

Coach Award INTERIM Tutor and Assessor Notes

Introduction

These interim notes provide essential information for providers regarding factors that will influence planning for course delivery in 2018.

Section 1 – Core Coach Training

The Core Coach Training is designed to support coaches working towards a Coach Award Qualification, but is also considered appropriate and repeatable, as stand-alone training to support ongoing learning and development.

The Core Coach Training may be run as open access for people following different discipline pathways or for a group of single discipline coaches (e.g. a group of Slalom Coaches). It may be run back-to-back with Discipline Specific Training or separate from it.

Staffing and Candidate Numbers

Staffing Ratio: 1:4

All Core Coach Training courses should have between 4 and 8 candidates.

The course director needs to be a licensed Coach Award Core Training Tutor.

For courses with 5 to 8 candidates, the second member of staff needs to be a licensed:

- Coach Award Core Training Tutor, OR;
- Aspirant1 Coach Award Core Training Tutor, OR;
- Discipline Specific Training Tutor.

It should be noted that the course director is responsible for selecting and appropriately deploying their second staff and must put in place appropriate support and monitoring mechanisms to ensure all aspects of the learning programme is delivered appropriately.

Delivering the Training Courses

Core Coach Training courses running in 2018 must follow the British Canoeing programme and lesson plans. These will be available October 2017.

Course Length

The Core Coach Training programme is delivered over two consecutive days. Each 'day' includes at least 7.5 hours' teaching/learning contact time.

¹ Aspirant Tutors = those who have completed application and orientation

Mock Students

During the Core Coach Training, candidates are given opportunities to practice their coaching. This may be facilitated as peer coaching or through the organisation of appropriate mock students. In all cases there must be at least two students for the candidate to coach, on courses with less than three boat-based coaches, mock students will need to be sourced.

Bank-based Coaches

Coaches following Freestyle, Polo, Racing, Slalom or Wild Water Racing disciplines may be planning to fulfil their coaching role from the bank. During the Core Coach Training, bank-based coaches may wish to spend some time on the water as a guinea pig. This is entirely appropriate, providing a different perspective for them. However, this must not be over used and should be balanced with time working from the shore.

Venue and Resources

The Core Coach Training requires easy/quick access to a Sheltered or Very Sheltered Water Venue. 15-minutes' drive is considered a maximum distance from classroom to water venue. It is an advantage to use venues where the boats do not need to be loaded and unloaded at each session.

A classroom with chairs/tables and access to audio/visual resources is required.

Boat-based coaches will need to have access to craft/paddles/equipment to participate comfortably in the practical water-based sessions.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

It would be considered an unusual occurrence for a Core Coach Training course to be cancelled due to inappropriate weather/environmental conditions. Tutors should plan training courses in locations, and at a time of year, where appropriate conditions are most likely to be encountered. Tutors should do their utmost to provide a quality learning experience with the available resources. Only where the options are too limited due to extreme conditions should the training course be cancelled.

Section 2 – Discipline Specific Training

The Discipline Specific Training Coach Training is designed to support coaches working towards a Coach Award Qualification, but is also considered appropriate and repeatable, as stand-alone training to support ongoing learning and development.

The Discipline Specific Training may be run immediately after Core Coach Training or separate from it. Discipline Specific Training will not normally be completed back-to-back with Assessment.

Staffing and Candidate Numbers

Staffing Ratio: 1:4

All Discipline Specific Training courses should have between 2 and 8 candidates.

The course director needs to be a licensed British Canoeing Coach Award Discipline Specific Training Tutor, in the relevant discipline.

For courses with 5 – 8 candidates, the second member of staff can be a licensed aspirant² Coach Award Discipline Specific Training Tutor, in the relevant discipline.

It should be noted that the course director is responsible for selecting and appropriately deploying their second staff and must put in place appropriate support and monitoring mechanisms to ensure all aspects of the learning programme is delivered appropriately.

Delivering the Training Courses

Discipline Specific Training courses running in 2018 must follow the British Canoeing programme and lesson plans. These will be available October 2017.

Course Length

The Discipline Specific Training programme is delivered over two consecutive days; with the exception of Slalom Coach Training which is delivered over three consecutive days. Each 'day' must include at least 7.5 hours' teaching/learning contact time.

Mock Students

During the Discipline Specific Training, the candidates are given opportunities to practice their coaching. This may be facilitated as peer coaching or through the organisation of appropriate mock students. In all cases there must be at least two students for the candidate to coach, on courses with less than three boat-based coaches, mock students will need to be sourced.

Bank-based Coaches

Coaches following Freestyle, Polo, Racing, Slalom or Wild Water Racing disciplines may be planning to fulfil their coaching role from the bank. During the training the bank-based coach may wish to spend some time on the water as a guinea pig. This is entirely appropriate, providing a different perspective for them. However, this must not be over used, and should be balanced with time working from the shore.

² Aspirant Tutors = those who have completed application and orientation

British Canoeing Intermediate/Foundation Modules

The British Canoeing Intermediate and Foundation modules are designed to support and expand coaches' knowledge in particular areas of focus. They are optional and can be accessed at any point in a coach's development.

The following modules are recommended for Coaches working with athletes with performance aspirations:

- Foundation Performance Planning for Paddlesport Coaches
- Intermediate Physiology (New in 2018)
- Intermediate Biomechanics (New in 2018)
- Intermediate Coaching the Mind
- Intermediate Optimising Fitness and Performance for Paddlesport (Part 1 & 2)

Providers may wish to run these as part of their wider coach training package, and/or on the days before or after Discipline Specific Training.

Venue and Resources

Discipline Specific Training Courses should be based at venues that allow access to a range of different conditions, locations or environments within the environmental definitions relating to the specific Award. Appendix 2 of the Coach Award Course Guide identifies the upper limit of the operating environment; these are defined in the British Canoeing Terms of Reference. Courses that use more than one practical venue offer the candidate improved learning opportunities; this should be facilitated where possible.

An indoor space is required for approximately 60-90 minutes at the start and end of each day for the delivery of these parts of the learning programme.

Coaches will need to have access to equipment to enable them to fulfil the coaching responsibilities as defined by the award and the award environment. Note that the Sheltered Water Training is open for coaches following the canoe and/or kayak (Sheltered Water) assessment.

Slalom Coach Training requires access to at least one day on a man-made site and one day on a natural river slalom site. Ideally day 1 on a man-made site, day 2 on a natural river site, and day 3 on a man-made site.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

It would be considered an unusual occurrence for Discipline Specific Training courses to be cancelled due to inappropriate weather/environmental conditions. Tutors should plan training courses in locations, and at a time of year, where appropriate conditions are most likely to be encountered. Tutors should do their utmost to provide a quality learning experience with the available resources. Only where the options are too limited due to extreme conditions (above or below the requirements) should training courses be cancelled.

Section 3 - Assessment

Introduction

All assessment courses are discipline specific, with the exception of the Sheltered Water assessment options. The Sheltered Water assessments can accommodate coaches pursuing any of the following options:

- Canoe (Sheltered Water) Coach Assessment
- Kayak (Sheltered Water) Coach Assessment
- Canoe and Kayak (Sheltered Water) Coach Assessment

Staffing and Candidate Numbers

Staffing Ratio: 1:2 (minimum 1, maximum 2 candidates).

The assessor must be a licensed *British Canoeing Coach Award Assessor*, in the relevant discipline.

Guidance on Working with Close Relations or Employees

Assessors must not assess close family.

Assessors should avoid assessing friends, colleagues or employees - if this is unavoidable, approval must be sought from the Home Nation Caching Manager. Extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly, and accurately. Assessors are entrusted with ensuring that candidates received a fair and impartial assessment with conflicts of interest minimised where possible.

Assessment Programme

Assessment courses can be advertised by the Home Nation Associations or licenced Assessors. Candidates can also arrange an individual assessment directly with a licenced Assessor.

To achieve the Coach Award qualification, coaches need to successfully complete a mainly practical assessment. This will include assessment of practical Coaching, Safety and Rescue Skills; supplemented with professional discussion and questioning.

Practical Coaching Assessment

Coaches are to be observed working with a group on the water for a minimum of 90 minutes, either through the observation of two separate practice based sessions, multiple smaller sessions, or one long session. The assessor and coach should discuss, and agree, the length and content of the session/s. Practice based sessions (not competition based sessions) must be used.

The Canoe and Kayak (Sheltered Water) Assessment requires 45-minutes coaching Canoe and 45-minutes coaching Kayak.

Safety and Rescue Assessment

The coach is required to manage safety appropriately within their coaching assessment, including the management of any rescue situations. This will be assessed through observation and questioning.

In addition to this:

- Coaches are required to demonstrate competence in a range of specific rescues (applicable to Sheltered Water Canoe and Kayak Assessments)
- Coaches are required to show competence in the provision of appropriate safety cover, showing sound judgement and decision making (applicable to Freestyle, Polo, Racing, Slalom, and Wild Water Racing Assessments)
- Coaches are required to demonstrate competence in a sample of specified rescues (applicable to Open/White Water Canoe, Sea Kayak, Surf Kayak, White Water Kayak Coach/Advanced Coach Assessments)

Boat-based coaches need to demonstrate efficient and effective personal skills to facilitate safe, quality, enjoyable coaching sessions in the upper end of the environments defined by the specific award. This element of assessment is not required within the Freestyle, Polo, Racing, Slalom, Sprint, or Wild Water Racing qualifications unless they choose to coach from the water and/or involve themselves in the provision of rescue cover from the water.

Course Length

It is the provider's responsibility to ensure that adequate time is allowed for all elements of the assessment process. Providers may be asked to provide evidence of their programme plan, venues, etc. to confirm these are appropriate.

It is anticipated that 1:2 assessments could be completed within a day. Discipline Specific logistics will impact on the length of time required.

Mock Students

Candidates are required to coach a 'real' group (minimum 2, maximum of 4) of paddlers in their Practical Coaching Assessment. This will require the organisation of appropriate participants either by the candidate or the assessor. Practical Coaching Assessments can also be organised in the candidate's normal working environment.

Venue

On assessments, a suitable venue and students that allows for robust assessment of all aspects of the syllabus are required.

The coaching environment should be as realistic as possible, with the coach having access to the appropriate range of facilities and equipment. It is preferable that coaches are seen coaching the participants they would normally coach, in their normal coaching environment.

Coaches are required to select venues/coaching sites based on the needs of their participants. It is expected that their repertoire should include all environments stated in the environmental definitions. Coaches should have the option of delivering their coaching sessions within the upper

limits of the stated environmental definitions if they deemed it appropriate for the participants/weather conditions on the day. Assessment venues chosen by course organisers must include a reasonable range of options for the coach to choose from.

An indoor space is required for the course introduction and the assessment debrief.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

If the forecast does not include conditions at the upper end of the environmental definitions for some of the time, the assessment must be cancelled or rescheduled. Any other factors that prevent the robust assessment of the syllabus will also lead to cancellation or rescheduling of the assessment.

Assessment Guidance

Please see British Canoeing Coach Award Assessment Guidance for specific details of the requirements for the assessment. This will be available October 2017.

Incomplete Assessment Tasks

If a candidate does not complete an element required for certification by the end of the course there are two potential outcomes:

1. In most circumstances the candidate would be required to repeat all aspects of assessment at a future reassessment.
2. Alternatively, the candidate can work with the same assessor to conclude their Assessment; with the assessor providing further opportunity for the candidate to demonstrate competence in the specific element/s as required. If this option is chosen, it must be concluded within 60-days of the initial practical assessment date.

There is no limit on the number of assessment attempts a candidate may have; although Tutors and Assessors have a responsibility to ensure that candidates receive sound advice to support their development and preparation for successful assessment; multiple unsuccessful assessment attempts should be an unusual occurrence.

Assessment for Coaches who completed training prior to 2018

Coaches who completed Level 2, Moderate/Advanced Water Endorsement training prior to 31st December 2017 are required to complete the respective Coach Award Assessment and all that it entails. There are no adjustments required. All candidates from the 1st January 2018 will complete the revised and restructured Coach Award Assessment. Details of the prerequisites are included within the Coach Award Course Guide; Appendix 1 identifies how training courses completed before the launch of the Coach Award are used.

Where the coach has completed aspects of evidence for the Level 2 Candidate Portfolio, this can be presented to their Assessor and will provide valuable evidence of their skills and knowledge in relation to the Coach Award assessment. Assessors can obviously accept this as valid assessment evidence.

Agreed Names and Language for British Canoeing Coach Awards

Introduction

This section outlines the terminology to be used when advertising or promoting the British Canoeing Coach Awards.

Italics are used to identify the agreed terminology, language and names to be used.

Qualification Name

Agreed Qualification Name;	Previous (UKCC) Equivalent:
<i>British Canoeing* Canoe Coach (Sheltered Water)</i>	Level 2 Coach (Canoe)
<i>British Canoeing* Kayak Coach (Sheltered Water)</i>	Level 2 Coach (Kayak)
<i>British Canoeing* Canoe and Kayak Coach (Sheltered Water)</i>	Level 2 Coach (Canoe and Kayak)
<i>British Canoeing* Freestyle Coach</i>	n/a
<i>British Canoeing* Open Water Canoe Coach</i>	Level 2 Coach with MWE Open Canoe
<i>British Canoeing* Polo Coach</i>	n/a
<i>British Canoeing* Racing Coach</i>	Level 2 Coach with DSM Part 2
<i>British Canoeing* Sea Kayak Coach</i>	Level 2 Coach with MWE Sea
<i>British Canoeing* Slalom Coach</i>	Level 2 Coach with Slalom DSM Part 2
<i>British Canoeing* Surf Kayak Coach</i>	Level 2 Coach with MWE Surf
<i>British Canoeing* White Water Canoe Coach</i>	Level 2 Coach with MWE Open Canoe
<i>British Canoeing* White Water Kayak Coach</i>	Level 2 Coach with MWE White Water
<i>British Canoeing* Wild Water Racing Coach</i>	Level 2 Coach with Wild Water Racing DSM
<i>British Canoeing* Open Water Canoe Coach (Advanced Water)</i>	Level 2 Coach with AWE White Water Canoe
<i>British Canoeing* Sea Kayak Coach (Advanced Water)</i>	Level 2 Coach with AWE Sea
<i>British Canoeing* Surf Kayak Coach (Advanced Water)</i>	Level 2 Coach with AWE Surf
<i>British Canoeing* White Water Canoe Coach (Advanced Water)</i>	Level 2 Coach with AWE Open Water Canoe
<i>British Canoeing* White Water Kayak Coach (Advanced Water)</i>	Level 2 Coach with AWE White Water

* Use of 'British Canoeing' / 'BC'

The name *British Canoeing* should be inserted in front of the qualification name, as per the following guidance:

- include '*British Canoeing*' if the context is not seated within British Canoeing
- drop 'British Canoeing' if the context is seated under a British Canoeing heading
- avoid use of abbreviation 'BC' ; use only if neither option above provide the clarity required

This principle follows through with ALL terminology.

Name of Suite of British Canoeing Qualifications

The whole suite of awards should be referred to as *The British Canoeing Coaching Qualifications*. This includes all *Awards (or Qualifications)*. If wishing to include the Leadership Awards use; *British Canoeing Coaching and Leadership Qualifications*.

Coach Awards Family Names

The 18 different qualifications are collectively known as *the Coach Awards*.

The *Coach Awards* can be subdivided as follows:

- *Canoe and Kayak (Sheltered Water) Coach Awards*
- *Discipline Specific Coach Awards*

If needing to sub-divide the Discipline Specific Coach Awards further, this should be done by listing the award names (alphabetically) e.g. *The Open Water Canoe, Freestyle, and Sea Kayak Coach Awards*.

Further sub-divisions should be avoided if possible; however the following examples would be considered acceptable:

- *Sheltered Water Canoe and Kayak Awards*
- *Canoe and Kayak (Sheltered Water) Awards*
- *The Advanced Water Open/White Water Canoe, Sea Kayak, Surf Kayak, and White Water Kayak Coach Awards*

It is inappropriate to use "Competition" / "Non-Competition" when sub-dividing the Coach Awards, as Surf and Freestyle can fall into both of these categories.

UKCC Endorsement

When it is relevant to note the UKCC endorsement, use one of the following, as an example:

- *The Coach Awards are endorsed at UKCC Level 2.*
- *Sea Kayak Coach (UKCC Level 2 endorsed).*

Use of 'British Canoeing' / 'BC'

'*British Canoeing*' should be inserted in front of the award name, if the context is not seated within British Canoeing.

Training and Assessment Course Components

The *Coach Awards* include the following elements:

Core Coach Training

- When it is obviously seated within Coach Award use '*Core Coach Training*'
- When it is not obviously seated within Coach Award use '*Coach Award Core Training*'

Discipline Specific Training

The family name, to be used when referring collectively or generically to this training component:

- When it is obviously seated within Coach Award use '*Discipline Specific Training*'
- When it is not obviously seated within Coach Award use '*Coach Award Discipline Specific Training*'
- Do not abbreviate to 'DST' in any public facing text.

The specific names for the Discipline Specific Training are as follows:

Add '*Training*' after the award title: e.g.

- *Polo Coach Training*
- *Sea Kayak Coach (Advanced Water) Training*

The Sheltered Water Training is called:

- *Canoe and Kayak Coach (Sheltered Water) Training*
- This can be shortened to '*Sheltered Water Training*' when it is obviously seated within Coach Award

Assessment:

The family name, to be used when referring collectively or generically to this component:

- When it is obviously seated within Coach Award use '*Assessment*' or '*Coach Assessment*'
- When it is not obviously seated within Coach Award use '*Coach Award Assessment*'

The names for the specific assessments are as follows:

Add '*Assessment*' after the award title: e.g.

- *Canoe (Sheltered Water) Coach Assessment*
- *White Water Canoe Coach Assessment*
- *Racing Coach Assessment*
- *Surf Kayak Coach (Advanced Water) Assessment*

Use of 'British Canoeing' / 'BC'

'*British Canoeing*' should be inserted in front of the course name, if the context is not seated within British Canoeing.