**American Canoe Association**

**Coastal Kayaking Open Water Instructor Certification Workshops**

Thank you for requesting information on the ACA Instructor Certification program. To become a certified instructor, there are two courses involved: the **I**nstructor **D**evelopment **W**orkshop (IDW) and the Instructor **C**ertification **E**xam (ICE). The workshop dates are listed below.

**Workshop information**
November 7, 2011, Fort Meyers, FL. Starting time for day 1 will be at 09:00 am. Times for other days will be 8:00 am unless otherwise announced.

**The Instructor Development Workshop**
The IDW is an intensive, comprehensive four days (40 hours) of learning, teaching and developing skills and confidence for the Instructor Candidates. It has been designed to orient you to the teaching standards, policies, and certification guidelines of the American Canoe Association. During the course, you will be exposed to different teaching methods and will have a chance to experiment with them while presenting your topics.

We instructors (as well as the other candidates) are there to give you feedback on the process and content of your presentations. We encourage you to try different teaching methods during the IDW. In fact, we insist. So, during the IDW, try to relax. Remember that *the IDW is not an assessment* but rather a training session.

**The Instructor Certification Exam**
The exam is three days of classroom presentations plus on and in-water activities. One day will be spent in an open water setting with the candidates planning and running the trip. Here you will be evaluated on your knowledge, technical skills, modeling form and leadership abilities. Equally important, for Open Water instructor candidates,you will be assessed on your comfort level in waves, rough water and surf. As in the IDW, you will be pre-assigned teaching topics.

**ACA Membership**
One of the requirements for this course is that you are a member of the ACA. Please have a check, money order or cash for $30 **or your current membership card** if you are already a member. This will be collected on Day 1 of the IDW. At the end of the ICE, candidates who successfully complete the ICE will need to join the Safety, Education and Instruction Council to become a participating instructor. There is also a $15 fee for the Coastal Kayak Topic Outline book. You can pay for everything on the first day if you like.

**Weather**
The weather is the variable in any outdoor workshop. There is no way to foresee what Mother Nature will dish out to us. You must be prepared for any contingency. Dress for the water temperature. If you don’t own the proper clothing, either buy it or borrow it. This means a dry suit with fleece underneath. **Do not come unprepared**. Cold water is the number 1 killer in kayak related deaths. At the very least, being uncomfortable will hamper your performance.

**What to bring**

* ACA Card or at least know your number (if member)
* Money for incidentals, possibly eating out with the group. Checkbook or visa card for SEIC fees
* Sea Kayak with fore and aft bulkheads (or secured flotation bags)
* Coast Guard Personal Flotation Device (PFD)
* Proper fitting skirt (Neoprene recommended)
* Paddle (Feathered Euro style) and spare
* Paddle float, pump and 14’-16’ rope (preferably one which floats) - for stirrup rescues
* Helmet and optional skull cap (for warmth)
* Hikers Compass and Marine Deck Mounted Compass if possible
* Any personal safety devices and signaling equipment you may have
* Wetsuit or drysuit (preferred)
* Fleece or thermal underwear
* Head, hand and footwear
* Casual clothing for classroom and evening
* Water bottle and snacks
* Notebook, 3 Ring Binder and Pencil/Pen
* Anything you might use for your teaching topics
* Medication if needed
* Bathing suit
* Enthusiasm and a good attitude
* Lunch

**Accommodations**

It is advisable to arrive the night before if possible so we have a fresh start in the morning. Classes will start early (see the schedule). Please do not be late for the start of the classes. It is not fair to the others nor does it set a good example for you as an Instructor Candidate. One of the things that define professionalism as an ACA Coastal Kayaking Instructor is being at least 15 minutes early for your classes. Your students will expect this. Please contact me as to when you will arrive and where you wish to stay.

**LEVELS OF CERTIFICATION – See ACA Website** [**http://www.americancanoe.org/?page=Courses**](http://www.americancanoe.org/?page=Courses)The Instructor Certification Examination is designed to evaluate each Instructor Candidate regarding their overall skills as an instructor. Each candidate must be proficient in the following areas for all levels of certification:

* General knowledge of paddlesports
* ACA courses
* Technical knowledge of Coastal Kayaking
* Teaching ability, which includes modeling physical skills in variable conditions
* Technical understanding of coastal kayaking topics and physical skills, and use of standardized terminology
* Safety and logistics, including the ability to organize, to manage groups, and to conduct a course safely and effectively
* People skills, including interpersonal skills with students and co-instructors

The Instructor Certification Examination outcomes are determined by the level of instruction you plan to offer and your skill level at the conclusion of the ICE. In response to numerous instructor and student requests, the ACA Coastal Kayak Committee has segmented the Coastal Kayaking Curriculum into three levels of instruction and instructor certification plus one level of general kayaking as follows:

**GENERAL REQUIREMENTS FOR BECOMING AN INSTRUCTOR**

* Be at least 18 years old.
* Successfully complete an Instructor Development Workshop (IDW) and the Instructor Certification Exam (ICE)
* Be an ACA member in good standing
* Pay yearly SEIC registration fees
* Demonstrate a general knowledge of paddlesports and the ACA

**PROFICIENCY REQUIREMENTS**

* Must be a competent and effective instructor with both classroom and on-water skills
* Knowledgeable and adept at using logical learning progressions and a variety of teaching styles
* Show group awareness and control at all times
* Solid basic technical skills; strokes, braces, rescues, etc., and the ability to effectively model techniques
* Practice and demonstrate safe paddling practices
* Demonstrate leadership qualities and good instructor judgment

**MAINTENANCE REQUIREMENTS**

 Check the ACA website. These can change!

**PLEASE PRINT OUT AND BRING TO CLASS THE FOLLOWING FROM THE ACA WEB SITE AT:**

1. Instructor Responsibilities 2. Policy Manual 3. Insurance Guidelines 4. Waivers 5. Incident Reporting Instructions/Emergency Procedures 6. Class Registration and Reporting Forms (on line version)

**PLEASE REVIEW (OR PRINT OUT) THE FOLLOWING**

1. SEIC roster 2. SEI News 3. ACA summary Board, EIC, staff 4. Division organization 5. SEI Bylaws 6. Certification Flow Chart for discipline

**BASIC – Level 3 - INSTRUCTOR DEVELOPMENT WORKSHOP**

INSTRUCTOR DEVELOPMENT WORKSHOP

Day 1, 9:00 am, introduce selves. Registration requirements, balance due, instructor’s manual, liability waivers, health forms, ACA participation fee. Workshop introduction. Participant and instructor expectations, goals and objectives of course.

Workshop syllabus explained. Resources and locations of workshop activities.

**Assign a Time Keeper…**

Instructor candidate skills - a self rating- 1) modeling, 2) teaching 3) general knowledge of sport 4) comfort on the water

STAFF PRESENTATIONS
Feedback and Evaluation Techniques (used during course by candidates \_\_\_\_Andrée\_\_\_\_\_
Lesson Plans- their use in presenting a lesson, writing them \_\_Cynthia\_ (Bring lesson plans of your topics for everyone else. If you have time constraints, focus on the third day’s topics)
Supporting Aspects of Effective Instruction \_\_\_\_Andrée\_\_\_\_\_\_\_
Learning, leadership, effectiveness styles (self-tests)
Methods of Instruction (styles) used in Paddling \_\_\_\_Andree\_\_

Candidate topics - these should be from 5 to 10 minute basic presentations directed toward beginner paddlers -
focus on getting the group involved with hands-on activities. Brief critique of each presentation - self, content & process.

1) Transporting boats on vehicles\_\_\_Andree\_\_\_\_ 2) Boat carrying (portaging)\_\_Cynthiea\_\_\_\_
3) Kayak Nomenclature:\_\_\_Jason\_\_\_\_\_ 4) Boat design & construction materials\_\_\_\_\_Bill\_\_\_\_\_\_\_

Break, dress for water, move to beach (unless there is a gale)

BEACH ( )

5) Paddles: parts-design-materials\_\_\_Cynthia\_\_\_\_ 6) Paddle grip, overview of feathered/unfeathered blades\_\_Cythia\_\_\_\_
7) Primary safety equipment: pump, float, stirrup, PFD \_\_Bill\_\_\_\_ 8) Warm up and stretching\_\_Andree\_\_\_\_
9) Footbrace adjustment, spray skirt attachment:\_\_Jason\_\_\_\_ 10) Launching & landings for individuals:\_\_\_Andree\_\_\_

- STAFF PRESENTATIONS Concepts of Paddling \_\_Andree and \_\_\_\_\_\_\_\_
Physics of boat movement, use of body to control boat, use of body to control paddle

STAFF PRESENTATIONS Safety and Boat Control

(Teaching group as if they were beginners and then a discussion of how to teach the skill)
Wet exit and emptying the boat (deliver, demo, do) \_\_Andree \_\_\_\_
Warm up with water polo/sponge tag
Hands paddling, forward & backward spin- boat/body “weld” “boat boogie wiggle” and J-leans w/o paddle, torso rotation *Andree*
Hip snap development and eskimo rescue\_\_Andree\_\_\_\_\_ (low brace if have time)
Introduce paddle strokes

**6:30** pm Critique of Day

EVENING: Order out pizza, prepare lesson plans, leadership quiz, team teaching, other presentations.

**Day Two
7:30** am Continental Breakfast
**8:00** am STAFF PRESENTATIONS
**9:00** Components of Professional Practice \_\_Andree\_\_\_\_\_

**10:30 am** PARTICIPANT TEAM TEACHING PRESENTATIONS - (Classroom instruction)
Video taped - will be reviewed later by self - presentations should be 10 minutes (maximum) and must be geared toward beginners.

Signaling and safety devices \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_
Rules of the nautical road and paddling in traffic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Hypothermia and Hyperthermia; prevention and treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
Weather conditions important to the kayaker \_\_\_\_ \_\_\_\_
Safety issues and hazards of flat water kayaking \_\_\_\_ \_\_\_\_\_\_

**12:00 Lunch
1:00 BEACH - STAFF PRESENTATIONS**

Strokes - Review J-lean (boat tilt)
Introducing low slap brace for some recovery help -holding the paddle, relaxed, neutral grip\_\_\_ \_\_\_\_\_\_
**Braces** - low\_\_\_ \_\_\_\_ - high \_\_\_\_\_\_ - sweeps \_\_\_\_\_\_\_\_\_\_ **High Angle Forward stroke** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Touring forward** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Back stroke** \_\_\_\_\_\_\_ **Draw’s** - Static, sculling, hanging/sliding\_\_\_\_\_\_

**Rescues -** Demonstrate ability to paddle and perform rescues efficiently and comfortably
**Paddle Float -** \_\_\_\_\_\_\_\_ **T-Rescue -** Andree **Side-by-Side -** Andree **Scoop -** \_\_\_\_\_\_\_\_

VIDEO TAPE OF PARTICIPANT’S EXECUTION OF ABOVE STROKES AND BRACES

**6:00 Dinner
7:30** Review of skills video - excellent opportunity to see yourself and get feedback from others in the group

**(Day 3)
7:30 am** Continental breakfast, casual discussion of what we would like to focus on other than specified topics.
**9:30** Navigation- what to teach beginners & in-depth info for instructors \_\_\_\_\_\_\_\_\_\_\_\_\_\_
**8:00 am** PARTICIPANT SOLO TEACHING PRESENTATIONS - At the beach, weather permitting (classroom, if not). Each student is responsible for a written lesson plan for the following topics. Please bring copies for your peers. Possibly video taped - can be seen later - presentations should be 10 minutes (max) and must be geared toward beginners>

1) Trip planning and organizing:\_\_\_\_\_\_\_ 2) Minimum impact strategies for kayakers \_\_.\_\_\_\_\_\_
3) Proper loading and trimming of sea kayaks\_\_\_\_\_\_ 4) Wind & its effect on kayakers \_\_\_\_\_
5) Group paddling and communication:\_\_\_\_ 6) Regional on-water hazards and recommendations \_\_
7) Weather awareness \_\_\_\_\_\_\_\_ 8) Tides and tidal currents \_.\_\_\_\_\_\_
9) Boat design features to meet various paddling conditions\_\_\_ (caves, tidal currents, hot weather, long distance paddling, large waves vs. calm water, ...)

**11:30** Lunch
**Rescues** - T rescue\_\_\_ - Paddle float with and without stirrup\_\_\_\_\_ - Re-enter and pump & scoop\_\_\_\_ - Towing \_\_\_\_ - All in\_\_\_\_\_\_\_ - K-2 rescues \_\_Group\_\_\_\_ Eskimo Roll\_\_\_\_\_\_\_\_

Practice and show proficiency.

Evening

 Liability \_\_\_\_\_\_\_

 Paddling Health \_\_\_\_\_\_\_

**OPEN WATER INSTRUCTOR CERTIFICATION EXAMINATION**

**Day 4**

8:00 am Potluck Continental Breakfast, Review teaching topics and schedule
9.00 am INSTRUCTOR TRAINER PRESENTATIONS
 Overview of the ACA programming \_\_\_Andrée\_\_\_\_\_
 Barriers to Learning \_\_\_Andree\_\_\_\_\_
 Instructor Judgement with Scenarios \_\_\_Andree\_\_\_\_\_

12:30 pm Lunch time and drive to open water paddling location

1:30 pm PARTICIPANT PRESENTATIONS - (On-water instructions)

- focused toward the beginning level paddler in protected water

- additional concepts of paddling should be included in the instruction

 Hip Snap Development: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sweeps (forward and reverse): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Forward stroke, power and touring: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Back stroke \_\_\_\_\_\_\_\_\_\_\_\_\_

 Draw (in-water recovery and sculling): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Stationary Draw to side slip \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Low brace (support and recovery): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 High brace (support and recovery): \_\_\_\_\_\_\_\_\_\_\_\_\_

 Towing \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Brief critique of each presentation

 POSSIBLE RE-VIDEO OF SKILLS TEST FOR STROKES, BRACING AND ROLLING

12:00 Lunch

Depart for Open Water Training Exercise

Any rescues, rough water paddling, scenarios, etc….

6:00 pm FINAL MEETING WITH CANDIDATES (individual sessions)

• written and oral evaluation

• participant reaction and critique of workshop

• summary and award of certification on individual basis

• review of continuing education and experience requirements

• administrative wrap-up

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| **MINIMUM SKILLS INSTRUCTORS ARE EXPECTED TO HAVE** |
| **STROKES AND SKILLS** | **IK** | **BASIC** | **OW** | **Advanced** |
| Forward – Touring | Straight line | Developing Good form | Solid use and understanding of general principals | Same as OW, in rough water |
| Forward – Power | fast | faster | Resulting in a powerful forward stroke. Able to model more than one technique. | Same as OW, in rough water |
| Reverse\*\*A kayaks ability to turn or go in a straight line when going backwards depends greatly on the particular kayak design | Can paddle in a fairly straight line | Controlled reverse in straight line. | Reverse figure of eight around stationary objects in moderate wind and/or current. Can counteract turning by using bow rudder | Same as OW, in rough water |
| Stopping | Stops without falling over | Stops from full on in three strokes | Controlled yaw stop in 3 strokes | Same as OW in rough water |
| Forward Sweep – No edging | Turns the boat | Good blade and shaft angle, evidence of torso rotation and lower body control | Solid use and understanding of general principals, resulting in an efficient turn. Able to model strokes definitively | Same as OW |
| Forward Sweep – With edging | N/A | Able to hold a constant edge without bobbling; especially on recovery phase | Solid use and understanding of general principals, resulting in an efficient turn. Able to model strokes definitively without bobbling; especially on recovery phase | Able to control the boat effectively in all conditions |
| Reverse Sweep – No edging | Turns the boat | Good blade and shaft angle, evidence of torso rotation and lower body control | Same as forward sweep - no edging | Same as above |
| Reverse Sweep – With edging | N/A | Same as forward sweep -with edging | Same as forward sweep -with edging | Same as above |
| Draw Stroke – In the water recovery | Can move the boat sideways without edging | Moves boat sideways efficiently and without yaw. Understands and can use edging | Solid use and understanding of general principals, resulting in an efficient sideways movement of the boat without yaw | Same as above |
| Draw Stroke – Out of water recovery | Same as above | Same as above | Same as above | Same as above |
| Sculling Draw | N/A | Moves boat sideways using smooth sculling motion incorporating torso rotation. Understands and can use edging | Same as draw | Same as above |
| Static or Hanging Draw | N/A | N/A | Solid understanding of general principals resulting in an efficient sideways movement with little or no yaw. | Same as above |
| Stern Rudder | Turns the boat | Able to counter edge and use appropriate blade placement to turn the boat effectively | Able to counter edge and use appropriate blade placement to control the boat in mild surf | Same as above |
| Bow Rudder | N/A | N/A | Solid use and understanding of general principals resulting in an efficient and balanced turn | Same as above |
| Low Brace | Able to resist capsize | Able to demonstrate proper technique, but may lack consistent timing | Able to model effectively especially in a slow and deliberate manner | Able to use effectively in all conditions including breaking surf |
| High Brace | N/A | Able to resist capsize. Sufficient technique to minimize injury exposure | Able to model effectively especially in a slow and deliberate manner | Same as above |
| Sculling for support | Able to remain upright from off-balance position | Able to cover skirt from a high brace sculling position | Able to recover from a capsize with sculling brace | Able to provide support in all conditions |
| Low Brace Turn | N/A | Able to turn the boat 90 degrees using proper technique | Able to turn the boat 90 degrees with water up to waist | Can perform in all conditions |

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| **RESCUES** | **IK** | **Basic** | **OW** | **Advance** |
| Capsize and swim kayak to shore | Able to demonstrate and teach swimming kayak and self to shore for a short distance | N/A | N/A | N/A |
| Re-enter and Pump | Able to demonstrate (in applicable kayak) on flat water | Able to demonstrate and teach in flat water with timeliness and efficiency | Able to demonstrate and teach in open water with timeliness and efficiency | Able to make sound judgments about which rescue to use when and how to use it or whether or not to attempt rescues in rough water |
| ‘T’ and ‘TX’ Rescue | Able to demonstrate (in applicable kayak) on flat water | Same as above | Same as above |
| ‘T’ and ‘TX’ Rescue with stirrup | N/A | Same as above | Same as above |
| Paddle Float Self Rescue | N/A | Same as above | Same as above |
| Scoop | N/A | Same as above | Same as above |
| All-In | N/A | Same as above | Same as above |
| Bow Rescue – Kayak presentation | N/A | Same as above | Same as above |
| Bow Rescue – Paddle presentation | N/A | N/A | Same as above |
| Tandem Assisted and Unassisted | Able to demonstrate on flat water | Same as above | Same as above |
| Capsize and swim (To shore in surf w/ boat) | N/A | N/A | Would allow students to practice if conditions permitted; No greater than 2 ft break. |
| Towing | N/A | Able to perform and demonstrate various tows. Should be able to capsize while towing, release tow belt underwater and either roll up or get bow rescue | Solid….etc. Demonstrates sufficient stamina to tow a victim from harm’s way in 2 ft seas, no more than a mile from shore | Same as OW in rough water. |
| Rolling | None | One | 2 set-up plus 1 combat or simulated combat (no set-up) | Able to roll solidly in rough water conditions |
| Teaching conditions | Able to safely manage a learning experience in Flat water | Able to safely manage a learning experience in Flat water; waves less than 1 foot, winds less than 10 knots, within \_ mile from shore | Able to safely manage a learning experience in Open Water; waves less than 2 foot, winds less than 15 knots, within 1 mile from shore | Able to safely manage a learning experience in rough conditions; up to 5 foot seas, 3 foot surf, 25 knot winds, tidal currents to 5 knots |
| Personal Proficiency conditions | Competent up to 1 foot waves, 10 knot winds | Competent up to 2 foot waves, 15 knot winds, minimal current | Competent up to 5 foot seas, 3 foot surf, 25 knot winds, tidal currents to 3 knots | Must be comfortable and competent in conditions above the level of those in which they teach |

**LESSON PLANS**

**What is a lesson plan** It is a tool and should be viewed as such. Ideally, one of the purposes of ACA instruction is that a student can take a specific class either on the east coast, west coast, Great Lakes area or in Texas and the material covered and the format of the plan will basically be the same. The lesson plan helps you do this. It organizes your topic. It helps refresh your memory and makes sure that you haven’t left anything out. It manages your time to see if you need to speed things up or slow them down. Don’t be afraid to refer to it frequently. You can keep them in plastic sheet protectors with tape on top to make it somewhat water-resistant.

**FORMAT**

Goal: This is what you want the final result to be - the main purpose. In a football game it would be to win. In a class on wet exits it would be to teach beginners how to calmly and safely exit a kayak after a capsize while maintaining control of your equipment

Objectives: Are the steps taken to reach the goal. They need to be observable and measurable. In the football game it would be to score as many touchdowns as possible and prevent the opponent from getting more than you get. An example of a lesson on risk management might be: From this class students will be able to - Recognize man-made hazards, identify potentially dangerous wildlife or marine life. Understand how to minimize risk, know what first aid steps to take if an incident occurs

Time: How long for preparation Allotted time for the class Logistics time Location: Where will the class be taught Indoors or outdoors On land or water Content: The essence of the class. It is the up to-date accurate knowledge you will impart to your students during your presentation. Content is researching this information and creatively disseminating it so that the students can understand it. You must organize it and put it into a workable plan for you to use. It should be flexible to allow you to take advantage of changes, say, from classroom with an overhead projector to an outdoor setting.

Methods: This is the way you will impart this information to your class such as: Lectures, hands-on practice, Audio/Visual aids, handouts,

Equipment: What tools or props will you require during your presentation How many Explain how you might use a model of a kayak for a class on wind and it’s effects on the kayaker.

Foul weather alternative: What happens to an outdoor class if there is severe weather. How do you give this class Can it be revised and done in a classroom Evaluation: How will you know that your presentation was a success Did you summarize the lesson. Did you meet your goal and your objectives How did you perform as an instructor How could you have made the class better Progression: Where does the student go from here How can the students prepare themselves for the next step Reference material: Most people can’t remember all the information discussed in the class and need somewhere to review the material. Some may have more questions beyond the basics covered in the class. They need a place to find it. It is a good idea to list 2 or more references on the subject

**DIRECTIONS**

**See Website**

**Suggested Reading List**

The Complete Book of Sea Kayaking, 4th Edition by Derek Hutchinson

Sea Kayaking by Nigel Foster

Woman’s Guide to Sea Kayaking by Shelley Johnson

Wilderness Medicine by Wm. Forgey M.D.

Deep Trouble by Sea Kayaker Magazine

Kayak Navigation by Chris N. Burch

A Sea Kayaker’s Navigation Primer by Andree Killen

**Suggested Videos**

Performance Sea Kayaking, Over and Out, Cold, Wet and alive

Kayak Instruction Excellence (KIX)

Onwatersports.com, kayak@onwatersports.com
Email