

# Leeds Canoe Club - River Leader Remits

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## Introduction

To lead a river trip or session within the club, a paddler must hold a Leeds Canoe Club remit. This document will set out the requirements for a paddler to obtain a remit, the process by which the committee will sign off any remits, and how remits will be renewed.

## Remits

The following remit levels are available. This section sets out the requirements to obtain each level of remit.

Note, all British Canoeing (BC) qualifications listed are the latest versions of those qualifications as of November 2022. If a paddler holds another qualification equivalent to that stated, it will be accepted on agreement with the safety officer.

### Come & Try It Session Helper

Allows the leader to look after paddlers on a "Come & Try It" session (e.g. Kirkstall Festival or Waterfront Festival). This does NOT include the pool sessions.

Note – There must be at least one leader with a beginner trip (or higher) remit present at the session.

Leader References	Get references from 1 existing paddler who hold a beginner's trip remit (or higher)
Safety & Rescue Course	Attended a BC Paddlesport Safety & Rescue Course (or higher) at any time in the past. Or Agree to undertake training in basic rescue techniques prior to the session starting. This training can take place on the day of the come and try it session if required.
First Aid	Not required
Safeguarding Training	Not required
DBS Check	Not required

## Clubhouse Session Leader

### Remit

Allows leaders to lead at sessions based at the clubhouse. This includes running any midweek river and Saturday morning beginner sessions at the clubhouse, and pool sessions. The upstream limit is Kirkstall Abbey Weir. The downstream limit is where the river merges back together after splitting around the island.

### Requirements

To be given a remit for leading sessions at the clubhouse, a paddler must be a member of Leeds Canoe Club and

Hold a valid BC White Water Kayak Leader Award (or higher)

Or

Hold a valid BC Level 2 Coach Award with Moderate Water Endorsement (or higher)

Or

Leader References	Get references from 2 existing paddlers who hold a beginner, intermediate, or advanced trip remit to confirm their ability to lead groups on the water within the boundaries defined above or Be observed leading a group on a session within the boundaries defined above under supervision of an agreed leader (agreed by the safety officer) who holds a beginner trip remit (or higher)
Safety & Rescue Course	Must have attended a BC WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next year
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. Check must be complete before awarding remit

## Beginner Trip Leader

### Remit

Allows leaders to lead on rivers that are graded up to and including grade 2(3). This includes running any midweek river and Saturday morning beginner sessions at the clubhouse, and pool sessions.

### Requirements

To be given a remit for leading beginner trips, a paddler must be a member of Leeds Canoe Club and

Hold a valid BC White Water Kayak Leader Award (or higher)

Or

Hold a valid BC Level 2 Coach Award with Moderate Water Endorsement (or higher)

Or

Leader References	Get references from 2 existing paddlers who hold a beginner, intermediate, or advanced trip remit to confirm their ability to lead groups on grade 2(3) water or Be observed leading a group on a grade 2 (3) river under supervision of an agreed leader (agreed by the safety officer) who holds a beginner trip remit (or higher)
Safety & Rescue Course	Must have attended a BC WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next year
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. Check must be complete before awarding remit

## Trainee Beginners Trip Leader

### Remit

Allows the paddler to support any non-trainee leader on any trip or session defined in the remit for the Beginners Trip Leader. The paddler cannot lead any sessions on their own.

### Requirements

To be given this remit, a paddler must be a member of Leeds Canoe Club and meet the following requirements

Leader References	Get references from 2 existing paddlers who hold a beginner, intermediate, or advanced trip remit to confirm they are competent and confident paddling on grade 2(3) water or Be observed paddling a grade 2 (3) river by an agreed leader (agreed by the safety officer) who holds a beginner trip remit (or higher)
Safety & Rescue Course	Must have attended a BC WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next year
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. The check does not have to have been fully completed before the remit is given, but the application must be in process.

## Intermediate Trip Leader

Allows leaders to lead on rivers that are graded up to and including grade 3(4). This includes running any midweek river sessions, pool sessions, and Saturday morning beginner training sessions.

To be given an intermediate trips remit, a paddler must be a member of Leeds Canoe Club and

Hold a valid BC Advanced White Water Kayak Leader Award

Or

Hold a valid BC White Water Kayak Leader Award plus 2 references for their personal paddling skills on grade 3(4) water.

Or

Hold a valid BC Level 2 Coach Award with Advanced Water Endorsement (or higher)

Or

Hold a valid BC Level 2 Coach Award with Moderate Water Endorsement plus 2 references for their personal paddling skills on grade 3(4) water.

Or

Leader References	Get references from 2 existing paddlers who hold an intermediate or advanced trip remit or Be observed leading a group on a grade 3(4) river under supervision of an agreed leader (agreed by the safety officer) who holds an intermediate trip remit
Safety & Rescue Course	Must have attended a BC White Water Safety & Rescue Course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Hold a valid 16hr First Aid Certificate. If expired for less than one year, the remit can be issued or renewed on condition of the paddler undertaking a new course within 1 year of its expiry date. Failure to do so will result in the remit being rescinded.
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. Check must be complete before awarding remit

## Trainee Intermediate Trip Leader

### Remit

Allows the paddler to support any non-trainee leader on any trip or session defined in the remit for the Intermediate Trip Leader. The paddler cannot lead any sessions on their own (including those within the Beginner Trip Leader remit). For the avoidance of doubt, holding a trainee intermediate trip leader remit does not automatically give you a beginners trip remit.

### Requirements

To be given this remit, a paddler must be a member of Leeds Canoe Club and meet the following requirements

Leader References	Get references from 2 existing paddlers who hold an intermediate, or advanced trip remit to confirm they are competent and confident paddling on grade 3(4) water or Be observed paddling a grade 3(4) river by an agreed leader (agreed by the safety officer) who holds an intermediate trip remit (or higher)
Safety & Rescue Course	Must have attended a BC WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next year
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. The check does not have to have been fully completed before the remit is given, but the application must be in process.

## Advanced Trip Leader

### Remit

Allows leaders to lead on rivers that are graded up to and including grade 4(5). This includes running any midweek river sessions, pool sessions, and Saturday morning beginner training sessions.

### Requirements

To be given an advanced trips remit, a paddler must be a member of Leeds Canoe Club and

Hold a valid BC Advanced White Water Kayak Leader Award

Or

Hold a valid BC Level 2 Coach Award with Advanced Water Endorsement (or higher)

Or

Leader References	Get references from 2 existing paddlers who hold an advanced trip remit or Be observed leading a group on a grade 4 (5) river under supervision of an agreed leader who holds an advanced trip remit
Safety & Rescue Course	Must have attended an Advanced WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next calendar year.
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. Check must be complete before awarding remit



## Trainee Advanced Trip Leader

### Remit

Allows the paddler to support any full (non-trainee) leader on any trip or session defined in the remit of the Advanced Trip Leader Remit. The paddler cannot lead any sessions on their own (including those within the Beginner or Intermediate Trip Leader remit). For the avoidance of doubt, holding a trainee advanced trip leader remit does not automatically give you a beginner or intermediate trip leader remit.

### Requirements

To be given this remit, a paddler must be a member of Leeds Canoe Club and meet the following requirements

Leader References	Get references from 2 existing paddlers who hold an intermediate, or advanced trip remit to confirm they are competent and confident paddling on grade 4(5) water or Be observed paddling a grade 4(5) river by an agreed leader (agreed by the safety officer) who holds an advanced trip remit.
Safety & Rescue Course	Must have attended a BC WWSR rescue course at any time in the past. If more than 3 years since last course, we strongly suggest they retake in the near future.
First Aid	Must hold a valid 16hr First Aid Certificate. If expired in the last year, remit can be issued on condition of taking course within the next year
Safeguarding Training	Must have completed the BC Safeguarding Introductory Training course (online module)
DBS Check	DBS Check will be applied for as part of the remit application. The check does not have to have been fully completed before the remit is given, but the application must be in process.

## References:

When filling out the remit application form, the applicant will be asked to provide the names of 2 existing remitted paddlers for the full (non-trainee) remits, who can provide a reference of their personal paddling and/or leadership abilities.

Those providing the references should be provided with the following questions to answer:

- Who are you providing the reference for?
- Do they have the necessary personal skills to be competent and confident on the grade of water that they are applying for? List rivers/rapids where you have personally seen them competently paddle.
- Do they have good leadership skills? Can they safely lead a group down a river, keeping the group under control and communicating clearly and effectively? Have they shown they can make good judgement calls and decision making? Please give examples of where and how you have seen this.

If providing references for a "trainee" remit, then the last question on leadership skills is optional, as some trainees may not yet have any leadership experience.

The committee will check that the people named hold the required remit to give a reference. Once confirmed, the committee will contact the named people to ask for the remit.

The emails requesting the references should be sent from the [remits@leedscanoeclub.com](mailto:remits@leedscanoeclub.com) email address and replies with the reference should also come to this address.

Under no circumstances should they be posted onto any public forum.

## Remit Renewals

All remits will be reviewed by the committee on an annual basis in April of each year.

The committee will review if any of the required qualifications have expired or will become out-of-date within the next remit period. If the qualification is mandatory for the remit to be valid, the remit will not be renewed until the qualification has been re-taken or updated.

Some qualifications may have been given a "grace" period where they are permitted to be expired for a set amount of time, on the proviso that the paddler will re-take or update the qualification within a set time period. This will be listed in the tables within the sections above. Failure to renew a qualification within the grace period will lead to the remit being rescinded.

The committee will also look for evidence that the paddler has been active within the club over the past year and has undertaken some leadership at their remit level.

The committee may, at their discretion, not renew any remit where the paddler has not been deemed active enough to keep their skills at the minimum required level.

## Coaching

Leeds Canoe Club does not require a paddler to hold any formal coaching qualifications to coach a group of paddlers. To run a coaching session, the leader must have the appropriate trip leader remit for the grade of water the coaching is to take place on.

However, if a paddler is likely to undertake coaching sessions, the club highly recommends the paddler undertakes a BC coaching training and/or assessment course to improve their coaching abilities. The club can provide subsidised courses for anyone wishing to undertake any of these courses.

# Approval Process

The club committee will follow the below process to sign off any remits.

