

## British Canoeing Terms of Reference for Coaches and Leaders

### Contents:

Page 2	Introduction
	Terms of Reference for Coaches and Leaders
Page 3	General purpose, Touring and White Water Kayaks
Page 4	Open Canoes
Page 5	Surf
Page 5	Sea
Page 6	Slalom
Page 7	Freestyle
Page 8	Racing
Page 9	Wild Water Racing
Page 10	Canoe Polo
Page 11	Adventure Activity Licensing Regulations
Page 12	British Canoeing Environmental Definitions
Page 15	Accredited Prior Learning
Page 16	Guidance for Site Specific Training and Assessment for British Canoeing (UKCC) Level 1 Coaches
Page 17	An example of interpretation within a Club or Centre
Page 18	Recognised Slalom Venues

## British Canoeing Terms of Reference for Coaches and Leaders

### Introduction

These Terms of Reference provide guidance on appropriate British Canoeing 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 British Canoeing 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, British Canoeing recognises that deployers may need to use differing ratios and/or qualifications for specific activities.

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

### Important Notes:

1. Qualified British Canoeing (UKCC) Level 1 Coaches who have not received any additional training must work under the direct supervision of a higher qualified British Canoeing Coach. In swimming pools, this supervision may be in the form of a Pool Lifeguard.
2. All Coaches/ Leaders working independently must have appropriate first aid, appropriate disclosure, and are over 18 years old.
3. Surf qualifications are for repeated manoeuvring through waves on recognised surf beaches; sea qualifications cover access through surf for sea journeys.
4. The British Canoeing (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 British Canoeing 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 member's clubs where there is no paid work undertaken but in cases of doubt, clubs should seek the advice of a competent person.
6. British Canoeing understands that advanced environments are ever changing and it is therefore very difficult to define the upper limit of deployment. However, the decision for British Canoeing 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.

## British Canoeing Terms of Reference for Coaches and Leaders

Discipline Environment	Recommended Qualifications	Recommended Ratios	
<b>General Purpose, Touring &amp; White Water Kayaks</b>			
<b>Swimming Pools Very Sheltered Water</b>	British Canoeing Level 1 Inland Kayak (old scheme)	1:8 students 1:12 students when paddling tandems, or crew boats	
	British Canoeing (UKCC) Level 1 with site specific training and assessment (see p16)		
<b>Very Sheltered Water</b>	British Canoeing Paddlesport Leader <b>(to lead only)</b>		
<b>Sheltered Inland Water</b>	British Canoeing Paddlesport Leader <b>(to lead only)</b>		
	British Canoeing Level 2 Inland Kayak (old scheme)		
	British Canoeing (UKCC) Level 1 with site specific training and assessment (see p16)		
	British Canoeing (UKCC) Level 2		
<b>Moderate White Water</b>	British Canoeing 4 Star Touring Leader Award <b>(to lead only)</b>		
	British Canoeing Inland Kayak Level 3 (old scheme)		1:6 students
	British Canoeing Moderate Water Endorsement - White Water		
	British Canoeing (UKCC) Level 3 White Water		
<b>Moderate Inland Water</b>	British Canoeing White Water Kayak Leader or 4 Star White Water Award <b>(to lead only)</b>	1:4 paddlers	
	British Canoeing Inland Kayak or Placid Water Level 3 (old scheme)	1:6 students	
	British Canoeing Moderate Water Endorsement - White Water		
	British Canoeing (UKCC) Level 3 White Water		
	<b>Advanced White Water Advanced Inland Water</b>	British Canoeing White Water Kayak Leader or 4 Star White Water Award <b>(to lead only)</b>	1:4 paddlers
British Canoeing 4 Star Touring Leader Award <b>(to lead only)</b>			
British Canoeing Inland Kayak Level 3 and Advanced Water Leader Award or 5 Star White Water Leader		1:4 students	
British Canoeing Advanced Water Endorsement - White Water			
British Canoeing Advanced White Water Kayak Leader or 5 Star White Water Leader Award <b>(to lead only)</b>			

## British Canoeing Terms of Reference for Coaches and Leaders

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

## British Canoeing Terms of Reference for Coaches and Leaders

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

## British Canoeing Terms of Reference for Coaches and Leaders

Discipline Environment	Recommended Qualifications to Coach	Recommended Ratios	
<b>Slalom</b> (note – boat-based coaches may also use the white water terms of reference on page 3)		(Ratio's refer to paddlers actually on the water at any one time)	
<b>Swimming Pool Very Sheltered Water Sheltered Water</b>	British Canoeing 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*)
	British Canoeing Level 1 Slalom Coach (old scheme) with site specific training and assessment		
	British Canoeing (UKCC) Level 1 with British Canoeing Discipline Support Module Slalom(working under direct supervision, or at a formally organised event)		
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>British Canoeing Discipline Support Module (Part 1) Slalom</li> <li>Site specific training and assessment</li> </ul>		
	British Canoeing (UKCC) Level 2 with British Canoeing Discipline Support Module (Part 1) Slalom		
<b>Moderate White Water</b> (at a recognised Slalom venue – see page 18/19)	British Canoeing Level 2 Slalom Coach (old scheme) plus: <ul style="list-style-type: none"> <li>British Canoeing White Water Safety and Rescue Training</li> </ul>	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*)
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>British Canoeing Discipline Support Module (Part 1) or (Part 2) Slalom</li> <li>British Canoeing White Water Safety and Rescue Training</li> </ul> (working under direct supervision, or at a formally organised event)		
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>British Canoeing Discipline Support Module (Part 1) or (Part 2) Slalom</li> <li>British Canoeing White Water Safety and Rescue Training</li> <li>Site specific training and assessment</li> </ul>		
	British Canoeing (UKCC) Level 2 plus: <ul style="list-style-type: none"> <li>British Canoeing Discipline Support Module (Part 1)or (Part 2) Slalom</li> <li>British Canoeing White Water Safety and Rescue Training</li> <li>Site specific training and assessment</li> </ul>		
	British Canoeing (UKCC) Level 3 Slalom Coach		
<b>Advanced Water</b> (at a recognised Slalom venue – see page 18/19)	British Canoeing Level 3 Slalom Coach (old scheme) <ul style="list-style-type: none"> <li>British Canoeing White Water Safety and Rescue Training</li> </ul>	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*)
	British Canoeing (UKCC) Level 3 Slalom Coach		

\* Current competency is evidenced from formal race results at an appropriate division competition (e.g. ranking, or official/judges run), with at least one run completed with no 50-second penalties

## British Canoeing Terms of Reference for Coaches and Leaders

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

# British Canoeing Terms of Reference for Coaches and Leaders



Discipline Environment	Recommended Qualifications	Recommended Ratios
<b>Racing (Covers both Sprint and Marathon)</b>		(ratio's refer to paddlers actually on the water at any one time)
<b>Very Sheltered Water Sheltered Water</b>	Bell Boat Helm	1:12 students in same boat
	British Canoeing Paddlesport Leader Award <b>(to lead only)</b>	1:8 Students in both single discipline and 12 in tandem/crew boats.
	British Canoeing (UKCC) Level 1 with British Canoeing Discipline Support Module Sprint or Marathon (working under direct supervision, or at a formally organized event)	1:8 students in singles 1:12 students in crew boats (6x doubles or 3x fours etc.)
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>• British Canoeing Racing Support Module Sprint or Marathon</li> <li>• Site specific training and assessment</li> </ul>	
British Canoeing (UKCC) Level 2 with British Canoeing Racing Support Module Sprint or Marathon		
<b>Moderate Inland Water</b>	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>• British Canoeing Discipline Support Module Sprint or Marathon (working under direct supervision, or at a formally organized event)</li> </ul>	1:4 students in singles 1:6 students in doubles 1:8 students in fours
	British Canoeing (UKCC) Level 1 plus: <ul style="list-style-type: none"> <li>• British Canoeing Discipline Support Module Sprint or Marathon</li> <li>• Site specific training and assessment</li> </ul>	
	British Canoeing (UKCC) Level 2 plus: <ul style="list-style-type: none"> <li>• British Canoeing Discipline Support Module Sprint or Marathon</li> <li>• Site specific training and assessment</li> </ul>	
	British Canoeing (UKCC) Level 3 Racing Coach	



## British Canoeing Terms of Reference for Coaches and Leaders

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

## British Canoeing Terms of Reference for Coaches and Leaders

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

## British Canoeing Terms of Reference for Coaches and Leaders

### Adventure Activity Licensing Regulations

The statutory Adventure Activity Licensing Regulations 2004 states that paddlesport activity with under 18 years old 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 deployer’s responsibility to ensure they hold an Adventure Activity licence where necessary.

British Canoeing provides differing levels of certification for coaches and leaders 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.*

# British Canoeing Terms of Reference for Coaches and Leaders

## British Canoeing 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

Ungraded<sup>2</sup> 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) that are no more than 200m offshore and in wind strengths that do not exceed Beaufort force 3<sup>1</sup>.

**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 4<sup>1</sup>.

### Advanced Inland Water

Large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4<sup>1</sup>.

### Moderate White Water

Grade 2<sup>2</sup> white water or equivalent weirs for canoe.  
Grade 2(3)<sup>2</sup> for white water spec. kayaks.

### Advanced White Water

Grade 3<sup>2</sup> white water for canoe.  
Rivers up to and including grade 4(5)<sup>2</sup> 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 3<sup>1</sup> (Beaufort force 2<sup>1</sup> 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.

## British Canoeing Terms of Reference for Coaches and Leaders

### Moderate Tidal Water/Sea

A stretch of coastline with available landings every one to two miles or one hour paddling, including areas where it is not easy to land. Crossings not exceeding two nautical miles. Up to 2 knots of tide (but not involving tide races or overfalls). Winds not exceeding Beaufort force 4<sup>1</sup>. 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 4<sup>1</sup> or above); launching and landing through surf (up to 1.5 metres trough to crest height).

### Moderate surf:

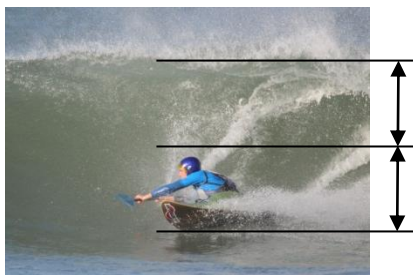
**Area:** Sections of sandy beaches free from significant hazard (e.g. rocks and strong rips) and with easy access.  
**Character:** Gentle, sloping and spilling waves, preferably peeling. Not pitching or dumping.  
**Height:** Wave height should be no more than double overhead when seated in a kayak 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:



## British Canoeing Terms of Reference for Coaches and Leaders

### <sup>1</sup> 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 <sup>-1</sup>	Knots	ms <sup>-1</sup>					
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](http://www.metoffice.gov.uk))

### <sup>2</sup> 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.

# British Canoeing Terms of Reference for Coaches and Leaders

## Accredited Prior Learning

British Canoeing 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 British Canoeing'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 British Canoeing 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

The APL Panel does not grant awards. Where an applicant wishes to achieve an award, they may be granted APL for the training but will need to complete the assessment in order to obtain certification.

Further details of the British Canoeing APL Procedure are available from

<https://www.britishcanoeing.org.uk/coaching-leadership/support-recognition/accredited-prior-learning/> or from your Home Nation Association.

## Guidance for Site Specific Training and Assessment for Level 1s

In order for the British Canoeing (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 British Canoeing Coach. The British Canoeing (UKCC) Level 1 Coach can only work independently within the management structure of a club or centre.

The British Canoeing (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, British Canoeing requires that it is delivered by a British Canoeing Level 3 Coach (or above) or a Technical Adviser where the Adventure Activities Licensing Regulations apply. For Centres, endorsement of the

## British Canoeing Terms of Reference for Coaches and Leaders

suitability of appropriate additional training and assessment can be confirmed via British Canoeing 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
  - Leader's equipment required
  - Use of skegs
  - Etiquette regarding other water users
  - Requirement for the use of buoyancy aids, spray decks 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 centre's 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, British Canoeing (UKCC) Level 1 Boat-based Coaches are required to have personal skills equivalent to good British Canoeing 2 Star Standard in Canoe and Kayak. The local operating procedures need to reflect this; alternatively a higher personal standard may be required. As an example, the local operating procedures for a centre operating Canoes on a lake may set different boundaries for a British Canoeing (UKCC) Boat-based Level 1 Coach with 3 Star Canoe, compared to a British Canoeing (UKCC) Boat-based Level 1 without any additional skills awards.



## British Canoeing Terms of Reference for Coaches and Leaders

### An example of interpretation within a Club or Centre

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

## British Canoeing Terms of Reference for Coaches and Leaders

### Recognised Slalom Venues

These sites are recognised as regularly used slalom sites. However, their use is not withstanding the normal risk assessment process, to ensure risk is appropriately assessed and managed prior to and during use.

#### England

Venue	Classification of Water
Lee Valley Olympic Channel	Advanced
Abbey Rapids (slalom site)	Moderate
Tees WW course	Moderate
Washburn (slalom site)	Moderate
Shepperton 3 gates +	Moderate
Lee Valley Legacy Loop	Moderate
Holme Pierrepont – main channel	Moderate
Duck Mill (slalom site)	Moderate
West Tanfield (slalom site)	Moderate
Howsham (slalom site)	Moderate
Wagon Lane (slalom site)	Moderate
Sowerby Bridge (slalom site)	Moderate
Oughtibridge (slalom site)	Moderate
Marple (slalom site)	Moderate
Matlock (Artists corner to bottom of slalom site)	Moderate
Stone (slalom site)	Moderate
Orton Mere (slalom site)	Moderate
Nene WW course	Moderate
Cardington	Moderate
Shepperton 2 or less	Moderate
Langham Farm (slalom site)	Moderate
Yalding (slalom site)	Moderate
Holme Pierrepont – below bottom stopper	Moderate
Holme Pierrepont – back channels	Moderate
Tyne Valley (slalom site)	Moderate
Tees WW course warm up pool	Sheltered
Princes Quay (slalom site)	Sheltered
Hatfield (slalom site)	Sheltered
Iron Bridge (slalom site)	Sheltered
Harefield (slalom site)	Sheltered
Loddon (slalom site)	Sheltered
Frome (slalom site)	Sheltered
North Walls (slalom site)	Sheltered
Tyne Valley (slalom site)	Sheltered

## British Canoeing Terms of Reference for Coaches and Leaders

### Northern Ireland / Ireland

Venue	Classification of Water
Shaws Bridge Belfast (slalom site)	Sheltered
Gilford (slalom site)	Sheltered
Sluce Dublin (slalom Site)	Sheltered
Crana Donegal (slalom Site)	Sheltered

### Scotland

Venue	Classification of Water
Grantully slalom site (1m+ Gauge)	Advanced
Fairnilee (slalom site)	Moderate
Grandtully (below 1m Gauge)	Moderate
Seaton Park (slalom site)	Moderate
Pinkstone	Moderate
Alva (slalom site)	Sheltered
Aberfeldy (slalom site)	Sheltered

### Wales

Venue	Classification of Water
Bala Mill (>12 cumec)	Advanced
Tryweryn (International site >12 cumec, Graveyard >9 cumec)	Advanced
Serpents Tail (high water, water above rocks on main rapid)	Advanced
Llandysul (slalom site): medium - high water (with eddies in gorge)	Moderate
Tryweryn (Graveyard <9 cumec) – International site (<12 cumec)	Moderate
Cardiff International White Water Centre	Moderate
Dee - Serpents Tail (low /medium, water below rocks on main rapid)	Moderate
Llandysul – low water (to be defined by gauge, water levels)	Moderate
Tryweryn – below Bala Mill falls (<12 cumec)	Moderate
Rhug (slalom site)	Moderate
Ogmore (slalom site)	Moderate
Cardiff Bay – pool	Sheltered