

Level 1 Certificate in Coaching Paddlesport

Transfer – Pre-course Information

This pre-course information provides an overview of the BCU Level 1 Certificate in Coaching Paddlesport for candidates who wish to transfer BCU Coaching qualifications gained prior to endorsement by the United Kingdom Coaching Certificate (UKCC). It will inform prospective candidates what the qualification is all about and should help them decide if it is the right course to take.

This pre-course information contains information about:

1. Why Transfer
2. What a BCU Level 1 Paddlesport Coach can do
3. What does UKCC mean?
4. The skills assessed at Level 1
5. Who the Transfer Course is designed for?
6. Bank and boat based options
7. Prerequisites for the Level 1 Transfer Course
8. Assessment
9. What Next
10. Skills Checklist
11. Useful Contacts

1. Why Transfer?

Active Coaches who hold BCU Coaching qualifications obtained prior to the development of awards with UKCC accreditation have a number of choices;

- **Continue to coach under the remit of their existing qualifications**

It is important to appreciate that the BCU will continue to recognise coaches with BCU Coaching qualifications gained prior to UKCC endorsement, whilst they meet BCU Update requirements, indefinitely. Coaches will continue to be registered on the BCU system and will be able to train and assess candidates for BCU awards where they are qualified to do so. Coaches who choose not to remain updated will not be recognised by the BCU as active coaches and as such will lose any assessor endorsements.

- **Transfer their qualifications to the new scheme**

Coaches should transfer their qualifications to the UKCC endorsed awards where they see value. This may be in the form of:

- **Personal Development;** the UKCC endorsed awards may provide coaches with the opportunity to develop certain aspects of their skill set
- **Increased remit;** for example the Level 1 Certificate in Coaching Paddlesport qualifies coaches to work with paddlers in any craft
- **Increased recognition;** the UKCC endorsed awards meet nationally set standards for coaching and consequently are likely to be valued higher by employers and clients
- **Demand led;** due to the establishment of a national set of standards for sports coaching some employers may require the UKCC endorsed qualification
- **Remaining Current;** Coaches may want their skills recognised on the same scale as new coaches coming through

The choice to transfer lies entirely with the candidate, the process will involve an element of assessment against the new assessment criteria, taking into consideration the candidate's previous experience and qualifications. When a Coach transfers they will not lose other BCU Coaching qualifications that they may also hold.

- **Enter the new scheme at Level 2**

Coaches who are qualified BCU Level 2 Coaches or above can consider the Level 2 Transfer, or full Level 2 Training Course if preferred.

2. What can a BCU Level 1 Paddlesport Coach do?

If a Coach successfully completes the transfer route, they will achieve the Level 1 Certificate in Coaching Paddlesport. Level 1 Coaches have been assessed planning, delivering and reviewing sessions for paddlers in flat-hulled, straight running, solo and crew canoes and kayaks. Coaches who hold the BCU Level 1 Certificate in Coaching Paddlesport can run sessions as either an assistant or following guidance set by a more qualified coach.

Assisting higher level coaches

A BCU Level 1 Coach is trained and assessed to assist delivering short coaching sessions. Whilst under direct supervision there is no restriction as to whom the Level 1 Coach can assist. This will be dependent upon a range of circumstances such as their personal experience, the venue, coaching group and area of personal interest. This could include coaching any of the competitive and non-competitive disciplines at any level. Where direct supervision is not deemed appropriate, a more qualified coach is responsible for appropriately deploying the Level 1 and must be qualified to coach in the particular environment.

Running taster sessions

The Level 1 Coach is qualified to run taster sessions unsupervised in sheltered water conditions, where someone more qualified takes responsibility for their deployment. This is to ensure that the Coach is appropriately inducted to the site-specific operating procedures.

Coach paddlers in a variety of craft

As a minimum, Level 1 Coaches can coach participants in straight running and flat-hulled, solo and crew canoes and kayaks up to BCU 1 Star and Paddlepower Passport standard. The Level 1 Coach's personal experience and skills will often extend this in particular areas of interest.

Assess BCU Performance Awards

The Level 1 Coach can assess the BCU Paddlesport Start and Paddlepower Start Awards.

3. What does UKCC mean?

The content of the BCU Level 1 Certificate in Coaching Paddlesport has been written in conjunction with the United Kingdom Coaching Certificate (UKCC) requirements; these are an established set of industry standards. This means that the qualification is recognised on the National Qualifications Framework and has parity with Level 1 UKCC qualifications from other sports.

4. The skills assessed at Level 1:

A Coach who has achieved the BCU Level 1 Certificate in Coaching Paddlesport can plan, deliver and review, safe, ethical and effective paddlesport sessions. To do this, 'how to coach' skills are included alongside technical understanding of 'what to coach', specifically relating to the skills beginners require.

How to Coach

The Level 1 Coach can:

- prepare coaching activities taking into account participants' needs and motives
- establish a safe working environment
- deliver prepared activities
- establish working relationships with participants and others
- prepare participants for the coaching activities
- support participants' behaviour
- conclude the activities
- evaluate the effectiveness of coaching activities and personal coaching practice
- manage effective and appropriate bank and water based rescues

What to Coach

The Level 1 Coach can coach a range of skills, to paddlers in any type of paddlesport craft (canoe/kayak, straight running/flat-hulled, crew/solo) in a sheltered water environment, using a range of coaching tips and tricks, games and activities, in a way that promotes quality skill development, lifelong learning, and fun! Coaches are able to tailor paddling activity to meet participants' developmental needs, specifically looking at paddlers who are new to the sport and working with children.

The Level 1 Unit Specification provides full details regarding the learning outcomes, content and assessment criteria and is available from www.bcu.org.uk/awarding or from BCU Awarding on request.

5. Who is the Level 1 Transfer course designed for?

The BCU Level 1 Certificate in Coaching Paddlesport Transfer Course is appropriate for coaches who hold any pre-UKCC BCU Coaching qualifications and who wish to run short coaching sessions in any of the various paddlesport disciplines either through taster sessions or as an assistant to coaches that are more qualified.

6. Bank- and Boat-Based Options

The BCU Level 1 Certificate in Coaching Paddlesport is available as either a Boat- or Bank-based option. Boat-based Coaches are required to hold the new BCU 2 Star Award or the old BCU 2 Star in Kayak and Canoe to demonstrate they have the personal paddling skill required to provide safety cover and move around the working site. In contrast, Bank-based Coaches have to demonstrate their ability to manage the coaching environment effectively from the shore and provide effective and appropriate safety cover. Whilst the two routes do exist, most courses will be open to both Bank- and Boat-based candidates.

7. Prerequisites for the Level 1 Transfer Course

When candidates register for the Level 1 Transfer Course they must;

- Have Comprehensive Home Nation Association Membership
- Hold any BCU Coaching Qualification
- Hold the BCU 2 Star Award (Kayak and Canoe) or the Paddlepower Discover Award if registering for the Boat-based option
- Have completed either the BCU Canoe Safety Test or the BCU Foundation Safety and Rescue Training course
- Be at 16 years of age or over

8. Assessment

There are five assessment tasks that candidates must successfully complete as part of the Level 1 Transfer before they can gain the Level 1 qualification. The tasks include the assessment of:

- Safety and rescue skills
- Coaching skills
- Technical understanding of paddlesport

The assessments are based on a mix of practical tasks, a multiple choice question paper and tutor questioning.

9. What Next?

☐ **Decide if it is the right thing to do!**

Familiarise yourself with the course, the “Level 1 Transfer Module - Candidate Induction Pack” will provide further information to help you make the decision. It would also be useful to talk to Course Directors, or other people who have been through the process.

☐ **Check you have the necessary prerequisites** (See page 5).

☐ **Register with British Canoe Union**

Potential candidates need to register with the BCU a minimum of 14 days prior to their Transfer Course. Registration forms can either be obtained directly from BCU Awarding, from the Home Nation Governing Body (Canoe Association of Northern Ireland, Canoe England, Scottish Canoe Association or Welsh Canoeing Association), or via course providers. Candidates’ prerequisites will be checked at this point. Registration costs £39; this covers the administrative costs associated with the transfer.

☐ **Complete the required ‘Candidate Pre-course Tasks’**

After registration, candidates will receive a pack of pre-course work to complete prior to their course. This will be assessed on, or prior to, the Transfer Course.

☐ **Check for any gaps in knowledge and address them**

Pre-course Task 1.5 ‘Skills Checklist’ (see page 7) helps candidates to identify topics where they may need to do revision or access additional knowledge. This may be in the form of reading, shadowing another coach or attending a coach education workshop as appropriate to the individual.

☐ **Find a Transfer Course and book on**

The Canoe Association of Northern Ireland, Canoe England, Scottish Canoe Association and Welsh Canoeing Association offer transfer courses either directly or through their team of providers.

☐ **Complete the Transfer Course**

The Level 1 Transfer Course will involve an assessment of performance and experience that coaches have gained against the criteria laid down within the new awards. The Transfer Course will involve approximately 7 hours contact time, (1:1 assessments could be achieved in a shorter timescale, or courses could be extended to include an opportunity for additional learning).

10. Skills Checklist

Candidates wishing to transfer to the new BCU Level 1 award should ensure they have an understanding and / or have the ability to apply the following. This is designed as a tool to help guide coaches in areas where they may need to seek additional information. Candidates should feel comfortable with all of these topic areas prior to attending their Transfer Course.

Background Knowledge

- Have an overview of the BCU Long Term Paddler Development model
- Understand the skills in the BCU 2 star award (Kayak)
- Understand the skills in the BCU 2 star award (Canoe)
- Be able to recognise the different disciplines within paddlesport
- Understand what the new coaching scheme structure looks like
- Know the aim and remit of the new Level 1
- Appreciate the different types of craft you could use to coach the paddlers you normally work with

Basic technical understanding of:

- Straight running, kayaks or canoes
- Flat hulled, kayaks or canoes
- Solo and crew, kayaks or canoes
- Kayaks and canoes
- Fundamental paddlesport skills

Knowledge of Coaching Practice

- The plan – do – review cycle of coaching practice
- The coaches code of conduct
- The importance of equitable practice
- Appropriate personal standards and behaviour

- The basic coaching needs of males and females
- The basic coaching needs of children, youth, adults and veterans
- The basic coaching needs of able/disabled
- The basic coaching needs of individuals v groups
- The basic coaching needs of novice to experienced paddlers

- Knowledge of the guidelines for the protection of children and vulnerable adults
- Providing an appropriate conclusion to sessions
- Providing feedback to participants and evaluating achievements
- Identifying paddlers' strengths and weaknesses
- Clearing up, and leaving a site after a session
- Reviewing achievement with participants
- Communicating about future sessions

Session Preparation

- Collecting and recording appropriate information prior to sessions
- Completing a session planner
- Dealing with confidential information
- Identifying what your responsibilities are, and what other people are responsible for
- Checking that your session is appropriate for the group

Session Safety

- Checking your session is in line with good practice
- Checking equipment
- Identifying risks and hazards
- Briefing the group on safety issues
- Safe management of equipment
- Safety kit
- Dealing with, and reporting problems
- Knowledge of the safety features of buoyancy aids and helmets
- Knowledge of the safety features of flat-hulled and straight running, crew and solo, canoes and kayaks
- Building safety control measures into sessions
- Incident management
- Understand SELF, TEAM and CASUALTY rescue protocols
- Kayak rescues
- Canoe rescues

Session Delivery

- Building appropriate relationships with participants
- Introducing sessions
- Kitting up groups
- Checking participants are ready to participate
- Checking participants' understanding
- Setting ground rules
- Use observation & analysis as a tool to improve performance
- Provide technically correct demonstrations
- Encouraging and rewarding positive behaviour
- Being able to challenge inappropriate behaviour
- Use a range of coaching styles (practice, instruct, self-check and guided discovery through IDEAS framework)
- Methods and practices to ensure participants have appropriate levels of activity
- Use realistic timings and sequencing to deliver activities

Use appropriate games and activities to provide a safe, enjoyable, learning environment coach skills from the 1 star syllabus for:

- Kayaking
- Canoeing
- Straight running kayaks or canoes
- Flat-hulled kayaks or canoes
- Solo kayaks or canoes
- Crew kayaks or canoe

Reviewing own coaching behaviour

- Using feedback from self and others to review the session effectiveness
- Giving suggestions for things you may do differently next time
- Recording a personal action plan

12. Useful Contacts

Delivery Centres / Home Nation Associations

Canoe England

18 Market Place
Bingham
Nottingham NG13 8AP
Tel: 0845 370 9500
Fax: 0845 370 9501
Email: englishcoaching@bcu.org.uk
Website: www.canoe-england.org.uk

Scottish Canoe Association

Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131 317 7314
Fax: 0131 317 7319
Email: general.office@canoescotland.com
Website: www.canoescotland.com

Welsh Canoeing Association

Canolfan Tryweryn
Frongoch
Bala
Gwynedd LL23 7NU
Tel: 01678 521199
Fax: 01678 521158
Email: welsh.canoeing@virgin.net
Website: www.welsh-canoeing.org.uk

Canoe Association of Northern Ireland

Unit 2 Rivers Edge
13-15 Ravenhill Road
Belfast BT6 8DN
Tel: 0870 240 5065
Email: office@cani.org.uk
Website: www.canis.org.uk