



Level 1: Introduction to Canoeing

Instructor Criteria

Overview: Fundamentally, we expect that participants should have the paddling skills, technical knowledge, rescue ability, teaching ability, group management, and interpersonal skills commensurate with this level of certification prior to presenting themselves for evaluation as Instructor Candidates at an Instructor Certification Exam (ICE).

Essential Eligibility Criteria (EEC):

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket*
8. Get on / off or in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. Remount or reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation*

** To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*

Course Prerequisites: Completion of the appropriate level skills course, assessment course, or equivalent skills.

Course Duration: Combined IDW & ICE – 2 Days (16 hours) Minimum

Course Location / Venue: Calm, flat water, protected from wind, waves and outside boat traffic, with no apparent current, and within swimming distance of shore.

Class Ratio: **Tandem:** 6 Instructor Candidates : 1 Instructor Trainer; with an additional instructor or qualified assistant the ratio can be 12 : 2



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Solo: 5 Instructor Candidates: 1 Instructor Trainer; with an additional instructor or qualified assistant the ratio can be 10:2

Succeeding Levels of Certification:

Level 2: Essentials of Canoe Touring

Level 3: Freestyle Canoeing

Level 2: Essentials of River Canoeing

Level 3: River Canoeing

The following is a list of the criteria used to evaluate Instructor Candidates. The content covered and sequence of evaluation should be adjusted to best fit the participant's needs, class location and time allowance.

General Requirements for all Instructor Certifications:

- Be at least 18 years old
- Meet the appropriate essential eligibility criteria
- Successfully complete an Instructor Certification Workshop (IDW & ICE)
- Be a full ACA member
- Upon successful completion, register with the Safety Education & Instruction Council
- Have and maintain First Aid and age appropriate CPR
- Demonstrate a general knowledge of paddlesports and the ACA
- Demonstrate the ability to appropriately perform and teach all of the following material unassisted in the appropriate venue

Maintenance Requirements:

- Teach at least two courses that meet ACA standards within the four-year certification period and report the results to the National Office
- Complete an Instructor Update, at the highest level of certification, during the four-year certification period
- Maintain ACA membership and SEIC registration annually

Level 1: Introduction to Canoeing Instructor Requirements:

- 1) Demonstrate a knowledge of ACA Paperwork:
 - How to register & report a course (with and without insurance)
 - An understanding of the ACA Waiver & Release of Liability
- 2) Demonstrate a knowledge of teaching and learning theory:
 - Characteristics of different types of learners
 - Effective teaching methods
 - Effective prepared and impromptu presentations
 - Evaluate and provide feedback
 - Effectively make documented skill assessments
- 3) Demonstrate the following:
 - Positive interpersonal skills
 - Appropriate group management skills (including leadership and judgment)
 - Ability to choose an appropriate venue / class site



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4) Demonstrate ability to paddle efficiently and comfortably, in flat water.

- Boat stability
- Vertical paddle
- Safe and effective body usage: Bio-Mechanics (Body, Linkage and Rotation)
- Parts of strokes: CPR (Catch, Power, Recovery), static and dynamic

5) Demonstrate the ability to teach and appropriately model these paddle strokes:

Tandem (Bow)

- Forward
- Forward w/Switch
- Back
- Draws: Hip, Bow, Cross Bow Draw
- Pry

Tandem (Stern):

- Forward w/ correction: rudder, stern pry
- Forward w/Switch
- Forward w/J Stroke
- Back
- Draws: Hip, Stern
- Pry: Hip, Stern

Solo:

- Forward w/ correction: rudder, stern pry
- Forward w/ switch
- Forward w/ J Stroke
- Back
- Draws: Hip, Bow Draw, Cross Bow Draw
- Pry: Hip, Stern

6) Demonstrate the ability to teach and appropriately model these flat water maneuvers:

- Forward: Straight 50 YDS
- Stopping: 1 Boat Length from good speed
- Spin: 360 degree pivot to onside & offside
- Abeam: Sideways both sides 20 FT w/o headway
- Turns: Underway with momentum
- Switch Positions in the canoe on water

7) Demonstrate the ability to teach and appropriately model these rescue techniques:

- Deep water exits: Vault and Slide performed in quiet water
- Controlled Capsize: Performed in deep water
- Self Rescue: Swim 25 FT to shore
- Towing a swimmer/canoe
- Swim a canoe 25 FT to shore
- Empty a canoe full of water at shore line
- Canoe over canoe rescue (T Rescue) on flat water and side by side (Parallel)
- Re-entry: Self & Assisted; Heel Hook, Sling on flat water

8) Demonstrate the ability to teach the following safety concepts:

- PFD's (Life Vests): Types, Usage, Fitting and Regulations
- 6-P's of prevention concept: Proper Prior Planning Prevents Poor Performance
- Universal signals: Paddle, hand, whistle
- Weather conditions important to the canoeist: 4-W's (Water, Wind, Waves and Weather)



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- Cold shock, hypothermia and hyperthermia; (HELP/HUDDLE) prevention and treatment
 - Rescue Sequence: (RETHROG)
 - Signaling devices and safety equipment
 - Boat traffic awareness and safe practice
 - Safety equipment: Bailer, pump, sling, light
 - Launching and Landing: Low dock or bank to enter and exit safely
- 9) Demonstrate the ability to teach the following concepts and skills:
- Environmental Issues: Leave No Trace etc, ecology
 - Personal Preparation: Planning, clothing, food and water
 - Canoe: types, parts, materials
 - Paddle: Types, parts, materials, fit
 - Concepts of Paddling
 - Group Organization & Travel
 - Canoe Carries: Overhead & Suitcase
 - Canoe Trim
 - Posture, Rocking, Balance
 - Trip Planning: Familiar with how to prepare for a short day trip
 - Knots: Figure 8 or bowline, truckers hitch and 2 half hitches
 - Federal, State and Local Laws and Regulations
 - Car Topping: Loading/Unloading (Use of straps and knots)
 - Canoe nomenclature & design
 - Bio-mechanics of canoeing
- 10) Demonstrate a knowledge and the ability to teach the following skills related to leading a group on a sheltered lake near shore:
- Planning a trip
 - Put-in Briefing
 - Group (3 boat minimum)
 - Group Management (Lead /Sweep, Safety, Spacing)
- 11) Demonstrate leadership, group management skills, experience and judgment necessary to be a safe, effective instructor.