

Top Centre (version 2)

1 The Activity Programme

| Criteria | Examples of Evidence | Source of Evidence and where referenced |
|---|--|---|
| 1.1.1 The centre provides a progressive and paddling programme specific to the needs of young people based on the LTPD model. | Advertising material or brochure. Records of attendance Sample of programme | |
| <ul style="list-style-type: none"> • Documentary evidence (group attendance records or booking form) of young people (aged 5 -16,) who have attended 'one off' sessions, and numbers of young people who have attended a programme of coaching of approximately 12 sessions (hours) through out the year. • Progression would be "regular" year round opportunities for young people to paddle, but obviously taking into account seasonal weather and water conditions. The emphasis should be 'coached' paddling, not starter type sessions or supervised hire. • Sessions could be a Saturday club, evening sessions when daylight permits, dry land training, ergo challenge or evening talks/lectures or regular pool sessions during the dark winter months? | | |
| 1.1.2 Provide opportunities for young people to achieve personal performance awards, i.e. Paddlepower and Star tests | Numbers of participants who have achieved various stages of the awards. | |
| Record of number of young people participating and which awards they have achieved over the past year. Paddlepower and Star test schemes should be used for the appropriate age ranges. 8 – 14 (16) age group for Paddlepower, 16 (14) – Adult age groups for star tests. | | |
| 1.1.3 The centre follows coach to student ratio guidelines relative to conditions, water state and ability of group as recommended in BCU coaching guidelines. | BCU/AALA certificate | |
| Refer to date of current BCU Centre Approval or AALA certificate and include copies of specific risk assessments. | | |
| 1.2 Run at least one event per year that is suitable for young people, for local clubs, centres or organisations to attend. Sponsored events, Cross Stream, Wavehopper, Mini Slalom/Diamond Slalom, distance/timed races, Canoe Polo, surf events, sea kayak race. Organised river/lake/sea trips /tours would meet this criterion. | Copies of promotional material posters/flyers or events calendar. Include any results for events organised over the last year. | |
| Events and/or competitions should introduce young people to a different aspect of the sport other than the usual sessions offered by the centre. | | |

Top Centre (version 2)

| | | |
|--|--|--|
| <p>1.3.1 The Centre has a quality young persons coaching programme overseen by a BCU level 3 coach or UKCC endorsed Level 2 coach. All coaching/instructional staff are updated coaches with current BCU membership.</p> | <p>Current staff qualification matrix. Centres normal operating procedures for Paddlesport</p> | |
| <p>All Paddlesport staff must have appropriate British Canoe Union qualifications relevant to the coaching session being run i.e. Sea Kayak when operating in estuaries or on the sea. 'In house' qualifications not acceptable.</p> | | |
| <p>1.3.2 All Paddlesport support staff have role descriptors with clear roles and responsibilities assigned.</p> | <p>Role descriptions</p> | |
| <p>Provide copies of individual job descriptions for each role undertaken by Paddlesport staff.</p> | | |
| <p>1.3.3 The coaches responsible for the programme hold professional indemnity insurance for at least £5,000,000.</p> | <p>Centre's insurance certificate</p> | |
| <p>Members of staff membership details are checked to ensure they are current. The centre may wish to keep a database of coaches' details for their records.</p> | | |
| <p>1.4.1 All Paddlesport activities or events take place at suitable venues and use equipment that has been checked and is safe.</p> | <p>BCU/AALA certificate Copies of risk assessments.</p> | |
| <p>Copy of current BCU Centre Appraisal or AALA certificate and copies of specific risk assessments.</p> | | |
| <p>1.4.2 Paddlesport equipment provided for use by young people must be appropriately sized.</p> | <p>BCU/AALA certificate Inventory of equipment specific to young people.</p> | |
| <p>Equipment suitable for young people e.g. smaller diameter paddles, buoyancy aids, a range of different sized Kayaks and Canoes for juniors and access to discipline specific boats e.g. Wavehoppers, Lightning's and Bellboats.</p> | | |

Top Centre (version 2)

2 Duty of Care and Safeguarding and Protecting Children

| Criteria | Examples of Evidence | Source of Evidence and where referenced |
|---|---|---|
| 2.1.1 The Centre has adopted and is implementing a Child Protection Policy/procedures and are working within the parameters set by them. All centre staff should have access to these policies/procedures | Centre's Child Protection Policy and name of nominated Child Protection / Welfare Officer | |
| The Child Protection policies cover all aspects of the BCU Duty of Care – Child Protection Policy. This should be signed and dated when agreed. | | |
| 2.1.2 All Centre Staff working with young people have a current CRB Enhanced Disclosure certificate. | Centre to provide list of coaches showing dates of checks. | |
| Provide evidence that Enhanced Disclosure CRB checks have been carried out and how this information is recorded. This record should include name of person, date of when the check was performed and certificate number. | | |
| 2.1.3 One member of staff has been nominated as Welfare officer/Child Protection Officer responsible for all areas of Child Protection. | Name and contact details of Welfare Officer with job description | |
| Contact details of nominated Welfare Officer (unless there is no alternative this person should not be a coaching staff member) | | |
| 2.1.4 The Welfare officer must have attended a NSPCC/Child Protection in Sport approved child protection training workshop. | Copy of course attendance certificate. | |
| Evidence of "formal" child protection training <u>must</u> be provided. This could be the Sports Coach UK "Safeguarding and Protecting Children" course (previously Good Practice and Child Protection) or any other training which is recognised by the NSPCC / Child Protection in Sport Unit and has the same learning outcomes as the above Sports Coach UK unit. The Action plan should plan that the Welfare Officer attends 'A Time to Listen' workshop within an appropriate timescale.. | | |

Top Centre (version 2)

| | | |
|---|--|--|
| <p>2.1.5 One other member of the coaching staff has undertaken formal child protection training approved by the NSPCC / Child Protection in Sport Unit. This could be the sportsCoach UK "Safeguarding and Protecting Children" course.</p> | <p>Copy of course attendance certificate.</p> | |
| <p>2.1.4 & 2.1.5 One of these persons must have attended the sports coach UK 'Safeguarding and Protecting Children' workshop or equivalent that carries the same learning outcomes. The Centre should include in their Action Plan that all BCU coaches undertake Child Protection training within 6 months of taking up their post.</p> | | |
| <p>2.2 The centre has adopted codes of practice for all coaches, officials and volunteers working with young people.</p> | <p>Documented information relating to C.O.P (May be displayed in Staff handbook or on notice boards)</p> | |
| <p>Provide copies of Normal Operating Procedures, which include Codes of Conduct for working with young people and/or good practice guidance relating to Safeguarding & Protecting young people.</p> | | |
| <p>2.3 All coaching/instructional staff has full access to first aid equipment during coaching/instructing periods.</p> | <p>Centre approval</p> | |
| <p>Copy of any information on purchase, storage, location and checking of first aid equipment.</p> | | |
| <p>2.4 The centre has procedures for dealing with serious injuries/accident including the means to contact the emergency services.</p> | <p>BCU/AALA certificate Centre approval</p> | |
| <p>Copy of the centre's Emergency Operating Procedures, Accident report form and BCU/AALA certificate.</p> | | |
| <p>2.5 The centre has parental/carer emergency contact details and medical conditions of all students and informs staff on a need to know basis</p> | <p>Copy of appropriate form</p> | |
| <p>Copy of appropriate documentation and where these are kept. Explain how coaches are made aware of any medical conditions.</p> | | |

Top Centre (version 2)

3. Sports Equity and Ethics

| Criteria | Examples of Evidence | Source of Evidence and where referenced |
|--|---|---|
| 3.1.1 The centre adopts and implements its own Equity policy or the BCU Equity Policy | Signed and dated copy of policy | |
| Copy of Policies to be included. | | |
| 3.1.2 The centre or Local Authority provides Equity training for coaches and staff working with young people that meets the Sports Coach UK learning outcomes. In addition one member of the senior coach/instructional staff must have attended a Sports Coach UK Equity in your Coaching workshop within the last 3 years. | Provide Learning outcomes for training to ensure they meet Sports Coach UK guidelines. Certificates of attendance. A sample of at least 2 certificates should be provided | |
| At least two members of staff have attended equity training (minimum of three hours). One course could attend a local Authority based workshop that has the same learning outcomes as the scUK workshop; the other <u>must</u> attend the Sport Coach UK Equity in Coaching workshop. Where no local authority Equity training provision is available, one person <u>must</u> attend a <u>Runningsports</u> 'A Club for All' workshop. Information on courses can be accessed via your local County Sports Partnership or contact your Paddlesport Development Officer | | |
| 3.2 The centre has Paddlesport management terms of reference document. | Centres normal operating procedures for managing centre. Template | |
| Provide copy of management/Operating Procedures | | |
| 3.3 The centre has written expectations, rules and guidelines that young people should adhere to when under the centre's care and supervision. | Copy of rules and guidelines in Operating Procedures or as a Code of Conduct. | |
| Copy of expectations, rules and guidelines for young people | | |
| 3.4 The centre is committed to staff development and training specific to the needs of young people. | Chief Instructor's staff training records file. Copy of training records and/or attendance certificate | |
| Provide a list of Continuous Personal Development (CPD) opportunities that have been made available to staff or where staff have been supported to attend relevant courses and training.. | | |

Top Centre (version 2)

4; Centre Management

| Criteria | Examples of Evidence | Source of Evidence and where referenced |
|---|--|---|
| 4.1 The centre has public liability insurance | Insurance certificate | |
| Current copy of certificate is to be provided. | | |
| 4.2 The centre is a British Canoe Union approved centre | none | |
| The centre must have undergone a British Canoe Union Centre Inspection prior to applying for Centre XT status. | | |
| 4.3 the centre communicates with parents/carers of user groups through newsletters, brochures or website | Examples of newsletters and or sample pages from web pages. | |
| Communication and updates to parent/carers about what is available via a copy or electronic version of a newsletter or through a website | | |
| 4.4 The centre has a pricing policy that is attractive to youth/school organisations that cater for young people | Example of pricing policy | |
| Copies of pricing structure showing separate prices or membership fee for young people or easier methods of payment to remove any barriers for continued participation. | | |
| 4.5.1 The centre has effective links with at least one school through a School Sports Partnership. | Details of what this link entails and how they work with the school. | |
| Provide a list of school partnership links; describe how the link works and what paddle sport activities are offered. | | |

Top Centre (version 2)

| | | |
|---|---|--|
| <p>4.5.2 The centre has a member of staff who has contact with:</p> <ul style="list-style-type: none"> • The Local Authority/ County Sports Partnership • Regular contact with Canoe England and regional officers. | <p>Copies of any correspondence etc Name of Centre contact person and contact person at the County Sports Partnership /Local Authority.</p> | |
| <p>4.6 The centre has a Paddlesport Action plan</p> | <p>Copy of the Action Plan must cover a period of at least 1 year</p> | |
| <p>The Centre would produce a Paddlesport Action Plan, supported/approved by Senior Management/Trustees (not a wish list) demonstrating how the centre will develop. The action plan should use SMART (Specific, Measurable, Achievable, Realistic Timed) targets covering a period of at least one year from the date of submission for assessment of the Centre XT portfolio. Completion dates of action, person responsible and costs should be shown where possible. Consideration should be given to ensure the following areas of development are built into the Action Plan; develop membership, coaches, links within the local community and provision of equipment. Every club has different priorities covering the many aspects of Paddlesport and centres should look to their strengths as well as areas for development.</p> | | |
| <p>4.7 & 4.8 Not required for Top Centre Accreditation.</p> | | |
| <p>4.9 The centre has links with other local Paddlesport providers and clubs to direct ALL participants to continued Paddlesport pathways.</p> | <p>Name and the details of the contacts Details of club/centre link and any information leaflets web links to direct participants to these other providers.</p> | |
| <p>This could be a link with other clubs/centres etc; that allows for progression and continued pathways into Paddlesport when participants complete their period of activity at the approved centre and return to their home address. Participants may be at this centre for an outdoor activities experience through their school or other organisation.</p> | | |