



# NEW FOREST KAYAK AND CANOE CLUB

## Leader Competency Assessment policy and procedure



<i>Document created:</i>	<i>11<sup>th</sup> April 2022</i>
<i>Author:</i>	<i>Justin Davis (chair)</i>

<i>Reviewed 24<sup>th</sup> April 2023 by:</i>	Committee  Present: Justin Davis, Robert Salmon, Annie Hallam, Ya Huang, Duncan Gray, Mark Shakespeare Vicky Burden
<i>Reviewed 28<sup>th</sup> March 2024 by:</i>	Committee Justin Davis, Jane Chapman, Annie Hallam, Richard Payne, Jane Chapman, Rachel Hughes, Duncan Gray, Robert Wright
<i>Next Review due:</i>	June 2025

### What the club is doing to ensure safe trip leadership

To ensure that all club members who take on the role of trip leader for club trips (trips advertised on the calendar and assessed as part of the club's safety framework), NFKCC will ask that:

1. **All trip leaders** to complete and submit (and update as necessary) the '**Leader's experience record**' document detailing their recent training (within or outside the club), their experience of leading groups of other paddlers including the location, weather and conditions, their first-aid training and the safety equipment they carry.

2. **The committee** will store the '**Leader's experience record**' electronically and use it, as well as discussion with the club member, to consider the suitability of a trip leader for leading a trip at a particular grade. A pen-portrait of the leader experience required for different grade trips (A-D) is given in the **club grade descriptions** document and will be used to make the decision.
3. **At least two committee members** MUST agree the trip leader's suitability – these will have extensive experience of leading trips at a grade higher than the trip in question (or for grade D trips at that grade).
4. **All club trip leaders** should make themselves familiar with the club's 'Generic risk assessment' and any attached specific location/hazard risk assessments .
5. **All club trip leaders** should make themselves familiar with the club's 'Leader checklist' and agree to follow the general principles outlined there including:
  - Use of the forum to organise the trip, inform participants of the nature of the trip and to ensure an accurate, updated list of participants is available at any time.
  - Appoint a well-informed shore contact who would be able to raise the alarm if the trip does not return safely at the expected time.
  - Carry out a thorough beach-briefing and equipment check prior to launching.

### **Why the club is doing this – advice from British Canoeing**

Using formal qualifications is the most robust way of assessing competence, but British canoeing recognises that:

“ 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 club's own safety framework to ensure levels of competency are appropriate to the roles of individuals leading club activity sessions”.

When creating a safety framework, British Canoeing recommends Club Committees should consider the following:

- Personal skills and paddling ability
- Rescue of self and others
- Leadership of groups and individuals
- Experience operating in different environments and conditions
- Knowledge of environment, participants, equipment, etc.

Assessment of these competencies could include:

- A test or assessment
- Self-evaluation (not a method that should be used on its own)
- References from experienced competent person(s)
- Frequent and regular observations of the coach/leader
- Previous experience

It is up to the Club Committee to choose the best combination of approaches, as well as considering the time and expertise within the club.