak Coach	Yes	2-day	Sea Kayak Leader (tidal)*	Moderate tidal water
Surf Kayak Coach	Yes	2-day	Surf Kayak Leader*	Moderate surf

Stand Up Paddleboard Coach (Open Water)	Yes	2- day	SUP Inland Open Water Leader	Moderate inland water
Stand Up Paddleboard Coach (Sheltered Water)	Yes	1- day	SUP Sheltered Water Leader	Sheltered inland/tidal water
Stand Up Paddleboard Coach (White Water)	Yes	2- day	SUP White Water Leader	Moderate white water, no more than grade 2(3), (not involving shooting weirs)
Stand Up Paddleboard Coach (Race)	Yes	2- day	SUP Inland Open Water Leader	Moderate inland water
White Water Canoe Coach	Yes	2- day	Canoe Leader or Canoe White Water Leader*	Moderate white water, no more than grade 2(3)
White Water Kayak Coach	Yes	2- day	White Water Kayak Leader or White Water Leader*	Moderate white water, no more than grade 2(3)
Open Water Canoe Coach (Advanced Water)	Yes	2- day	Advanced Canoe Leader or Advanced Canoe Open Water Leader†	Advanced inland water
Sea Kayak Coach (Advanced Water)	Yes	2- day	Advanced Sea Kayak Leader (tidal)†	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 or Advanced Canoe White Water Leader†	Advanced white water, no more than grade 3(4)
White Water Kayak Coach (Advanced Water)	Yes	2-day	Advanced White Water Kayak Leader or Advanced White Water 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 craft-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. As a guide, we would consider the relevant Personal Performance Awards to be a suitable measure of personal competence, which can be found in Appendix 4.

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.

<b>Coach Award Personal Paddling Skills Checklist</b>				
<b>The Coach:</b>		<b>1</b>	<b>2</b>	<b>3</b>
<b>Strong foundations</b>	Shows appropriate sitting, kneeling, high 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, paddle and craft			
	Uses the points of the body that are in contact with the craft and a basic level of muscle tension through the core to 'connect' the craft and the body			
	Can efficiently transfer power from the body and water to create movement of the craft			
	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 craft and paddle			

	Can anticipate and react to environmental challenges, with well-timed craft and paddle placement/loading			
Launching and landing	Can correctly set-up their craft (e.g. seat, footrest, backrest, airbags, fins, painters, spray deck, paddle leash, etc.)			
	Uses safe lifting and carrying techniques to move a craft 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 craft 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 craft straight through a narrow gap using appropriate paddle movements			
	Can stop and accelerate in reverse within 1-2 craft lengths (Kayak and Canoe)			
	Can stop in a controlled manner within a minimum number of strokes (approximately 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 craft 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 craft into a new position (Kayak and Canoe)			
	Can move their craft sideways (approximately 5m) from a stationary position in both directions			
	Can sideslip at least a craft 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 craft off balance), static and on the move			

1= Always

2 = Sometimes

3 = Rarely

## Appendix 4: Personal Performance Awards

As a guide, we would consider the relevant Personal Performance Awards to be a suitable measure of personal competence.

<b>Coach Award</b>	<b>Personal Performance Award</b>
Kayak Coach (SW)	Touring Award/ Sea Kayak Award/White Water Award/Surf Kayak Award/Racing Explore Award/Flat Water Freestyle Award/Polo Explore Award/Slalom Explore Award/Wild Water Racing Explore Award
Canoe Coach (SW)	Canoe Award / Touring Award
Canoe & Kayak Coach (SW)	Touring Award/Canoe Award/ Sea Kayak Award/White Water Award/Surf Kayak Award/Racing Explore Award/Flat Water Freestyle Award/Polo Explore Award/Slalom Explore Award/Wild Water Racing Explore Award
Freestyle Coach	Freestyle Award
Polo Coach	Polo Perform Award
Racing Coach (both pathways)	Racing Perform Award
Slalom Coach (both pathways)	Slalom Perform Award
Wild Water Coach	Wild Water Racing Perform Award
Surf Kayak Coach (MW)	Progressive Surf Kayak Award
Surf Kayak Coach (AW)	Advanced Surf Kayak Award
Open Water Canoe Coach (MW)	Progressive Canoe Award

Open Water Canoe Coach (AW)	Advanced Canoe Award
Sea Kayak Coach (MW)	Coastal Sea Kayak Award
Sea Kayak Coach (AW)	Advanced Sea Kayak Award
Stand Up Paddleboard Coach (Sheltered Water)	SUP Sheltered Water Award
Stand Up Paddleboard Coach (White Water)	SUP White Water Award
White Water Canoe Coach (MW)	Progressive Canoe Award
White Water Canoe Coach (AW)	Advanced Canoe Award
White Water Kayak Coach (MW)	Progressive White Water Award
White Water Kayak Coach (AW)	Advanced White Water Award