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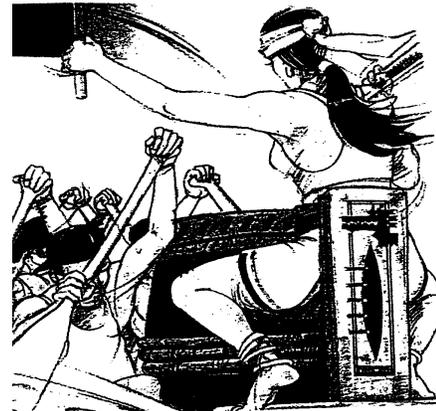
'The World Governing Body of Dragon Boat Sport'

Member of the General Association of International Sports Federations

The PARTICIPATION COACH Award

Extracted from the IDBF
Coaches Award Scheme

for IDBF Members



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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 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 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 - Outline of Course Modules

Complete Modules 1 to 5 of the Crew Helm Award and Modules 6 to 8 of the Foundation Coach Award as part of the Participation Coach Course

OR

hold the Crew Helms Award and/or Foundation Coach Award

AND COMPLETE

Modules 9 to 13 inclusive of the Participation Coach Course

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.

SUMMARY OF SYLLABUS REQUIREMENTS

for the

PARTICIPATION COACH AWARD.

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 from 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.	*

Additional 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	*

Notes:

1. Holders of the Crew Helm Award may be exempted modules 1 - 5.
2. Holders of the Foundation Coach Award may be exempted modules 1 - 8.
3. * 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 PARTICIPATION COACH AWARD SYLLABI

Complete Modules 1 to 5 – Crew Helms Syllabi AND 6 to 8 – Foundation Coach Syllabi. plus

Module 9 Paddling Technique

This module discusses the principles behind the basic Dragon Boat stroke.

Resource- Booklets on Paddling Technique and the Dragon Boat Stroke.

9.1 The Dragon Boat Stroke

Candidates should be taught how an understanding of the following key points is needed in order to give a new crew a good training session.

- The set up
- The catch
- The pull
- The recovery
- The need for good timing
- Determination of Stroke Rate

9.2 Paddle Drills

Candidates should be taught the following common paddle drills that are used to improve technique:-

- Straight arm paddling.
- Pause action (Single stroking)
- Slow stroking to differentiate the catch, pull and recovery.
- Foot pushing, to bring to transmission of force.
- Individual pair paddling, small unit paddling.
- Varying the position of the grip to change leverage.
- Eyes closed paddling for timing
- Silent paddling to improve catch

Note, these are only a few of the common drills. It is expected that coaches will add their own drills to the list.

9.3 Common Faults

Candidates should be taught how to identify and correct the following :-

- Poor timing
- Poor body position
- Lack of reach
- Poor catch
- Lack of depth of blade
- Lack of rotation
- Poor extraction of the blade
- Lack of body action

Note, these are only a few of the common faults. It is expected that coaches will add to the list.

Module 11

Paddling Technique Analysis

This module will look at ways in which paddling technique can be developed both within the individual and the team as a whole.

11.1 Paddling technique

Candidates should be taught:-

- The need for a good set up.
- The purpose of the catch.
- Moving the boat past the paddle
- Core stability and application of power
- The need for an effective recovery
- Timing the power point.

11.2 Analysis of technique

Candidates should be taught:-

- How to give feedback to the individual and the crew
- The need for positive feedback
- The use of video for analysis
- To identify common faults and offer solutions if they are requested.

11.3 Use of training aids

Candidates should be taught:-

- The use of O1's in individual training and performance monitoring
- The use of C1's and C2's for training and performance monitoring
- The use of paddle machines for individual training and performance monitoring

Module 12

Safety on the Water - Part 4,

DRAGON BOAT RACING EVENTS

This should be taught from the current IDBF Water Safety Policy documents.

At this stage of training, the points to be considered are covered in the Competitive Events section, of the policy document.

12.1 Sport Racing

- Definition of Sport Racing
- Competition Classes
- Safety of Crew Members
- Event Safety Requirements
- Responsibilities of the Race Officials

12.2 Festival Racing

- Definition of Festival Racing
- Standards, Race Permits and Competition Classes
- Safety of Crew Members
- Event Organisation
- Race Officials and their Duties

Module 13 **The Regulations and Rules of Racing**

It is essential that the candidate has a good working knowledge of the rules and regulations that relate to racing.

13.1 Competition Regulations

Candidates should be taught information related to standard competitions from the IDBF Members Competition Regulations and where appropriate the IDBF Competition Regulations or IDBF Affiliates Regulations..

- Racing and competition classes
- Crew composition
- Dragon Boats and equipment
- Racing distances and courses
- Competition Organisation
- Disciplinary matters
- National Competition
- The Racing Dragon Boat Paddle
- Water safety policy
- Anti-doping policy

13.2 Rules of Racing

Candidates should be taught information related to standard competitions from the IDBF Member's Rules of Racing, highlighting any differences with the IDBF Rules of Racing.

- General rules and control
- Duties of race officials
- Conduct of crews
- Starting and finishing procedures
- Disputes, protests and appeals
- IDBF Member's Disciplinary Code and IDBF Disciplinary Code.