

BCU Terms of Reference for Coaches and Leaders

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BCU Terms of Reference for Coaches and Leaders

Introduction

These Terms of Reference provide guidance on appropriate BCU Qualifications and ratios suitable for a range of paddlesport instructional, coaching and leadership situations. This guidance is relevant to anyone involved in the provision of paddlesport activity including clubs, centres, schools, local authority or community sports programmes. These guidelines do not apply at formal BCU organised competitions where safety during official practice and competition are the responsibility of the event organiser.

These guidelines should be used in conjunction with the safety management systems, risk assessments, and codes of practice relevant to the activity concerned to ensure that the coach/leader concerned has adequate personal competence, currency of performance, is equipped and practised in the use of all necessary equipment, and is aware of all the potential hazards of the environment/activity in question. In this way the BCU recognise that deployers may need to use differing ratio's and/or qualifications for specific activities.

In respect of BCU Approved Centres, and any technical advice or support provided by the BCU, deployer Codes of Practice will be reviewed against these guidelines and agreed by the BCU (BCU Approval Officer / BCU Coaching Department) in conjunction with the deployer as meeting the BCU recognised standards for quality and safety relevant to the specific situation in question. When measuring and advising on safe practice the BCU would support any provision which, when assessed in this way is acknowledged as meeting current best practice standards.

Important Notes:

1. Qualified BCU (UKCC) Level 1 Coaches who have not received any additional training must work under the direct supervision of a higher qualified BCU Coach. In swimming pools this supervision maybe in the form of a Pool lifeguard.
2. All Coaches working independently must have appropriate first aid, appropriate disclosure, and be over 18.
3. Surf qualifications are for repeated manoeuvring through waves on recognised surf beaches; sea qualifications cover access through surf for sea journeys
4. The BCU (UKCC) Level 1 and 2 Coaching awards are certificated as either 'Boat-Based' or 'Bank-Based'. Candidates are assessed as per the chosen route with the assessment reflecting the required degree of 'how to coach' / 'what to coach' risk assessment, safety and rescue. The Bank-based Coach is an award for coaches who will work from the waters edge. Bank-based coaches have completed the BCU Foundation Safety and Rescue Training, and are equipped to risk assess an activity to judge if additional on the water safety cover is required. The Boat-based Coach is an award for individuals with the required degree of personal paddling skills and who intend to coach from a canoe, kayak, or the waters edge.
5. Health and safety legislation commonly does not apply to private members clubs where there is no paid work undertaken but in cases of doubt, clubs should seek the advice of a competent person.
6. The BCU understands that advanced environments are ever changing and it is therefore very difficult to define the upper limit of deployment. However, the decision for BCU Coaches or Leaders to operate in conditions above and beyond their award's remit will be based on an individual's experience, knowledge and ability. In doing so, they will be solely responsible for their actions.

BCU Terms of Reference for Coaches and Leaders

Discipline Environment	Recommended Qualifications	Recommended Ratios
General Purpose, Touring & White Water Kayaks		
Swimming Pools Very Sheltered Water	BCU Level 1 Inland Kayak (old scheme)	1:8 students
	BCU (UKCC) Level 1 with site specific training and assessment (see p16)	
Sheltered Inland Water	BCU Level 2 Inland Kayak (old scheme)	
	BCU (UKCC) Level 1 with site specific training and assessment (see p16)	
	BCU (UKCC) Level 2	
	BCU 4 Star Touring Leader Award (to lead only)	
Moderate White Water	BCU Inland Kayak Level 3 (old scheme)	1:6 students
	BCU Moderate Water White Water Endorsement	
	BCU (UKCC) Level 3 White Water	
	BCU 4 Star White Water Leader Award (to lead only)	1:4 paddlers
Moderate Inland Water	BCU Inland Kayak or Placid Water Level 3 (old scheme)	1:6 students
	BCU Moderate Water White Water Endorsement	
	BCU (UKCC) Level 3 White Water	
	BCU 4 Star White Water Leader Award (to lead only)	1:4 paddlers
	BCU 4 Star Touring Leader Award (to lead only)	
Advanced White Water Advanced Inland Water	BCU Inland Kayak Level 3 and 5 Star (old scheme)	1:4 students
	BCU Advanced Water White Water Endorsement	
	BCU 5 Star White Water Leader Award (to lead only)	

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Discipline Environment	Recommended Qualifications	Recommended Ratios
Open Canoes		
Swimming Pools Very Sheltered Water	BCU Level 1 Open Canoe (old scheme)	1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats
	BCU (UKCC) Level 1 with site specific training and assessment (see p16)	
Sheltered Inland Water	BCU Level 2 Open Canoe (old scheme)	
	BCU (UKCC) Level 1 with site specific training and assessment (see p16)	
	BCU (UKCC) Level 2	
	BCU 4 Star Touring Leader Award (to lead only)	
Moderate White Water	BCU Open Canoe Level 3 (old scheme)	1:5 students in open canoes paddled solo 1:10 students when paddling tandems, or crew boats
	BCU Moderate Water Open Canoe Endorsement	
	BCU (UKCC) Level 3 Open Canoe	
	BCU 4 Star Canoe Leader Award (to lead only)	1:4 paddlers in open canoes paddled solo 1:6 paddlers when paddling tandems, or crew boats
Moderate Inland Water	BCU Open Canoe Level 3 (old scheme)	1:5 students in open canoes paddled solo 1:10 students when paddling tandems, or crew boats
	BCU Moderate Water Open Canoe Endorsement	
	BCU (UKCC) Level 3 Open Canoe	
	BCU 4 Star Canoe Leader Award (to lead only)	1:4 paddlers in open canoes paddled solo 1:6 paddlers when paddling tandems, or crew boats
	BCU 4 Star Touring Leader Award (to lead only)	
Advanced White Water	BCU Open Canoe Level 3 and 5 Star (old scheme)	1:4 students (solo or tandem)
	BCU Advanced Water White Water Canoe Endorsement	
	BCU 5 Star Canoe Leader Award (to lead only)	
Advanced Inland Water	BCU Open Canoe Level 3 and 5 Star (old scheme)	
	BCU Advanced Water Open Water Canoe Endorsement	
	BCU 5 Star Canoe Leader Award (to lead only)	

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Discipline Environment	Recommended Qualifications to Coach	Recommended Ratios
Surf		
Moderate Surf	BCU Surf Level 3 (old scheme)	1:6 students
	BCU Moderate Water Surf Endorsement	
	BCU (UKCC) Level 3 Surf	
	BCU 4 Star Surf Leader Award (to lead only)	
Advanced Surf	BCU Surf Level 3 and 5 Star (old scheme)	1:4 students
	BCU Advanced Water Surf Endorsement	
	BCU 5 Star Surf Leader Award (to lead only)	
Sea		
Sheltered Tidal Water and Sea	BCU Level 2 Inland Kayak (old scheme)	1:8 students 1:6 students in open canoes paddled solo 1:12 students when paddling tandems, or crew boats
	BCU (UKCC) Level 1 with site specific training and assessment (see p16)	
	BCU (UKCC) Level 2	
	BCU 4 Star Touring Award (to lead only)	
Moderate Tidal Water/Sea	BCU Sea Level 3 (old scheme)	1:6 students
	BCU Moderate Water Sea Endorsement	
	BCU (UKCC) Level 3 Sea	
	BCU 4 Star Sea Leader Award (to lead only)	1:4 paddlers
Advanced Tidal Water/Sea	BCU Sea Level 3 and 5 Star (old scheme)	1:4 students
	BCU Advanced Water Sea Endorsement	
	BCU 5 Star Sea Leader Award (to lead only)	

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Discipline Environment	Recommended Qualifications to Coach	Recommended Ratios	
Slalom		(Ratio's refer to paddlers actually on the water at any one time)	
Swimming Pool Very Sheltered Water Sheltered Water	BCU Level 1 Slalom Coach (old scheme) working under direct supervision, or at a formally organised event	Bank-based Coaches: 1:8 students in singles 1:12 students in doubles	Boat-based Coaches: 1:8 students in singles 1:12 students in doubles (Boat-based Coaches need to show current competency at Division 2 or above*)
	BCU Level 1 Slalom Coach (old scheme) with site specific training and assessment		
	BCU (UKCC) Level 1 with BCU Slalom Support Module (working under direct supervision, or at a formally organised event)		
	BCU (UKCC) Level 1 plus: • BCU Slalom Support Module (Part 1) • Site specific training and assessment		
	BCU (UKCC) Level 2 with BCU Slalom Support Module		
Moderate White Water (at a recognised Slalom venue)	BCU Level 2 Slalom Coach (old scheme) plus: • BCU White Water Safety and Rescue Training	Bank-based Coaches: 1:4 students in singles 1:6 students in doubles	Boat-based Coaches: 1:6 students in singles 1:6 students in doubles (Boat-based Coaches need to show current competency at Division 1 or above*)
	BCU (UKCC) Level 1 plus: • BCU Slalom Support Module (Part 1) • BCU White Water Safety and Rescue Training (working under direct supervision, or at a formally organised event)		
	BCU (UKCC) Level 1 plus: • BCU Slalom Support Module (Part 1) • BCU White Water Safety and Rescue Training • Site specific training and assessment		
	BCU (UKCC) Level 2 plus: • BCU Slalom Support Module (Part 1) • BCU White Water Safety and Rescue Training • Site specific training and assessment		
	BCU (UKCC) Level 3 Slalom Coach		
Advanced Water (at a recognised Slalom venue)	BCU Level 3 Slalom Coach (old scheme) • BCU White Water Safety and Rescue Training	Bank-based Coaches: 1:3 students in singles 1:6 students in doubles	Boat-based Coaches: 1:4 students in singles 1:6 students in doubles (Boat-based Coaches need to show current competency at Premier*)
	BCU (UKCC) Level 3 Slalom Coach		

* current competency is evidenced from formal race results at an appropriate division competition, with at least one run completed with no 50-second penalties.

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Discipline Environment	Recommended Qualifications	Recommended ratios
Freestyle		(ratio's refer to paddlers actually on the water at any one time)
Swimming Pool Very Sheltered Water Sheltered Water	BCU (UKCC) Level 1 with BCU Freestyle Support Module (working under direct supervision, or at a formally organised event)	1:8 students
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Freestyle Support Module • Site specific training and assessment 	
	BCU (UKCC) Level 2 with BCU Freestyle Support Module	
Moderate White Water Grade 2(3) (at recognised freestyle venue, or managed site)	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Freestyle Support Module • WWSR (working under direct supervision, or at a formally organised event)	Bank-based Coaches: 1:4 students Boat-based Coaches: 1:6 students
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Freestyle Support Module • WWSR • Site specific training and assessment 	
	BCU (UKCC) Level 2 plus: <ul style="list-style-type: none"> • BCU Freestyle Support Module • WWSR • Site specific training and assessment 	
	BCU (UKCC) Level 3 Freestyle Coach	
Advanced Water Grade 3 – 4(5) (at recognised freestyle venue, or managed site)	BCU (UKCC) Level 3 Freestyle Coach	Bank-based Coaches: 1:3 students Boat-based Coaches: 1:4 students

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Discipline Environment	Recommended Qualifications	Recommended Ratios
Racing		(ratio's refer to paddlers actually on the water at any one time)
Very Sheltered Water Sheltered Water	Bell Boat Helm	1:12 students in same boat
	BCU (UKCC) Level 1 with BCU Racing Support Module (working under direct supervision, or at a formally organised event)	1:8 students in singles 1:12 students in crew boats (6x doubles or 3x fours etc.)
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Racing Support Module • Site specific training and assessment 	
	BCU (UKCC) Level 2 with BCU Racing Support Module	
Moderate Inland Water	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Racing Support Module (working under direct supervision, or at a formally organised event)	1:4 students in singles 1:6 students in doubles 1:8 students in fours
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Racing Support Module • Site specific training and assessment 	
	BCU (UKCC) Level 2 plus: <ul style="list-style-type: none"> • BCU Racing Support Module • Site specific training and assessment 	
	BCU (UKCC) Level 3 Racing Coach	

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Discipline Environment	Recommended Qualifications	Recommended Ratios
Wild Water Racing		
Very Sheltered Water Sheltered Water	BCU (UKCC) Level 1 with BCU Wild Water Racing Support Module (working under direct supervision, or at a formally organised event)	1:8 students in singles 1:12 students in doubles
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> BCU Wild Water Racing Support Module Site specific training and assessment 	
	BCU (UKCC) Level 2 with BCU Wild Water Racing Support Module	
Moderate White Water In sessions that include a descent where students go out of sight they must be accompanied by a WWR Racing 4 Star Leader or Div A Paddler	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> BCU Wild Water Racing Support Module WWSR Site specific training and assessment 	1:4 students in singles 1:6 students in doubles
	BCU (UKCC) Level 2 plus: <ul style="list-style-type: none"> BCU Wild Water Racing Support Module WWSR Site specific training and assessment 	
	BCU (UKCC) Level 3 Wild Water Racing Coach	
	BCU Wild Water Racing 4 Star Leader (to lead only)	
	Div A Paddler (to lead only)	
Advanced White Water	BCU (UKCC) Level 3 Wild Water Racing Coach (Accompanied by a WWR 5 Star Leader or Div A Paddler)	1:4 students in singles 1:6 students in doubles
	BCU Wild Water Racing 5 Star Leader (to lead only)	
	National Team Member (to lead only)	

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Discipline Environment	Recommended Qualifications	Recommended Ratios
Canoe Polo		(Ratio's refer to paddlers actually on the water at any one time)
Swimming Pools Very Sheltered Water Sheltered Water	BCU (UKCC) Level 1 with BCU Polo Support Module (working under direct supervision, or at a formally organised event)	1:8 students (i.e. one team)
	BCU (UKCC) Level 1 plus: <ul style="list-style-type: none"> • BCU Polo Support Module • Site specific training and assessment 	1:16 students (i.e. two teams)
	BCU (UKCC) Level 2 with BCU Polo Support Module	

Adventure Activity Licensing Regulations

The statutory Adventure Activity Licensing Regulations 2004 states that paddlesport activity with under 18's taking place on "specified waters" falls within the scope of the legislation. According to these regulations, "specified waters" means;

- (a) the sea
- (b) tidal waters
- (c) inland waters at a location where any part of those waters is more than 50 metres from the nearest land excluding any island
- (d) inland waters where the surface of the water is made turbulent because of weirs, rapids, waterfalls, or fast flowing currents

It is the deployers responsibility to ensure they hold an Adventure Activity licence where necessary.

The BCU provides differing levels of certification for coaches in these environments as follows and defined on pages 12-14:

- (a) the sea; *Sheltered tidal water/sea, Moderate tidal water/sea, Advanced tidal water/sea. Moderate Surf, and Advanced Surf when repeated manoeuvring through surf on recognised surf beaches.*
- (b) tidal waters; *Sheltered tidal water/sea, Moderate tidal water/sea, Advanced tidal water/sea. Moderate Surf, and Advanced Surf when repeated manoeuvring through surf on recognised surf beaches*
- (c) inland waters at a location where any part of those waters is more than 50 metres from the nearest land excluding any island; *Sheltered Inland Water, Moderate Inland Water, and Advanced Inland Water.*
- (d) inland waters where the surface of the water is made turbulent because of weirs, rapids, waterfalls or fast flowing currents; *Moderate White Water, and Advanced White Water.*

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BCU Environmental Definitions

Where wind strengths or wave heights are mentioned these are as forecast, as it can be expected they may be encountered during the session/journey.

Very Sheltered Water

Quiet canals with easy bankside access and egress; small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions; specified sites on gentle, slow moving rivers. The definition implies weather conditions that are not in themselves likely to cause problems. Care must be exercised when water temperatures are low. At any point the paddler will not be more than 50 metres from the bank

Sheltered Inland Water

Ungraded² rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids. Areas of open water (e.g. lakes and lochs) that are no more than 200m offshore and in wind strengths that do not exceed Beaufort force 3¹.

Note: Discretion and common-sense must apply when considering the use of lakes/lochs, to operate up to 200 metres from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish lochs) must always be a consideration. Suitable lagoons or sections of sheltered bays of larger lakes can sometimes be designated "Sheltered" or even "Very Sheltered" water by careful and sensible selection. The definition implies normal conditions. Care must be exercised when water temperatures are low.

Moderate Inland Water

Large areas of open water that exceed the sheltered water definition, that are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4¹.

Advanced Inland Water

Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4¹.

Moderate White Water

Grade 2² white water or equivalent weirs for canoe.
Grade 2(3)² for white-water spec kayaks.

Advanced White Water

Grade 3² white water for canoe.
Rivers up to and including grade 4(5)² for kayak.

Sheltered Tidal Water/Sea

Small enclosed bays, enclosed harbours, where there is minimal possibility of being blown offshore; defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls beyond the beach), in conditions in which swimmers and beach craft could be happily operating winds not above Beaufort force 3¹ (Beaufort force 2¹ if offshore when greatest of caution must be exercised); the upper reaches of some suitable, slow moving estuaries during neap tides. In all cases the wind and weather conditions must be favourable.

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Moderate Tidal Water/Sea

The definition involves; A stretch of coastline including small crossings up to 2 nautical miles offshore with available landings at every 1-2 miles / 1 hour and areas where it is not easy to land. Up to a maximum of 2 knots tide (but not involving tidal races or overfalls), winds not above Beaufort force 4¹, launching and landing through surf (up to 1 metre trough to crest height).

Advanced Tidal Water/Sea

Any journey on the sea where tidal races, overfalls or open crossings may be encountered, which cannot be avoided; sections of coastline where landings may not be possible or difficult; difficult sea states and/or stronger winds (Beaufort force 4¹ or above); launching and landing through surf (up to 1.5 metres trough to crest height).

Moderate surf:

Area: Sections of sandy beaches free from significant hazard (e.g. rocks and strong rips) and with easy access.

Character: Gentle, sloping and spilling waves, preferably peeling. Not pitching or dumping.

Height: Wave height should be no more than double overhead when seated in a kayak in the trough of the wave (head high for a stand up surfer).

Advanced surf:

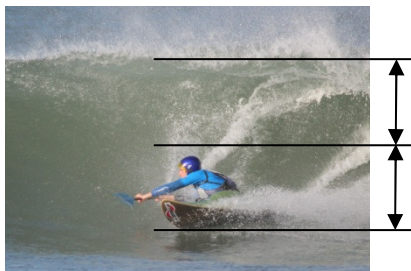
Area: Reefs, points, offshore breaks and sandy beaches, which may have significant hazards (e.g. rocks, strong rips, etc.) and may be remote and/or have difficult access.

Character: Waves may be powerful, steep, pitching, fast, hollow and heavy.

Height: Up to, and above double overhead when seated in a kayak in the trough of the wave (or head high, and above for a stand up surfer).

Note;

Double overhead = double the height of the surfer when seated in a kayak in the trough of the wave (head high for a stand up surfer), for example;



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¹ Beaufort Wind Force Scale;

Beaufort wind force scale	Mean wind speed		Limits of wind speed		Wind descriptive terms	Probable wave height in metres*	Probable maximum wave height in metres*	Sea state	Sea descriptive terms
	Knots	ms ⁻¹	Knots	ms ⁻¹					
2	5	3	4-6	2-3	Light breeze	0.2	0.3	3	Smooth (wavelets)
3	9	5	7-10	4-5	Gentle breeze	0.6	1.0	3	Slight
4	13	7	11-16	6-8	Moderate breeze	1.0	1.5	3-4	Slight-Moderate
5	19	10	17-21	9-11	Fresh breeze	2.0	2.5	4	Moderate

* These values refer to well-developed wind waves of the open sea

(Source; www.metoffice.gov.uk)

² River Grades;

The International river classification of difficulty is used for white water grades (below), with brackets used as per many modern guidebooks.

Adapted from 'White Water Nepal' P. Knowles & D. Clarkson-King, 2011;

Ungraded Rivers that are easier than Grade 1.

Grade 1 Easy – moving water with occasional small rapids. Few or no obstacles to negotiate.

Grade 2 Moderate – small rapids featuring regular waves. Some manoeuvring required but easy to navigate.

Grade 3 Difficult – most rapids will have irregular waves and hazards that need avoiding. More difficult manoeuvring will be required but routes are normally obvious. Scouting from shore is occasionally necessary to maintain line of sight.

Grade 4 Very difficult - large rapids that require careful manoeuvring. Dangerous hazards. Scouting from the shore is often necessary and rescue is usually difficult. Kayakers should be able to roll before tackling these rapids. In the event of a mishap there is significant risk of loss, damage and/or injury.

Grade 5 Extremely difficult – long and very violent rapids with severe hazards. Continuous, powerful, confused water makes route-finding difficult and scouting from the shore is essential. Precise manoeuvring is critical and for kayakers, rolling ability needs to be 100%. Rescue is very difficult or impossible and in the event of a mishap there is significant hazard to life.

Grade 2(3) The overall standard of the run is grade 2, but there may be a few (normally one or two) grade 3 rapids that can be portaged if required

Grade 4(5) The overall standard of the run is grade 4, but there may be a few (normally one or two) grade 5 rapids that can be portaged if required

Please note - Manmade artificial courses are normally under the jurisdiction of the facility management. However, we advise that it can be appropriate to classify the man-made facilities of Holme Pierrepont, Lee Valley (excluding the Olympic Channel), Teesside and Cardiff as Moderate White Water when seeking guidance for appropriate qualifications to coach and/or lead.

Accredited Prior Learning

The BCU recognises that many aspirant coaches and coaches wishing to transfer from other award systems or other countries may bring relevant experiences and qualifications to their coaching from other sports, countries and learning opportunities. These may or may not be endorsed within the UK nonetheless they may be supportable through the BCU's approach to **Accredited Prior Learning (APL)**.

This APL system allows coaches to access qualifications where they do not hold the necessary prerequisites, and wish to use alternative qualifications or experience that equate to the specific prerequisite. Examples of qualifications that may be recognised include;

- Old style BCU Coaching Awards – where coaching status and/or membership has expired
- Coaching Awards from other Sports
- HE / FE Coaching Experience / Diplomas
- Coaching awards from other countries

If candidates wish to apply for Accredited Prior Learning (APL), they need to contact their Home Nation Association. Applications are made to the BCU APL panel for exemption to the particular prerequisite, based on other experience, training, or qualifications that equate to the award concerned.

Some examples of APL outcomes include:

- Direct entry to Level 1 Assessment
- Direct entry to Level 2 Training
- Direct entry to Level 2 Assessment

Further details of the BCU APL Procedure are available from www.bcu.org.uk or from your Home Nation Association.

Guidance for Site Specific Training and Assessment for Level 1s

In order for the BCU (UKCC) Level 1 Coach to work independently in very sheltered, sheltered, or sheltered tidal water they are required to have completed appropriate site/session specific training and assessment appropriate to the risk assessment for the session. The risk assessment for the session must be completed by a more qualified BCU Coach. The BCU (UKCC) Level 1 Coach can only work independently within the management structure of a club or centre.

The BCU (UKCC) Level 1 Coach has good coaching skills and paddlesport knowledge to enable them to deliver quality coaching sessions. However they do not necessarily have the experience to work independently in/with unfamiliar venues, types of group, session objectives, or craft. Therefore, it is important that they receive appropriate site/session specific training and assessment (that needs to be documented). In order for this to be recognised the BCU require that it is delivered by a BCU Coach Level 3 (or above) or a Technical Adviser where the Adventure Activities Licensing Regulations apply. For Centres, endorsement of the suitability of appropriate additional training and assessment can be confirmed via BCU Centre Approval. The training should include:

- An induction to the risks and risk management strategies associated with the given environment and session. For example:
 - Specific rescues or towing techniques relevant to the session or craft
 - Local weather tendencies, associated problems, and forecasts
 - Leaders equipment required
 - Use of skegs
 - Etiquette regarding other water users
 - Requirement for the use of buoyancy aids, spraydecks, or helmets for the session
 - Specific risks associated with chosen games or activities (i.e. rafted canoes, highlighting shallow spots where to avoid when capsize is a risk)
- An active introduction to the local operating procedures. For example:
 - How to fit and size buoyancy aids and helmets used
 - Boundaries (e.g. the area of a lake which can be used)
 - Weather / water level restrictions for the session
 - Session ratios
 - Checking in procedures at the end of a session
- An active induction to the session plan, or check of the Coaches session plan: Level 1 Coaches can be expected to replicate a session plan, but may not be able to design a suitable one themselves, especially if faced with an unfamiliar venue, type of group, or session objective.
- An active induction to the club or centres safety policies. For example:
 - The policy for reporting damaged kit, or hazards
 - Child protection policies
 - Incident and near miss reporting
 - Emergency evacuation procedures and Accident Procedures
 - Parental Consent and Medical Declaration
 - Policy on non-swimmers
 - Policy on dealing with disruptive behaviour

Please note BCU (UKCC) Level 1 Boat-based Coaches are required to have personal skills equivalent to good BCU 2 Star Standard in Canoe and Kayak. The local operating procedures need to reflect this, alternatively a higher personal standard maybe required. As an example, the local operating procedures for a centre operating Canoes on a lake may set different boundaries for a BCU (UKCC) Boat-based Level 1 Coach with 3 Star Canoe, compared to a BCU (UKCC) Boat-based Level 1 without any additional skills awards.

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An example of interpretation within a Club or Centre

Activity	Environment	Recommended Minimum Level of Competence
Taster Session	Very Sheltered Water (non licensable water)	BCU (UKCC) Level 1 under direct supervision
		BCU (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, and over 18yrs
Taster Sessions and Simple Journeys	Sheltered Water (licensable Water)	BCU (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, over 18yrs, and appropriate discipline 3 Star competence
Progressional / Personal Development	Very Sheltered Water (non licensable water)	BCU (UKCC) Level 1 under direct supervision
	Sheltered Water (licensable Water)	BCU (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, over 18yrs, and appropriate discipline 3 Star competence
Skill Development (2 Star Plus)	Very Sheltered Water (non licensable water)	BCU (UKCC) Level 2
	Sheltered Water (licensable Water)	BCU (UKCC) Level 2
	Moderate Water	BCU Moderate Water Endorsement
	Advanced Water	BCU Level 3 with appropriate Discipline 5 Star
		BCU Moderate Water Endorsement with appropriate Discipline 5 Star
Sheltered Water Journeys	Sheltered Water	BCU (UKCC) Level 1 unsupervised, with site specific training, valid First Aid , appropriate disclosure, over 18yrs, and appropriate discipline 3 Star competence
		Appropriate Discipline 4 Star Leader
Moderate Water Journeys	Moderate Water	Appropriate Discipline 4 Star Leader
Advanced Water Journeys	Advanced Water	Appropriate Discipline 5 Star Leader