

# **BCU Approved Paddlesport Provider Guidelines**

**March 2011**

# **BCU Approved Paddlesport Provider Guidelines**

## **November 2010**

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# **British Canoe Union**

## **Approved Paddlesport Providers Scheme**

### **Introduction**

The British Canoe Union is umbrella organisation for the four Home Nation Governing Bodies of Paddlesport in the UK (Canoe England, the Scottish Canoe Association, Canoe Association of Northern Ireland and Canoe Wales). As such the BCU has responsibility to ensure those participating in the sport know exactly what qualifications; safety procedures and standards of competence are expected from the BCU and from those Providers providing paddlesport activity. To this end the BCU has a scheme of registration for Providers, who are offering paddlesport activity.

The BCU Approved Paddlesport Providers Scheme is a UK wide scheme delivered and administered by the Home Nation Association. Further details on the options, costs and benefits in each home nation can be found in the Appendix.

The BCU assumes the integrity of the management of those performing in the field and wishes to offer its support to Providers, which operate within accepted good practice. Any reading of these guidelines with a view to seek 'loopholes' or to establish 'the minimum we can get away with' is out of keeping with the spirit in which they are presented.

### **Who should apply?**

The Paddlesport providers approval process is open to both public sector and private sector activity providers / centres. Providers are generally perceived to work in five main ways including:

Activity Holiday Companies	typically providing one off introductory sessions on very sheltered water
Local Education Authority Centres	the emphasis (but not entire end purpose) being the canoe / kayak as a vehicle for achieving educational personal development.
Outdoors Activity Centres	the emphasis (but not entire end purpose) being on the introduction of candidates to the skills, techniques and understanding of the sport and it's practice, to lead them into competent participation.
Specialist Paddlesport Providers	Specialist Paddlesport activity and coaching course providers

Paddlesport Hire Companies

Commercial event companies, leisure companies and sports clubs who offer paddlesport activities on a supervised or unsupervised basis or on a hire of equipment only basis

The reality is that there is invariably overlap, and the implication of this is acknowledged throughout these guidelines

### **Benefits of the BCU Approved Paddlesport Provider Scheme**

- The BCU and Home Nation Association logos can be used both at the Providers premises and to enhance promotional material and stationary, using the BCU and Home Nation logos and the words 'BCU Approved Paddlesport Provider'.
- Kite Mark of Quality provision for paddlesport
- Access to range of services including:
  - Staff Checking System
  - Technical Advice via your approval officer for AALS approval
  - Access to reduced rate boat licenses, where applicable
- Free literature including
  - Bi monthly copy of Canoe Focus
  - Club circulars as produced and applicable
  - CoDe the coaching magazine
- In addition, each home nation association offers a range of additional benefits and support. Further details can be found in the Appendix to this document

### **Length of Approval**

BCU Approval is normally certificated for a period of 12 months. Following 3 consecutive successful approvals and at the discretion of the home nation governing body, a 24 month approval may be granted. Additional approval fees are required for 24 month approvals. The relevant home nation governing body will forward applications to renewing Providers.

## General Requirements

### A BCU Approved Paddlesport Provider indicates that:

- Provider must have evidence of having undertaken **risk assessments against all Paddlesport provision and related activities.**
- Providers must have **Codes of Practice** in place for all Paddlesport activities, along with satisfactory **operational plans**, together with an **emergency action plan.**
- A **safety policy statement** must be in force.
- Providers should ensure that the overall person in charge of Paddlesport activities should be appropriately qualified for the activities run by the centre.
- Providers, where appropriate, should also have access to appropriate classroom facilities and teaching aids as well as safe, clean changing and shower facilities.
- All activity will be carried out by appropriately qualified and experienced coaches.\* **For guidance see the BCU's terms of reference document.** Provider's must hold adequate **public and employers' liability insurance.** (minimum £5m of public liability cover and £10m of employer liability cover).
- The Provider must ensure that there is **adequate first aid provision** available at all times, both on and off the water.
- Where appropriate Providers must have an appropriate **Child Protection and Vulnerable Adults Policy.**
- Providers employing staff should have a satisfactory staff **induction policy** and a **suitable disclosure requirement** relevant to the Home Nation with whom approval status is being sought.
- The Provider complies with all statutory regulations concerning young people and paddlesport and with all BCU safety requirements.
- Providers are asked to inform the BCU of any Paddlesport related incidents via either their own incident report form or via the BCU Incident report form at the earliest convenience. The Approval Office may request review incident reports during the visit.

\*See BCU Terms of Reference and section 4

## Applications

The application process may vary as per the requirements of the Home Nation Association with whom approval is being sought.

Example:

New entrants to the scheme can request forms at any time and can expect a full day visit for their first approval Officer visit.

For current Approved Paddlesport Providers (previously known as Approved Centres) application forms for approval will be sent out from the Home Nation Coaching Department prior to the current certification expiring.

The Senior Person in Charge of canoeing or the Centre Manager must endorse applications.

Applications will not be accepted unless (ideally electronically) returned to the Home Nation Association on the official BCU form. If there is insufficient space for all staff qualifications or other requested details, the appropriate page of the application form may be copied and attached to the form.

Providers are requested to ensure that staff certification is up-to-date. This particularly applies to BCU membership and First Aid qualifications.

## **Approval Application Form**

Please apply to your Home Nation Association for an Approved Paddlesport Provider application form.

Please complete and return with your application along with:

- Your fee
- Proof of public liability insurance

## **Approval Officer Visits**

These can be carried out at any time during the approval period. Paddlesport Providers will be asked to advise optimum dates and time for visits.

### **Notice of Inspection**

In the case of annual inspections, BCU approval officers will contact the Provider to arrange a date for the intended inspection. Officers will try to facilitate the needs of the Provider, but it is not always possible to arrange a suitable day for each operation in a given geographical area.

### **Access**

By virtue of participating in the scheme, Providers agree to allow Approval officers access to all activity facilities including stores, drying rooms, repair shops, pools and outdoor locations used in paddlesport activities.

Permission to speak to individual members of staff may be requested but usually officers will not wish to distract coaches who are engaged with their groups.

### **Documents Required**

Accompanying the application form the visiting officer will require a copy of the relevant sections of the Standard Operating Procedures, proof of public liability insurance, staffing qualifications and an equipment inventory (if held).

## **BCU Provider Declaration**

On successful completion of the BCU Approval process providers will be required to complete a copy of the BCU Provider Declaration and agree to an in principal spot check.

# BCU Standards of Quality

The following standards are the minimum requirements considered necessary by the British Canoe Union for Providers involved in the organisation of paddlesport activity.

The approval process is broken down into 9 key areas:

1. Management (Safety Management and Incident Procedures)
2. Activities and Venues
3. Inclusive Activities and Child Protection
4. Staffing and Qualifications
5. Paddlesport Technical Adviser
6. Effectiveness of Communications
7. Paddlesport Craft and Equipment
8. Paddlesport Delivery
9. Paddlesport Qualification Courses

## 1. Management

### **Safety policy:**

A Provider will allow Inspectors to inspect the Provider's Safety Policy. While Officers have no legal function in this matter, the drawing up and possession of such a policy is taken as an indication that a provider has given proper thought and planning to the general safety of the operation. It is expected that the Safety Statement will comply with the requirements of The Safety Health and Welfare at Work Act 1989.

### **Risk Assessments**

The Provider must have a robust and up to date method of recording risk for the venue and the activities undertaken and risks present in a providers operation should be identified and appropriately managed.

Providers would be expected to have the following documentation in place;

Risk Assessments, Incident Reporting Procedures, Standard Operating and Emergency Procedures, Parental consent and Medical declaration forms.

### **Standard Operating Procedures (SOPs):**

The approval officer will require to see the Standard Operating Procedures Manual. The Manual will concern itself with the safety and general welfare of clients whilst engaged in paddlesport activities. This document will contain details of operating procedures for

each paddlesport activity. It will lay out the Providers required procedures for the conduct of activity sessions. A precise format for this manual is not always feasible since they, may fail to cover every significant aspect of all eventualities.

The procedures will deal comprehensively with such things as:

- Likely hazards and necessary precautions
- Client / instructor ratios relative to the type of activity and venue
- Appropriate coach qualifications bearing in mind the conditions and level of skill required
- Geographical limits
- Procedures relating to obtaining information on and dealing with adverse weather and other variable conditions.
- Where appropriate the management of Child Protection and Vulnerable Adult matters
- The provision of an emergency action plan
- Cross staff / inter provider communications
- Parental consent Forms

Each Provider will have there own local conditions and hazards and should approach the preparation of the procedures with this in mind. Ideally, a coach new to a provider should

obtain in the Manual all the necessary information to enable him/her, while conducting a coaching session, to remain within the safety parameters set by the provider.

Where there is a shared venue (Centre / Club / other user) it is expected that the provider will hold all of the relevant operating procedures for other users, if different from those of the provider itself.

## **2. Activities and Venues**

### **Activities**

This is based upon the activities, locations, levels, staff qualifications, staff / student ratios. The person holding autonomy for the selection of sites must have the appropriate

experience and qualification required to be in overall charge of activities and, where required, the deployment of session staff.

Activities will be run in accordance with best practice principles and overall group safety in mind. The British Canoe Union provides guidelines to assist you in its terms of reference documents.

### **Venues**

Venues should be appropriate to the level of activity of the participants and reflect the operating environment of the coach delivering the session. Venues used should also be appropriate for the qualification/ experience of the staff being deployed to run sessions. Definitions for canoeing environments can be found within the BCU Terms of Reference document.

### **Facilities**

Where physical facilities are an integral part of the Paddlesport provision the following criteria apply;

Toilet facilities, with soap and water for washing hands should be located within reasonable walking distance. Clients should not be expected to pay for the use of a public facility.

Safe, clean changing and shower facilities, with hot water, should be available and must be provided where the water is subject to blue /green algae or at risk of Weils disease or general pollution.

Where appropriate, suitable classroom facilities and teaching aids will be available.

Providers must provide a safe and appropriate operating environment that complies with relevant health and safety legislation.

## **3. Safeguarding and Protecting Children**

The BCU believes that all young people should be able to take part in Paddlesports safely. Where applicable, Providers, Centres, employers/deployers are required to operate a policy to ensure that young people and vulnerable groups in their care can paddle safely.

BCU Approved Paddlesport Providers are required to ensure that their Codes of

Practice reflect best practice in this respect and where appropriate have a Child Protection Policy, a Staff Induction Policy and a disclosure procedure relevant to the legislation of the home nation.

## **4. Staffing and Qualifications**

### **Staff qualifications**

The senior person in charge of canoeing should normally hold a BCU qualification appropriate to the level of activity provided (normally a minimum BCU UKCC Level 2 or BCU Level 3). All full time members of staff carrying out paddlesport activity must hold the relative coaching qualification for the environment (see BCU Terms of Reference).

Their status should be 'updated' and they should hold an up to date First Aid certificate (refer to BCU First Aid Guidance) and have current BCU Home Nation membership.

Where the above criteria is inappropriate for the provider other solutions can be considered. For example, a technical advisor with appropriate qualifications may be appointed to review operational procedures and guidelines

### **Staff Induction**

A formal induction process should take place for all staff employed by the provider (full time, part time, freelance or volunteer), all operational staff are required to read the Standard Operating Procedures and where appropriate sign a declaration confirming they have read and understood and abide by their content.

### **Adequate Staffing**

BCU Approved Paddlesport Providers need to ascertain client / instructor ratios. It is therefore strongly recommended that a staff rota be kept - if not then some other means of ascertaining staffing ratios and total client numbers should be readily available. The BCU provides a Terms of Reference document to assist in planning this.

### **Use of Safety Boats**

The use of safety boats does not extend the normal operating remits of the member of staff and his or her own qualification recommended operational remit. Safety boats are therefore seen as an added safety element to an activity and not a means of placing coaches and groups outside of their normal recommended standard operational remit. Approval would not be granted if this were the case.

## **5. Paddlesport Technical Advisor**

Providers will be required to show evidence of the experience and competence of their chosen Technical Advisor (internal or external). This may well be an identified member of staff as appropriate e.g. Head of Paddlesport or an identified and active external advisor appointed on a formal basis.

## **6. Effectiveness of Communication**

Providers should demonstrate they have effective internal and external methods of communication. Where appropriate this should include morning staff meetings, full staff meetings, centre leaflets, newsletters, web pages and other promotional materials.

## **7. Paddlesport Craft and Equipment**

Where a Paddlesport provider provides equipment to participants, any such equipment must be fit for purpose and meet recognised industry standards. Additionally the following requirements are required as appropriate;

### **Equipment Inventory:**

Because equipment may be in use in scattered locations it is not always possible for an approval officer to see the entire stock of a provider's equipment. An inventory of the entire stock should therefore be available for inspection, preferably with year of purchase of the various items, repair record and in the case of such items, dates of required periodic checks.

### **Equipment Stores and Repair Shop:**

Equipment for paddlesport activities is to be stored neatly. Such gear will not be at risk of physical damage from trampling, mishandling or sharp edges.

Equipment will not be stored in close proximity to corrosives, chemicals, fuels or paints, which could cause damage.

A clear procedure will be in place for the removal from service of damaged, defective or unsuitable equipment. Such defective or unsuitable equipment will be clearly marked for repair or destruction and precautions taken to prevent its use, deliberately or in error.

In examining equipment the approval Officer will not usually carry out a comprehensive check on every item, but will select a few of each type at random.

Due consideration should be taken for manual handling and equipment storage.

## **8. Paddlesport Delivery**

### **Coaching Sessions**

The observation of a Paddlesport session is an integral part of the approval process. It allows the approval officer to measure the quality of paddlesport provision, and check against the robustness of the management systems in a real environment.

It may be necessary to speak to the coach delivering the session, however, officers will not wish to distract the coaches who are engaged with their groups.

### **Swimming Ability**

Normally all students taking part in Paddlesport activities should be able to swim, however discretion may be exercised here. In accordance with the coaches training and experience, as non-swimmers may, in fact, be introduced safely to canoeing by trained coaches in controlled environments, as a means of introducing water confidence.

### **Buoyancy Aids**

All students undertaking Paddlesport activities outside of swimming pools should normally wear a buoyancy aid (BA) or a lifejacket, the fitting of which should be checked by a suitably qualified Coach / leader or guide, who has given instruction on application and use.

Any relaxation of this requirement would be subject to the appropriateness of not doing so from the point of view of safe practice or specific training goals and circumstances. In such instances any decision not to wear a BA or lifejacket would be deemed to be the responsibility of the coach / leader or guide as advised or authorised via the Provider operating Procedures.

Examples of when such relaxation of the wearing of BA's may be appropriate:

- Race Training in specific racing Craft.
- Developing forward paddling technique.
- Practicing climbing back into boats.

### **The BCU recommendation with regard to personal buoyancy is:**

Buoyancy Aids must comply with either the European Standard "EN 393 or 395" or the International Standard "ISO 12402

CEN - <http://www.cen.eu/cen/Products/Search/Pages/default.aspx>

ISO -

<http://www.iso.org/iso/search.htm?qt=Buoyancy+Aids&searchSubmit=Search&sort=rel&type=simple&published=true> Buoyancy aids should have a purchase / in service and usage record showing regular visual shell checks as well as visual checks on issue to ensure their continued integrity.

### **Participants**

Buoyancy Aids or Lifejackets must be correctly fitting and must be checked by the coach before going afloat. For spray decks, there must be a release system which ensures immediate disengagement from the front of the cockpit rim.

When helmets need to be worn they must be correctly adjusted and checked by the instructor, Coach or guide. Clothing must be appropriate, taking into account the following factors:

Water temperature, air temperature, wind chill factor, the ability of the group, the type of activity, the length of the session and the location (ie availability of support).

Suitable foot protection must be worn to prevent cuts due to hazards such as glass, shells and rough ground, or due to contact hazards on the craft.

## **9. Running BCU Training or Qualification Courses**

Providers offering BCU training or qualification courses should ensure that providers are registered as required and up to date and courses are appropriately authorised.

## **Approval Outcomes**

### **Report Form:**

During the visit the Approval Officer will, using the evidence provided against the providers application form and the overall approval criteria, use the following rating scheme to mark each area / criteria inspected.

**Ratings of 1 require no further comment but constructive recommendations are welcome.**

**Ratings of 2 require specific comment, evidence and recommendations.**

**Ratings of 3 require detailed specific comment, evidence and recommendations.**

Before leaving, the Approval Officer will complete the report form and show this to the Centre Manager / Senior Person in Charge of Canoeing. This person will be asked to append their signature and if it is desired can add his / her comments in the appropriate place.

The BCU Approval Officers will give one of three recommendations:

- Inspection Incomplete
- Approval Not Granted
- Approval Granted

### **Approval Not Granted**

This is used when it is the belief of the Approval Officer that the Provider does not match the exacting standards as laid down by the BCU. The Approval Officer may assist in developing an action plan with the Provider and provide ongoing support to allow the centre to meet these requirements if he deems that the centre will after some time be able to meet the requirements. An appropriate financial arrangement would need to be agreed by the centre and the BCU.

### **Inspection Incomplete**

Approval will not be given until the provider has satisfied the BCU via an the approval officer that the conditions laid down in the action plan have been implemented.

### **Approval Granted**

When a Paddlesport Provider has successfully completed the approval process for the first time a certificate to this effect will be issued. The provider will display this certificate in a public place where clients and members of the public can readily see it. Approval

Officers will check that this is done. In subsequent years a new certificate will be issued at the start of each new year pending the outcome of that years approval visit.

### **Approval to Provide**

Approval may be granted as appropriate for Paddlesport activity;

#### **Inland Water**

- Very Sheltered Inland Water
- Sheltered Inland Water
- Moderate Inland Water
- Moderate White Water
- Moderate Inland Water
- Advanced Inland Water

#### **White Water**

- Moderate Water
- Advanced Water

#### **Tidal Water**

- Sheltered Tidal Water
- Moderate Tidal Water
- Advanced Tidal Water

#### **Surf**

- Moderate Surf
- Advanced Surf

## **Appeals**

The appeals process is designed to allow appellants to complete the process as soon as possible after the approval visit.

The provider has four weeks in which to appeal the Approval Officer recommendation. This must be received in writing and addressed to the UK Director of Coaching.

If the BCU decides not to grant approval, written notice of this decision will be sent to a provider within 30 working days.

Notification of intention to appeal should be received at the BCU. A fee of £50.00, which will cover the administration of the appeal, must accompany notification of intent to appeal. Should the appeal be successful, this fee will be returned in full.

The appeal itself must be received at the BCU Office at least fourteen days after the date of the decision letter from the Director of Coaching and should state in writing the grounds on which the appeal is being made.

The provider will be entitled to make written and / or verbal submissions to the Appeal as will the Approval Officer.

The appellant has then four weeks in which to implement such actions as are required by the Appeal and to furnish, at the provider's expense, such proof of implementation as is requested. Failure to do so will result in withholding of approval.

Should the provider continue to offer professional instruction in the activity or activities for which approval has been refused, the BCU will decide on further action in consultation with the various interested bodies.

## **Appendix 1 – Home Nation Approval Options**

### **Canoe England BCU Paddlesport Provider Scheme Canoe England 'Additional Approval Options'**

In addition to the standard BCU Approval Canoe England can offer 'additional approval options' to centres taking up BCU Approval.

If these options are of value to you they will represent a huge saving against other direct options to access them!

#### **What are they ?**

##### **1. Adventuremark**

Adventuremark is a non-statutory safety scheme devised by the Adventure Activity Industry Advisory Committee (AAIAC) for providers of adventurous activities that are outside the scope of the Adventure Activity Licensing regulations.

Adventuremark allows providers to demonstrate to their customers or users that the provider's arrangements for managing the potential risks of adventure activities have been inspected and found to meet the necessary standards of good practice in the adventure activity industry.

These are specified in the Adventuremark Provider Accreditation Criteria – see appendix 1

AAIAC, have appointed Adventure Activity Associates Ltd as the Supervising Body responsible for operating Adventuremark and Inspection against the Provider Accreditation Criteria can be provided by Adventure Activity Associates (the 'Direct Route') or by an **AAIAC Approved Scheme**.

Adventuremark applies to all adventure activities and to all age groups in England, Scotland and Wales. For more information visit <http://www.adventuremark.co.uk/>  
The BCU is now an **AAIAC Approved Scheme Provider** and can offer you an inspection against the provider criteria as an additional aspect of your BCU Approval saving you time, the need for a further inspection visit and money!!

Should you wish to apply for Adventuremark through the BCU you will need to indicate this on your application form and should note that the Application requires details of all other activities you offer and with the approval visit we include additional aspects of inspection and will include an observation of an additional activity delivery.

## **2. The Learning Outside the Classroom Badge (Adventurous Activities)**

The Learning Outside the Classroom (LOtC) Quality badge provides for the first time a national accreditation combining the essential elements of provision, learning and safety, into one easily recognisable and trusted Quality Badge.

LOtC badges will enable schools to use the services of a 'badge provider' with confidence and, crucially, without any other checks.

If you are a provider of Adventurous Activities and you would like to find out more about how the badge works visit <http://www.adventurelotc.com/>

The Adventure Activity Industry Advisory Committee (AAIAC) has been appointed as the awarding body for the Adventurous Activities badging sector.

The BCU is now an **AAIAC Approved LOtC Provider** and can offer you an inspection against the provider criteria as an additional aspect of your BCU Approval saving you time, the need for a further inspection visit and money!!

Should you wish to apply for LOtC through the BCU you will need to indicate this on your application form. You should note that the application requires details of all other activities you offer and that the approval visit will include additional aspects of inspection as well as an observation of an additional activity delivery.

**Costs - Adventuremark and LOtC via the BCU - For details of additional fees please contact - [coaching@canoe-england.org.uk](mailto:coaching@canoe-england.org.uk)**

## **3. BCU Top Centre**

Canoe England recognises that our clubs and centres are a key factor in the development and growth of our sport and we value their commitment. It is important that all participants, particularly young people, have a quality introduction to Paddlesport with clear signposting to clubs that will allow for continuation in our sport. It is also important that the centre offers an accessible environment for young people where effective; quality coaching and training practices are evident, in a welcoming environment.

The Top Centre Accreditation process ensures that a centre operates within set criteria, above a level expected of the minimum operating standards for any outdoor centre

offering Paddlesport. These minimum operating standards are met through Centre Approval inspections.

Canoe England's Top Centre accreditation scheme is aligned to the Sport England's Clubmark award. The scheme enables centres to plan, develop and review current practices and principles around the 4 main areas of accreditation.

- 1. Activity Program**
- 2. Duty of Care and Safeguarding and Protecting Children**
- 3. Sports Equity and Ethics**
- 4. Club Management**

Centres successfully meeting the criteria will be awarded both the Clubmark and Canoe England Top Centre kite mark which can be used in centre promotional material and letterheads.

It is envisaged that Centres wishing to progress towards Canoe England Top Centre Status will do so via a journey supported by their local PDO who will advise and support centres to complete their top centre approval portfolio. The start point to this journey is, however, via BCU Approval.

If you are interested in BCU Top Centre then your visiting BCU approval officer will be in a position to provide you with more details when they visit and then arrange for a PDO visit to start you on the rest of the journey. Alternatively you can complete the attached return slip and we will action immediately.

### **What to do?**

If you would like to take advantage of this opportunity you will be able to make the additional application for any or all of the options above as part of your annual application process. Alternatively if you would like to talk through these options further please feel free to contact us – [Coaching@bcu.org.uk](mailto:Coaching@bcu.org.uk)

### **Supporting Documentation**

The following documents / publications are recommended reading to support BCU Approved Centres;

BCU Approved Centre Coaching Awards Deployer Overview

BCU Coaching Awards terms of Reference

Adventuremark Provider Accreditation Criteria

Learning Outside The Classroom Quality Indicators

BCU Centre Approval Application Form

BCU Centre Approval - Approval Visit Report

Guidance to Providers on Evidence Required to Meet Criteria.

## **Scottish Canoe Association**

### **BCU Paddlesport Provider Scheme**

### **'Additional Approval Options'**

Full details of the benefits available to Approved Paddlesport Providers in Scotland can be found at [www.canoescotland.org/clubs/Clubs](http://www.canoescotland.org/clubs/Clubs). In addition to the standard BCU Approval, the SCA can offer 'additional approval options' to centres taking up BCU Approval.

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If you are a provider of Adventurous Activities and you would like to find out more about how the badge works visit <http://www.adventurelotc.com/>

The Adventure Activity Industry Advisory Committee (AAIAC) has been appointed as the awarding body for the Adventurous Activities badging sector.

The BCU is now an **AAIAC Approved LOtC Provider** and can offer you an inspection against the provider criteria as an additional aspect of your BCU Approval saving you time, the need for a further inspection visit and money!!

Should you wish to apply for LOtC through the BCU you will need to indicate this on your application form. You should note that the application requires details of all other activities you offer and that the approval visit will include additional aspects of inspection as well as an observation of an additional activity delivery.

**Costs - Adventuremark and LOtC via the SCA - For details of additional fees please contact - [coaching@canoescotland.org](mailto:coaching@canoescotland.org)**

### **What to do?**

If you would like to take advantage of this opportunity you will be able to make the additional application for any or all of the options above as part of your annual application process. Alternatively if you would like to talk through these options further please feel free to contact us [-coaching@canoescotland.org](mailto:coaching@canoescotland.org)

### **Supporting Documentation**

The following documents / publications are recommended reading to support BCU Approved Paddlesport Providers;

- BCU Approved Centre Coaching Awards Deployer Overview
- BCU Coaching Awards Terms of Reference
- Adventuremark Provider Accreditation Criteria
- Learning Outside The Classroom Quality Indicators
- BCU Centre Approval Application Form
- BCU Centre Approval - Approval Visit Report

**Canoe Association of Northern Ireland  
BCU Paddlesport Provider Scheme  
'Additional Approval Options'**

*(CANI to add their specific options and remove the sections for CW, CE, SCA)*

**Canoe Wales**  
**BCU Paddlesport Provider Scheme**  
**'Additional Approval Options'**

*(Canoe Wales to add their specific options and remove the sections for CANI, CE, SCA)*