

WANSBECK PADDLE SPORTS CLUB COACHING REGULATIONS

1. Adoption

These Regulations, and their six appendices, were adopted at the Club Executive Meeting 14th Jan. 2017

Purpose: These regulations are intended to increase the fun, safety and learning of all involved in every paddle sport session organized by the club.

Definition of a Coach

A Wansbeck Paddle Sports Club Coach is anyone who is recorded as a Registered Coach in the Club Coach Register, maintained by the Coaching Officer, on the date that a club activity takes place.

Coaching Register

To be included in the Register a coach must comply with the following conditions at the time a club activity takes place.

1. Be a paid up member of the Club.
2. Have enhanced DBS clearance through the BC
3. Be a paid up member of the British Canoe Union with a membership card endorsed with the BC qualifications held.
4. Have a current First Aid Certificate (renewable every three years)
5. Have attended the required minimum coach updates to keep the BC qualification current.
6. Have not been disqualified to act as a coach by a majority decision of the Club Executive.

Coaches shall provide such documentary evidence as the Coaching Officer requires to confirm compliance with the above.

Hired in/Guest Coaches

Any coach hired in for a fee, or undertaking coaching free of charge, shall comply with items 2 through 6 listed above against documentary evidence supplied to the Coach Development Officer.

Coach in Charge

All Club activities will have a Coach in Charge. The Coach in Charge is responsible for ensuring that all the club procedures, including these Regulations, are observed. All assisting coaches are to cooperate in this endeavor.

Club/Individual Responsibilities

The following sets out the respective responsibilities between the club and individuals.

- An adult is anyone who is aged 18 or over when a particular activity is being undertaken. There is no upper age limit. It is up to individuals to judge whether they are fit enough to undertake the activity in question.
- A junior is anyone who has not attained their 18th birthday when an activity is being undertaken
- Anyone 12 years of age or younger must participate along with a parent/guardian.

Adults

It is left to the judgement of adults to make decisions about what they do.

Therefore adults undertake any Club activity at their own risk. Coaches will make information available to assist the individual in reaching their decision but the responsibility for the decision lies with the adult student.

The overall club philosophy is that enjoyable paddling comes from having confidence in basic skills and coaches will encourage the development of those skills in more challenging environments in a steady, progressive long term fashion.

Juniors

The extent to which people under 18 can make decisions about their own lives is often unclear, both to them and the rest of society. There is a balance to be found between protecting children and young people from harm whilst encouraging them to develop self-confidence, self-reliance, judgement, responsibility and leadership. The club has invested time and effort to provide a range of kit suitable for children and young people and sees the development of young paddlers as a key function of the club. The age bands that the club has adopted are:

- 12 years and under must be accompanied by a parent/guardian and must be part of family membership of the club
- 13-16 years are junior members and require parental consent form to be signed for activities away from nominated sites. They have a junior membership form signed by their parents taken to give consent to activities at nominated sites.
- 16 years and over take up adult membership and adult responsibilities within the club. Because they are not allowed to enter into contracts they cannot be club bank account signatories and if they undertake any coaching responsibility the responsibility for their actions lies with the deployer (the Coaching Officer on behalf of the club).

Thus, juniors may only attend trips away from the Nominated Site list provided that:

- Either the parent or guardian is present on the trip, afloat or on the bank, in which case they are deemed to have given their permission for the junior to participate.
- Or that specific written permission, on the standard club form, is given by the parent to the coach for the junior to participate.

Over riding all of the above the Coach in Charge and their assistants have complete discretion to decide if a trip shall take place at all, to decide if any individual, or his/her kit, is competent/suitable to join in the activity or if individuals/groups are allowed to attempt certain parts of an activity whatever the age, status, qualifications of the paddler/paddlers involved. In all coaching and leadership situations the club puts their full trust into the nominated coach/leader and expects them to use their judgement to ensure the safety, enjoyment and learning of the individuals and groups that they coach/lead..

Dealing with Children

The Club has adopted the BC Duty of Care - Child Protection Policy. This has a section at the end entitled 'Good Practice in the Care of Children' which is reproduced as Appendix 1 to these Regulations. These recommendations are for the protection of the coach as well as the child.

There are two governing principles:

- At all times the coach shall behave correctly towards children and avoid actions or words which could be misconstrued.
- Coaches shall avoid being alone with a child or a small group of children. In the event of any allegation of misconduct the judgment becomes a matter of deciding between the word of the child or that of the coach and the burden of proof is likely to be on the coach.

In cases where an incident has taken place a report is to be made to the Club Child and Vulnerable Persons Welfare Officer who will make a note of the circumstances in case any allegation subsequently arises.

In the event an allegation is made the following procedure is to be followed:

1. Do not get into a discussion or argument with the parent or carer. This can only inflame an already difficult and distressing situation.
2. Refer them to the Club Child Protection Policy where the procedure for dealing with these matters is laid down
3. Give them the name and address of the Club Child and Vulnerable Persons Welfare Officer.

Accidents and incidents

(a) Serious

There are four aspects to any accident - medical, legal, public relations and avoiding future occurrence. What to do will depend on the severity of the accident. :

1. The priority in any accident is to deal with injuries by first aid on site and evacuation to hospital. If in any doubt a casualty should be taken to hospital for a check up as internal injuries may not be immediately apparent. This particularly applies if a head injury is involved/suspected. .
2. The following looks at the worst case of serious injury to people or damage to property
 - Don't admit liability or discuss the accident with anyone.
 - Exchange names and addresses with other parties if required to do so.
 - Obtain the names and addresses of witnesses.
 - Report the matter to the police if injury is involved.
 - Do not talk to the press or media
 - Contact the Club Chairman or failing him the Secretary or other Executive member to share the problem and seek advice.
 - If there is the possibility that the matter may 'go legal' contact the BC on 0115 9821100. They will hand the matter over to their insurers who will handle the case from then on. The BC have their own form to fill in available in pdf on their website by clicking 'Coaching' then 'Forms for Coaching' then 'Incident Report Form'. If that doesn't work call the Eurolaw helpline on 0117 933 0693
 - Fill in a Club Accident Report Form and file it with the Coach Development Officer - a blank is attached in Appendix 2.

(b) Not serious

A Club Accident Report Form is to be filled in for any incident which results in any injury or damage no matter how trivial. The reasons for this are threefold:

1. A casualty apparently alright may have a relapse later.
2. Unscrupulous people may try to inflate the seriousness of an incident for financial gain.
3. A trend will become apparent if the same sort of problem arises more than once indicating some remedial action is required.

(c) Near Miss

A Club Accident Report Form is to be filled in for a near miss. A near miss is difficult to define but is an incident which will have the following features:

- outside what would be reasonably expected and planned for the session
- brings the session to a halt
- of such seriousness that the coach hopes that it will never happen to him, or anyone else, again.

To give examples:

- someone swimming and being rescued isn't a near miss. Swimming and rescue are standard paddling skills.
- Someone swimming and getting entrapped and being rescued successfully is a near miss.
- Someone getting cold isn't a near miss.
- Someone getting to the early stages of hypothermia is a near miss.

The purpose of reporting a near miss is not to attribute blame but to learn for the future either in terms of revised procedures or additional training.

Club Accident Report Form

This should be filled in as soon as possible - in legal jargon it should be contemporaneous - and sent to the Coaching Officer. Recollection quickly fades with time. A contemporaneous report carries more weight than one that was written later perhaps to make a point.

Ethical Issues

The Club operates a non discriminatory policy with regard to age, gender and religion which coaches are expected to uphold. In practice this means giving everyone the chance to participate in any club activity. This general approach needs to be tempered by the following practical considerations:

- The Club does expect coaches to discriminate in matters of competence. Competence can take various forms covering skill, strength, stamina and mental attitude. These are for a coach to judge fairly, but fearlessly, from personal observation. Someone coming unstuck attempting an activity beyond their capabilities puts themselves, the rest of the group and the coach at risk whilst undermining the confidence of the individual concerned.
- The Club does not expect a coach to put up with abuse, foul language or disruptive behaviour from anyone. Coaches perform a valuable role and deserve to be treated with respect, all club members should support the coaches in ensuring that sessions are run with mutual respect, consideration for others and respect for the environment.

Medical Conditions

Although medical conditions are declared on the membership form it is a practical impossibility to keep all coaches up to date on all the students they may encounter.

Before every session therefore all coaches, as a matter of routine, must remind their students to inform them, in confidence, of any medical conditions that the coach should know about.

Medical conditions may involve the carrying of medication by students. It is essential that the coach fully understands the circumstances that require the use of the medication and how it is administered. The long term aim is for the student to be self reliant, however there may be situations where the coach is carrying the medication on behalf of the student. Wherever possible the student should administer themselves. However if the student is having a fit or is unconscious this is impractical. This particularly applies to insulin and adrenaline injections.

In all cases of use of medication a discussion away from the activity where mutual understanding and practical problem solving can be developed will result in a better experience for both coach and student.

Scope

The remainder of these regulations apply to outdoor waters. Additional, separate, procedures applying to swimming pools are dealt with in a separate management procedure.

Remit

Coaches are expected to know the remit which applies to their qualification. In summary this is:

1. UKCC Level 1 and 'Old' Level 1 are assistant coaches and may only run sessions when deployed by the Coaching Officer.
2. 'Old' Level 2 - may coach within their discipline on flat or sheltered water.
3. UKCC Level 2 and 'Old' Level 2 with Open Boat 3 Star endorsement - may coach any craft on flat or sheltered water.
4. UKCC Level 2 with Moderate Water Endorsement - may coach within their discipline on moderate water for that discipline. Note 4 Star Leader is a pre-requisite for the Moderate Water Endorsement Training Course.
5. 'Old' Level 3 - may coach within their discipline on moderate water in their discipline (But see also Deployer remit on Nominated Sites below)
6. UKCC Level 3 - not yet published.
7. 'Old' Level 4 and 5 - may coach within their discipline on any water which, according to their judgement is appropriate for the group.

8. 'New' 4 Star - Holders may lead, within their discipline, peer groups who do not need coaching, of not more than four on moderate water
9. Holders of 5 star may lead, within their discipline, on any water which, according to their judgement, is appropriate to the group.

Club Nominated Sites

Club Nominated Sites are those where the club frequently and regularly paddles which are well known to club coaches.

The Club has 1 current Nominated Site. Others for:

- 2 River Wansbeck - Morpeth to Sheepwash
- 3 Newbiggin Bay
- 4 Tidal River Tyne (Wylam to Tynemouth)
- 5 Coquet Island
- 6 River Coquet - Morwick Mill to Warkworth
- 7 River Tyne - Bywell to Prudhoe
- 8 River South Tyne - Haydon Bridge to Hexham
- 9 River Till - Ford to Etal
- 10 Tynemouth Longsands
- 11 Druridge Bay
- 12 Blyth Beach
- 13 Ullswater
- 14 QE Lake

are being developed as more coaches obtain the moderate water endorsement to the Level 2 Coach status (these modules are planned to come on line in September 2009).

Nominated Site 1 River Wansbeck - Sheepwash Weir to North Seaton Weir

Risk Assessments and Management Procedures have been prepared for each site. These will be reviewed, and amended where necessary, at least once per annum or immediately when a change in local conditions requires it.

The Master copy of each Risk Assessment and Management Procedure will be maintained by the Coaching Officer who will update them as required. Every Registered Coach will be provided with a copy of every Risk Assessment and Management Procedure and amendments as they are issued. Hired in or Guest Coaches will be provided with the current Risk Assessment and Management Procedure of the water they will be working on.

Coaches operating within their BC remit are permitted to use Nominated Sites in accordance to the Risk Assessment and Management Procedure without any further permissions or formalities.

Deployer remit on Nominated Sites. - The Club Executive may deploy individual coaches to supervise sessions on nominated sites beyond their BC remit. The decision as to whether a coach is capable of being deployed will lie with the Coaching Officer. Deployed coaches will:

- Hold a current First Aid certificate
- Be enhanced CRB cleared through the BC
- Work in teams not operate alone

As well as demonstrating coaching and leadership skills these people will have to demonstrate a mature and caring approach capable of putting the needs of learners first.

Trips and Sessions outside the Nominated Sites

- To qualify as a Club Trip the trip must have a Coach in Charge (C in C) who is a Wansbeck Paddle Sports Coach, and suitably qualified/experienced for the planned trip. Any activity outside the Nominated Sites takes place at the complete discretion of the Coach in Charge.
- The trip Organiser can be any adult who is a paid up member of the club. The Organiser does not have to be a coach. However if the Organiser is not the Coach in Charge then he/she needs to make sure that the C in C agrees to the arrangements made.
- Participation will at the decision of the C in C. Coaches are reminded of the 'inclusive' policy of the club
- It is expected that trips on Placid Water will be open to all club members. This can be defined as water that can be comfortably paddled without a spraydeck.
- Trips on any other water will be restricted to participants with the requisite competence, usually demonstrated by holding appropriate BC performance awards, to handle the conditions anticipated.
- All trips will be restricted to maintain the coach/paddler ratio acceptable to the C in C.
- Organisers and C in C's are to follow the Trip Checklist attached as Appendix 3 to these Regulations.

Use of club kit outside Club Trips and Sessions

- Members attending courses run by BC or BC/UKCC coaches may use club kit to attend that course. The club perspective is that the paddler is the responsibility of the coach /agency organizing the activity. The club actively

encourages members to seek experience with other coaches and in other settings.

- Members that have passed the 4 Star Leader qualification within a discipline are qualified to make decisions about the suitability of kit, activity and venue. As such they are able to use club kit on non club activities.

All other trips

Other trips may be organised by groups of friends who happen to be members of the club - these are not club trips, club kit may not be used and the club is not responsible for them. Coaches are reminded of the following:

- There is a general duty of care due by individuals to all those around them.
- Those who possess particular skills relevant to the situation in hand are deemed to have a greater duty of care than those who haven't.
- The most experienced/qualified person present will be deemed to have a responsibility for others which may not have been agreed or expected amongst the party on the water
- Given the above each individual has to make their own decisions about participation in such trips.
- The Duty of care is greatly increased when paddling with juniors.

The ethos of the club is to enable people to gain qualifications so that they can run club trips and every effort will be made to assist coaches on the qualification ladder on the understanding that they offer their new gained skills to other members.

Coach/Student Ratios

The maximum coach/student ratio allowed by the BC is 1 : 8.

The club position on this is as follows:

- On the River Wansbeck Nominated Site the ratio of 1 coach to 8 students can be increased (at the discretion of the Coach in Charge) in unusual circumstances, for example when there are open sessions and a larger number of students arrive than was anticipated. However coaches should plan to have the 1 : 8 ratio in sessions whenever possible.
- Sessions anywhere else are by invitation where the ratio can be controlled. The ratio depends upon the skill, experience and qualifications of the coaches and paddlers and the challenge level of the trip. All such trips should be agreed by the Coaching Officer in advance.

Equipment

The equipment coaches need to carry varies according to the nature of the session. As a minimum coaches should carry the equipment detailed in the BC syllabus appropriate to the session.

A Day Trip Kitlist is attached as Appendix 4 as a checklist from which coaches can pick and mix according to circumstances. As a general principle equipment to look after an injured person should be carried in the boat(s) unless a motor vehicle can be accessed within 5 minutes. A first aid list is attached as Appendix 6