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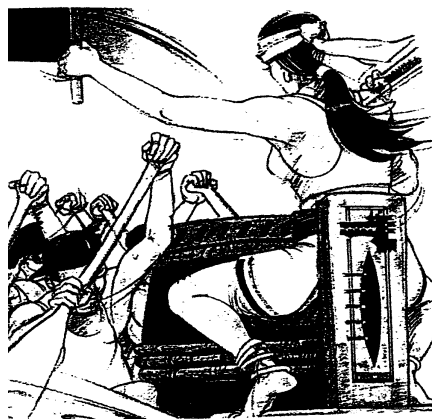
'The World Governing Body of Dragon Boat Sport'

Member of the General Association of International Sports Federations

A National Level Coaches Awards Scheme

for IDBF Member

DRAGON BOAT ASSOCIATIONS



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NATIONAL COACHES AWARDS SCHEME - 2007

Welcome to the National Coaches Awards Scheme (NCAS) of the International Dragon Boat Federation (IDBF). The NCAS is for adoption by IDBF Members at National and Territorial level who wish to qualify people to introduce new participants to Dragon Boating activities.

PREAMBLE: What is 'coaching', the concise Oxford Dictionary defines the verb to coach as to "tutor, train, give hints to, prime with facts". These things can be done in many ways but in practice, they have little or no relationship with pure coaching techniques – that is Performance Coaching, as carried out today by 'coaches' within modern sport.

Performance coaching is not the transfer of information from a coach to a new participant, that is Teaching new skills. Coaching is about stimulating the experienced performer to help them discover ways of improving their performance from within themselves.

The IDBF NCAS **does not** address in detail the needs of experienced paddlers seeking performance coaching nor does it address the skills and qualifications required to qualify a person as a 'Performance Coach' or as a Boat Helm (Steerer/ Sweep) in a formal competitive environment organized by an IDBF Member - designated by the IDBF as 'Sport Racing'.

Such areas of coaching and Coaching Awards, are dealt with in Coaching Schemes offered by various IDBF Members and approved by the IDBF – such as the Australian and British federations.

However, within the NCAS, advice is given concerning the skills areas that the IDBF feels should be covered in Performance Coaching Awards, up to and including the coaching of Elite Paddlers and Crews for international competition and the knowledge needed to Helm a boat in Sport Racing.

PURPOSE: The National Coaches Awards Scheme Manual is designed to provide IDBF Members' with the information necessary to develop an Awards Scheme, at National or Territorial Level, which will impart the knowledge and skills necessary to:

- Control (Helm, Steer, Cox) a Dragon Boat up to and including competition in an informal competitive environment, such as Dragon Boat Festival Racing.
- Teach participants (Paddlers) at beginners level the basic skills required for Recreational Dragon Boating and to take part in a Dragon Boat competition.
- Convey knowledge to and assess the competence of, those who wish to teach the basic skills required to introduce and supervise recreational dragon boating and to coach Crews, at novice level, for informal competitive Dragon Boat Racing.

In the IDBF National Coaches Awards Scheme there are three (3) Awards, namely:-

Crew Helm	(Personal Skill/Teacher)
Foundation Coach	(Level 1 Coach)
Participation Coach	(Level 2 Coach)

The term 'coach' in the context of the NCAS refers equally to Crew Helms and Foundation and Participation Coaches. The NCAS Manual consists of three (3) parts. Part A – covers the outline of the Awards Scheme; Part B gives outline advice on Performance Coaching and Helming Awards and Part C – contains the NCAS Syllabi for Part A.

The Role of the Coach.

Successful coaches know WHY they are coaching and WHAT coaching is all about, that is, the roles you have to play as a coach. There are of course many roles from motivator to stopwatch holder, from listener to travel agent but in the end 'helping the individual to improve their performance, in their given sport, must be the primary objective and role of a coach.

What is Coaching All About.

To assist Dragon Boat paddlers to improve their paddling techniques and performance the Coach must play many roles, for example:-

- Pass on information
- Motivate their paddlers
- Advise and counsel them
- Plan their training schedules

To function effectively in these and many other roles, the Coach must have a number of basic skills such as the ability to

- **Plan and Prepare:-** The Coach needs to be able to plan and prepare training sessions that are appropriate to the needs of the paddlers. The Coach also needs to be able to organise both human and physical resources appropriate to the needs of training and competition.
- **Conduct and Communicate:-** The Coach has to organise and conduct training sessions appropriate to the individuals needs of the paddlers. The Coach has to facilitate the learning of fundamental skills and tactics of dragon boating whilst communicating effectively with their paddlers and others involved in the sport.
- **Monitor and Review:-** The Coach has to observe and assess a paddler's performance and provide appropriate feedback on the performance. Activities need to be adjusted to suit individual and crew needs whilst still ensuring their safety. The Coach needs to know how to manage an emergency situation, quickly, calmly and effectively.
- **Evaluate:-** The Coach needs to be able to evaluate the achievements of a training session and the season's objectives and to judge the effectiveness of his or her own coaching behaviour.
- **Adapt:-** Having evaluated their own performance, the Coach needs to identify and then implement changes or modifications to his or her own coaching behaviour.

Code of Ethics.

The role of the coach is broader than the pure 'coaching' considerations outlined above. There are also a number of ethical issues that a Coach needs to deal with, such as, drugs in sport; harassment and respect for officials; discrimination and competitors welfare and safety.

In many Countries coaches are required to sign a Code of Ethics that lays down behavioural standards for coaches. The IDBF recommends that all Dragon Boat Associations implement such a Code of Ethics and as a minimum adopt the relevant IDBF Policies on these issues.

With acknowledgement to Carol Flanagan and Gavin Godfrey – Australian Dragon Boat Federation.

IDBF NATIONAL COACHES AWARDS SCHEME

SUBSIDIARY INFORMATION FOR AWARD COURSE PROVIDERS

A: Swimming Test: The following test is designed for a swimming pool but can be conducted outdoors in a designated swimming area. It is conducted with participants wearing light clothing, as for a race, that is, racing shirt/vest, trunks, shorts, socks and foot wear. The Test:-

1. Enter deep water by jump or dive, showing complete immersion.
2. Immediately swim 50 m on front, competently and **without** a rest or touching the end wall (25m pool) or pool bottom.
3. Tread water for 30 seconds and swim 25m, on back.

The test is done without a rest and judged, as satisfactory by a competent third party, such as a qualified Dragon Boat Coach, swimming pool coach or lifeguard.

B: Boat Capsize Exercises: If a capsize exercise is proposed, then as a minimum, the following considerations should be taken into account:-

1. Choose good weather conditions:- warm air, water above 10c, no wind.
2. Choose safe placid water:- that is, no other boating activities taking place, no currents, weirs etc. Clean water to swim in (or swallow!).
3. Ensure that a safe exit from both the boat and the water is possible, for the crew and that a safe recovery of the boat too, is possible.
4. Ensure the crew are fit and that they are all proven, capable swimmers.
5. Ensure the crew are appropriately dressed, as for a race and wearing buoyancy aids. Also consider helmets for head protection.
6. Conduct proper crew dry land training and preparation beforehand.
7. Prepare the boat to avoid risks and minimise damage/loss, e.g. no ropes to tangle swimmers. Stow painters but fit and secure a tow rope.
8. Have at least one Powered Support Boat standing by and additional help on hand.
9. Have trained first aiders with experience of dealing with water sports.
10. Ensure that the exercise is well supervised and consider taking a video of the exercise for subsequent review and use as a training aid.

C: Basic First Aid Award: The IDBF recommends that Foundation and Participation Coaches have a first aid qualification designed to provide them with the basic knowledge and skills required to address the First Aid incidents most likely to arise during dragon boating on very sheltered and sheltered water and within a reasonable distance of medical assistance. A suggested First Aid Award syllabus, with a rough guide to the time that should be spent on each subject, is as follows:-

- | | |
|---|---------|
| 1. Incident Management. | 30 min |
| 2. The ABC of Resuscitation (CPR). | 150 min |
| 3. Drowning and Cold Water Immersion. | 30 min |
| 4. The Effects of Heat and Cold. | 30 min |
| 5. Wounds and major Bleeding. | 30 min |
| 6. Shock. | 20 min |
| 7. Heart Attacks. | 30 min |
| 8. Head Injuries and Other Causes of Unconsciousness. | 30 min |
| 9. Fractures, Dislocations, Strains and Sprains. | 30 min |

D: Definitions:

1. **Very Sheltered Water.** The definition involves, quiet canals with easy bank access and egress. Park lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions. Enclosed Docks and Outdoor Activity Centres. Specified sites on slow moving rivers or shallow lakes not exceeding 2 metres (6 feet) in depth.

The definition implies Northern Hemisphere summer weather conditions, which are not in themselves, likely to cause problems. Care must be exercised when water temperatures are low or wind strengths cause adverse water conditions, as can be expected in bad weather.

2. **Sheltered Water.** The definition involves, Small Lakes and Reservoirs, placid water rivers, faster flowing rivers but not involving the shooting of Weirs or running rapids. The definition implies normal Northern Hemisphere summer weather conditions. Care must be exercised when water temperatures are low or when located more than 50 metres from a shore or landing point.

3. **Sheltered Tidal Waters.** The definition involves, small enclosed and semi enclosed bays where there is minimal possibility of being blown offshore; the upper reaches of some river estuaries and enclosed Harbours. In all cases the wind and weather conditions must be favourable and care must be exercised if operating more than 50 metres from a landing point. See also Support Craft at section E.

4. **Open Water.** The definition involves, Large and Very large Inland lakes and Reservoirs; tidal river estuaries and open harbours but not the Open Sea. The Open Sea is a very different environment from inland waters. The IDBF does not encourage dragon boat activities on the Open Sea but **in Mediterranean or tropical climates this definition includes shallow sandy beaches, in an open bay, where the tidal flow and height changes are small and the prevailing winds do not produce surfing waves.** See also Support Boats at section E.

E: Support Boats.

When operating on Sheltered Tidal or Open Water the use of a powered Support Boat is recommended. But, in calm and stable conditions and provided that the boat remains within 50 metres of a shoreline or landing point, a crew may with the authorisation of at a Participation Coach (Coach Level.2) dispense with a Support Boat.

When non-supported, the IDBF recommendation is that PFAs shall be worn by all crew members, irrespective of their age, experience, personal fitness or swimming abilities. Tow lines must be carried in the Dragon Boat, with at least two (2) spare paddles and a First Aid Kit and Emergency Equipment must be available close at hand.

Powered Boat Drivers. All drivers of powered boats should be properly and effectively trained. It is recommended that all drivers obtain an appropriate qualification from the national authority with responsibility for power boat operation and handling and that the Boat Drivers concerned practice recovering and towing dragon boats.

All powered boats involved in dragon boat activities must be adequately and effectively maintained and should have engines fitted with an engine cut off device - generally called a "kill cord" and carry the following equipment:

Bailers; a throw bag/line; exposure bags; a first aid kit; a sharp knife; a paddle.
And a container of clean fresh water.



IDBF NATIONAL COACHES AWARDS SCHEME MANUAL

PART.A

THE COACHES AWARDS

The IDBF National Coaches Awards are designed to:-

1. Impart the knowledge necessary to introduce novices to the sport and recreation of dragon boating in a safe and responsible way.
2. Teach people the personal skills needed to Helm and steer a Dragon Boat in both non-competitive (recreational) conditions and in an informal competitive environment.

The IDBF recommends that all IDBF National Coaches Scheme Award Holders are Members of their IDBF Member Dragon Boat Association and their Awards registered by the Member.

Registered status for a Crew Helm, Race Helm, Foundation or Participation Coach will indicate that the individual concerned has undergone formal training and assessment through the IDBF National Coaches Awards Scheme (or has been exempted from such training by the IDBF Member concerned by virtue of proven past experience and ability).

Scheme Overview

The Crew Helm is a "personal skill and teaching" qualification, whilst the Foundation Coach Award (Level 1) is a teaching qualification which includes the general coaching skills needed to take responsibility for a Novice Crew in an informal Festival Racing competition.

The Participation Coach (Level 2) introduces the skills needed to run crew training sessions and be in charge of Dragon Boating at an outdoor activities centre; mentor and supervise Foundation Coaches; train and assess Crew Helms.

The IDBF National Coaches Awards are outlined as follows:-

Crew Helm.

The Crew Helm Award is a combined personal skills and teaching award for those wishing to Helm a Dragon Boat and teach a Dragon Boat Crew the basics of paddling a dragon boat in a recreational or informal competitive environment.

The Crew Helm operates at the introductory level of the sport and is the basic personal skills award that is a pre-requisite for anyone wishing to hold a Foundation or Participation Coaches Certificate.

The Crew Helm shall be permitted to take responsibility for crew and craft, under the supervision of a Foundation Coach but only within the guidelines and conditions attached to the Award, which is restricted to sheltered waters – see Definitions.

In Open Water or Sea conditions it is recommended that a Foundation Coach should be present in the Boat and that a Participation Coach should supervise the dragon boat activity.

Foundation Coach (Coach Level 1)

The Foundation Coach Award is the starting point for coaches and should be considered as such. The Award is for those wishing to take and supervise young people in basic dragon boat activities in a controlled environment, for example an Outdoor Activities Centre or to teach a crew the skills necessary to participate in informal competition.

A Foundation Coach will be competent to supervise a Crew Helm at Dragon Boat Festival (Charity type) races.

The candidate will be encouraged to develop their skills under the guidance of a higher-level coach. The Foundation Coach (Coach Level 1) is the basic award for those wishing to become Participation Coaches in Dragon Boating. Foundation Coaches operate at the introductory (foundation) level of Dragon Boat Sport.

This award specifically covers an introduction to the skills necessary to coach a crew safely in recreational dragon boating. The Award allows the holder to Helm a Dragon Boat, without the supervision of a higher-level coach, within an outdoor activities centre; in a Club training situation and in a Dragon Boat Festival type of environment.

Participation Coach (Coach Level 2)

The Participation Coach Award specifically aims to develop participation coaching skills and the idea of performance coaching in those holding the Foundation Coach Award or in the committed and experienced Dragon Boat enthusiast.

The Award is focused towards independent action of the candidate, who will be encouraged to develop their skills and expand their knowledge of training techniques and general coaching and related skills.

The Participation Coach Award is the general coaching award for Dragon Boat Sport. The Award Holder will be capable of running crew training sessions and is qualified to be the person in charge of Dragon Boating at an outdoor activities centre and to be responsible for a crew and its Helm in normal summer race conditions in both a Dragon Boat Festival and Sport Racing type of environment.

A Participation Coach who holds a Race Helming Certificate will be competent to Helm in all kinds of racing conditions and to oversee Trainee Race Helms in a Sport Racing environment. The Participation Coach operates at the Foundation and Participation levels of the sport.



IDBF NATIONAL COACHES AWARDS SCHEME

Award 1 - Personal Skill & Teaching Award

CREW HELM AWARD

Introduction to the Award

The Crew Helm Award is for those wishing to develop their helming skills and to become involved in coaching within the sport of Dragon Boat Racing.)

The Crew Helm Award has been developed to give participants in Dragon Boating the best introduction to the sport. The Crew Helm therefore operates at the Introductory (Foundation) level of the sport and is the basic personal skills and teaching award that is the pre-requisite for anyone wishing to hold the Foundation Coach or Participation Coach Awards.

The course is essentially practical and planned to cover the basic techniques necessary to take control of a Dragon Boat and to teach newcomers to Dragon Boating the skills necessary to paddle a dragon boat in a recreational environment. The training course is therefore designed to develop personal confidence and assess competence to Helm a Novice Crew.

The Crew Helm training and assessment course should normally be of two days' duration, although the modules do not have to be completed at the same time.

Pre-requisites, Requirements, Assessment and Limitations

Pre-requisites. Be water confident and fit to helm – **see Note.1**

Assessment. The IDBF suggests that the assessment is conducted by a Participation Coach who has NOT been involved in their training and that the Assessment includes a controlled capsized routine as a helm.

Requirements. The candidate must pass all five modules that comprise the Award syllabus to qualify as a Crew Helm but does not need to do them all at the same time. All the modules may be completed in a single weekend from novice level or a single day for those with prior water or helming skills.

Limitations. The Crew Helm will only be qualified to helm a boat in the presence of a Foundation Coach or above.

NOTE. 1. Ability to swim. Ideally all Crew Helms should be able to swim at least 50 metres – see *Swimming Test, without a Personal Flotation Aid (Device) – normally known as a Buoyancy Aid or be 'water competent', but, as a minimum, when wearing a PFA, they must be **water confident**.* It is suggested that a person who is 'confident in water' must be able to remain calm and tread water, without supervision. when wearing a PFA in cold or slow moving water,

*(It is suggested that '**water competent**', means an ability to swim and hold a position in cold or slow moving water by treading water and remaining afloat, unaided, in such water conditions for at least 3 minutes. See also the IDBF Water Safety Policy).*

A person's swimming ability **can be accepted** as a signed written understanding of the risks associated with dragon boating prior to taking part. *If the ability of a person to swim is in doubt, then a test of water competence or confidence is advised as part of a controlled dragon boat capsized routine held under the supervision of a Participation Coach at a Crew Helms Course.*

The Crew Helm Award - Course Modules

Module 1 **Basic helming and boat handling**

The module is a practical one where the skills of handling a boat and crew are taught. This will be assessed on the water by the Crew Helm's Test of Competence – see below.

Module 2 **Basic commands**

This module may be taught on land but must be assessed on the water by the Control Commands Test of Competence. This can be done in conjunction with the Crew Helm Test.

Module 3 **Safety on the Water Part 1 - Crew activities**

This should be taught from the current IDBF Safety on Water leaflet, supplemented by other relevant safety requirements of the IDBF Member concerned or by Health and Safety Legislation in force in the Country or Territory, in which the Crew Helm's Course is being conducted. The candidate should Have an awareness of Risk Management and the Candidates own role within the process. This module should be assessed by means of a question and answer session.

Module 4. **Safety on the Water Part 2 – The Crew Briefing**

This module should be taught from the IDBF Member's Crew Briefing Information Sheets and the IDBF Water Safety Policy Document. The candidate will have a good understanding of both and be practised in the delivery of crew briefings. Assessment should be by means of a question and answer session.

Module 5. **Safety on Water Part 3 – The Capsize Routine.**

This module should cover the theory and practice of the capsize routine. The candidate will have full knowledge of the routine and be assessed by a practical controlled capsize routine on sheltered or very sheltered water.

The candidate will demonstrate a working knowledge of Rescue and Recovery techniques required for a capsized boat. This will include retrieval of all crew into a powered support boat(s), towing a Dragon Boat and use of any specialist rescue equipment available to the location where the capsize is being conducted, by taking part in a controlled capsize drill or demonstration.

Summary of the Award.

Successful Candidates will be able to demonstrate their ability to relate to participants; get them dressed in the correct clothing and safety equipment; conduct a full land based safety briefing; demonstrate and teach the basics of the dragon boat paddling technique; load and unload a boat; cast off and make fast; take a crew through a controlled capsize exercise; generally introduce newcomers to dragon boating, as a recreational activity and have a basic knowledge of the history and culture of the Dragon Boat and Dragon Boat Racing.



IDBF NATIONAL COACHES AWARDS SCHEME

Award 2 – Coach Level (CL1)

FOUNDATION COACH AWARD

Introduction to the Award

The FOUNDATION Coach Award. The course consists of practical, theoretical and teaching modules designed to confirm the techniques of Helming a dragon boat and cover the skills necessary to teach beginners how to take part in dragon boat activities in a controlled recreational environment on very sheltered and sheltered water. Particular attention must be paid to those aspects of safety that are the responsibility of the person in charge of a dragon boat.

The Foundation Coach will have completed a IDBF Crew Helm's Award course or by virtue of previous experience in dragon boating (or allied water sport) will have been assessed and awarded a Helming Certificate by the IDBF Member concerned or deemed to be capable of passing the Course.

IDBF Members may include a Crew Helming Course, as part of the Foundation Coaches Course. This will be dependant on the background knowledge and experience and potential abilities of the candidates

The Foundation Coaches Course may be of one or two days' duration dependant on the general coaching qualifications and the practical experience of the candidates concerned, for example, whether or not they hold a Crew Helm qualification. The minimum length of time needed to cover the course syllabus, without the Helming element, is four (4) hours.

The minimum length course is dependant on the **key** modules listed in the Summary of Syllabus Requirements for the Foundation Coaches Award, shown above, being satisfactorily completed and the theoretical knowledge being assimilated through course notes and lectures and/or IDBF or IDBF Member publications.

The Foundation Coach will be suitable award for a person teaching basic dragon boating skills and supervising Crew Helms at outdoor activities centres. The Foundation Coach would also be capable of helming and supervising helms at an informal competitive event, such as Dragon Boat Festival or Charity Races, where Crew Helms are the staff for nominated boats.

PRE-REQUISITES, ASSESSMENT, REQUIREMENTS, QUALIFICATION AND AWARD LIMITATIONS.

All Foundation Coaches Courses should be conducted by either IDBF Coach Assessors or Assessors appointed by the IDBF Member concerned.

Pre-requisites. Be water confident and fit to helm, with experience in any sport as a competitor or have a teaching background but ideally a Candidate should hold either a Crew Helm Award or a coaching qualification from an allied or comparable water sport, accepted by the IDBF Member concerned.

Assessment is by means of the candidate passing a Crew Helm's Test or a confirmatory test of helming and boat handling; observation of the candidate delivering a crew briefing and giving basic commands.; teaching a crew basic paddling techniques and water safety routines; a question and answer session on the course syllabus.

Requirements. The candidate must pass all the modules that comprise the Award syllabus to qualify as a Foundation Coach but does not need to do them all at the same time. All the modules may be completed in a single weekend, in the case of those new to Dragon Boating or a single day for those with prior water or helming skills.

Qualification: The Foundation Coach Award qualifies the holder to helm a dragon boat and teach basic paddling; safety and crew techniques to young people and adults who are taking part in dragon boating as part of an organised water sports activity programme or in a centre approved by the IDBF Member concerned for dragon boat activities or as a recreational activity. The Foundation Coach should work closely with a Participation Coach.

The holder may supervise Crew Helms when they are engaged in Helming activities and assist a higher level coach in Crew Helm training and assessment.

Limitations. The Foundation Coach Award permits the holder to take responsibility for the crew and boat within the qualifications, guidelines and conditions attached to the award and is restricted to teaching on very sheltered or sheltered waters only.

To coach a crew in a Club environment or for competitive training sessions the IDBF recommendation is that the person concerned should hold at least a Participation Coaches Award, with ideally a Race Helm qualification, issued by the IDBF Member concerned.

The Foundation Coach Award - Course Modules

Complete Modules 1 to 5 inclusive or hold the Crew Helms Award

Module 6. Running a Training Session

This module should present the purpose of a training session. Paddling technique, warm ups, duration and feedback should be considered. This should be taught mainly on land but some water time would help with the paddle technique. Problems associated with training sessions should be discussed.

Module 7. Induction of a New Crew.

This module should revise the information in the IDBF Member's Crew Briefing Sheets and both the IDBF Member's and the IDBF Water Safety Policy. The delivery of the Crew Briefing should be taught as it addresses the key problems found when first taking out a crew. Assessment is by means of observing the candidate's delivery of a Crew Briefing to a group of participants.

Module 8. The Governance of Dragon Boat Sport.

This module should explain the nature and organisation of the IDBF Member and the IDBF (and Continental Federation, as appropriate) as the governing bodies of the sport. It should be taught from the appropriate IDBF Members and IDBF publications. Assessment should be by means of a written test.



IDBF NATIONAL COACHES AWARDS SCHEME

Award 3 – Coach Level 2 (CL2)

PARTICIPATION COACH AWARD

Introduction to the Award

The Participation Coaches Course. The course consists of practical, theoretical and teaching modules designed to confirm the techniques of Helming a dragon boat and cover the coaching skills necessary to teach beginners how to take part in dragon boat activities in a controlled recreational environment on Sheltered and Open waters and to participate as a Dragon Boat Crew, in a competitive environment.

Particular attention must be paid to those aspects of safety that are the responsibility of the person in charge of a dragon boat.

The Participation Coach will have completed a IDBF Crew Helm's Award course or Foundation Coaches Course or by virtue of previous experience in dragon boating (or allied water sport) will have been assessed and awarded a Helming Certificate by the IDBF Member concerned or deemed to be capable of passing the Course.

IDBF Members may include a Crew Helming Course and Foundation Coaches Course as part of the Participation Coaches Course. This will be dependant on the background knowledge and experience and potential abilities of the candidates

The Participation Coaches Course may be of one or two days' duration dependant on the general coaching qualifications and the practical experience of the candidates concerned, for example, whether or not they hold a Crew Helm or Foundation Coaches qualification.

The minimum length of time needed to cover the course syllabus, without the Helming element, is nine (9) hours.

The minimum length course is dependant on the **key** modules listed in the Summary of Syllabus Requirements for the Participation Coaches Award, shown above, being satisfactorily completed and the theoretical knowledge being assimilated through course notes and lectures and/or IDBF or IDBF Member publications.

The Participation Coach is suggested as a suitable award for a person in charge of Dragon Boating Activities at a water sports or outdoor activities centre.

The Participation Coach is capable of supervising Foundation Coaches and/ or Crew Helms in both recreational dragon boating and at Dragon Boat Festival Races and Sport Races.

PRE-REQUISITES, ASSESSMENT, REQUIREMENTS, QUALIFICATION AND AWARD LIMITATIONS.

All Participation Coaches Courses should be conducted by either IDBF Coach Assessors or Assessors appointed by the IDBF Member concerned.

Pre-requisites: Be water confident and fit to helm, with experience in any sport as a competitor or have a teaching background but ideally a Candidate should hold either a Crew Helm or Foundation Coach Award or a coaching qualification from an allied or comparable water sport, accepted by the IDBF member concerned. Gain a basic First Aid Qualification.

Assessment is by means of the candidate passing a Crew Helm's Test or a confirmatory test of helming and boat handling.

Confirmation or assessment of a candidates teaching abilities through observation of the candidate delivering a crew briefing and giving basic commands; teaching a crew basic paddling techniques and water safety routines.

The candidate will carry out a Risk Assessment; and be further assessed through a question and answer session and/or by taking a written test on the course syllabus and the structure of the sport. Emphasis will be placed on those aspects of safety that are the responsibility of the person in charge of a Dragon Boat.

A final question and answer session will be held to develop the idea of performance coaching skills in the committed Dragon Boat Racer.

Requirements. The candidate must cover all the modules that comprise the Award syllabus to qualify as a Participation Coach but does not need to do them all at the same time. All the modules may be completed in a single weekend, in the case of those new to Dragon Boating or a single day for those with prior water or helming skills.

Qualification: The Participation Coach Award qualifies the holder to Helm a dragon boat and teach basic paddling; safety and crew techniques to young people and adults who are taking part in dragon boating as part of an organised water sports activity programme or in a centre approved by the IDBF Member concerned for dragon boat activities. The holder of the Award will be capable of taking charge of such dragon boat activities.

The Award allows the successful candidate to introduce new crews to the sport of Dragon Boat Racing in both recreational and racing situations.

The holder may assess Crew Helms and supervise Foundation Coaches when they are engaged in dragon boating activities.

Limitations. This award permits the holder to take responsibility for the crew and boat within the qualifications, guidelines and conditions attached to the award and is valid for activities on very sheltered, sheltered and open water.

To coach Club based crews or to be responsible for Dragon Boat Club training session, the IDBF recommendation is that the Participation Coach should ideally hold a Race Helm qualification issued by the IDBF Member concerned, which would qualify the Participation Coach to helm and coach crews under all normal training and race conditions and to supervise the training of Race Helms.

The Participation Coach Award - Course Modules

Complete Modules 1 to 8 inclusive or hold the Foundation Coach Award

Module 9. Paddling Technique.

This module discusses the principles behind the basic Dragon Boat stroke. It looks at different paddling techniques and analysis of paddling, paying particular attention to common faults with novice paddlers.

Module 10 Principles of Training

This module should address the reason and purpose of training and consider some of the problems associated with designing a session. Assessment of Modules 9 & 10 is by means of the candidate preparing and delivering a training session to a functional Dragon Boat crew.

Module 11. Paddling Technique & Analysis.

This module looks at ways in which paddling techniques can be developed both within the individual and the crew as a whole. Problems associated with training sessions should be discussed. Information related to this module is covered in “ The coach in action” NCF. Introductory study pack 1. Assessment will be by means of a training session plan.

Module 12 Safety on Water Part 4, Dragon Boat Racing

This module should be taught from the current IDBF. Water Safety Procedures and Safety on Water leaflet and assessed by means of a written test.

Module 13 The Rules and Regulations of Dragon Boat Racing

This module should be taught from the Competition Regulations and Rules of Racing of the IDBF Member concerned, supplemented by the IDBF Regulations and Rules and assessed by means of a written test.

Full details of the Syllabus Modules and the NCAS Tests of Competency, are contained in PART.C of the NCAS Manual, which is available from the IDBF, on request.

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IDBF NATIONAL COACHES AWARDS SCHEME

SUMMARY OF SYLLABUS REQUIREMENTS

for the

FOUNDATION COACH AND PARTICIPATION COACH AWARDS.

* Required Modules from the Crew Helm Award. Priority

Module 1.	Crew Helming and Boat Handling.	Key
Module 2.	Basic Commands	Key
Module 3.	Safety on the Water Part 1 - The Crew	***
Module 4.	Safety on the Water Part 2 - Briefings	Key
Module 5.	Safety on the Water Part 3 – Capsize.	Key

** Required Modules for the Foundation Coach Award.

Modules 1 to 5 inclusive, plus

Module 6.	Induction of a New Crew.	Key
Module 7.	Running a Training Session	Key
Module 8.	The Governance of Dragon Boat Sport.	***

Required Modules for the Participation Coach Award.

Modules 1 to 8 inclusive, plus

Module 9.	Paddling Technique.	Key
Module 10	Principles of Training	Key
Module 11.	Paddling Technique Analysis.	Key
Module 12	Safety on the Water Part 4 – DB Racing.	***
Module 13	The Rules and Regulations of DB Racing	***

* Holders of the Crew Helm Award may be exempted these modules.

** Holders of the Foundation Coach Award may be exempted these modules.

*** These modules may be covered by course notes, hand-outs, and IDBF or IDBF Member publications or through questions and answers during other modules



IDBF NATIONAL COACHES AWARDS SCHEME MANUAL

PART B

NATIONAL PERFORMANCE AWARDS

FOR IDBF MEMBERS

Training and assessment concerning the personal skills required to Helm a Dragon Boat in Sport Racing Competitions and for Performance Coaching Awards, AT National Level, does not form part of the IDBF NCAS. Such Awards are a matter for IDBF Members to formulate.

However, the IDBF does recommend to its Members that a Coaching Awards Scheme should have as a minimum a Race Helm Award and a two levels of Performance Coaching Awards, as outlined below.

Race Helm

The Race Helm is an advanced personal skills award that requires a high standard of watermanship and racing awareness. The Race Helm Award is for those with experience of Steering (Helming) a dragon boat crew, in Sport Racing environment, that is in a regular series of races organised by an IDBF Member or by an organisation with IDBF Affiliate Status. Ideally, candidates for the Race Helm Award should already hold a lower personal skills award, such as a Crew Helm Award.

The Race Helm Award syllabus seeks to help develop 'racing skills' in the committed dragon boat racer. The Race Helm will be competent to steer a Dragon Boat in moving water and under formalised race conditions. The Race Helm Award is not a coaching qualification.

National Performance Coach (Coach Level 3)

The National Performance Coach Award should specifically aim to develop performance coaching skills in the committed Participation Coach. The Award should be developed for those coaches who wish to improve the performance of crews competing in Sport Racing up to and including National Championship level.

International Performance Coach (Coach Level 4)

The International Performance Coach Award should be a qualification for those coaches active in the IDBF Member's National Coach Training Scheme. The International Performance Coach must be capable of assessing up to Coach Level 3, as well as developing dragon boating on a regional and national level, including National Team Coaching.

REFERENCE DOCUMENTS

- IDBF Competition Regulations (CR) - available from www.idbf.org
- IDBF Rules of Racing (RR) - available from www.idbf.org
- IDBF Water Safety Policy (WSP) - available from www.idbf.org
- IDBF Anti-Doping Policy (ADP) - available from www.idbf.org
- IDBF Welfare Policy (WP) - available from www.idbf.org

IDBF Recommended National Coaching Schemes

Australian Dragon Boat Federation (AusDBF) - Coaching Logbook & Workbook

British Dragon Boat Racing Association (BDA) - Modular Coaching Scheme

ACKNOWLEDGEMENTS

The British Dragon Boat Racing Association – the BDA

The Coaches Awards Scheme outlined in this document is based on the Modular Coaching Scheme formulated by the BDA. IDBF Members wishing to adopt this scheme or adapt it for use in their own organisations may obtain the course material and detailed syllabi, via the IDBF. Such material will be provided under a franchise arrangement whereby an agreed cost 'per unit of material' supplied will be returned to the BDA by the IDBF. Such costs will be levied against the Course Organisers of the Coaches Award concerned.





NAME ...(IDBF MEMBER) COACHING AWARDS SCHEME

Personal Skill Award (PSA)

RACE HELM AWARD

Introduction to the award

This award specifically covers the skills necessary to race a crew safely over any normal sheltered water-racing course and under normal Northern Hemisphere summer racing conditions. The training course will normally be a single day at a water sports centre or continuous work with a suitably qualified Participation or Performance Coach, over a series of shorter sessions.

The Race Helm will have a good knowledge of the various factors which affect the running of a Dragon Boat under full power, e.g. wind, waves, wakes, water depth, heavy, unbalanced crew members etc. A working knowledge of the IDBF Member concerned Competition Regulations and Racing Rules will be necessary for the Race Helm to be effective in competition.

The candidate will be expected to have practised these skills before being assessed. It is also recommended that the candidate will have consulted the current coaching information of the IDBF Member concerned, together with the current IDBF Leaflet on Water Safety.

Pre-requisites, Requirements, Assessment and Limitations.

Pre-requisites. Hold an IDBF Crew Helm Award or a general Helming Award issued by the IDBF Member concerned and a basic First Aid Qualification

Requirements. The candidate should pass all the modules that comprise the Award syllabus to qualify as a Race Helm but does not need to do them all at the same time.

It is recommended that candidates keep a record of the number of races and at which they have Helmed under supervision. It is suggested that at least three such (3) races should be logged before taking the Race Helm training and assessment course.

Assessment. Assessment should be by means of observation by a suitably qualified coach, (Participation Coach with a Race Helm Award or Performance Coach is suggested) authorised by the IDBF Member concerned, together with a written test.

Limitations. It is suggested that the Race Helm award is appropriate for those wishing to Helm on a regular basis, in Festival or Sport Racing competitions organised by an IDBF Member or an IDBF Affiliate. The award should not be considered as a coaching award.

Summary of the Award

Successful Candidates will have the ability to Helm a Dragon Boat in a racing environment, with a novice or experienced crew in a safe and controlled manner; relate to crew members and be able to communicate effectively with them; motivate them and ensure that they are correctly dressed for the weather and water conditions that they are racing in; be able to administer first aid to crew members; have a working knowledge of the Competition Regulations and Racing Rules appertaining to the events they are racing in.

The Race Helm Award - Course Modules

Module RH1 The Rules and Regulations of Racing

This module should cover the Competition Regulations and Racing Rules of the IDBF Member concerned by means of individual study of the documents concerned, including reference to the IDBF Rules of Racing and through practical experience gained from Dragon Boat Racing. This module should be assessed by means of a written test.

Module RH2 Safety on Water - Competitive Racing

This module should be taught from the current IDBF Water Safety Policy, with particular reference to the IDBF Safety on Water Leaflet and IDBF Safety Procedures. This module should be assessed by means of a written test.

Module RH3 Race Helming

This module will deal with the skills necessary to handle a crew under race conditions, particularly at National Championship level. It should be taught by water and dry land sessions but stress needs to be placed on the fact that the skills need to be practised on a regular basis in racing situations. This module should be assessed by means of observation at three (3) Dragon Boat Races sanctioned by the IDBF Member concerned or the IDBF, together with a written test.

If the Race Helm does not hold an IDBF Crew Helm's Award or an equivalent Helming Certificate issue by the IDBF Member concerned, it is strongly recommended that the candidate should also complete the following modules from the IDBF Crew Helm Award syllabus:-

CH Module 1 Safety on the Water Part 1 - Crew activities

This should be taught from the current IDBF Safety on Water leaflet, supplemented by other relevant safety requirements of the IDBF Member concerned or by Health and Safety Legislation in force in the Country or Territory, in which the Crew Helm's Course is being conducted. The candidate should Have an awareness of Risk Management and the Candidates own role within the process. This module should be assessed by means of a question and answer session.

CH Module 2. Safety on the Water Part 2 – The Crew Briefing

This module should be taught from the IDBF Member's Crew Briefing Information Sheets and the IDBF Water Safety Policy Document. The candidate will have a good understanding of both and be practised in the delivery of crew briefings. Assessment should be by means of a question and answer session.

CH Module 3. Safety on Water Part 3 – The Capsize Routine.

This module should cover the theory and practice of the capsize routine. The candidate will have full knowledge of the routine and be assessed by a practical controlled capsize routine on sheltered or very sheltered water, whilst in charge of a crew and Helming.

The candidate will demonstrate a working knowledge of Rescue and Recovery techniques required for a capsized boat. This will include retrieval of all crew into a powered support boat(s), towing a Dragon Boat and use of any specialist rescue equipment available to the location where the capsize is being conducted.



NAME ...(IDBF MEMBER) COACHING AWARDS SCHEME

Performance Coaching Award – Coach Level 3 (CL3)

NATIONAL PERFORMANCE COACH

Introduction to the award

The National Performance Coach Award. This award specifically aims to develop performance coaching skills in the committed Dragon Boat Coach. The National Performance Coach will operate at the Participation and Performance level of the sport.

This award is focussed towards independent action of the candidate, who will be encouraged to develop their skills under the guidance of a higher-level coach and log their progression.

The course will pay particular attention to providing the skills and knowledge needed to coach at this level. The candidate will be expected to have practised these skills before being assessed.

It is also recommended that the candidate will have consulted the current Handbook of the IDBF Member for up to date information, together with the Member's Water Safety Policy.

Assessment, pre-requisites and limitations

Assessment by an International Performance Coach (Coach Level 4)

Pre-requisite to hold an IDBF Performance Coach Award or an equivalent coaching certificate issued by the IDBF Member concerned. Be aged 18 or over.

It is expected that the candidate for this award would be taught the information in the various modules and discuss the timing of their assessment with an assessor. An action plan would be developed, identifying goals and setting targets for future assessments.

Module NPC 1 will be assessed by observation by the assessor of the candidate analysing paddle techniques, either live or on video. Modules NPC 2, 3 and 4 will be assessed by a written test, each section of which can be done separately. Module NPC 5 needs to be completed but is not assessed.

The candidate will be assessed on the planning and presentation of a topic of their choice related to Dragon Boat Racing and on the planning and delivery of a training session to an experienced crew.

The successful candidate will then be required to log their Dragon Boat activities and have their logbook signed by a International Performance Coach (Coach Level 4)

The National Performance Coach Award qualifies the holder to train and assess candidates for the coaching and skills awards following awards that they hold themselves, such as, Helming Awards and lower level Coach Awards, for example Coach levels 1 and 2.

The National Performance Coach Award - Course Modules

Module NPC.1 Paddling Technique and Analysis for Development

- This module will look at ways in which paddling technique can be developed both within the individual and the team as a whole.
- The use of video in technique analysis
- The use of training aids such as O1's and paddle machines

Module NPC.2 The Physiology of Training

- This unit looks at the way in which the various body systems can be improved by training.
- Information related to this module can be found in the NCF home study packs, Structure of the body, Sports Mechanics and Sports physiology.

Module NPC.3 Training Programmes

- This module will address the long-term training of teams and individuals. Macro and Micro cycles should be considered.
- The fact that most clubs do not have a huge regular attendance will be discussed and possible solutions considered.
- Information related to this module can be found in the NCF home study pack, Planning your programme

Module NPC.4 Race tactics and psychology of racing.

- This module will consider the race tactics taught in module 5. How are these to be taught to a new crew or helm.
- Information related to this module can be found in The NCF Books, Building Self Confidence, Handling pressure, Improving concentration and Imagery Training.

Module NPC.5 Running Courses and Assessment of Awards

- This module covers the guidelines for the running of courses.
- How to carry out assessments
- Where to find resources for coaching and running courses



NAME ...(IDBF MEMBER) COACHING AWARDS SCHEME

Performance Coaching Award – Coach Level 4 (CL4)

INTERNATIONAL PERFORMANCE COACH

An International Performance Coach (Coach Level 4) will be currently active in the IDBF Member's Coaching Scheme, training and assessing up to National Performance Coach level (Coach Level 3) and developing dragon boating on a regional and national level.

Some examples of activities that would elevate a candidate from National Performance Coach (Level 3) to International Performance Coach (Level 4) would be:-

- Involved in coaching the National Teams
- International experience
- Involvement in the development of the coaching scheme.
- Experience of teaching other coaches
- Involvement in continual grass roots development of the sport.

Assessment, pre-requisites and limitations

Assessment by an International Performance Coach plus at least one other member of the IDBF Member's National Coaching Committee or Regional equivalent.

- Pre-requisites. Must be a National Performance Coach.
- International Performance Coaches will only be appointed on application to the
* National Coaching Committee or via a Regional equivalent.
- Stage one of the application would be the presentation of a full curriculum vitae to the
*National Director of Coaching (via the Regional Director, if appointed) together with a notice of support from a National or International Performance Coach.
- Stage two would be a documented presentation to a International Performance Coach together with at least one other coach and interested parties. This could take a variety of forms which, should be discussed with the candidate.
- Stage three would be an interview with members of the * National Director of Coaching and Members of the * National Coaching Committee.
- The successful candidate will then be required to log their Dragon Boat activities and have their logbook signed by the * National Director of Coaching.
- In Countries with a large geographical 'footprint' it may be more appropriate and practical for these stages to be conducted or referred to Regional or Area organisations, if such exist and they have the appropriately qualified coaches in their areas/regions.

THE CREW HELM - Test of Competence

The test is to be carried out on very sheltered or sheltered waters – see definitions and the Boat Crew should not consist of less than 12 paddlers and a drummer in a 12 metre (40') long boat) and 6 paddlers and a drummer in a 9 metre long (30') boat

THE CREW HELM will demonstrate the following practical skills during the test:-

1. Ensure that the boat is “water-worthy” and securely fitted out with its appropriate equipment. For example ensure that the drum and drummer’s seat are securely attached; that the helming arm and oar are fastened securely; that there are painter lines at the back and front of the boat and there are sufficient bailers are on board.

Load the boat with due attention to balance and trim. Be aware of different loading methods in different environments (Pontoon, River Bank, Beach)

3. Inform the crew of the safety procedures, including the capsize drill, and demonstrate basic paddling techniques.

4. Inform the crew of the commands that are to be used during the session

5. Steer the boat away from the bank or pontoon, with due regard of the prevailing conditions and any local hazards.

6. Demonstrate the ability to maintain a straight course for a minimum of 100 metres with the crew paddling at a steady rate and demonstrate turns to right and left, under power. The boat should then be returned to its original course.

7. Steer a figure of eight (8) course at manoeuvring speed as directed by the assessor. Turn the boat through 180 degrees, whilst stationary. The use of the crew is at the discretion of the Helm.

8 The helm should be able to introduce basic ‘timing drills’ to the crew and integrate them into games and fun-based activities.

9. Instruct the crew in bracing and stopping the boat, demonstrate an emergency stop when the boat is running at full power and demonstrate bracing the boat on the move. The boat must be brought to an absolute stop within two boats lengths.

10. Demonstrate the appropriate procedure for returning to the bank or pontoon. Unload the crew and secure the boat in an approved manner whilst making allowances for the prevailing conditions.

11. Throughout the test the Helm should remain in control of the boat, demonstrating good watermanship. That is: showing awareness of other craft changing weather conditions etc. and have a working knowledge of the basic commands relevant to Dragon Boat Racing.

12. The Helm should be able to answer basic questions on Dragon Boating in general and the governance of Dragon Boat Sport.