

2015

Halifax CC Coaches Manual



Les Ford

Halifax Canoe Club

3/18/2015

On behalf of the club we want to say a big thank you to all club coaches and leaders for running classes, trips, pool sessions, and many other activities which enable the club to continue to flourish and provide opportunities for other to get involved and progress in our sport.

If you need any help and support, or have any queries or ideas please get in touch with our Coaching Officer, a member of the committee or speak to your fellow coaches.

Thank you and enjoy your paddling.

Victoria Bradford-Keegan
Club Chair

Les Ford
Coaching Officer

Introduction

This document is intended to be a summary of club policies and procedures that apply to club activities. It is intended as a reference to club policies and procedures and Coaches (and where relevant members) must ensure they are fully familiar with the relevant club policies. These are available in dropbox or on the club website.

What is a Club Activities?

These are any paddling activity run and promoted by the club so include:

- weekly summer river sessions
- club Saturdays/Sundays
- swimming pool sessions
- taster sessions
- trips away from the club

Any sessions run for other organisations by clubs coaches using club equipment are considered to be club activities (e.g. one off sessions for scouts, workplaces). These should be agreed in advance by the club's committee.

What is not a club activity?

- A group of club paddlers organising paddling themselves

Where members paddle independently on club home water this should be done in accordance with the guidance in the club's **Home Waters River Conditions policy**.

Where members are using club equipment for independent paddling, this must be done in accordance with the club's **Equipment Policy**.

What are Home Waters?

Home Waters are defined as: the stretch of the river Calder from below the Double Weir down to the egress steps at the bottom of the white water course and the canal between Luddendenfoot and Salterhebble locks. A map of the club's 'home waters' is displayed in the club.

Coaches' responsibilities

- To inspire members to have fun in their canoeing
- To ensure their students are aware of and adhere to club behaviour and safety rules; are aware of and adhere to measures required to promote peaceful co-existence with local residents; replace club kit tidily after use
- To arrange cover in the case they or their assistant(s) are unable to attend a session, and - in the case that a session has to be cancelled - keep the class (students) informed.
- To keep their BC recognised qualifications valid and up to date, and ensure these details are kept up to date on the club's Coaches Skills Register maintained by the Coaching Officer.
- To Ensure paperwork is completed e.g. register, accident log, session plans
- To attend the regular club coaching meetings.

Support for coaches from the club

- To organise coach meetings to inform coaches of club and BC news, and to provide coaches with a say in how club coaching is managed.
- To support coaches in their coaching progression e.g. by providing or finding subsidised training; providing a mentor.
- To back coaches in their reasonable decisions in dealing with incidents of poor behaviour by a student.

Safeguarding Procedures

Coaches should be familiar with, and comply with, the club's Child Protection Policy and the BC Child Protection Policy and comply with good practice in relation to Safeguarding young people.

Key points

- All club coaches should have a DBS (formerly CRB check) which should be updated every three years.
- All coaches should have attended appropriate Safeguarding & Protection Children training.
- Adults (including coaches) should avoid putting themselves in a one to one situation with junior members especially in the changing room (and during transportation to and from river trips / Club events / club sessions).
- Coaches must report any concerns relating to child protection to the Club's Welfare Officer.

Changing Room Procedures

- The changing room procedure is adhered to throughout the year, with the Welfare Officer, coaches and committee members ensuring members are aware of it and that is reinforced on all sessions.
- Parents and other coaches are encouraged to help out with supervision of changing to avoid one to one situations occurring.
- Juniors are encouraged not to change on their own with an adult (unless their parent / guardian) and make sure they change quickly. This applies to Club sessions and competition events, where juniors are encouraged to change as a group when in the presence of strange adults / older children.
- If a coach / adult paddler goes into the changing room where there is a single child already changing either: leave the changing room until the child has finished or ask another adult to go into the changing room with you.
- If a coach or adult paddler is changing with others who are about to leave them in the area with a single child, ask some-one to stay until you or the child has finished. An alternative is for a lone adult to use the disabled toilet for changing.
- The use of cameras, phone cameras etc are not allowed in the Changing Rooms.

The club has a code of conduct for young people and a policy regarding the **Collection of Children and Young People**.

If you have any queries or concerns regarding safeguarding children please speak to our Welfare Officer whose contact details are posted in the club, and in the club yearbook.

Activities on Home Waters

Health & Safety

Coaches should be familiar with the following club policies:

- Health & Safety Policy – providing an overview of all policies
- River Conditions Policy (see below)
- Home waters Risk Assessment (see below)
- Emergency Procedures
- Manual Handling Risk Assessment
- Young People Paddling Policy

Coaches must report all accidents and incidents to the clubs Health & Safety Officer – forms are available in the office and the main first aid kit.

Participant information – all members **must** complete a Safety and Information Sheet at the start of the membership year (or as they join). Copies of these are kept in the office filing cabinet. Any medical issues are highlighted on the registers for summer session, and coaches must ensure they are aware of any medical conditions of members they are coaching by referring to the form or discretely discussing this with the member.

Coaches must treat all members' personal information confidentially.

First Aid provision - All club coaches should have a current First Aid certificate. The main First Aid kit is located outside the office. Small waterproof kits are kept in the office and it is recommended that coaches carry a first aid kit on the water. In the office there is an orange grab bag – this contains a First Aid kit, sleeping bag and foil blankets

Coaches should educate members and parents regarding the risks associated with paddling and safe practices to allow them to become independent paddlers and have informed consent regarding the activities they are participating in.

Manual Handling – coaches should introduce and reinforce good manual handling techniques in all activities in line with club's **Manual Handling Risk Assessment** and good practice.

River Conditions Policy

This sets out suitable river levels for various club sessions to take place (at Green, Amber, Red and Black river conditions). **Coaches must be familiar with this policy and run sessions in accordance with the levels guidance.**

This policy also sets out guidance for members on suitable experience for paddling independently on Home Water and for the use of club equipment when paddling independently. Coaches are encouraged to support members to understand this policy and how this applies to them becoming independent paddlers.

Home Waters Risk Assessment

All coaches operating at the club **must** be familiar with the club's **Home Waters Risk Assessment**.

This Risk Assessment is designed to enable club coaches to operate on the white water sections of the club's Home Water in '**Green**' river conditions even though they do not have the coaching/leading qualification required to have a remit on these waters. This also sets out the options for trips to be undertaken within Home Waters

Site specific coach inductions

In line with BC guidance Level 1 coaches may operate without supervision of a higher level coach if they have received site specific training. The club's Coaching Officer will arrange these as required and provide an update to all coaches annually.

Young Persons Paddling Policy

Young people should only paddle with a club coach present or under the supervision of their parent or guardian. The exception to this is through the Young Persons Paddling Policy which enables competent paddlers aged 16 or over to be approved by the club's coaching panel to paddle as part of a group without a coach or parent/guardian present. This policy sets out the paddling ability required, approval process and conditions that applying to this approval.

Club house issues

The club has to operate within a residential area, coaches can support good relations with our neighbours by educating members about and regularly reinforcing the following points:

- Keeping a clear access for residents to their property including:
 - When getting boats out, place these in the club parking spaces and keep the area by the railing clear of boats and equipment.
 - Not to leave boats or equipment in the area outside the changing rooms / flat number 2 at any time.
- Ensuring members take care carrying boats past cars in the mill area, including ensuring young people are supervised / assisted as appropriate when carrying boats and equipment. (also to ensure extra care in windy condition).
- Discourage people from taking paddles into the changing rooms (past vehicle) – leave them upstairs.
- Ensuring the gate through to the bridge / launch area is closed at the end of the evening or session.
- Encourage members to park away from the mill area.

Additionally coaches can assist the club by:

- Ensuring all lights, heater and appliances are off (including the river lights), and the club is secure when leaving.

Club equipment

Coaches will be provided with keys to the club equipment cage and can issue members equipment for use on club sessions. Club equipment is available in a variety of sizes and coaches should ensure members use appropriately sized equipment to ensure a good fit, safety and to enable members to develop good paddling technique.

Coaches should ensure members return equipment and put it away properly after sessions (e.g. hanging buoyancy aids and spray decks up).

Visual check should be made of equipment being used on sessions and any damaged or unsafe equipment should be removed from use and the Equipment Officer informed.

The club's **Equipment Policy** set out full details about the use of club equipment by members for independent paddling at the club and elsewhere.

Throw lines, split paddles and group shelters are available for use on trips as required by coaches.

Summer river sessions

The club operates a busy programme of summer evening coaching sessions. Usually 2 coaches are assigned to each coached session. The following points will assist with the some running of summers sessions:

- **Registers** – coaches should ensure registers are kept up to date each week
- **Coaching cover** – where one of the regular coaches is not available (i.e. holidays) they should try to find another coach to cover them, if this is not possible the session should be cancelled. If both regular coaches are not available it may be better to cancel the session.
- **Keeping participants informed** – session register include participant contact details (and a copy for the coach to keep at home) and coaches should keep participants informed of session cancellations etc.

River trips as part of club sessions

Undertaking trips as part of evening / weekend sessions should be planned in advance so participants and parents are aware and have relevant information in advance (ideally the week before).

Trips on the Calder upstream of and including the double weir or downstream of the club are outside of Home Waters so must be run as such by appropriately qualified coaches in accordance with the 'Activities Away from the Club' section of this manual.

Waterways licenses

Trips on the canal require each person to be covered by a Canal & Rivers Trust (CRT) waterways license. This is included in BC / Canoe England Membership. For non-BC members the club purchases 6 licenses annually as part of its BC affiliation. Our affiliation number is 117 should it be required from a CRT official.

Bank based coaching

At times it may be appropriate for a coach to work from the bank and this is covered within the Home Waters Risk Assessment.

Taster sessions and activities for other organisations

Where club coaches run activities for non-members using club equipment and facilities, these are considered to be club activities and must run in accordance with club policies and procedures. These should be agreed in advance by the committee (permission will usually be granted unless this conflicts with club activities).

It is anticipated that these will be one off sessions. Where these are to be more regular, participants may have to become members to comply with insurance and AALA regulations.

Activities Away from the Club

These are defined as **all club coached sessions and activities taking place outside of Home Waters**.

Therefore this includes trips on the Calder which take place:

- upstream of the club down to and including the double weir
- downstream of the club egress steps

These include a wide range of activities offered for a range of ability levels.

Coach and leader ratios

All trips away from the club should be under the supervision of appropriately qualified coaches/ leaders as per BC recommendation. This may be club coaches or leaders or where relevant other volunteers or commercial providers (e.g. the sea kayaking weekends which are led by an appropriately qualified sea kayaking coach).

Planning and risk assessment

For all trips away from Home Waters, the lead coach / leader should complete a risk assessment prior to the trip. While this allows key hazards to be considered in advance of the trip, those leading on the trip will obviously need to undertake a dynamic risk assessment throughout the trip.

A club **Journey Planner & Risk Assessment** template is available to assist trip leaders to complete this. To assist coaches, completed risk assessments for previous trips will be made available in the coaches' dropbox folder, allowing coaches to pull off, check and update risk assessments prior to a trip. Coaches are encouraged to save risk assessments they complete for additional trips to add to the pool of available template assessment.

The final page of the Journey Planner and Risk Assessment is for collecting participant's names and emergency contact information and should be collected on the day.

Pre-trip information

Trip / event organisers should provide information in advance for inclusion on the website outlining the nature of the trip/ event and the ability level of members it is suitable for and be able to answer queries about the activity.

Organisers must ensure that suitable coaches are available to lead/coach the activity, and in consultation with club coaches advise members whether the activity is suitable for them or not. (Where a person is not known to those leading the activity, advice should be sought from those that have coached the person recently or the club's Coaching Officer).

Prior to the trip, organisers will confirm meeting / transport arrangements with all those due to come on the trip.

Using club equipment

Club coaches and the club's Equipment Officer can loan equipment to member for use on club trips away from the club. Coaches should ensure equipment is returned promptly after the activity and any damage or loss is reported to the club's Equipment Officer.

When loaning equipment for club activities coaches should consider the needs of other club sessions that are taking place. (e.g. not loaning equipment to paddlers on a Monday for use at an event on the weekend if the equipment will be needed on other sessions during the week).

Transport

Ideally transport should be planned to reduce the number of vehicles required. Depending on the nature of the trip, trip leaders may have to take the lead in organising transport arrangement (e.g. a beginners' trip where people may not have the facility to transport kayaks).

The club trailer is available to use if required and there is someone with a vehicle that can tow it.

Safeguarding issues for trips away from the club

- **Parental consent** – when under 18's are attending a trip away from the club without their parent /guardian, the event organiser / lead coach should ensure they have a completed parents consent form for the activity. Forms are available to download from club website.
- **Transport for young people** – where possible parents should transport their children to activities away from the club or make arrangements to share transportation with other parents. Coaches and other members should avoid situations where young people are being transported in a one to one situation with an adult, in exceptional circumstances where this can not be avoided it must be done in consultation with and the permission of the parent. In these situations the adult should be some-one who has been DBS / CRB checked by the club.
- **Overnight trips** – usually parents should accompany and be responsible for their children on overnight trips away. Where this is not the case the event organiser should ensure there is appropriate accommodation arrangement (separate accommodation for males/females and that young people and adults are not sharing accommodation) and that parents are aware of the arrangements. Further advice can be obtained from the clubs Welfare Officer

Participant information / emergency contacts

On the day the organiser should collect an emergency contact name and number for each person on the trip in case of an emergency. The third page of the club's **Risk Assessment and Journey Planner** has a sheet from this. It can be kept in a vehicle or with a non-paddler.

Activities that are not club trips

The club recognises that members will come together to organise their own paddling activities, and this is to be encouraged. Coaches should help educate members of the risk associated with the sport and offer advice on suitable trips for their ability level.

Coaches should remind members that activities that are not club trips are risk assessed by the club and that members should ensure that they are happy with the nature of the trip, the leadership, and safety arrangements in place.

Additionally, club members who are not individual members of British Canoeing (i.e. those that pay an additional affiliation fee with their club membership) are only covered by insurance while participating in club activities. It is therefore recommended that all club members join British Canoeing to be fully covered by insurance.

Swimming Pool Sessions

Pool operating procedures

When the club runs sessions in a swimming pool, these are done in accordance with the normal operating procedure for the relevant pool. These include the number of boats allowed in the pool, pool access etc.

Emergency procedures

Sessions at the pool will follow the venues Emergency Operating Procedures

Risk assessment

A suitable risk assessment will be undertaken for pool activities and agreed by the Club Coaching Officer and the pool management. This should be reviewed annually or in the event of a significant event or change of circumstances.

Pool safety cover

For pool sessions the club provides its own Pool Safety cover. This role is additional to those coaching in the pool and is responsible for observing and ensuring the safety of pool sessions. This Pool Safety must be on the poolside throughout the duration of the pool session and not be distracted from this role (by coaching, fetching equipment, enquiries etc).

All those fulfilling the Pool Safety role will hold a current BCU lifeguards Pool Endorsement Award. The club will provide training and assessment for this award as required.

Where no qualified Pool Safety is available for a session, the lead coach for the pool session will liaise with the pool management to arrange a lifeguard to cover this role.

Pool orientation

All coaches and helpers will be given an orientation to the pool to ensure that they are familiar with layout, normal operating procedures, risk assessment and emergency procedures.

Relevant Club Policies / Documents

The following can be found in the Coaches 'Dropbox' folder (contact the Coaching Officer if you cannot access this) and many are on the clubs website.

- River Conditions Policy
- Home Waters Risk Assessment
- Home Waters Maps
- Child Protection Policy
- Child Protection Procedures
- Equipment Policy
- Emergency Procedures
- Health & Safety Policy
- Young People Paddling Policy
- Club Boat Sizes
- Club Equipment List (inventory)
- Club Journey Planner and Risk Assessment (blank)
- Club Journey Planner and Risk Assessment (example)
- Sample trip information for website
- Club Code of conduct & Junior Code of Conduct
- Coaches Code of Conduct (BCU website)
- Coach Support Policy
- Coach Mentoring at Halifax CC