



Self Employed Learn to Kayak Coach & Co-ordinator

Norwich Canoe club is an inclusive, inspiring, volunteer led community club. The ethos of the club is inclusivity providing a significant and positive contribution to its local community. This ethos should form the guiding principle of anyone that works in or for the club whether a volunteer or self-employed coach.

This is a self employed role and a contract for services. We will agree to an overall price that will cover all the tasks required to promote, organise and arrange coaching for new beginners (all ages).

Location: Multiple locations with the base being Norwich Canoe Club

Purpose

To build on and continue ground work already done by club members in recruiting new paddlers to take part in kayaking at Norwich Canoe Club. These new paddlers will be predominantly junior paddlers but also some over 18s. You will consolidate current school relationships, develop links with new schools, children's clubs, Scouts, Guides and other children's activity providers; actively seeking to include juniors with disabilities, minorities and seeking to ensure equality across genders. As well as organising you will also coach beginner sessions on the water.

The vision for this role is to increase club membership as well as bringing in revenue through the organisation of beginners Learn to Kayak introductory sessions. It is expected that this role will work independently and autonomously whilst liaising with the existing coaches, the club committee and junior volunteers. Some weekend working will be necessary.

You will have considerable input into the strategy for paddler recruitment and be responsible for administration and organisation of the Learn to Kayak courses (LTK) liaising closely with other coaches where necessary. You will also be in regular working contact with the club's treasurer and membership volunteers. You will coach sessions on the water and part of your role is to encourage and ensure a smooth transition aiming for a 10% conversion rate of those paddlers becoming long term members of Norwich Canoe Club.

You will

Help to organise the Royal Norfolk Show Stand and the Festival of Sport at Holkham Hall and any other events, actively seeking out those events that might create interest in the LTK courses.

Develop new ways of assisting the community and encouraging grass roots kayaking.

For the purposes of good communication Norwich Canoe Club will allocate a performance coach to be your point of contact.

Further detail

To co-ordinate all introductions to Norwich Canoe Club.

To include organising/creating a plan, advertising and allocating spaces to all LTK courses.

These courses will run predominantly from Easter to the end of September, there may be flexibility on dates according to demand and weather.

Format

Taster: 1 Hour session (minimum of 4 students) @ £10 per person.

1 day: 6 Hours (minimum of 4 students) @ £45 per person.

2 x half day: 2 x 3 Hours (minimum of 4 students) @ £45 per person.

3 session introduction (this can be made weekly or daily) this package is designed for people that work or can't commit to weekdays Monday-Friday so weekends or evenings.

Provide a monthly report to the Committee to include but not be limited to the figures for additional members, schools approached and outcomes, course bookings, additional coaches required and costings - please be aware that other information may be requested and should be provided in a timely fashion.

Enrolment

Liaise and visit schools, promotional shows (for example the Royal Norfolk Show/sports rallies) and other development opportunities. In particular have a stand at school fetes to offer taster sessions and promote the LTK courses to both students and parents. Actively go into schools (assemblies/after schools clubs) taking equipment and providing demonstrations to encourage new members and others wishing to participate in canoe sport. The club has an online enrolment system which would also be managed by this post.

Programme

To provide an annual programme of LTK courses and school sessions. A guide is shown below:

Oct, Nov, Dec, Jan. Visit those schools with facilities that have a pool or can visit the club during school. Sessions can take place either in the pool or at the club with the same charges made as per the format listed earlier. The pool groups would have two visits to the club to convert the pool sessions to paddling from the club before deciding whether to join the club.

Feb, March, April. Visits to those schools that can now come to the club after school or during half term/Easter.

May, June, July. Primary schools, shows, fetes and sport festivals. Primary schools require instant access to LTK and they are less busy during this term. This is also the time of year for shows, fetes etc. so a good time for setting the summer holiday period for LTK courses.

August & September. Run LTK courses throughout summer holidays and into September.

Coaches

Organise the coaches for the sessions planned. We would expect the person in this role to coach a significant number of the introductory (LTK) sessions, as well as organising other qualified coaches to support or lead. Coaching changes or substitutions can be made as long as the substitute coach currently carries at least the same level coaching qualification and is legally able to complete the work e.g. an appropriate DBS check through Norwich Canoe Club.

Note: If substituting for a session that you would ordinarily be providing you will be expected to compensate the coach.

Communication

The person in the role will communicate and organise with new beginners that have completed their course, to be “handed over” to other coaches in the canoe club for further beginner sessions. The club has many volunteer coaches who operate a “buddy” system who can help deliver these sessions.

This role will also liaise significantly with and work in tandem with Norwich Canoe Clubs Junior Performance and Para Coach role. This role should dovetail the performance and para coach role with the view of retention of any new members and beginners. The Performance coach will provide support to new members having taken a handover from the LTK Co-ordinator and will supplement the buddy system above.

This is an evidence based role with the coach being required to keep databases on appropriate software (such as Microsoft Excel) of schools approached, feedback and numbers.

Costing, Cost Overruns and Invoicing

There are 3 areas of work:

1. Admin: contact schools, make the links, set up visits.
2. Run the sessions and organise extra coaching if numbers require.
3. Attend fetes, sports days, shows etc.

In addition, there is work to be done for the new members that wish to join the club and get started at the club. This is currently done by the buddy up system already established and coaching rota. This post manages the coaching rota that provides cover for Saturday at 10 and Wednesday evenings.

The engagement is for an overall annual price to deliver numbers 1 and 3 shown above, we invite the individual to submit their own cost but provide an indicative number of hours allocated to each section below.

Area of Work	Monthly Avg	Hour per Year	Rate (£)	Time per Month	Cost per Year (£)
Admin Monthly		384	15	32	5,760
Visits					
Half day	2	96	15	8	1,440
Full day	1	92	15	8	1,440
Total for 1 and 3					8,640
Coaching					
10 week @ 40 hrs		480	15		
34 weeks @ 6 hrs		204	15		
Total hrs coaching 2		684	15		10,260
Potential total for the year					18,900

The actual coaching of the courses is then paid only if the course goes ahead and will be at a separate hourly rate of £15.00 per hour. The annual price not including section 2 can be paid at regular intervals for example monthly. Any payments for the LTK courses (2) will be invoiced monthly in arrears as they actually happen throughout the year, any further activities beyond that envisaged must be approved prior to invoicing. Please note that due to the variability of demand for

the LTK courses it is the admin element that is a fixed cost, with the coaching element going up or down in line with delivery of the courses.

Detailed invoices showing activities and achievements should be submitted at the agreed payment intervals to the treasurer who will with best endeavours pay 14 days from receipt of invoice.

Contract Duration

The contract will be a contract for services and will be a fixed term contract for 12 months but with the ability to extend beyond.

We will carry out regular contract performance reviews based on achievement of the KPIs over the course of the contract. We reserve the right to terminate the contract with three months notice, you may also terminate this contract with three months notice.

Minimum Qualifications

Current British Canoeing Level Two or above

Or Coach Award

Disclosure Barring Service (DBS) checked by Norwich Canoe Club

Functional Requirements			
Manual handling	Yes	Prevention and management of aggression during stressful situations	Yes
VDU user	Yes	Crouching/stooping or kneeling	Yes
Water rescue	Yes		

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