



BCU LIFEGUARD LOGBOOK

Name.....

Unit.....

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BCU LIFEGUARDS AN OVER VIEW

CANOE LIFEGUARDING

Still one of the best ways to patrol and protect as a Lifeguard. Working from the platform of a canoe you are able to monitor events on the water whilst being able to move quickly without getting too tired. Within the canoe there can be all sorts of equipment and stores that are easily carried and taken with you from place to place as you follow the activity. Working from a canoe you can easily communicate with swimmers who don't feel threatened as you are a similar height to them, there are no engines, propellers or smelly fumes and yet you can follow them in to shallow waters or even surf.

In relation to the objectives, the officers of the BCU Lifeguards at national and regional (English) level set a high standard of canoeing, safety and rescue. They promote, train and advise groups within the United Kingdom or overseas in all aspects of safety and rescue pertaining to canoeing; may advise and assist Local Authorities in times of emergency; provide safety cover when requested and may organise escorts and give advice to leaders and organisers for canoe expeditions, long distance swims, etc.

There are many situations where a safety cover or rescue is best executed from a canoe, especially a dedicated rescue canoe such as the "Shark Rescue Canoe". There being no propellers or engine fumes to distract the rescuee and the craft is equally at home in shallow water or indeed surf. The Shark has a flat rescue deck towards the stern fitted with grab handles to provide a rescued victim a more secure "carry" back to safety. Major events require major safety cover and BCU Lifeguards are pleased to provide this at such events as the Devizes to Westminster 125 mile canoe race and events for young people such as Poole's Youth Afloat.

The BCU Lifeguards are committed to development and technical research of rescue canoes, safety and rescue equipment for canoeists and canoe lifeguards, providing authority for the purchase of official BCU Lifeguards equipment and Rescue Kayaks by qualified persons. They formulate, administer and provide training and assessment for BCU Lifeguard awards from Canoe Safety Test through to Canoe Lifeguard Coach.

As well as training in individual clubs or units, there is a major training initiative where Lifeguards converge on an annual basis prior to the start of the summer season. To promote an element of competitive spirit at the end of a busy summer season Lifeguards have the chance to prove their worth and demonstrate the skills they have perfected over the year at the Canoe Lifeguard Championships which are held annually in September.

There is a growing membership both of individuals and affiliated clubs who benefit from the enhanced training and technical support services afforded by the Rescue Organisation. Many clubs although not a dedicated Rescue Club do actually provide safety cover as part of their operation and by being affiliated to BCU Lifeguards enjoy the protection of the enhanced support and insurance cover.

Logged Skills Sheets

Personal Qualifications Log

Name

Lifeguard Unit

JUNIOR CANOE SAFETY TEST

MODULE 1 GENERAL THEORY AND SKILLS

Skill	Date	Examiners Signature
Safety features of Kayak/Canoe, buoyancy aid, clothing & equipment		
Hazards-placid water-grade1-sheltered coastal waters or estuaries		
Effects of weather, sudden immersion etc		
Simple hand signals		
Handling a basic emergency-safety and summoning help		
Other Rescue Services		
Good lifting techniques		
The value of holding a First Aid Award		

MODULE 2 LIFESAVING

How to coach a swimmer to shore. Safe reaching rescue rigid non-rigid. Throwing buoyant object. And wading		
Pack throwline and throwline rescue over 10m to land within reach of casualty		
Coil and throwline rescue over 10m to land within reach of casualty		
Safe approach to struggling swimmer		
Techniques of transport, bow tow bow carry stern toe stern carry		
The suitability of these methods in different situations		

MODULE 3 KAYAK/CANOE RESCUE SKILLS

Deep water rescue techniques, Xrescue, H rescue,T rescue etc. Solo, assisted, different craft.		
Rescues, paddle & bow presentation		
Exit Canoe in deep water without losing contact and re-enter		
An introduction to towing methods and effective releases		

Personal Qualification Log

Name

Lifeguard Unit

CANOE SAFETY TEST

MODULE 1 GENERAL THEORY AND SKILLS

Skill	Date	Examiners Signature
Safety features of Kayak/Canoe, buoyancy aid, clothing & equipment		
Hazards-placid water-grade 1-sheltered coastal waters or estuaries		
Effects of weather, sudden immersion etc		
Simple hand signals		
Handling a basic emergency-safety and summoning help		
Other Rescue Services		
Good lifting techniques		
The value of holding a First Aid Award		

MODULE 2 LIFESAVING

How to coach a swimmer to shore. Safe reaching rescue rigid non-rigid. Throwing buoyant object. And wading		
Pack throwline and throwline rescue over 15m to land within reach of casualty		
Coil and throwline rescue over 15m to land within reach of casualty		
Safe approach to struggling swimmer		
Techniques of transport, bow tow bow carry stern toe stern carry		
The suitability of these methods in different situations		

MODULE 3 KAYAK/CANOE RESCUE SKILLS

Deep water rescue techniques, Xrescue, H rescue, T rescue, The Curl etc. Solo, assisted, different craft.		
Rescues, paddle & bow presentation		
Exit Canoe in deep water without losing contact and re-enter		
Towing methods and effective releases		
Execute an all in rescue		
Rescue paddler in upturned Kayak as swimmer or from kayak/canoe		

Personal Qualification Log

Name

Lifeguard Unit

ASSISTANT LIFEGUARD

GENERAL THEORY & SKILLS

Skill	Date Taken	Examiners Signature
The theory behind hazards/dangers caused by tides, winds and weather conditions in normal operating area and moderate coastlines and beaches		
Local rescue services and their role in Canoe Lifeguarding		
VHF radios and cellular phones		
Lifeguard signals		

LIFESAVING.

Different swimming rescues over long distances, methods of transport including cross chest and close chin tow.		
Landing an unconscious casualty one/two man drag, two handed seat carry & four man carry.		
Use of canoe as a stretcher and wind break.		
The use of throw-bags and a chest harness as improvised reel and line.		
The rescue sequence; shout/signal, reach throw, wade, row, swim with an aid, swim with a tow.		
Identification of casualties; weak swimmer, panicking swimmer injured swimmer etc.		

Personal Qualification Log

Name

Lifeguard Unit

LIFEGUARD CORE MODULE

GENERAL THEORY & SKILLS

Skill	Date Taken	Examiners Signature
Zoning, scanning and vantage points.		
Local Conditions, Rescue Organisations and Hazards		
Normal Operating Procedure and Emergency Action Plans		
Flares and other Distress Signals		
Lifeguard Hand, Flag and Whistle Signals		
Spinal injury identification and care		
The use of VHF Radio		
The structure of BCU lifeguards		
Theory of Leadership		

LIFESAVING

Swimming Rescues & Casualty Recognition		
Stand off position duck away moves and forms of releases used by Lifeguards		
Rescue sequence as first option before Kayak		
Use of Throw Bag to beach Lifeguards		
Use of canoe/kayak as a stretcher and shelter		
Single and two-person resuscitation		

Personal Qualification Log

Name

Lifeguard Unit

LIFEGUARD CORE MODULE SKILLS LOG

KAYAK/CANOE RESCUE SKILLS

Skill	Date Taken	Examiners Signature
Eskimo roll 4 out of 6 attempts		
Swim 100m in canoe clothing		
Swim a capsized kayak/canoe 100m		
Capsize-come out & self rescue (two methods)		
Jump out & re-enter		
Paddle 200m with a single blade		
Paddle a waterlogged rescue kayak		
Perform an Eskimo rescue (two methods)		
Scramble launch		
Assist a kayaker in an Eskimo rescue		
Tow kayaker/canoeist 200m		
Perform a kayak to kayak/ canoe rescue with the help of another kayaker		
Tow two kayakers/canoeist 100m		
Eskimo roll whilst towing		
Support by kayak and carry a tired swimmer 100m		
Support two tired swimmers and transport 50m		
Rescue unconscious non-breathing patient from 100m aided by two other rescuers		
Transfer patient from kayak to another rescue team (e.g. reel and line or Inshore Rescue Boat)		
Perform supported EAV for 3 minutes		
Perform CPR for 5 minutes		
Perform two person CPR for 3 minutes		
Recovery position & action for vomit		
Demonstrate use of resuscitation mask		
Demonstrate rolling casualty into supine position		
Complete two land based incidents one as leader		
In a swimming pool swim 400m in less than 8 minutes (<i>This section is NOT compulsory</i>)		

Personal Qualification Log

Name

Lifeguard Unit

SENIOR LIFEGUARD

ESSENTIAL READING LIST

BCU Canoe Handbook
Surf Lifesaving Association of Great Britain Training Manual
Beach Lifeguarding (RLSS)
Pool Lifeguarding (RLSS)
Safety on British Beaches (ROSPA)
Management of Health and Safety in Swimming Pools
First Aid (The voluntary societies handbook)
White Water Safety (Ferrero)

ORAL.

Give a 10-15 minute presentation on a subject relevant to the award. Examples are;

Patrol organisation
Maintenance and purchase of equipment
The use of canoes and kayaks in searches, flood reconnaissance and in the assistance of other waterborne craft
The candidates further role in canoe lifeguarding

WRITTEN

Produce an operational plan for a scenario as described by the examiner. This will be structured around the planning of an operational duty, e.g. a sea swim. The candidate will be expected to analyse the situation and conditions and produce a comprehensive list of lifeguards, qualifications, and rescue and specialist equipment needed to provide adequate safety cover for the event. The paper will then be discussed between the candidate and the examiner and appropriate reasons given for the candidates choices
Complete a written test of twenty-five questions. Questions will be taken from the essential reading list.

Assessors Signature

[Signature box]

Personal Qualification Log

Name

Lifeguard Unit

LEVEL 1 LIFEGUARD COACH

Modules	Date Taken	Examiners Signature
1. Introduction		
2. Training (general)		
2.1 Training CST		
3. Examining		
3.1 Examining CST		
4. Initiative		
5.1 Basic Life Support		

PRACTICAL TASKS

Assist on a live or simulated Canoe Safety Test		
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PROBATIONARY COURSES

CANOE SAFETY TEST

Module	Course Date	Number Passed	Number Failed	Guiding Examiners Signature

CANOE SAFETY TEST ASSESSMENTS

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

Personal Qualification Log

Name

Lifeguard Unit

LEVEL 2 LIFEGUARD COACH

Modules	Date Taken	Examiners Signature
1. Introduction		
2. Training (general)		
2.1 Training CST		
3. Examining		
3.1 Examining CST		
4. Initiative		
5.1 Basic Life Support		

PRACTICAL TASKS

2.1 Give two 10-minute presentations, one lecture-based and one practical based		
Under the supervision of the Course Director run all training Modules and an assessment. Usually with another Level 2 candidate.		

PROBATIONARY COURSES

CANOE SAFETY TEST TRAINING

Module	Course Date	Number Passed	Number Failed	Guiding Examiners Signature

CANOE SAFETY TEST ASSESSMENTS

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

Personal Qualification Log

Name

Lifeguard Unit

LEVEL 3 LIFEGUARD COACH

Modules	Date Taken	Examiners Signature
1. Introduction		
2. Training (general)		
2.2 Training Assistant Lifeguards		
2.3 Training Lifeguards		
3.2 Examining Assistant Lifeguard		
3.3 Examining Lifeguard Core Module		
4.2 Advanced Initiative		
5.0 Life Support (general)		
5.1 Basic Life Support		

PRACTICAL TASKS

2.2 & 2.3 Give six 10-minute presentations, four lecture-based and two practical based		
3.2 & 3.3 Analyse & provide feedback to a group of simulated Assistant Lifeguards & potential Lifeguard Core Module candidates		
5.2 Deliver part of the Basic Life Support Training Course		

PROBATIONARY COURSES

ASSISTANT LIFEGUARD TRAINING

Venue	Course Date	Number Passed	Number Failed	Guiding Examiners Signature

ASSISTANT LIFEGUARD ASSESSMENT

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

LIFEGUARD CORE MODULE TRAINING

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

LIFEGUARD CORE MODULE ASSEMENT

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

Personal Qualification Log

Name

Lifeguard Unit

LEVEL 4 LIFEGUARD COACH

Modules	Date Taken	Examiners Signature
2.4 Training Site Specific Modules		
3.4 Examining Site Specific Modules		
3.5 Examining the Resuscitation Awards		
4.3 Initiative and the Site Specific Module		
5.2 Life Support		
6.0 Training Trainers		

PRACTICAL TASKS

2.4 Give six 10-minute presentations, four lecture-based and two practical based		
3.4 & 3.5 Analyse & provide feedback to a group of simulated Lifeguards & Resuscitation candidates		
5.2 Deliver part of a Lifeguard Resuscitation syllabus		

PROBATIONARY COURSES

LIFEGUARD SITE SPECIFIC TRAINING

Venue	Course Date	Number Passed	Number Failed	Guiding Examiners Signature

LIFEGUARD SITE SPECIFIC ASSESSMENT

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

RESUSCITATION ASSESSMENTS

Venue	Date	Number Passed	Number Failed	Guiding Examiners Signature

Personal Qualification Log

Name

Lifeguard Unit

LEVEL 5 LIFEGUARD COACH

RESPONSIBILITIES.

To lead core and specialist training and assessing modules as required.
To provide essential support and advice to trainers and examiners.
To assist with ongoing development of trainer and examiner skills and knowledge.
To monitor and report on standards of training and assessing activities.
To maintain and develop consistently high standards training and assessing.
To provide training and support for volunteer & professional lifesavers/lifeguards.

THE ASSESSING PANEL

APPLICATION DATE

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ASSESSMENT DATE

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SUBMIT PROOF OF THE FOLLOWING

Hold the Senior Lifeguard Award
Hold the Level 4 Lifeguard Coach Award
Hold the BCU Lifeguards Aquatic First Aid Level 1 Coach award or higher
Assist in organising & running a National Canoe Lifeguard Convention
Assist in administration and organising of the National Canoe Lifeguard Championships or completed work in furthering canoe lifeguarding competition.

FIRST AID AWARDS

Personal Qualification Log

Name

Lifeguard Unit

PRIMARY RESUSCITATION

CASUALTY MANAGEMENT	DATE
Opening and maintaining an open airway	
The techniques used to turn a casualty who is vomiting.	
The technique used to turn a casualty into the recovery position.	

CARDIO PULMONARY RESUSCITATION TEST

Demonstrate CPR on an approved adult manikin, Demonstration to last 3-5 minutes.	
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ORAL TEST

The principles of Resuscitation including when to summon help.	
After care of the casualty.	
Problems during resuscitation.	

ASSESSORS SIGNATURE

DATE

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Personal Qualification Log

Name.....

Lifeguard Unit.....

PAEDIATRIC RESUSCITATION AWARD

ACTION IN AN EMERGENCY

✓

The aims of First Aid.	
The First Aider's responsibilities.	
Preventing cross infection.	
Handling the aftermath.	

UNCONSCIOUS BABIES

Primary Survey; Check for Danger, Response, Airway & Breathing	
The recovery position	
Rescue Breathing	
Cardiopulmonary Resuscitation	

UNCONSCIOUS CHILDREN

Primary Survey; Check for Danger, Response, Airway & breathing.	
The recovery position	
Rescue Breathing	
Cardiopulmonary Resuscitation	

CHOKING IN A BABY

Recognising signs of choking	
Treatment of a choking baby	

CHOKING IN A CHILD

Recognising signs of choking	
Treatment of a choking child	

ASSESSORS SIGNATURE

DATE

Personal Qualification Log

Name.....

Lifeguard Unit.....

PRIMARY FIRST AID AWARD

INCIDENT MANAGEMENT

✓

The aims of First Aid.	
The First Aider's responsibilities.	
Assessing the situation.	
Principles of diagnosis.	
Principles and priorities of treatment.	
Preventing cross infection.	
Handling the aftermath.	

RESUSCITATION

The resuscitation of adults and older children	
Maintaining an open airway.	
Mouth to mouth & mouth to nose ventilation.	
Chest compressions.	
The action for vomit.	
Choking.	
The recovery position.	

WOUNDS & MAJOR BLEEDING

Minor bleeding.	
Severe bleeding.	
Embedded objects.	
Internal bleeding.	

THE EFFECTS OF HEAT & COLD

Hypothermia. Acute (immersion) & sub-acute (exhaustion).	
Hyperthermia. Heat stroke & heat exhaustion.	

SHOCK

The causes of shock.	
Recognition and treatment of shock.	

ASSESSORS SIGNATURE

DATE

Personal Qualification Log

Name

Lifeguard Unit

AQUATIC FIRST AID LEVEL 1

INCIDENT MANAGEMENT

✓

The aims of First Aid.	
The First Aider's responsibilities.	
Assessing the situation.	
Principles of diagnosis.	
Principles and priorities of treatment.	
Preventing cross infection.	
Handling the aftermath.	

RESUSCITATION

The resuscitation of adults and older children.	
Maintaining an open airway.	
Mouth to mouth & mouth to nose ventilation.	
Chest compressions.	
The action for vomit.	
Choking.	
The recovery position.	

DROWNING & COLD WATER IMMERSION

Fresh water drowning.	
Salt water drowning.	
Treatment for near drowning.	
Secondary drowning.	
Drowning complications including prolonged immersion.	
The effects of cold water immersion.	
Initial cold shock	
Post immersion collapse.	

THE EFFECTS OF HEAT & COLD

Hypothermia. Acute (immersion) & sub-acute (exhaustion).	
Hyperthermia. Heat stroke & heat exhaustion.	

WOUNDS & MAJOR BLEEDING

Minor bleeding.	
Severe bleeding.	
Embedded objects.	
Internal bleeding.	

SHOCK

The causes of shock.	
Recognition and treatment of shock.	

OTHER CONDITIONS

Heart attacks. Angina, coronary obstructions and cardiac arrest.	
Head injuries. Concussion, compression, strokes.	
Fainting, epilepsy and diabetic emergencies.	
Fractures	
Dislocations.	
Strains & Sprains.	
Open fractures.	

ASSESSORS SIGNATURE

DATE

Personal Qualification Log

Name

Lifeguard Unit

POOL ENDORSEMENT

THEORY

✓

Demonstrate knowledge of the Normal Operating Procedures and Emergency Action Plan of the pool.	
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FIRST AID

Assess and treat an unconscious non-breathing casualty.	
Place casualty in the recovery position.	

SKILL TEST.

Dive in and recover a manikin from the deepest part of the pool.	
Using a suitable buoyant aid, enter water and approach a struggling weak swimmer in deep water from 25m. Demonstrate a safe non-contact rescue and assist from the pool.	
Enter water and swim to an unconscious casualty from 25m and tow to a point of support. Assess the casualty and perform Artificial Ventilation. When appropriate land the casualty with assistance and continue resuscitation.	

UNKNOWN INCIDENT

Deal with a simple canoeing incident involving up to two casualties.	
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ASSESSORS SIGNATURE

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DATE

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Personal Qualification Log

Name

Lifeguard Unit

LIFEGUARD DIPLOMA

Have a large background knowledge of the BCU and BCU Canoe Lifeguards.

Compile a paper or project over a 6-18 month period on a subject relating to Canoe Lifeguarding having previously been agreed with the National Training Officer.

EXAMPLES

- An 8000 word paper on the history of the BCU/Corps of Canoe Lifeguards and the way forward.
- A training and resource package for a specific award.
- Development work towards new Lifeguard equipment or techniques.

PROJECT

Project Name	Start Date	Completion Date

ASSIGNED LIFEGUARD COACH

DATE

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Personal Qualification Log

Name

Lifeguard Unit

CANOE LIFEGUARDING AWARDS RECORD

Award	Date Taken	Renew Date	Location/Examiner
Junior Lifesaving Star awards			
Junior Canoe Safety Test			
Canoe Safety Test			
Assistant Lifeguard			
Lifeguard Core Module			
Lifeguard Site Specific			
Senior Lifeguard			

COACHING LEVELS

Level 1 Lifeguard Coach			
Level 2 Lifeguard Coach			
Level 3 Lifeguard Coach			
Level 4 Lifeguard Coach Sea			
Level 4 Lifeguard Coach Open Water			
Level 4 Lifeguard Coach Inland Moving Water			
Level 4 Lifeguard Coach Surf			
Level 5 Lifeguard Coach			
Aquatic First Aid Level 1 Coach			
Aquatic First Aid Level 2 Coach			
Aquatic First Aid Coaching Trainer			

FIRST AID AWARDS

Primary First Aid			
Aquatic First Aid Level 1			
Primary Resuscitation			
Paediatric Resuscitation			

SPECIALIST MODULES

Pool Endorsement			
Lifeguard Diploma			

Personal Qualification Log

Name

Lifeguard Unit

BRITISH CANOE UNION AWARDS RECORD

Award	Kayak/Date Taken	Canoe/Taken
2 Star		
3 Star		
4 Star		
5 Star		

COACHING

Award	Kayak/Date Taken	Canoe Taken
Level 1 Coach		
Level 2- <i>Aspirant Inland</i>		
Level 2- <i>Aspirant Sea</i>		
Level 2 Coach Inland		
Level 2 Coach Sea		
Level 3- <i>Aspirant Inland</i>		
Level 3- <i>Aspirant Sea</i>		
Level 3 Coach Inland		
Level 3 Coach Sea		
Level 4 Coach Inland		
Level 4 Coach Sea		

OTHER KAYAK/CANOE

Award	Date Taken	Location

Personal Qualification Log

Name

Lifeguard Unit

EXTERNAL AWARDS TAKEN

Award	Governing Body	Date Taken	Examiner

Award	Governing Body	Date Taken	Examiner

Award	Governing Body	Date Taken	Examiner

BCU LIFEGUARDS – JUNIOR LIFESAVERS STAR AWARDS

PURPOSE OF THE AWARDS

The awards are designed for young people aged between 10 and 14 years old who are members of a BCU lifeguard unit, canoe club or who are being taught by suitably qualified training providers. The primary aim of the awards is to provide young people with the necessary safety awareness, which will enable them to ensure the safety of themselves and others in a water based environment where paddle sport is a primary activity. The second aim is to provide young people with rescue and lifesaving skills that can be used to help themselves and others in difficulty.

STRUCTURE

The awards consist of One, Two, Three and Four Star awards with the Four Star being the highest award. Each award consists of four sections – Water Safety, Self Rescue, Rescue of Others and Life Support/First Aid. Training and learning is not constrained by time – it is far more important that students learn at their own pace and be able to retain skills and knowledge and apply them safely. Skills and knowledge that are satisfactorily demonstrated by students are recorded in their logbooks. Assessment is via a review of the logged skills and a practical/oral test.

VALIDITY

Each award is valid for three years from the date of the test or until the holder is 14 years of age, whichever is the sooner.

TRAINER/ASSESSOR

A BCU Canoeing Safety Test Trainer/Assessor or a BCU Level 2 Lifeguard Coach (or higher) with a Pool Endorsement (or equivalent award, e.g. RLSS NPLQ or Bronze Medallion) can train up to 8 candidates.

PRE-REQUISITES

None – candidates may enter the scheme at a level commensurate with their ability. The Two, Three and Four Star awards build upon their predecessors and candidates are required to demonstrate skills and knowledge covered in previous levels.

VENUE

It is envisaged that swimming rescues and self-rescues should be taught, practised and assessed in a swimming pool environment, particularly at One and Two Star levels. However, suitable, safe stretches of placid water may be used taking into consideration factors such as the temperature, clarity and cleanliness of the water.

SYLLABUS

The awards may be taken using any form of paddle craft including kayaks, sit-ons and open canoes. Some skills may have to be amended by the trainer/assessor to take cognizance of the strengths or limitations of the craft being used.

1 STAR

1. WATER SAFETY

This section covers the following topics:

- a. Why water can be dangerous e.g. stopping oxygen entering the lungs; effects of hot, cold and polluted water; currents, waves and poor visibility; shallow water such as baths and garden ponds.
- b. What happens when a person can't breathe e.g. suffocation; oxygen not getting to the brain and other vital organs; after 3-4 minutes without oxygen a person becomes unconscious.
- c. Water Safety Code: 1. Spot the dangers. 2. Take Safety Advice. 3. Don't Go Alone. 4. Learn How To Help.
- d. The role of lifeguards e.g. on beaches, in swimming pools, prevention of accidents, giving assistance and first aid and safety advice.
- e. Safety signs, posters and flags found in swimming pools, at beaches, etc.

2. SELF RESCUE

Candidates should be able to demonstrate the following skills:

- a. Enter shallow water safely
 - (i) Using the steps
 - (ii) Using a 'slide-in' entry
- b. Signalling and shouting for help.
- c. Swim 10m.
- d. Exit shallow water safely
 - (i) Using the steps
 - (ii) Without using the steps

3. RESCUES

Candidates should be able to perform the following skills:

- a. A shout and signal rescue
- b. A reaching rescue with an item of clothing
- c. A reaching rescue with a rigid aid
- d. A throwing rescue with something that floats
- e. A throwing rescue with rope

4. LIFE SUPPORT/FIRST AID

Candidates should be able to demonstrate knowledge and understanding of the following:

- a. Why the rescuer's/first aider's safety is important
- b. How to check for danger
- c. How to check for responses in someone who looks to be unconscious
- d. How to shout for help

2 STAR

1. WATER SAFETY

This section covers the following topics:

- a. Why it is difficult to swim in cold water and why cold water is dangerous; protection from the cold for water based activities; personal floatation devices.
- b. Safe and dangerous places to swim; prohibition, warning and mandatory signs; safety on beaches and inland waters; safety in and around the home.
- c. Water sports on the sea and inland waters; safety and the skills required.

2. SELF RESCUE

Candidates should be able to demonstrate the following skills:

- a. Enter deep water using a safe, appropriate method, e.g. straddle jump
- b. Completely submerge with eyes open and breath out underwater (no swimming goggles, etc. permitted)
- c. Float for three minutes using a floatation aid and signal/shout for help
- d. Demonstrate the HELP position
- e. Be rescued by someone using an appropriate throwing/reaching aid
- f. Swim 25m
- g. Exit deep water without using the steps

3. RESCUES

Candidates should be able to perform the following skills in addition to those covered in the 1 Star syllabus:

- a. Instruct a casualty how to exit the water safely
- b. Perform a wading rescue using an appropriate reaching aid and assist the casualty out of the water
- c. Explain, with the use of visual aids if necessary:
 - (i) What to do if someone has fallen through ice on a pond, lake, etc.
 - (ii) What to do if someone is in difficulty in the sea
 - (iii) How to recognise the four different types of casualty
 - (iv) The three A's for rescue (Assessment, Action & Aftercare)
 - (v) Why the rescuer's safety always comes first
 - (vi) How to carry out a rescue using a paddle craft/rowing boat

4. LIFE SUPPORT/FIRST AID

Candidates should be able to demonstrate knowledge and understanding of the following skills in addition to those covered in the 1 Star syllabus:

- a. How to check for signs of breathing in a casualty
- b. How to carry out rescue breathing
- c. How to maintain an open airway.
- d. Action for vomit
- e. Turning a casualty from prone to supine position
- f. Placing a casualty in the recovery position
- g. Sending a bystander for help

3 STAR

1. WATER SAFETY

This section covers the following topics:

- a. Revision of water based dangers including pollution, cold, waves, steep/slippery banks, bridges, tides, boats (including paddle craft), mud, locks, weed, objects in the water and other people.
- b. Sea safety including currents, offshore wind, rocks and reefs, people on floats and boats; cliffs; dangers to yourself and other people.
- c. Inland water safety including the home and swimming pools.
- d. The emergency services including how/who to call for assistance.

2. SELF RESCUE

Candidates should be able to demonstrate the following skills in addition to those covered in the 1 and 2 Star syllabuses:

- a. Swimming
 - (i) Enter deep and shallow water safely using a variety of appropriate methods
 - (ii) Surface dive to a depth of 1.5m and retrieve a diving brick
 - (iii) Float for five minutes using a floating aid and signal/shout for help
 - (iv) Float in the HELP position for five minutes
 - (v) Swim 50m
 - (vi) Exit deep water without using the steps
- b. Paddle craft
 - (i) Perform a controlled exit from a paddle craft during a capsize and remain with the boat
 - (ii) Swim the paddle craft 10m to shore and, with assistance, empty it using a safe and appropriate method
 - (iii) Perform a swimmer to paddle craft rescue, with assistance, as a rescuer and a casualty
 - (iv) Perform a deep water rescue, with assistance, as a rescuer and a casualty

3. RESCUES

Candidates should be able to perform the following skills in addition to those covered in the 1 and 2 Star syllabuses:

- a. Swimming
 - (i) Perform the stand off position
 - (ii) Perform a back-off when a casualty attempts to grab in the water
 - (iii) Swim 25m to a weak swimmer in deep water and tow them 25m using an appropriate non contact tow; secure them in a support position at the end of the tow
 - (iv) Perform a stirrup lift and demonstrate appropriate aftercare of the casualty
- b. Paddle craft
 - (i) Move a paddler in another paddle craft 50m to a point of safety without the use of a towline, rope, etc.
 - (ii) Paddle 50m to a weak swimmer, demonstrate a safe approach and stand-off; transport them using a bow/stern tow 50m to a point of safety; demonstrate appropriate aftercare of the casualty
 - (iii) Explain, with the use of visual aids if necessary, how a paddle craft can be used to perform a bow/stern carry

(iv) Explain, with the use of visual aid if necessary, how an Eskimo rescue is performed as a rescuer and as a casualty

4. LIFE SUPPORT/FIRST AID

Candidates should be able to demonstrate knowledge and understanding of the following skills in addition to those covered in the One and Two Star syllabuses:

- a. DrAB
- b. Perform CPR for three minutes
- c. Signs and symptoms of shock in a casualty and how to treat them
- d. How to treat external bleeding
- e. How to treat a choking casualty
- f. How to carry out a 'top to toe' prior to moving a casualty

4 STAR

1. WATER SAFETY

This section covers the following topics:

- a. Cold shock and hypothermia; signs, symptoms and treatment including preventative measures.
- b. Hyperthermia and burns, including sunburn; signs, symptoms and treatment including preventative measures.

2. SELF RESCUE

Candidates should be able to demonstrate the following skills in addition to those covered in the One, Two and Three Star syllabuses:

- a. Swimming
 - (i) Float in the HUDDLE position with at least three other clothed people for three minutes during which time one person is to call for help using the International Distress Signal
 - (ii) Tread water for four minutes in light clothing(t/polo shirt and trousers/skirt over bathing costume); after four minutes, remove an item of clothing and make a float; float/tread water for a further four minutes
 - (iii) Swim 100m (bathing costume only)
 - (iv) Exit deep water unaided without using the steps
- b. Paddle craft
 - (i) Perform an Eskimo rescue as a rescuer and a casualty
 - (ii) Perform a deep-water rescue as a rescuer and a casualty
 - (iii) Perform a paddle craft to paddle craft rescue as a rescuer and a casualty
 - (iv) Perform an 'all-in' rescue with at least two other paddlers

3. RESCUES

Candidates should be able to perform the following skills in addition to those covered in the 1, 2 and 3 Star syllabuses:

- a. Swimming
 - (i) Swim 25m to a panicking casualty in deep water, demonstrate the stand-off position, appropriate pick-up and close contact tow over 25m; at the mid point the casualty will struggle – demonstrate a release; approach the casualty and complete the rescue; secure the casualty in the support position
 - (ii) Swim 25m to an unconscious non breathing casualty; tow 25m using an appropriate contact tow; secure at the end of the tow, carry out the necessary checks and commence EAV.
 - (iii) Perform, with the help of another person, an Assisted Lift and continue EAV/CPR as appropriate
 - (iv) Swim 25m, surface dive to 1.5m and retrieve a diving brick; once on the surface, swap the brick for an 'unconscious' casualty and tow for 25m and secure ready to perform EAV
- b. Paddle craft
 - (i) Paddle 50m to a weak swimmer and perform a 50m stern carry; at the mid way point swap the casualty to a pillion position
 - (ii) Paddle 50m to a panicking swimmer; demonstrate the stand-off position; perform a pick-up and a 50m bow carry
 - (iii) Paddle 50m to an unconscious non breathing casualty; jump out and perform supported resuscitation using the paddle craft for support; call for assistance

NB – Candidates must demonstrate an acceptable level of casualty care during and after all swimming and paddle craft rescues.

4. LIFE SUPPORT/FIRST AID

Candidate should be able to demonstrate knowledge and understanding of the following skills in addition to those covered in the 1, 2 and 3 Star syllabuses:

- a. Perform CPR in adults, young people and babies
- b. Signs and symptoms of heart attack in a casualty and how to treat them
- c. Signs and symptoms of a fracture in a casualty and how to treat them

NOTES FOR TRAINERS/ASSESSORS

1. Junior Lifesavers must present themselves suitably equipped for training and assessment, especially on open water.
2. Before taking part in activities, Junior Lifesavers should remove their jewellery and similar items to avoid injury.
3. When taking part in contact activities, Junior Lifesavers should work in pairs or groups of the same gender.
4. Although the minimum qualification for leading the delivery and assessment of these awards is BCU CST Trainer/Assessor, he/she may be assisted by suitably qualified/ experienced helpers working under his/her close supervision.
5. If specialist equipment is available for use, e.g. torpedo float for use in non contact tows, these may be used if appropriate. However, other non specialist items may also be used to good effect, for example an item of clothing, towel, etc.
6. Training and assessment should be safe and fun experiences for Junior Lifesavers. Please remember, they are aged between 10 and 14 years old.

Junior Canoe Safety Test.

Purpose of Award

This award is aimed primarily at paddlers under 14 years of age and has two purposes. Firstly, to provide a younger paddler with the necessary safety awareness which will enable them to ensure the safety of themselves and others. Secondly, to provide a younger paddler with rescue skills which can be used to help themselves and/or others in difficulty.

Validity

This award is valid for 3 years from the date of the Test or until the holder is 16 years of age, whichever is the sooner.

Structure.

The syllabus consists of three training modules and an assessment. It is expected that the training modules will take approximately 3 hours to complete and the assessment will take approximately 1 hour with a single candidate. All four parts may be taken in a single day or separately over a period not exceeding 6 months. In the latter case, a suitably qualified trainer must sign the candidates logbook for each module.

The training modules are mandatory and must be completed before the assessment. However, the training modules do not have to be repeated for renewal of an award that is still current.

Trainer/Assessor.

A Level 2 Lifeguard Coach or a Canoe Safety Test Assessor can train and assess up to 8 candidates. A Level 2 Coach (Instructor) with 3 years experience or a Level 3 Coach (Senior Instructor) can be appointed as a Canoe Safety Test Assessor after they have directed 2 Canoe Safety Tests (including each of the Training Modules and the assessment) under the supervision of a qualified assessor.

Pre-Requisites.

Hold the BCU 1 Star (Novices) Test for the craft the candidate is paddling. Be able to swim 25m in normal canoeing clothing suitable for the prevailing conditions, including a buoyancy aid if normally worn. A First Aid Certificate is not a pre-requisite. However, the holding of a First Aid Certificate, such as the BCU Aquatic First Aid, is strongly recommended to all paddlers.

Venue.

Assessments should be conducted on placid water, grade 1 rivers, sheltered coastal waters or similar. Assessments can also be conducted in swimming pools, although it is recommended that at least some of the training takes place in an outdoor environment.

Syllabus

This award may be taken in any open cockpit kayak, closed cockpit kayak or open canoe and the certificate will be endorsed appropriately. Where there are specific requirements for candidates in open cockpit kayaks, closed cockpit kayaks or open canoes, this is indicated using the abbreviations OCK, CCK and CN, respectively. However, for brevity the syllabus often uses the terms canoeist"

and "canoeing" generically. Similarly, references to buoyancy aids can be taken to also include lifejackets.

1. General Theory and Skills

This training module covers the following topics:

- a The safety features of canoes & kayaks, buoyancy aids, and other canoeing clothing and equipment.
- b The hazards which may be encountered on placid water, grade 1 water, and/or sheltered coastal waters or estuaries.
- c The effects on paddling and paddlers of different weather conditions, e.g. rain, wind, fog, etc. In particular, the effects on the paddler of sudden immersion in cold water and/or prolonged exposure to the cold, precautions which will reduce those effects, and what to do if someone becomes dangerously cold.
- d The use of simple signals for "come to me", "go left", "go right", "stop", "go back" and "acknowledge".
- e. How to handle a basic canoeing emergency including the safety of the rescuer(s) and how to summon help.
- f. The various services and other assistance which could be called on during an incident.
- g Good lifting techniques. This includes not only emptying boats in deep water, but safe handling of craft on land, for example, onto a roofrack. See BCU Guidelines.
- h. The value of holding a first aid certificate and where one can be obtained,

2.Lifesaving

This training module covers the following topics

- a How to coach a swimmer in difficulty to shore. How to perform a safe reaching rescue using either a rigid or non-rigid reaching aid. Throwing a buoyant object to a casualty. Wading to get nearer to a casualty.
- b How to correctly pack a throwline into its bag and then use it to execute a throwline rescue over a distance of 10m, with sufficient accuracy to land within reach of a casualty
- c How to coil an unpacked throwline and then use it to execute a throwline rescue over a distance of 10m with sufficient accuracy to land within reach of a casualty
- d How to safely approach a struggling swimmer when paddling. How to effectively transport a casualty using various techniques such as the bow tow, bow carry, stern tow and stern carry. The suitability of these techniques in different situations.

3. Canoe / Kayak Rescue Skills

This training module covers the following topics:

- a. Deep water rescue techniques for dealing with a capsized canoe or kayak, including returning the casualty to their craft and the suitability of a variety of rescue techniques ('X' rescue, 'H' rescue, 'T' rescue, 'The Curl', etc.) for different situations (solo or assisted, different craft, different paddlers, etc.).
- b (CCK only) Eskimo rescues, including both paddle presentation and bow presentation.
- c. (CN only) Exiting the canoe in deep water, leaving it upright and without losing contact, and re-entering without assistance.
- d. Towing systems and alternative methods of getting a tired canoeist to land with their craft. Effective release of a towing system in an emergency
- e. How to execute an "all in rescue".
- f. How to rescue a paddler in an upturned CCK in deep water, either as a swimmer or from another canoe/kayak.

4. Assessment

The candidate must present themselves suitably equipped for the assessment and normal canoeing kit should be worn throughout the practical parts of the assessment.

4.1 Theory

- a. Answer a selection of questions to show an understanding of the theory covered by the training modules.

4.2 Practical

- b. Demonstrate a throwline rescue of a struggling swimmer in deep water over a distance of 7m. There is a time limit of 90 seconds for the throwline to land within reach of the casualty, but there is no limit to the number of attempts allowed within that period.
- c. (CCK only) Demonstrate an Eskimo rescue, both as a casualty and a rescuer. (CN only) Exit from the canoe in deep water, leaving it upright and without losing contact. Re-enter without assistance.
- d. Rescue a paddler in an upturned CCK in deep water.
- e. Demonstrate a deep water rescue of a capsized craft, placing the casualty back in their craft. (OCK only, this may be performed with the assistance of another paddler of a similar standard.)
- f. (OCK, CCK only) Capsize the kayak, retaining all equipment. Swim the upturned kayak, etc. 25m to shore. (CN only) Capsize the canoe, retaining all equipment. Paddle the came 25m to shore.

4.3 Unknown Incidents

- g. Deal with a simple canoeing incident involving up to two casualties.

Notes for Trainers and Assessors

This award is aimed at young paddlers and should be treated as an encouragement award that also imparts valuable knowledge and skills to the candidates. The assessment is intended to ensure that the candidate has understood the training material and can apply the knowledge and a selection of skills when called upon to do so. Whilst the emphasis is on the candidates ability to deal with a variety of situations by using suitable, safe techniques, rather than a rote demonstrating of all

possible skills, the candidate may be provided with some guidance. Ultimately, the assessor is assessing the candidate against two questions; are they safety aware; and could they apply their knowledge and skills to save another's life in a basic waterborne emergency?

Thus, whilst maintain an overall balance, the assessor is encouraged to vary the actions of the casualties so that there is an element of the unknown throughout the assessment.

The training modules are expected to take about 1 hour each. The assessment is expected to take about 60 minutes with a single candidate.

In Module 3, part a, it is expected that the trainee will be introduced to the difficulties of dealing with a variety of different craft.

1. Theory

When the assessment is for renewal, ensure the questions cover any areas of theory where current thinking might be different to the time of the original assessment.

There should be at least two questions drawn from Module 1, General Theory and Skills, and at least one question drawn from the other two training modules. As a rough guide, these are expected to take 10 minutes per candidate.

2. Practical

b. If the candidate uses their own throwline, it must conform to current guidelines.

c. Although the candidate is expected to paddle their usual craft, there is no reason why the craft being rescued needs to be similar to the candidates.

3. Unknown Incidents.

The key word is simple. The casualty will be conscious, but may be injured/unwell (e.g. suffering from hypothermia) or in difficulty (e.g. a struggling swimmer or capsized canoeist). Optionally, there can be an additional participant (with canoe skills up to 2 Star) who will assist the candidate.

Candidates are expected to use first aid techniques where appropriate. However, a candidate should not be failed for poor first aid techniques, although their short comings should be pointed out and they should be strongly encouraged to get a first aid certificate.

Each candidate must be involved and demonstrate correct decisions throughout the assessment. Candidates must not have prior knowledge of the incidents. Thus, if the same incident is used for each candidate, they must be assessed separately. The candidate is required to deal with the previously unknown situation in an appropriate manner.

Version April 06

Canoe Safety Test.

Purpose of Award

This award has two purposes. Firstly, to provide a paddler with the necessary safety awareness which will enable them to ensure the safety of themselves and others. Secondly, to provide a paddler with rescue skills which can be used to help themselves and/or others in difficulty.

Validity

This award is valid for 3 years from the date of the Test. A current award is a pre-requisite for the BCU Level 1 Coach (supervisor) and the Level 2 Coach (Instructor) awards.

Structure.

The syllabus consists of three training modules and an assessment. It is expected that the training modules will take approximately 4 hours to complete and the assessment will take approximately 1 1/2 hours with a single candidate. All four parts may be taken in a single day or separately over a period not exceeding 6 months. In the latter case, a suitably qualified trainer must sign the candidates logbook for each module.

The training modules are mandatory and must be completed before the assessment. However, the training modules do not have to be repeated for renewal of an award that is still current.

Trainer/Assessor.

A Level 2 Lifeguard Coach or a Canoe Safety Test Assessor can train and assess up to 8 candidates. A Level 2 Coach (Instructor) with 3 years experience or a Level 3 Coach (Senior Instructor) can be appointed as a Canoe Safety Test Assessor after they have directed 2 Canoe Safety Tests (including each of the Training Modules and the assessment) under the supervision of a qualified assessor.

Pre-Requisites.

Hold the BCU 2 Star (improvers) Test for the craft the candidate is paddling. Be able to swim 50m in normal canoeing clothing suitable for the prevailing conditions, including a buoyancy aid if normally worn. A First Aid Certificate is not a pre-requisite. However, the holding of a First Aid Certificate, such as the BCU Aquatic First Aid, is strongly recommended to all paddlers. Be at least 14 years of age. (Note. The Junior Canoeing Safety Test is the appropriate award for those under 14 years of age.)

Venue.

Assessments should be conducted on placid water, grade 1 rivers, sheltered coastal waters or similar. Training Modules can also be conducted in swimming pools, although it is recommended that at least some of the training takes place in an outdoor environment.

Syllabus

This award may be taken in any open cockpit kayak, closed cockpit kayak or open canoe and the certificate will be endorsed appropriately. Where there are specific requirements for candidates in open cockpit kayaks, closed cockpit kayaks or open canoes, this is indicated using the abbreviations OCK, CCK and CN, respectively. However, for brevity the syllabus often uses the terms "canoeist" and "canoeing" generically. Similarly, references to buoyancy aids can be taken to also include lifejackets.

1. General Theory and Skills

This training module covers the following topics:

- a The safety features of canoes & kayaks, buoyancy aids, and other canoeing clothing and equipment.
- b The hazards which may be encountered on placid water, grade 1 water, and/or sheltered coastal waters or estuaries.
- c The effects on paddling and paddlers of different weather conditions, e.g. rain, wind, fog, etc. In particular, the effects on the paddler of sudden immersion in cold water and/or prolonged exposure to the cold, precautions which will reduce those effects, and what to do if someone becomes dangerously cold.
- d The use of simple signals for "come to me", "go left", "go right", "stop", "go back" and "acknowledge".
- e. How to handle a basic canoeing emergency including the safety of the rescuer(s) and how to summon help.
- f. The various services and other assistance which could be called on during an incident.
- g Good lifting techniques. This includes not only emptying boats in deep water, but safe handling of craft on land, for example, onto a roofrack. See Guidelines.
- h. The value of holding a first aid certificate and where one can be obtained.

2. Lifesaving

This training module covers the following topics

- a How to coach a swimmer in difficulty to shore. How to perform a safe reaching rescue using either a rigid or non-rigid reaching aid. Throwing a buoyant object to a casualty. Wading to get nearer to a casualty.
- b How to correctly pack a throwline into its bag and then use it to execute a throwline rescue over a distance of 15m, with sufficient accuracy to land within reach of a casualty
- c How to coil an unpacked throwline and then use it to execute a throwline rescue over a distance of 15m with sufficient accuracy to land within reach of a casualty
- d How to safely approach a struggling swimmer when paddling. How to effectively transport a casualty using various techniques such as the bow tow, bow carry, stern tow and stern carry. The suitability of these techniques in different situations.

3. Canoe / Kayak Rescue Skills

This training module covers the following topics:

- a. Deep water rescue techniques for dealing with a capsized canoe or kayak, including returning the casualty to their craft and the suitability of a variety of rescue techniques ('X' rescue, 'H' rescue, 'T' rescue, 'The Curl', etc.) for different situations (solo or assisted, different craft, different paddlers, etc.).
- b (CCK only) Eskimo rescues, including both paddle presentation and bow presentation.

- c. (CN only) Exiting the canoe in deep water, leaving it upright and without losing contact, and re-entering without assistance.
- d. Towing systems and alternative methods of getting a tired canoeist to land with their craft. Effective release of a towing system in an emergency
- e. How to execute an "all in rescue".
- f. How to rescue a paddler in an upturned CCK in deep water, either as a swimmer or from another canoe/kayak.

4. Assessment

The candidate must present themselves suitably equipped for the assessment and normal canoeing kit should be worn throughout the practical parts of the assessment.

4.1 Theory

- a. Answer a selection of questions to show an understanding of the theory covered by the training modules.

4.2 Practical

- b. Demonstrate a throwline rescue of a struggling swimmer in deep water over a distance of 10m. There is a time limit of 60 seconds for the throwline to land within reach of the casualty, but there is no limit to the number of attempts allowed within that period.
- c. (CCK only) Demonstrate an Eskimo rescue, both as a casualty and a rescuer. (CN only) Exit from the canoe in deep water, leaving it upright and without losing contact. Re-enter without assistance.
- d. Rescue a paddler in an upturned CCK in deep water.
- e. Demonstrate a deep water rescue of a capsized craft, placing the casualty back in their craft. (OCK only, this may be performed with the assistance of another paddler of a similar standard.)
- f. (OCK, CCK only) Capsize the kayak, retaining all equipment. Swim the upturned kayak, etc. 5Cm to shore. (CN only) Capsize the canoe, retaining all equipment. Paddle the came 5Cm to shore.

4.3 Unknown Incidents

- g. Deal with a simple canoeing incident involving up to two casualties.

Notes for Trainers and Assessors

Modules 1 and 2 are expected take about 1 hour each. Module 3 is expected to take about 2 hours. The assessment is expected to take about 90 minutes with a single candidate.

In Module 8, part a, it is expected that the trainee will be introduced to the difficulties of dealing with a variety of different craft.

The assessment is intended to ensure that the candidate has understood the training material and can apply the knowledge and an acceptable selection of skills when called upon to do so. The emphasis is on the candidate's ability to deal with a variety of situations by selecting and using suitable, safe techniques.

Pool Endorsement

Purpose of Award

This award is an endorsement to the Canoeing Safety Test to provide the additional skills and knowledge necessary for providing safety during a canoeing session in a swimming pool.

Validity

This award is valid for 3 years from the date of the test, providing the pre-requisites remain valid.

Initially, the award is only valid for the pool in which the assessment is taken because the assessment includes:

- a. demonstrating knowledge of the normal operating procedures and emergency action plan of the pool.
- b. recovering a mannequin from the deepest part of the pool.

However, the award can be validated for another pool by;

- a. demonstrating knowledge of the normal operating procedures and emergency action plan of the pool.
- b. recovering a mannequin from the deepest part of the pool. The latter is only required for pools of greater depth.

The certificate will be endorsed with the depth of the pool in which the award was taken.

Trainer/Assessor

A BCU Level 2 Lifeguard Coach or a Canoeing Safety Test Assessor who holds a current Pool Endorsement can train and assess up to 8 candidates.

Pre-Requisites

Hold the BCU Canoe Safety Test (any craft), a higher award (for example, Assistant Lifeguard) or a BCU Coaching qualification for which the Canoe Safety Test is a pre-requisite.

Hold a first aid certificate, minimum 8 hours training, such as the BCU Aquatic First Aid Level 1 certificate.

Be able to swim 50m.

Be at least 16 years of age.

Venue

Assessments should be conducted in a swimming pool.

Syllabus

1. Theory

Demonstrate knowledge of the normal operating procedures and emergency action plan of the pool.

2. First Aid

Assess and treat an unconscious non-breathing casualty. At the end of the exercise, the casualty

should be placed in the recovery position.

3. Skills Test

- a. Dive to the bottom of the deepest part of the pool and recover a mannequin.
- b. Using a suitable buoyant aid not specially provided, enter the water and approach a struggling weak swimmer in deep water 25m away. Demonstrate a safe non-contact rescue of the casualty and assist them out of the pool.
- c. Enter the water, swim to an unconscious casualty in deep water 25m away and tow the casualty to a point of support. Assess the casualty and perform simulated Artificial Ventilation. When appropriate, land the casualty with assistance and continue to resuscitate.

4. Unknown Incident

- a. Deal with a simple canoeing incident involving up to two casualties.

Notes for Trainers and Assessors

The emphasis is on the candidate's ability to deal with a situation by making a correct assessment of the situation and taking the appropriate action.

At some point during the assessment, the candidate must demonstrate effective CPR for at least 3 minutes. In addition to the unknown incident, there are two other opportunities for this in the assessment.

Casualty handling and initial assessments should be demonstrated with volunteers. However, the use of a mannequin for CPR is essential. Under no circumstances should CPR be attempted on a volunteer.

1. First Aid

The initial position of the casualty (i.e. prone or supine) and the existence of breathing is at the discretion of the assessor and will be unknown to the candidate. If a breathing is present to start with, it may be lost at some point. Whether or not a casualty will vomit is also at the discretion of the assessor.

The candidate is expected to make a correct assessment and take the appropriate actions, which will include a demonstration of at least 3 minutes of CPR.

2. Skills Test

- a. During the tow, the casualty will "panic" and the candidate must demonstrate an effective release.
- b. Whether or not the casualty is breathing when the candidate reaches the pool side is at the discretion of the assessor. If breathing is present to start with, it may be lost at some point. Whether or not a casualty will vomit is also at the discretion of the assessor. The candidate is expected to make a correct assessment and take the appropriate actions, which will include a demonstration of at least 3 minutes of CPR.

3. Unknown Incidents

The key word is simple. Casualties may be unconscious, injured/unwell or simply in difficulty. Optionally, there can be a bystander on the poolside who can assist as directed by the candidate.

Candidates are expected to use correct first aid techniques where appropriate.

Each candidate must be in charge and demonstrate correct decisions throughout the assessment. Candidates must not have prior knowledge of the incident. Thus, if the same incident is used for each candidate, they must be assessed separately. The candidate is required to deal with the previously unknown situation in an appropriate manner.

BCU Assistant Lifeguard Award

1. Purpose of the Assistant Lifeguard Award

To provide members of the BCU and BCU affiliated clubs with a basic award to enable them to:

- i. Work with a lifeguard
- ii. Work with other assistant lifeguards in a patrol to carry out basic rescues on sheltered water (as defined in the BCU coaching handbook).

NB Although this award is primarily for persons aged between 14 and 16 years old, it is open to those who are post-16.

2. Validity

This award is valid for three years.

3. Structure

The syllabus consists of three training modules and an assessment. It is envisaged that the training modules will require approximately six hours of contact time. The assessment will require approximately two hours with a group of four candidates.

Training and assessment may be completed during a two-day period, e.g. a weekend. Where training takes place over a longer period, the trainer must sign each candidate's logbook for the module(s) completed. All three modules must be completed prior to assessment.

NB: Candidates holding a current lifesaving/lifeguard award may be exempt from the lifesaving training module at the discretion of the trainer/assessor.

The training modules do not have to be repeated prior to revalidation if a candidate can provide evidence of:

- a. A current BCU Primary First Aid (or higher) Award
- b. A log of their ongoing training, duty and rescue work

4. Trainer/Assessor

A BCU Level 3 Lifeguard Coach may train up to eight candidates and assess up to four candidates at any one time.

5. Prerequisites

- a. A current Junior Canoe Safety Test or Canoe Safety Test
- b. A current BCU Primary First Aid (or higher) Award
- c. Be a minimum of fourteen years of age at assessment
- d. For assessment: provide evidence of having successfully completed the three training modules

6. Venue

'Sheltered water' as defined in the BCU Coaching Directory, e.g. canals, small lakes, sheltered areas of larger lakes, holiday beaches close inshore and quiet, slow moving rivers not involving rapids or weirs. Adequate safety cover must be provided at all times during training and assessment.

7. Syllabus

a. General Theory and Skills

- i. Hazards and dangers; tides/moving water; wind and other weather conditions.
- ii. Local rescue organisations (statutory and voluntary) and their relationship to canoe lifeguards.
- iii. VHF radio procedure and other electronic communication equipment, including cellular phones and UHF radios, and its role in canoe lifeguarding.
- iv. The use of lifeguard signals and whistles as methods of communication.

b. Lifesaving

- i. Identification of casualty types, e.g. weak swimmer, panicking swimmer, injured swimmer, etc.
- ii. The rescue sequence (shout/signal, reach, throw, wade, row, swim with an aid, swim with a tow).
- iii. Non-contact tows, including the use of towing aids; contact tows including extended arm, cross chest and chin tow.
- iv. Entries and exits to/from the water; landing conscious and unconscious casualties; safe movement of conscious and un-conscious casualties.
- v. The use of a canoe/kayak as a stretcher and shelter.
- vi. The use of throw-bags and a chest harness to affect a rescue.
- vii. Resuscitation, including introduction to two-person resuscitation.

c. Canoe/Kayak Rescue Skills

- i. Towing systems and alternative methods, including pushing a craft to shore; effective release of towing systems in an emergency, including capsize of the rescuer; the effects of having more than one rescuer towing a casualty; the advantages and disadvantages of forming and towing a raft of canoes/kayaks.
- ii. The rescue of conscious casualties, including cooperative and uncooperative casualties with or without injuries; the use of a range of tows and carries, including bow and stern tows/carries and their appropriateness to the casualty and prevailing conditions.
- iii. The rescue of unconscious, non-breathing casualties with two or more patrol members; the use of a range of tows and carries to rescue large and small casualties; landing casualties correctly at a variety of exit points; lifting casualties safely, including the rescuers' safety.

8. Assessment

Candidates must present themselves suitably equipped for the assessment. Canoeing/ kayaking kit suitable for the environment should be worn throughout the practical elements of the assessment.

a. Theory

Candidates will answer a selection of questions to demonstrate their understanding of the theory and practical work covered by the training modules.

b. Incidents

- i. Candidates will complete a rescue of a co-operative casualty, involving a 50m head up swim and a 50m tow.
- ii. Candidates will work within a patrol and deal with three unknown incidents on sheltered water. Incidents will involve up to three casualties and two by-standers. Of the three casualties, only two may be in the water.

c. Revalidation

Candidates for revalidation are assessed in accordance with the above criteria and with reference to Section 3 above.

BCU Canoe Lifeguard: Core Module

1. Purpose of the Canoe Lifeguard: Core Module

To provide members of the BCU and BCU-affiliated clubs with an award which enables them to operate on sheltered water to:

- a. Carry out rescues on their own.
- b. Work within a lifeguard patrol to carry out a range of complex rescues.
- c. Lead a patrol of suitably qualified personnel and to co-ordinate lifeguarding activities.

The Core Module is a prerequisite for a site-specific endorsement which will enable the holder to operate in a more specialised environment, e.g. white water or surf.

NB For the definition of 'sheltered water', refer to the BCU Coaching Directory.

2. Validity

This award is valid for three years.

3. Structure

The syllabus consists of three training units and an assessment. It is envisaged that the training will require approximately sixteen hours of contact time. The assessment will require approximately two hours with a group of four candidates.

Training may be completed during a two-day period, e.g. a weekend. Where training takes place over a longer period, the trainer must sign each candidate's logbook for the logged skill(s) completed. All three training units must be completed prior to assessment.

NB: Candidates holding a current open water lifeguard award may be exempt from units 1 and 2 at the discretion of the trainer/assessor.

The training units do not have to be repeated prior to revalidation if a candidate can provide evidence of:

- a. A current BCU Aquatic First Aid (or equivalent) Award
- b. A current BCU Paediatric Resuscitation (or equivalent) Award
- c. A log of their ongoing training, duty and rescue work.

4. Trainer/Assessor

A BCU Level 3 Lifeguard Coach may train up to eight candidates or assess up to four candidates at any one time.

5. Prerequisites

- a. An appropriate BCU Three Star award.
- b. A current BCU Aquatic First Aid (or equivalent) Award.
- c. A current BCU Paediatric Resuscitation (or equivalent) Award.
- d. Be a minimum of sixteen years of age
- e. Evidence of completion of the training modules

6. Venue

'Sheltered water' as defined in the BCU Coaching Directory, e.g. canals, small lakes, sheltered areas of larger lakes, holiday beaches close inshore and quiet, slow moving rivers not involving rapids or weirs. Adequate safety cover must be provided at all times during training and assessment.

7. Syllabus

Unit 1: General Theory and Skills

- a. Hazards and dangers; tides/moving water; wind and other weather conditions.
- b. Local rescue organisations (statutory and voluntary) and their relationship to canoe lifeguards.
- c. Radio procedure and electronic communication equipment, including cellular phones, VHF/UHF radios, etc., and its role in lifeguarding.
- d. The use of lifeguard signals, whistles and other means of communication.
- e. Zoning, scanning and vantage points; identifying potential casualties.
- f. Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).
- g. Spinal injury identification and care.
- h. Injury protection and manual handling.
- i. Leadership roles and incident management.

Unit 2: Lifesaving

- a. Identification of casualty types, e.g. weak swimmer, panicking swimmer, injured swimmer, spinal injury, etc.
- b. The rescue sequence (shout/signal, reach, throw, wade, row, swim with an aid, swim with a tow).
- c. Non-contact tows, including the use of towing aids; contact tows including extended arm, cross chest and chin tow.
- d. Entries and exits to/from the water; landing conscious and unconscious casualties; safe movement of conscious and unconscious casualties; spinal injury management.
- e. The stand-off position; duck away and releases used by lifeguards.
- f. The use of a canoe/kayak as a stretcher and shelter.
- g. The use of throw-bags and a chest harness to affect a rescue.
- h. Single and two-person resuscitation.

Unit 3: Canoe/Kayak Rescue Skills

This unit covers the 'logged skills' that canoe/kayak lifeguards are required to perfect, practice and record in their logbooks.

- a. Towing systems and alternative methods, including pushing a craft to shore; effective towing systems in an emergency, including capsize of the rescuer; the effects of having more than one rescuer towing a casualty; the advantages and disadvantages of forming and towing a raft of kayaks/canoes; towing a raft and/or small craft 200m; scramble launching to an incident.
- b. The rescue of conscious casualties, including cooperative and uncooperative casualties with and without injuries; the use of a range of tows and carries, including bow and stern tows/carries and their appropriateness to the casualty and prevailing conditions.
- c. The rescue of unconscious, non-breathing casualties with two or more patrol members; the use of a range of tows and carries to rescue large and small casualties; landing casualties

- correctly at a variety of exit points; lifting casualties safely, including the rescuers' safety; identification and care of a casualty with a suspected spinal injury.
- d. Self-preservation techniques for canoe lifeguards including: Eskimo rescues and rolls; exiting and re-entering a canoe/kayak unaided; swimming 100m in canoe/kayak clothing and buoyancy aid; swimming a capsized canoe/kayak 100m; self-rescues.

8. Assessment

Candidates must present themselves suitably equipped for the assessment. Canoeing/ kayaking kit suitable for the environment should be worn throughout the practical elements of the assessment.

a. Theory

- i. Candidates answer a selection of questions to demonstrate their understanding of the theory and skills covered in the training units and, where relevant, their club's NOP and EAP.
- ii. Candidates demonstrate their ability to identify and treat a casualty with a suspected spinal injury.

b. Incidents

- i. The rescue of a co-operative casualty involving a 50m head up swim and a 50m tow.
- ii. Within a patrol, rescue an unconscious, non-breathing casualty 100m from shore using a canoe or kayak; demonstrate deep water supported resuscitation and return with the casualty to shore; demonstrate calling for assistance and aftercare.
- iii. Within a patrol, initiate and co-ordinate an incident involving up to three casualties and two by-standers; demonstrate appropriate rescue and first aid protocols; demonstrate calling for assistance and providing aftercare.

c. Logged skills

- i. Demonstrate a range of logged skills as requested by the Assessor.

d. Revalidation

Candidates for revalidation are assessed in accordance with the above criteria and with reference to Section 3 above.

Level 1 Lifeguard Coach Award.

Purpose of the award

The BCU Level 1 Lifeguard Coach Award is aimed at Lifeguards wishing to assist a higher Level Lifeguard Coach with the training of the Junior Lifesaving Star Awards, Junior Canoe Safety Test & the Canoe Safety Test. The BCU Level 1 Lifeguard Coach Award is not a stand alone Award, Level 1 coaches can only operate under the general supervision of a higher award holder (Level 2 or above).

Validity

For the Award to remain valid the holder must maintain their Canoe Safety Test & and a min 8 hour First Aid Award.

Course Director

An approved Level 3 Lifeguard Coach with a maximum of 4 candidates

Assisting Staff

Level 2 Lifeguard Coach Allows up to 8 candidates.

Prerequisites

Minimum 16 years of age

Hold the BCU 2 Star Award

Hold a current Canoe Safety Test

Hold a Minimum 8 hour First Aid Award.

Venue

Sheltered Water as defined in the BCU Coaching Directory.

Manual Handling

All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This, could of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine.

In Civil Law there is a Duty of Care towards your students and others who paddle. This includes, loss, harm, damage and injury. Coaches are charged with the care of paddlers, and as such, Coaches need to identify where there is a risk of the “Duty” being neglected or abused.

The BCU has prepared an information leaflet which gives a brief outline of procedures to access and evaluate Manual Handling operations. In addition, a one day Injury Prevention Course has been developed which should ensure that information in respect of lifting and carrying and all Manual Handling issues are being disseminated throughout the Coaching Service.

Structure

The Level 1 Lifeguard Coach course is run as a 1 day course.

Level 1 Lifeguard Coach Award.

- Module 1 Introduction
- Module 2 Training (general)
- Module 3 Training JLSA
- Module 4 Training CST
- Module 5

Candidates will be expected to assist in the running of a Canoe Safety Test with simulated candidates or on a live course if available. This will be done under the supervision of the course director and other supervising staff.

Action after the training / assessment course

There are two possible outcomes:

- a. Candidates will be signed off as a qualified BCU Level 1 Lifeguard Coach
- b. Candidates will have to assist on a further Canoe safety test under the guidance of a Level 2 Lifeguard Coach. A report will then be given to the National Training Officer for approval or refusal.

Note: A Candidate Level 1 Lifeguard Coach may be exempt from the training modules if Approved Prior Learning (APL) can be proven. Applications must be made via the Course Director or the BCU Lifeguards National Training Officer.

Version 6. April 06

FINAL DRAFT

Level 2 Lifeguard Coach Award.

Purpose of award

The aim of the BCU Level 2 Lifeguard Award is to provide a qualification for those wishing to Train & Assess the Junior Lifesaving Star Awards, Junior Canoe Safety Test & the Canoe Safety Test. With National Training Officer Approval, a Level 2 Lifeguard Coach can assist on higher Awards. It is not necessary for established Lifeguards to become a Level 1 Coach first.

Validity

For the Award to remain valid the holder must maintain their Core Lifeguard Award.

Course Director

An approved Level 3 Lifeguard Coach with a maximum of 4 candidates

Assisting Staff

A Level 2 Lifeguard Coach or National Training Officer approved Level 1 Lifeguard Coach Allows up to 8 candidates.

Prerequisites

Hold the BCU Level 2 Coaching Award.

Hold the BCU Lifeguard Core Award

Venue

Sheltered Water as defined in the BCU Coaching Directory.

Manual Handling

All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This, could of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine.

In Civil Law there is a Duty of Care towards your students and others who paddle. This includes, loss, harm, damage and injury. Coaches are charged with the care of paddlers, and as such, Coaches need to identify where there is a risk of the “Duty” being neglected or abused.

The BCU has prepared an information leaflet which gives a brief outline of procedures to access and evaluate Manual Handling operations. In addition, a one day Injury Prevention Course has been developed which should ensure that information in respect of lifting and carrying and all Manual Handling issues are being disseminated throughout the Coaching Service.

Structure

The Level 2 Lifeguard Coach course is run as a two-day course.

Day one

Module 1 Introduction

Module 2 Training (general)

Level 2 Lifeguard Coach Award.

Module 2.1	Training CST (Practical Tasks)
Module 3	Examining
Module 3.1	Examining CST
Module 4	Initiative

Candidates will be expected to give two 10-minute presentations one lecture based and one practical based. The topics for these will be sent to the candidates prior to the start of the course.

Candidates will also be expected to take part in the teaching of the canoe / kayak rescue skills module and should be prepared to teach any skill from this section.

Day Two

Candidates will be expected to run all of the CST modules (normally as a pair with another candidate for Level 2 Lifeguard Coach) and conduct a CST assessment. This will be done under the supervision of the course director and other supervising staff.

Note: Candidates will only progress to day two of the assessment providing that they have performed satisfactorily on day one. Should a candidate not pass day one it will be possible for them to re do the training modules at a later date.

Action after the training / assessment course

There are two possible outcomes:

- c. Candidates will be signed off as a qualified BCU Level 2 Lifeguard Coach.

- d. Candidates will have to shadow and run further CST training modules and assessments under the guidance of a Level 3 Lifeguard Coach or National Training Officer approved Level 2 Lifeguard Coach.

Note: A Candidate Level 2 Lifeguard Coach may be exempt from day one of the assessment if Approved Prior Learning (APL) can be proven. Applications must be made via the Course Director or the BCU Lifeguards National Training Officer.

Version 6. April 06

FINAL DRAFT

Level 3 Lifeguard Coach Award

Purpose of award

To provide a qualification for those wishing to train and assess the Assistant Lifeguard Award, Lifeguard Core Module the Primary Resuscitation & Paediatric Resuscitation Awards as well as assisting with the general training of unit members within a registered BCU lifeguard unit.

Validity

For the Award to remain valid the holder must maintain their Lifeguard Core Award.

Course Director

An approved Level 4 Lifeguard Coach With a maximum of 4 candidates.

Assisting Staff

A Level 3 Lifeguard Coach or NTO approved Level 2 Lifeguard Coach would allow up to 8 candidates.

Prerequisites

Hold the BCU Level 2 Lifeguard Coach Award.

Hold the BCU Lifeguards Core Module Award.

Present a logbook showing that the candidate has run at least 2 Canoe Safety Tests within the previous 12 months period.

Venue

Sheltered Water as defined in the BCU Coaching Directory and within the BCU Coach remit of the Level 4 Lifeguard Coach

Manual Handling

All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This, could of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine.

In Civil Law there is a Duty of Care towards your students and others who paddle. This includes, loss, harm, damage and injury. Coaches are charged with the care of paddlers, and as such, Coaches need to identify where there is a risk of the “Duty” being neglected or abused.

The BCU has prepared an information leaflet which gives a brief outline of procedures to access and evaluate Manual Handling operations. In addition, a one day Injury Prevention Course has been developed which should ensure that information in respect of lifting and carrying and all Manual Handling issues are being disseminated throughout the Coaching Service.

Level 3 Lifeguard Coach Award

Structure

The BCU Level 3 Lifeguard Coach Training is to be run over a two-day period. After successfully completing the probationary period Candidates will be awarded the Level 3 Lifeguard Coach Award.

Each module consists of a number of lectures, demonstrations and set practical tasks. The aim of the training course is to provide the candidates with background knowledge and feedback about their performance in order to prepare them for their probationary period as a Level 3 Lifeguard Coach.

The following modules are run throughout the two-day course. The exact order and timing of these modules are at the discretion of the Course Director:

Module 1	Introduction	(quick re-cap only)
Module 2	Training (general)	(quick re-cap only)
Module 2.2	Training Assistant Lifeguards	
Module 2.3	Training Lifeguards	
Module 3.2	Examining Assistant Lifeguards	
Module 3.3	Examining Lifeguards	
Module 4.2	Advanced Initiative	
Module 5.0	Life support (general)	
Module 5.1	Basic life support	

Notes:

Module 2.2 & 2.3 Practical Tasks

Candidates will be expected to give six 10-minute presentations, four lecture based and two practical based, the topics of which will be sent to the candidates prior to the start of the course.

Candidates will also be expected to take part in the teaching of the canoe / kayak rescue skills module and should be prepared to teach any skill from this section.

Module 3.2 & 3.3 Practical Tasks

Candidates will be expected to analyse and provide feedback to a group of Assistant Lifeguards or Lifeguards. This will also include a practical debrief of a simulated candidate.

Module 5.1 Practical Tasks

Candidates will be expected to deliver part of the basic life support training course to a simulated group of potential candidates. The topics for these will be sent to the candidates prior to the start of the course.

Action after the training course

Candidates are to shadow and run a number of Assistant Lifeguard and Lifeguard training modules and assessments under the guidance of a qualified Level 4 Lifeguard Coach or an approved Level 3 Lifeguard Coach appointed by the National Training Officer.

When the probationary Lifeguard Assessor has completed the running of training and assessments for both the Assistant Lifeguard and the Canoe Lifeguard Core Module Awards to the satisfaction of a qualified Assessor they must then apply to the National Training Officer, in writing with a completed Probationary Level 3 Lifeguard Coach logbook, to be included on the Canoe Lifeguard Assessors register.

Note: A candidate Level 3 Lifeguard Coach may be exempt from parts of the training Module of the course if Approved Prior Learning (APL) can be proven. Applications must be made via the Course Director or the BCU Lifeguards National Training Officer.

LEVEL 4 LIFEGUARD COACH AWARD

Purpose of award

To provide an advanced qualification for those wishing to train and assess the Canoe Lifeguard Site Specific Modules, the Primary Resuscitation & Paediatric Resuscitation awards. The recommended award aimed at unit training officers or co-ordinators.

Validity

For the Award to remain valid the holder must maintain their Lifeguard Core Award, Primary Resuscitation and Paediatric Resuscitation or their equivalent Awards.

Course Director

A Level 5 Lifeguard Coach or an approved Level 4 Lifeguard Coach to a Maximum of 4 candidates.

Assisting Staff

A Level 4 Lifeguard Coach or approved Level 3 would allow up to 8 candidates.

Prerequisites

Hold the BCU Level 3 Lifeguard Coach Award.

Hold the Primary Resuscitation or an equivalent Award.

Hold the Paediatric Resuscitation or an equivalent Award.

Present a logbook showing at least 2 Lifeguard Core Module Courses and 2 Resuscitation Courses where the candidate has run the assessments.

Venue

Subject to the Site Specific Module being taken and as defined in the BCU Coaching Directory relating to that area of operation and within the BCU Coach remit of the Level 5 Lifeguard Coach.

Manual Handling

All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This, could of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine.

In Civil Law there is a Duty of Care towards your students and others who paddle. This includes, loss, harm, damage and injury. Coaches are charged with the care of paddlers, and as such, Coaches need to identify where there is a risk of the “Duty” being neglected or abused.

LEVEL 4 LIFEGUARD COACH AWARD.

The BCU has prepared an information leaflet which gives a brief outline of procedures to access and evaluate Manual Handling operations. In addition, a one day Injury Prevention Course has been developed which should ensure that information in respect of lifting and carrying and all Manual Handling issues are being disseminated throughout the Coaching Service.

Structure

Training is to be run over a two-day period. After successfully completing the probationary period Candidates will be awarded the Level 4 Lifeguard Coach Award.

Each module consists of a number of lectures, demonstrations and set practical tasks. The aim of the training course is to provide the candidates with background knowledge and feedback about their performance in order to prepare them as a probationary Level 4 Lifeguard Coach.

The following modules are run throughout the two-day course, the exact order and timing of these modules is at the discretion of the Course Director:

- Module 2.4 Training Site Specific Canoe Lifeguard Modules
- Module 3.4 Examining the Site Specific Canoe Lifeguard Modules Award
- Module 3.5 Examining Lifeguard Resuscitation Awards
- Module 4.3 Initiative and the Site Specific Canoe Lifeguard Module Award
- Module 5.2 Life support
- Module 6.0 Training Trainers

Notes:

Module 2.4 Practical Tasks

Candidates will be expected to give six 10-minute presentations, four lecture-based and two practical-based. The topics of which will be sent to the candidates prior to the start of the course.

Candidates will also be expected to take part in the teaching of the canoe / kayak rescue skills module and should be prepared to teach any skill from this section.

Module 3.4 & 3.5 Practical Tasks

Candidates will be expected to analyse and provide feedback to a group of Simulated candidates. This will also include a practical debrief of a Simulated candidate.

Module 5.2 Practical Tasks

Candidates will be expected to deliver part of the lifeguard resuscitation syllabus to a group of Simulated candidates, the topics of which will be sent to the candidates prior to the start of the course.

Action after the training course

At the discretion of the examiner candidates will have to shadow and run a number of Site Specific Lifeguard training modules and assessments under the guidance of a qualified Level 5 Lifeguard Coach or an approved Level 4 Lifeguard Coach appointed by the National Training Officer.

When the probationary Level 4 Lifeguard Coach has satisfactorily completed the running of at least one Site Specific Canoe Lifeguard training course, one Site Specific Canoe Lifeguard assessment and one Primary Resuscitation assessment. They must then apply to the National Training Officer in writing

with a completed Probationary Level 4 Lifeguard Coach logbook to be included on the Lifeguard Assessors register.

Notes:

A Level 4 Lifeguard Coach Candidate may be exempt from parts of the training Modules of the course if Approved Prior Learning (APL) can be proven.

To enable a Level 4 Lifeguard Coach to Train and Assess other Site Specific Modules the Level 4 Lifeguard Coach must first gain all Pre-requisites for the Module/s to be taken. Existing Level 4 Lifeguard Coaches are exempt from parts of the Training Modules for other Site Specific Awards.

Applications for the above notes must be made via the Course Director or the BCU Lifeguards National Training Officer.

Version 6. April 06

FINAL DRAFT

Level 5 Lifeguard Coach Award.

Purpose of the Award

The purpose of the Level 5 Lifeguard Coach is to lead, support, guide and assess all levels of the training and Assessing programme and in doing so provide essential support to the National Training Panel.

A Level 5 Lifeguard coach has the following responsibilities:

- To lead core and specialist training and assessing modules as required.
- To provide essential support and advice to trainers and assessors.
- To assist with the on going development of trainer and assessor skills and knowledge.
- To monitor and report on the standards of training and assessing activities.
- To maintain and develop consistently high standards of training and assessing.
- To provide training and support for volunteer & professional lifesavers & Lifeguards.

Course Director

A panel assesses this award. The National Training Officer will appoint a panel consisting of at least one Level 5 Lifeguard Coach and one Level 4 Lifeguard Coach as and when required.

A candidate who wishes to take this award must apply to the National Training Officer for an appropriate date for them to appear before the panel. This process will normally take between four to eight weeks from the candidate's original application.

Validity

The award is valid for three years, at the end of this period the candidate must apply in writing to the National Training Officer for a further three-year extension. Lifeguard coaches must have participated at National level during this time.

There is no practical assessment to this award. However all pre-requisites must be kept valid at all times.

Candidates must submit proof of the following to the National Training Officer.

- Hold the Senior Lifeguard Award
- Hold the Level 4 Lifeguard Coach Award
- Hold the BCU Lifeguards Aquatic First Aid Level 1 Coach award or higher.
- Assist in the organisation and running of a National Canoe Lifeguard Convention.
- Assist in the administration and organisation of the National Canoe Lifeguard Championships or have completed some work in the furtherance of canoe Lifeguarding competition.

Level 5 Lifeguard Coach Award.

Manual Handling

All Canoeists need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment related to the sport of Canoeing. This, could of course, include a body, especially when performing rescues. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine. In Civil Law there is a Duty of Care towards your students and others who paddle. This includes loss, harm, damage and injury. Coaches are charged with the care of paddlers, and as such, Coaches need to identify where there is a risk of the “Duty” being neglected or abused.

The BCU has prepared an information leaflet which gives a brief outline of procedures to access and evaluate Manual Handling operations. In addition, a one day Injury Prevention Course has been developed which should ensure that information in respect of lifting and carrying and all Manual Handling issues are being disseminated throughout the Coaching Service.

Assessment

Apply in writing to the National Training Officer.

Attend a formal meeting with the appointed panel to discuss your role as a lifeguard coach. Normally this will also involve completing a small report to bring to the meeting. The training panel will be looking to make sure that the individual is up to date, capable of being a lifeguard coach and has a proven administrative and practical ability in canoe lifeguard work.

Candidates may also be asked to conduct a senior lifeguard assessment or run an event on behalf of the national training panel.

Version 6. April 06

FINAL DRAFT

BCU Primary First Aid Award

1. Purpose of the Primary First Aid Award

- i. To provide a basic level of knowledge and skill to render First Aid should the need arise and within a reasonable distance of medical assistance.
- ii. To provide BCU L1 and L2 coaches with an appropriate basic First Aid award.
- iii. To revalidate a current BCU Aquatic First Aid award.

2. Validity

This award is valid for three years.

3. Structure

The BCU Primary First Aid course is taught over a 4-hour period. Candidates who demonstrate a sound knowledge and understanding of the skills and theory covered in the course are awarded the BCU Primary First Aid Award. There is no formal assessment at the end of the course. Assessment is ongoing throughout the course.

4. Trainer

A BCU Aquatic First Aid Coach may train and assess up to 8 candidates. First Aid trainer/assessors from other organisations wishing to be registered to train and assess candidates for the BCU Primary First Aid Award should make enquiries through the BCU Lifeguards National Training Officer or the BCU coaching office.

5. Prerequisites

None

6. Syllabus

i. Being a First Aider

- a. The First Aider's responsibilities
- b. Personal safety, including preventing cross infection and dealing with waste
- c. Dealing with stress

ii. Action in an Emergency

- a. Assessing the scene of an incident
- b. Making the area safe
- c. Giving emergency aid
- d. Getting help
- e. Dealing with the aftermath
- f. Primary Survey: DRAB; checking for danger; checking for response; checking and opening the airway (including jaw thrust for a spinal injury); checking for breathing.

iii. Unconscious Adults

- a. Recovery position; improvised recovery position; log roll (spinal)
- b. Rescue breathing (adult only)
- c. Cardiopulmonary resuscitation (adult only)

iv. Shock and Severe Bleeding

- a. Causes of shock
- b. Recognising signs and symptoms of shock
- c. Treatment of shock
- d. Treatment of severe bleeding, including use of dressings and injuries to various areas of the body

v. Environmental Injuries

- a. Body temperature
- b. Causes of hyperthermia
- c. Treatment of hyperthermia
- d. Causes of hypothermia
- e. Treatment of hypothermia

7. Trainer Notes

All First Aid references are made to the current European Resuscitation Council Guidelines. The purchase of a First Aid manual is compulsory for all candidates, the BCU Lifeguards First Aid Manual is recommended as source material. A full list of acceptable manuals is available from BCU Lifeguard Secretary or BCU Lifeguards web site. The Primary First Aid course is to be taught over a 4-hour period, plus breaks. The ratio of students to Coach will be a maximum of 8:1. It is strongly recommended that approved resuscitation manikins should be available in the minimum ratio of one manikin per two students.

8. Suggested Timings

i.	Being a First Aider	25 minutes
ii.	Action in an Emergency	35 minutes
iii.	Unconscious Adults	120 minutes
iv.	Shock and Severe Bleeding	30 minutes
v.	Environmental Injuries	30 minutes
	Total	<u>4 hours</u>

BCU Aquatic First Aid Level 1

1. Purpose of the Aquatic First Aid Award

- a. To provide a basic level of knowledge and skill to render First Aid in a range of emergency situations within a reasonable distance of medical assistance.
- b. To provide BCU coaches with an appropriate basic First Aid award.

NB Those undertaking canoeing activities in more hazardous environments or in remote locations should consider a more appropriate First Aid award.

2. Validity

This award is valid for three years.

3. Structure

The BCU Aquatic First Aid course is taught over an 8-hour period. Candidates who demonstrate a sound knowledge and understanding of the skills and theory covered in the course will be awarded the BCU Aquatic First Aid Award. There is no formal assessment at the end of the course. Assessment is ongoing throughout the course.

4. Trainer

A BCU Aquatic First Aid Level 1 Coach or higher can train and assess up to 8 candidates. First Aid trainer/assessors from other organisations wishing to be registered to train and assess candidates for the BCU Aquatic First Aid Award should make enquiries through the BCU Lifeguards National Training Officer or the BCU coaching office.

5. Prerequisites

Be a minimum of 14 years of age.

6. Syllabus

a. Being a First Aider

- i. The First Aider's responsibilities
- ii. Personal safety, including preventing cross infection and dealing with waste
- iii. Dealing with stress (casualties and first aiders)

b. Action in an Emergency

- i. Assessing the scene of an incident
- ii. Making the area safe
- iii. Giving emergency aid
- iv. Getting help
- v. Dealing with the aftermath

- vi. Primary Survey: DRAB; checking for danger; checking for response; checking and opening the airway (including jaw thrust for a spinal injury); checking for breathing.

c. Respiratory Problems

- i. Choking adult
- ii. Asthma
- iii. Drowning
- iv. Hyperventilation

d. Circulation Problems

- i. Shock
- ii. Anaphylactic shock
- iii. Chest pain
- iv. Fainting
- v. Cuts and grazes
- vi. Severe bleeding

e. Environmental Injuries

- i. Hyperthermia
- ii. Hypothermia
- iii. Burns, including sunburn

f. Head Injuries

- i. Concussion
- ii. Compression
- iii. Skull fracture

g. Bone, Joint and Muscle Injuries

- i. Strains and Sprains
- ii. Dislocations
- iii. Fractures

h. Unconscious Adults

- i. Recovery position; improvised recovery position; log roll (spinal)
- ii. Cardiopulmonary resuscitation (adult)
- iii. Action for vomit.

7. Trainer Notes

All First Aid references are made to the current European Resuscitation Council Guidelines. The purchase of a First Aid manual is compulsory for all candidates, the BCU Lifeguards First Aid Manual is recommended as source material. A full list of acceptable manuals is available from BCU Lifeguard Secretary or BCU Lifeguards web site. The Aquatic First Aid Level 1 course is to be taught over a 8-hour period, plus breaks. The ratio of students to Coach will be a maximum of 8:1. It is strongly recommended that approved resuscitation manikins should be available in the minimum ratio of one manikin per two students.

8. Suggested Timings

a.	Being a First Aider	25 minutes
b.	Action in an Emergency	35 minutes
c.	Respiratory Problems	60 minutes
d.	Circulation Problems	120 minutes
e.	Environmental Injuries	30 minutes
f.	Head Injuries	45 minutes
g.	Bone, Joint and Muscle Injuries	45 minutes
h.	Unconscious Adults	120 minutes
	Total	<u>8 hours</u>

FINAL DRAFT – 6 March 2005

PRIMARY RESUSCITATION

PURPOSE OF AWARD

To test the ability to perform basic life support including the correct method of summoning assistance, placing a casualty in the recovery position and performing cardio-pulmonary resuscitation .

VALIDITY

This award is valid for three years from the date of the test.

STRUCTURE

The Primary Resuscitation award is purely assessment based and no formal training modules are associated with the award.

PRE-REQUISITES

None.

TRAINER

BCU Level 3 Lifeguard Coach or BCU Lifeguards Aquatic First Aid Coach or higher may assess up to eight candidates.

ASSESSMENT

The assessment requires knowledge of the current Life Support techniques. The candidate will demonstrate competence in the application of C.P.R. on an approved adult training manikin and the application of a variety of casualty management techniques on a simulated unconscious casualty.

1. Casualty Management
Demonstrate the following:
 - a. The technique for opening and maintaining an open airway on adults.
 - b. The technique used to turn a casualty who is vomiting.
 - c. The technique used to turn a casualty into the recovery position.
2. Cardio Pulmonary Resuscitation Test.
Demonstrate CPR on an approved adult manikin. The test shall start with the manikin lying face up and correctly positioned for CPR. The test will end, at the Assessors discretion, after a demonstration of 1-3 minutes duration.
3. Oral Test
Answer questions on:
 - a. Principles of Resuscitation (including when to summon help)
 - b. After care of the casualty
 - c. Problems during resuscitation

The Assessor must be satisfied that the Candidate has sufficient knowledge in the areas indicated, by asking 2 or 3 questions on each of the three topics, but not more than 7 in total.

BCU Paediatric Resuscitation Award

1. Purpose of the Paediatric Resuscitation Award

To provide first aiders who are trained in adult resuscitation with the knowledge and skills required to perform baby and child resuscitation.

2. Validity

This award is valid for three years.

3. Structure

The BCU Paediatric Resuscitation Award is taught over a two-hour period. Candidates who demonstrate a sound knowledge and understanding of the skills and theory covered in the course will be awarded the BCU Paediatric Resuscitation Award. There is no formal assessment at the end of the course. Assessment is ongoing throughout the course.

4. Trainer

A BCU Aquatic First Aid Coach who holds a current BCU Paediatric Resuscitation Award, and has registered with the BCU Lifeguards National Training Officer, can train and assess up to 8 candidates. First Aid trainers from other organisations wishing to be registered to run the BCU Paediatric Resuscitation course should make enquiries through the BCU Lifeguards National Training Officer or the BCU coaching office.

5. Prerequisites

- a. A BCU Primary First Aid Award or Aquatic First Award is strongly recommended.
- b. Be a minimum of 14 years of age

6. Syllabus

a. Action in an Emergency

- i. The First Aider's responsibilities
- ii. Personal safety, including preventing cross infection and dealing with waste
- iii. Dealing with stress

b. Unconscious Babies

- i. Primary Survey: Check for Danger; Response; Airway; Breathing.
- ii. Recovery Position
- iii. Rescue Breathing
- iv. Cardiopulmonary Resuscitation

c. Unconscious Children

- i. Primary Survey
- ii. Recovery Position
- iii. Rescue Breathing
- iv. Cardiopulmonary Resuscitation

d. Choking in a Baby

- i. Recognising signs of choking
- ii. Treatment of a choking baby

e. Choking in a Child

- i. Recognising signs of choking
- ii. Treatment of a choking child

7. Trainer Notes

All First Aid references are made to the current European Resuscitation Council Guidelines. The purchase of a First Aid manual is compulsory for all candidates, the BCU Lifeguards Paediatric First Aid Manual is recommended as source material. A full list of acceptable manuals is available from BCU Lifeguard Secretary or BCU Lifeguards web site. The Paediatric Resuscitation course is to be taught over a 2-hour period, plus breaks. The ratio of students to Coach will be a maximum of 8:1. It is strongly recommended that approved resuscitation manikins should be available in the minimum ratio of one baby and one child manikin per four students.

8. Suggested Timings

a.	Action in an Emergency	15 minutes
b.	Unconscious Baby	55 minutes
c.	Unconscious Child	30 minutes
d.	Choking Baby	10 minutes
e.	Choking Child	10 minutes
	Total	<u>2 hours</u>

FINAL DRAFT – 6 MARCH 2005

BCU Aquatic First Aid Level 1 Coach Training

1. Purpose of the Aquatic First Aid Level 1 Coach Training Course
To provide candidates with the necessary skills to enable them to train and assess the Aquatic First Aid award & Primary First Aid award once they have successfully passed the assessment.

2. Structure

It is recommended that the BCU Aquatic First Aid Level 1 Coach training course is taught over a six-hour period. Candidates should be assessed within 1 year of the successful completion of the training course.

3. Trainer

A BCU Aquatic First Aid Coaching Trainer can train up to eight candidates.

NB: If the Training and Assessment is undertaken on two consecutive days, e.g. a weekend, the number of candidates should be reduced to 4.

4. Prerequisites

- a. A sixteen-hour or higher First Aid award which has been awarded within the previous 12 months.
- b. Hold a BCU Level 2 coach award (or higher) for a minimum of two years.
- c. Comprehensive membership of the BCU.

5. Syllabus

- a. First Aid knowledge
- b. Class room teaching skills
- c. BCU Lifeguard awards
- d. Lesson plans
- e. Teaching and assessment strategies

Note: A Candidate Aquatic First Aid Trainer may be exempt from the Training Course if Approved Prior Learning (APL) can be proven. Applications must be made via the Course Tutor and the BCU Lifeguards National Training Officer.

LG/AFATT/20.8.06

BCU Aquatic First Aid Level 1 Coach Assessment

1. Purpose of the Aquatic First Aid Level 1 Coach Award

To enable the candidate to train and assess the BCU Aquatic First Aid Award and the BCU Primary First Aid Award.

If the candidate registers a current child and infant resuscitation award, e.g. the BCU Paediatric Resuscitation Award or RLSS Life Support 3, with the BCU Lifeguards National Training Officer, they may also teach the Paediatric Resuscitation Award.

2. Validity

This award remains valid as long as the candidate

- a. Maintains a current sixteen-hour or higher First Aid Award.
- b. Maintains Comprehensive membership of the BCU.

3. Structure

- a. The BCU Aquatic First Aid Level 1 Coach Assessment can be assessed on a simulated or live course. The latter must be with candidate agreement.
- b. More than one subject must be observed being taught, including two different teaching styles.
- c. The assessment should occur within 1 year of training.

4. Assessor

A BCU Aquatic First Aid Coaching Trainer may assess up to four candidates at a time.

5. Prerequisites

- a. The candidate should have attended an Aquatic First Aid Level 1 Coach training course within the last year or have been granted exemption by the course Trainer or National Training Officer.
- b. A lesson plan for the assessment must be sent to the assessor two weeks prior to the assessment (or prior to the start of an assessment during a two day course).
- c. The candidate must be a current BCU Level 2 Coach or higher with Comprehensive membership of the BCU.

6. Assessment

The candidate will be assessed on:

- a. Current Resuscitation techniques.
- b. Their ability to answer a range of questions based on the current edition of the Voluntary Aid Society First Aid Manual.
- c. A range of teaching and assessment strategies.
- d. The use of teaching aids
- e. Classroom and group organisation

BCU Aquatic First Aid Coaching Trainer Assessment

1. Purpose of the Aquatic First Aid Coaching Trainer Award

To enable the candidates to train and assess the BCU Aquatic First Aid Coach Awards.

2. Validity

This award remains valid as long as candidates:

- f. Maintain a current sixteen-hour (or higher) First Aid award
- g. Maintain their BCU Level 3 Lifeguard Coach (or higher) award
- h. Maintain Comprehensive membership of the BCU.

3. Structure

The BCU Aquatic First Aid Coaching Trainer Award is to be run using live Aquatic First Aid Coach training and Coach Assessment courses.

4. Assessor

A BCU Aquatic First Aid Coaching Trainer who has:

- a. Held the award for a minimum of twelve months.
- b. Has logged a minimum of two Coach-Training courses and two Coach Assessments.
- c. Been approved by the BCU Lifeguards National Training Officer.

5. Prerequisites

- i. Hold the Aquatic First Aid Coach Level 1 or higher Award for a minimum of 3 years.
- j. Hold the BCU Level 3 Lifeguard Award (or higher).
- k. A current sixteen hour (or higher) First Aid award
- l. A current Paediatric Resuscitation Award
- m. Run a minimum of four Aquatic First Aid courses
- n. Run a minimum of two Paediatric Resuscitation courses
- o. Observed a minimum of 1 Aquatic First Aid Level 1 Coach course.

6. Assessment

Candidates will be assessed running an Aquatic First Aid Level 1 Coach Course and will be assessed on:

- p. Current Resuscitation techniques.
- q. The use of teaching aids.
- r. Classroom and group organisation.
- s. Their awareness of teaching and assessment strategies.

BCU Canoe Lifeguard Sea Endorsement

1. Purpose of the Canoe Lifeguard Sea Endorsement

To provide members of the BCU and BCU-affiliated clubs with an award which enables them to operate on 'moderate tidal water' to:

- a. Carry out rescues on their own.
- b. Work within a lifeguard patrol to carry out a range of complex rescues.
- c. Lead a patrol of suitably qualified personnel and to co-ordinate lifeguarding activities.

- NB
- i. For the definition of 'moderate tidal water', refer to Section 6 below and the BCU Coaching Directory.
 - ii. This endorsement is not designed to qualify canoe lifeguards to operate regularly in surf. Lifeguards operating in moderate (or larger) surf on recognised surf beaches must attain the BCU Canoe Lifeguard Surf Endorsement.

2. Validity

This award is valid for three years.

3. Structure

There is no prescribed training syllabus for the Sea Endorsement. Candidates will be required to perform a range of rescues and skills in moderate tidal water as selected by the assessor from Section 7 below. The assessment will require approximately two hours.

NB: Candidates holding another NGB's open water lifeguard award may be exempt from some elements of the assessment at the discretion of the assessor.

4. Assessor

A BCU Level 4 Lifeguard Coach with a Sea Endorsement may assess up to six candidates at any one time.

5. Prerequisites

- a. A current BCU Lifeguard Core Module Award, which will include:
 - i. A current BCU Aquatic First Aid (or equivalent) Award.
 - ii. A current BCU Paediatric Resuscitation (or equivalent) Award.
- b. Be a minimum of sixteen years of age
- c. An up to date log of training and life guarding activities

6. Venue

Moderate tidal water conditions as defined in the BCU Coaching Directory, e.g. a stretch of coastline or estuary in close proximity to the shore, with easy landing, not involving fast tidal streams, tidal races or overfalls. Adequate safety cover must be provided at all times during the assessment.

NB The BCU's maximum recommended wind force for moderate tidal water conditions is Beaufort Scale Force 3 or Force 2 if off shore. However, assessors, clubs, safety officers, etc., may decide, taking into consideration local knowledge and conditions, and the personal abilities of their lifeguards, that personnel are safe to operate in wind forces that exceed this recommendation. Clubs or event organisers should state their operating criteria within their NOPs and EAPs.

7. Assessment

a. Theory

- i. Candidates will answer a selection of questions to demonstrate their understanding of the lifeguard and First Aid theory and skills and, where relevant, their club's NOP and EAP.
- ii. Candidates will demonstrate their ability to identify and treat a casualty with a suspected spinal injury in moderate tidal conditions.

b. Unknown Incidents

Incidents will be as determined by the assessor, taking into account the environment and the prevailing weather conditions. Each candidate will take part in three incidents, at least one as patrol leader. Possible incidents include:

- i. The rescue of an unconscious casualty involving a 50m head-up swim and a 50m tow.
- ii. Within a patrol, the rescue of an unconscious, non-breathing casualty 100m from shore.
- iii. Within a patrol, a candidate initiates and co-ordinates an incident involving up to three casualties and two bystanders.

c. Logged skills

- i. Demonstrate a range of logged skills as determined by the assessor.

d. Revalidation

- i. Candidates for revalidation are assessed in accordance with the above criteria and with reference to Section 3 above.

e. Clothing and equipment

- i. Candidates must present themselves suitably equipped for the assessment. Kayaking kit suitable for the environment and prevailing weather conditions should be worn throughout the practical elements of the assessment.

