

Training & Assessment Reimbursement Scheme

Written by Leon Conway

Thursday, 20 May 2010 13:00 - Last Updated Thursday, 12 December 2019 16:34

East Coast Sea Kayaking Club

Training & Assessment Reimbursement Scheme.

Version 6. Amended December 2018.

Background

The East Coast Sea Kayaking Club (“the club”) provides sea kayaking trips for all members through club meets led by suitably qualified leaders. The leaders are drawn from the membership of the club and give their services to the club without financial reward. In order to maintain this system of competent and committed leadership for the benefit of all members, the club requires a steady stream of proficient club paddlers willing to train and qualify as leaders.

Purpose and Rules of the Scheme.

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The first priority of the scheme therefore, is to facilitate the emergence of suitably qualified club leaders who hold advanced qualifications in skills proficiency and leadership.

The second priority of the scheme is to encourage the uptake of training generally within the club. Training is beneficial to everyone as it increases the overall skill level within the club. This in turn enhances safety within the kayaking group and makes possible some trips that otherwise might not be so.

All members are therefore encouraged to apply for reimbursement under this scheme where applicable.

Claims will be assessed by the club's Chair, Training & Development Officer and Leaders' Officer together.

1) Who May Claim?

All fully subscribed and insured members of the club are entitled to claim for training and / or assessment reimbursement under the terms of this scheme. Associate members and members whose subscriptions to the club are in arrears are not entitled to claim.

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2) For What Training May I Claim?

a) You may claim in respect of both training (20% of cost, for courses listed i to iv) and successful assessment costs (50% of cost for all courses) for the following Canoeing Ireland and British Canoe Union courses:

i) *Level 4 Sea Kayak Skills* award (CI),

ii) *Level 5 Sea Kayak Skills* award (CI),

iii) *4* Sea Kayak Leader* award (BCU),

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iv) *5* Sea Kayak Leader* award (BCU).

v) *Level 3 Sea Kayak Skills* award (CI) - assessment only

vi) *3* Sea Kayak* award (BCU) - Assessment only.

NB: With the exception of level 3 courses, you may claim for training in respect of the above courses on a stand alone basis, i.e. you may claim without having to take assessment in the same course.

NB: In respect of the above courses, you may claim only for assessments which you have passed.

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b) You may claim in respect of 20% of costs for the following Canoeing Ireland and British Canoe Union courses. (club approved leaders can claim up to 50% of the cost of REC3/4 or WFA training):

i) First Aid certification which is recognised by CI and BCU. Specifically, these are:

(a) *Rescue Emergency Care 3 (REC 3),*

(b) *Rescue Emergency Care 4 (REC 4),*

(c) *Wilderness First Aid (WFA 3),*

(d) *Wilderness First Aid Advanced,*

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ii) Marine VHF radio certification (SRC1 and 2),

iii) Essential Coastal Navigation (CI),

iv) Advanced coastal Navigation (CI),

v) Coastal Navigation & Tidal Planning (BCU),

vi) Open Water Navigation (BCU).

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NB: You may claim only in respect of training courses above which you have attended in full and for which you have been awarded a pass certificate.

c) You may claim in respect of assessment costs only (50%) for the following courses:

i) *Level 2 Kayak Instructor (CI),*

ii) *Level 3 Sea Kayak Instructor (CI),*

iii) *Level 4 Sea Kayak Instructor (CI),*

iv) *Level 2 Coach (BCU),*

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v) *Level 2 Coach with Moderate Water Endorsement* (BCU),

vi) *Level 3 Coach* (BCU),

vii) *Level 3 Coach with Advanced Water Endorsement* (BCU).

NB: In respect of the above courses, you may claim only for assessments which you have passed.

d) Alternative training and assessments (e.g. *Euro Paddle Pass* awards and qualifications) which are broadly equivalent in nature and level to those listed above, may be eligible for reimbursement. Claims made in relation to such, will be assessed by the club's Chair, Training & Development Officer and Leaders' Officer together on a case by case basis.

3) To What Maximum Amount may I Claim?

An applicant may claim in relation to a maximum of any two of the above listed courses per annum.

Where full or partial reimbursement has been made from another organisation / source other than the club (or where the intention is at any point in time, to claim from another organisation / source), the amount reimbursed by ECSKC will be reduced as required to ensure that the total received by the applicant from all sources does not exceed the cost of the training or assessment for the course in question.

Club members claiming reimbursement from ECSKC for training or assessment re above courses, are obliged to inform the club if they have already claimed or intend to claim reimbursement from any other organisation / source other than the club.

4) How and When May I Make a Claim?

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i) For the courses listed under 2(a), i to iv above, 20% reimbursement of training costs (where applicable) may be claimed retrospectively once the applicant has led a minimum of six club trips at club meets. Trips led as a trainee leader will also count towards this total.

ii) For the courses listed under 2(a) , i to vi, above, 50% of assessment costs may be claimed immediately upon passing the assessment.

iii) For the courses listed under 2(b) above, 20% reimbursement claims may be submitted immediately upon presentation of certificate / verification of successful completion.

iv) For the courses listed under 2(c) above, 50% of assessment costs may be claimed immediately upon passing the assessment.

v) A valid, dated receipt for the training received and / or assessment(s) passed must be submitted to the club Treasurer in order to claim under this scheme. All claims must be made within twelve months of the date of training or assessment as applicable.

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