

Ulverston Canoe Club

Activity Leader Internal Sign-off Process

Ulverston Canoe Club encourages members with adequate competency in their personal paddling, group management and rescue skills to put themselves forward for internal sign-off to become a club Activity Leader. The process described below has been considered by British Canoeing as part of our successful Club Quality Mark assessment and as such may be considered as fit-for-purpose as a means of evidencing competency for leading specified club activities.

Activity Leaders are deployed by the club committee, on behalf of the trustees, to lead club paddling activities. Members signed-off as Activity Leaders may lead from a designated type of boat (e.g. sea kayak or canoe), at specified venues and within defined environmental conditions. Any paddler joining a trip led by a signed-off Activity Leader must have paddled with that Leader on at least two previous occasions, one being a Club trip led by another Activity Leader.

In adopting this sign-off process UCC officers are able to evidence that the competence of internally signed-off UCC Activity Leaders has been rigorously assessed and recorded. Activity Leaders must accept that they have a duty of care and potential legal liability towards trip participants, club officers and others with whom they may come into contact and are expected to maintain their competency and currency by on-going reflective practice, training and skills development.

In order to be considered by the club committee for internal sign-off, the process that an aspiring Activity Leader must follow is:

- Inform a Committee member that you wish to work towards internal sign-off.
- Discuss with the Club Safety Officer the venue(s) and boat type(s) that you aspire to be signed-off to lead from.
- Arrange and lead a total of at least 4 paddles observed by formally qualified club Activity Leaders across those venue(s) for which you are applying to be signed-off plus at least one further paddle in another location suggested by your observer. At least 2 different qualified Activity Leaders must be involved in observing you during these paddles. These paddles should be led from the type of boat(s) in which you are applying to lead from.
- Keep a reflective log of these paddles which should include as a minimum: day, date, time, group members, weather (both as forecast and as occurred), details regarding the venue including any hazards or other points of note, environmental conditions, duration, safety kit, type of boats paddled and your observer's name. A brief reflective narrative could include kit taken by paddlers, responses to any changes in environmental conditions, amendments to the planned journey including any causes and reasons, etc.
- Ask one or more of the paddlers on each of your 4 paddles, who must be a current club member, to email the Club Safety Officer with their observations and experiences of the paddle.

- At least one trip at each venue at which you wish to lead will be a club trip, led by you under the supervision of a current club Activity Leader who holds a British Canoeing 4* Leader, UKCC Level 2 coach or equivalent award and who will provide the club Safety Officer with their comments regarding your leadership throughout the trip.
- The Club Safety Officer will arrange for you to be assessed executing effective and efficient rescues, including deep water and "all-in" rescues from the types of boat(s) you wish to lead from. You will also be assessed while instructing a group member to rescue you in a deep water situation using each type of boat that you wish to lead from.
- Provide evidence of having completed 16 hour (2 day) contact time First Aid training as recognised by British Canoeing. Financial support from the club towards this may be available (see our Paddler Development Policy).
- Following completion of the above, the Safety Officer will make a recommendation to the club committee regarding your sign off. The committee will then determine whether to sign you off and inform you, via the minutes of a committee meeting, of the venue(s), boat(s) and other details regarding your leading "remit". Alternatively the committee may recommend further consolidation or assessment followed by further consideration.
- Once signed-off you may apply to lead at additional venues. This would involve a discussion of the additional venue(s) with the Club Safety Officer and possibly, at the discretion of the Safety Officer, an additional observed trip while leading at the new venue(s). Typically the rescue element would not need to be repeated.
- The decision of the club committee regarding sign-off is final with no appeal process. However we will always seek to ensure that any deferral is fully explained and provide more opportunities for further mentored experience and re-assessment.