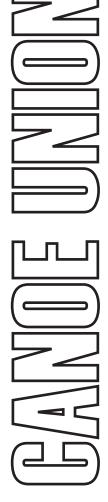
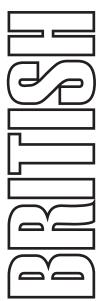
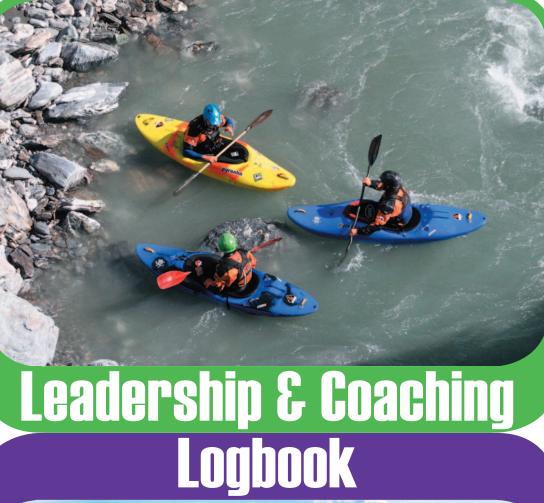
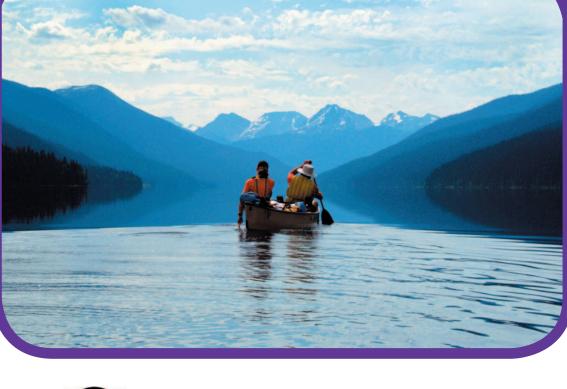


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Contents

Personal Particulars Guide to the use of the Logbook

Logbook pages:

Record of experience Coaching record Conferences and exhibitions attended Courses attended / work with other organisation Journeys or events involved in Local Coaching panel meetings / club meetings Work with other coaches/team members Suggestions or complaints that you have dealt with Courses organised

Qualification prerequisite record chart Qualification Record Charts

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PERSONAL PARTICULARS:

| NAME: |
|--|
| ADDRESS: |
| POST CODE: |
| TEL: |
| CLUB, SCHOOL OR ORGANISATION TO WHICH ATTACHED ? |
| BCU MEMBERSHIP NUMBER: |
| NAME AND ADDRESS OF LOCAL COACHING ORGANISER: |
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Guide to use of the Logbook

This logbook is designed so that you can record evidence of expeditions, trips, other experiences and coaching activities, in preparation for training, or assessments within the BCU Coaching Service tests and awards scheme. Whilst these records are not essential for the 1 to 3 Star Tests, it will help to record the necessary journeys. A properly maintained logbook is an essential requirement for all Coaching and Leadership awards; this logbook fulfils the requirement and the format is easy to follow. The logbook can also be used to evidence currency as part of the BCU Coach Update scheme.

There are many other reasons for keeping an up to date record of your canoeing activities. These may be personal, like keeping an ordinary diary, to remind yourself of past events, or to record activities for reference in preparation for more advanced adventure and activities.

To ensure that your entries are correct it is advisable they are written in immediately after the event. You should start now by filling in the Personal Particulars Page. Short notes have been added under the various headings to give guidance in keeping records.

If someone else was the organiser of the event or qualification course it is best if you can get them to initial your entry, but don't leave it for some other person to complete as they will probably forget and don't leave it until later as YOU will probably forget! The BCU Canoe and Kayak Handbook, and the BCU Coaching Handbook provide a complete guide to the sport, and the learning and teaching of its skills, these are particularly useful resources for Coaches and Leaders.

Syllabi and guidance note for the various Coaching and Leadership awards are published on the BCU and Home Nation Association websites, please check these for current documents.



Record of Experience:

Record here all your experience before your first coaching award Record details of: Tours and Trips (including grades of difficulty and conditions) Competition work (with standards reached) and/or any other canoeing experience

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Coaching Record:

Record here courses or sessions that you have organised, or helped to run. Try and ensure that you have a range of experience, both in the area / type of weather taught on, single / series of sessions, and type of student, e.g.: adult, child, those with special needs, novice, and those with some experience.

| Date | Time (hours) | Number In group | Ability level | Nature of activity | Venue | Water & Weather Conditions | Role in group |
|------|-----------------|--------------------|---------------|--------------------|-------|----------------------------------|---------------|
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Coaching Record (continued):

| In group | Ability level | Nature of activity | Venue | Weather Conditions | Role in group |
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| | | | | | Image: selection of the |

Conferences and Exhibitions Attended:

This section is intended to show you that you have a wide experience of the sport. If you have been to any conferences or exhibitions then note them here. Also add any information about local canoe shops that you use, or any other events that were connected with canoeing.

| Date | Event attended |
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Conferences and Exhibitions Attended (continued):

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Courses attended / work with other organisations:

Give location, course organiser, aims and level of course. Identify type of organisation, and how you were involved. Course organiser should ideally initial the entry.

| Date | Details | Initials |
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Courses attended / work with other organisations (continued):

| Date | Details | Initials |
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Journeys or other events:

Do try to ensure that you have as wide an experience as possible. Have you operated in kayaks and open canoes? Have you competed in different forms of event? (Slalom, Freestyle, Sprint, Marathon etc). Have you operated with canoes in a swimming pool? Have you been to a local touring event and a major touring event? Have you been to a Lifeguards event? This is one of the great strengths of Paddlesport – it is so varied and has something for everyone. Do get out there and get involved in as many aspects as possible.

| Date | Location | Form of event | Type of Water | Number involved | Weather | Your role in this event |
|------|----------|---------------|------------------|--------------------|---------|-------------------------|
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Journeys or other events (continued):

| Date | Location | Form of event | Type of Water | Number involved | Weather | Your role in this event |
|------|----------|---------------|------------------|--------------------|---------|-------------------------|
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Local Coaching Panel / Club meetings:

Note here any canoeing meetings you attend. This also helps to show your involvement in the sport.

| Date | Type of meeting | Main Topic | Action / Comments |
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Local Coaching Panel / Club meetings (continued):

| Date | Type of meeting | Main Topic | Action / Comments |
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Work with other coaches / team members:

You need to show your ability to work as a member of a team either within your workplace, or where you are working with someone else on a course. Note details of work undertaken, areas of responsibility, suggestions made to change policy or work practices, and help offered to coaches or assistants.

| Date | Details of work meetings, canoeing event or course | Action taken |
|------|--|--------------|
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Work with other coaches / team members (continued):

| Date | Details of work meetings, canoeing event or course | Action taken |
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Suggestions or complaints with which you have dealt:

You need to show your knowledge and ability at dealing with organisations, customers and clients. Mention how you dealt with any incidents, what they were, and your relationship with the people making the suggestion or complaint.

| Date | Nature of suggestion / complaint | Action taken | |
|------|----------------------------------|--------------|--|
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Suggestions or complaints with which you have dealt (continued):

| Date | Nature of suggestion / complaint | Action taken | |
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Courses Organised:

Record details of all courses that you have organised (e.g. BCU 1 Star or a Level 2 Coach Course). Record date, location, aims, and level of the course.

| Date | Location | Details |
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Courses Organised (continued)

| Date | Location | Details |
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Qualifications prerequisite record chart: (Star Awards, Paddlepower, Safety Training, and First Aid)

Note here all tests undertaken. Please ensure that the course organiser signs in confirmation.

| Date | Test or award | Location | Assessors' signature | Recommended / Not Rec' Completed / Not Completed |
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| Training and Assessment Record Sheet | | | |
|--------------------------------------|------|-------|-----------------------------------|
| Levels 1 & 2 | Date | Venue | Course Provider (Sign & Print) |
| Boat-based | | | |
| BCU (UKCC) Level 1 | | | |
| BCU (UKCC) Level 2 Training | | | |
| BCU (UKCC) Level 2 Assessment | | | |
| Bank-based | | | |
| BCU (UKCC) Level 1 | | | |
| BCU (UKCC) Level 2 Training | | | |
| BCU (UKCC) Level 2 Assessment | | | |





| Training and Assessment Record Sheet | | | | |
|---|------|-------|-----------------------------------|--|
| Moderate Water Endorsement | Date | Venue | Course Provider (Sign & Print) | |
| White Water | | | | |
| Moderate Water Endorsement Training | | | | |
| Moderate Water Endorsement Assessment | | | | |
| Open Canoe | | | | |
| Moderate Water Endorsement Training | | | | |
| Moderate Water Endorsement Assessment | | | | |
| Sea | | | | |
| Moderate Water Endorsement Training | | | | |
| Moderate Water Endorsement Assessment | | | | |
| Surf | | | | |
| Moderate Water Endorsement Training | | | | |
| Moderate Water Endorsement Assessment | | | | |





| Training and Assessment Record Sheet | | | | |
|--|-------------|---------|-----------------------------------|--|
| BCU (UKCC) Level 3 | Date | Venue | Course Provider (Sign & Print) | |
| Core | | | | |
| BCU (UKCC) Level 3 Core Training | | | | |
| Intermediate Modules | | | | |
| Coaching the Mind | | | | |
| Optimising for Performance (Part 1) | | | | |
| Optimising for Performance (Part 2) | | | | |
| Discipline Specific: | (state disc | ipline) | | |
| Training | | | | |
| Assessment | | | | |
| Discipline Specific: | (state disc | ipline) | | |
| Training | | | | |
| Assessment | | | | |
| Discipline Specific: | (state disc | ipline) | | |
| Training | | | | |
| Assessment | | | | |
| Discipline Specific:(state discipline) | | | | |
| Training | | | | |
| Assessment | | | | |





| Training and Assessment Record Sheet | | | | |
|--|------|-------|-----------------------------------|--|
| 4 Star Leader | Date | Venue | Course Provider (Sign & Print) | |
| White Water | | | | |
| 4 Star Leader Training | | | | |
| 4 Star Leader Assessment | | | | |
| White Water Safety & Rescue | | | | |
| Open Canoe | | | | |
| 4 Star Leader Training | | | | |
| 4 Star Leader Assessment | | | | |
| White Water Safety & Rescue | | | | |
| Sea | | | | |
| 4 Star Leader Training | | | | |
| 4 Star Leader Assessment | | | | |
| Coastal Navigation and Tidal Planning | | | | |
| Surf | | | | |
| 4 Star Leader Training | | | | |
| 4 Star Leader Assessment | | | | |





| Training and Assessment Record Sheet | | | |
|---|------|-------|-----------------------------------|
| 5 Star Leader | Date | Venue | Course Provider (Sign & Print) |
| White Water | | | |
| 5 Star Leader Training | | | |
| 5 Star Leader Assessment | | | |
| Advanced White Water Safety & Rescue | | | |
| Open Canoe | | | |
| 5 Star Leader Training | | | |
| 5 Star Leader Training | | | |
| Sea | | | |
| 5 Star Leader Training | | | |
| 5 Star Leader Training | | | |
| Open Water Navigation and Tidal Planning | | | |
| Surf | | | |
| 5 Star Leader Training | | | |
| 5 Star Leader Training | | | |
| Advanced Surf Safety | | | |