

Adventure Dolphin/Pangbourne CC

Leader and Coach Competencies, Standards and Expectations

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Safeguarding

A session with Welfare Officer, to discuss awareness, protecting yourself, minimum standards and reporting procedures and knowledge of where the forms are to be found. Outline certificated training availability and DBS within the club, complete the safeguarding self disclosure form (one of four Induction requirements for ALL leaders)

Note that although British Canoeing require coaches to have completed only an initial safeguarding course for the coach to be updated it is British Canoeing's stated opinion that it is best practice that all coaches and leaders update their safeguarding knowledge by further courses at least every three years. It is Adventure Dolphin's policy that all coaches and leaders should accept this 'best practice' as the minimum standard ie an update course should be taken every three years. An online course alternating with a face to face course is acceptable.

Know where to find the clubs Equity and Equality statements and how to implement them

Club Standard Areas of Operation

The Club divides the river into several sections. A session leader who wishes to deliver in that area should be signed off by a senior coach or hold the relevant British Canoeing qualification. Coaches should be current and updated coaches as per British Canoeing guidance.

It is accepted that if a leader is asked to deliver in an area by the coordinator for that session, they have the ability to make decisions as to their group being able to work safely in that area.

Landing Stage - below the Bridge (up stream) and above the yellow no mooring signpost

This is the normal operating area for all coaches/leaders and they should know access points, hazards such as underwater obstructions, overhanging trees and other river users, eg boats and fishermen and where to get help, and be aware of boats going into and out of the lock cut. This should be considered in line with British Canoeing's definition of Very Sheltered Water in summer conditions with no significant flow. If a green flow exists it should be defined as Sheltered Water.

Lock Cut and Whitchurch Mill Pond

This gives a normally sheltered patch of water ideal when a flow is identified on the main river. Access under the bridge should be in the furthest bridge arch near the Mill Pond on the far side of the river, care must be taken crossing the entrance to the lock cut/ bridge arch. Shallow water under the bridge on the far bank, also slipway in Mill Pond as an escape route. When working be aware of the risks of flow and trees, fishermen and their equipment. Most introductory club sessions are likely to use this area. This should be considered in line with British Canoeing's definition of Very Sheltered Water. Care to be taken on upstream bridge stanchions to avoid pinning and in early summer nesting areas that need to be avoided as good neighbour relations with the Mill owners.

The bridge arch adjacent to Pangbourne Meadow and upstream of the bridge to the top of the Islands near the weir.

In summer conditions with no flow this area is suitable for groups, care with moored boats and overhanging trees and bridge stanchions and should be considered as very sheltered water, access at the slipway, shallow water at the mouth of the River Pang. In winter conditions and significant flow this area is out of bounds to all paddlers unless under the leadership of a Coach level 3 or

higher/ 4*leader/ moderate water leader. This should be considered in line with British Canoeing's green flow conditions. Only coaches of Level 3 or 4*leaders/moderate water leaders may venture into the weir pool in non-high water conditions, great care should be exercised if any of the large radial weir gates are open, care of where the eddies and eddy lines may be. This area is Out of Bounds when the river is on Red Boards and great care if to be used iwhen Yellow Boards are displayed.

River Adjacent to the Meadow – Pangbourne Straight

This is the normal operating area for all coaches/leaders, they should know access points, hazards such as underwater obstructions, overhanging trees and other river users eg boats and fishermen and where to get help. This should be considered in line with British Canoeing's definition of Very Sheltered Water in summer conditions with no significant flow. If a green flow exists it should be defined as Sheltered Water.

Below Pangbourne Meadow to post above Mapledurham/ Mapledurham Lock Cut.

The section below the meadow is more serious with limited exit and assistance points, it is much more open to the wind and waves. It is at least a 20 minute paddle back to the club in good conditions from the Oratory School Rowing Club about half way to Mapledurham. Paddlers leading sessions here should be confident to be able to perform a quick rescue and recovery of a paddler in the water and be able to identify likely hazards before they occur. Thought should be given as to the kit required if training in this area. Leaders in this area should have first aid training sufficient to be able to maintain life beyond the 20 minute ambulance time. This should be considered in line with British Canoeing's definition of Sheltered Water in Summer conditions and Moderate Water in Winter conditions or when the river is on Yellow and Red Boards.

Thames above Whitchurch Lock and below Mapledurham Lock

In these areas the river can be busy, is wide, and access and recovery can be difficult. Few sessions will be run in this area, and then only in conditions that the group feel confident in as you have to traverse the weir streams. Thought should be taken as to the kit required for paddlers to wear and carry. Leaders in this area should have first aid training sufficient to be able to maintain life beyond the 20 minute ambulance time. When in a racing boats this should be considered to be at the top end of British Canoeing's Sheltered Water definition in summer conditions and Moderate Water in green flow and winter conditions.

Out of the Normal Areas of Operation

If a leader wishes to run a club trip out of these areas then a Risk Assessment and Trip Planning Form should be submitted to the Trips Planning committee for consideration and approval.

Leaders' Advice

We advise against using bridges as start/stop marks and turning points as it's a fixed point with low visibility.

Rules of the river (stay right) should be observed, pass oncoming river traffic by steering right

Know where to find support and how to access it.

Know how to give clear and simple instructions and the importance of briefing an activity before commencing, what to do in the event of an incident etc

Know how to set boundaries and buffer zones, principals of leading a group - right place, right time and C.L.A.P (Communication, Line of sight, Avoidance, Position of maximum usefulness)

Importance of being back on time

Session Leader knows where you plan to go and approves it

Incident Management

Leaders know and understand the club Incident Plan and what should be recorded and where the forms are kept.

Club Operating Procedures

Know what the club operating procedures are

Including manual handling, session delivery and safety procedures and ending a session

Remind the group of up-coming sessions of interest; ensure footrest bolts are in place and boats sponged dry; canoes are all padlocked, gates locked; centre left tidy, check all areas that have been used

Complete session reporting forms as required

Know your group

What are their objectives for the session and season? Are they able to perform the training in the boat they have and the area they are in?

Be able to listen to your group and help them to achieve rather than shout and tell.

Personal Skill

Show the ability to select an appropriate boat to lead an identified group in the selected areas of operation

Discuss the size of group and know your limits,

Leaders operating upstream of the bridge in the weir pool and below the meadow and upstream of Whitchurch Lock and below Mapledurham Lock, should be able to use a throwline and know how to recover a swimmer from the bank (Shout, Reach, Throw, Paddle) and need to be able to do a deep water rescue and be able to explain the signs and treatment of hypothermia, hyperthermia, asthma, heart attack

Data Retention

Know what the club policy is for recording medical and contact information and how to access the information.

Equipment

Know how to assess club and personal kit as to whether it's suitable to be used for the session

Know where to find club equipment and how to put out of use if not working properly.

Know how to fit kit to your paddler and what is suitable for them

Know the benefits of additional buoyancy in the boat and on the person

Use of Buoyancy Aids

Mandatory for ALL users with the following exceptions and this will always be at the discretion of the session leader:

Marathon paddlers promoted into Hasler Division 6 or above, in summer conditions (1st April – 31st October) when the river is not on Yellow or Red Boards (Note - paddlers under 18 must provide written parental approval for this)

Specific training sessions organised by a senior coach, usually sprint sessions in sight of or close to the club.

Consistency across all sessions and courses

All leaders felt that from a customer's perception there should be consistency, however this year with a number of the team working across the programme it was felt we had lost the consistency we had developed over the years. A discussion ensued as to what our customers should expect and what we should expect of ourselves.

- A welcome should be provided at each session, initially by the coordinator or a person briefed to do this; if on a course, week 2 should be provided by the coach
- At each session there should be a register completed by the coach/leader with medical forms available so as the coach /leader is aware of any problems, the register needs a comment/progress check of what has been achieved so someone else can have info if covering the following week
- Changing room briefing - no mobiles/photographs allowed
- Meet and greet group/members if a session
- Any helpers briefed as to what they are expected to do (should now be trained as an assistant paddlesport leader plus 3 star)
- Coach give briefing to group about what is planned, ask about their expectations and experiences and what they are hoping to achieve
- Explain about timing, equipment; kit group out
- Warm up directed by coach
- Coach delivers session
- At end of session (possible by waterside) Summarise what has been done
- Obtain feedback from participants
- If on a course, tell participants about (temporary) membership and tell about trips coming up and future assessments (check booked in at a later part of the course) and general programme in social events, encourage membership

- Return all equipment and record session before leaving
- Coordinator decides when to brief team of any notices (from Seneschal/ trips/ charity/ BC) at start or end of session but must be completed
- Report any incidents by completing relevant form/s and discussing with coordinator.

Expectations

Expectations of leaders by Adventure Dolphin (Charity)

As membership is given free or on a tiered system the Charity should expect:

Leaders to be updated as required by their NGBs (National Governing Body)

Certificates checked and posted on AD website; information and qualifications record completed and submitted to AD

CPD (Continuing Professional Development) as required by NGB

Membership of NGB as required

First aid in date

Completed DBS

Safeguarding courses undertaken every 3 years

Have completed following forms (code of conduct, leaders information and qualification record, medical and consent; leaders self declaration for working with young people and vulnerable adults)

Have completed Charity Induction and aware of operating procedures, reporting systems and current Risk Assessments that are in place

To attend Leader training day in January each year and standards day/s as appropriate (if unable to attend apologies tendered and coordinator to update leader on what was missed)

Coordinators expect from Teams

Leaders to be AD members

Leaders to be on time and ready to go

Complete register (Aware of any medical / learning issues with individuals)

Complete records as requested eg register and end of session report

Deliver course as set ie following syllabus, have planned each session as appropriate (templates are available from coordinators)

Complete a warm up as appropriate

At end of session give out information; membership/trip/programme opportunities/training

Clear down

Participate in team de brief/briefing as coordinator requests

Be prepared to undergo training/mentoring

Help deliver charitable events such as Waterside Series/Beale Park Boat show – we have 10 events per year

Team expectations of Coordinators

Keep up to date with information as appropriate

Attend Seneschal meeting to express views on behalf of team and members

Administer the evening (most have acquired admin help) and feed back info

Assist in the delivery of Leaders and Standards Days

Brief teams each week as may be necessary

Support encourage leaders to undertake training , assist/run trips

Ensure team has completed internal forms/induction/ DBS – see charity above