# APPROVED COMPETENT LEADER RECORD

## Purpose

From British Canoeing document “Competency of Club members leading paddlesport sessions” - https://britishcanoeing.org.uk/uploads/documents/Competency-of-club-members-leading-paddlesport-sessions.pdf

*“British Canoeing celebrates and recognises the vast experience of those club members that freely give up their time to coach and lead others on the water. The Club Committee has a duty of care to ensure any club led activity takes place within a safety framework that incorporates appropriate risk management. This should include an assessment of the competence of those permitted to lead sessions.*

*Using formal qualifications is the most robust way of assessing competence. Not all people in coaching and leadership roles within clubs possess recognised qualifications. Where this is the case Club Committees should consider developing effective and robust ways within the clubs own safety framework to ensure levels of competency are appropriate to the roles of individuals leading club activity sessions.”*

This document is Maidstone Canoe Club’s framework to support competent and experienced paddlers without formal qualifications in leading club activities. Each individual paddler leading Club activities, together with the environment and activities they can lead, needs to be explicitly approved by the Club committee. British Canoeing environmental definitions and formal qualifications are used as comparison touchstones. CPD, DBS, First Aid, and other updates are required for these experienced paddlers, in line with British Canoeing guidance for their equivalent formal qualification.

## Supporting Documents

British Canoeing Environmental Definitions and Deployment Guidance: https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Environmental-Definitions-Deployment-Guidance-for-Instructors-Coaches-Leaders-Apr18-v1-1.pdf

British Canoeing Competency of Club Members Leading Paddlesport Sessions: <https://britishcanoeing.org.uk/uploads/documents/Competency-of-club-members-leading-paddlesport-sessions.pdf>

Maidstone Canoe Club spreadsheet to track CPD, first aid, etc. - TBC. This to follow the format of the current British Canoeing spreadsheet we download from the Club reports for qualified coaches and leaders.

**Guidance notes for recommending competent leaders**

*By signing the below, you confirm that you have direct experience of the person being recommended acting in the role you are recommending them for; and that, to the best of your knowledge and belief, they are wholly competent to act in the capacity of the equivalent British Canoeing qualification for which you are recommending them (within the limits recorded in the notes). For instance, if you are recommending someone as equivalent to a Whitewater Canoe Leader, you are confirming that you have had direct experience of them leading canoe groups on grade 2(3) white water, and believe them to be wholly competent to do so.*

**Competent Leader:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equivalent BC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBS: yes / no First Aid expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes (*e.g. only to lead on the Medway Estuary, or only to coach racing boats, or any other variations from the remit of the equivalent BC qualification*):

**Recommended by (1):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BC Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relevant BC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommended by (2):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BC Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relevant BC Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Approval:**

Name & position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_