



# 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:** In order to participate in an Instructor Development Workshop (IDW), an Instructor Candidate must satisfy the following essential eligibility criteria:

- Be 18 years or older
- Be a current ACA member in good standing
- Be able to independently participate in all skills, activities and rescues listed in the appropriate ACA Certification Course Outline and Instructor Criteria documents
- Be able to effectively communicate with the Instructor Trainer and other course participants
- Be able to manage all personal care and mobility independently

In order to participate in an Instructor Certification Exam (ICE), an Instructor Candidate must satisfy the following essential eligibility criteria:

- Be 18 years or older
- Be a current ACA member in good standing
- Be able to independently complete all skills, activities and rescues listed in the appropriate ACA Certification Course Outline and Instructor Criteria documents
- Be able to effectively communicate, including effective verbal communication
- Be able to manage all personal care and mobility independently

**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:** Flat water, with limited wind and wave conditions

**Class Ratio:**     **Tandem:**         6 Candidates : 1 Trainer; with a qualified assistant the ratio can be 12:2  
                          **Solo:**             5 Candidates: 1 Trainer; with a 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.



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## Instructor Criteria

### **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
- 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)



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

**Tandem (Bow)**

- Forward
- Forward w/Switch
- Back
- Draw
- Bow Draw
- Cross Bow Draw
- Push Away
- Pry
- Sweeps  
(Forward/Reverse)

**Tandem (Stern):**

- Forward
- Forward w/Switch
- Forward w/Rudder
- Forward w/Stern Pry
- Forward w/J Stroke
- Back
- Draw
- Stern Draw
- Push Away
- Pry
- Stern Pry
- Sweeps  
(Forward/Reverse)

**Solo:**

- Forward
- Forward w/Switch
- Forward w/Rudder
- Forward w/Stern Pry
- Forward w/J Stroke
- Back
- Draw
- Bow Draw
- Cross Bow Draw
- Stern Draw
- Push Away
- Pry
- Stern Pry
- Sweeps  
(Forward/Reverse)

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: Figure 8 (50 YDS)
- Sit & Switch Technique
- 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
- Side by side (Parallel) on flat water
- 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)
- Cold shock, hypothermia and hyperthermia; (HELP/HUDDLE) prevention and treatment
- Rescue Sequence: (RETHROG)



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- 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.