



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

Purpose: The purpose of the Level 3: Coastal Kayaking Trip Leader (L3: CKTL) training and assessment is to prepare individuals who intend to lead other paddlers, either recreationally or professionally, in coastal environments. Successful completion of the assessment will provide evidence of the candidate's technical skills and confirm their knowledge, understanding and ability to plan and implement trips, for a wide variety of abilities, in environments up to and including L3: CKTL conditions.

Training Overview: The L3: CKTL training is designed to expose candidates to the skill-set required for leading paddlers in a coastal environment.

Assessment Overview: For successful completion of the L3: CKTL assessment an individual must demonstrate technical proficiency, trip planning, group management and leadership skills in the L3: CKTL venue. While this is not a teaching award, an L3: CKTL must also be able to provide basic tips to paddlers, as appropriate, to help them through the environment.

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.*



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

Prerequisites for Training:

- Be a current ACA member in good standing
- For a L3: CKTL training course not immediately followed by an assessment, the prerequisites are Coastal Kayak Day Trip Leading Skills Assessment, L2: Essentials of Kayak Touring Skills Assessment or Level 2: Essentials of Kayak Touring Instructor
- For a L3: CKTL training course immediately followed by an assessment, the prerequisites are Level 3: Coastal Kayaking Skills Assessment or Level 3: Coastal Kayaking Instructor

Prerequisites for Assessment:

- Be 18 years or older
- Be a current ACA member in good standing
- Complete a L3: CKTL training course
- Provide a summary of previous trip experience including leadership roles
- Have and maintain First Aid and age appropriate CPR

Course Location / Venue: The assessment cannot be completed unless during some period two of the following conditions are present:

- 10 - 15 knot winds
- 1 - 2 foot seas
- 1 - 2 foot breaking waves
- 1 - 2 knots of current

The assessment venue must provide accessible landing areas within 1/2 mile, and include navigational features (such as buoyage, islands, sufficiently varied coastline) to allow for observation of practical navigation skills.

Course Duration: A minimum of 2 days for training. A minimum of 2 days for assessment. The training and assessment may be combined into a single 4 day course at the assessor's discretion based on candidates' experience and existing skill set.

Assessor: Level 3 or higher, Coastal Kayaking Instructor Trainer (IT) or Instructor Trainer Educator (ITE). (This will be re-visited at the fall 2016 SEIC meeting.)

Class Ratio: 5 students : 1 Instructor Trainer; with an additional instructor or qualified assistant the ratio can be 10 : 2



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

Succeeding courses: Level 3: Coastal Kayaking Instructor Development Workshop
Level 4: Open Water Coastal Kayaking Trip Leader Training

Equipment: Candidates shall possess all of the equipment appropriate for a trip leader in L3: CKTL conditions, and demonstrate the judgement to carry equipment that is appropriate and responsive to various venues, climates, trip durations, and group characteristics. Candidates' gear selections shall cover the following categories:

- Kayak and personal equipment appropriate for coastal paddling
- Safety and emergency
- Signaling and communications
- Equipment repairs and human care
- Navigation

Candidates shall be able to explain why they selected/omitted certain items, for a particular venue. Candidates may borrow equipment for training and assessment.

Skills: The following list of criteria are to be used in the training and assessment of L3: CKTL candidates. The content covered and sequence of evaluation should be adjusted to fit the candidate's needs, class location, and time allowance.

Maneuvering: Candidates must be able to demonstrate safe, effective and efficient maneuvering in L3: CKTL conditions. The focus of the assessment will be on desired results rather than on specific technique. The assessed skills shall include:

- Forward and reverse paddling
- Turning with forward and reverse momentum
- Static turns and 360° rotation with forward and reverse strokes
- Sideways movement – static and with forward momentum
- Preventing capsize with braces and sculling for support

Note: The assessment context shall include maneuvering for towing, quickly attaining the bow of a capsized boat, paddling on edge to maintain directional stability in a beam wind, using support strokes to prevent capsize, reverse paddling to assist in rescue rather than turning, or similar practical applications of personal skills.

Rescues and Tows: Candidates must be able to perform a variety of assisted rescues and self-rescues, as well as tows, in L3: CKTL conditions to include:

- Boat over rescue (T-rescue)
- Eskimo rescue (bow, stern and paddle presentations)
- Scoop rescue
- Unresponsive paddler, e.g. Hand-of-God
- Efficient self-rescue from a swimming start



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

- Roll
- Swimmer carries (bow, stern and back deck)
- Contact tow (forward and reverse)
- Tow – single boat and multiple boat inline
- Rafted tow

The assessor shall evaluate the candidate's situational awareness and ability to maintain group control during the performance of rescues and towing exercises. A variety of touring, sit-on-top and tandem kayaks may be used at the assessor's discretion.

Technical: Candidates must demonstrate the following technical skills:

- Navigation – Candidates must demonstrate a knowledge of chart symbols, distance measurement, bearings, variation and transits. While on the water, candidates must be able to determine a position using bearings and/or transits, navigate using shoreline features, buoys and other visible references, and maintain a course using a compass heading, transits and time.
- Basic boat repair – Candidates will demonstrate basic field repair/management of either a small hole, compromised/missing hatch cover or a damaged skeg/rudder. At the assessor's discretion, the repair may occur on the water.

Leadership: Leadership ability shall be assessed during a journey where each candidate is given the opportunity to make appropriate decisions, cognizant of conditions and the current performance capability of the group. Individual legs shall be debriefed to assess an understanding of leadership principles and to reveal the candidate's decision making process. Candidates must show leadership appropriate to the circumstances, the risk at hand, the individuals being led and the environmental challenges encountered.

- Group abilities – Candidates shall demonstrate the ability to assess individual and group performance capabilities (e.g. skills, experience, judgement, fitness, boats and equipment) and set goals appropriately.
- Environmental awareness – Candidates shall demonstrate the ability to assess conditions based on weather forecasts, observed wind, tidal current and sea state. Candidates shall also identify protected areas, potential hazards, early exit options, remoteness and rescue resources. Based on these observations, candidates shall plan an appropriate journey and adapt their plan as conditions change.
- Group awareness – Candidates shall demonstrate group awareness throughout a trip to include assessing a group's energy levels, hydration, confidence in conditions and readiness for upcoming challenges, and adjust their trip plans accordingly.
- Group management – Candidates shall demonstrate group management and control appropriate to the conditions, environment and group readiness (e.g. spacing, pacing, formation and supporting roles) to include setting clear parameters and establishing emergency procedures.



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

- Risk assessment, incident avoidance and management – Candidates shall demonstrate on-going risk assessment relative to the readiness of the group, implement proactive strategies to avoid potential incidents, and manage incidents effectively if they do occur.
- Communication – Candidates shall demonstrate the use of effective and ongoing communication to manage the group, share plans, assess paddlers, adapt to environmental limitations (e.g. wind or swell) and proactively prepare for potential emergencies.
- Positioning – Candidates are expected to use various positions as appropriate to the situation, environment and potential consequences. Leader positioning shall reflect an awareness of potential hazards, the need to maintain a line of sight, and preparedness to manage potential rescues/incidents.
- Launching and landing – Candidates must demonstrate proficiency launching and landing themselves and a group in L3: CKTL conditions, including planning, communication and positioning to maintain group control.

Knowledge: The topics and concepts below provide a framework of knowledge necessary for trip planning, implementation, and leadership. All should be covered and assessed in the context of the L3: CKTL environment and conditions. A candidate's knowledge can be assessed using a variety of methods which may include observation, self-assessment, feedback, written assessment and questioning.

- Weather – Candidates shall be familiar with the terminology typically found in marine forecasts and know multiple means of accessing appropriate forecasts. Candidates must possess basic field forecasting skills, such as recognition of cumulonimbus clouds and the factors that can produce fog.
- Tides and currents – Candidates shall be familiar with tidal terms, timing, forecasts and rules for determining tide height, current speed and drift.
- Conditions – Candidates shall be familiar with the terminology found in surf and sea state forecasts, know multiple sources for obtaining forecasts, know the upper limits of the L3: CKTL environment, and understand the importance of keeping their trips within those parameters.
- Trip planning – As a tabletop exercise, candidates must prepare a trip plan that demonstrates an understanding of chart data, simple course plots, weather, tides, currents, and group abilities.
- Communication and signaling – Candidates shall demonstrate knowledge of communication and signaling tools and their appropriate use, including VHF radios, emergency signals, paddle and hand signals.
- Rules of the road – Candidates must understand the hazards posed by other boat traffic, know USCG night lighting requirements and basic rules of the road as they pertain to kayakers.



Level 3: Coastal Kayaking Trip Leader (CKTL) (Sample Skills Course)

- Leave No Trace (LNT) skills and ethics – Candidates will have a general understanding of LNT best practices and follow LNT principles and practices at all times.
- Prevention and management of hypothermia and hyperthermia – Candidates must have knowledge of symptoms, prevention, and management of hypothermia and hyperthermia.