

# BCU North America

## 2005 Updates and Changes

### Announcing New RCOs

Steve Maynard is the East Coast RCO (Steve@BCUNA.com)

Kelly Blades is the Midwest RCO (Kelly@BCUNA.com)

### Assessor Training

Assessor Training days need to be notified and approved by BCU North America. In order to gain approval the program will need to be run either by an North America approved Trainer or a visiting approved Trainer in conjunction with either an American RCO or an approved North American Assessor.

### Assessor Log Books

A copy of membership card must be sent in with all log books.

Copied pages from coaching log book can be sent in for additional supporting information.

Final signature must be for programs that the assessor runs most of the program while being observed.

**Final Signatures for A1\* logbooks need to be signed by, at minimum, an A1\* who has run four 4 Star assessments as the Course Director.**

The A2 log book is for running Level 1 programs which will become more important each year. Last year was the first year we were allowed to run Level 1 in North America, but now that we have more NA Coaches and Assessors, we hope that most people will start with Level 1, not Level 2 Training.

The Canoe Safety Log Book has been updated to include spaces for inside signatures. In the past the “inside signatures” were just entered in your coach log book. This was a problem as some coaches were sending in completed CS log books after helping on just one CS program. The updated log book has spaces for both the programs you help on and for the final signatures. All coaches need to observe and help on a few CSTs before receiving a final signature. The final two signatures must be from a Level 2 Coach or higher.

### General Points on the Assessor signature process

- The best log books have varied signatures. Working with a variety of Assessors, at different venues, in different conditions give the best experience. It is best to see programs in minimum and maximum conditions.
- It is up to the individual Assessor whether to allow and how to structure the program for Assessors working on signatures.
- BCU encourages Assessors to help other Assessors move up the Assessor Levels. If an Assessor is having difficulty finding places for to get signatures, they should talk with their RCO.
- The number of lines in the log book for signatures are not the number of needed signatures. Some candidates will need fewer and many will need more.
- Signatures should not be given to friends or co-workers unless they have received prior approval by their RCO.
- Everyone needs to understand that the student is the most important person on any given day and the signature process should not take away from the student's experience.
- The Assessor seeking a signature should talk with the Course Director well in advance of the program so that expectations and program structure is understood by all.
- Only one final signature can be given out by one Assessor on any single program.
- For a final signature the candidate should head up the program and be firmly in charge of the course, not have any question for the head Assessor and the head Assessor should take as much of a non-interventionist approach as possible.
- It is recommended that you stay in touch with your RCO as you work your way through the Assessor Levels.
- Assessor Log books must be sent to your RCO. If approved by your RCO, the log book will be forwarded to the North American Administrator. Ultimately, the UK Director of Coaching makes all final decisions.
- The more detailed the information which you send to your RCO, the easier it is for them to approve the log book. Copies of coaching log book pages and other supporting evidence is helpful.
- Practice Students (formerly known as Guinea Pigs) should not be charged for their participation on assessments or trainings.

updated 2/1/06

## **Course Reports**

All Course Reports must be sent in even if everyone fails.

Names must be entered on the back of Course Reports for all passes or fails.

Fee forms are only needed for passes.

## **Coaching Hours**

Minimum stated coaching hours are just that -- a minimum. You should have as many coaching hours as possible. Coaching hours in your log book are a big deciding factor in an assessment. Coaching hours between training and assessment courses should be a supervised hours. A minimum of half the hours should be under a BCU Coach unless an exemption is attained from the RCO. It is important that the coaching hours have an element of feedback. Exposure to a variety of coaches (both BCU and other) will expand a coach's toolbox to include different coaching skills and techniques.

## **First Aid and CPR**

First Aid and CPR certification are only accepted from the following organizations; Red Cross, American Heart, SOLO, National Ski Patrol, Wilderness Medical Associates, National Safety Council, PADI, Board of Emergency Medicine, Medic First Aid.

BCU North America will not accept First Aid or CPR from on-line certifiers.

## **Course Notification**

When e-mailing a Course Notification\* include the following information:

Course Provider Number

Name of Program

Date of Program

Venue of program

Course Director

Additional Assessors

\*The Course Provider must request a Course Number.

## **C2 Forms**

The C2 Form is now a triplicate "carbon copy."

The student and Assessor get one copy each; the third copy is sent in to BCUNA with the course paperwork.

Assessors can request additional blank copies of C2 forms.

## **5 Star in North America**

The 5 Star award in North America will only be approved for venues that are able to offer the opportunity to be exposed to the range of conditions covered within the award. Venue approval is by the Director of Coaching.

Course Providers should make decisions on the running of, or postponement of courses at least three days prior to the start of the training or assessment. If it is anticipated that condition requirements will not be met, then the course should be cancelled / down graded.

Once the assessment starts, should conditions for assessment prove to be elusive, the assessment may at the discretion of the Course Provider, become a training program.

To participate on a 5 Star Training, as paddler must first hold a 4 Star award.

Rules for lack of conditions;

The Assessor can give a signature for up to three days of training in the candidates log book.

The Assessor can cancel the program for a total lack of advanced conditions.

Log book signatures, and their accompanied notation, should clearly reflect the level at which the program was run and the students' performance.

## **Coach 2 and Coach 3 Aspirant Prerequisites**

Level 2 and level 3 aspirants must possess a clear understanding of assessment methodologies. Therefore, L2 aspirants need to earn one signature through their active and direct participation in the running of a 2 Star assessment. An assessor of A1 or greater status may give their signature. L3 aspirants need to earn three signatures through their active and direct participation in the running of three 3 Star assessments. These three signatures must come from at least two different Assessors of A2 or greater status.

The hours spent on these assessments may be presented as part of the aspirant's required logged coaching hours. If an assessor of the appropriate level is unduly difficult to find, then contact your region's RCO. Please note that the minimum prerequisite hours required by coach aspirants are, in fact, a bare minimum.

## **Coach Level 4**

Level 3 Coaches who aspire to become level 4 coaches are required to have successfully completed the 5 Star award and taken part in a BCU Coaching Processes course. Level 4 is awarded upon application and verification of the above.

Level 4 Coaches are now also required to show evidence of having been the Course Director or principal coach in the running of at least six BCU 2 or 3 Star assessments when making their application to the NA Administrator.

## **Symposiums and BCU Events**

A BCU symposium or Event is any event where application is made for BCUNA support. Support will minimally require the event to be staffed by BCU qualified coaches.

Once support is given the event can carry the BCU name and logo.

Where the event will include coach education courses a Course Provider approved by BCUNA to oversee the event must be appointed. This person must be approved a minimum of two months before the event.

Promotional material carrying the BCU name and or logo must be approved by the local RCO.

Permission will be granted to use the BCU name and logo for the event only. Unless already covered by one of the above circumstances.

## **ACA and BCU Events**

While BCUNA has no wish to undermine the value of ACA courses, we feel it is important for both parties to retain clarity between the two separate systems and approaches to paddler / coach education. Therefore, we are unable to accept any joint delivery of BCU and ACA paddler or coach education programs. BCU programs cannot be run as any part of an ACA program.

## **Rules for using the BCU name and logos**

While BCU qualified coaches are able to promote themselves as such, they can do this only by using terms and phrases such as a 'BCU Coach Level' ? or a 'qualified BCU Coach', or 'a coach qualified to the standards of the BCU'.

The use of the BCU name and Logo / Paddler motifs are restricted to BCU Endorsed coaches and Centers, BCUNA Approved Center or specific BCU recognized Symposiums or Events (for the duration of the event).

# BCUNA Approved Centers and Endorsed Coaches / Centers

## BCUNA Endorsement

Coaches and Centers wishing to be listed on the BCUNA website can apply to the BCUNA Administrator for BCUN Endorsement' The coach submitting the application must be a minimum of L3 coach. Centers applying must have a minimum Level 3 coach on staff and should advise the coaching administrator should this condition change.

### Benefits

- The BCUN Endorsement will provide a recommendation to clients as to the experience of the coach / center in providing BCUN training and will jointly promote the coach / center and the BCUNA.
- Endorsed coaches / centers will be entitled to use the BCUN logo on their promotional material.
- Endorsed coaches / centers will be entitled to list 3 to 5 Star and Canoe Safety programs on the BCUNA calendar.
- Endorsed coaches / centers will be highlighted as such on the BCUNA "Coaches & Centers in North America" web page.
- Endorsed coaches / centers may add additional information to your BCUNA web listing. Maximum 100 character<sup>1</sup> (letters, numbers, spaces).

Endorsed coaches / centers must run a minimum of 6 official BCUN programs with a cancellation rate under 30%. We don't want to list programs that don't run.

Submit requests for BCUN Endorsement to your RCO. Upon RCO review, it will be forwarded to the NA Administrator for final approval. See Endorsement Form on BCUNA website.

Application must be made annually. Policies will change as we move forward with this new program.

## BCUNA Center Approval

The BCUNA Center Approval is a further mark of quality and is available to centers who promote and deliver the full range of BCUN programs, including coach educational programs.

As with BCUN Endorsement application should be made to your RCO. Upon RCO review, it will be forwarded to the NA Administrator for final approval.

Center Approval status will require the center to have a minimum Level 4 Coach with A3 status on staff and have access to additional staff as required to run the programs they promote.

- Center Approval will require an approval visit and will record safety management and quality of delivery.
- BCUNA Approved Centers will be able to use the BCUN logo and be authorized to run the full range of BCUN paddler / coach education programs ( up to the assessment experience of their staff).
- Approved Centers will be highlighted as such on the BCUNA "Coaches & Centers in North America" web page.
- Centers may add additional information to your BCUNA web listing. Maximum 200 character<sup>1</sup> (letters, numbers, spaces).
- Additional benefits will include wider promotion through the website and all other promotional mediums.

Let your RCO know how else BCUNA can help promote Approved Centers or Endorsed Coaches / Centers.

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1) Must be BCUN or program related information. Can include location of programs (states, towns, body of water), type of programs offered (i.e. 1-3 Star, Canoe Safety, Level 1 & 2 Training), season/months of operation (i.e. May to October), type of equipment used or other appropriate BCUN/program information.