

BRITISH CANOE UNION
&
SHEFFIELD CITY KAYAK CLUB



PERSONAL DEVELOPMENT,
LEADERSHIP AND COACHING LOGBOOK

PERSONAL DETAILS

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CLUB: SHEFFIELD CITY KAYAK CLUB

BCU MEMBERSHIP NO: _____

NAME AND ADDRESS OF LOCAL COACHING ORGANISER

Guide to use of the Logbook

This logbook is designed so that you can record evidence of expeditions, trips, other experiences and coaching activities, in preparation for training, or assessments within the BCU Coaching Service tests and awards scheme. Whilst these records are not essential for the 1 to 3 Star Tests, it will help to record the necessary journeys. A properly maintained logbook is an essential requirement for all Coaching and Leadership awards; this logbook fulfils the requirement and the format is easy to follow. The logbook can also be used to evidence currency as part of the BCU Coach Update scheme.

There are many other reasons for keeping an up to date record of your canoeing activities. These may be personal, like keeping an ordinary diary, to remind yourself of past events, or to record activities for reference in preparation for more advanced adventure and activities.

To ensure that your entries are correct it is advisable they are written in immediately after the event. You should start now by filling in the Personal Particulars Page. Short notes have been added under the various headings to give guidance in keeping records.

If someone else was the organiser of the event or qualification course it is best if you can get them to initial your entry, but don't leave it for some other person to complete as they will probably forget and don't leave it until later as YOU will probably forget!

The BCU Canoe and Kayak Handbook, and the BCU Coaching Handbook provide a complete guide to the sport, and the learning and teaching of its skills, these are particularly useful resources for Coaches and Leaders.

Syllabi and guidance note for the various Coaching and Leadership awards are published on the BCU and Home Nation Association websites, please check these for current documents.



SHEFFIELD CITY

Record of Experience

Record here all your experience before your first coaching award
Record details of: Tours and Trips (including grades of difficulty and conditions)
Competition work (with standards reached) and/or any other canoeing experience.

KAYAK CLUB

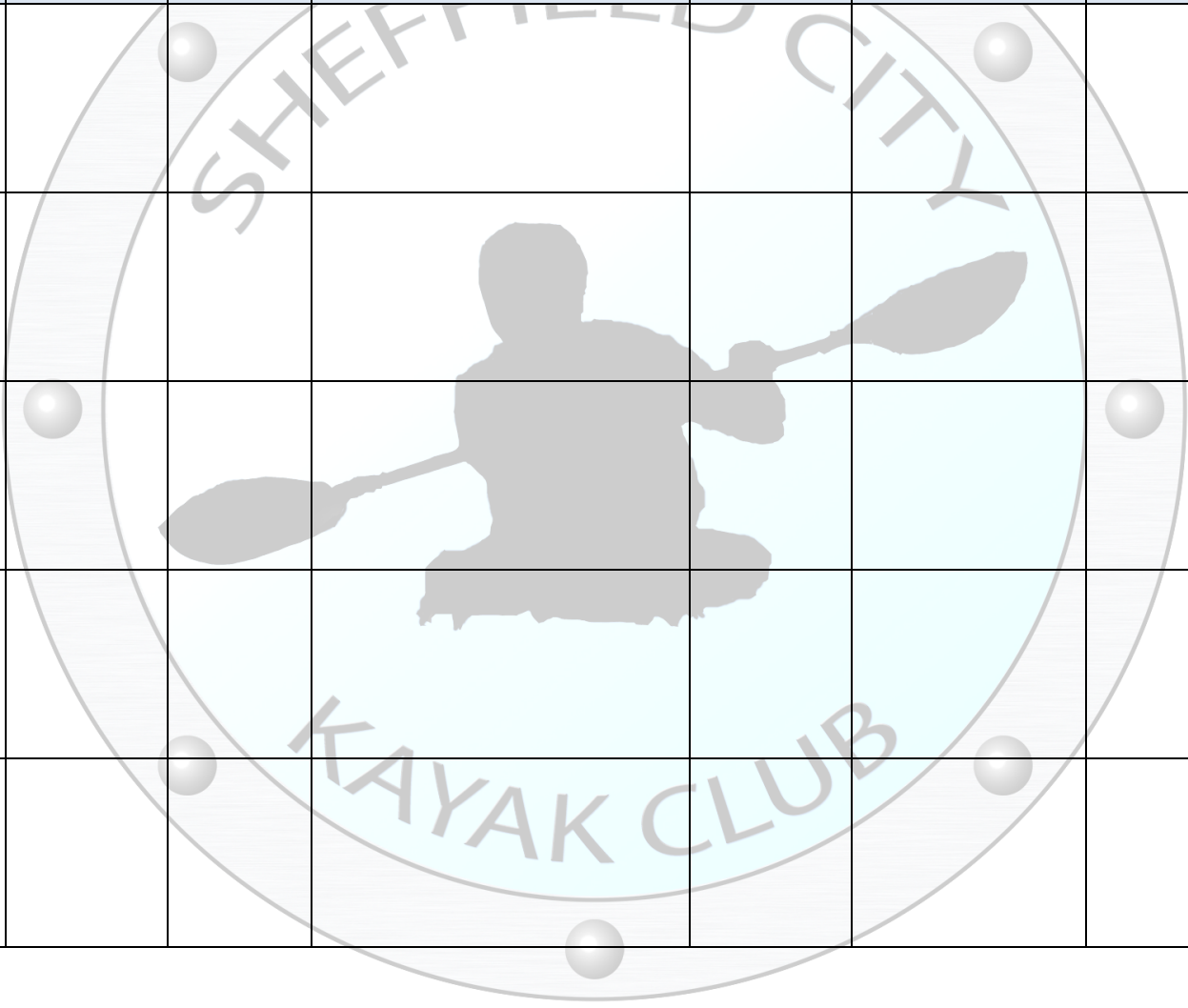
The logo is circular with a light blue background and a white border. The words "SHEFFIELD CITY" are written in a white, sans-serif font along the top inner edge of the circle. The words "KAYAK CLUB" are written in a white, sans-serif font along the bottom inner edge. In the center, there is a grey silhouette of a person in a kayak, holding a paddle. The entire logo is semi-transparent.

SHEFFIELD CITY

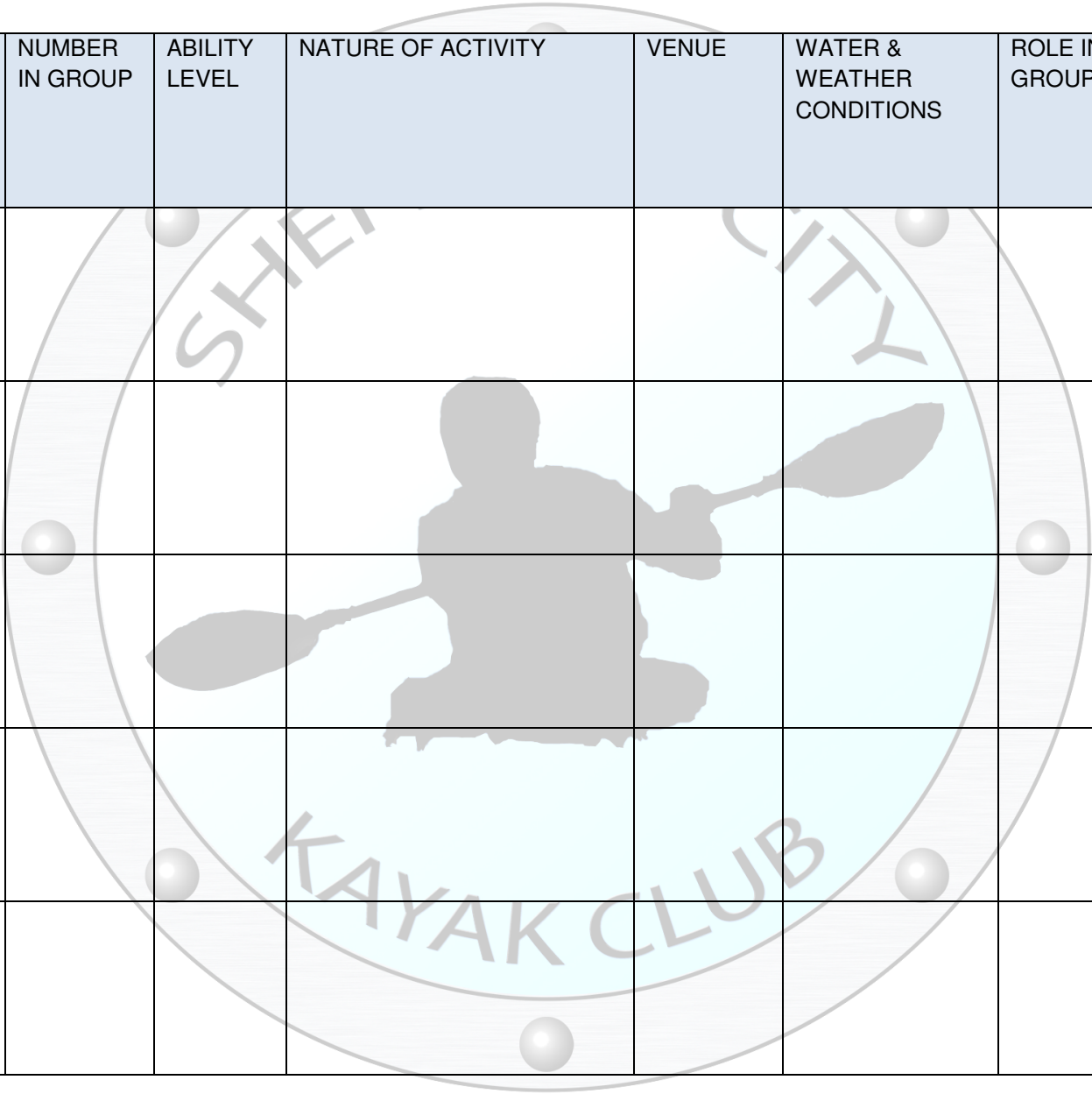
Coaching Record

Record here courses or sessions that you have organised, or helped to run. Try and ensure that you have a range of experience, both in the area / type of weather taught on, single / series of sessions, and type of student, e.g.: adult, child, those with special needs, novice, and those with some experience.

DATE	TIME (HRS)	NUMBER IN GROUP	ABILITY LEVEL	NATURE OF ACTIVITY	VENUE	WATER & WEATHER CONDITIONS	ROLE IN GROUP	SUPERVISED BY (SIGNATURE)



DATE	TIME (HRS)	NUMBER IN GROUP	ABILITY LEVEL	NATURE OF ACTIVITY	VENUE	WATER & WEATHER CONDITIONS	ROLE IN GROUP	SUPERVISED BY (SIGNATURE)



The background of the page features a large, light grey watermark of the Sheffield City Kayak Club logo. The logo is circular with a light blue center. The words "SHEFFIELD CITY" are arched across the top, and "KAYAK CLUB" is arched across the bottom. In the center of the logo is a silhouette of a kayaker in a boat, holding a paddle.

Conferences and Exhibitions Attended

This section is intended to show you that you have a wide experience of the sport. If you have been to any conferences or exhibitions then note them here. Also add any information about local canoe shops that you use, or any other events that were Connected with canoeing.



Courses attended / work with other organisations

Give location, course organiser, aims and level of course. Identify type of organisation, and how you were involved. Course organiser should ideally initial the entry.

A large, light blue watermark of the Sheffield City Kayak Club logo is centered on the page. The logo is circular with a white border and contains the text 'SHEFFIELD CITY' at the top and 'KAYAK CLUB' at the bottom. In the center of the logo is a silhouette of a person in a kayak. The watermark is semi-transparent and serves as a background for the text.

SHEFFIELD CITY

Journeys or other events

Do try to ensure that you have as wide an experience as possible. Have you operated in kayaks and open canoes?

Have you completed in different forms of event? (Slalom, Freestyle, Sprint, Marathon etc). Have you operated with canoes in a swimming pool? Have you been to a local touring event and a major touring event? Have you been to a Lifeguards event?

This is one of the great strengths of Paddlesport – it is so varied and has something for everyone.

Do get out there and get involved in as many aspects as possible.

KAYAK CLUB



Local Coaching Panel / Club meetings

Note here any paddlesport meetings you attend. This also helps to show your involvement in the sport.

The background features a large, light blue watermark of the Sheffield City Kayak Club logo. The logo is circular with a white border containing six grey circular markers. Inside the circle, the words "SHEFFIELD CITY" are arched across the top, and "KAYAK CLUB" is arched across the bottom. In the center is a silhouette of a person in a kayak, holding a paddle.

Work with other coaches / team members

You need to show your ability to work as a member of a team either within your workplace, or where you are working with someone else on a course. Note details of work undertaken, areas of responsibility, suggestions made to change policy or work practices, and help offered to coaches or assistants.

The background features a large, light grey watermark of the Sheffield City Kayak Club logo. The logo is circular with a white border containing six small grey circles. Inside the circle, the words "SHEFFIELD CITY" are written in an arc at the top, and "KAYAK CLUB" is written in an arc at the bottom. In the center is a silhouette of a person in a kayak. A horizontal blue line is drawn across the middle of the page, passing through the center of the watermark.

Suggestions or complaints with which you have dealt

You need to show your knowledge and ability at dealing with organisations, customers and clients. Mention how you dealt with any incidents, what they were, and your relationship with the people making the suggestion or complaint.



Courses Organised

Record details of all courses that you have organised (e.g. BCU 1 Star or a Level 2 Coach Course).

Record date, location, aims, and level of the course.

The logo is a circular emblem with a light blue background. It features a central silhouette of a kayaker in a crouched position, holding a paddle. The words "SHEFFIELD CITY" are arched across the top, and "KAYAK CLUB" is arched across the bottom. The entire emblem is surrounded by a grey border with six small circular accents.

Qualifications prerequisite record chart

(Star Awards, Paddlepower, Safety Training, and First Aid)

Note here all tests undertaken. Please ensure that the course organiser signs in confirmation.

TRAINING AND ASSESSMENT RECORD SHEET

LEVELS 1 & 2	DATE	VENUE	COURSE PROVIDER (SIGN & PRINT)
BOAT-BASED			
BCU (UKCC) LEVEL 1			
BCU (UKCC) LEVEL 2 TRAINING			
BCU (UKCC) LEVEL 2 ASSESSMENT			
BANK-BASED			
BCU (UKCC) LEVEL 1			
BCU (UKCC) LEVEL 2 TRAINING			
BCU (UKCC) LEVEL 2 ASSESSMENT			

TRAINING AND ASSESSMENT RECORD SHEET

MODERATE WATER ENDORSEMENT	DATE	VENUE	COURSE PROVIDER (SIGN & PRINT)
WHITE WATER			
MODERATE WATER ENDORSEMENT TRAINING			
MODERATE WATER ENDORSEMENT ASSESSMENT			
OPEN CANOE			
MODERATE WATER ENDORSEMENT TRAINING			
MODERATE WATER ENDORSEMENT ASSESSMENT			
SEA			
MODERATE WATER ENDORSEMENT TRAINING			
MODERATE WATER ENDORSEMENT ASSESSMENT			
SURF			
MODERATE WATER ENDORSEMENT TRAINING			
MODERATE WATER ENDORSEMENT ASSESSMENT			

TRAINING AND ASSESSMENT RECORD SHEET

4 STAR LEADER	DATE	VENUE	COURSE PROVIDER (SIGN & PRINT)
WHITE WATER			
4 STAR LEADER TRAINING			
4 STAR LEADER ASSESSMENT			
WHITE WATER SAFETY & RESCUE			
OPEN CANOE			
4 STAR LEADER TRAINING			
4 STAR LEADER ASSESSMENT			
WHITE WATER SAFETY & RESCUE			
SEA			
4 STAR LEADER TRAINING			
4 STAR LEADER ASSESSMENT			
COASTAL NAVIGATION AND TIDAL PLANNING			
SURF			
4 STAR LEADER TRAINING			
4 STAR LEADER ASSESSMENT			

TRAINING AND ASSESSMENT RECORD SHEET

5 STAR LEADER	DATE	VENUE	COURSE PROVIDER (SIGN & PRINT)
WHITE WATER			
5 STAR LEADER TRAINING			
5 STAR LEADER ASSESSMENT			
ADVANCED WHITE WATER SAFETY & RESCUE			
OPEN CANOE			
5 STAR LEADER TRAINING			
5 STAR LEADER ASSESSMENT			
SEA			
5 STAR LEADER TRAINING			
5 STAR LEADER ASSESSMENT			
OPEN WATER NAVIGATION & TIDAL PLANNING			
SURF			
5 STAR LEADER TRAINING			
5 STAR LEADER ASSESSMENT			
ADVANCED SURF SAFETY			



Notes & useful documents

For any other information you think you may need to keep a record of, also session and journey planners.

SESSION PLANNER		COACH		SUPPORT	
SESSION NO.		DATE		TIME	
GROUP		LOCATION		DURATION	
NUMBER ATTENDING		AGE RANGE		ABILITY	
OBJECTIVE			EQUIPMENT		
SPECIAL REQUIREMENTS – MEDICAL ETC.					
TIME	CONTENT			NOTES	
	INTRODUCTION				
	MAIN CONTENT				
	SUMMARY				
EVALUATION – WHAT WENT WELL? WHAT COULD BE IMPROVED? CHANGES TO BE MADE?					
WITNESSED BY					

JOURNEY PLANNER		COACH		DATE	
GROUP		LOCATION/TYPE OF WATER		TYPES OF CRAFT	
NUMBER ATTENDING		AGE RANGE		ABILITY	
OS REFERENCE MAP NO.		WEATHER FORECAST		EXPECTED DURATION	
START			GRID REFERENCE		
FINISH			GRID REFERENCE		
JOURNEY CHECKLIST					
TRANSPORT			FIRST AID		
BANK SUPPORT			ACCESS OFFICER		
FOOD			RECONNAISSANCE		
ACCESS PERMISSION			KIT LISTS ISSUED		
PARENT PERMISSION			HAZARDS		
MEDICALS			ORGANIZE GROUP		
EMERGENCY PROC.			SIGNALS		
LOAN EQUIPMENT?			PADDLING SUPPORT		
UPON COMPLETION CHECKLIST					
DEBRIEF			RETURN LOAN EQUIP		
EQUIPMENT CHECKS			CORRESPONDENCE?		
LEADERS CHECKLIST					
EXPOSURE BAG			HOT DRINK		
EMERGENCY FOOD			DRY CLOTHES		
FIRST AID KIT			REPAIR KIT		
KNIFE			SPARE PADDLE		
THROW LINE			MAP		
TORCH			WHISTLE		
TOW LINE			MONEY		
COMPASS			FLARES (SEA/LAKES)		



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Evidence

A place to keep all your certificates, photos etc.