



## **1.0 Introduction**

- 1.1 Gloucester Canoe Club is entirely dependent on coaches, instructors, team leaders and volunteers to administer the club, lead club activities, to coach and instruct members in Paddlesport skills. Any member wishing to embark on a coaching or team leadership pathway should make themselves known to the Coaching Co-ordinator.
- 1.2 Definitions;
  - 1.2.1 Instructor: provides introductory/taster sessions.
  - 1.2.2 Coach: specifically concentrates on an individual's skill and knowledge development.
  - 1.2.3 Leader: leads a group of paddlers in appropriate locations and environments, ensuring safety of the individuals within the group.
- 1.3 Volunteers wishing to assist the Club in a non-coaching or leading role should contact any Club Official.
- 1.4 Volunteers wishing to assist in a committee or administrative role should make this known to the Chairman two (2) months prior to the Clubs AGM.
- 1.5 For the purposes of this document the term 'Instructor' will be deemed to be an Instructor, coach or team leader.

## **2.0 Requirements of the Club**

- 2.1 The Club is responsible for ensuring that all instructors are qualified for the roll they are undertaking within the Club and those instructors are aware of the Club activity locations and any specific requirements of those locations.
- 2.2 The Club will maintain a record of instructor qualifications, courses and checks.
- 2.3 The Club will, through the Coaching Co-ordinator:
  - 2.3.1 Check and verify qualifications of instructors.
  - 2.3.2 Ensure instructors are familiarised with the sites/locations in which they will be coaching and leading.
  - 2.3.3 Ensure instructors are aware of, and where to find, the Clubs Code of Conduct, Policies and Procedures.

### **3.0 Requirements for Instructors**

- 3.1 Instructors should ensure that they have read and understood the Clubs Code of Conduct, Procedures and policies prior to undertaking and coaching or leading activity.
- 3.2 Instructors should abide by British Canoeing's recommended participant/instructor ratios. Participant/instructor ratios may be varied taking into account:
  - 3.2.1 Experience of the instructor
  - 3.2.2 The individual or group members age, competence and experience.
  - 3.3.3 The ever changing environment.
- 3.3 Should it become apparent to an instructor that there is insufficient experience to safely conduct the activity; the instructor should request additional assistance before continuing with the session or activity.
- 3.4 Instructors shall advise the Committee of any changes to, or the validity of, their qualifications.

### **4.0 Recommendations for Instructor : Participant Ratios.**

- 4.1 Very sheltered water: solo craft 1:8
  - 4.1.1 Definition:- Quiet canals with easy bankside access and egress; small lakes which are not large enough and do not have difficult landing, where problems will not occur if there is a sudden change in conditions; gentle slow moving rivers. The definition implies weather conditions are not in themselves likely to cause problems. At any point the paddler should not be further than 50mtrs from the bank. Enclosed swimming pools are also considered in this category.
- 4.2 Sheltered water: solo craft 1:8
  - 4.2.1 Definition:- Ungraded sections of slow moving rivers where the group could paddle upstream against the flow (not involving the shooting off, or playing on, weirs or running rapids). Areas of open water (e.g. lakes and lochs) where paddlers are no more than 200 mtrs offshore and the wind strength does not exceed BF3 (8-12 mph) avoid the group being blown or swept out

of the safe working area. Slow moving estuaries with a tide of less than 0.5 knots (0.7 mph).

#### 4.3 Moderate Water: solo craft 1:6

4.3.1 Definition:- Inland, large areas of open water that exceed the sheltered water definition. White water Grade 2/3 or equivalent weirs. Sea, a stretch of coastline with some areas where it is not easy to land but there will always be straight forward landing points not more than two nautical miles (2.4 miles) apart and launching and landing through surf up to 1 mtr. Surfing, a section of sandy beach free from significant hazard (rocks, strong rip tides) with easy access. Gentle, sloping and spilling waves, preferably peeling and not pitching and dumping. Wave height should be no more than double head height when seated in kayak.

#### 4.4 Advanced water: solo craft 1:4

4.4.1 Definition:- Inland, large areas which exceed 'moderate' definition and winds are in excess of BF 4 (13-18 mph). White water grade 3/4 (canoe) and grade 4/5 (kayak). Sea, any journey on the sea where tidal races, overfalls or open crossings may be encountered and which cannot be avoided, sea state 4 (1 mtr) with winds above BF4 (13-18mph), launching and landing through surf up to 1.5 mtrs in height. Surfing, reef points, offshore breaks and sandy beaches which may have significant hazards (rocks and strong rips) and may be remote or have difficult access. Waves may be powerful. Steep, pitching, fast hollow and heavy. Waves up to and above double head height when seated in kayak.

## 5.0 Supervision of Unaccompanied Groups

Club officials, through their instructors may allow older more experienced members to take a higher level of responsibility or leadership role, for example leading a group on a river tour or sea expedition. The authorising instructor should have personal knowledge of the participants and that those participants are sufficiently experienced and competent to undertake the activity, and are adequately trained in First Aid and Rescue techniques. This appointment shall be made by the committee and noted in the minutes to that meeting.

## **6.0 Volunteers**

The Club is entirely dependent on Volunteers to help run the Club. Volunteers should be given a sense of belonging and be oriented into the Club.

This will be achieved through a thorough induction so that the volunteer understands their role and to ensure it is carried out safely and effectively. The Club should ensure that the volunteer has the skill set to undertake the task they are volunteering for or being appointed to.

6.1 Volunteers should be made aware of:-

- 6.1.1 There appointed task and the responsibilities involved and be given a copy of their work description if appointed to the Committee.
- 6.1.2 Their immediate points of contact, which should include their predecessor if they are being appointed to a role on the committee.
- 6.1.3 Contact details of key people in the Club.
- 6.1.4 How the Club operates and is directed to the Club website for procedures and policies.
- 6.1.5 Provide details of meetings and events they are expected to attend.