



# Cuckmere Valley Canoe Club

www.cvcc.org.uk

## LEVEL 1 COACH INDUCTION CHECKLIST

### CVCC Coach Induction Checklist

Name of Coach: \_\_\_\_\_ Date Induction Started: \_\_\_\_\_

Normal Operating Procedures	✓	Date
Start of Session Procedure – Opening Up & Checking In Adults & Children		
Boat & Equipment Locations		
Session Ratios – 8:1 + Helpers		
Remit & Operating Areas – Meanders / River / Sea		
Weather & Conditions Restriction on Sessions & Operating Area		
End of Session Procedure – Packing Away & Checking Out Juniors		

Risks & Management Strategies	✓	Date
Instructor Equipment Required		
Rescue & Towing Techniques		
Requirements for the use of Buoyancy Aids / Helmets / Spraydecks		
Use of skegs		
Local Weather Tendencies & Associated Problems		
Highlight Risk Assessments for Site & Sessions		

Safety Policies & Procedures	✓	Date
Reporting Damaged Boats & Kit		
Child Protection Policies		
Incident / Hazard Reporting		
Emergency & Accident Procedures		
Participant Medical Disclosure		
Dealing with Disruptive Behaviour		

Session Planning	✓	Date
Active Induction to Session Planning – Types of Groups & Objectives		

Candidate Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Induction Delivery By: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Level 3 Coach Or Above)

To be completed by all UKCC Level 1 Coaches Prior to Operating Independently in Club setting.

To be delivered & signed off by Level 3 Coach or above.