

BCU Paddlesport Performance Awards Star Award Guidance Notes August 2007

Introduction

2007 sees the introduction of the new BCU performance Awards. With the BCU Paddlepower awards already introduced and new BCU Star Awards going live from 1st September 2007 this update provides guidance on a range of 'Star Award' questions and issues to help candidates and particularly assessors appreciate the wider administrative implications that we will encounter over the transition period and on into the future.

While we appreciate that the list of issues covered here is not exhaustive we have tried to cover the more obvious, or likely questions. We will continue to update this document as required and see it ultimately becoming an important element of any new 'coaching directory'.

Should you have a question not covered here or elsewhere please contact the BCU office in Nottingham or email james.glover@bcu.org.uk

Candidates and Assessors are advised to check the currency of the document used for reference.

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Supporting Documents

BCU Paddlesport Performance Awards Star Awards Syllabi – BCU Website Sept 07

BCU Paddlesport Performance Awards Star Awards Trainer Notes –BCU Website Sept 07

BCU Paddlesport Performance Awards Star Awards Assessor Notes –BCU Website Sept 07

BCU Paddlesport Performance Awards Star Awards Scheme Leaflet – Aug 2007

SECTION 1 INTRODUCTORY NOTES

GENERAL NOTES

1. The Paddlesport Start Certificate - This award is designed to provide a framework for a paddlers first session. It is very much an encouragement award and can be used by coaches who offer taster sessions, or as a first session of a series. It is an adult version of Paddlepower start

The One and Two Star Awards is a generic 'any boat' award. The Three Star award is a discipline specific award and the four and five Star Awards are discipline specific 'leadership' awards.

2. The details of each award are described in the Star Award syllabi / trainer and assessor notes available on the BCU Website.

Three, Four and Five Star Awards are available in White Water Kayak, Canoe, Sea and Surf. Paddlers of decked canoes or white water canoes equipped with saddles and air bags should follow the White Water Kayak syllabus with the assessors making sensible allowances.

3. 1 and 2 Star courses can be run either individually or as a group based activity (a series of evenings or over weekends where group size is manageable) and do not need notification.

At 3, 4 and 5 star assessment course organisers are required to notify and hold a course authorisation number for each course they plan to run.

Course authorisation is obtained by direct contact (phone or email) with the BCU Coaching Department or if you are a WCA/CANI registered Coach this is done via the WCA/CANI administration office.

Please note - Course Authorisation needs to be in place at least **two weeks prior** to the planned Assessment.

4. The STAR TEST ENTRY FORMS should be used by assessors to record candidate completion of an assessment. They are available free from Home Nation

Administration Offices. Forms should be clearly endorsed as per the assessment requirement.

5. CERTIFICATES will be issued, appropriate to the test taken, on payment by the candidate of the correct fee. There is NO FEE for a fail.
6. There are a number of ways of obtaining certificates:
 - i) The Paddlesport Start Certificates are to be purchased by assessors in bulk and issued directly to candidates. Contact your National Association Office for details.
 - ii) Candidates assessed for 1 – 2 Star must be issued with a Star Test Entry Form. If forms are submitted by assessors correct assessment fees should be included. Copies of forms are available from Home Nation Administrators.
 - iii) With 3 Star assessment assessors must use the 3 Star course schedule and collect the appropriate fee(s) returning them to their National Association Office.
 - iv) With 4 and 5 Star assessment assessors must use the 4 / 5 Star course schedule and collect the appropriate fee(s) returning them to their National Association Office
7. Candidates should be encouraged to apply for BCU Membership. Membership details are available on the BCU Website and BCU Directory.
8. Candidates with a disability can be awarded a Star Test even if their disability stops them from completing part of the award. For full details please refer to the BCU Coaching Directory / BCU leaflet: 'Policy of the BCU on Tests and Awards as they apply to people with Disabilities'

ASSESSING STANDARDS

9. In order to achieve uniformity of assessment standards, careful attention should be paid to the definitions in both the practical performance and theoretical sections of the tests.
10. Where a candidate does not hold the lower grade(s) a cross-section of the requirements of the lower test(s) may be incorporated at the assessor's discretion.

11. Who can deliver the new Star Awards?

Award	Required Coaching Level	Additional Requirements
Paddlesport Start	BCU Level 1 coach & above	
One Star	BCU Level 2 coach & above	
Two Star	BCU Level 2 Coach & above	Kayak Two Star + Canoe Two Star (or new 2 Star)
Three Star	BCU Level 3 Coach & above	Limited to relevant discipline
Four Star	A4 Assessor *	Limited to relevant discipline
Five Star	A5 Assessor ‡	Limited to relevant discipline

*Current Level 3 coaches with 5 Star will be able to access BCU training to deliver 4 Star in their respective discipline.

‡ New 4 Star Assessors who are also Level 5 Coaches will be able to access BCU training to deliver 5 Star in their respective discipline.

Optional training will be available through the coach update series to help eligible coaches assess the 1-3 Star Awards.

PRACTICAL NOTES

12. Normally paddlers should be able to swim 50 metres in light clothing. Discretion may be exercised, however, in accordance with a coach’s training and experience, where special circumstances exist.
13. These tests are designed for performance in the craft(s) and conditions as described in the syllabi in question. Due allowance should be made / postponement considered if conditions are in excess of or not at the standard stated.
14. Candidate pre-requisites and assessment conditions are clearly described within the award syllabi.
15. Help is recommended with emptying and carrying their craft.
16. The knowledge necessary to pass these tests is contained in the BCU Canoeing Handbook. The sample questions are intended to demonstrate the ‘level’ and should not be used ad nauseam. Theory should relate to the paddlers experience.

ENVIRONMENT



17. Canoeing is an exciting, adventurous, competitive and recreational activity from which much of the enjoyment and adventure comes from the natural environment around you. Every paddler must remember to respect all wildlife and take care not to damage or destroy the environment by observing the Canoeist's Code of Conduct and the recommendations in the BCU leaflet 'Earning a Welcome'.

POLLUTION WARNING

18. All tests should be taken in the appropriate environment (see syllabi) .Please note that some waterways are subject to serious pollution. Assessors are reminded that where there is reason to believe that the level of pollution is such as to render capsized drill potentially hazardous, alternative safer methods/locations may be used for those aspects of performance tests that require deliberate immersion.

MANUAL HANDLING

19. All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This could, of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine.

Coaches and assessors are charged through the training and assessments they provide with a 'duty of care' for paddlers and should ensure they make an appropriate risk assessment of activities provided.

SECTION 2 – HOW MUCH IS NEW STAR AWARD CERTIFICATION?

	Members	Non-Members
1 star	£5	£5
2 star	£5	£5
3 Star	£10	£20
4 Star	£10	£20
5 Star	£10	£20

The cost of the Paddlesport Start certificates is £1. Bulk order rates are available to BCU Affiliated Clubs and Approved Centres.

SECTION 3 – ASSESSOR MATTERS

3.1. Assessor Registration

All coaches wishing to assess new Star Awards (any level) are required to register their intention to do so, listing the awards they wish to assess. On completion of Star Award Registration your assessor portfolio will be confirmed.

Coaches who have registered to assess the new star awards and who gain new qualifications will have their Star Award Assessor information updated accordingly on completion of a new Star Award Registration Form.

3.2. 1 and 2 Star Assessing

Assessment for 1 and 2 Star Awards need not be course based and can be via individual application with assessors. Recording completion of assessment should be via the appropriate 1 / 2 Star Pass slip. (Available via your National Association Office) See Appendix 1

Assessors of the new 1 and 2 Star should endeavour to refrain from assessing close family or friends.

3.3. 3 Star Training

3 Star Training courses are not subject to notification / authorisation. Training can be delivered via a series of sessions or via a specifically calendared training course(s). The training programme while needing to cover all aspects of the 3 Star Assessment needn't be restricted to these areas and should reflect a wide range of boat handling and experiential opportunities.

3.4. 3 Star Assessing

All 3 Star Assessments need to be notified and authorised as per Section 1 note 3. Please note that Course Authorisation needs to be in place at least two weeks prior to the planned Assessment.

Assessors of the 3 Star Award should ensure that candidates have a suitable background to support them taking the assessment and where a candidate does not hold the lower grade(s) a cross section of the requirements may be incorporated.

All 3 Star Assessments must be recorded on the appropriate 3 Star Group Schedule (see appendix 2).

Assessors of the new 3 Star Award cannot assess close friends or family and should avoid, where practical, assessing candidates they have themselves trained.

3.4. 4 and 5 Star Training

4 and 5 Star Training courses are not subject to notification / authorisation. Training can be delivered via a series of sessions or via a specifically calendared training course(s). The training programme while needing to cover all aspects of the 4 and 5 Star training course (see syllabi) needn't be restricted to these areas and should reflect a wide range of boat handling and experiential opportunities.

3.4. 4 and 5 Star Assessing

All 4 and 5 Star Assessments need to be notified and authorised as per Section 1 note 3. Please note Course Authorisation needs to be in place at least two weeks prior to the planned Assessment.

Assessors of the 4 and 5 Star Award should ensure that assessment candidates have completed the pre-requisite training requirements prior to an assessment.

All 4 and 5 Star Assessments must be recorded on the appropriate 4/5 Star Group Schedule (see appendix 3), and candidates issued with an appropriate post course action plan.

Assessors of the new 4 and 5 Star Award cannot assess close friends or family and should avoid, where practical, assessing candidates they have themselves trained.

3.5. 4 Star Assessor Training

4 Star Assessor Training to be run across the Home Nations from January 2008.
Run by Home Nation nominated A4's

3.6. 5 Star Assessor Training

5 Star Assessor Training to be run across the Home Nations from January 2008.
Run by Home Nation nominated A5's

3.7. 4 and 5 Star Assessor Assessment

After assessor training potential assessors undertake observed or supported delivery to suit their personal needs. When they feel they are able to run an assessment course they arrange an assessment where they work as a member of the assessment team. Individuals are assessed by a BCU assessor specifically by the Home Nation NGB. (If the individual being assessed (as a 4/5 star assessor) is poor, the QA officer must step in and ensure the candidates receive a fair 4/5 star assessment). Candidates will be assessed against a set of specific criteria – these are under development.

The cost will be approximately £100 per person for an assessment, with a mechanism in place via Home Nation Coaching Departments to support volunteer coaches.

3.8. Gaining 4 Star Assessor Status in a second discipline

BCU A4 assessors are eligible to register to train and assess the new 4 star award. BCU L3 + 5 Star coaches are eligible to access training followed by a period of mentored practice and assessment.

Registered BCU 4 Star Award assessors in one discipline are able to APL 4 Star Assessor Training in further disciplines (where they hold minimum of L3 and 5 star) and proceed

directly to the mentored practice and assessment stages of gaining 4 star assessor status. Any of these said individuals are welcome to attend the discipline specific part of the training day if they prefer”.

3.8. Gaining 5 Star Assessor Status in a second discipline

BCU A5 assessors are eligible to register to train and assess the new 5 star award. BCU Level 5 coaches are eligible to access training followed by a period of mentored practice and assessment.

Registered BCU 5 Star Award assessors in one discipline are able to APL 5 Star Assessor Training in further disciplines (where they hold minimum of Level 5 Coach) and proceed directly to the mentored practice and assessment stages of gaining 5 star assessor status. Any of these said individuals are welcome to attend the discipline specific part of the training day if they prefer.

3.9. New Safety Course Provision.

BCU Safety in Paddlesport Course
BCU WW Safety and Rescue Course
BCU Advanced WW Safety and Rescue Course
BCU Coastal Navigation and Tidal Planning course

All coaches wishing to run training courses for the new range of safety courses will need to re register with their Home Nation. Further details regarding these courses and the minimum eligibility requirements to run them will be confirmed later in the autumn

Authorisation will also be required for the new BCU Coastal Navigation and Tidal Planning course and all new Safety and Rescue Courses as above.

4. BCU STAR AWARD ASSESSMENT STAFF RATIO'S

Three, Four and Five Star:

At 3, 4 and 5 Star the following Assessment Ratio's and Duration are required:

3 Star Assessment:

- Assessment Length: 1 Day (at a ratio of 1:6)
- Minimum number of candidates: 1
- Minimum number of Staff: 1
- Maximum Staff Ratio: 1:6

4 Star Formal Training:

- Course Length: minimum 2 Days
- Minimum number of candidates: 1
- Minimum number of Staff: 1
- Maximum Staff Ratio: 1:6
- Trainer qualifications: Same as new 4 Star Assessor

5 Star Formal Training:

- Course Length: minimum 2 Days
- Minimum number of candidates: 1
- Minimum number of Staff: 1
- Maximum Staff Ratio: 1:4
- Training Director Qualifications: Same as new 5 Star Assessor
- Second member of Staff: BCU Level 5

4 Star Assessment:

- Assessment Length: 2 Days
- Minimum number of candidates: 1
- Minimum number of Staff: 2*
- Maximum Staff Ratio: 1:4

5 Star Assessment:

- Assessment Length: 2 Days
- Minimum number of candidates: 1
- Minimum number of Staff: 2*
- Maximum Staff Ratio: 1:4

(* For courses of 4 or less, two different assessors must assess the candidate. While a different assessor would assess the candidate on each day, both assessors must be present together at the candidates debrief)
 (4 and 5 star assessments must include the leading of a suitably sized group).

5. FREQUENTLY ASKED QUESTIONS

How do course organisers notify the BCU of potential courses?

1 and 2 Star courses can be run either individually or as a group based activity (a series of evenings or over weekends where group size is manageable) and do not need notification.

Course authorisation is obtained by direct contact (phone or email) with the BCU Coaching Department or if you are a WCA/CANI Registered Coach this is done via the WCA/CANI administration office.

Please note - Course Authorisation needs to be in place at least two weeks prior to the planned Assessment.

Will there be a change of Paperwork?

Attached to this document are example pass slips for the 1-2 star awards, an example schedule for group based 3 Star Assessments and for 4 / 5 star award schedules. A full schedule should be used on all 3 Star Assessment and on 4 and 5 Star training and assessment.

We hope through 2007- 2008 to offer on line options for the submission of Star Award Assessment information. The use of full schedules where practical will help us progress here.

Will there be a change of Certification?

New certification will be issued for all new style awards from the 1st of September.

What about old style awards?

Any old star awards will remain valid, however, they will not be transferred into the new scheme. Where a Star Award is a pre-requisite for a coaching award please visit www.bcu.org.uk or contact the BCU for details of acceptable awards.

Pass slips for old awards will be honoured only where they are dated prior to the 1st September 2007 and for the standard 3 months only (30th November)

Any coaches/ centres / clubs holding old blank 1 or 2 Star certificates / badges can exchange them for credit within the Paddlepower or Star awards schemes until the end of 2007. Any such certificates should be redeemed via the issuing Home Nation office.

What about current assessors with A3* Status?

From 1st September Current A3* Assessors are:

- Eligible to register to assess the new 1 – 3 Star Awards
- Eligible to apply to deliver the new Level 1 and 2 Coach Awards

A3* assessors are required to hold a 5 star qualification to operate in the more advanced environments of the new 4 Star and Level 3 Awards, and as such:

- To assess the new 4 star, assessors are required to hold either the 'new' or 'old' 5 star Awards. A3* Assessors who gain their 5 star award ('new' or 'old') will become eligible to register to assess the new 4 star.
- To run the 'new' Level 3 Coach Award Tutors are required to hold either the 'new' or 'old' 5 star Awards. A3* Assessors who gain their 5 star award ('new' or 'old') will become eligible to either apply to deliver the new Level 3 Coach Award, or if they have already had their application processed complete the required training, development and assessment .

What are the 4 and 5 Star Prerequisites?

In addition to prior experience (see syllabus) the following relevant discipline prerequisites are also applicable:

To access the new 4 star training: be able to paddle to the standard of either 'new' 3 Star or 'old' 4 star

To access the new 4 star assessment: either 'New' 4 Star Training
or 'old' in-date trainee level 3¹
minimum age 16
8 hour first aid

¹ Whilst candidates have the option of attending an assessment without any additional training, they should be advised that the assessment requirements have changed and consideration should be given to the new syllabus. If candidates feel they require additional training to help prepare for the award, they are advised to access this through registered 'new' 4 star assessors.

To access the new 5 star training: either 'old' Level 3 Coach
or 'new' 4 star

To access the new 5 star assessment: either 'old' 5 star trained¹
or 'new' 5 star trained
minimum age 18
16 hour first aid

What does the 4 star Training involve?

Sea either 'New' 1 day coastal navigation and tidal planning course
Or Similar RYA Course
Or Specific training on coastal navigation tidal planning from
Registered BCU Assessor of the 'new' 4 star (this will only be
available as an option until the new BCU Coastal Navigation and
Tidal Planning Course is launched).
Plus 2 days formal training in personal skills and leadership delivered by
a registered BCU Assessor of the 'new' 4 star
Plus 1 day Foundation Safety and Rescue Training or CST

Surf Minimum of 2 days formal training in personal skills and leadership
delivered by a registered BCU Assessor of the 'new' 4 star
Plus 1 day Foundation Safety and Rescue Training or CST

Touring As above for Surf

Canoe either 'New' or 'old' 2 day BCU WWSR course
Plus Minimum of 2 days formal training in personal skills and leadership
delivered by a registered BCU Assessor of the 'new' 4 Star

White water as above for Canoe

Formal Training for the Four Star Award should have been within 3 years of the assessment date.

What does the 5 star Training involve?

Sea: either 'New' 1 day open water navigation and tidal planning course
or Specific training on open water navigation tidal planning from Registered BCU Star Award Assessor of the 'new' 5 star. *(This will only be available as an option until the new BCU Open Water Navigation and Tidal Planning Course is launched).
or Similar RYA Course
Plus Minimum of 2 days formal training in personal skills and leadership delivered by a Registered BCU Star Award Assessor of the 'new' 5 star

Surf: either 'new' BCU Advanced Surf Safety and Rescue course
or 1 days formal training in Surf safety and rescue delivered by a registered BCU Star Award Assessor of the 'new' 5 star. *(This will only be available as an option until the new BCU Surf Safety and Rescue Course is launched).
Plus Minimum of 2 days formal training in personal skills and leadership delivered by a Registered BCU Star Award Assessor of the 'new' 5 star

White Water: either 'new' BCU Advanced WWSR
or 2 days formal training in safety and rescue delivered by a registered BCU Star Award Assessor of the 'new' 5 star. *(This will only be available as an option until the new BCU Advanced White water safety and rescue Course is launched).
Plus Minimum of 2 days formal training in personal skills and leadership delivered by a Registered BCU Star Award Assessor of the 'new' 5 star

Canoe: 2 days formal training in safety and rescue delivered by a registered BCU Assessor of the 'new' 5 star, including open water and white water.
Plus Minimum of 2 days formal training in personal skills and leadership delivered by a Registered BCU Star Award Assessor of the 'new' 5 star

Formal training in safety and rescue. New requirement to be confirmed. From an interim point of view the current WW Safety and Rescue Course required.

* Once these new courses are available old style alternatives will no longer be required.

Formal Training for the Five Star Award should have been within 3 years of the assessment date.

Can 'old' Level 2 Competition Coaches and above, assess the 'new' 2 star?

Yes if they have observed 1 new 2 star assessment and been assessed delivering a new 2 star assessment by a Level 3 Coach who is registered to assess the new BCU 2 star. Coaches are encouraged to access the Fundamental Paddlesport Skills Workshop and Forward Paddling Workshops run through the coach update scheme.

What about the Touring 3, 4 (and 5) Star Awards?

These are under development.

What are the Star Award Pre-requisites for 'old' Coaching Awards?

'Old' Level 1 courses stopped 31st August 2007.

'Old' Level 2 Training courses stopped on 31st August 2007.

'Old' Level 3 Training courses will provisional stop at the end of 2007. Until that time or until access to old style training ends, should this date be extended, the star award pre-requisite is either the 'old' or 'new' 4 star, or candidates can apply for exemption with a supporting letter from a current A1* assessor that they are paddling at the standard of the 'old' 4 star.

'old' Level 5 Training will run through 2008, the star award pre-requisite is either the 'old' or 'new' 5 star; plus an alternative 'old' or 'new' 4 star award, or candidates can apply for exemption with a supporting letter from a current A1* assessor that they are paddling at the standard of the 'old' 4 star. They are also required to have attended a Coaching Processes course.

What are the Star Award Pre-requisites for 'new' Coaching Awards?

'New' Level 1 course: either an 'old' 2 Star in both kayak and canoe
or a 'new' 2 star.

'New' Level 2 Training: either an 'old' 2 Star kayak and Canoe
or the 'new' 2 star
Plus a 'new' or 'old' 3 Star

'New' Level 2 Assessments: As above

'New' Level 3 Training: 'new' 4 star

Can I bypass any aspect of the 3, 4 and 5 Star Training and Assessment?

If you feel that you have sufficient experience to bypass aspects of 3,4 and 5 Star training or assessment you may apply to your National Association Coaching Officer for an exemption via accredited prior learning / accredited prior experiential learning. General BCU policy, however, would be NOT to exempt candidates from higher level assessments.

How long will Old Style Star Awards Be Recognised?

All old Style Star Awards will continue to be recognised as awards in their own right. However, some of the pre-requisites for new Coaching Awards and assessor pre-requisites may only recognise the new Star Awards.

Should I keep a Log Book to record my Star Award Progress?

While it is not essential to record your experiences as part of 1 – 3 Star progression you may find it useful either for yourself or at a later date for portfolio building purposes. At 4 and 5 Star it should be considered an essential aspect of assessment preparation. While the BCU has a log book that you can purchase to help you in this you can of course produce your own.

