



**Bell Boat Helm  
Course Guide**

## **Bell Boat Helm Course Guide**

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## **Introduction**

Welcome to the British Canoeing Awarding Body Bell Boat Helm 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 lead paddlesport activity;
- British Canoeing Awarding Body has over 40 years' experience providing paddlesport qualifications;
- We aim to give you support and impartial advice whatever your experience, skills or specific needs;
- Our qualifications have been accepted as the industry standard for over 35 years;
- We aim to provide fit for purpose qualifications through a quality assured and cost effective service.

British Canoeing Awarding Body Bell Boat Helm courses are delivered via British Canoeing Awarding Body. There are systems of internal and external verification 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 Bellboat Helm is designed to support leaders/helms to run safe, quality, enjoyable sessions based on their group's needs and aspirations; in a way that is both supportive and empowering to the individual. We hope through this approach that paddlers will achieve success, this success being focused on the journey and not the destination.

As an aspirant Bellboat Helm, your training/assessment experience should also be safe, engaging and enjoyable, with you guiding your own learning and development. Our course Providers should deliver the programme using a supportive and

empowering approach to instil an active passion for both paddlesport and leading. Whilst meeting your individual needs, fostering a sense of a paddling community and developing understanding and respect for the environment in which paddlesport takes place.

## **The British Canoeing Awarding Body Bell Boat Helm**

### **Aim**

The Bell Boat is a twin-hulled open canoe seating up to 12 paddlers, including the helm. It is a standard class boat. Bell Boating is a rewarding and enjoyable paddlesport activity that can be used in outdoor education, expeditions and competition.

### **Areas of Operation**

The Bell Boat Helm Award is aimed at teachers, coaches, youth leaders and others who wish to use Bell Boats to introduce paddlers to, and develop them for, paddlesport on sheltered water. The Bell Boat Helm Award permits the award holder to take responsibility for the crew and the boat and is relevant for use throughout the year within the guidelines and conditions attached to the award. The main priorities of the Helm for themselves and their crew are safety and enjoyment.

### **Course Structure**

Candidates can either attend a formal training course, or receive training through other options such as bespoke training in order to gain the relevant knowledge and experience. Any training should cover the course content and cover the requirements of the assessment. The course content should include personal skills, group control and safety.

### **BCAB Bell Boat Helm Training Content (1 day)**

#### **Training ratio: 1:6**

- Philosophy behind the Bell Boat;
- Sheltered Water – Remit and Ratios;
- Risk Assessment – able to identify hazards and risks and how to reduce/remove them;
- Safety: Limit of own abilities and the group; Environment (current, weirs, locks, weather); Equipment; Emergency Procedures (including person overboard); Leptospirosis;
- Coaching: managing the group;

- Coaching: techniques – paddling, steering, manoeuvring;
- Negotiating a Lock (lining, if relevant to the location);
- General Information: The next step; British Canoeing Awarding Body; Access to water; the Environment.

### **Bell Boat Helm Assessment (1 day)**

Ahead of the assessment, evidence of the following is required:

- Full National Association membership
- Valid (within 3 years) British Canoeing Awarding Body recognised one day First Aid Award
- Valid (within 3 years) British Canoeing Awarding Body recognised Safeguarding Training
- Age 16 or over at the time of assessment (please note, Candidates cannot be deemed responsible for leadership by law until they turn 18).
- Candidates complete the Assessment Check In with their Delivery Centre.

### **Assessment ratio: (1:6)**

Candidates will be conversant with the Bell Boat Helm course content and expected to demonstrate the following knowledge and skills with a Bell Boat and crew, successfully and safely:

- Safety routines, checking equipment and screening crew;
- Load a boat and give safety information to crew;
- Move away from the bank;
- Basic forward paddling technique;
- Teach proper use of the paddle and basic paddle strokes;
- Emergency stop;
- Steering the boat over a straight course;
- Steering through a figure of eight course;
- The procedure for negotiating a lock;
- An approach to the landing stage, disembark the crew and secure the boat;
- The procedure for lining the boat round a rapid or weir (venue dependent).

**Note:** A Bellboat Helm training and assessment can be combined and delivered over a 2-day period.

## **Equipment**

All relevant Bell Boat equipment will be supplied. Course participants will be required to bring their own buoyancy aid and personal equipment for the duration of the programme.

## **Certification**

Candidates who successfully complete the course will be recommended to British Canoeing for certification subject to a candidate fee.

## **Minimum Standards of Deployment**

We recommend the following as appropriate minimum standards of deployment for Bell Boat Helms:

- Current and relevant first aid training;
- Liability insurance;
- Knowledge of Child Protection guidelines and good practice;
- Commitment to continual professional development;
- Maintenance of currency in personal skills, safety and rescue skills and leadership skills.

The 'British Canoeing Awarding Body Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders' document provides further guidance on the deployment of British Canoeing Awarding Body qualified Coaches and Leaders. If you are ever unsure, please contact your National Association.

## **First Aid Training**

British Canoeing Awarding Body believes that First Aid is an essential skill for all paddlesport Helms, Coaches and Leaders, and that they have a duty to maintain a current first aid award to ensure they can look after paddlers in their care.



It is the responsibility of British Canoeing Awarding Body helms/coaches/leaders and/or their deployers to evaluate their likely work and the type of situations that they can reasonably expect to encounter and to maintain current appropriate first aid training. Influencing factors such as remoteness, facilities to hand, other trained first aid provision available etc. will need to be considered. As part of this process it is important to consider the training course content and course length, the competency and experience of the provider.

Please see the British Canoeing Awarding Body First Aid Policy for further information.

### **Liability Insurance**

Any person taking on leadership responsibilities is required to have liability insurance as part of their duty of care to those they are looking after. Liability insurance cover is a benefit of British Canoeing and the National Association membership and normally applies to; individual members resident in the UK; affiliated clubs and registered members of affiliated clubs resident in the UK. Further details of the insurance cover provided, exclusions, requirements for the insurance to be considered valid, and the types of activities covered are provided by the insurance companies with contact details available on the National Association websites.

### **Knowledge of Child Protection Guidelines and Good Practice**

British Canoeing Awarding Body aims to ensure that anyone who is in regular contact with children and young people through paid or voluntary roles within the sport have completed the minimum safeguarding training requirements for their role. It is also the responsibility of an employer/deployer to ensure their staff or volunteers (paid or voluntary) have been appropriately vetted prior to being deployed in their role. Further guidance is available on the National Association websites.

### **Continual Professional Development**

We encourage you to look to continue to develop your learning and knowledge of the sport by working with more experienced leaders and through further training. Opportunities are often available through National Association programmes, or you can access alternative coaching or leader related courses.

## Supporting Policies

**Appeals:** If you think an assessment decision is incorrect, you have the right to appeal via your National Association. A fee is charged for a formal appeal, this is refunded if the appeal is successful. You should address queries, or register your intention to appeal, with your National Association, 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 National Association.

**Equal Opportunities:** British Canoeing Awarding Body and the National Associations 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 your National Association.

**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 Provider. The Course Provider will make sure you are assessed in a suitable manner in line with the policy. The Course Provider 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, must be reported to the relevant National Association. Anyone who fails to report suspected malpractice will be investigated and may be subject to disciplinary action. Moreover, there will be 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 qualification.