

The Club Activity Assistant Endorsement Summary

An Introduction to the Endorsement

Role:

The endorsement is designed for people who wish to run specific sessions at designated venues. The role is endorsed by British Canoeing to support a club's workforce. The sessions a Club Activity Assistant can lead must be within a club's Standard Operating Procedures and be fully risk assessed. The endorsement aims to engage individuals/athletes of all paddling abilities to support specific sessions on and off the water at a British Canoeing/Home Nation affiliated club.

Who is it targeted at?

The Club Activity Assistant is targeted towards volunteers within a club setting to support the menu of activities a club offers. The Club Activity Assistant can be for current volunteers or new volunteers as the club requires.

There is no required previous experience and training and support will be provided through Club Activity Assistant Coordinators, but all Club Activity Assistants must be British Canoeing/Home Nation members.

What do they do?

Their primary role is to facilitate safe and engaging paddlesport or paddlesport related sessions/activities.

The nature of the session/activity would depend on the needs of the club where the Club Activity Assistant is deployed. It could include, for example; training sessions, practice sessions, taster sessions or carrying out specific roles during club events. The Club Activity Assistant role would be specific to the particular session in a controlled environment. It is most likely to be used where sessions are repeated on a regular basis, for example warm up lead or slalom session timer.

If the person is likely to be delivering a range of different sessions, at a range of different venues, it is likely that the Level 1 Coach or Sheltered Water Leader (SWL) will be more appropriate; depending on whether the nature of activity is 'coaching' or 'leading'.

The type of participant they work with would again depend on the needs of the club where they are deployed. It could include young paddlers, adults, disabled paddlers, beginners of all ages or more experienced paddlers.

Guidance for the Deployment of Club Activity Assistants

The Risk Assessment (RA) and Standard Operating Procedures (SOPs) would define the working conditions for the Club Activity Assistant; this could include working independently within management structure of the club where appropriate, and also if they are bank or boat-based.

It is expected that the Risk Assessment and Standard Operating Procedures would meet defined minimum standards, in line with the Club Activity Assistant: Club Criteria for the endorsement to take place within a Club.

The Club Activity Assistant activities would fall under the club insurance policy once fully trained and signed off.

How will it be delivered?

Candidates will be signed-off to run the specific session, at the designated venue against British Canoeing Club Activity Assistant Criteria. The sign-off will be done by the Club Activity Assistant Coordinator who will receive training on building, delivering and signing-off of the Club Activity Assistant. This will be verified by British Canoeing/Home Nation at the end of training.

The candidate would complete in-house training (as per individual requirements and the RA/SOPs) delivered either by the Coordinator or appointed experts within their field.

There was a strong feeling through the consultation that the accessibility of Coordinators and the skills they need is critical for the success of this endorsement. Through the development we have been mindful that it can be delivered by clubs, for clubs, in clubs; and within the boundaries of the HN support systems for clubs (including Club Mark requirements for example).

This will place increased responsibility on the clubs and they may require support in delivering their systems appropriately. There is a feeling from within the LDG/CSG Working group that the current landscape requires these robust safety management systems anyway, and it will be a focus of the Home Nations regardless.

The Club Activity Assistant Coordinator training will be key to ensuring the increased responsibility to the clubs is managed to the highest standard. National Trainers have been selected to train any Coordinator wanting to take on a Club Activity Assistant at their club. The CDO network will also provide support within England

Where can it be used?

It is intended that the Club Activity Assistant will work within the boundaries of their club's RA/SOPs. The endorsement is suitable for application in venues not exceeding the British Canoeing Sheltered Water Definition. This will mean that the Club Activity Assistant will not require sophisticated dynamic risk assessment skills and as such the endorsement and its requirements can be kept appropriately simple (and therefore accessible). Crucially it is believed that safety can be managed appropriately within this framework. If people wish to take on the responsibility of working in more dynamic environments they should be sign-posted to the relevant Coaching or Leadership qualification/s.

The following venues are included in the current British Canoeing Sheltered (Inland/Tidal) Water Definition:

- Canals
- Ungraded sections of 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) up to 200m offshore and in wind strengths that do not exceed Beaufort force 3
- Sea; small enclosed bays or 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 3
- The upper reaches of some suitable, slow moving estuaries during neap tides
- British Canoeing designated Sheltered Water Slalom Sites (as per Terms of Reference). At the moment this includes for example; Hatfield, Iron Bridge, Sluce Dublin, Aberfeldy Slalom Site, Cardiff Bay pool. (needs verification)