

WRF RIVER GUIDE TRAINING PROGRAMME HANDBOOK

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1. Management of the WRF National Training Programme

The WRF has developed and manages a Training Programme for River Guide and Coach in collaboration with National Federations; it's a system where the Training Programme for River Guide and Coach does not replace the National Training Programmes but acts at National Federation's request by training national technicians in order to make them autonomous, thus achieving common training standards.

The WRF National Training Programme can be managed in three distinct ways:

I. Autonomous Management by the Recognized National Federation

- a) **A National Federation ("NF"), recognised by WRF, retains the autonomy to manage the national programme if it has appointed a national Training Commission or a National Responsible for conducting trainings, courses and exams and its national training programme is activated.**
- b) Each National Federation should appoint its National Instructors and register them on the WRF platform (see point 4 of this document), unless otherwise agreed by WRF.
- c) The National Federation – through its Commission or Responsible – has to establish a calendar of courses and exams and promote it at national level.
- d) The National Instructors oversee the training programme within the Country according to the NF Training Calendar, adhering to the directives provided by the

National Federation within the framework of the "WRF management of the Training Programme for River Guide & Coach" (according to the indications referred to point 4 of this document).

- e) Upon exam/course completion, the National Federation is responsible for validating the certifications issued by the Instructors (according to the indications referred to point 5 of this document).

II. Authorization of WRF Instructors by the Recognized National Federation:

- a) If the conditions of point 1.I.a) are not met, **a National Federation, recognized by WRF, has the authority to grant permission to WRF Instructors to operate within the Country on its behalf. The permit is granted without any intervention.**
- b) The WRF Instructors are required to notify the National Federation and WRF of their intent to organize a course/exam through the designated form (Annex A).
- c) The National Federation can oppose the organization of the course, informing the WRF Instructor and the WRF secretariat.
- d) The National Federation should promote the calendar of courses and exams at national level.
- e) Under the umbrella of the NF, the WRF Instructors can run course and exam (according to the indications referred to point 4 of this document).
- f) Upon exam/course completion, the National Federation is responsible for validating the certifications issued by the Instructors (according to the indications referred to point 5 of this document).

III. Management by WRF Instructors in Countries without WRF Member

- a) **In countries where a WRF Member does not exist, WRF Instructors are empowered to oversee courses and exams.**
- b) WRF Instructors are required to notify the WRF of their intent to organize a course/exam through the designated form (Annex A).
- c) The WRF Instructors can run course and exam (according to the indications referred to point 4 of this document).
- d) A comprehensive final report for each course/exam conducted must be submitted to WRF Secretariat.
- e) At the conclusion of the course, the WRF Secretariat will validate the certifications granted by the Instructors.

2. WRF River Guide Card

All the River Guides certified by WRF National Federations according to WRF Rules have to be in possession of the **WRF online Membership card** to enjoy the benefits of their *status*.

This card, that expires after 12 months, **doesn't replace the national membership** unless otherwise stipulated by your National Federation. At its expiration, the card must be renewed following the link that the River Guide will be received automatically by the system.

3. NATIONAL FEDERATION FEE. PAYMENT SETTING ON THE PLATFORM

Each National Federation can establish the **national membership fee** based on the specific needs and procedures of each country (in addition to the WRF membership fee) which will support the activities of the national federation. Indeed, when a river guide registers on the Platform, the WRF membership fee has to be paid. Each NF can set an additional fee, that will be paid directly to the NF.

The amount of the National Federation's fee has to be communicated to WRF Secretariat for its validation.

Example:

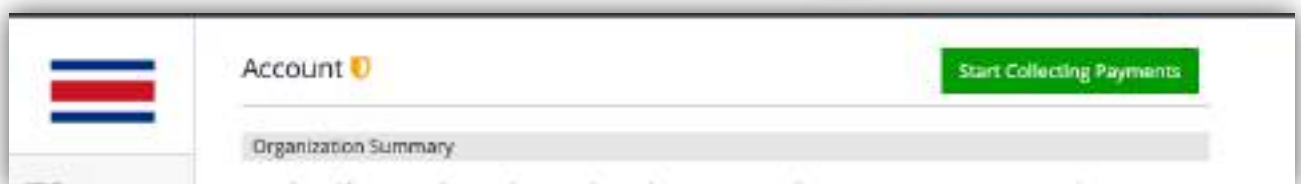
World Rafting Fee	National Federation fee	Total
15,00 Euro	15,00 Euro	30,00 Euro

Setting the Stripe account is the first step to collect fees. It can be done from the page "Account" on NF dashboard.

The Administrator can login in the NF dashboard by personal credentials (<https://wrf.rsportz.com/login>) and manage the NF profile ("My organizations").



NF dashboard example:



Where a WRF National Federation doesn't exist, the system is managed directly by WRF.

4. MANAGEMENT OF A COURSE/EXAM

The National Instructor have to manage the course/exam according to the indication of each National Federation and to the WRF Guidelines.

Before each course/exam, each candidate must be registered on the WRF platform. This registration through the platform will facilitate the management of the official records as well as the international mobility of the River Guides.

The registration procedure is very simple!

This [link \(https://wrf.rsportz.com/memberships\)](https://wrf.rsportz.com/memberships) will bring you to the "Membership Type" page.



Choose your membership type: click **"I WANT TO REGISTER AS WRF RIVER GUIDE"** or **"I WANT TO REGISTER AS WRF PARA-ATHLETE"**.

The procedure is the same for all the class (Class II, III, IV/A, National Instructor).

If you have already a WRF account, log in. Otherwise you can create a new one: you need just your email. You can also use Facebook account instead of an email address.

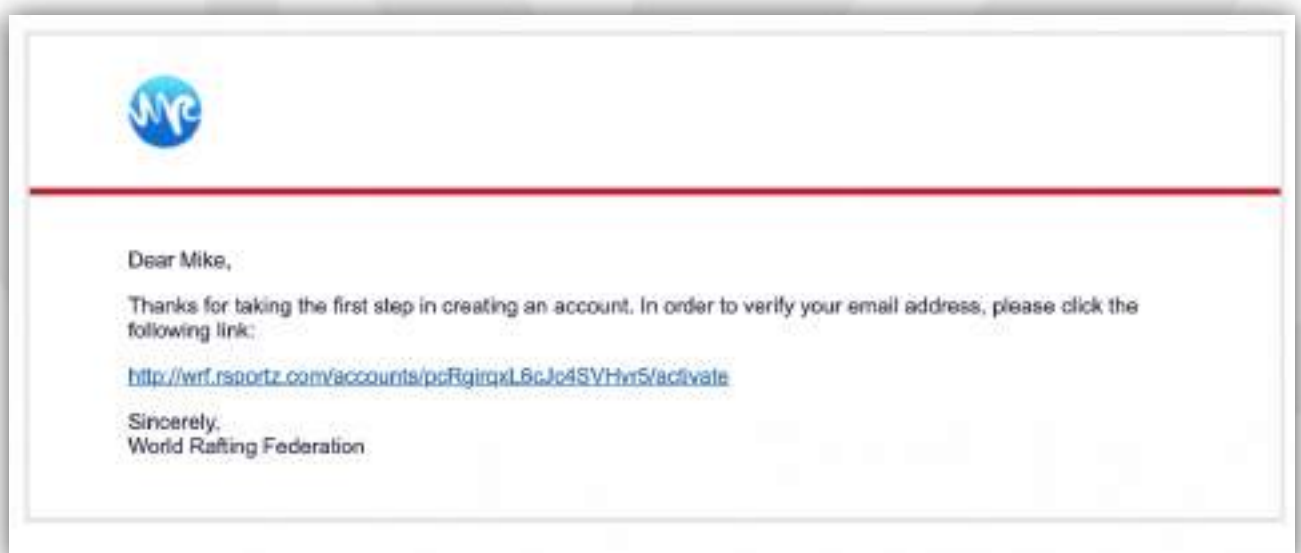


The image shows a web form titled "STEP 1: LOGIN OR CREATE AN ACCOUNT". At the top, there are two tabs: "New Account" and "Existing Account". The "New Account" tab is selected. Below the tabs, there are input fields for "First name", "Last name", and "Email". There are also fields for "Password" and "Repeat password". A checkbox is present with the text "I verify that I am at least 13 years of age and agree to Terms of Use and Privacy Policy". At the bottom, there are two buttons: "Login Account" and "Create account (with email)".

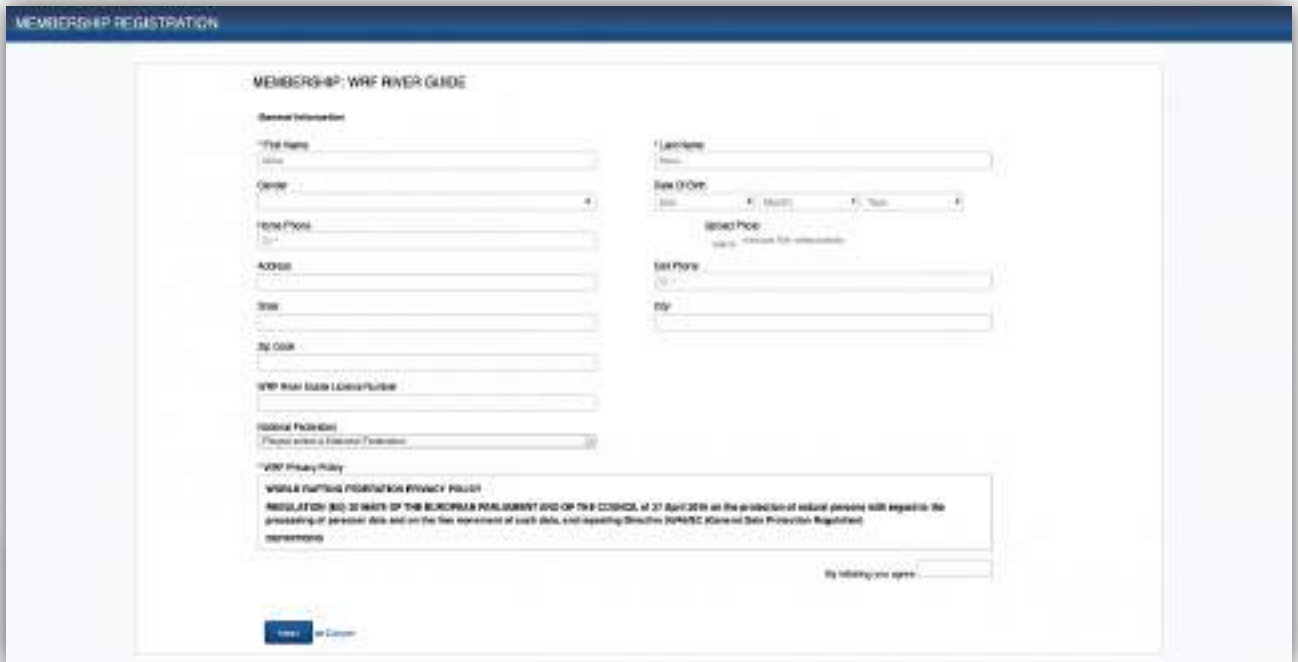
If you created a new account, a verification link will be sent to the email address that you provided.



Check your mailbox (and the spam folder) and verify your email address by clicking the link inserted in the email verification.



Fill the following form in and...



WRF River Guide License Number is the identification number given by the National Federation (ex. TUR0001). If you have still not received it, the field must be left empty.

Remember to indicate the National Federation that will certify your level (the organization of the Country where the course/exam is held).

Click "**Next**" and go to the "**Payment Page**" in order to complete the process.

When you complete the process, you are registered as "WRF River Guide" but the online card showing your class will not available until the National Federation verifies your status. If you registered without having the necessary requirements, your profile will be deleted.

REGISTER AS RIVER GUIDE

The River Guide card remains invalid until it receives certification from the NF.

5. MANAGEMENT OF THE CERTIFICATIONS

After every exam or course, the Instructors have to inform the National Secretariat (or the WRF Secretariat if the activity is run in a Country where a WRF member doesn't exist) about the results of the course/exam.

On the basis of this information, the National Federation has to assign the correspondent level (II, III, IV/A or National Instructor) to the candidate.

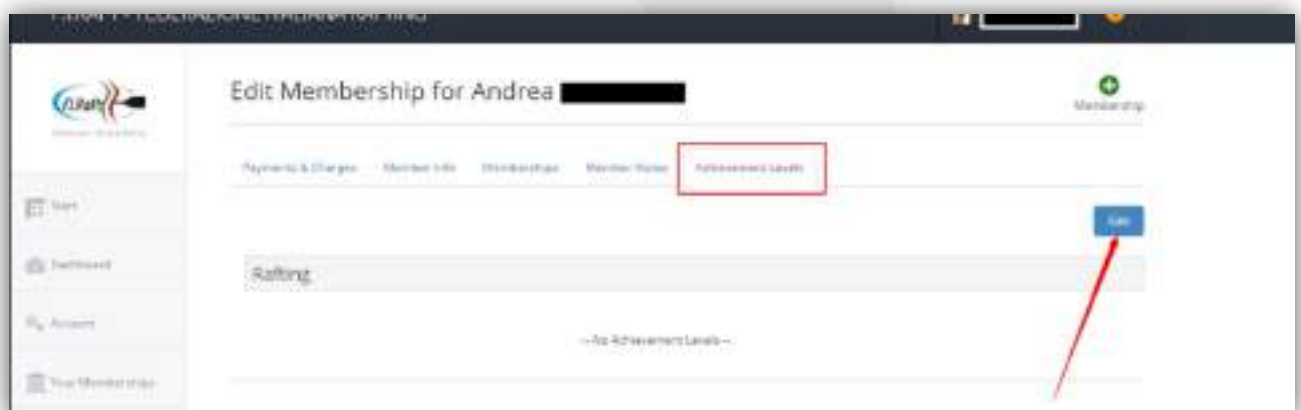
The manager of the National Federation profile has to log the National Federation account in.

RIVER GUIDE LEVEL AWARD

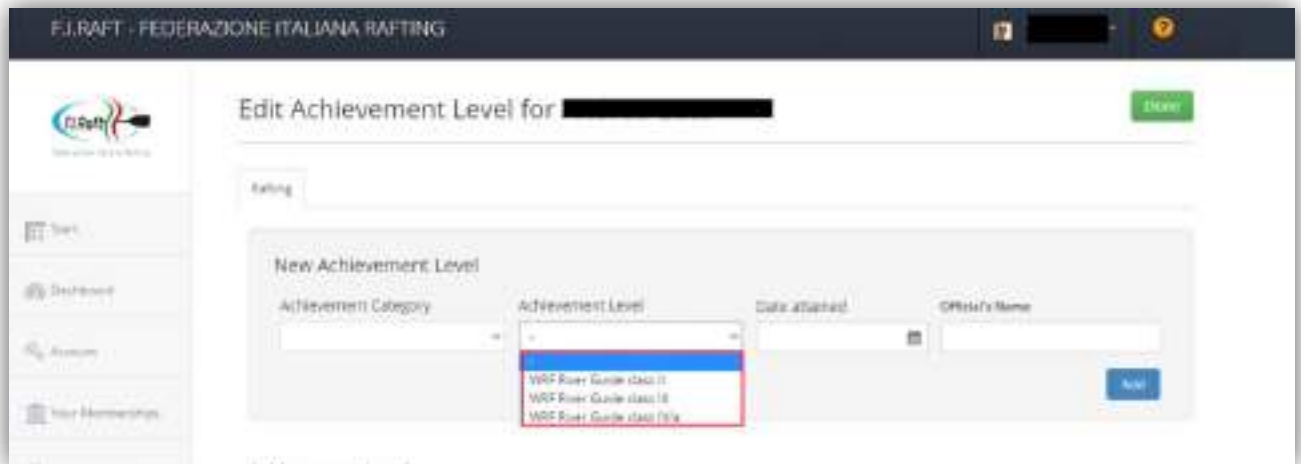
Go to "**Members**" page, search for the candidate by name and go on "**Edit**".



"Achievement levels" and then "**Edit**".



Select the level, click on "**Add**" and then "**Done**"



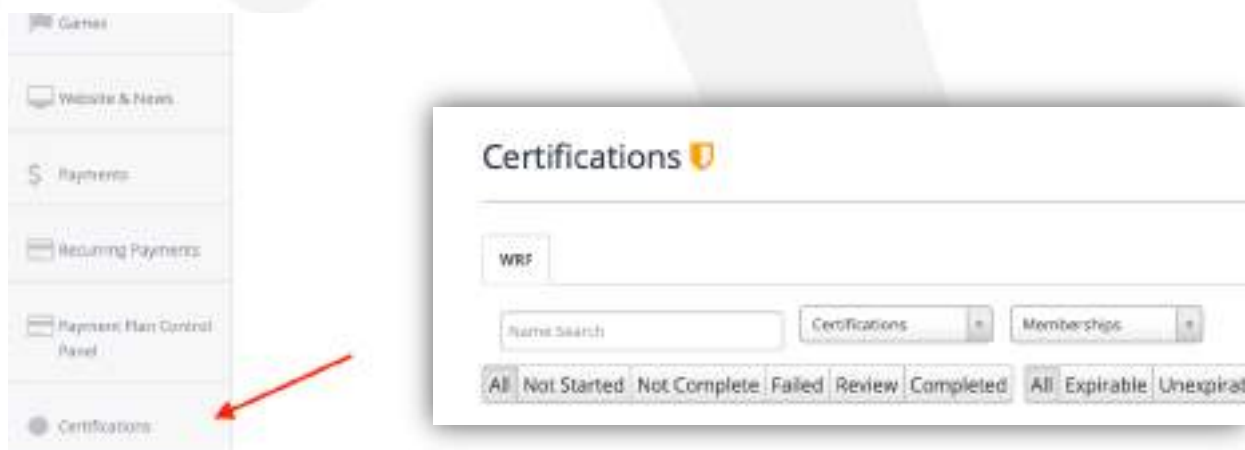
“Date attained” means the name of the date of the course/exam

“Official’s Name” means the name of one of the Instructors that have certified the candidate

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CERTIFICATION APPROVAL

Go to "**Certification**" page, search for the candidate by name and click on the name.



Then, the National Federation can approve (or reject) the River Guide certification.

Certifications 🛡️

Export to CSV

WRF

Name Search

Certifications

Memberships

All Not Started Not Complete Failed Review Completed All Expirable Unexpirable Expired Unexpired [RESET](#)

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NAME	CERTIFICATIONS	APPLIED TO MEMBERSHIPS	STARTED	COMPLETED	EXPIRES	STATUS
Mario Rossi	Custom Certification: WRF River Guide	WRF River Guide			Never	Unstarted

Activity Logs

DATE	ACTION	SOURCE
- No certification logs found -		

Actions

Notes

Approve

Reject

Completion Date

From

* Subject

Send to 1 inboxes

Sort by name

Mario Rossi

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