



Coach Award Assessment Day Pack

Introduction

Welcome to the British Canoeing Awarding Body Coach Award Assessment Day Pack.

This pack provides the details of each assessment task and the overall summary of outcomes that you need to meet. It also provides you with a record of your achievement once the assessment has been completed.

Further details of all the elements required prior to certification are included in the Coach Award Course Guide and Assessment Guidance.

Prerequisites

Prior to your Coach Award Assessment you are required to have completed a number of prerequisites. Specific details (and acceptable alternatives) are provided in the Coach Award Course Guide. Here is a summary of the requirements:

- Registration;
- Coach Award eLearning;
- Coach Award Core Training;
- Coach Award Discipline Specific Training;
- Relevant Leadership Award for some disciplines.

The following minimum standards of deployment:

- In date First Aid Training;
- Safeguarding Training;
- 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 for details);
2. Logbook of experience (see overleaf for details);
3. Evidence of your Delivery Centre approval for assessment.

Providers are not able to accept candidates onto assessment courses without these items.

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 the Welsh language).

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 task aims to help you through this process and provides opportunity for you to discuss and share your thinking. You need to prepare this task before you attend your assessment.

1. Select an area of performance that you wish to help an athlete/learner to develop.

You may wish to choose a single paddler or a group with similar aims. Choose a scenario that is typical to your coaching and relates to the Coach Award you are pursuing. You may use a scenario that you have previously worked through, or one that you are currently involved in.

2. Provide background information about the athletes/learners and describe their specific needs and goals; including:

- Their goals, aims and motivations;
- Learning needs;
- Their starting position and areas for development.

Consider all areas of performance that could help you and the athlete/learner achieve the aim/s (Technical, Tactical, Physical, and Psychological).

3. Provide notes to describe the coaching required to develop their performance. Include:

- What you would coach;

- How you would go about it;
- The coaching progressions.

You could be thinking about this as a stand-alone session or as part of a longer series of sessions depending on what is most typical in your coaching. If it is a stand-alone session, you will need to include how the paddler would continue to develop this skill, e.g. the advice/tools you would give them to continue their learning and promote long-term learning.

You are able to create something new for the purpose of this task or use an existing coaching progression that you may have previously recorded. If you have written session plans that cover relevant content, you can of course add these to your submission.

Be prepared to answer questions regarding your notes. This may include questions about:

- How the paddlers' starting position (WHO they are) influenced your progressions (WHAT they need and HOW you would deliver it), (consider their age, ability, experience, aspirations);
- Why you chose the specific content and the specific order of the content;
- Why you chose the specific coaching and leadership strategies (how did this link to the athletes'/learners' specific needs?);
- How you would go about developing the Technical, Tactical, Physical, Psychological components (those identified or other relevant avenues that might require exploration);
- How did you/would you (and the performer) measure success/measure performance?
- How did you go about the task, did you use any resources to help you?

See Assessment Guidance for further details and the British Canoeing Awarding Body website for examples.

Experience and Reflection

Quality experience is critical to underpin sound leadership and coaching decisions and it is important that you have a relevant and adequate experience base upon which to draw upon and support your decision making process.

It is expected that your base of experience supports:

- Leading and coaching in a range of relevant craft, environments and conditions;
- Leading and coaching in a range of challenging and changeable conditions;
- Leading and coaching in both familiar and unfamiliar situations;
- Rescues in a range of craft/environments;
- Being able to deal with a range of problems;
- Working with a range of different people; for example, known and unknown athletes/learners with different technical/tactical/physical/psychological needs, and different aspirations.

The quality of experience gained is critical to support your development. The coaching/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 reflection 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 can also bring any records of planning and reflection to assessment. This provides the assessor with valuable evidence that can support their assessment of your skills.

We suggest that candidates who are successful at assessment normally have a **minimum** of 15 quality progressive technical/tactical coaching sessions delivered in the specific environment. Candidates who are successful at assessment normally have well in excess of the minimum requirements, although this will heavily depend on other skills/experience they have.

1. Practical Coaching

You are required to plan and deliver a minimum of 90-minutes practical and progressive coaching activity. This can be through two separate practice based sessions, multiple smaller sessions, or one long session. You will be seen coaching real students; their standard being suitable for coaching in the upper limits of the stated award environments.

Note: For a Polo Coach assessment, sheltered water polo pitches and swimming pools can be used.

During the practical assessment, you are given 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, 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 regarding the observed behaviour, your previous experience, your responses to the assessment discussion task and/or scenario type situations.

You must show that you have the skills, background knowledge and understanding to:

Roles and Responsibilities

1.1 Fulfil your coaching responsibilities.

Safety

1.2 Establish and maintain safety;

1.3 Carry out emergency procedures when necessary.

Session Planning

1.4 Plan progressive activities to achieve agreed aims.

Session Delivery

1.5 Prepare the coaching environment;

1.6 Prepare the athletes/learners for the coaching session/s and activities;

1.7 Identify technical and/or tactical focus for the sessions;

1.8 Select athlete/learner focused coaching and leadership strategies;

1.9 Structure progressive skill development activities;

1.10 Use effective communication to enhance the learning environment;

1.11 Ensure athletes/learners receive relevant feedback on performance;

1.12 Conclude the session.

Review and Reflection

1.13 Review athletes'/learners' performance;

1.14 Analyse your own coaching practice.

See British Canoeing Awarding Body Coach Award Assessment Guidance for details of these requirements.

2. Rescue Skills

You need to show that you have the competence, judgement and decision making skills to safely manage the following incidents:

2.1 A capsized paddler/paddler fallen from their SUP;

2.2 An upright incapacitated paddler;

2.3 An unconscious paddler who is upside down in deep water/an unconscious SUP paddler in the water;

2.4 An upright entrapped (or swamped) paddler (Kayak/Canoe craft only);

2.5 A self-rescue (where you, the coach, have capsized or fallen in the water).

Scenarios relating to your practical coaching assessment environment will be used.

Coaches completing the following assessment options are required to demonstrate competence in:	
ALL of the scenarios listed above:	A SAMPLE of the scenarios listed above:
Canoe Coach (Sheltered Water)	Open Water Canoe Coach
Kayak Coach (Sheltered Water)	Sea Kayak Coach
Canoe and Kayak Coach (Sheltered Water)	Surf Kayak Coach
Freestyle Coach	White Water Canoe Coach
Polo Coach	White Water Kayak Coach
Racing Coach	Open Water Canoe Coach (Advanced Water)
Slalom Coach	Sea Kayak Coach (Advanced Water)
Wild Water Racing Coach	Surf Kayak Coach (Advanced Water)
Stand Up Paddleboard Coach (Sheltered Water)	White Water Canoe Coach (Advanced Water)
Stand Up Paddleboard Coach (Open Water)	White Water Kayak Coach (Advanced Water)
Stand Up Paddleboard Coach (White Water)	
Stand Up Paddleboard Coach (Race)	

It is expected that you can deal with these situations following the correct procedures:

- You accurately assess the situation;
- You demonstrate sound judgement and decision making;

- An appropriate choice of rescue (and rescue equipment) is selected
- appropriate tactics are used (considering water features, hazards, weather, athlete/learner);
- The 'Shout-Reach-Throw-Row' protocol is applied;
- The 'Self-Team-Victim-Equipment' protocol is applied;
- The rescuer has an appropriate manner (calm and in control);
- Clear and correct instructions are provided;
- The rescue is safely and effectively executed;
- The casualty (and equipment) are effectively recovered to a stable environment;
- Action is taken to avoid hypothermia (if applicable);
- There is an appropriate first aid response (if applicable);
- Safe moving and handling principles are applied by all;
- There is appropriate support for the person being rescued and the other group members;
- Reporting is actioned through appropriate channels.

Please see British Canoeing Awarding Body Coach Award Assessment Guidance for specific details of each rescue.

3. Personal Skills

This element of assessment is not applicable to the coaches pursuing the Freestyle, Polo, Racing, Slalom or Wild Water Racing qualifications. It is applicable to all other Coach Awards.

You need to show the necessary personal skills to deliver safe and effective paddlesport sessions in the environments relevant to the qualification. You must be able to:

- 3.1 Effectively and efficiently control your craft in a range of relevant conditions;
- 3.2 Select appropriate craft from which to coach;
- 3.3 Navigate effectively (planning, on the water, if a change of plan/evacuation is required);

- 3.4 Respond to and manage the physical demands associated with the coaching role;
- 3.5 Respond to and manage the psychological demands associated with the coaching role;
- 3.6 Manage yourself within appropriate safety frameworks.

See British Canoeing Awarding Body Coach Award Assessment Guidance for further details.

4. Background Knowledge, Understanding and Experience

A wide range of background knowledge, understanding and experience is required to fulfil the coach's responsibilities and to inform their judgement and decision making. The assessment of this will be blended throughout the assessment programme, with questioning, discussion, specific tasks and evidenced by the actions taken.

Practical leadership, coaching, personal paddling and rescue skills are underpinned by:

- 4.1 The ability to explain and justify decisions;
- 4.2 An extensive base of background knowledge and understanding;
- 4.3 Relevant and adequate experience to support the decision making process;
- 4.4 Understanding of deployment matters and leadership/coaching responsibilities;
- 4.5 Commitment to personal development and reflective practice.

This applies to a range of scenarios relating to coaching in the range of environments relevant to the qualification and not just those experienced on the day of assessment.

You need to bring your logbook of experience to assessment. You can also bring any records of planning and reflection to assessment, this provides the assessor with valuable evidence that can support their assessment of your skills. Please see page 4 for further guidance and details.

See British Canoeing Awarding Body Coach Award Assessment Guidance for further details.

**British Canoeing Awarding Body Coach Award
Evidence of Completion – Assessment Overview**

Candidate Name:		
National Association Membership Number:		
Assessment Course Details	Date:	
	Venue:	
	Award Title:	
	Assessor:	
Final Assessment Tasks:		
Title	Assessor confirmed (Please mark ✓)	Notes
Delivery Centre Approval for Assessment	<input type="checkbox"/>	
Assessment Discussion Task	<input type="checkbox"/>	
1. Practical Coaching	<input type="checkbox"/>	
2. Rescue Skills	<input type="checkbox"/>	
3. Personal Skills*	<input type="checkbox"/>	
4. Background Knowledge, Understanding and Experience	<input type="checkbox"/>	

* The Personal Skills element of assessment is not applicable to the coaches pursuing the Freestyle, Polo, Racing, Slalom or Wild Water Racing qualifications. It is applicable to all other Coach Awards.

Final Assessor Confirmation

I confirm that the candidate named above has completed all elements required at assessment and I am making the recommendation to the British Canoeing Awarding Body that they are awarded the British Canoeing Awarding Body Coach Award in the discipline noted above. This is a recommendation for certification only; once verified, British Canoeing Awarding Body will authorise certification.

Signature:

Date: