

Ribble Canoe Club (RCC) Training Funding

This policy provides guidance for anyone wanting to apply for funding for training supported by Ribble Canoe Club. The training that (the club) will assist with are; Safety Training, Coach Training and Leadership Training. The philosophy for funding is based on commitment and involvement shown to the club by the individual. In return the club will support them in delivering the best quality coaching and leadership possible to club members. Our priority is to enable the club to be able to offer programs for coaching and leadership including moderate water environment.

* A season as referred to in this policy will be determined by the committee on an individual basis, *examples of a season are listed below:*

- i. *White Water Kayaking, October to March*
- ii. *Flat water coaching, April to October.*
- iii. *Sea kayaking, April to October.*

1. **Approval**

All training funded by the club will be for those club members who have been a club member for at least 2 years and clearly demonstrated a commitment, involvement and assisted with coaching or leadership in the relevant activities over a minimum of one season*. Club members wishing to apply for funding must have completed a training request form. The request must be approved by the Committee in conjunction with the Coaching and Leadership forum prior to arranging the training with a provider.

Reimbursement of fees are to be paid after completion of hours post qualification based on £10ph; a maximum 4 hours per session supporting relevant activities unless specified in this policy.

2. **Funding Approval**

Before any training costs are refunded by the club the candidate **must** have applied for any committee approved external funding, if available, to which they are directed by the Committee and Coaching and Leadership Forum. Candidates are encouraged to seek additional external funding where such funding is available.

3. **Prerequisite/Safety/CPD Training (First Aid, PSR, WWSR etc)**

Where possible any prerequisite training will be provided in house by club coaches or on block bookings by the club. If this is not possible, **and subject to prior agreement**, the training / assessment costs will be reimbursed, as below, upon presentation of a receipt. This may be prior to the training / assessment taking place.

- a. **PSR** - 100 % paid for. Requires the participant to complete a minimum of 3 pool sessions as pool supervisor or on a pro rata basis of £10ph whichever is the greater.
- b. **WWSR, Coastal Navigation and Tidal Planning, VHF Radio Course or others not listed here.**
To qualify for 50% course fee reimbursement requires the candidate to be actively involved in assisting with relevant activities over a season*. Fees to be paid after completion of hours post qualification based on £10ph, maximum 4 hours per session supporting relevant activities.
- c. **First Aid** - All Members will be entitled to 50% of the course fee paid (not including room hire and pre-approved committee expenses). Active Leaders and Coaches will receive 100% of the course fee. The general members will only be invited when a coach/leader course has spare spaces available. **(pending 1 day/2 day costs and demand by relevant coach/leaders).**

4. Re-Imbursement of coach/leader fees

The process for re-imbursement of fees is the same for all coaching and leadership. The following conditions need to be met for funding to be reimbursed each and every time;

- i. Be a regular attendee of the Coaches & Leadership Forum – at least 3 forums out of 6 in the last 12 months. (Excludes Paddlesport instructor & paddlesport Leader training, see separate requirements)
- ii. British Canoeing bursaries must be applied for when they are available.
- iii. Club will pay 25% of the course fees on top of the BC bursary using a provider approved by the committee, which will be the total cost of training/assessment.

Where there isn't a bursary available:

- iv. Club will pay a third on production of receipt.
- v. Log book must be maintained and clearly show required coaching hours to reclaim.; to be submitted when making any claim.
- vi. Remaining fees to be paid on completion of hours based on £10ph; a maximum of 4 hours of on the water per session coaching/leading other club members as advertised on coaching and training/Club Trips & Events (Official) section of the forum.
- vii. Fees will only be paid in full when using a committee approved provider. If fees are higher than the approved provider costs for using a non-approved provider, the difference will not be re-imbursed.

5. Coach/Instructor Training

The club will support the following awards: Paddlesport Instructor, Sheltered Water (Canoe, kayak and SUP), Moderate Water Kayak, Sea Kayak, Canoe and Touring. Other relevant training may be supported on application.

Requirements

- i. Have at least 2 years' experience in their primary discipline, and can demonstrate they have been paddling on a regular basis. Evidence of this will be provided via the aspirant instructor/coach's log book, which should show regular coaching/instructing/leading (within remit) or that they have been assisting an instructor/coach/leader whichever is applicable.
- ii. Volunteering at least 5 hours a month in the last 12-month coaching/leading season* (or assisting) with the club.
- iii. Other requirements for coach funding will be detailed on each of the separate awards.

6. Paddlesport Instructor (psi)

Requirements

The aspirant Paddlesport Instructor must register their interest in becoming an instructor with the Coach & Leadership Forum (contact Chairman or Forum leader). and have shown commitment by attending and assisting on a minimum of 5 sessions in a combination of the following Club activities:

- i. Assisting with instructing at pool sessions at Fulwood Pool.
- ii. Assisting with instructing on club trips.
- iii. Assisting with instructing on evening/weekend Canal based sessions.
- iv. Attending 2 Coach & leadership Forums.

7. Core Coach Training course

Requirements

The aspirant Coach must have completed 20 hours coaching (shadowing a coach). These hours of coaching do not include the required hours coaching post Paddlesport Instructor qualification, which entitles the coach to the re-imbusement of their costs from the club for the Paddlesport Instructor course and should meet the following requirements:

- i. Be a current Paddlesport Instructor.
- ii. hold their **XXXX** certificate

8. Discipline Specific Coach Training

The club will support the following awards: Sheltered Water (Canoe, kayak and SUP), Moderate Water Kayak, Sea Kayak, Canoe and Touring. **Others may be supported on application.**

Requirements

The aspirant coach must have completed the requirements of Core Coach Training and:

- i. Have been working with other coaches to build their experience and have been paddling in their chosen discipline on a regular basis. Evidence of this will be provided via the aspirant coaches BC log book, which should show regular coaching (within remit) or that they have been assisting a coach.
These hours of coaching do not include the required hours coaching post Core Coach Training, which entitles the coach to the re-imbusement of their costs from the club.

9. Coach Assessment

The club will support the following awards: Sheltered Water (Canoe, kayak and SUP), Moderate Water Kayak, Sea Kayak, Canoe and Touring. **Others may be supported on application.**

Requirements

The aspirant coach must have completed the requirements of Discipline Specific Coach Training and:

- i. Have been working with other coaches to build their experience and have been paddling on a regular basis. Evidence of this will be provided via the aspirant coaches BC log book, which should show regular coaching (within remit) or that they have been assisting a coach.
These hours of coaching do not include the required hours coaching post Discipline Specific Coach Training which entitles the coach to the re-imbusement of their costs from the club.

10. Leadership

The club will support the following Leadership Awards: Paddlesport Leader, Moderate Water Kayak, Sea Kayak, Canoe and Touring, others may be supported on application. The aspirant Leader must register their interest in becoming a Leader with the Coaches & Leadership Forum (contact Chairman or Forum leader).

- i. Have at least 2 years' experience in their primary discipline, and can demonstrate they have been paddling on a regular basis. Evidence of this will be provided via the aspirant instructor/coach's log book, which should show regular coaching/instructing/leading (within remit) or that they have been assisting an instructor/coach/leader whichever is applicable.
- ii. Volunteering at least 5 hours a month in the last 12-month coaching/leading season* (or assisting) with the club.
- iii. Other requirements for leadership funding will be detailed on each of the separate awards.

11. Leadership Training or Assessment

Requirements

- i. The aspirant Leader must have at least 2 years' experience in their primary discipline and have been paddling on a regular basis. Evidence of this will be provided via the aspirant instructor/coach's log book, which should show regular coaching/instructing/leading (within remit) or that they have been assisting an instructor/coach/leader whichever is applicable.
- ii. Volunteering at least 5 hours a month in the last 12-month coaching/leading season* (or assisting) with the club.

have completed 20 hours leading (shadowing a leader) and should meet the following requirements:

- iii. Have shown commitment by attending and assisting on a minimum of 5 sessions in one or more of the following club activities:
 1. Assisting with coaching at pool sessions at Fulwood Pool
 2. Assisting with leading on club trips
 3. Assisting with leading on evening/weekend Canal based sessions
 4. Assisting coaching new Paddle Start & Discover Awards
- iv. In addition to the above the aspirant leader needs to Attend 2 Coach & Leadership Forums as part of their training (for assessment, section 4. subsection i. applies)

12. How to claim reimbursement payment

- i. Ensure you log book is completed and checked by a sheltered water coach or a committee member (Not by a Paddlesport Coach/Leader).
- ii. Submit the log book along with any receipts to the treasurer who will then issue a payment by cheque. Without receipts no payment will be made.