



# Adaptive Paddling Workshop

## Guide to Hosting a Workshop

The core of the ACA Adaptive Program, Adaptive Paddling Workshops (APWs) provide the information necessary to seamlessly integrate qualified individuals with physical disabilities into paddlesport programs. Instruction includes how to compensate for a paddler's loss of function due to disability, adaptation techniques for equipment and instruction, how to focus on the paddler's ability, and accessibility of programs and facilities. APW's include hands-on learning in both a classroom and in calm, protected waters.

The course is presented in a minimum of 16 hours. The final determination for the number of hours for the course is established through a conversation between the Adaptive Paddling Instructor Trainer (AP IT) teaching the course and the host. **ACA Adaptive Paddling Instructor Trainers** can be found on the [ACA Instructor page](#) or by contacting the [ACA](#).

### **APW's have a three-fold purpose:**

- Provide ACA instructors an opportunity to earn the Adaptive Paddling Instructor Endorsement.
  - The Adaptive Endorsement is an additional credentialing on your current ACA instructor certification.
  - APW can be used once as the Update portion of your ACA Instructor certification maintenance requirements for all ACA paddling disciplines except Safety and Rescue.
- Provide non-ACA instructors an opportunity to earn the Certificate of Completion.
  - Certificate of Completion is nationally recognized documentation of successful APW completion. Annual [ACA Membership](#) required.
  - Certificate of Completion does not allow you to teach as an ACA certified instructor.
  - Non-ACA members can participate, but will not receive an Endorsement nor a Certificate of Completion.
- Provide a skills course for individuals with disabilities.

### **Requirements for 16 hour workshop:**

- Ability to recruit student participants with physical disabilities.
- Ability to offer student participants follow-up on-water opportunities.
- Access to paddling equipment and supplies necessary for a successful APW.
- Existing paddlesports program with qualified instructional staff (suggested ACA Level 2 Instructors or equivalent skills).\*

\*If instructional staff do not have the requisite paddling skills, additional time beyond the 16 hour minimum should be included to develop on water paddling skills, and / or additional paddling opportunity for student participants.

### **Facilities Requirements:**

Adaptive paddling classroom instruction (8 hour min)

- **Facilities:** Classroom with AV capabilities and additional workshop space for hands-on equipment outfitting.
- **Participants:** Endorsement Candidates and Certificate Candidates must attend. Students with disabilities may also attend, but this is optional.

Equipment outfitting and on-water student instruction (8 hour min)

- **Facilities:**
  - Covered workshop space to develop adaptive outfitting with students.
    - Indoors and adjacent to a pool preferred.
  - ACA Level 1 water venue for a skills course. ACA Level 1 water venue defined as: *calm, flat water, protected from wind, waves and outside boat traffic, with no apparent current and within swimming distance of shore.* **Pools large enough to accommodate workshop participants are the preferred ACA Level 1 water venue for APW.**
- **Participants:** Endorsement Candidates, Certificate Candidates and students with disabilities must attend.



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### Class Ratios:

- 5 Endorsement/Certificate Candidates to 1 Adaptive Paddling Instructor Trainer.
  - with an additional Adaptive Paddling Endorsed Instructor the ratio can be 10:2.
- Minimum 1 Endorsement/Certificate Candidate present for each paddlesport student with a disability.
- Maximum 3 Endorsement/Certificate Candidate for each paddlesport student with a disability.

### Typical Host Responsibilities:

- Host organizations provide a critical role in the success of an APW.
- They work closely with the ACA AP Instructor Trainer(s) who will teach the workshop.
- The exact allocation of host duties is up to the host and AP Instructor Trainer.
- Common Host Responsibilities:
  - Secure the necessary accessible facilities.
  - Coordinate marketing and outreach to find participants.
  - Register appropriate ratio of both Endorsement Candidates, Certificate Candidates and students with disabilities.
  - Provide initial screening that registrants meet [ACA's Essential Eligibility Criteria \(EEC\)](#).
  - Collect enrollment fees and disburse funds.
  - Help Instructor Trainer(s) distribute pre-course materials and paperwork to enrolled participants.

### Typical APW costs:

The chart below outlines the typical costs to produce a 2-day APW for 10 Candidates and 5 paddlesport students with disabilities. The ACA does not set a price. Instructor(s) set their own fees.

Item	Cost	Participants	Days	Total
Course textbook	\$25.00	10		\$250.00
Foam kits	\$100.00	6		\$600.00
Instructor(s) fee	\$200-\$400		2	\$800-\$1,600
Instructor(s) travel	\$300-\$700		2	\$600-\$1,500
Pool & Classroom	\$0-\$600			\$0-\$600
Other supplies	\$50.00			\$50.00
			<b>Total:</b>	<b>\$2,180 - \$4,500</b>

### Other cost considerations:

- When additional workshop dates are needed, increase line items for facilities, lodging and teaching fees accordingly.
- Host organizations are encouraged to seek funding and facility contributions. Often municipalities, colleges and universities, and other non-profit or government bodies offer facilities for a reduced rate.
- Host organizations can charge endorsement candidates a registration fee to offset course costs.
- Hosts may charge each paddlesport student with a disability a nominal fee (\$10-\$50) to create “buy-in” and encourage participation.

For additional information, please view [ACA Adaptive Paddling](#) and [APW Instructor Endorsement Criteria](#).