



COACHING PROCEDURES

To assist coaches at CVCC, the following procedures have been produced in order to standardise the way we deliver coaching at the club. The aim is to encourage continuity in coaching standards and expectations from paddlers, irrespective of which club coach is working with them.

Please use the following procedure when you coach at club sessions and on club trips. Further Guidance on club policies can be downloaded from the CVCC website.

IMPORTANT

All coaches operating at CVCC MUST have to following in place before supervising a group:

- Have signed a CVCC Regular Coach form that agrees to abide by the rules of CVCC
- A valid First Aid Certificate appropriate for the Coach Level
- Have attended a Safeguarding course within the last 3 years
- Be a paid member of British Canoeing, so they have Public Liability Insurance in place
- Have had a DBS check completed and received as 'clear'. To allow for all coaches to fulfil this requirement, CVCC have a two month period from April to June 2017 to complete this process.

All coaches who have registered as a Regular Active Club Coach are required to hold a valid DBS check, arranged by the club Welfare Officer. Coaches whose DBS check is over three years old or their First Aid is not up to date, are not permitted to coach at CVCC alone and must only operate along with another registered coach, who does hold a valid DBS check and a current First Aid certificate.

If a coach holds a current First Aid certificate but does not have a validated DBS check, they will be permitted to supervise a group providing another adult is part of that group. Under no circumstances should any coach who does not hold a valid DBS check, supervise a group made up of juniors only.

Coaches who have not attended a British Canoeing update course within the last 3 years will not be permitted to train paddlers on BC Star courses or Paddlepower awards until they have updated.

Part A: Session Preparation

Prepare for your coaching by arriving at the club with all of the necessary equipment for the planned activity e.g. ball for games, personal kit, and appropriate craft. Also be aware and active in the following areas –

- 1. Essential Equipment** – All coaches should carry the following equipment with them when coaching a club session or trip event:
 - a. Personal First Aid Kit
 - b. Whistle
 - c. Key to the Barn
 - d. Towline
 - e. Coloured Coach Bib matching your group bibs
 - f. Sun protection / other weather protection
- 2. Identification** – As soon as you have put on your personal kit, please collect a coloured coach bib and 8 matching coloured bibs from the barn. These bibs are essential as they help you identify your paddlers and help them identify each other.
- 3. Group Session Form** – collect the group session form from the barn and check that it has been completed correctly and fully. This form will list the 8 paddlers in your group, and should identify if they are adult or juniors, Remember that:
 - a. All paddlers even if you know them personally, must write the name and contact telephone number for emergency contact on the form BEFORE the session starts
 - b. Paddlers must talk privately with each coach and discuss any medication they normally require, have taken, will need and are carrying – Please remind paddlers to disclose this and give them ample opportunity to do so before you get on the water.

c. Parents/guardians are still responsible for juniors until signed on the session form and introduced personally to the coach on duty.

- 4. Paddler Equipment Preparation** – all paddlers in the group should be issued with a coloured bib, and shown the appropriate kit to wear for the session. If they have paddled before they can be asked to go into the barn and collect their kit. NOTE – Juniors should be encouraged to buddy up to help check each other's kit, assist in carrying appropriate craft for the session. Please promote teamwork and good practice.

Coach leading group should complete an inspection of club equipment used by individuals to ensure it is fit for purpose in respect to damage or fault and is a good fit for the paddler. Particularly attention should be paid to safety devices such as buoyancy aids and helmets.

Consideration should also be given to the type of craft selected by the paddler and the intended paddling activity.

- 5. Session Briefing** - Before taking a group on the water you must brief them:

Make sure they:

- a. Listen to the briefing, ask questions if unsure, and they are offered an opportunity to ask for specific activities to be included in the session.
- b. Know who the coaches are.
- c. Know what the boundaries of your activity are i.e. geographic limits – landscape markers etc that set the boundaries of your working area.
- d. Have the opportunity to disclose any relevant medical conditions they may have
- e. Remove any jewellery that may cause injury to them or others.
- f. Know what is expected from them in terms of behaviour on the water.
- g. Have all signed on to the coaching session form.
- h. Are all aware of the probable session end time and Parents/guardians are clear about the need to be back in time for prompt collection.

Be prepared to run through basic paddling skills on land including how to hold and use a paddle, how to fall out of the craft, and how to form a RAFT.

- 6. Session warm up and cool down** - Before taking a group on the water you must carry out a suitable warm up. This should include gentle exercises both static and on the move that help prepare the paddler for the activity to follow. When the session is over a suitable cool down and stretching activity should be covered and paddler's feedback sought.
- 7. Getting on the water** – the aim here is to get the paddlers to the waters edge ready to get in, try to avoid dragging craft, or placing them too far from the water so that paddlers find it too hard to get the craft launched. It is very important to ensure that paddlers know they are not allowed to move into the water until the coach is on the water and calls them in one or two at a time.
- 8. Safety and Welfare** – If any accidents, incidents or near-misses are witnessed or dealt with directly, they must be dealt with appropriately. All accidents must be recorded properly and fully in the club accident book stored in the club office drawer units. Incidents and near misses should be recorded on the incident forms and given to the club Welfare Officer or sent to the club Secretary at the address above.

Part B: Session Completion

Having completed the session but before returning to the barn, coaches should instruct the paddlers on what is expected of them when they return to the barn:

- 9. Equipment Returns** - Ensure that each paddler rinses and returns all kit to the correct places in the barn, and that they buddy up to carry and store craft in the barn – aim for juniors to put their craft in the lower bays. All craft should be empty of water and debris. Any defects in the craft should be reported to the coach and recorded as per club procedures.
- 10. Personal Hygiene** – advise all paddlers of the need to wash after each session and ensure that those who elect not to use club facilities – at least wash their hands and face prior to leaving the premises. Diseases can be embedded and/or spread from lack of good personal hygiene after exposure e.g. Weils disease.

It is advisable that juniors are sent to shower first and given a timeframe to complete their washing and changing.

Where possible, there should not be a time when one adult is alone in the changing room when U18's are present and vice versa, there should not be a time where an U18 is alone in the changing room when there are adults present (unless when the U18 is accompanied by their parent).

Where possible, coaches should shower and change at a different time or in a different changing facility to the group they are coaching. For further guidance see British Canoeing Policy G28 Changing Room Guidance.

- 11. Safety and Welfare** – All juniors must only leave with the person who brought them, or a known parent or guardian. Coaches should stay vigilant until all juniors have been collected. Any junior that remains after the session waiting for collection should be encouraged to contact their parent / guardian to ensure pick up is imminent. Coaches should not leave juniors waiting alone for collection.

12. Club Administration – At the end of the session the group session forms must be placed in the secure in-tray in the club office. If there is any doubt about security of the data, then the form should be sent to the Coaching Officer. Coach reimbursement forms and rota should be updated if not already completed.

We hope that we have covered all aspects of a normal session or event, if you need any further guidance please consult the club policies on coaching, club rules, welfare, safety, and/or contact the club Coaching Officer / Welfare Officer