



ADUR CANOE CLUB

Brighton Road, Shoreham-by-sea, West Sussex, BN43 5LT

www.adurcanoeclub.org.uk

ACC Site Specific Competences # 1 – Starting Check

Version 12, July 2010

This is to go in the coach's logbook. The reviewer should keep a note of completion and any limitations, and pass it to the committee.

	Name	Date	Signature
Coach			
Reviewer			

List Coaching & Safety Awards held		Held
Check if these are within 3 years		Held
BCU update or equiv course	(if not, BCU don't allow assessment of stars etc)	
If not, in the reviewer's opinion, has the coach been active and are still competent to safely supervise groups?	Note any exceptions.	
CRB check for ACC		
Shown CRB cert for other	Note no for committee (not here!)	
First Aid 4Hrs ¹ or more ²		
If you don't have...	Why not do this?	Tick if Done
CRB check	Get one!	
First Aid	Get one!	
ACC General Induction	#2 General Induction	
Wadurs Pool training	#3 Wadurs Pool training	
Duty Coach training (to take charge of a session)	#4 Duty Coach training	
Any L2	#5 Adur Easy Tides	
Any canoe L2 covering closed cockpit kayak	#6 Canoe to Kayak rescue training	
Any kayak L2 covering canoe	#7 Kayak to Canoe rescue training, Canoe wind exercise, Tandem canoe in current exercise.	
L3 or 5* or 2008 4* or WWSR - CC kayak moving water	#8 Fast Tides in the Adur - kayak	
L3 or 5* or 2008 4* - open canoe ³	#9 Fast Tides in the Adur - canoe	
L3 or L3T or 5* or 2008 4* - surf	#10 Shoreham Beach training	
L3 or 5* or 2008 4* - sea	#10 Shoreham Beach training, #11 Shoreham Harbour training	

¹ This is the minimum for L2. 8 hours is recommended, typically RYA one day course with 4hrs resuscitation.

² This is not mandatory for UKCC L1, but it is necessary for the club to recognise any unsupervised remit.

³ WWSR Canoe is not listed as useful here as it doesn't map well onto our OC issues.



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ACC Site Specific Competences #2 - General Induction

This is to go in the coach's logbook. The reviewer should keep a note of completion and any limitations, and pass it to the committee.

	Name	Date	Signature
Coach			
Reviewer			

There's a lot of prior reading in this – all materials are on the website.

Activity / Location	Aspect	Content	Check
Sessions at Adur	Club Constitution, Club Rules.	Pre-read on website & discuss	
	Club Guidelines for Paddlers.	Pre-read on website & discuss	
	Club Accident Reporting Policy and Protection Policy.	Pre-read on website & discuss	
	Club's Access & Storage arrangements at AOAC.	Pre-read on website & discuss	
	Club's relationship with AOAC	Discuss	
	Who supervises coaching and safety matters in the Club, and who are LCO, RCO and PDO.	A few names	
	Keys	Locations.	
	Photography & filming	Practice: notify AOAC if onsite, Wadurs if on site, club to record photographer. Photos of individuals requires consent or parental consent ⁴ .	
	Non-safety related housekeeping & paperwork	Pre-read Admin sheet	
	Club's expectations of a coach	Discuss	
	Club's support for a coach	Discuss	
	Sunday sessions – how to help	Discuss & do session	
	Tuesday sessions	Supervised session.	
	Cupboard & boat storage	Discuss/show.	
	Note this induction does not cover specifics of being Duty Coach at a session, or organising extra sessions.		

⁴ See BCU guidelines: <http://www.canoe-england.org.uk/media/pdf/SPC-G6%20060409.pdf>