



Level 1: Introduction to Stand Up Paddleboarding

Instructor Criteria

Overview: Fundamentally, it is expected that participants should possess 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.



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Course Duration: Combined IDW & ICE - 2 Day 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: 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 Stand Up Paddleboarding

Level 3: Whitewater Stand Up Paddleboarding

Level 3: Surf Stand Up Paddleboarding

Level 4: Advanced Whitewater Stand Up Paddleboarding

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 boardsports, paddlesports and the ACA
- Demonstrate the ability to appropriately perform and teach all of the following material unassisted in the appropriate venue

Demonstrate knowledge and ability to efficiently/effectively plan and implement appropriate instructional sessions and assessments for a different learning styles and ability levels, to include:

- Differentiation of instruction based on the individual learner (student centered)
- Use of an appropriate skills progression when teaching complex skill sets
- Selection of appropriate teaching venue based on ability and desired outcomes
- Focus on core principals rather than specific technique
- Provides appropriate, specific and meaningful feedback

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



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- 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 Stand Up Paddleboarding (SUP) Instructor Requirements:

Fundamentally, we expect that paddlers should have basic paddling skills, before presenting themselves for evaluation as instructor candidates as below:

- 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 theory
 - Learning theory
 - Effective methods of providing feedback
- 3) Demonstrate the following:
 - Positive interpersonal skills
 - Appropriate group management skills (including leadership and judgment)
 - Ability to choose an appropriate venue / class site
- 4) Demonstrate the knowledge and ability to teach the following topics and skills:

SUP History

- History of the sport
- SUP terminology

SUP & EQUIPMENT

- Parts of a Stand Up Paddleboard (SUP)
- SUP board leash
- Paddle design and parts
- PFD (inflatable and inherently buoyant)
- Food, drink, whistle
- Clothing and Footwear suitable for immersion and appropriate to the conditions

- 5) Demonstrate the ability to teach and appropriately model these skills, strokes and maneuvers:

LIFTING ~ CARRYING:

- two-person carry
- solo hand well carry



Level 1: Introduction to Stand Up Paddleboarding

Instructor Criteria

- solo overhead carry
- solo one shoulder and elbow carry

LAUNCHING:

- Beach
- Dock
- Shoreline

BOARD TRIM:

- Nose to tail, rail to rail

PADDLE:

- Paddle nomenclature and sizing
- How to hold/orient paddle while kneeling and standing
- Identify on and off side
- Technique for switching sides
- Vertical paddle shaft for forward paddling

STANCE:

- Prone
- Sitting
- Kneeling
- Neutral stance with variation / slight stagger

STROKES:

- Forward
- Reverse (back stroke)
- Sweeps (Forward / Reverse)
- Draw
- Bracing (Low / High, Sculling & Slap)

MANEUVERS:

- Forward Paddling: 200 yards paddle in a straight line
- Stop: stop the SUP from a good speed (w/I 1 board length)
- Bracing
- Spinning: spin SUP using full forward and reverse sweeps or draw (on and off side)
- Paddle a Figure of 8 Course: using reasonable control
- Lateral Movement: use draws to travel sideways
- Turning on the Move: sweep strokes or draws while underway to turn board



Level 1: Introduction to Stand Up Paddleboarding

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- Landing: At low dock/bank under control (without use of paddle pushing off dock/bank) and no damage to board or bank
- Endurance to maintain 2-3 mph pace for minimum 1 hour

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

SAFETY & RESCUE

- Recoveries: Recover board and paddle after fall into water (with and without leash)
- Deep Water Rescue: unassisted remounting of board from side or back of board
- Swim Rescue: Swim to shore (25 yards) in full paddling gear
- Towing: use leash or tow tether to tow weak or injured paddler
- Unresponsive paddler rescue (passive victim rescue)

7) Demonstrate knowledge of, and the ability to teach, the following:

TECHNICAL KNOWLEDGE

- Etiquette: beach rules, rules of the nautical road, safety in multi-use areas where others may be present.
- Equipment: knowledge of SUP boards and paddles.
- Wind, Waves, Water and Weather as it relates to paddlers
- Regulations – USCG / State / Local safety requirements
- Nautical Rules of the Road: for all paddlers and SUP specifics
- Safety: understand the risks of SUP and hazard avoidance
- Cold Water Shock - Hypothermia - Hyperthermia: recognition and treatment
- Environmental Issues: Leave No Trace
- Group Awareness: familiar with group dynamics and with whistle and paddle signals
- General: familiar with the different disciplines of boardsports and paddle sport
- Securing Boards to Rack: attach SUP to rack using padded crossbars, flat cam-straps or rope and suitable knots
- Personal Preparation: Planning, clothing, food and water
- SUP Board: types, parts, materials
- SUP Paddle: types, parts, materials, fit
- Concepts of Paddling
- Trip Planning: Familiar with how to prepare for a short day trip
- Knots: Figure 8 or bowline, truckers hitch and 2 half hitches

GROUP MANAGEMENT

- Planning a trip
 - File a Float plan



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- Put-in Briefing
- Group (3 person minimum) – consider sea kayak accompaniment of group for emergency supplies
- Group Management (Lead /Sweep, Safety, Spacing)
- demonstrate leadership, group management skills, experience and judgment necessary to be a safe, effective instructor in this courses venue