



Safety Education & Instruction Council (SEIC) Meeting

Date: Friday, February 5, 2016
Location: Fredericksburg, VA
Venue: Inn at the Old Silk Mill, 1707 Princess Anne Street, Fredericksburg, Virginia 22401
Time: 8:30 a.m.

Thursday, February 4

Discipline Committee Meetings (*ACA Office – 503 Sophia St. Fredericksburg, VA 22401*)

11:00 AM - Intro to Paddling Committee

2:00 PM - River Kayak Committee

3:30 PM - River Canoe Committee

5:00 PM - Coastal Kayak Committee

6:30 PM – Get Together at Capital Ale House (*917 Caroline St. Fredericksburg, VA 22401*)

Friday, February 5

SEIC Meeting (*Inn at the Old Silk Mill, 1707 Princess Anne Street, Fredericksburg, Virginia 22401*)

- 8:30am Meeting Starts
- 12:00pm Lunch
- 5:00pm Meeting Concludes
- 4:00pm Office Reception for Board of Directors and Staff

AGENDA

Call to Order -Steve Hutton

- Welcome
- Establish Quorum

Secretary's Report -Becky Molina

- Approval of Minutes

SEI Department Report -Kelsey Bracewell

Liaison Reports

- BSA (Keith Christopher)
- USCG (Wayne Stacey)
- USCG Aux (Don Goff)

- Instruction Committee** -Rusty Cooper
- Division Instruction Facilitators Reports
- Discipline (Curriculum) Committee Reports:** -Becky Molina
- Introduction to Paddling
 - Touring Canoe
 - River Canoe
 - River Kayak
 - Coastal Kayak
 - Surf Kayak
 - Stand Up Paddleboarding
 - Rafting
 - Adaptive Paddling
 - Safety & Rescue
 - Prone Paddling
- Standards Committee Report** -Steve Hutton
- Nominations Committee Report** -Robin Pope
- Officer Elections
- Discussion & Vote on Motions:** -Steve Hutton
- Motion 20160205-A: L5 River Kayak Instructor Trainer Prerequisite (River Kayak Committee)
- Old Business:** -Steve Hutton
- Review the SEIC Action Item document
 - DIF Workgroup
 - SEI By Laws Revision Project (Chris)
- New Business:** -Steve Hutton
- Instructor Trainer Educator Revision Process (Chris)
 - IPC Motion: Paddlesports Facilitator Course (Mike Aronoff)
 - EEC Updates (Steve Hutton)
 - CK Curriculum Updates (L5 Prereq, L3 SOT Curriculum, Housekeeping) (John Browning)
 - Kayak Fishing Outline
- Upcoming SEIC Meetings** -Staff
- Summer 2-Hour GoToMeeting??
 - November 9-10, 2016, Sausalito, CA
 - February 2017, Fredericksburg, VA
- Plus / Delta for Meeting** -Steve Hutton
- Adjourn & Safe Travels!**

ACA SAFETY EDUCATION and INSTRUCTION COUNCIL

| | Name | Address | Email | Phone [w] | Phone [c] | Phone [h] |
|--|---------------------|--|--|------------------|--------------|------------------|
| SEIC Officers | | | | | | |
| Chair | Steve Hutton | 861 Riverland Dr., Charleston, SC 29412 | shutton@ccprc.com | 843-762-8031 | | |
| Vice Chair | Rusty Cooper | | Rustycoper04@gmail.com | | | |
| Secretary | Becky Molina | | beckmail6175@gmail.com | | | |
| Past Chair | Robin Pope | 106 Johnny Knob Ln., Sylva, NC 28779 | robinpope3@hotmail.com | | | 828-631-9496 |
| Division Instruction Facilitators | | | | | | |
| Atlantic | Elizabeth O'Connor | 85 South Kent Road Gaylordsville, CT 06755 | ChangingTidesPC@gmail.com | | 631-357-0552 | |
| Delaware Valley | <i>vacant</i> | | | | | |
| Dixie | Aaron Peeler | 5000 Whitewater Center Parkway Charlotte, NC 28214 | apeeler@usnwc.org | 828-242-6498 | | |
| Middle States | Greg Mallet-Prevost | 19005 Lappans Rd., Boonsboro, MD 21713 | antietamcreek444@myactv.net | | | 240-447-0444 |
| | Greg Velzy | 8040 Brown Rd., Richmond, VA 23235 | velzy@verizon.net | 804-748-1124 | 804-338-5316 | 804-330-8932 |
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| Northern NY | Laura Liebel* | 5060 Ledge Lane, Williamsville, NY 14221 | laura@wekanu.com | | | 716-632-2721 |
| Red River | Patti Carothers | 26322 I-45N, Spring, TX 77386 | patti@paddlesports.com | 281-292-5600 | 713-898-6794 | 713-898-6794 |
| Rocky Mountain | <i>vacant</i> | | | | | |
| Ohio-Penn | <i>vacant</i> | | | | | |
| (SW Ohio) | Greg Wolfe | 6331 Middleboro Rd., Blanchester, OH 45107 | canoesports@wa-cs.com | 937-783-5882 | | |
| (NW Ohio) | <i>vacant</i> | | | | | |
| (Chair & NE Ohio) | John MacDonald | 5922 Chatham Way, Hudson, OH 44236 | jam3@uakron.edu | 330-972-8028 | | 330-972-2138 (f) |
| Northwest | Steve Scherrer | P.O. Box 424, Ocean Park, WA | flatpick01@centurytel.net | | | 503-860-2082 |
| European Division | Heinz Goetze | | heinz@open-canoe.de | | | |
| California | Marce Wise * | 314 Butterfield Rd., San Anselmo, CA 94960 | marcewise@msn.com | 415-775-3392 | | 415-460-6378 |
| Committee Chairs | | | | | | |
| Touring Canoe | Jeff Liebel | 5060 Ledge Lane, Williamsville, NY 14221 | jdliebel@aol.com | | 716-860-9212 | 716-632-2721 |
| River Canoe Chair | Beth Wiegandt | 266 Tinker Mountain Drive, Daleville, VA 24083 | sbwiegandt@rbnet.com | | 540-556-2594 | |
| River Kayak Chair | Mike Aronoff | 2218 Nobehar Dr., Vienna, VA 22181 | mikearonoff@aol.com | 703-264-8911 | 703-850-1257 | 703-264-8911 |
| Coastal Kayak | John Browning | 2778 N 41st St, Milwaukee, WI 53210 | seakayakerjb@gmail.com | 262-879-5095 | 414-202-7202 | 414-763-7203 |
| Surf Kayak | Nigel Law | 2169 Tennessee Ave., Savannah, GA 31404 | savannahcanoeandkayak@earthlink.net | | | 912-341-9502 |
| Safety & Rescue Co-Chair | Sam Fowlkes | 347 Paddlers Trail, Sylva, NC 28779 | whitewatersam@gmail.com | | 336-202-5531 | 828-586-6563 |
| Safety & Rescue Co-Chair | Charlie Walbridge * | Rt 1 Box A43B, Bruceton Mills, WV 26525 | ccwalbridge@cs.com | | | 304-379-9002 |
| Rafting | <i>vacant</i> | | | | | |
| Adaptive Paddling | Joe Moore | 1026 Fort Sumter, Charleston, SC 29412 | joe@adaptiveexpeditions.org | 843-637-7269 | | |
| Intro to Paddling | Mike Aronoff | 2218 Nobehar Dr., Vienna, VA 22181 | mikearonoff@aol.com | 703-264-8911 | 703-850-1257 | 703-264-8911 |
| Stand Up Paddleboard | Trey Knight | 2111 Volunteer Boulevard, Knoxville, TN 37996 | tknight@utk.edu | | | |
| Prone Paddling | Adam Masters | | | | | |
| Institutional Members | | | | | | |
| SEIC Chair Appointment | Josh Hall | | JHall@ccprc.com | | | |
| SEIC Chair Appointment | Peter Casson | 19 Warren Avenue, Cumberland, Rhode Island | pcasson1967@gmail.com | | 401-834-6768 | |
| BoD Appointment | <i>vacant</i> | | | | | |
| BoD Appointment | <i>vacant</i> | | | | | |
| Liaison Members | | | | | | |
| USCG-SEIC Liaison | Wayne Stacey | USCG, 2100 2nd St SW, Washington, DC 20593 | wayne.a.stacey@uscg.mil | 202-372-1067 | | 302-537-5857 |
| USCG Aux-SEIC Liaison | Don Goff | Falls Church, VA | dgoff@cstarsystems.com | | | 703-532-2260 |
| BSA | Keith Christopher | 1325 West Walnut Hill Lane, Irving, TX 75038 | keith.christopher@scouting.org | | 972-580-7810 | |
| SEI Staff | | | | | | |
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| Western States Outreach Director | Marcel Bieg | 503 Sophia St, Suite 100 Fredericksburg, VA 22401 | mbieg@americancanoe.org | 540-907-4460x116 | | 888-229-3792 (f) |
| Intro to Paddling Committee | | | | | | |
| Chair | Mike Aronoff | 2218 Nobehar Dr., Vienna, VA 22181 | mikearonoff@aol.com | 703-264-8911 | 703-850-1257 | 703-264-8911 |
| Vice Chair | <i>vacant</i> | | | | | |
| Secretary | Beth Wiegandt | 266 Tinker Mountain Drive, Daleville, VA 24083 | sbwiegandt@rbnet.com | | 540-556-2594 | |
| | Greg Mallet-Prevost | 19005 Lappans Rd., Boonsboro, MD 21713 | antietamcreek444@myactv.net | | | 240-447-0444 |
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| Affiliate Members | Trey Knight | 2111 Volunteer Boulevard, Knoxville, TN 37996 | tknight@utk.edu | | | |
| | Robin Pope | 106 Johnny Knob Ln., Sylva, NC 28779 | robinpope3@hotmail.com | | | 828-631-9496 |
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| Stand Up Paddleboard | Committee | | | | | |
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| River Canoe Committee | | | | | | |
| Chair | Beth Wiegandt | 266 Tinker Mountain Drive, Daleville, VA 24083 | sbwiegandt@rbnet.com | | 540-556-2594 | |
| Vice Chair | Ben Morton | 102 Seven Pines Drive, Locust Grove VA 22508 | ben@precisionpaddlesports.com | | 540-907-8450 | |
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ACA SAFETY EDUCATION and INSTRUCTION COUNCIL

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| River Kayak Committee | | | | | | |
| Chair | Mike Aronoff | 2218 Nobehar Dr., Vienna, VA 22181 | mikearonoff@aol.com | 703-264-8911 | 703-850-1257 | 703-264-8911 |
| Vice-Chair | Jerry McAward | 1 Adventure Ln., Jim Thorpe, PA 18229 | jerry_mac@ptd.net | 570-325-3432 | | |
| Secretary | Helen Todd | 3217 Burning Tree Drive Hoover, AL 35226 | helentodd35@gmail.com | | | |
| Past Chair | Larry Ausley | 6717 Valley Woods Lane, Cary, NC 27519 | lausley@gmail.com | | 919-368-2151 | 919-368-2151 |
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| Europe Division Rep. | Patrick Frehner | Stotzweidweg 2 8100 Horgen Switzerland | patrick.frehner@aca-europe.org | | | |
| At-Large Member | Chris Hendricks | 413 Newsom St. Durham, NC 27704 | chendricks@duaa.duke.edu | 330-554-6065 | | |
| At-Large Member | Janet Burnett-Cowie | P.O. Box 245, Charlemont, MA 01339 | janet@zoaroutdoor.com | 800-532-7483 | | |
| At-Large Member | Sam Drevo | 2504 SE Tibbetts St., Portland, OR 97202 | sam@enrgkayaking.com | 503-772-1122 | | |
| At-Large Member | Chris Wing | 301 Knox Street, Clover, SC 29710 | chris@whitewaterdreams.com | | | 980-395-5700 |
| At-Large Member | Jeff Laxier | Liquid Fusion Kayaking PO Box 2624 Ft. Bragg, CA 95437 | jeff@liquidfusionkayak.com | | | 707-684-9459 |
| At-Large Member | Jack Moskowitz | 312 Emmans Rd, Flanders, NJ 07836 | jackmos@optonline.net | | | 937-584-3697 |
| At-Large Member | Mark Moore | 1580 North St., Montpelier, VT 05602 | mark@outdoormentors.com | 802-272-2727 | | |
| Affiliate Member | Bruce Lessels | P.O. Box 245, Charlemont, MA 01339 | bruce@zoaroutdoor.com | 800-532-7483 | | |
| Affiliate Member | Eric Bader | 1566 County Road 83, Boulder, CO 80302 | surf@boc123.com | | | |
| Affiliate Member | Mary DeReimer | P.O. Box 559, Lotus, CA 95651 | mary@adventurekayaking.com | | | 530-295-0830 |
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| Safety & Rescue Committee | | | | | | |
| Chair | Sam Fowlkes | 347 Paddlers Trail, Sylva, NC 28779 | whitewatersam@gmail.com | | 336-202-5531 | 828-586-6563 |
| Secretary | Robin Pope | 106 Johnny Knob Ln., Sylva, NC 28779 | robinpope3@hotmail.com | | | 828-631-9496 |
| Past Chair | Robin Pope | 106 Johnny Knob Ln., Sylva, NC 28779 | robinpope3@hotmail.com | | | 828-631-9496 |
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| | Justin Padgett | | jsp@landmarklearning.org | | 828-293-3463 | |
| | Charlie Duffy | 8707 Thunderbird Court, Vienna, VA 22182 | charlie_duffy@yahoo.com | (703) 938-3949 | (703) 407-0909 | (703) 938-3949 |
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| | Jim Coffey | | jim@whitewater.ca | | 613-639-5224 | |
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| Rafting Committee | | | | | | |
| Chair | <i>vacant</i> | | | | | |
| | Aaron Peeler | 5000 Whitewater Center Parkway Charlotte, NC 28214 | apeeler@usnwc.org | 828-242-6498 | | |
| | Jerry McAward | 1 Adventure Ln., Jim Thorpe, PA 18229 | jerry_mac@ptd.net | 610-379-9013 | | |
| | Mike Mather | 100 Lafayette Dr. East Greenwich, RI | mike@matherrescue.com | | 806-438-4396 | |
| | Vince Moffitt | PO Box 126 Farmington, NM | vincemoffitt@msn.com | | 505-324-0821 | |
| | Michael Logsdon | 3097 Sanders Ln., Oakland, MD 21550 | michael.logsdon@garrettcollege.edu | | | 301-334-1204 |
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| Coastal Kayak Committee | | | | | | |
| Chair | John Browning | 2778 N 41st St, Milwaukee, WI 53210 | seakayakerib@gmail.com | 262-879-5095 | 414-202-7202 | 414-763-7203 |
| Vice Chair | Dale Williams | P.O. Box 1741, Tybee Island, GA 31328 | seakayakingusa@gmail.com | 912-786-5910 | | |
| Secretary | <i>vacant</i> | | | | | |
| Past Chair | Ed Schiller | 713 Queen Elizabeth Dr., Virginia Beach, VA 23452 | ewschill@cox.net | 757-492-3046 | 757-567-3342 | 757-463-2933 |
| At-large | Dawn Stewart | 415 Dark Forest Dr. Chapel Hill, NC 27516 | dawn_sandybottom@gmail.com | 919-923-1462 | | |
| At-large | Josh Hall | 861 Riverland Dr., Charleston, SC 29412 | jhall@ccprc.com | 843-762-8048 | | 843-795-7707 |
| At-large | Mark Pecot | 3626 Northcliffe Rd., University Heights, OH 44118 | mark@kayak41north.com | 866-529-2541 | | |
| At-large | Mike Aronoff | 2218 Nobehar Dr., Vienna, VA 22181 | mikearonoff@aol.com | 703-264-8911 | 703-850-1257 | 703-264-8911 |
| At-large | Nate Hanson | 61 Toashuh Way, Willsworth, ME 04605 | nathanielrhanson@gmail.com | | 207-669-2174 | |
| At-large | Roger Schumann | 345 Riverview Drive, Boulder Creek, CA 95006 | info@eskapekayak.com | | | |
| At-large | Ryan Rushton | 211 N. Monroe St., Genoa, IL 60135 | rrushton@genevakayak.com | | 630-291-5698 | |
| At-large | Sean Morley | 7 Upper Ridgeway Av, Fairfax, CA 94930 | seanamorley@gmail.com | | 415-816-8746 | |
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| Surf Kayak Committee | | | | | | |

ACA SAFETY EDUCATION and INSTRUCTION COUNCIL

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| | Carl Ladd | 489 Old County Rd., Westport, MA 02790 | cnsladd@cox.net | | 774-930-2268 | 508-636-0300 |
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| | Tom Reilly | 838 Theodora St., Nipomo, CA 93444 | treilly1@charter.net | | | 805-234-1227 |
| | Ben Lawry | 633 Tuten Landing Rd., Ridgeland, SC 29936 | benlawry@earthlink.net | | 843-368-2561 | 401-635-2173 |
| | Roger Schumann | 345 Riverview Drive, Boulder Creek, CA 95006 | info@eskapekayak.com | | | |
| | Kim Johnson | 8932 CAPCONO, San Diego, CA 92126 | kjohnson@san.rr.com | | | |
| | Chris Mitchell | P.O. Box 31955, Bellingham, WA 98228 | chris@reednorthamerica.com | | W= | 360-778-3944 |
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| Adaptive Paddling Committee | | | | | | |
| Chair | Joe Moore | 1026 Fort Sumter, Charleston, SC 29412 | jos@adaptiveexpeditions.org | 843-637-7269 | | |
| Vice Chair | Jeremy Oyen | | jeremy.oyen@gmail.com | | | |
| Instruction Com. Chair | Janet Zeller | 25 Everett Rd., Dunbarton, NH 03045 | zeller@fs.fed.us | | | 202-205-9597 |
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| | Sam Crowley | | sam@seekayakspecialists.com | | | |
| Middle States | <i>vacant</i> | | | | | |
| New England | Crystal Skahan | UNH, Hewitt Hall, 4 Library Way, Durham, NH 03824 | Crystal.Skahan@unh.edu | 603-862-0070 | 603-988-9197 | |
| | Adam Duff | | duffadam@comcast.net | | | |
| New York | <i>vacant</i> | | | | | |
| Northern | Kevin Carr | 225 Northwest Winona St., Chatfield, MN 55923 | kevin@creatingability.com | | 507-867-3961 | 507-202-2174 |
| Northwest | Sybille Fleischmann | | sybillef@hotmail.com | | 425-246-2033 | |
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| Rocky Mountain | William Prichard | | william.prichard@gmail.com | | 706-207-4992 | |
| Red River | <i>vacant</i> | | | | | |
| Red River | Scott LeBlanc | 18211 Red River Song, San Antonio, TX 78259 | scottleblanc62@hotmail.com | | | 210-490-8002 |
| At Large | John MacDonald | 5922 Chatham Way, Hudson, OH 44236 | jam3@uakron.edu | 330-972-8028 | | |
| PIA Liaison | <i>vacant</i> | | | | | |
| At Large | Greg Mallet-Prevost | 79005 Lappans Rd., Boonesboro, MD 21713 | antietamcreek444@myactv.net | | | 240-447-0444 |
| Staff Liasion | Kelsey Bracewell | 503 Sophia St, Suite 100 Fredericksburg, VA 22401 | kbracewell@americancanoe.org | 540-907-4460x105 | | |
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| Vice Chair | Chris Russo | 804 Austin St., Apt. 2A; Kew Gardens, NY 11415 | gothamcanoe@gmail.com | | | (718) 268-6596 |
| Secretary | Tim Burris | 240 Sunnyside Road, Easton, PA 18042 | timburris@natlands.org | (610) 258-6574 | (484) 368-9951 | (610) 258-0606 |
| Past Chair | Charlie Wilson | P.O. Box 1336, Saranac Lake, NY 12983 | charliewilson77@gmail.com | | 518-523-9696 | |
| Instruction Chair | Laura Liebel | 5060 Ledge Lane, Williamsville, NY 14221 | lliebel@aol.com | | 716-912-3977 | 716-632-2721 |
| Competition Chair | Bob Mravetz | P.O. Box 136, Sharon Center, OH 44274 | rmravet@uakron.edu | | 330-321-5111 | 330-239-1725 |
| Publicity/Promotion Chair | Marc Ornstein | 363 Boughton Hill Rd., Honeoye Falls, NY 14472 | mornstein@outlook.com | | | 585-698-5773 |
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| At-Large Member (2016) | Molly Gurien | 315 Estates Dr., Athens, OH 45701 | gurien@ohiou.edu | | | |
| At-Large Member (2016) | Ron Young | 125 Caroline Dr.; Ashland, KY 41101 | lyoung1239@roadrunner.com | | | 606-325-5209 |
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| At-Large Member (2017) | Paul Meyer | 6560 Omphalius Road, Colden, NY 14033 | paul@coldencanoe.com | | (716) 912-3735 | (716) 941-3730 |
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| Hawaii | <i>vacant</i> | | | | | |
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| Midwest | Anita Lamour | 13024 Pembroke Circle, South Lyon, MI 48178 | anita@mich.com | | | 248-437-2496 |
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| Northwest Division | <i>vacant</i> | | | | | |

ACA SAFETY EDUCATION and INSTRUCTION COUNCIL

| | | | | | | |
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| Staff Liasion | Chris Stec | 503 Sophia St, Suite 100 Fredericksburg, VA 22401 | cstec@americancanoe.org | 540-907-4460 | | |
| Prone Kayak Committee | | | | | | |
| Chair | Adam Masters | 179 Merrimon Ave Suite 300 Weaverville, NC 28787 | gobellyak@gmail.com | 828-231-7469 | | |
| Vice Chair | <i>vacant</i> | | | | | |
| Secretary | <i>vacant</i> | | | | | |
| Past Chair | <i>vacant</i> | | | | | |



SEIC Meeting Minutes

Date: Thursday, October 22, 2015
Location: Charleston, SC
Venue: Holiday Inn Riverview (301 Savannah Hwy, Charleston, SC 29407)
Room: Sumter Room
Time: 8:00am – 5:30pm

In attendance

SEIC Members: Mike Aronoff, Larry Ausley, John Browning, Rusty Cooper, Gordon Dayton, Sam Fowlkes (on phone), Josh Hall, Steve Hutton, Trey Knight, Ben Lawry, Becky Molina, Joe Moore, Robin Pope, Beth Weigandt, Greg Wolfe

Liaisons: Keith Christopher, BSA; Wayne Stacey, USCG

Office Staff: Kelsey Bracewell, Chris Stec, TJ Turner, Whit Overstreet, Marcel Beig, Wade Blackwood

Guests: Peter Casson, Don Goff (USCG Auxiliary), Michael Gray, Ed Schiller, Adam Masters, Dale Williams, Rick Washburn, David McPherson, Dawn Stewart, Elizabeth O'Connor, Ed Huntsman, Sean Morley, C. C. Williams, Patrick Frehner, Rafael Kuner, Katayoun Ashraf, Gerhard Grimm

Opening

SEIC Chair Steve Hutton called the meeting to order at 8:12 a.m.. He then requested a moment of silence in memory of Tom Mackenzie, ACA IT, former SEIC member and Discipline Chair for Touring Canoe, who passed away on October 20.

Quorum was established according to SEIC By-Laws. 15 voting members were present.

Secretary's Report

Secretary Becky Molina presented the minutes of the February 2015 meeting for approval. Josh moved to approve the minutes as submitted. John seconded the motion. Minutes approved by 14 votes, with one abstention.

SEI Department Report

Kelsey gave the SEIC Department report.

- She thanked TJ and Marcel for their support in the SEI department.
- She outlined some new SEI initiatives:
 - The recent Swiftwater rescue conference was very successful.
 - The new *Paddle* e-magazine is released bimonthly. The SEI department welcomes both feedback and content.

- The new Policy Waiver request form expedites IT waiver requests. It is available on the Forms page of the web site under the tab “For Certified Instructors.”
- SEI department is sending new laminated instructor certification cards and an FAQ letter to all newly certified and recertifying instructors.
- Kelsey gave the following statistics:
 - SEI records show a total of 8125 individuals certified as instructors, with 10,156 total certifications. This is an increase over time.
 - There are currently 182 instructor trainers and 54 instructor trainer educators.
 - An audit of records reveals that instructor expirations are increasing. This is likely because certifications are increasing.
- She then presented the following “Fun Facts:”
 - The most popular certifications are Introduction to Kayak (L1), Essentials of Kayak Touring (L2), L1 SUP and L1 Introduction to Canoeing/tandem, L4 WWK, and L2 SUP.
 - So far in 2015, 6319 instructor teaching credits have been processed, along with 1857 instructor certifications.
 - Kelsey displayed a list of the ACA’s most active ITs and ITEs
 - The most active states for ACA instruction are NE, OH, FL, NC, and NY.
 - Switzerland, Germany, and Sweden are most active countries for ACA instruction outside the US. A total of 25 countries reported ACA courses in 2015.
 - As part of annual audit, 1837 certs reviewed. 71 IT/ITEs.
 - 2015 ITE renewals: ITs

Liaison Reports

US Coast Guard Liaison, Wayne Stacey

- USCG grant applications received from the ACA were well-written and in line with strategic plan. The ACA staff makes Wayne’s job easy. Quarterly Reports are on time, so grant money gets disbursed on time.
- Wayne also applauded Chris Stec’s efforts on the Boating Safety Advisory Council.
- He introduced Ed Huntsman from USCG; he is an ACA instructor based in New Orleans.

Boy Scouts of America liaison, Keith Christopher

- Keith mentioned that Chris Stec is a member of BSA committee.
- Reported on the progress of the new safety whitewater safety video and shared a flyer. The footage has all been recorded and the project is in the editing and voiceover process now. Robin Pope helped.
- BSA Sea Scouts (Boys and girls ages 14-21) now has a paddlesports component. Don Goff and Robin helped.
- Merit badges are now being developed in digital format, which will have videos of skills for scouts.
- Planning is underway for the July 2017 Boy Scout Jamboree, to be held in Beckley, WV. ACA people are invited to offer presentation ideas.
- The US will host the Boy Scout World jamboree in 2019.

Discipline Committee Reports

- Introduction to Paddling Committee submitted a formal fall report. Mike Aronoff, IPC Chair, submitted an addendum report on October 19. The committee also met on October 21.

- The Touring Canoe committee was not represented at the meeting but submitted a report.
- Beth reported that the River Canoe Committee is working on scope and progression of courses.
- Larry Ausley, the River Kayak Committee Chair, summarized his Committee's efforts:
 - enhancing communication with the river kayak community
 - enhancing entry-level paddler exposure to the ACA
 - producing updated materials for use in advance of IDWs
 - working with RC and IPC for multi-craft trip leader assessment and paddlesports safety facilitator programs
 - proposing an instructor update curriculum
 - electing of new officers
 - commenting on BSA kayaking merit badge
 - In the coming year the River Kayak committee is planning to
 - propose a prerequisite to L5 IT
 - develop a L2 SOT skills course and skills assessment to accompany the recently approved L2 River SOT instructor criteria
 - consider a L3 SOT course
 - consider a playboating course
- The Coastal Kayak Committee submitted a report and has several motions on today's agenda. John Browning, CKC Chair, highlighted his committee's work on developing better standards, a potential skills course track for kayaking in rock gardens and sea caves, and the possible development of a land-based navigation course.
- The Stand Up Paddleboarding Committee had no formal report, but the committee met October 21. On today's agenda they have a "housekeeping" motion. The SUP Committee also has a fall and winter action plan to review its L3 and L4 whitewater and surf course outlines, draft trip leader skills/criteria, and develop a L3 coastal SUP course. 2016 is an election year for SUP committee.
- The Adaptive Paddling Committee submitted a written report and had nothing to add.
- The Safety & Rescue Committee submitted a report. Robin reported that SWR curricula were updated after polling instructors, 80% of whom responded. The 2nd SWR conference was recently held. With 50 participants and 12 presenters, it was very successful, and there are plans to hold another one in 2-3 years. Sam thanked ACA staff members for their contributions to the success of the SWR conference.
- Marcel gave the Rafting Committee report. The committee had a few changes in governance, reestablishing leadership. A L5 curriculum is being considered, as well as an expedition endorsement, which would meet needs in western regions. A trip leader endorsement was considered also. The committee is discussing whether to combine or separate paddle and oar rafting programs.

Standards Committee Report

Steve reported that several motions related to standards committee activity were pending in today's meeting. He announced a new procedure to notify discipline chairs when a new IT or ITE is certified.

Nominations Committee Report

Robin reported that there are no SEIC officer elections this year, and that people should contact Robin if interested in serving in the future. Chris added that ACA Board procedures require that SEIC officers be ready to be balloted for 2017 term in February of 2016.

At 9: 38 the Chair modified the agenda, going to Old Business

Old Business:

- The SEIC Action Item document (from October of 2014 p, 285 in packet) was reviewed.

| Action Item | Assignment | Comments | Current Status |
|--|----------------------------|---|--|
| Distribute the IPC survey results to the discipline chairs | IPC Chair (Mike Aronoff) | Beth Wiegandt needs results for her effort on Instructor Update documentation | Done |
| Work on common L4 ICW requirements | All division chairs | The ACA BoD has directed the SEIC to do this as a result of the Coastal Kayak proposals | Chris Stec described this as an effort for consistency across disciplines. This item will stay on action list because of upcoming motions. |
| Develop a L2 SOT through IPC | IPC Chair (Mike Aronoff) | | Done |
| Publish a new IT start form with a checklist | SEI office | Helps to guide new IT applicants | Done, rolled out as a motion at today's meeting. Motion passed. |
| Develop Adaptive Paddling Endorsement maintenance requirements | Joe Moore | Many Adaptive Paddling instructors haven't taught a course in many years | Done. |
| Develop a new rafting charter | Rafting Chair (Jim Virgin) | Required paperwork | Delayed |
| Provide written guidance on whether the + rating on the international rapid scale denotes that it exceeds venue maximum rating | Steve Hutton | Requested by River Kayak, needs to be published by the Standards Committee as this also impacts River Canoe, Rafting, and SUP | Remain on list |
| Submit a new L3 Coastal SUP curriculum package | SUP Committee | Target Feb 2015 SEIC meeting | Coming in February 2016 |
| Publish a consolidated discipline charter | SEI Office and Sam Fowlkes | | Chris Stec: Leave this item on the list. |

- Kayak Fishing Curriculum Development
 - Chris reported that the ACA still has plans to do something incorporating kayak fishing, including partnering with the kayak fishing community for grant awards. ACA trying to be involved with more kayak fishing events.
 - Larry asked: what entities are insuring these events?
 - PACs or event organizers, who can become affiliate ACA members in order to insure a stand-alone event.
 - Ben added that boat manufacturers often provide an "event in a box" kit that would covers insurance through the manufacturer.
 - Chris stated that a potential ACA Kayak Fishing curriculum would exist as a re-branding of ACA SOT curriculum with equipment-specific skills and rescues.
- ACA/USACK Coaching Program/Endorsement: Wade spoke about this new formal partnership.
 - The relationship has many "moving parts."
 - It is a healthy way to get youth involved in paddlesport.

- The partnership can raise the level of excellence in competitions. The ACA was a past steward of Olympic competition. A strong recreational base can help build elite level athletes. The ACA has been called upon to help fill the gap between beginning and elite paddlers.
 - The word “partnership” may become “merger” later.
 - Competition is a tenant of the ACA mission. Wade, the ACA Board of Directors, and the ACA staff are dedicated to this effort, which promises exciting new opportunities for instructors.
 - Chris added that the USACK Board is also meeting this weekend. Some Olympians and USACK coaches are here at the IT Conference to give feedback. They can expand ACA horizons and possibly incorporate their knowledge at the education level in ACA.
 - Gordon asked if there is a competition-oriented curriculum. Chris replied that there is a draft manual and a group of sessions to discuss this weekend.
 - Chris added that in discussions of the USACK partnership, the word “coaching” has its traditional, common meaning.
 - Wade added that there is also an officiating training track in the works.
 - Chris stated that there was a plan to have a motion prepared to approve the coaching module as an Instructor endorsement, but that product is not ready yet. It may or may not be an SEIC effort. Competition may be considered under a separate ACA umbrella.
- USCG Auxiliary Paddlecraft Safety Education Class
 - There was a presentation by Vice National Commodore Rick Washburn and Don Goff.
 - Rick reported that the US Coast Guard Auxiliary has a network of 30,500 members, most of whom are vessel examiner qualified.
 - They teach Recreational Boating Safety (RBS) classes, and most have a high interest in paddle craft safety education due to their awareness of death rates from paddle craft accidents.
 - Many of them have a “big stinky boat” mindset and need more paddle craft awareness. This is a growth opportunity for USCG Auxiliary. The organization desires a stronger partnership with ACA because ACA “gets it” (the need for paddle craft safety).
 - Rick suggested that ACA submit articles for the USCG Auxiliary e-magazine and vice versa.
 - USCG Air stations get RBS calls re paddling. A training session is planned in January.
 - Don: USCG has modified its BSA program with info from ACA. They are incorporating paddlecraft safety information into their public outreach programs, even non-boating events.
 - Programming elements
 - PE (public education) class. USCG Aux in conjunction w/ACA; has ACA logo.
 - Comprehensive program: Public information course, vessel examination program now includes paddle craft.
 - New on-water component in kayak has a recreational boating safety message including situational awareness and the importance of life jacket use. Those delivering program must have ACA L2 coastal skills assessment rating.
 - Greg asked about including canoes, but there are no plans yet for this.
 - Rick added that the dissemination of program is via hand-picked regional folks who are on-board and capable.
 - Aux.goff@gmail.com (Don Goff)

Discussion & Vote on Motions:

- Motion 20151022-A: Prone Kayaking Curriculum Proposal (Adam Masters)

- Prone kayaks differ from flat boards because they have lateral rocker (secondary stability) and thus can be edged like a kayak or canoe.
 - He described the Bellyak as a Freestyle hull that can surf and allows greater creativity because the paddler is not attached to boat.
 - The proposed is an entry-level curriculum. It is possible to teach river skills from day 1 because there is no fear of entrapment by a spray skirt. The moving water skills learned in a prone kayak are transferrable to other craft: speed, angle, edging. Self-rescue is easy.
 - As an entry-level program, prone kayaking can grow the ACA membership base.
 - 1000 Bellyaks have been sold worldwide, especially in Europe
 - The craft has Swiftwater rescue and ice rescue applications.
 - Adam explained that the craft also has many adaptive paddler applications.
 - When asked about rolling, Adam explained that yes, it's possible.
 - There are three sizes of Bellyak currently manufactured.
 - The fit of prone paddling with existing ACA curricula was discussed.
 - Steve asked: Can we call it Prone Paddling? (which would include prone paddle boarding) Adam replied that at L3 it would be very different in performance.
 - Chris suggested that the prone paddleboard community is hard to infiltrate.
 - The motion was seconded by Ben.
 - Mike expressed concern about manufacturer conflict of interest.
 - Trey agreed with both Steve and Chris.
 - Beth mentioned that this is really a two-part proposal, including establishment of a curriculum and a new discipline committee.
 - Robin described his experience with the Bellyak. He found that beginners weren't frightened very much, and that the craft definitely required a different skill set.
 - Larry called the question.
 - Voting in favor: 2; opposed: 10; abstain: 2
 - Steve made a friendly amendment: To approve the establishment of a Provisional Prone Paddling Discipline and the corresponding Provisional Prone Paddling Curriculum. Gordon seconded. Adam accepted the friendly amendment.
 - Vote in favor: 12; opposed: 3. Motion passed.
- Motion 20151022-B Proposed River Kayak Instructor Update Sample Curriculum (River Kayak Com)
 - Larry presented the motion.
 - Chris wondered whether it could be transferrable to other disciplines.
 - Becky asked if is this were a first such document, or did the committee have a formal IU outline before?
 - Larry responded: Not really; this outline is an example.
 - An action item was added, for other discipline committees to look at this outline and consider adopting or modifying it for their discipline.
 - The motion passed unanimously.
 - Motion 20151022- C Changes to the Instructor Trainer Process (Chris Stec)
 - Since the phone meeting earlier in the month, a timeline for implementation was added.
 - Changes involve additions and revisions to Chapter 3 of the SEIC Policy Manual.
 - Chris outlined the changes:

1. ITCs must register with the National Office.
 2. Kelsey will verify instructor standing and notify discipline chairs of a new ITC.
 3. The ITC must then pass an online test. It is possible to re-test until 100% correct.
 4. The ITC will co-teach an ICW/ICE in the desired discipline/level with an IT or ITC.
 5. The ITC will submit to SEI Department from his/her co-teach: course report, IC evaluations of ITC, ITC evaluations of each IC, and IT/ITE evaluation of ITC.
 6. Standards Committee will give feedback to the ITC.
 7. The ITC will lead teach with a mentoring ITE.
 8. The ITE must sign off on the final ITC application form
- There was discussion of how best to amend and manage forms.
 - Policy Manual Chapter 3, section C, item #5 was amended. Robin seconded amendment.
 - Joe asked how changes apply to ITCs already in process. Chris responded: those initiating the process on or after January 4, 2016, must follow new protocol. Those in process should begin using new paperwork/system as appropriate to their status in the process. Queries about deviating from this plan will be handled on an individual basis.
 - Motion passed unanimously.
- Motion 20151022-D Safety and Rescue Curricula Update Levels 3, 4, 5 (Safety and Rescue Committee)
 - Robin explained that that a survey of instructors, ITs, and ITEs led to current proposal.
 - Most of the change involves wordsmithing.
 - Some L4 components have been moved to L5, and some L4 skills are now easier to teach.
 - Robin thanked Justin Padgett for his input.
 - The Canadian log roll was explained as a method of negotiating an obstacle too big to climb over while swimming. (Use feet to bounce off and move away.)
 - Motion passed unanimously.
 - Motion 20151022- E Coastal Kayak Trip Leader Program (Coastal Kayak Committee)
 - John noted that the CKC has been trying to develop a TL program since 2012, but efforts had fallen by the wayside. There was renewed effort last year.
 - The proposal attempts to meet a marketplace need: many certified ACA instructors are mostly guiding trips (rather than purely teaching skills). They need a different sort of preparation. The proposed program's focus is on leadership and management, not on teaching.
 - Program delivery would be by certified instructors with skills assessment credential.
 - Anyone can take skills course for TL and TL skills assessment.
 - Ben and Mike expressed concern about L3-5 instructors and ITs having to take a basic skills course in order to teach TK skills course.
 - Venue conditions match those in the regular skills tracks.
 - Implementation plan includes pilot programs with 5-6 interested ITs and ITEs. Pilot courses will occur in a variety of venues around the country, then there will be feedback and revisions.
 - Dawn added that a skills based class that ends with an assessment allows opportunity for upward skill development. The course emphasis is on trip leading.
 - Any instructor can be a trip leader.
 - John reported that the CKC debated who would deliver the TL program. The current proposal is a compromise.
 - Beth expressed support for trip leader credentials programs, saying that they would definitely meet a need for organizations.

- There were questions related to insurance. Would trip leaders be required to maintain ACA membership, pay SEIC dues, or maintain first aid and CPR certifications?
 - Joe asked: Why not just become an instructor?
 - Dale replied: Instructor courses don't include enough leadership. There's no time.
 - Ben: Why not just beef up the instructor course?
 - Mike said he has been adding Trip Leader assessment onto L3 IDW.
 - Dale said the program seems market-ready. Skills assessments have not sold, due to poor marketing. If you want to rent a kayak in Norway, for example, a BCU star card can serve to verify your expertise. Why not an ACA credential?
 - Michael has had success doing assessments.
 - Sean asked: what is the demand? Reply: There are many clubs, commercial guides, and government entities that are just leading. There seems to be a strong demand for non-teaching, leadership programs.
 - Larry felt that at L1-2, skills are more individual, whereas at L3+ the group dynamics are more important, more built-in.
 - Patrick: it is hard to sell ACA skills programs in Europe, where folks do mostly guiding with minimal teaching.
 - A friendly amendment (made and accepted) split the proposal into two parts:
 1. adopting the TL curricula L3-5; and
 2. implementation plan
 - In favor of TL program adoption (as written): 12. Opposed: 2. Abstaining: 1. Part 1 passes.
 - Discussion on implementation:
 - Josh and Robin supported a controlled, tighter roll out with select ITs. Reevaluate in a year.
 - John: the current proposal is a compromise.
 - Beth: in other TL programs, qualified instructors have the certification level above that which they are teaching. Why not follow those criteria?
 - Sean said he thinks that would work.
 - Robin: in other ACA programs, only ITs (from a level above) taught assessments at first.
 - Beth makes a friendly amendment:
 - Until the 2016 fall SEIC meeting, the new CKTL program can be utilized and offered only by ITs and ITEs certified at or above the level of Trip Leader assessment offered. The new CKTL course outlines will be revised to reflect this amendment.
 - Voting on program implementation: In favor: 13; Opposed: 0; abstaining: 1. Part 2 passes.
- Motion 20151022-F: L3 Coastal Kayak Instructor prerequisites (Coastal Kayak Committee)
 - John explained that the proposal requires that instructor candidates at L3 must have completed a L3 skills assessment or have equivalent skills.
 - Ben asked whether the phrase "equivalent skills" was necessary.
 - Josh suggested that candidates who have the L3 Trip Leader credential also be allowed.
 - Becky asked if skills assessment cards have an expiry. Answer: no.
 - Friendly amendments proposed and accepted:
 - eliminate "or equivalent skills"
 - Add language indicating that TL credential will also be an acceptable prerequisite
 - Add "beginning 1/1/16"
 - Beth asked if all disciplines would have to follow suit. Chris replied that although consistency across disciplines is preferred, it will not be required at this point.

- Voting: 11 for, 1 against, 2 abstaining. Motion passed.

Break until 2:45

- Motion 20151022-G: L4 Open Water Coastal Kayak Instructor Prerequisites (Coastal Kayak Com.)
 - CKC accepted the same amended language from their L3 proposal (add Trip leader assessment credential as a prerequisite, remove “or equivalent skills,” effective Jan. 1, 2016).
 - L4 instructor candidates must also be L3 instructors in good standing, having taught and reported at least two L3 courses.
 - Candidates would take an ICW only because they are crossing over. This change would eliminate IDWs for L4 and 6-day L4 ICWs. A 3-day ICE will be the only certification route.
 - Robin gave statistics: So far in 2015, of 104 candidates who have taken ICWs, only 14 have been certified.
 - Sean asked for the definition of “in good standing.” It means ACA membership and SEIC dues are paid.
 - Chris commented that course reporting will tell how effective the change is.
 - Sean added a hope that there will be an increase in quality of instructors, if not numbers.
 - Voting: For: 9 Against: 3 Abstain: 2. Motion passed.
- Motion 20151022-H: SEIC Policy Manual Revision: Certification Course Maximums (Standards Committee)
 - Steve explained that the proposed revision would prevent ITs from adding competent aides to increase group size beyond safe effective limits.
 - Dale asked if the change would apply to any course. The reply: yes, limits would be according to established ratios. The IT would have discretion as to when to divide groups, but any number of participants above the maximum must be reported as two separate courses.
 - Voting: For: 14 Against: 0 Abstain: 0. Motion passed.
- Motion 20151022-I: SEIC Policy Manual Revision: Skills Course Maximums (Standards Committee)
 - This proposal mirrors the previous one, applying the same group size limits to skills courses.
 - Voting: For: 14 Against: 0 Abstain: 0. Motion passed.
- Motion 20151022- J SEIC Policy Manual Revision: IT Continuations and Lead Teach Credit (Standards Committee)
 - Steve described that this revision would address two issues.
 - In recent years several IT candidates have submitted applications that included lead teach courses with multiple ITCs on one course (a “co-lead” teach). With this change, *only one ITC can claim lead teach credit for a given course.*
 - There have also been a few cases where ITCs have not been successful in final lead teach, leading to the question of whether or not they can be continued. This proposal formally states that no, they can’t be continued. The IT process is pass/fail.
 - Joe asked if continuing an IT would be fine? Chris answered no.
 - Ed offered an analogy from ASA sailing: if you can’t do it, you start over.
 - Joe suggested a friendly amendment: delete the words “as unlike Instructor Certification.”
 - The friendly amendment was accepted.
 - Voting as amended: For: 14 Against: 0 Abstain: 0. Motion passed.

- Motion 20151022- K: Establishment of DIF Workgroup (Greg Wolfe)
 - Chris gave an update on the state directors system. They have been kept separate from DIFs. Why put them into a broken system? Some state directors have been great, for example the Louisiana director is great at environmental stewardship. Other state directors have developed committees for competition, instruction, etc. These programs are not mired in bylaws, so they can end at any time.
 - Greg was the OH Penn DIF, and the DIF function in that division was actually working. After his recent reinstatement as an IT, he split the division with the existing Ohio-Penn DIF, and they have been acting as co-DIFs. He has been discouraged about a lack of support for DIFs from National office. DIF participation is dismal at best. The system doesn't work.
 - This proposal would establish a work group to discuss and report back to SEIC chair.
 - Workgroup volunteers: Elizabeth, Rusty, Larry, Gordon, Rafael.
 - CS recommends workgroup think new and different because current structures aren't working.
 - Motion passed.

- Motion 20151022- L: Replacing ACA Essential Eligibility Criteria (AP Committee Chair, Joe Moore)
 - Joe explained what essential eligibility criteria are and how current ACA course EEC are not appropriate.
 - Newly proposed EEC are listed on p. 284.
 - Larry questioned the final asterisk on the new EEC: might there be legal ramifications?
 - Answer: the ACA Board can handle any necessary legal considerations.
 - Chris suggested including the new EEC (the first 6) on every course outline instead of simply referring to one location to read organization EEC.
 - Joe noted that participants must acknowledge their ability.
 - A friendly amendment: remove first asterisk related to \$; flip two sentences in third asterisk.
 - All 11 EEC apply to skills courses. The first 6 apply to adaptive courses only.
 - Ben asked how much, realistically, will our work change? Answer: not much, truthfully. Steve said that changes are needed to bring the organization up to speed.
 - Steve thanked Joe for his efforts on crafting the new EEC.
 - Voting: For: 14. Against: 0. Abstain: 0. Motion passed.

New Business:

-Steve Hutton

- Discipline Specific Book/Pamphlet project (Chris)
 - ACA wants discipline-specific books to supplement the Instructor Manual (p. 286 in packet)
 - Disciplines need to decide if they want one or multiple books.
 - Eventually booklets will have to be standardized.
- First draft of revisions to SEIC Bylaws (Chris)
 - Included in meeting packet, p. 288. Revisions include
 - DIF changes (Will await recommendations from Greg's workgroup)
 - Common charter language for discipline committees
 - Term limits for discipline committee officers
 - Clearly stating what SEIC Board means
 - Clearly defining and stating role of SEI Instruction Committee
 - A change in wording: SEIC meets *before* ACA annual meeting, not *at*

- Classroom Facilitator/Instructor Program (Chris)
 - Was devised to meet USCG auxiliary/power squadron need, but they went a different direction
- ACA Incident Reports (Steve Hutton)
 - *Not addressed*
- ACA Forms (Steve Hutton)
 - Policy manual states that instructors, ITs, and ITEs must use current forms on ACA web site.
 - The only form that can be deviated from is the evaluation of ITs/course by ICs
- SUP Committee Motion: Level 1 and 2 Curriculum Revision (Josh Hall)
 - Josh explained that this late motion serves to clarify skills changes in these curricula.
 - Josh will write a short article explaining the changes.
 - Votes in favor: 14. Motion passed.
- IPC report on new credentialing course (Mike)
 - Mike announced that he plans to develop a proposal for the next meeting on the Paddlesports Safety Facilitator Certification. He previewed the proposal so far:
 - A one-day course, with classroom and on-water components, built from Quick Start, Smart Start, Paddle Safe Paddle Smart elements and Operation Paddle Safe exams.
 - It will include modular skills components for canoe, kayak, and SUP.
 - Facilitators would not be delivering on-water component.
 - Targeted at liveries, etc.
 - The program will increase ACA exposure.
 - Offered by L1 or higher instructor with a Paddlesports Safety Instructor endorsement.
 - Endorsement delivered by L1 IT/ITE or higher.

Upcoming SEIC Meeting: February 5, 2016, in Fredericksburg, VA

Plus / Delta for Meeting

Concluding feedback included many positives: Difficult issues were handled in a nice manner. Much was accomplished. Nobody walked out. The meeting was interesting, and lunch was great. It was great to see old friends and make new ones. The large number of meeting attendees was a positive. This number included many visitors at a high level, some of whom were in town for the IT conference. The opportunity for passionate discussion was appreciated.

Several expressed appreciation for the ACA staff, and for everyone's efforts in trying to evolve paddle sport. Keith thanked everyone for their support of the BSA. Becky was amazed that the ambitious agenda was successfully tackled, and she thanked everyone for not talking too much. Chris thanked volunteers for their time and energy. Kelsey thanked everyone for being at the meeting, saying "You're the reason I work."

A suggestion was perhaps embedded in Gordon's comment complimenting the running of a "tight ship," as he added, "maybe too tight."

Michael moved to adjourn. Greg seconded.

The meeting was adjourned.



ACA DIVISION EUROPE REPORT - 2015 -

About the Division Europe:

The Division Europe is a pure SEI division. There are no ACA clubs no stewardship, nor other councils the ACA in it's homeland has. The reason is the presence of each european country's own paddlesport organization. However there are ACA only events.

A board of 3 chairmen is elected every 3 years during the European ACA symposium.

The disciplines covered are: Canoeing, with by far the largest number of certified instructors, with SUP following up steeply and probably overtaking Canoeing in the future, Coastal Kayaking, River Safety & Rescue and River Kayaking. No certified instructors for rafting. This distribution is noticeable inversely proportional to the availability and quality of instructional programs in the disciplines, provided by the european home organizations.

Report 2015

1. Board changes:

Franziska Pokorny takes a step back from the chair position to webmaster purely, maintaining content on the division's website
current chair is Carlo Picchio
vice chair is Heinz Goetze

2. Instructor Pool

The division has it's first SUP ITE, so currently there are 2 ITEs (who are also multiple discipline ITs and instructors) and 4 ITs in summary.

The total number of instructors is not exactly known to the board. The division is young and not yet developed far enough to a gapless facilitation of all Certification and Update events.

3. Strategic Planning Meeting

In February 2016 a meeting for strategic planning, initiated by Chris Stec, Dave Burden and members of the division, will be held to work on some of the division europe's needs and deficiencies.

2/2016 Introduction to Paddling Committee Report. 1/2/2016

As usual for IPC, there has been a lot of discussion on various subjects, including a PaddleSports Facilitator Certification level, an additional Trip Leader level or two, clarifications needed for L2 SOT instructors, a new symposium directed at L 1/2 and more.

We will have proposals forthcoming for the Facilitator and River Canoe Trip Leading venue. We recognize these may need to be New Business if allowed but coordinating of a number of things are nearly done but not complete as of now. We hope to have proposals completed within the next 10 days.

Thank you,

Mike Aronoff, Chair IPC

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Canoe Kayak & Paddle Co
ACA Trainer Educator Kayak & Canoe
www.ckapco.com

Freestyle Touring Canoe Discipline Committee Report February 2016

Committee Governance

In November the Touring Canoe Committee elected new officers for 2016:

- Chairman – Jeff Liebel (2 year term)
- Vice Chairman – Chris Russo (1 year term)
- Secretary – Tim Burris (2 year term)

Currently the committee has 9 active at-large members (with 3 elected each year to 3 year terms); 5 active Division reps; 6 inactive Division reps; 5 open Division seats.

The Committee would like to thank Past Chair Charlie Wilson for his tireless efforts, and not just for the past two years, but going all the way back to the beginning of Freestyle where he served as the Touring Canoe/Freestyle Committee's first chairman. In concert with the other originators of the sport, he provided structure and order through his writing, teaching and event creation and operation. It is upon this solid foundation that the next generation of Freestylers and Touring Canoe enthusiasts will work to create a wider, deeper community of canoeists.

In 2016 the committee is expecting to conduct a bylaw revision to address outdated tenets, revision processes and membership requirements.

New ITE's

In 2015, Elaine Mravetz was granted L3 Freestyle ITE status.

Special Recognition

In October of 2015, the paddling community lost a true icon with the passing of Tom MacKenzie. He was a canoe builder, an innovator, a teacher, mentor and a community builder. He was one of the fathers of Freestyle as well as a founder of the Wooden Canoe Heritage Association. Through these organizations, he introduced thousands to the beauty, grace and timelessness of canoeing, but one of his biggest contributions transcends the boats and the "effortless paddling style" he was most noted for. Tom and his events created connections – lifelong friendships, seamless interaction with the natural world and the melding of personal enrichment with the fun of paddling. He made an indelible mark and will be deeply missed by so many whose lives he touched.

Strategic Planning

In fall of 2013 a discussion took place about the potential implications to Freestyle canoeing caused by the dynamic changes to the promotional landscape and the impact of the "marketplace defining the brand". In 2014, the Committee approved the creation of a Strategic Planning subcommittee and charged its chairman (Jeff Liebel) with conducting interviews and providing a report with recommendations on message, positioning, promotional tactics and structural modifications (governance, events and instruction). The preliminary draft report was shared with the active members of the subcommittee and in an upcoming February 2016

planning retreat, the report will be finalized. The interviews focused on paddlers, retailers, outfitters, builders and subject matter experts well outside the core Freestyle community in order to obtain impressions of and motivations for participating or not, in precision flatwater paddling events and/or instruction. Secondary research reports were also consulted and added to the preliminary report in order to understand and gauge the size of the market and canoe usage patterns. The final report will be available later in 2016.

Initiatives/Events Planned for 2016

Symposiums and Other Instructional Events

- Solo Canoe Rendezvous – June 3-5; Slippery Rock, PA
- Wisconsin Canoe Symposium – June 17-19; Westfield, WI
- Adirondack Canoe Symposium – July 14 -17; Paul Smith's, NY (held in conjunction with the Wooden Canoe Heritage Association Annual Assembly)
- Midwest Canoe Symposium – Sept 9 – 11; Peninsula, OH
- Pine Barrens Functional Freestyle Workshop – Oct 14 – 16; Medford, NJ

Symposium and workshop events are structured to offer instruction in solo, tandem, L3, L2 and L1 skills as well as special topics such as Heeling & Kneeling; Bent Shaft/Traveling strokes; pack canoe techniques; Canadian Style. Instructor updates and Canoe Camping endorsements are offered as well. Touring Canoe Committee meetings are traditionally held in conjunction with the Adirondack and Midwest events.

The event organizers will be updating promotional materials and descriptions for use on the web and in other promotional channels based upon survey findings.

Instructor Certification Program

- There is one L3 Instructor Certification program tentatively planned for June 20 – 24 in Lake Placid, NY.

Curriculum Review

A plan for a comprehensive curriculum review will be initiated this year.

2016 is expected to be a transition year for the TC committee as aspects of the Strategic Planning recommendations are going to be “tested and refined” in the field. The expressed purpose will be to determine the reasonable strategies and tactics that can be implemented to promote awareness of and participation in touring canoe at all levels by highlighting the range and practicality of precision paddling technique.

Respectfully Submitted,

Jeffrey Liebel
Chair – Freestyle Touring Canoe Committee

December, 2015

River Canoe Committee Report

Since the October SEIC Meeting, the River Canoe Committee has had ongoing discussion on several topics:

- Booklets/resources content and structure as tasked by the SEI
- Scope and sequence of the L1 – L5 curriculum
- Work on a discipline wide survey regarding the curriculum
- Conversation with Touring Canoe regarding curriculum needs at the L1/2 level
- Draft generic River Trip Leader documents
- L1/2 East Coast Multi Discipline Symposium (headed by CC William and the Rock Hill Parks and Rec)

Having a large in person meeting at the Fall Conference has lead to more involvement and discussion as related to the above topics.

We currently have 2 projects in the works, with a 3rd on deck, but not formalized at this time:

1. A survey to pinpoint needs and changes in the curriculum, and
2. A 2 level river trip leader course combining River Kayak and SUP as well as River Canoe.

These projects are slated to have mid-January conference call meetings to work out particulars of the projects and any new or related items resulting from these meetings will be reported at the SEIC meeting in February.

It has been good to have input and interest in the committee and projects. New members have been added to the roster as well to diversify the committee and represent more areas and levels. These new members are:

Susan Eda
Sam Fowlkes
Fritz Orr
Gordon Black

Respectfully submitted by

Beth Wiegandt
River Canoe Committee Chair
(540) 556-2594
youroutdoorclassroom@gmail.com

2/2016 River Kayak Committee Report 1/2/2016

The River Kayak Committee has been intermittently active, after having great meetings at the IT Conference in Charleston.

There is only 1 proposal as of now and its purpose is to clarify pre requisites for L 5 Trainers. It has been sent to Becky Molina separately.

Other discussions have been about Play Boating Instructor Certification and courses, adding a lower level Trip Leader Assessment, L 2 SOT Instructor clarification re teaching L 1, in anything other than SOTs and more. These non proposal items may come up as discussion items under New Business if allowed.

Thank you,

Mike Aronoff, Chair RKC

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Coastal Kayak Committee Report to the SEIC

The Executive Committee of the Coastal Kayak Committee has been quite active since the October 2015 SEIC meeting.

Meetings—the full CKC met on October 21, 2015, in Charleston. The next meeting is scheduled for February 4, 2016, in Fredericksburg. The Executive Committee continues to meet every 2 to 3 weeks via tele-conference.

Membership—Committee membership has increased to 34 members, 13 at-large (voting) members and 21 affiliate members.

Sub-committees—the two sub-committees formed in early March 2015, remain active. The Traditional Paddling sub-committee continues to review the current curriculum within the purview of the Coastal Kayak Committee. The committee is nearing completion and recommendations to the CKC on how we can better include the traditional paddler in the CKC, as well as the identification of needs (additions and/or changes) in curriculum, are expected early in 2016.

Communications—the chair of the CKC has continued to publish a “newsletter” to the coastal ITs and ITEs. Publication has been on a “as necessary” basis. Plans are in the works to publish a similar newsletter to all coastal kayak instructors in January 2016.

Proposals— Since the meeting in Charleston the Coastal Kayak Committee’s Executive Committee has been busy preparing several proposals to present to the CKC, as well as preparing to launch the pilot trainings of the Trip Leader program passed at the October SEIC meeting and approved by the Board of Directors. It is anticipated that the following proposals will be presented for vote of the CKC before the February meeting in Fredericksburg, and if approved will be presented as “new business” at the meeting.

1. A sample skills course for instructor updates. Patterned after the proposal from the River Kayak Committee presented and accepted at the last SEIC meeting, the CKC is looking at a similar sample course for the coastal kayak instructor updates.
2. A sample skills course addressing rock garden and sea caves instruction.
3. A proposal to modify the prerequisites for the L5 instructor criteria.
4. A proposal to modify the prerequisites for the L5 trip leader criteria.
5. New/revised sit-on-top criteria for L3 SOT Instructors, for L3 SOT skills assessments, and SOT sample skills course.
6. A “house-keeping” proposal to remove the reference lists from the sample skills courses, reason being is that the current ones are out-of-date and are difficult to keep current.

A navigation course remains under development, as does a review of the traditional paddling skills offerings.

Respectfully Submitted,

John Browning

Chair ACA Coastal Kayak Committee

12-30-15

American Canoe Association
Safety and Rescue Committee

Winter 2015 Report Re: 2-5-15 SEIC meeting

The ACA Safety + Rescue Committee is planning for the 2015 ACA Swift Water Rescue Conference was held 10-9,10,11 2015 for the second time in Western North Carolina. There were around 60 participants who provided positive feedback for the majority of the event.

The Safety and Rescue Committee conference call meetings continue throughout the year through the high and low season.
The chairs, secretary and a few of the members endeavor to stay in contact to discuss new developments and ideas in the rescue discipline.

Some of the items still under discussion include:

- A sub committee is looking into sites for a future SWR Conference to be held in 2017-18.
- Dave Kessman is leading a sub committee with Mike Mather and Tom Burroughs to consider options for a creeking oriented rescue endorsement with more high angle rescue implications.
- Managing the ACA SWR Instructor Group Facebook page dedicated to the exchange of ideas, techniques and events. Aaron Peeler is doing a great job of setting topics, posting videos, etc. This social media tool has become an effective communication tool.
- The 2015 curricula review is complete and has been officially posted on the ACA website some additions and deletions. The curricula questionnaire and survey provided some guidance for improvements. SWR IT Justin Padgett led the charge on curricula. Justin and Robin worked diligently to finalize the documents. Job well done!
- Development of standardized teaching resources – this need is being addressed for curricula support
- NFPA (National Fire Protection Association) – these courses are still a work in progress and are being designed to address the need for a professional services oriented courses. The need to “get it right” for rollout is a major goal. Tom Burroughs is the subcommittee chair and is moving forward with a target date of course development and completion around the end of 2016. The test courses will be offered in late 2016-17.
- Working on new resources for instructors, trainers and educators. Jim Coffey’s NRS “Quick Tips” in an example.

- The numbers of rescue instructors are steadily increasing and doing so with more geographical diversity. See metrics chart.

The Safety and Rescue Committee has no proposals to present at this time.

Submitted by Sam Fowlkes
12-30-15

ACA Standards Committee Report

Prepared for the Spring, SEIC Meeting to be held February 5, 2016, Fredericksburg, Virginia

Standards Committee Officers for the current term of January 1, 2015-December 31, 2016 remain:

1. Becky Molina, Secretary
2. Rusty Cooper, Vice Chair
3. Steve Hutton, Chair
4. Robin Pope, Past Chair

One of the more significant issues for the Standards Committee and the SEIC is the result of changes in ACA bylaws and voting procedures which now necessitate the SEIC approving its slate of Officers prior to the Fall elections. So although the current SEIC Officer terms run through 2016, we need to identify and vote in Officers for 2017-2019 term during our upcoming meeting in February, 2016.

Additionally, the Standards Committee has remained busy with the steady review and dispensation of IT applications, as well as the annual influx of ITE renewal applications. Currently, we have 23 ITE certifications (held by 18 unique individuals once multi-discipline ITEs are accounted for). Of those 18 ITEs, only 10 have submitted their renewal applications, meaning 44% of our most experienced and dedicated Trainer Educators are choosing to not renew, or are not following established procedures and requests. That's a disturbing statistic with significant implications when considered through the full instructional system.

On more positive notes, since the October SEIC meetings in Charleston, we have had a variety of positive developments, many of which should be credited to collaboration with the SEI Department staff and/or other Committees and work groups:

- IT/ITE Conference: The first time we've offered a conference targeted just to this group. The conference was well attended, and along with fun and great weather, gave us all opportunities to network and learn from each other. Sessions included a session titled: *Common ITE Pitfalls when Mentoring New IT Candidates* led by Steve Hutton and Robin Pope which attracted 22 attendees. Many other sessions were equally informative, and a highlight of the conference was exposure to the ACA/USACK merger and the related High Performance/Olympic Coaching program that will be developed in the near future with input and involvement from the SEIC.
- IT Certification and on-line testing program was approved in October and is now in effect for all ITs beginning the process in 2016. The on-line testing portion is in early phases of development/refinement. SEI Department has done the bulk of the work on this, but the Standards Committee and all of the SEIC will benefit significantly from the increase in readiness for IT Candidates in the future.
- There is presently positive dialogue occurring about needing to update our DIF program which has been ineffective for years. Stay tuned for more details and discussion.

Respectfully submitted,

Steve Hutton

ACA SEIC Chair



SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

1.) PERSON/ENTITY MAKING RECOMMENDATION:

River Kayak Committee

2.) TODAY'S DATE:

February 25, 2016

3.) PROPOSAL NAME:

L5 River Kayak Instructor Trainer Prerequisite

4.) ACA INSTRUCTION DISCIPLINE(S) AFFECTED:

River Kayaking

5.) NUMBER OF PEOPLE AFFECTED:

Potentially, the 42 Instructors currently certified at L5 River Kayaking

6.) EXACT WORDING OF MOTION:

Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC's minutes and other records.

If the motion proposes a change to existing documentation or policy, please present the existing documentation in a format that clearly shows how the motion will change it (e.g., Word track changes format).

Modify SEIC Policy Manual chapter 3.B. to include:

Candidates for certification as L5 Advanced River Kayaking Instructor Trainer must have previously been certified as L4 Whitewater Kayaking Instructor Trainer and have properly taught or co-taught and reported at least 2 L4 Whitewater Kayaking IDW/ICE or ICW.

7.) HOW IS THIS MOTION TIED TO THE ACA'S STRATEGIC PLAN?

Maintains reasonable consistency and logical application of ACA Instructor Development Programs.

8.) NEED FOR POLICY CHANGE:

Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

Under current SEIC policy, it is possible for an L5 River Kayaking Instructor to become an L5 River Kayaking Instructor Trainer without having previously been certified as an L4

Whitewater Kayaking Instructor Trainer. The L5 River Kayaking Instructor certification is considered an “add-on” or advanced skillset to L4 and the L5 instructor certification carries a prerequisite of L4 certification and experience. Since the L5 instructor certification assumes that many L4 skills and teaching skills are already part of the L5 instructor candidate’s repertoire, the L5 ICW is defined as a shorter, add-on series of skills/knowledge development and assessment than the L4 ICW. It logically follows then that an L5 Instructor Trainer candidate should have the prerequisite experience of teaching the broader curriculum of the L4 ICW prior to development and certification as an L5 Advanced Whitewater Kayaking Instructor Trainer.

9.) LIST WHO PARTICIPATED IN THE DISCUSSION LEADING TO THE PROPOSED CHANGE Please clearly list who participated in the discussion leading to the proposed change: Also include and the time frame over which discussion occurred. Minutes from committee meetings may be appropriate to include. Please include any opposition or alternative views that were discussed.

This modification was discussed and approved by a majority vote of the ACA River Kayaking Committee.

10.) PROVIDE ANY CONTRA POSITIONS ON THE MOTION:
This should include, at a minimum, any potential appearance of conflict of interest, any impact on other entities that use ACA programs, any internal opposition, and any internally proposed alternatives to the proposal.

There are no known contra positions to making this change.

11.) IS THERE ANY FISCAL (monetary) IMPACT TO THE ACA? If so, please describe.

There is no known fiscal impact to ACA resulting from this motion.

12.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

ACA SEIC Policy Manual.

13.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

ACA Website, ACA Water Blog, ACA Facebook page, email from SEI to River Kayaking IT/ITE and L5 RK Instructors, Committee communications fora.

FOR SEIC SECRETARY’S USE ONLY

Date: _____ Meeting: _____

Person or Committee Making Motion: _____

Person Seconding Motion: _____

Vote Count: _____ YES _____ NO _____ ABSTAIN

Motion Correct as Stated Above: _____ YES _____ NO
(If no, specify any amendments):

ACA SEIC Action Item List: Last reviewed at 10/15 SEIC Meeting with next review scheduled for 02/16

| Action Item | Assignment | Comments | Current Status |
|--|----------------------------|---|---|
| Develop a new rafting charter | Rafting Chair (Jim Virgin) | Required paperwork | Delayed (see below) |
| Publish a consolidated discipline charter | SEI Office | Discussion/proposal in progress | As of 10/15 to be left on list and addressed in 02/16 |
| Provide written guidance on whether the + rating on the international rapid scale denotes that it exceeds venue maximum rating | Steve Hutton | Requested by River Kayak, needs to be published by the Standards Committee as this also impacts River Canoe, Rafting, and SUP | Remain on list |
| Submit a new L3 Coastal SUP curriculum package | SUP Committee | Target Feb 2015 SEIC meeting | Coming in February 2016 |



SEIC POLICY RECOMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

1.) PERSON/ENTITY MAKING RECOMENDATION: Introduction to Paddling Committee
(Individual, Committee, etc.)

2.) TODAY'S DATE: 01/29/2016

3.) PROPOSAL NAME: Paddle Sports Facilitator Program

4.) ACA INSTRUCTION DISCIPLINE(S) AFFECTED: Canoe, Kayak, SUP

5.) NUMBER OF PEOPLE AFFECTED: All levels of Instructors, Trainers, and Educators

6.) EXACT WORDING OF MOTION:

Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC's minutes and other records. If the motion proposes a change to existing documentation or policy, please present the existing documentation in a format that clearly shows how the motion will change it (e.g., Word track changes format).

The ACA would adopt a new program called the Paddle Sports Safety Facilitator. The role of the Paddle Sports Safety Facilitator is to provide a resource for basic paddle sport knowledge to the consumer. The facilitator will also provide competent land-based rescue support and be able to perform near shore rescue of individuals, boats, and gear if necessary.

The curriculum, training, and expectations of the Paddle Sports Safety Facilitator program can be found in the outlines and modules included with this proposal that are based on the Quick Start and Smart Start curricula.

7.) HOW IS THIS MOTION TIED TO THE ACA'S STRATEGIC PLAN?

The ACA's mission and goal is to provide safety information to the general public. This program is designed to fill the need for safety education and information to beginner paddlers, regardless of discipline. This program is targeted to staff of liveries, rental companies, and/or Parks and Recreation departments that rent paddle craft without supervision. This program can also be utilized by retail sales outposts. This would allow the ACA to better track paddlers that are receiving instruction and information by certifying facilitators who can report contact with the public.

8.) NEED FOR POLICY CHANGE:

Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

Thousands of people are being introduced to paddle sports each year through liveries, recreational facilities, and retail entities. This program bring the ACA to the general public at their introduction, increasing the recognition of the ACA as a leader in education, safety, and resources for the recreational paddler.

9.) LIST WHO PARTICIPATED IN THE DISCUSSION LEADING TO THE PROPOSED CHANGE:

Also include the time frame over which discussion occurred. Minutes from committee meetings may be appropriate to include. Please include any opposition or alternative views that were discussed.

This proposal stems from IPC, RCC, and RKC meetings since 2011. The current program has developed in meeting with the above committees along with livery representatives in February, 2015, October 2015, and through emails and phone conversations between November and the present date of January 29, 2016

10.) PROVIDE ANY CONTRA POSITIONS ON THE MOTION:

This should include, at a minimum, any potential appearance of conflict of interest, any impact on other entities that use ACA programs, any internal opposition, and any internally proposed alternatives to the proposal.

Roll out will need to be well promoted for this program to spread and be effective.
A new level of certification will need to be created and monitored

11.) IS THERE ANY FISCAL (monetary) IMPACT TO THE ACA? If so, please describe.

Each Facilitator certification generates a fee for the ACA. By allowing facilitators to report the number of people they reach, the ACA will have a better picture of the number of people they reach which can influence the amount of grants the ACA receives.

12.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

Internal Document categories where the new curriculum would be listed
Who can teach what document

13.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

- SEIC General Meeting - February 5, 2016 for discussion and friendly ammendments
- Post on the ACA website and make available to all SEIC members
- Post a notice in the Paddle EZine
- Disseminate via the Discipline Chairs to ITs/ITEs

FOR SEIC SECRETARY'S USE ONLY

Date: _____ Meeting: _____

Person or Committee Making Motion: _____

Person Seconding Motion: _____

Vote Count: _____ YES _____ NO _____ ABSTAIN

Motion Correct as Stated Above: _____ YES _____ NO
(If no, specify any amendments):

ACA Essential Eligibility Criteria (EEC) – As passed at October 2015 SEIC & BOD meeting

All water-based programming participants (including all paddlesport programs) must acknowledge the ability to perform the following EEC:

- Breathe independently (i.e., not require medical devices to sustain breathing)
- Independently maintain sealed airway passages while under water
- Independently hold head upright without neck / head support
- Manage personal care independently or with assistance of a companion
- Manage personal mobility independently or with a reasonable amount of assistance*
- Follow instructions and effectively communicate independently or with assistance of a companion

Paddlesports program participants must also acknowledge the ability to perform the following EEC **

- Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket
- Get in / out of a paddlecraft independently or with a reasonable amount of assistance
- Independently get out and from under a capsized paddlecraft
- Reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance
- 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

* *“Reasonable amount of assistance” is determined in part by environmental factors and the safety of participants, instructors and staff. Reasonable assistance will not “fundamentally alter the nature of the program.”*

** *To participate in adaptive programs, participants must meet only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing the last five EEC.*

Note: *Instructors may include additional safety-based EEC given environmental conditions where a specific course is being held. For example, programming in cold water venues may include the additional EEC that participants acknowledge that they can tolerate X degree water for X period of time.*



SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

- 1.) **PERSON/ENTITY MAKING RECOMENDATION:** Coastal Kayak Committee
- 2.) **TODAY’S DATE:** January 30, 2016
- 3.) **PROPOSAL NAME:** L5 AOWCK Instructor Criteria
- 4.) **ACA INSTRUCTION DISCIPLINE(S) AFFECTED:** Coastal Kayak
- 5.) **NUMBER OF PEOPLE AFFECTED:** All persons seeking L5 Advanced Open Water Coastal Kayak Instructor certification

6.) EXACT WORDING OF MOTION:

Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC’s minutes and other records. If the motion proposes a change to existing documentation or policy, please present the existing documentation in a format that clearly show how the motion will change it (e.g., Word track changes format).

The Coastal Kayak Committee moves that the L5 AOWCK Instructor Criteria be changed as follows (addition/changes in red):

Prerequisite: To be eligible for Level 5: Advanced Open Water Coastal Kayaking Instructor Certification, an individual must be a currently certified Level 4: Open Water Coastal Kayaking Instructor and have properly reported four Level 4: Open Water Coastal Kayak skill classes or assessments within the past four years; **and, have completed either the L5: Advanced Open Water IDW, or the L5: Advanced Open Water Trip Leader Assessment.**

and

Duration: Combined IDW & ICE - Minimum **6 days (48 hours)**

7.) HOW IS THIS MOTION TIED TO THE ACA’S STRATEGIC PLAN?

Enhances the readiness, and the success, of candidate’s presenting for the ICE at the L5 AOWCK level.

8.) NEED FOR POLICY CHANGE:

Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

The CKC first considered the question as to whether there should be a change to the prerequisite. Once the vote was taken to approve the change in prerequisite, then the question of the course duration was addressed. The CKC believes that a prerequisite change is necessary to improve the readiness of the candidates appearing at the L5 ICE. Further, the CKC believes that a combined total of IDW and ICE should be six (6) days.

9.) LIST WHO PARTICIPATED IN THE DISCUSSION LEADING TO THE PROPOSED CHANGE:

Also include the time frame over which discussion occurred. Minutes from committee meetings may be appropriate to include. Please include any opposition or alternative views that were discussed.

Open discussion in the Coastal Kayak Committee. Additionally, input was sought from all current L5 Instructors, Instructor Trainers, and Instructor Trainer Educators. Discussions took place from November 2015 through January 2016.

10.) PROVIDE ANY CONTRA POSITIONS ON THE MOTION:

This should include, at a minimum, any potential appearance of conflict of interest, any impact on other entities that use ACA programs, any internal opposition, and any internally proposed alternatives to the proposal.

There are no known opposing positions.

11.) IS THERE ANY FISCAL (monetary) IMPACT TO THE ACA? If so, please describe.

There are no known fiscal impacts to the ACA.

12.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

The changes would need to be made to the existing L5 AOWCK Instructor Criteria documents.

13.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

ACA website, ACA Water blog, Coastal Kayak Instructors Facebook group, Journal of Paddlesports Education, *Paddle* e-zine, Coastal Kayak Committee’s internal newsletter.

FOR SEIC SECRETARY’S USE ONLY

Date: _____

Meeting: _____

Person or Committee Making Motion: _____

Person Seconding Motion: _____

Vote Count: _____ YES _____ NO _____ ABSTAIN

Motion Correct as Stated Above: _____ YES _____ NO
(If no, specify any amendments):



SEIC POLICY RECOMMENDATION FORM

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- 1.) **PERSON/ENTITY MAKING RECOMENDATION:** Coastal Kayak Committee
- 2.) **TODAY’S DATE:** January 30, 2016
- 3.) **PROPOSAL NAME:** L3 Sit on Top Kayak Document Revisions
- 4.) **ACA INSTRUCTION DISCIPLINE(S) AFFECTED:** Coastal Kayak
- 5.) **NUMBER OF PEOPLE AFFECTED:** All persons taking L3 Sit on Top classes, or becoming instructors.

6.) EXACT WORDING OF MOTION:

Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC’s minutes and other records. If the motion proposes a change to existing documentation or policy, please present the existing documentation in a format that clearly shows how the motion will change it (e.g., Word track changes format).

The Coastal Kayak Committee moves the attached documents relating to the L3 Sit on Top Skills Course, the L3 Sit on Top Skills Assessment, and the L3 Sit on Top Instructor Criteria be approved.

7.) HOW IS THIS MOTION TIED TO THE ACA’S STRATEGIC PLAN?

Enhances the consistency and effectiveness of the educational delivery of the Coastal Kayak discipline as it pertains to sit on top kayaks.

8.) NEED FOR POLICY CHANGE:

Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

The current documentation has been on the books for quite some time, and it has been an action item of the CKC to review it for several years. While sit on top kayakers paddle a different craft, they are in the same venue as other L3 coastal kayakers and thus they need to possess the same paddling skills, knowledges, and abilities as other L3 coastal kayakers. These were developed by taking the current CK L3 documents and adapting them for use with sit on top kayak. The CKC will be developing a skills course and possible endorsement that will be of specific interest to those using sit on top kayaks for fishing. It is anticipated that these will be presented at the fall 2016 meetings.

9.) LIST WHO PARTICIPATED IN THE DISCUSSION LEADING TO THE PROPOSED CHANGE:

Also include the time frame over which discussion occurred. Minutes from committee meetings may be appropriate to include. Please include any opposition or alternative views that were discussed.

Open discussion in the Coastal Kayak Committee for a really long time, with discussions ramping up again last fall (September 2015). After the fall 2015 meetings, drafting took of the documents took place and were presented in December 2015 for discussion amongst the CKC. Voting was held in late January 2016 and was unanimously approved.

10.) PROVIDE ANY CONTRA POSITIONS ON THE MOTION:

This should include, at a minimum, any potential appearance of conflict of interest, any impact on other entities that use ACA programs, any internal opposition, and any internally proposed alternatives to the proposal.

There are no known opposing positions.

11.) IS THERE ANY FISCAL (monetary) IMPACT TO THE ACA? If so, please describe.

There are no known fiscal impacts to the ACA.

12.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

These documents would replace the existing documents on the ACA website.

13.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

ACA website, ACA Water blog, Coastal Kayak Instructors Facebook group, Journal of Paddlesports Education, *Paddle* e-zine, Coastal Kayak Committee’s internal newsletter.

FOR SEIC SECRETARY’S USE ONLY

Date: _____ Meeting: _____

Person or Committee Making Motion: _____

Person Seconding Motion: _____

Vote Count: _____ YES _____ NO _____ ABSTAIN

Motion Correct as Stated Above: _____ YES _____ NO

(If no, specify any amendments):



Level 3: SOT Coastal Kayaking (Sample Skills Course)

Course Overview: The Sit on Top Coastal Kayaking course is designed as a short program emphasizing safety, enjoyment and skill acquisition covering basic coastal kayaking skills and safety.

* This course is designed specifically for Sit-On-Top Kayaks only

All course participants must be able to independently perform all skills/rescues in the course outline

Course Objectives: Participants will be introduced to:

- Proper fit and adjustment of their kayak for effective control and comfort
- Safely mounting and dismounting a kayak, including a controlled dismount in deep water
- Effective use and control of the paddle
- Performing basic strokes efficiently
- Performing self-rescue and assisted rescue and use of an assisting device, i.e., paddle float, stirrup, counter balance, etc.
- The importance and influence of weather and tides on the coastal kayaker
- Dealing with marine hazards and other safety issues
- Understanding personal limitations and skill level

Essential Eligibility Criteria: In order to participate in an ACA Skills Course, each participant must satisfy the following essential eligibility criteria:

- Be able to independently participate in all individual skills and activities listed in the course outline while also maintaining an appropriate and safe body position
- Be able to hold their breath while under water and, while in the water wearing a properly fitted lifejacket, be able to independently turn from a face down to a face up position keeping their head above water
- Be able to effectively communicate with the instructor and other course participants
- Be able to manage all personal care independently, or with the assistance of a companion
- Be able to manage all personal mobility independently, or with the assistance of a companion

Course Prerequisites: None

Minimum Personal Equipment for the course:

- Properly sized and outfitted kayak with deck lines and adequate puncture proof flotation.
- Standard gear and safety equipment (paddles, PFD's, and appropriate clothing for weather and immersion). Thigh straps are optional but recommended.

Course Duration: 8 hours

Course Location / Venue: Ideal teaching conditions are a protected freshwater lake or saltwater cove environment. Waves should not exceed 1 foot; winds should not exceed 10 knots. Groups must be kept within ½ mile of shore



Level 3: SOT Coastal Kayaking

(Sample Skills Course)

Class Ratio - 1 Instructor to every 5 students (1:5) / 2:10 with an additional instructor or qualified assistant

Succeeding courses:

Level 3: Coastal Kayaking (decked boats) skills assessment

The following is a general summary of course content for the S-O-T Coastal Kayaking course. The content covered and sequence of instruction should be adjusted to best fit the participant's needs, class location and time allowance.

Introduction, Expectations, & Logistics:

- Welcome, introductions, paperwork
- Student & instructor course expectations and limitations
- Course itinerary & site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA
- PFD policy (always wear on water)
- Appropriate personal behavior
- No alcohol / substance abuse
- Proper etiquette on & off the water
- Respect private property
- Practice Leave No Trace ethics
- Safety equipment
- Basic boat design and kayak terminology
- Boat fit and adjustment
- Boat/body weld, backband and optional thigh straps
- Foot brace adjustment
- Paddle orientation and use
- Correct hand placement
- Control hand/relaxed grip
- Torso rotation and paddler's box
- Use of kayak anchors and trolley systems

The Paddling Environment:

- Wind
- Waves
- Weather
- Water

Personal Preparation:

- Personal ability
- Swimming ability
- Water comfort & confidence
- Fitness, conditioning, and warm up
- Safe paddle and boat handling
- Safety and rescue considerations
- Personal equipment (reviewed by Instructor)

On Shore Presentations

- Equipment orientation
- Personal clothing and gear
- PFD's, wetsuits

Launching & Landing / Wet-exit practice & Kayak Orientation

- Carrying kayak to and from water
- Mount/dis-mount of kayak from shore or dock
- Boat stability, "hip wiggle," j-lean
- Capsize / "exit" techniques (to be supervised by instructor – if in cold water environment, wait until rescue session)
- Allow students a few minutes to paddle around and get oriented with their kayak

Basic Strokes & Skills

- Rafting up
- Sweep stroke (forward/reverse/pivot in place)
- Forward stroke
- Reverse stroke and stopping
- Draw stroke(s)



Level 3: SOT Coastal Kayaking

(Sample Skills Course)

- High and low braces (hip snap/boat lean/lower body control – thigh braces highly suggested)
- Sculling for support

Safety & Rescue

- Exercising judgment, safety as a mind-set, etc.
- Hypothermia/ cold immersion shock: help/huddle, clothing
- Dehydration/ hyperthermia: hydration, clothing
- Hazards: wind, waves, weather, current, rocks, bridges, piers, dams, strainers, traffic
- Paddling as a group
- Signaling
- Interactions/ sharing water with non- powered and powered traffic
- Emergency procedures
- Rescue sequence: RETHROG
- Rescue priorities: people, boats, gear
- Demonstrate/participate: Deep-water re-mounts, assisted and solo
- Boat assisted rescue, assisting a tired swimmer (pushing or pulling to shore)
- Rescue with a flooded hatch rescue w/ pump or water displacement
- Towing or bulldozing a capsized boat

Deep Water Rescues

Note: Use float if necessary

- Demonstrate and practice side-by-side (flooded hatch)
- Demonstrate and practice BBL (body, butt, leg) or scramble self-rescue
- Consider fishing rods and other gear hazards

On Land Discussion Items

- Weather conditions
- Chart use
- Tides and currents (if applicable)
- Signaling and safety devices

Group Safety Discussion

- Group signals
- Staying together (i.e. lead/sweep)
- What to do in an emergency
- Dealing with boat traffic

Short Skills Development Tour

- Continue to develop efficient stroke technique
- Practice course corrections
- Have fun

Conclusion & Wrap Up:

- Load boats showing proper deck placement and tie downs
- Group debrief / individual feedback
- Course limitations
- Importance of first aid & CPR
- Importance of additional instruction, practice, experience, and paddling in a group/with a partner
- Importance of appropriate level of safety & rescue training
- Demo advanced maneuver
- Life sport / paddling options
- Local paddling groups / clubs
- Handouts / reference materials
- ACA membership forms
- Course evaluation
- Participation cards



Level 3: Sit-on-Top Kayak Skills Assessment

Assessment Overview: This ACA Assessment Course is designed to evaluate a participant's ability to perform all of the skills listed along with demonstrating an appropriate level of knowledge. This assessment course provides the participant with the opportunity to receive documentation of having achieved a certain level of paddling ability. It is expected that participants interested in pursuing this award will have participated in a minimum of three, full day journeys, e.g. longer than 8 nautical miles per trip.

Essential Eligibility Criteria (EEC):

All water-based programming participants (including all paddlesports programs) must acknowledge the ability to perform the following EEC:

- Breathe independently (i.e. not require medical devices to sustain breathing)
- Independently maintain sealed airway passages while under water
- Independently hold head upright without head / neck support
- Manage personal care independently or with assistance of a companion
- Manage personal mobility independently or with a reasonable amount of assistance
- Follow instructions and effectively communicate independently or with the assistance of a companion

Paddlesports program participants must also acknowledge the ability to perform the following EEC:

- Independently turn from face-down to face-up and remain floating face-up while wearing a properly fitted life jacket
- Get in / out of a paddlecraft independently or with a reasonable amount of assistance
- Independently get out from under a capsized paddlecraft
- Reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance
- 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 an adaptive paddling program, a participant must meet only the first six EEC listed above. The adaptive paddling program will include teaching and practicing the last five EEC listed above.*

Course Prerequisites: Must be an ACA member

Course Duration: This assessment is intended to be accomplished in a single day; however, it may be conducted over a longer period of time at the assessor's discretion.

Course Location / Venue: The L3: Sit-on-Top Kayak Skills Assessment cannot be completed unless 2 of the following conditions necessary for assessment are present:

- 10-15 knot winds
- 1-2 foot seas
- 1-2 foot breaking waves
- Note: If assessing in areas with tidal current, current must not exceed 2 knots.



Level 3: Sit-on-Top Kayak Skills Assessment

Assessor: Level 3: Sit-on-Top Kayaking Instructor (or higher)

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

Succeeding courses: Level 3: Coastal Kayak Skills Assessment
Level 3: Sit-on-Top Instructor Development Workshop

Equipment: Candidates shall come prepared to manage themselves on a day-long trip. The following is a list of required items:

- Sit-on-Top sea kayak equipped with static deck lines and adequate puncture proof floatation. Thigh straps are optional but recommended.
- Personal paddling equipment to include: U. S. Coast Guard approved, and sport specific, lifejacket (PFD), paddle, whistle, spare clothing, compass and paddling clothing suitable for immersion and appropriate to the conditions.
- Food and water for the day
- Any additional items that may be required on the water

Introduction, Expectations, & Logistics

- Welcome, introductions, paperwork
- Student & instructor course expectations and limitations
- Explain assessment procedure
- Course itinerary & site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA
- PFD policy (always wear on water)
- Appropriate personal behavior
- No alcohol / substance abuse
- Proper etiquette on & off the water
- Respect private property
- Practice Leave No Trace ethics

Assessment: Candidates will be assessed in two areas: Technical skills and knowledge.

Technical Skills

- Launching and landing
- Effective forward paddling
- Effective reverse paddling
- Rotate 360°
- Turning with forward momentum
- Turning with reverse momentum



Level 3: Sit-on-Top Kayak Skills Assessment

- Sideways movement—static
- Sideways movement with forward momentum
- Preventing capsize
- Deep water rescue
- Self-rescue
- Towing
- Use of sea anchors, anchors and trolley systems

Knowledge

- Weather (knowledge of changing weather conditions, weather resources and the impact of weather on kayakers)
- Basic navigation (interpret basic chart datum, plotting a course and adjusting for variation)
- Leave No Trace skills and ethics
- Group awareness and communication
- Hazard assessment and avoidance
- Recognition and avoidance of hypothermia and hyperthermia

Conclusion & Wrap Up:

- Group debrief / individual feedback
- Course limitations
- Importance of first aid & CPR
- Importance of additional instruction, practice, experience
- Importance of appropriate level of safety & rescue training
- Life sport / paddling options
- Local paddling groups / clubs
- Handouts / reference materials
- ACA membership forms
- Course evaluation
- Assessment cards (if applicable)



Level 3: Sit-on-Top Kayak Skills Assessment

Participant: _____ ACA # _____ Date: _____

Location and venue: _____

Rating: ✓ = Passing N = Needs more practice

Technical Skills: Participant must be able to demonstrate each of the technical skills in a safe, effective and efficient manner in L3 conditions. The focus of the assessment will be on achieving desired results in context rather than on specific technique, i.e., while performing authentic tasks in conditions.

| TECHNICAL SKILLS | P / N | COMMENTS |
|---|-------|----------|
| Effective launching and landing—demonstrate launching and landing in a variety of contexts. | | |
| Effective forward paddling—demonstrate the ability to maintain directional stability through a variety of techniques and maintain speed appropriate to the environment while paddling forward. | | |
| Effective reverse paddling—demonstrate the ability to maintain directional stability while paddling in reverse. | | |
| Rotate 360°—spin their kayak combined forward and reverse sweeps. | | |
| Turning with forward momentum—demonstrate the ability to turn their kayak with a variety of techniques with forward momentum to include: bow rudders, stern rudder (to go straight) stern draw, stern pry and low brace turn. | | |
| Turning with reverse momentum—demonstrate the ability to turn their kayak with their kayak moving in reverse. | | |
| Sideways movement, static—demonstrate sideways movement using draw to the hip and sculling draw. | | |
| Sideways movement with forward momentum—demonstrate sideways movement with forward momentum using a draw on the move or hanging draw. | | |
| Preventing capsize—demonstrate the ability to prevent capsize using low and high braces, and sculling for support in a variety of contexts. | | |



Level 3: Sit-on-Top Kayak Skills Assessment

| | | |
|---|--|--|
| Deep water rescue—demonstrate a variety of rescues in L3 conditions. | | |
| Self-rescue—demonstrate the ability to successfully self-rescue in conditions using the technique of their choice. If a device is required, such as a paddle float, then must be able to access, deploy, and re-store the device in a timely fashion. | | |
| Towing—demonstrate proficiency in a variety of towing techniques to include: contact tows, rafted tows, inline tows, towing/carrying a swimmer, etc. | | |
| Provide evidence of at least three day-trips of at least 8 nautical miles. | | |
| Use of sea anchors, anchors and trolley systems—be able to describe their use and purpose. | | |

Knowledge: An individual’s knowledge shall be assessed using a variety of methods that may include: Observation, self-assessment, feedback, and questioning.

| KNOWLEDGE | P / N | COMMENTS |
|--|-------|----------|
| Weather—able to explain the effect of weather on kayakers and show knowledge of various weather resources. | | |
| Basic navigation—able to interpret basic chart datum, plot a course and adjust for variation. | | |
| Leave No Trace (LNT) skills and ethics—possesses a fundamental knowledge of Leave No Trace (LNT) skills and ethics. | | |
| Group awareness and communication—demonstrate an understanding and proper use of on water signals and the importance of maintaining a small group profile. | | |
| Hazard assessment and avoidance—demonstrate an understanding of hazard assessment, and avoidance of same, both on and off the water. | | |
| Recognition and avoidance of hypothermia and hyperthermia—demonstrate an understanding of the causes and prevention of both hyperthermia and hypothermia. | | |
| Knowledge of gear storage/rigging for fishing. | | |



Level 3: Sit-on-Top Kayak Skills Assessment

| FINAL ASSESSMENT | | COMMENTS |
|--|-----------------|----------|
| PASS | NEEDS MORE WORK | |
| ASSESSOR | | |
| <i>Assessor must be a currently certified ACA Instructor at or above this level.</i> | | |
| Assessor: _____ | | |
| Signature: _____ | | |
| ACA #: _____ Date: _____ | | |
| Assisting IT or Instructor: _____ | | |
| ACA #: _____ | | |



Level 3: SOT Coastal Kayaking

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 Level 3: Sit on Top Coastal Kayaking skills assessment course.

Course Duration: Combined IDW & ICE – Minimum 5 days (40 hours)

Course Location / Venue:

L3: SOT Coastal Kayaking instructor certification cannot be completed unless during some period two conditions necessary for assessment are present during some portion the certification course. The four criteria are:

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

Class Ratio: 5 Candidates: 1 Trainer; with a qualified assistant the ratio can be 10:2

Succeeding Levels of Certification:

Level 3: Coastal Kayaking

These criteria are specifically for Sit on Top Kayak Instructors.

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.



Level 3: SOT Coastal Kayaking

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 3: SOT Coastal Kayaking 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 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 ability to effectively and efficiently perform, assess and teach the basic paddle strokes and maneuvers, to include:
 - Forward (touring & power)
 - Reverse & stopping
 - Forward and reverse sweeps
 - Draw (in-water / out-of-water/sculling)
 - High and low braces
 - Sculling brace
 - Stern rudder
 - Low brace turn
 - High brace turn
 - Bow rudder
 - Side-slip
 - Draw on the move



Level 3: SOT Coastal Kayaking

Instructor Criteria

- 5) Demonstrate the understanding of and the ability to effectively and efficiently perform, assess and teach boat control skills, to include:
 - Edge awareness and control
 - Launching and landing in a variety of conditions
 - Forward paddling, reverse paddling and maneuvering in a variety of sea states, wind conditions, wind directions and tidal current up to the Level 3: SOTCK certification course venue

- 6) Demonstrate the ability to effectively and efficiently perform, assess and teach rescue techniques in a variety of sea states, wind conditions, wind directions and tidal current up to the Level 3: SOTCK certification course venue:
 - Capsize “exit” techniques (with thigh-straps if appropriate)
 - Self-Rescue (BBL (body, butt, leg) and scramble with and without a paddle float/assisting devices)
 - Side by side assisted rescue
 - Injured paddler rescue
 - Unresponsive paddler rescue
 - Management of fishing rods, gear (knife, scissors, etc.) and tie downs

Also have working knowledge and individual proficiency with the following:

- Anchoring and systems (trolley, anchor rode 3 X depth)
 - Sea anchor (drogues), and drag chains
 - Proper fit and use of thigh straps
- 7) Demonstrate knowledge of, and ability to effectively and efficiently perform, assess and teach, the following:
 - Safety issues and hazards of coastal kayaking
 - Development of a float plan
 - Equipment selection / packing
 - Weather forecasting resources and interpretation
 - Leave No Trace, understanding ecology, conservation and stewardship
 - Basic chart reading and use
 - Hypothermia and hyperthermia; prevention and treatment
 - Signaling devices and safety equipment
 - Boat traffic, Rules of the Road
 - Kayak design and equipment
 - Kayak towing technique

 - 8) Demonstrate the ability to effectively and efficiently perform, assess and teach group and incident management skills and concepts, to include:
 - Communication and signaling (VHF radio protocol / pyrotechnics / smoke)
 - Situational awareness
 - Appropriate leadership, judgment and group management in a variety of open water coastal environments



SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

- 1.) **PERSON/ENTITY MAKING RECOMENDATION:** Coastal Kayak Committee
- 2.) **TODAY’S DATE:** January 30, 2016
- 3.) **PROPOSAL NAME:** Removal of references
- 4.) **ACA INSTRUCTION DISCIPLINE(S) AFFECTED:** Coastal Kayak
- 5.) **NUMBER OF PEOPLE AFFECTED:** Anyone using the Coastal Kayak Skills Course outlines.

6.) EXACT WORDING OF MOTION:

Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC’s minutes and other records. If the motion proposes a change to existing documentation or policy, please present the existing documentation in a format that clearly shows how the motion will change it (e.g., Word track changes format).

The Coastal Kayak Committee moves to remove the reference lists, where appearing, on the Coastal Kayak Skill Course outlines.

7.) HOW IS THIS MOTION TIED TO THE ACA’S STRATEGIC PLAN?

The references cited in these outlines are outdated and may not be the best references available today. The ACA wants to provide current information, and this information is out-of-date.

8.) NEED FOR POLICY CHANGE:

Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

Rather than to try and keep these references up-to-date, the CKC believes it is better to not list references as they are simply too dynamic to keep up with the changes. The CKC believes this to be a “housekeeping change.”

9.) LIST WHO PARTICIPATED IN THE DISCUSSION LEADING TO THE PROPOSED CHANGE:

Also include the time frame over which discussion occurred. Minutes from committee meetings may be appropriate to include. Please include any opposition or alternative views that were discussed.

Open discussion in the Coastal Kayak Committee. Discussion took place from November 2015 through January 2016.

10.) PROVIDE ANY CONTRA POSITIONS ON THE MOTION:

This should include, at a minimum, any potential appearance of conflict of interest, any impact on other entities that use ACA programs, any internal opposition, and any internally proposed alternatives to the proposal.

There are no known opposing positions. This was passed by the CKC unanimously.

11.) IS THERE ANY FISCAL (monetary) IMPACT TO THE ACA? If so, please describe.

There are no known fiscal impacts to the ACA.

12.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

The changes would need to be made to the existing Coastal Kayak Skills Course documents.

13.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

ACA website.

FOR SEIC SECRETARY’S USE ONLY

Date: _____ Meeting: _____

Person or Committee Making Motion: _____

Person Seconding Motion: _____

Vote Count: _____ YES _____ NO _____ ABSTAIN

Motion Correct as Stated Above: ____ YES ____ NO
(If no, specify any amendments):



SEIC POLICY RECOMMENDATION FORM

This form has been developed for use in making policy recommendations for consideration by the Safety Education & Instruction Council. In order to clarify the exact policy recommendation and pertinent issues related to the recommendation, please complete this form prior to formally submitting it to the SEIC Secretary. Thank you.

- 1.) PERSON/ENTITY MAKING RECOMMENDATION: Ben Lawry (Via Peter Casson)
(Individual, Committee, etc.)
- 2.) TODAY'S DATE: February 5, 2016
- 3.) PROPOSAL NAME: Kayak Fishing Endorsement Curriculum Adoption
- 4.) ACA INSTRUCTION DISCIPLINE(S) AFFECTED: _____

River Kayak, with other disciplines to come (if demand is apparent).

- 5.) NUMBER OF PEOPLE AFFECTED: ACA ERK, RK, WWK & AWWK Instructors: 1,700 People

6.) EXACT WORDING OF MOTION: Please indicate the exact wording of the motion being proposed. Unless otherwise amended, this is the language that will appear in the SEIC's minutes and other records.

Motion to adopt the Kayak Fishing Endorsement curriculum, as attached.

7.) NEED FOR POLICY CHANGE: Provide a brief statement pertaining to why this motion is necessary. Please include any relevant background information.

The last two SEIC meetings there has been a request for this class. I knew some people capable of doing creating a quality fishing program that fits into the general ACA education structure. The lead content author of the attached curriculum is an ACA Certified River Instructor and a Pro Kayak Fisherman.

8.) IS THERE ANY FISCAL (FINANCIAL) IMPACT TO THE ACA? If so, please describe.

Fishing is the largest growing section of the kayak market in numbers, if not percentage also. There are a lot people out there who could utilize this class. This class may also draw attention to ACA's kayak fishing insurance program, and bring more members into the organization that have select interest in kayak fishing, tournaments, or similar events.

9.) EXISTING DOCUMENTS WHERE THE CHANGE SHOULD BE REFLECTED:

10.) OTHER MEANS FOR DISSEMINATING THE CHANGE:

Email Blasts, Website Promotion, Newsletters, Pilot Endorsement Courses

11.) ANY CONTRA POSITIONS ON THE MOTION:

FOR SECRETARY'S USE ONLY

Date: _____ Meeting: _____
Person or Committee Making Motion: _____
Person Seconding Motion: _____
Vote Count: _____ YES _____ NO _____ ABSTAIN
Motion Correct as Stated Above: _____ YES _____ No
(If no, specify any amendments):



River Kayak Fishing

Instructor Endorsement Criteria

Course Overview: The **River Kayak Fishing** endorsement course is designed to enable ACA Level 2: Essentials of River Kayaking instructors (or higher) to teach beginner paddlers to safely and enjoyably kayak fish on gentle rivers.

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 in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. 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: None

Instructors: ACA Level 2: Essentials of River Kayaking Instructor (or higher)

Course Duration: 8 hours or more, at instructor's discretion



River Kayak Fishing

Instructor Endorsement Criteria

Course Location / Venue: Flat water and moving water through class I whitewater

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

Succeeding courses:

Level 3: River Kayaking

Level 5: Advanced Whitewater Kayaking

Level 4: Whitewater Kayaking

The following is a general summary of course content for the **River Kayak Fishing** course. The content covered and sequence of instruction should be adjusted to best fit the participant's needs, class location and time allowance.

Course Content

Introduction, Expectations, & Logistics:

- Welcome, introductions, paperwork
- Student & instructor course expectations and limitations
- Course itinerary & site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA
- PFD policy (always wear on water)
- Appropriate personal behavior
- No alcohol / substance abuse
- Proper etiquette on & off the water
- Respect private property
- Practice Leave No Trace ethics

The Paddling Environment:

- Wind
- Waves
- Weather
- Water

Personal Preparation:

- Personal ability
- Swimming ability
- Water comfort & confidence
- Fitness, conditioning, and warm up

- Safe paddle and boat handling
- Safety and rescue considerations
- Personal equipment (reviewed by Instructor)
- Judgment. In addition to learning hard skills, the importance of developing personal judgment and group responsibility increases on more difficult paddling venues.
- Selecting appropriate locations, route, and equipment, shuttling, assessing group and individual paddling capabilities, lead and sweep concept leader's responsibilities, permits, use fees, reservations, registered guides or licensed trip leaders and other state requirements
- Fishing licenses & launch permits when needed

Getting Started:

- Warm-up and stretching
- How to pick up a kayak safely
- Car topping: loading and unloading, racks, straps
- Launching and landing
 - Boarding, three points of contact, weight kept low, etc



River Kayak Fishing

Instructor Endorsement Criteria

- Posture, safety, comfort, effectiveness, rocking, balance
- Water comfort and confidence
 - Wet exits
- How to empty a kayak
- Basic Terminology
- Types of strokes (covered in this course): power, turning
- Safe and effective body usage

Equipment:

- Life Jackets (PFDs): types, fit
- Fishing Kayaks: types, materials, parts
- Paddles: types, materials, parts, length, blade size & shape, hand position (both bent and straight shaft)
- Gear: portage packs, dry bags, gear bags
- Safety equipment: First aid kit, tow rope, throw bag
- Personal equipment: water, food, shoes, hat, sunscreen, bug repellent, sun glasses, eyeglass straps, protective clothing for heat or cold, sponge, bailer/pump, whistle, knife, light
- Optional equipment and outfitting
- Care of equipment

Fishing Gear Organization & Loading

- Managing multiple fishing rods
- Managing tackle & tools
- Loading gear bags
- Securing gear, balancing
- Trim

Fishing Gear Organization & Loading

- Accessing gear & tackle in rear tank well
- Accessing gear in the front hatch
- Accessing gear in the front hatch
 - Fight big fish over the bow of the boat
 - Keep weight centered

- Rod's length of line
- Use your reach/net

River Reading:

- Current speed, direction and changes caused by streambed features

Safety & Rescue:

- Exercising judgment, safety as a state of mind.
- Principles of Rescue
 - Priorities: first people, then boats, finally other gear
 - Responsibilities of the victim
 - Responsibilities of the rescuers
 - Responsibilities of the group
- Types of Rescue
 - Self Rescue
 - Boat assisted rescue, towing or bulldozing a tired swimmer, towing or bulldozing a capsized boat
 - Shoreline Rescue: Extension rescues, use of throw ropes/bags

Maneuvers:

- J-lean / Heeling the boat
- Paddling in a reasonably straight line.
- Spins
- Stopping
- Ferries
- Eddy Turns
- Peel Outs
- Moving Abeam

Strokes:

- Forward
- Back (stopping)
- Draw
- Sculling draw
- Sweep (including Stern Draw)
- Reverse Sweep

River Kayak Fishing

Instructor Endorsement Criteria

- Rudder
- Low / High Brace

Positioning for Fishing:

- Paddle on lap (at the ready)
- One handed paddling (it's your trolling motor)
- Eddy Out
- Wedge
- Feet on Ground & Heel Hook
- Drifting (point boat upriver or downriver to slow drift)
 - Keep head on a swivel
- "Pry Technique" when fish pulls you toward cover

Rescues

- Self-Rescue
- Swimming in current
- Boat emptying
- Assisted Rescue
 - From Shore
 - Extension
 - Rescue Ropes
 - From Boat
 - Bulldozing
 - Towing

Conservation:

- Value of Catch & Release or "Selective Harvest" (based on water)

- "Hero Shot" Procedures

Conclusion & Wrap Up:

- Group debrief / Individual feedback
- Course limitations
- Importance of First Aid & CPR
- Importance of additional instruction, practice, experience
- Importance of appropriate level of safety & rescue training
- Demo advanced maneuvers
- Life sport / Paddling options
- Local paddling groups / Clubs
- Handouts / Reference materials
- ACA Membership forms
- Course evaluation
- Participation cards