

To all members

Nearly all our coaches and river leaders are working outside their remit when they're at the club site.

Club sessions – ie those on the club calendar – are covered by British Canoeing insurance that limits the liabilities of activity leaders and trustees. Some coaches have their own insurance. If you don't, to have protection under the club's insurance, the trustees need to know what you want to and can do. That needs to have written corroboration to build up the trustees evidence trail of your competence and safety.

The system is that you provide us with a photo of your coaching qualifications, or if you don't have them:

1. Paddler self assessment
 2. Peer endorsement
 3. Trustee validates
- You find a peer referee in the club - someone who knows your paddling
 - You, as a water based coach/leader, write an email to the club Chair. In that email, say what you are happy to lead or help with at the club site water and what it is about you that makes it safe for you to do that.

This is what we're looking for:

Experience challenging unsafe behaviour

Skills good enough to help someone get out of trouble eg pins on S Rock, swimming, etc

Evidence of paddling ability eg ranking, awards

Relevant courses and qualifications eg first aid, WWS+R, FS+R, 4*

Working knowledge of club systems like the 'bank box' and hazardous water levels, incident reporting etc.

- Send it to the club's Chair and COPY IN your peer referee.
- Chair checks with your referee that they think it's ok and keep the emails.
- A trustee will confirm with you that you're good to go.

If we think you've over – stated your abilities:

We'll have a chat with you and work out how to keep things safe.

If you want to do more than you know you're at at the moment:

We can discuss how you can build up the necessary knowledge and skills.

You may wish to base it on this example ...

EXAMPLE Paddler X

Dear Wendy (Acting Chair),

I'd be OK to be in over-all charge on a Thursday club session and I will be ok if asked, to coach from absolute beginners up to about Div 2 or 1 in warmer weather. I'm happy under flood-lights.

I regularly paddled at slalom Div 2 level for 7 years.

I have held a UKCC L2 qualification for 5 years with slalom and wwr CPD updates.

I have a live 1st aid certificate. I have done a ww safety and rescue course.

I'm fit and have enough personal kit to look after paddlers in difficulty.

I understand the water levels at the club site and how temperatures and other factors can effect paddlers' well-being.

I have been paddler in charge of Thursday nights regularly over the last few years and applied judgements to people's access to the water safely whilst in that role, and deployed assistants. I am aware of the club's safeguarding policy and systems.

My peer referee is XXXYYYZZZ, who knows my paddling well and is a senior Div 1 P K1 paddler. I have copied her in.

Signed: Paddler X

Date 3rd March 2018

**Bradford and Bingley Canoe Club
Record of Due Diligence for Site Activity Leader Deployment**

To the club Chair, Wendy Robinson

I'd be OK to be in over-all charge on a Thursday club session and I will be ok if asked, to lead sessions for from absolute beginners up to about Div 2 or 1 at the club site. I can make safe judgements regarding people's access to the water whilst in charge and can personally select and deploy assistants. I am aware of the club's safeguarding policy and water level indicators which dictate when a paddler can simply paddle with a buddy and when they need safety supervision.

Evidence of personal competence

- Competition level attained: _____ for ____ years
- Highest coaching qualification:
- I have attended a Foundation Safety and Rescue Course (YES / NO)
- I have attended a White Water Safety and Rescue Course (YES / NO)
- A have a current 1st Aid certificate (YES / NO)
- Highest Star Award attained:
- Other relevant evidence:

I'm fit and have enough personal kit to look after other paddlers in difficulty within the weather and water level parameters laid out by the club.

I have been paddler in charge of various sessions over the last year or so.

My peer referee is _____, who knows my paddling well.

Signed:

Date:

Print name:

Peer referee

Dear Wendy (Acting Chair),

I have read _____'s self assessment above and can confirm that they have the skills to make sound judgements regarding other paddlers' fitness to be on the water and to make decisions regarding their safety at the club site. They have the personal authority to communicate those decisions and effectively control activities in a sometimes hazardous environment.

Signed:

Date:

Print name:

Trustee validation

Signed:

Date:

Print name:

Comments:
