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| **Club** | BUCC | **Element** | Club Leaders |

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| **Purpose** |
| The purpose of this policy is to establish clear guidelines for the development, assessment, and progression of leaders and coaches within BUCC. By ensuring that all leaders and coaches are competent, qualified, and properly supported, the policy aims to provide a safe and structured environment for members to participate in paddle sports. It outlines the roles, responsibilities, and processes for assessing leaders and coaches, ensuring that safety is maintained, and that the progression of developing leaders is properly managed and documented. |

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| **Scope** |
| This policy applies to all volunteer leaders, developing leaders, and coaches within BUCC who are responsible for overseeing club activities, both in and out of the water. The policy ensures that all leaders and coaches meet the necessary competence requirements, maintain up-to-date certifications, and follow appropriate safety guidelines to ensure the smooth and secure running of all BUCC sessions and trips. |

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| **Definitions/Acronyms** | |
| BUCC | Bath University Canoe Club |
| Committee | The elected group of individuals responsible for overseeing the operations of BUCC. |
| SU | Students’ Union. |
| Trip Leader | The individual designated to lead and coordinate a specific BUCC trip. |
| WW1 | White water environment 1 |
| WW2 | White water environment 2 |
| CIWWC | Cardiff International White Water Centre |

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| **Policy** |
| **Leaders and Coaches**  The Club relies on volunteer leaders and coaches to ensure sessions run smoothly and safely. They must fill in the Volunteer Coach form for the SU to take on a leadership or coaching role within the Club.  Coaching Secretary is responsible for the overall development and assessment of Leaders for Club Activities, however, may rely on those with more experience to advise them on decisions.  Competence can be assessed by qualification and (or) experience and is tracked through the Competent Leader Progression document [1]. A leader can only progress/ be signed off following consideration by the relevant assessor against the guidelines in the Competent Leader Progression document and recorded on the Qualified Leader document [2].  Any leader can challenge the designation of any other leader at any time if they believe due process has not been followed. Following a review from senior leaders, an action plan may be developed for the leader to support their progression and improve safety for the club.  **Environment recognised by the club**   |  |  | | --- | --- | | Pool | Bath University STV 50m pool or other lifeguarded pool | | River Avon | Flat but moving water at our boathouse location on the river Avon (or a section of water with similar characteristics). This environment can also cover artificial whitewater settings such as CIWWC, as these venues offer a significantly mitigated risk. | | WW1 | White water up to and including grade 3. This also extends to other bodies of dynamic waters e.g. the sea with sufficient experience. | | WW2 | White water above grade 3 |   **Leader competencies recognised by the club**   |  |  | | --- | --- | | Leader | Can manage and take responsibility for a group. This includes being able to manage a rescue scenario, and use of decision making to keep the group as a whole out of danger. | | Developing Leader | Working towards becoming a leader, but for now skills need more development. This person isn’t critical to leading a group but may contribute their experience to assist the leader. |   For further information on this please refer to Competent Leader Progression document [1] or contact the Coaching Secretary | |

**Reference documents**

1. BUCC. *Competent Leader Progression document*. <https://computingservices.sharepoint.com/:w:/s/BathUniversityCanoeClubdocuments/EW5yOs-FvfNNj8JkEc6_eBMBz80KuAVCnEyx5SbjYUlMMQ?e=2akBQW>
2. BUCC. *Qualified Leader document*. <https://computingservices.sharepoint.com/:x:/s/BathUniversityCanoeClubdocuments/ESNYdp3rW-pNuJ4YeS99oLwBoh74USEO5hYtzMVlMG1Vyw?e=xlFaeq>