

Hinckley Canoe Club Coaches' Handbook



Last updated: 17/05/2020

Abbreviations used:

BC - British Canoeing

SUP - Stand Up Paddleboard

BA - Buoyancy Aid

PFD - Personal Floatation Device

BC Awards Overview

(As of 17/05/2020)

British Canoeing <https://www.britishcanoeingawarding.org.uk/paddle-awards/>

HCC website links to specific awards <https://www.hinckleycanoecub.co.uk/bcu-awards/>

BC Paddle Start - An encouragement award aimed at someone new to Paddlesport. This is generally awarded after your first few sessions on the water and will be the first award given to new paddlers. Anyone can do this award as there are no prerequisites or age requirements.

BC Paddle Discover - Sheltered water award, developing the essential basics of paddling. All focused on progressing the paddler towards becoming an independent and competent paddler, by developing their decision making and practical skills. Anyone can do this award as there are no prerequisites or age requirements.

BC Paddle Explore - Sheltered water award, building on the paddler's confidence to paddle their desired craft (currently we can offer canoe and kayak, but we're looking into offering SUP at Paddle Explore level). Aims to give a paddler independence in their craft and build the baseline skills needed to progress their paddling further.

BC White Water Awards - A moving water award, aimed at grade 2 / 3 water. This is just one of many routes a paddler can go down after completing their Paddle Explore award. This really pushes a paddler's skill level; making it the perfect award to boost confidence and independence in their own paddling. Covers other bankside aspects like trip planning, safety and teamwork. Minimum of 40 hours white water paddling experience on grade 2 / 3 water before the course can take place. Course must be on a section of grade 2 / 3 moving water (for example the River Dee or Tryweryn).

BC SUP Sheltered Award - This award is designed to develop your understanding of how to plan and paddle a Stand Up Paddleboard (SUP) in sheltered water, using the appropriate abilities and decision making skills to travel safely on your predetermined route. The course also provides the baseline skills to allow a SUP paddler to progress further with their own paddling.

Currently there are many other routes a paddler can take after completing BC Paddle Explore award, these can be found on the BC website. This document doesn't cover all awards listed by BC, just gives you as a coach the foundation base knowledge of where to look and what each award offers.

Safety Brief

Your safety brief before any session is very important whether this be to a beginner group or a group of competent experienced paddlers. This may be done as a formal brief or just a quick chat before you get on if it is a group that you already know.

This is the time in which to talk to the participants and for you to gain essential knowledge about your group that you need to know. This may include things such as:

- Medical conditions of the participants
- Their expectations and what they hope to gain from the session
- You to explain to them the agenda for the session and plan for the day
- Safety points that they might need to know
- Rules of the site (Pool, lake or river)
- The ability or experience of the participants
- To check their kit and correct fitting.

It is a good idea for you to have a list or a set order of your safety brief to ensure that you do not forget any important part. I have put a list below of what is included in my safety brief and a quick explanation of each part. This list is based upon a beginners sessions of participants that you do not know, it can be adapted for different groups.

1. Introductions – Introduce yourself and a little bit about yourself then go around the group if they do not know each other and ask them about their experience in paddlesport.
2. Medical conditions – Ask them if there are any medical conditions that you need to know about, give them a chance to speak to you in private after the safety brief as they may not feel comfortable in front of the whole group.
3. Expectations and plan for the session – This is a good chance to ask them what they are expecting, what they hope to gain and also for you to explain to the participants what is going to happen during the session, including the session objective and aims.
4. Safety and rules – Any rules of the location and basic safety advice, e.g. first aider on site, location of toilets on site etc.
5. Kit – Quick talk about the kit that they are going to be using and explain how to fit it correctly for this session and future use.
6. Capsize routine – What to do if they capsize the boat.
7. Boundaries – The boundaries of where on the water they are allowed to go, it is important to do this last in the session as most participants will probably only remember the last thing that you said to them.
8. Some coaches have a small laminated card in their buoyancy aids with these bullet points on so they remember to cover everything

Safeguarding Advice

As a coach whether going within the club or away from the club it is your responsibility to ensure that everyone in your group is safe. This means whilst paddling on the water and also to be aware of any concerns about any person (child or adult) that you might have in their day to day life.

If you suspect that there might be a safeguarding issue either in the club environment or with a member in their home life it is very important that you report this to the Club Welfare Officer (details below)

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There are several ways that this may come about in your coaching:

1. A participant may make a disclosure to you – If this happens it is important to be understanding and listen carefully to what that person is saying. Do not ask questions about what they are saying just note what they are telling you (Either write it down or in your head) then report this to the appropriate person. Please remember they have spoken to you in confidence but it is important for you not to promise them that you will not tell anybody.
2. Another member or participant may raise a concern to you – Again you need to listen to what that person is saying and report it to the appropriate person. It is not for you to investigate yourself.
3. You may have a concern of your own about someone – It is important you have as much information as possible to pass onto the Welfare Officer about what you suspect.

Please remember that it is not your decision to determine whether someone is being abused or not, it is just your responsibility to report any concern that you may have.

When you are coaching there are a number of things you can do that are good practice when it comes to safeguarding and working with children:

- Ensure you are never alone with a child in a place where you cannot be seen.
- When fitting kit try to get them or their parents to do up any buckles or straps.
- If adjusting foot rests ensure that the child is out of the boat when reaching hands into the boat.
- If picking a child up from in the water during a rescue or any other rescue try to use buoyancy aid straps etc to hold them rather than arms, hands or legs
- Talk to the children in an appropriate manner, e.g. **no swearing or rude content.**

Resources

Below are a number of different resources that are useful to enhance your coaching knowledge or places to look if you are unsure of anything:

BC Website

UK River Guidebook Website

Other coaches both inside and outside of the club

Canoe & Kayak Games book



Game Ideas

Here is a list of games that you can use during your sessions as it is important to keep your sessions fun and light hearted:

- Tug of war
- Races
- Kayak Polo
- Pin the tail on the boat
- Dodgeball
- Sharks and Fishes
- Tig / Tag
- Aim at an object - paddle to it (e.g. a buoy on the lake, the continual goal setting can be useful for the paddler's development)
- Follow the leader (this can be very useful for trips)

Working with children

Here are some tips and advice when working with children, it is important to bear these in mind when you are coaching or supervising children on the water:

- Remember they are not adults that you are teaching, they don't want to be practising forwards paddling for an hour just paddling from one buoy to another. They want to play games and have fun!!
- Give them simple instructions, if you give them a million instructions at once they will not do any of them. One instruction at a time.
- Be patient with them.
- Do not be afraid to enforce the rules.
- Keep in mind the safeguarding knowledge that you know.
- Keep it fun and light-hearted.
- Remember they won't be able to paddle as far as adults and will also get colder quicker, so keep any coaching or games near to the jetty in case they need to get off.

Expected Standards of HCC Coaching Sessions

- Always give a safety brief at the start of all sessions, this may vary from a full formal briefing to just a quick chat before getting on the water about injuries and to explain the agenda of the session.
- Kit checks before launching. Correctly fitting buoyancy aids etc
- Try and ensure that everyone in your group is in the correct ability group, if you feel that they are too good or not good enough for the skill level of your group try to arrange for them to move into the correct group or session.
- **All under 16's** must have a helmet on while on the water.
- Ensure **everyone** within your group has signed on at the container and has been given a wrist band (to be placed on their BA/PFD shoulder strap) of the correct colour for that week, as this proves they've paid. If they can't show you the correct wrist band they must leave the water *immediately* to pay for the session and receive the correct band. Sometimes people put them on their wrists, but as long as you have seen their correctly coloured wrist band then they can continue to paddle. We advise checking this before getting on the water.
- If any first aid treatment is given then an incident report form must be filled in by the first aider, and the Level 2 who is running the lake that night must be informed.
- **All under 8's must have a parent or guardian on the water with them, also anyone between the ages of 8-16 must have a parent or guardian on site but they do not have to be on the water with them.**
- No paddlers are allowed to paddle around the lake alone (unless a coach), they must **always be in a group of 2 minimum and achieved BC Paddle Explore Level or equivalent.**