

PAA Name:	Coaching Assistant	Paddlefit Assistant	Club session lead assistant: Club site	Pool Assistant	Dry Training Assistant	Home Water Trip Assistant	Customer Assistant	RAG / Score 0 = very weak 1 = weak 2 = strong 3 = very strong

E= Essential they have the ability to perform Criteria KO = Knowledge of that Criteria

Meeting Participant needs

Understanding participant needs	E	E	E	E	E	E	E	
Identifying participants' desired outcomes	KO	E	E	E	E	E	E	
Able to signpost to information to further their paddlesport	KO	KO	E	KO	KO	E	KO	
Understand and identify participant motivations	KO	E	E	E	E	E	E	

Notes

Plan for a safe environment in which to conduct the session

Have a safety plan based on site and river risk assessment that you can control	KO	E	E	E	E	E	E	
Understand your participants' strengths and weaknesses in relation to safety	KO	E	E	E	E	E	E	
Plan and deploy safety cover appropriate to the group	KO		E			E		
Info on all participants' medical needs	KO	E	E	E	E	E	E	
Understand PAA role(s) and remit(s)	E	KO	E	KO	KO	E	KO	
Familiar with club Policies and Procedures (Risk Assessment, Home waters, Emergency etc)	E	KO	E	KO	KO	E	KO	
Basic safeguarding awareness Policies and Codes of Practice	E		E			E		
Safeguarding Course	KO	KO	E	KO	KO	E	KO	

Notes

Preparing of facilities and equipment

Select equipment needed to deliver planned session	E	E	E	E	E	E	E	
Ensure participants are correctly equipped for the session and conditions	E	E	E	E	E	E	E	
Manage equipment safely and efficiently	E	E	KO	E	E	E	E	
Are able to recognise problems with equipment	E	KO	KO	KO	KO	E	KO	
Use safe lifting and handling techniques	E	E	E	E	E	E	E	
Know what to do if environment or equipment does not meet requirements laid down in risk assessment and operating procedures	KO	KO	E	KO	KO	E	KO	
Know how to repair and decommission equipment and facilities	KO		KO			E		
Familiar with Club equipment	E	KO	E	KO	KO	E	KO	
Able to advise on personal equipment and signpost to coaches /other sources of information	KO	KO	E	KO	KO	E	KO	
Able to set gates	E		E					
DRY TRAINING - Identify suitable equipment for dry training sessions			KO		KO			

Notes

Name of PAA:	Coaching Assistant	Paddlefit Assistant	Slalom Assistant	Pool Assistant	Dry Training Assistant	Home Water Trip Assistant	Customer Assistant	RAG / Score 0 = very weak 1 = weak 2 = strong 4 = very strong

Deliver and supervise the planned activities

Deliver the planned activity	E	E	E	E	E	E	E	
Interpret and use supporting resources	E	E	E	E	E	E	E	
Interpret the use of simple rules and ethics of the sport	E	E	E	E	E	E	E	
Follow the clubs procedures/guidelines	E	E	E	E	E	E	E	

Communicate with bystanders clearly	KO		E			E		
Communicate with participants clearly	E	E	E	E	E	E	E	
Use appropriate group management strategies	KO	KO	E	KO	KO	E	KO	
Use a variety of styles to suit different situations	KO		E			E		
Provide participants with information	KO	KO	E	KO	KO	E	KO	
Oversee the safety of the participants	KO	E	E	E	E	E	E	
Be supportive and encouraging	E	E	E	E	E	E	E	
Be equitable (fair) and participant centred	E	E	E	E	E	E	E	
Use appropriate interactions	E	E	E	E	E	E	E	
Keep to Time	E	E	E	E	E	E	E	
Communicate session progression	KO	KO	E	KO	KO	E	KO	
Signposting participants to further activities	KO	KO	KO	KO	KO	KO	KO	
Able to run effective Warm Ups	E	E	E	E	E	E	E	
Able to provide feedback to participants	KO	KO	E	KO	KO	E	KO	
State Technical knowledge to reinforce coaching	E	E	E	E	E	E	E	
POOL - Technical knowledge of rolling to reinforce coaching								

Notes

Evaluate the session/Activity

Reflect on and evaluate the session appropriately	E	E	E	E	E	E	E	
Take account of participants' feedback	E	E	E	E	E	E	E	
Provide own ideas about what went well and what could be improved	E	E	E	E	E	E	E	
Share information about progress with others	E	KO	E	KO	KO	E	KO	

Notes

Develop Own Practice

Seek feedback on own practice from colleagues	E	E	E	E	E	E	E	
Identify own strengths, weaknesses	E	E	E	E	E	E	E	
Identify ways to improve own practice	E	E	E	E	E	E	E	
Know where to get additional support and information in the club	KO	KO	E	KO	KO	E	KO	

Notes

Safety Management & Rescue Skills

Demonstrate the required personal and rescue skills	E	E	E	E	E	E	E	
Deal with problems, accidents, injuries and illnesses following the correct procedures	KO	E	E	E	E	E	E	
Hold an 8 hour Aquatic First Aid qualification	KO		E			E		
Hold a 16 hour Aquatic First Aid Qualification	KO		KO			KO		
Session risk assessment	KO		E			E		
Site risk assessment	KO	KO	KO	KO	KO	E	KO	
Contribute knowledge and advice to risk assessments	E		E			E		
Lifting and carrying	E	E	E	E	E	E	E	
Completed up to date Safeguarding Children course	KO	KO	E	KO	KO	E	KO	
Dealing with confidential information	KO	KO	E	KO	KO	E	KO	
Reporting procedures:- accidents, near misses, damage	KO	KO	E	KO	KO	E	KO	
Completed a BBCC site rescue course	E	E	E	E	E	E		
Safety Management techniques to ensure the site is safe	KO	KO	E	KO	KO	E		
Have completed a WWS&R course	KO		KO			KO		
POOL -				E				

Notes

Recommendation and action plan

By (names)

Date

Record maintained by the club designated person. Copies for the PAA and assessors as a legal record of their decision. Keep securely.

CAA Name:

Coaching Assistant	Paddlefit Assistant	Slalom Assistant	Pool Assistant	Dry Training Assistant	Home Water Trip Assistant	Customer Assistant	CAA RAG Rating (1= none, 2 = some, 3 =competent)
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E= Essential they have the ability to perform Criteria KO = Knowledge of that Criteria

Meeting Participant needs

Understanding participant needs	E	E	E	E	E	E	E	
Identifying value for participant	E	E	E	E	E	E	E	
ALL - Knowledge of club sessions and where to signpost for further information	KO	KO	KO	KO	KO	KO	KO	
ALL - understand and identify participant motivations	E	E	E	E	E	E	E	

Plan for a safe environment in which to conduct the session

Check Session Plan	E	E	E	E	E	E	E	
Set up in line with organisational procedures	E	E	E	E	E	E	E	
Info on participants needs and motivation	E	E	E	E	E	E	E	
ALL - Understand CAA role(s) and remit(s)	KO	KO	KO	KO	KO	KO	KO	
ALL - Familiar with club Policies and Procedures (Risk Assessment, Home waters, Emergency etc)	KO	KO	KO	KO	KO	KO	KO	
ALL - Basic Safeguarding Awareness (inc policies and procedures)	KO	KO	KO	KO	KO	KO	KO	
ALL - Check participant Health & Safety Information	E	E	E	E	E	E	E	

Preparing of facilities and equipment

Select equipment needed to deliver planned session	E	E	E	E	E	E	E	
Ensure equipment is available and ready for the planned session.	E	E	E	E	E	E	E	
Ensure all individuals have suitable equipment as per the club SOPs	E	E	E	E	E	E	E	
Manage equipment safely and efficiently	E	E	E	E	E	E	E	
Are able to recognise problems with equipment	KO	KO	KO	KO	KO	KO	KO	
Use safe lifting and handling techniques	E	E	E	E	E	E	E	
Check the environment meets the conditions defined in the risk assessment/SOPs	E	E	E	E	E	E	E	
Know what to do if environment or equipment does not meet requirements laid down in risk assessment and operating procedures	KO	KO	KO	KO	KO	KO	KO	
ALL - Familiar with Club equipment	KO	KO	KO	KO	KO	KO	KO	
ALL - Able to advise on personal equipment and signpost to coaches /other sources of information	KO	KO	KO	KO	KO	KO	KO	
SLALOM - Able to set up repair training gates			E					
DRY TRAINING - Identify suitable equipment for dry training sessions					KO			

Deliver and supervise the planned activities

Deliver the planned Activity	E	E	E	E	E	E	E	
Interpret and use supporting resources	E	E	E	E	E	E	E	
Interpret the use of simple rules and ethics of the sport	E	E	E	E	E	E	E	
Follow the clubs procedures/guidelines	E	E	E	E	E	E	E	
Communicate with participants clearly	E	E	E	E	E	E	E	
Use appropriate group management strategies	KO	KO	KO	KO	KO	KO	KO	

Provide participants with information	KO	KO	KO	KO	KO	KO	KO	
CAA Name:	Coaching Assistant	Paddleft Assistant	Slalom Assistant	Pool Assistant	Dry Training Assistant	Home Water Trip Assistant	Customer Assistant	CAA RAG Rating (1= none, 2 = some, 3 =competent)
Oversee the safety of the participants	E	E	E	E	E	E	E	
Be supportive and encouraging	E	E	E	E	E	E	E	
Be equitable and participant centred	E	E	E	E	E	E	E	
Use sppropriate interactions	E	E	E	E	E	E	E	
Keep to Time	E	E	E	E	E	E	E	
Communicate session progression	KO	KO	KO	KO	KO	KO	KO	
Signposting participants to further activities	KO	KO	KO	KO	KO	KO	KO	
ALL - Able to run effective Warm Ups	E	E	E	E	E	E	E	
ALL - Able to provide feedback to participants	KO	KO	KO	KO	KO	KO	KO	
ALL - Ensuring a great customer experience	KO	KO	KO	KO	KO	KO	KO	
PADDLEFIT - Familiar with Club session plans	E	E	E	E	E	E	E	
SLALOM - Technical knowledge to reinforce coaching	E	E	E	E	E	E	E	
HOME WATER TRIP - Knowledge of crossing points between river and canal						KO		
POOL - Technical knowledge of rolling to reinforce coaching	E							
Evaluate the session/Activity								
Evaluation of the session with a colleague	E	E	E	E	E	E	E	
Compare what happened during the activity with what was planned	E	E	E	E	E	E	E	
Take account of participants' feedback	E	E	E	E	E	E	E	
Provide own ideas about what went well and what could be improved	E	E	E	E	E	E	E	
ALL - Reporting back to the club about sessions success and progress	KO	KO	KO	KO	KO	KO	KO	
Develop Own Practice								
Seek feedback on own practice from colleagues	E	E	E	E	E	E	E	
Identify strengths, weaknesses and ways to improve	E	E	E	E	E	E	E	
Identify Ways to improve own practice	E	E	E	E	E	E	E	
ALL - Know where to get additional support and information in the club	KO	KO	KO	KO	KO	KO	KO	
Safety Management & Rescue Skills								
Demonstrate the required personal and rescue skills	E	E	E	E	E	E	E	
Deal with problems, accidents, injuries and illnesses following the correct procedures	E	E	E	E	E	E	E	
Risk assessment	KO	KO	KO	KO	KO	KO	KO	
Lifting and carrying	E	E	E	E	E	E	E	
Safeguard procedures	KO	KO	KO	KO	KO	KO	KO	
Dealing with confidential information	KO	KO	KO	KO	KO	KO	KO	
Reporting procedures:- Accidents, Near misses, Damage	KO	KO	KO	KO	KO	KO	KO	
Personal and Rescue skills	E	E	E	E	E	E	E	
ALL - Basic First Aid Training	E	E	E	E	E	E	E	
ALL (on water) - FSRT Training	E	E	E	E	E	E	E	
ALL - Safety Management techniques to ensure a safe session is had by all	KO	KO	KO	KO	KO	KO	KO	
COACHING/TRIP/SLALOM - White water rescue skills for people and equipment	E		E			E		
POOL - Complete the Pool Safety Award				E				

Role	Meeting Participant needs				Plan for a safe environment in which to conduct the session							Preparing of facilities and equipment											
	Understanding participant needs	Identifying value for participant	ALL - Knowledge of club sessions and where to signpost for further information	ALL - understand and identify participant motivations	Check Session Plan	Set up in line with organisational procedures	Info on participants needs and motivation	ALL - Understand CAA role(s) and remit(s)	ALL - Familiar with club Policies and Procedures (Risk Assessment, Home waters, Emergency etc)	ALL - Basic Safeguarding Awareness (inc policies and procedures)	ALL - Check participant Health & Safety Information	Select equipment needed to deliver planned session	Ensure equipment is available and ready for the planned session.	Ensure all individuals have suitable equipment as per the club SOPs	Manage equipment safely and efficiently	Are able to recognise problems with equipment	Use safe lifting and handling techniques	Check the environment meets the conditions defined in the risk assessment/SOPs	Know what to do if environment or equipment does not meet requirements laid down in risk assessment and operating procedures	ALL - Familiar with Club equipment	ALL - Able to advise on personal equipment and signpost to coaches /other sources of information	SLALOM - Able to set up repair training gates	DRY TRAINING - Identify suitable equipment for dry training sessions
Coaching Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		
Paddlefit Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		
Slalom Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO	E	
Pool Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		
Dry Training Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		KO
Home Water Trip Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		
Customer Assistant	E	E	KO	E	E	E	E	KO	KO	KO	E	E	E	E	E	KO	E	E	KO	KO	KO		
CAA RAG Rating (1= none, 2 = some, 3 =competent)																							

E= Essential they have the ability to perform Criteria KO = Knowledge of that Criteria

Deliver and supervise the planned activities

Activity	Deliver and supervise the planned activities																						
	Deliver the planned Activity	Interpret and use supporting resources	Interpret the use of simple rules and ethics of the sport	Follow the clubs procedures/guidelines	Communicate with participants clearly	Use appropriate group management strategies	Provide participants with information	Oversee the safety of the participants	Be supportive and encouraging	Be equitable and participant centred	Use appropriate interactions	Keep to Time	Communicate session progression	Signposting participants to further activities	ALL - Able to run effective Warm Ups	ALL - Able to provide feedback to participants	ALL - Ensuring a great customer experience	PADDFEIT - Familiar with Club session plans	SLALOM - Technical knowledge to reinforce coaching	HOME WATER TRIP - Knowledge of crossing points between river and canal	POOL - Technical knowledge of rolling to reinforce coaching		
Coaching Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO						
Paddlefit Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO	E					
Slalom Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO		E				
Pool Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO				E		
Dry Training Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO						
Home Water Trip Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO			KO			
Customer Assistant	E	E	E	E	E	KO	KO	E	E	E	E	E	KO	KO	E	KO	KO						
CAA RAG Rating (1= none, 2 = some, 3 =competent)																							

E= Essential they have the ability to perform Criteria KO = Knowledge of that Criteria

Activity	Evaluate the session/Activity					Develop Own Practice				Safety Management & Rescue Skills													
	Evaluation of the session with a colleague	Compare what happened during the activity with what was planned	Take account of participants' feedback	Provide own ideas about what went well and what could be improved	ALL - Reporting back to the club about sessions success and progress	Seek feedback on own practice from colleagues	Identify strengths, weaknesses and ways to improve	Identify Ways to improve own practice	ALL - Know where to get additional support and information in the club	Demonstrate the required personal and rescue skills	Deal with problems, accidents, injuries and illnesses following the correct procedures	Risk assessment	Lifting and carrying	Safeguard procedures	Dealing with confidential information	Reporting procedures:- Accidents, Near misses, Damage	Personal and Rescue skills	ALL - Basic First Aid Training	ALL (on water) - FSRT Training	ALL - Safety Management techniques to ensure a safe session is had by all	COACHING/TRIP/SLALOM - White water rescue skills for people and equipment	POOL - Complete the Pool Safety Award	
Coaching Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO	E		
Paddlefit Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO			
Slalom Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO	E		
Pool Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO		E	
Dry Training Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO			
Home Water Trip Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E	E	KO	E		
Customer Assistant	E	E	E	E	KO	E	E	E	KO	E	E	KO	E	KO	KO	KO	E	E					
CAA RAG Rating (1= none, 2 = some, 3 =competent)																							

E= Essential they have the ability to perform Criteria KO = Knowledge of that Criteria