



## Safety Educations & Instruction Council (SEIC) Meeting

**Date:** Friday, October 4, 2019

**Location:** Holiday Inn Express, Richmond, Virginia

### In attendance:

#### ***Voting Members***

Trey Knight	Beth Wiegandt	Kyle Thomas
Josh Hall	Crystal Skahan*	Jeff Atkins
John Traendly	John Browning	Ge Wu
Steve Hutton	Greg Wolfe	Elisa Lynn McArthur**

\*Designated representative for the Universal Paddling Committee. John MacDonald called in briefly.

\*\* Call in

#### ***Non-voting Members***

Rob Kolb - BSA

#### ***ACA Staff***

Beth Spilman                      Kelsey Bracewell

#### ***Guests***

Dale Williams	Mike Aronoff	Sybille Fleischmann
Paula Hubbard	Andrea Vaillancourt-Alder	Jeremy Oyen
Lynne Andrus	Anne Sontheimer	Chris Wing
Anna Levesque	Tosh Arwood	Lydia Wing

Guests participated in a portion of the meeting.

#### **Call to Order:**

- The meeting was called to order at 8:05 am by Chair Trey Knight, followed by a welcome, introductions and declarations of conflicts of interest.
- A quorum was confirmed with 11 of 17 filled voting positions. See Appendix A for details.
- No specific conflicts at this time. Will indicate if a conflict develops.

**Secretary's Report – John Traendly**

Secretary, John Traendly, presented the minutes for the meeting on March 1, 2019. There were no corrections or comments. A motion to accept the minutes as presented was made by Steve and seconded by Josh. The motion passed by unanimous vote.

**SEIC Department Report – SEI Department Manager, Kelsey Bracewell**

Kelsey's report was accompanied by a PowerPoint. See Appendix B. Kelsey covered:

- SEI Department staff. Kelsey has been doing some things in addition to SEI, including support for the Competition Department, Membership Department, inventory, primary grant writer and online store.
- The USCG funds national scale projects. Talk to Kelsey if you have an idea. They primarily care about projects that save peoples' lives.
- Reviewed hot topics – Paddlesport Statistical Analysis Report, elections (self-nominations only)
- Geofencing – If folks are near one of 650 boat access points in Florida and check their phones, they will get an ad about wearing lifejackets or something similar. Will collect data if they interact with those ads. Will do the same thing at 10 large paddling related events in Texas.
- Been flooded with questions from Girl Scout troops and other organizations for a training equivalent to the recently discontinued American Red Cross safety course. A huge potential market.
- Beth W. – Have also been getting calls. Have been doing PSF courses paired with paddle craft specific assessments, which has been making everyone very happy because they get something that says certification.
- There are 111 Girl Scout councils.
- Greg – Also potential in the Indian Princes group.
- Dale – How does the grant revenue compare to the revenue generate by SEI activities (course fees, dues, insurance)?
- On grants, the funding helps to offset some salary costs, but the funding also goes to outside contractors. On courses, the ACA does not share in course fees.
- Anna – Always wondered why the ACA does not require instructors to share some portion of their course fees. Dale concurred.
- Reviewed SEIC requests and IT process.
- Andre – Has there been a study on why some drop out of the IT process. (No)
- Reviewed instructor statistics. There were 298 new certifications issued where SEIC dues have not yet been paid (1,174 – 876). T column = tandem. S column = solo.
- Dale – Do we have last year's comparables to look at trends? Kelsey – Did not bring them, but they are available.
- Beth – Would be willing to do the analyses if had access to the raw data.
- Lynne – Have we compared the statistical report data mentioned earlier to our course data? (No)
- Trey – Past statistical studies have estimated the number of paddlers at 40 – 50 million.

- Lynne – Had do we target them.
  - Trey – ¾ of the total are recreational kayakers, many of whom do not want instruction.
  - Josh – Only 22% of recreational kayakers have considered taking recreational kayak training. Many of the participants in the survey were renters.
  - Anna – Need to become even more student centered.
  - Dale – Other countries have growing paddling participation numbers, but this growth doesn't always correlate to trainings and certifications.
  - Greg – Some of our courses are presented in a rigid, structured format. Many participants paddle to have fun.
  - 815 assessments were international, primarily China. Mostly L1 – L3 kayak.
  - Pass rates – includes updating instructors.
  - Dale – Would be interesting to compare pass rates between disciplines using the CMS.
- 

### **Liaison Report**

#### ***Boy Scouts of America* – Rob Kolb**

- Hosted World Jamboree at their new facility, Summit, in West Virginia on the New River. 43,00 scouts and leaders from 147 countries attended. The aquatics program was a highlight – kayaking, canoeing and SUP.
  - Took 12,000 scouts on a rafting trip.
  - Last year had about 80,000 of the younger girls sign up for the Cub Scouts. Had well over 20,000 of the older girls sign up this year. Aquatics was one of the draws.
  - Aquatics committee meeting tomorrow day to review 2019 report on paddle sports safety. ACA helped with that.
  - Five years ago partnered with the ACA on producing a video on reading the rhythms of the river. Created a large number of DVDs. DVDs are no longer popular. The ACA has 5,000 of the DVDs. The BSA also has many DVDs. Happy to share this resource. Can also be watched online.
  - The older scouts program is now called Scouts BSA.
  - Beth – How is the reworking of the merit badge program going.
  - Rob – Will know much more after Sunday. That is what they will be working on.
  - Rob – (Comment made later in the meeting.) Chris Stec sat on the Boy Scouts Aquatics Committee and now he is gone. If anyone is interested in sitting on the Aquatics Committee and represent the ACA, please contact Rob via email. The reason Rob is sent to these meetings is because the first word in our name is “safety”. Have lost three members this year to paddlesports.
-

---

**Board Committee Reports*****Standards Committee Report*** – SEIC Chair, Trey Knight

- Been busy addressing 30+ issues including IT applications.
- Provided feedback on the CMS design.
- Submitted two motions to be considered by the SEIC.
- Will discuss later in the meeting on ways the SEI can contribute to the NGB part of the ACA.
- Was more involved in the planning and execution of the IT Conference this year due to the Headquarters staffing shortages.
- Hope to recruit volunteers this winter to begin working on the Instructor Manual update. Will be a multi-year project.

***Nominations Committee Report*** – Past SEIC Chair, Steve Hutton

- Discipline Committee elections are ongoing as Kelsey mentioned, but they are not within the purview of the Nominations Committee. This is not the year for nominating new officers, but we are only a year away. Not too early to be thinking about candidates to fill the officer positions.

***Instruction Committee Report*** – SEIC Vice Chair, Josh Hall

- Taken a brief hiatus while the CMS development was in-process.
- The next step will be to look at creating the Candidate Evaluation templates. Will be a liaison between John and the Discipline Chairs to encourage an appropriate amount of consistency.
- Steve – We may also want to look at our course evaluations to be sure we are asking the right questions.

***Curriculum Committee Report*** – SEIC Secretary, John Traendly

- Been busy with the CMS development.
- John described funding and ongoing support for the CMS. The project is being funded by a small non-profit, no cost to the ACA. There is funding for building Phases I, II and III, and support through December 31, 2021. The system will be turned over to the ACA on January 1, 2022.
- After turnover, the primary cost will be hosting on Microsoft Azure, a cloud computing service. The estimated monthly cost at that point will be \$100 - \$300. Since the ACA is a nonprofit, we will receive an annual credit of \$3,500 from Microsoft to help cover hosting costs.

---

**Discipline Committee Reports*****Introduction to Paddling Committee*** – Beth Wiengandt

- Voted to include one affiliate L1 Instructor member. Currently, the committee is just made up of all the Discipline Chairs.

- At the last meeting, had developed some material regarding the L1 and PSF changes, but due to the Headquarters workload, it has not been published yet. Kelsey indicated she will do it this week.
- Starting to look at Smart Start and Quick Start programs.
- Did some minor wording changes to L1. There may be some additional changes based on some discussions later in the day.
- Rob – Trying to address a policy on water temperature and safety. Is that covered in ACA courses?
- John B. – What is on the ACA web site is the 120 rule. If you add the water and air temperature and it is above 120, you do not need to wear protective clothing. This is not a good rule. Could have an 80 degree day and 40 degree water temperature. Need protective clothing. Most of the literature today is going to the National Center for Cold Water Safety Institute web site, [link](#). Will be working on an update to ACA literature. Cold Water Boot Camp, [link](#), is another good resource.

***Universal Paddling Committee*** – Crystal Skahan

- Talked about AP and UP endorsements counting as updates.
- Working on gathering grant funding from Disabled Vets USA and the Craig Nelson Foundation.

***Free Style/Canoe Touring Committee*** – Molly Gurien

- Molly not able to attend due to knee surgery.

***Coastal Kayaking Committee*** – John Browning

- Will be offering a friendly amendment to the Navigation course clarifying venues and correcting a typo on the last page.
- The fishing endorsement has come up again. Trey has a draft. There were objections in the past, but interest has been renewed.
- Trey – If anyone knows someone who does a lot of kayak fishing or teaches kayak fishing and would like to help refine the endorsement curricula, send contact information to Trey. There is now a fishing channel in Slack.
- Greg – Need to include people who fish from canoes. Need to be inclusive. (And rafts and SUPs)
- Kyle – RK has a construct in place that could be helpful.
- Trey – Larry Ausley is trying to determine the balance between teaching fishing and teaching safety in human powered craft. A lot is about the craft and the environment.
- Is there a short safety course on dealing with all of the lines, etc. (No)
- Dale – Are there safety statistics on angling?
- Josh – Angling is not separated out. Just covers kayakers. The causes would not be fishing specific.
- Dale – Have any of the organizations focused on fishing reached out to us?
- Trey – No. We have reached out to Trout Unlimited and Ducks Unlimited, but we did not have an appropriate value proposition at the time. We need to determine what we bring to the table that will engage their members.

- Dale – Is there a competing organization that offers paddlesports safety for fishing?
- Trey – No. There are significantly smaller organizations that offer paddlesports safety courses. None offer fishing focused courses.

***Rafting Committee*** – Elisa Lynn McArthur

- Meeting monthly via conference calls.
- Working on L5 curriculum, . rafting guide certification, endorsements for trip leading and camping.
- Adding surfing to the L3 and L4 curriculum.
- Close to completion on these updates, but were slammed over the business season and decided to resume this off season and bring to the Spring SEIC meeting.

***River Canoeing Committee*** – Greg Wolfe

- Plan to make revisions to L3 – L5 to submit to the SEIC in March. The changes will reflect more modern teaching methods and techniques.
- Have written an Instructor guide for whitewater instructors teaching solo canoeing. Will also be presented in March.

***River Kayaking Committee*** – Kyle Thomas

- Have had a tumultuous two years.
- Now meeting monthly.
- Kyle will not be continuing as Chair for the next two years.
- Have new IT's going through the application process.
- Working on Playboating as a sample skills course and an endorsement. A very underserved portion of the whitewater community. Chris Wing and others have put in a lot of effort on this initiative.
- Working with RC and CK on motions and initiatives.
- Having discussions on how to improve biomechanics.
- Welcomed Ge to the group and will be working together on Kayak Polo.
- Steve – Encouraged the RKC to offer Playboating as a sample skills course at L4 and L5, rather than a separate endorsement. But, not opposed to an endorsement. Did something similar in CK with rocking gardening.
- Josh – See this as something different, more traditional skills.
- Kyle – Need more discussion in the RKC on this and other related points.

***Standup Paddleboard Committee*** – Trey provided update

- Chair had to step down and no one has stepped up yet.
- Trey and Josh are both past Chairs of the committee, but do not have the bandwidth to help with projects.

- Hopefully the upcoming elections will identify new leadership.
- Recent paddlesports report indicated 4 million SUP paddlers and still growing.

#### Committees Not Represented

- River Safety & Rescue (see report)
- Standup Paddleboard
- Prone Paddling Committee
- Surfski Committee
- Surf Kayaking Committee

---

#### **Motion 2019-10-01-A**

Proposal name: Clarify the policy regarding the submission of waivers with course reports.

Submitted by: John Browning

Exact wording of motion:

Clarify the wording in Chapter 1.C of the SEIC Policy Manual regarding the submission of waivers to the ACA office.

The statement from the SEIC Policy Manual should be rewritten as follows:

This waiver must be signed and dated by each participant prior to the start of the ACA insured instructional program. ~~and this original must be submitted to the SEI Department with the course report.~~ A copy of the waiver is to be provided to the ACA staff as provided for in the procedures detailed in other “procedural documents.”

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- John B. – Described the motion. Previously covered with Leigh Ann.
- Greg – Seconded motion.
- Kelsey – If you do still send the original waivers, please include the course report so we know which course is applicable.
- Kelsey requested that Discipline Chairs provide her with the final content of all motions.

Amendments, if any:

None.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details.

**Motion 2019-10-01-B**

Proposal name: Clarification and consistency to Instructor updates.

Submitted by: Executive Committee

Exact wording of motion:

Alter the SEIC Policy so that the ways that an instructor can meet the Instructor Update requirement is consistent and clear, specifically removing the ability to complete an update through an unrelated endorsement course.

Chapter 2.D.2

Change to the below

- a) Instructors may complete an update course in the appropriate discipline, at their highest level of certification.
- b) An Instructor may take or co-teach an IDW, ICE, or ICW in their discipline and at the appropriate level, and it can be reported by the IT as an Update.
- c) An Instructor may co-teach a skills course, at their highest level of certification, with a supervising IT/ITE. The instructor then must complete a review of current ACA Policies and Procedures under the direction of the supervising IT/ITE.
- Remove d) and update text below d) accordingly
- Remove Chapter 2.D.6.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- Trey – Described the motion.
- Crystal – SEIC manual says that updates are designed to provide a forum for continuing education. UP endorsements fall within that area. Updates are not intended to be a repeat of an ICE. UP endorsements, unlike other endorsements, do require maintenance. A unique feature.
- Crystal – Is attendance at a conference consistent with demonstrating skills at the highest level?
- Trey – Conference updates are intended as IT updates. The proposed language is for Instructor updates.
- Dale – You have to more than attend. There is a prescribed path that you have to complete.
- Crystal – Difficult to draw a hard line on endorsements when there are more global options for what is considered an update.
- Kyle – Would like to modify b) so that it is consistent with a) and c), “at the highest level of certification”.
- Steve – Could apply “at the highest level of certification” to the lead in paragraph and it would apply to all the paragraphs below.
- Kyle – All paragraphs would have the same working, “in the appropriate discipline, at their highest level of certification”.
- Beth – If you take out endorsements, it will limit what Instructors and ITs see as options. Not in favor of removing endorsements as an option.



- Kyle – Suggested that updates and endorsements be considered as co-joined opportunities. All requirements for an update must be met, including skills. It does not take away the opportunity.
- Josh – Under the new system, as well as the old, two separate reports would be sent in.
- Beth – Not opposed to that approach, but there needs to be language in the policy that makes that process clear.
- Josh – Instructors may complete a standalone update course or in junction with another skills or endorsement course.
- Beth – Ok with Josh's proposal.
- Greg – How a person who wanted to update as a L4 WW Canoeist attending an AP program could be handled in the AP program?
- Crystal – Less about what is being observed at the L4 and more about how we are expanding the capacity of that instructor to meet the needs and understand the additional risks of incorporating more people into their paddling programs.
- Greg – Does not address what he is getting at. He sees Instructors from other areas of the country that are not using current teaching methods and skills. He spends a lot of time addressing this issue in updates. Concerned with offering an update that does not include that kind of assessment.
- Kyle – As part of the proposal, must be able to teach both the contents of the paddling endorsement and the update course for the appropriate discipline and level.
- Lynne – Does the ACA accept transferrable skills from other organizations?
- Steve – Not specifically, but there is a waiver request process.
- It was noted that the AP Endorsement was originally intended as a one-time option, since it is flat water and would not include the technical skills that Greg mentioned. The simpler the options, the better it would be for Instructors.
- Crystal – Kelsey, do you know how many people have used the APW as an update?
- Kelsey – 20 this year. Do not have past year's stats with her, but they are available. Adaptive is the most popular endorsement.
- Crystal – Does the proposed wording require separate course paperwork for L1 and L2 updates?
- Josh – Could be two separate leads in the same course, one offering APW's and one offering updates.
- Trey – We are discussing policy. Different wording would be used to sell the implementation.
- Crystal – So an AP IT could not offer updates in other disciplines unless they were also an IT in those disciplines. Trey – Correct.
- Beth – If a one-time waiver was requested to count an APW as an update in another discipline, would it likely be approved?
- Steve – It seems we are trying to eliminate this option, so it would not seem logical to approve a waiver.

- Lynne – Has a November course where she has promised the participants it could be counted as an update. The course is a rolling endorsement. All participants are currently L3 kayak instructors. It is permitted under the current policy. Still ok? Might also cover some other rescues. Jeff is the IT.
- Steve – If it comes in as a waiver request, it is likely to be approved, given that we are changing the policy after the course was scheduled.
- Josh – Be sure the course actually has the content for an update.
- Trey – Can add a timeline on when the new policy would go into effect.
- Steve – The friendly amendment was accepted.
- Trey – The vote will be on the amended motion.
- Trey – Regarding Beth’s earlier question on a waiver request, it would not be an automatic no. We would look at the experiences of the person requesting the waiver, their teaching history and the person who was leading the APW.
- Crystal – Updates are meant to be continuing education, not a review of an ICW. With the proposed language, have we become too restrictive. Understand the desire to maintain the highest level of knowledge and skill. Would like us to be more open on update options.
- Trey – Have not eliminated endorsements as options. However, it cannot be just an endorsement. It must be relevant to the certification being updated and must include an IT in the updated discipline at an appropriate level.
- Kyle – Making it clear that there are two distinct responsibilities – endorsement and update.
- John B. – Where do we include done once?
- Josh – Not restricted to just once, since a separate document is required to confirm that an update was completed successfully.
- Sybille – We need to think about our base. Many volunteers in her area. Hard as a volunteer to make the investment for updates. Our primary concern is a reduction in skills. Volunteers confident in their skills may not update. Just don’t allow multiple endorsements as updates. Do not force assessments into updates. Want people to have broad experience.
- Beth – Excited about the possibility for cooperation and collaboration between endorsements and updates.
- Crystal – Does anyone feel it will become more restrictive due to limits on human resources?
- Jeff – You will have to include more days to cover an update.
- Steve – Implied that you cannot do an endorsement and update in the same number of days as an endorsement. Maybe we need to say that specifically.
- Crystal – In UP, we are restricted by venue, only using L1 venue. Inherently restricts the updates that can be offered.
- Steve – We have allowed running two courses concurrently, for example L1 canoe and L1 kayak at the same time. There are some economies, but must show that all of the material was covered.

- Dale – Strongly supports updates being continuation education, not re-evaluations. In his experience, the people coming to updates are not deficient in their skills, maybe just different approaches to teaching.
- Kyle – Proposal frees us up to separate the continuing education component from the skills re-assessment during the first four year period.
- Dale – The focus of updates needs to be on continuing education and cross training.
- Greg – Need to recognize that due to age or other factors, instructors may be no longer able to perform all of the required skills.
- Dale – As an evaluator, you cannot ignore glaring deficits. If someone is a safety issue, you need to challenge the individual and downgrade if necessary. Those things tend to be pretty obvious. If someone comes to the course with re-evaluation not the primary focus, they tend to bring more to the course.
- Trey – If you are doing a two day APW in a pool, you will miss that issue. It is a liability issue. The period for re-certifications in other professions is becoming shorter. The ACA is an outlier. If you allow endorsements, it could be many years before a re-evaluation in an instructors primary discipline.
- Steve – Could be difficult to track that endorsements are only used once.
- Sybille – Are updates the right mechanism to address the issue being discussed? Updates hit all instructors. Are there other mechanisms to put in place the safeguards we are looking for?
- Trey – If there are other options, let's explore them.
- Jeff – Should we consider allowing UP endorsements for L1 and L2 instructors, since the venues are similar? L3 – L5 would need to complete a skills portion as well. Or, could we increase the number of skills courses that must be reported at the highest level for an endorsement to count as an update?
- Trey – The responsibility for ensuring an adequate update falls on the IT. Does not want to be more prescriptive than that.
- Paula – New system will track your experience. Instructors need to be responsible for who they are taking out.
- Crystal – The proposal might increase the need for UP ITs. Would that be a barrier to providing endorsements?
- Beth – The sticking point is UP endorsements, not other endorsements. What would be the problem with allowing UP endorsements to be used once as an update?
- Kyle – Need to understand the separation between continuing education and re-evaluations. Continuing education is about creating better professionals. Re-evaluations are about skills and liabilities.
- Crystal – The language in the Policy Manual is grey on the previous point. UP endorsements fall more within continuing education, not within re-evaluations of skills since the venues do not cross.
- Chris – Why is APW an endorsement, not a certification?
- Because it is multi-discipline.

- Crystal – It is the only endorsement that requires maintenance. Josh – But just recently.
- Trey – I would rather look at how best to serve UP in evaluating Chris' point, rather than creating an exception for everyone else. There are other issues that need to be discussed. The goals of this motion are to simply the current process while addressing liability concerns.
- Steve – The next page in the packet clarifies the intent of updates. Suggest reviewing before the discussion resumes.
- Jeremy – At REI, what we look at are climb, cycle and paddle which are the three biggest areas, the only outside organization with updates is the ACA. The other organizations have required periodic re-assessments. That standard is out there whether you are a volunteer or otherwise. It is there to protect the individual and the organization from legal liability. At REI, a paddling instructor must be re-assessed every year to be allowed to teach. As an organization, it should not be called an update. It should be called an assessment. REI is held to a higher standard due to its liability exposure. The recertification requirements of two classes in four years is ridiculously low. AORE is looking to the ACA for guidance. It needs to be simple, easy and available.
- Trey – Want for folks to make any closing arguments.
- Lynne – Believes in skills assessments. There is also a model used by nurses for continuing education. Need to build our infrastructure to support updates.
- John B. – Opposed to endorsements counting as updates. This motion starts the cleanup process, but does not go far enough. John is in emergency medicine and is required to do continuing education every two years. Teaching two courses every four years is not enough. Only one "should" be at your highest level; that is, it is not required.
- Paula – Supports the continuing education model, teaching at your highest level and looking at your entire history of performance.
- Crystal – Feel it is premature to vote on this issue, when we have not discussed how continuing education might be addressed in future motions and have not addressed the question of why UP is not a certification. There are a lot of larger questions that may cause us to come back to this motion in short order.
- Dale – Respect Jeremy's choice to go with organizations that require recertifications and can see the benefit to REI. However, he (Dale) has been an instructor in other sports that did not require recertifications at any level. Also, have an advanced degree that is good for a lifetime. It is reasonable to expect continuing education and cross training. We do not require enough of these. However, disagree with the recertification requirement.
- John T. – Paddling skills and fitness are perishable attributes. There should be some level of re-assessment to ensure both of these attributes are at an appropriate level. Like Jeff's suggestion of different requirements at L1 – L2 versus L3 – L5.
- Josh – Would concur with some form of hybrid with more stringent requirements at higher levels.
- Kyle – Feel it is ridiculous to have to recertify during the first four years of an initial certification. Five days of rigorous training should prepare an instructor. In new business, plan to introduce a motion to remove updates from all disciplines and add a smaller recertification course that is not a full IDW/ICE with a 5 year period similar to cross-fit training. Can reassess at any time during the period. Add a continuing education requirement for upgrades.

- Rob – Admirable that the ACA is keeping safety in the forefront.
- Jeff – No one has to come to the ACA to teach a course. We need to expand the number of people paddling. It is a great thing that we look at and encourage the diversity of paddling. We don't want to over regulate the sport.
- Greg – Feel comfortable that we have defined the update within the discipline. Still uncomfortable with updates outside of the discipline. Still muddy on the outside of discipline updates and would not be able to vote for the motion based on that.
- Lydia – Need to include advocacy related to the student the instructor will come in contact with. The ease of updates for instructors should instead emphasize the experience offered students.
- Comment made in favor of cross training in other disciplines.
- Crystal – First, concern with allowing UP updates at L1 – L2, but not higher levels. Why not above L3? Second, we need to integrate the whole community. Will we be encouraging participation in UP courses to grow that community? Are we encouraging L4 instructors to take the UP course?
- Kelsey – A large percentage of our instructors do not know what an update is and do not know that it is required. It is the ITs who do not come to the meetings and engage with others that have a problem with understanding updates. Updates need to be able to be explained in the simplest terms. Some who do understand the requirement, are trying to find workarounds. Have difficulty maintaining instructors. Some do not have the money for updates. Some do not want to do anything. Some lose their skills or their market. But, the basic issue is that they do not remember or understand the requirement. Need to get all ITs to communicate the requirement in the same way.

Amendments, if any:

See highlighted comments above.

Vote: 6 in favor, 5 opposed, 0 abstain. See Appendix A for details. Motion passed with amendments.  
Trey – On close votes there is a more detailed discussion with the Board.

---

**Presentation by Beth Spilman**

- Been the Interim Executive Director for the past four months, since May 28. Has been an adventure. Thanked the attendees for their contribution to the ACA.
- 2019 has been a year of turmoil and transition. There have been significant changes in our leadership. Morgan House, High Performance Director, left in October. Chris Stec left in March. Wade Blackwood left in May.
- We had a bookkeeper who was inept and left recently. Have spent most of the summer cleaning up the bookkeeping. Other people in the organization have had to learn more about Quickbooks and YM, our membership management system.
- To maintain our nonprofit status with the IRS we need to file accurate Form 990's on an annual basis. The books were not clean enough to file the 990's, so they had to be cleaned up.

- Has been a great season from a competition standpoint. We have two women, one 15 and one 17, who are podium potential athletes. Nevin won the CI 200 meter world sprint championship, the first American women ever to be a world champion.
- With John's help, we have laid the foundation to streamline our internal processes, something we need to do. We need to get better at our underlying processes.
- We have lingering financial issues. Over \$300,000 in expenses have been eliminated, which is a lot considering that we bring in about \$1.5 million on revenue. The reductions have been primarily due to the people who have left.
- On the competition side, we do need to find funding from outside sources. We do get some money from the USOPC, but not nearly enough. The athletes tend to fund most of what they do and it is expensive.
- Ideally, we need to get some sort of endowment, so we have more stable funding. We were given four acres of land in Fredericksburg many years ago with the idea that we would build a headquarters on the land. That idea has not come to fruition, so we are considering selling the land. If the land were sold, it would provide us with several hundred thousand dollars to help fund an endowment.
- We need to standardize processes.
- We have many people like those at this meeting who want to contribute. We need to harness that passion.
- Beth W. – The savings are due to the people who have left, but the remaining workload is not sustainable with the current remaining staff. What is the plan going forward?
- Beth S. – Correct, it is not sustainable. The Board this weekend will be spending time on the 2020 budget. The proposed budget is about breakeven, but that is without adding any staff, which is very difficult.
- Beth S. – Reviewed the current staffing, four administrative staff. The core group in total is six.
- Beth W. – Does not ease the concern on workload.
- Josh – An assumption is the new CMS technology will be basically be one person.
- Beth S. – We do bring in some temps in the summer to help. We will plan better for the seasonal influx. The paperwork is ridiculous. Our dues are \$25, which is not much if you consider how much paperwork has to be processed for that \$25, especially if someone pays by check or pays an amount different than \$25. It would help if more people paid by credit card. We need to address with technology.
- We spent \$60,000 on the Xerox machine, postage and supplies in 2019. How can we do a better job?
- What is the current status for Morgan House? He is back part time at the ACA. He has a full time job in a factory in Gainesville, GA.
- Steve – Would you talk about your role and the interim process.
- The Warren Whitney consulting firm was doing some work for the Board and Robin mentioned there might be a need for an executive to fill an interim position, which is how Beth connected with the ACA.

- Trey – Warren Whitney has been a great resource for the Board for training, bookkeeping and best practices for nonprofits.
- The Board is not currently doing a search to fill the position, but several people have expressed interest and those names have been passed on to Robin. No immediate plans to leave.
- Steve – But, the intent is to be a transitional move for the ACA.
- Trey – As the Board received more information on the financial situation, the original timeline for the transition was determined to be no longer viable. The strategic planning that had been planned for the summer, but was not possible.
- Beth W. – Very vested in the organization. Feel very much in the dark, no updates on what is going on. Suggest providing updates to the SEIC.
- Trey – Part of the rationale in not sharing was the uncertainty on where we were and what comes next. Did provide updates to the Executive Committee.
- Beth – Would like some feedback on the magazine we produce. Is it read? Should it be shorter, but issued more frequently like a newsletter?
- Greg – We often understand the reason behind some of the vagueness in explanations, but sometimes that vagueness results in incorrect conclusions.
- Beth – Believes in transparency. Can answer questions one on one.
- Greg – One question is what is costing the ACA the most money? What is providing the least amount of revenue? Those two extremes seem to be the most out of balance.
- Beth – What the ACA does a lot of, is to take funds from one place (e.g. grants) and pay it out somewhere else without being paid an administrative fee. Our costs to request grants and to administer grants is not covered. The most significant example of this process is Competition. We just had 35 kids and 5 coaches go to Bratislava, Slovakia for the Olympic Hopes Regatta. \$150,000 passed through our hands. For one of the first times, we charged a 10% administrative fee. Competition is essentially breakeven, but it is not contributing to overhead. One of the significant items to be discussed at the Board meeting will be to charge an administrative fee for all we do on the competition side and how much that fee should be. The USCG grants do help to contribute about \$30,000 to cover overhead expenses. We do not make much on insurance. We get about \$600,000 from membership dues and that is what really supports the organization in direct and indirect costs (e.g. rent).
- Josh – Under the previous ED, the membership fees were reduced with the idea that it would generate more volume. Is there any data to indicate that is working?
- Beth – No, it did not increase membership. There was no effort to reach out to potential new members.
- Steve – Has there been any discussion to move back to the old rates or some new rate structure?
- Trey – Marsh has given some thought to implementing a dues structure similar to the SEI dues based on a competitor's role and related costs to the ACA.
- Beth – Will help somewhat, but we really need to look at administrative fees.
- Crystal – We have had some discussion this morning to create more community outreach from an instruction standpoint. Good opportunity to look at how to get at that community outreach.

- Beth – The web site drives her absolutely crazy. Would like to replace it. However, it is the frontend to our backend membership management function. We need to determine how to replace the frontend while keeping the backend. We also spend a lot of time processing checks for the wrong amount and processing refunds. What is the elasticity of demand? People fib, say they are members when they are not.
- John – The CMS will run on a smartphone. There is a screen where you can enter a name or number and verify that a person is a member and that their dues are current.
- Josh – With the Olympics coming, is there anything we can do to relieve the burdens for the athletes, donations or something else?
- Beth – Would be best to have a separate nonprofit with an independent board to solicit funds for an endowment. We have had some donations from the ICF and private donors. We could solicit sponsorships from some commercial brands to sponsor specific athletes. And, we could work with local Fredericksburg companies on funding.
- Steve – Many of the instructors, ITs and ITEs are very vested in the ACA. We would be willing to tighten our belts if needed, as long as there is recognition that we are the most tangible product offered by the ACA and a primary source of funding now. We would be willing to pay higher SEI dues for a period, but we need to know that we will be getting the service on the backend to service our customers.
- Kyle – The State Directors are a group that has not heard from the ACA in months – very upset. May be the source of some misinformation. Willing to contribute, but need to be kept in the loop.
- Beth – There are people out there willing to contribute time to help on tasks that are not as value added as some of the things Kelsey and Amy do.
- Greg – The first thing State Directors want from the ACA is money to do programs. The State Directors need to understand that they are there to support the ACA. The ACA is not there to finance their projects.

---

**Motion 2019-10-01-C**

Proposal name: Sample Instructor Update Outline

Submitted by: Executive Committee

Exact wording of motion:

Move to add “Sample Instructor Update Outline” that Instructor Trainers and Instructor Trainer Educators could use in the absence of a discipline-specific outline to help add consistency to instructor updates. See Appendix B.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- Steve – A few disciplines have established instructor update guidance, but it is a big job to do for all levels. This motion is just an attempt to provide a generic update. If you have one now, you can continue using it. If you do not, this outline provides some direction.
- Motion to accept.



Amendments, if any:

None.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed without amendments.

---

**Motion 2019-10-01-D**

Proposal name: Essentials of River Canoeing Document Revisions

Submitted by: River Canoe Committee

Exact wording of motion:

Venue description and other wording changes to all L2 Essentials of River Canoe documentation. Including: Sample Skills Course, Instructor Criteria and Assessment.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- Greg – Provided a brief overview of the motion. Very difficult to meet the prior L2 venue requirements, moving water with no rapids, without ending up on a Class I river. Not changing anything that has not been done. Was also confusing to have L2 RK and L2 RC with different venues. Difficult to multiplex courses. Moving to common wording for venues.
- Kyle – We are adding a specific reference to the class authority, AW scale.
- Steve – In both or just one?
- Kyle – In all references to scale in both RC and RK – refers to AW.
- Lydia – How will that change impact international venues that do not have that reference?
- Ge – People in China have no problem referring to AW.
- Beth – AW provides a description of the features that constitute each class. That should be sufficient for international venues.
- Ge – Could research what the ICF uses.
- Steve – The standards committee has never been asked for a ruling on what to do regarding river classes for international venues. When looking at the AW classes of difficulty, they are the international standard.
- Beth – Where in the documents will the AW reference be included?
- Kyle – In the first mention of class anywhere in a document.
- Steve – Suggest that we approve the motion as submitted. And then, agree to add anywhere we refer to difficulty or class, parenthetically “according to the international difficulty scale”. This change would carry over to everything we do.
- Trey – Vote now on the motion as presented. Vote later on the proposal from Steve.

Amendments, if any:

None on the original motion.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed without amendments.

---

**Motion 2019-10-01-E**

Proposal name: Common venue description for L2 Essentials of River Kayaking and L2 Essentials of River Canoeing

Submitted by: River Kayak Committee and River Canoe Committee

Exact wording of motion:

Venue wording change to be used for course/venue descriptions on all L2 Essentials of River Kayak and all L2 Essentials of River Canoe documentation. Including: Sample Skills Course, Instructor Criteria and Assessment.

Course Location/Venue: Moving water on rivers up to and including Class I sections

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- No discussion or comments.

Amendments, if any:

None.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed without amendments.

---

**Motion 2019-10-01-F**

Proposal name: Removal of High Brace from ACA River Kayak Fishing Endorsement

Submitted by: River Kayak Committee

Exact wording of motion:Strokes:

- Forward
- Back (stopping)
- Draw
- Sculling draw
- Sweep (including Stern Draw)
- Reverse Sweep
- Rudder
- Low / High Brace

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- No discussion or comments.

Amendments, if any:

None.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed without amendments.

---

**Motion 2019-10-01-G**

Proposal name: Creation of a navigation sample skills course within the Coastal Kayak discipline.

Submitted by: Coastal Kayak Committee

Exact wording of motion:

The Coastal Kayak Committee moves to add a navigation sample skills course to its curriculum.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- John B. – Provided an overview of the motion. Suggested removing the venue descriptions at each level. Corrected the typo.

Amendments, if any:

Remove the description of venues at each level, since a generic venue description is included earlier in the document

Vote: 10 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed with the amendment noted.

---

**Motion 2019-10-01-H**

Proposal name: Amend the length of the L4 ICW to a minimum of 4 days.

Submitted by: Coastal Kayak Committee

Exact wording of motion:

The Coastal Kayak Committee moves to amend the minimum length of the L4 ICW from 6 days to 4 days.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- John B. – Provided an overview of the motion and rationale for the change as described in the motion form.

Amendments, if any:

None.

Vote: 10 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed without amendments.

---

**Motion 2019-10-01-I**

Proposal name: Proposal to Amend Sprayskirt Best Practice

Submitted by: River Kayak Committee

Exact wording of motion:

[See Appendix C.](#)

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- Kyle – Provided an overview of the motion.
- John B. – Posted friendly amendment on Facebook to adopt for Coastal Kayaking and has received comments.
- Lydia – This issue was raised in S&R due to a fatality due to a grab loop failure which caused the issue to be raised in RK.
- Kyle – Important that we communicate this issue out to instructors.

Amendments, if any:

A friendly amendment that Coastal Kayak also adopt this change for all courses that mention wet exits.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed with amendment.

---

**Old Business**

- Motion 2019-03001-C – John B. has worked with Kelsey to resolve this issue and updates have been made to the ACA web site.
  - Kayak Polo – It was approved as an endorsement, but it did not in the past have a home. RK is now the tentative home. Ge and RK will continue to follow up on implementation. This item will be left on future agendas until an implementation plan is approved. Ge has reached out to the person who spearheaded this effort earlier. He has had a house fire recently, but is still very interested in the program.
  - Paddle reflector kits from the USCG – Kelsey has received 50,000 kits. Included in all of our outreach kits and they are available for free in the eStore. We do charge for shipping.
  - Kelsey – On the reference earlier to six grants written, 2 of the six were approved for \$314,814.
-

**New Business**

Trey – Proposed a motion to consider Motion 2019-10-01-J submitted by John Browning under New Business (see below). Motion seconded by Crystal.

**Motion 2019-10-01-J**

Proposal name: Revision to SEIC Policy Manual, Chapter 3.C.5

Submitted by: John Browning

Exact wording of motion:

Revise SEIC Policy Manual, Chapter 3.C.8, to require an ITE to submit a written evaluation of an Instructor Trainer Candidate (ITC) on their performance during their lead teach. This evaluation (these evaluations) would become part of the ITC application to become an IT.

See pre-meeting package for full motion form, available at this [link](#).

Discussion/comments:

- John B. – Provided an overview of the motion and the rationale behind the motion. It is already required for the Co-Teach.
- Kelsey – Need to take the “C” out of the ITC, since the individual is not yet a candidate until the application is accepted.
- Steve – Cannot find where an evaluation is required for the Co-Teach.
- Josh – [Revise the motion to include both a Co-Teach and Lead Teach evaluation.](#)
- Beth – It is ok for an IT to weigh in on evaluating an ITC in a Co-Teach.
- Crystal – How does this change impact the CMS.
- John T. – The table indicating document requirements, indicates that an evaluation is optional. But the table entry can easily be changed to require an evaluation.
- Steve – Is there an ITC evaluation form?
- Josh – No, there is not a form currently. But, Josh is willing to help coordinate the efforts to develop a form. He has a personal form he uses now.
- Steve – [Amend the motion to indicate a form will be developed for Co-Teach and Lead Teach.](#)
- Trey – The Instructional Committee will create one form that will be applicable to all discipline committees and be applicable to both Co-Teach and Lead Teach roles.

Amendments, if any:

See the addition of Co-Teach above, as well as the need to design an evaluation form. See Kelsey for the revised motion wording.

Vote: 11 in favor, 0 opposed, 0 abstain. See Appendix A for details. Motion passed with amendments.

---

**New Business (continued)**

- AORE Partnership – Kelsey has been talking to AORE, but no conclusions yet. Will bring up at the Spring meeting.
- MOU offered by the World Rafting Federation – Kelsey was not included in the original discussion and has no updates. No additional discussion planned at this time.
- Educational Resources Update Group – headed by John Browning
  - Kelsey – Fully believe that educational materials need to be reviewed and updated, but does not have the technology tools or skills to update them.
  - Trey – The plan is to have a group do the required reviews and updates would be pending until the resources became available with the appropriate graphic skills and tools. In the interim, out of date materials would be removed from the web site. Some low priority materials might not be updated.
  - Kelsey – Let her know which items to remove and a brief rationale if there are questions.
  - Beth – It would be helpful if there were a new best practices page on the web site to help members track changes, even links to other resources would be helpful.
  - Greg – Is anyone buying the flash cards? The information is incredibly out of date.
  - Kelsey – In the time she has been with the ACA, no one has purchased the cards. Do not know where they might be. They have been pulled from the eStore.
- Trey – Standard fee for the NFPA version of the SWR course – still being discussed in committee. There will be questions when they present a plan. It is outside of what the ACA has normally done. We will keep this item on the agenda for the next meeting.
- Greg – T-RETHROG discussion – The IPC approved the use of T-RETHROG. A year later when the RCC begin to update the L2 curriculum to match L1, there were strong objections to this acronym. Sam, Fritz and RJ felt that Talk was redundant, since R stood for reaching out, including with your voice. The ACA needs to determine the standard to be used by RC, RK and S&R.
- Beth – The rationale for adding the T in the IPC was as a reminder to entry level paddlers who are not familiar with rescue skills at higher levels. There were no objections at the time of the addition.
- Kyle – The UPC should be involved in the discussion, since some of their paddlers may be hearing impaired.
- Beth – The UPC is a voting member of the IPC.
- Josh – When doing the NOWS program, many people went right to go when doing a rescue. Most lay people will not reach with their voices. Adding T to make talk explicit, will be meaningful to many paddlers.
- Greg – The decision has to come from the SEIC.
- Kyle – In RK, grab is often the first step in a rescue.
- Crystal – From the standpoint of UP, it might be better to add C for communicate rather than T.
- Greg – Went through S&R documentation and they do not use RETHROG at all.

- Trey – The appropriate place to resolve this issue is the Curriculum Committee after the CMS is implemented.
- 

### **New Business – CMS Discussion**

Data – Incentivizing the instructor community to enter data online rather than submitting paper forms.

- Trey – If the office and Board are going down this path, a resolution from the SEIC would be helpful in proceeding with confidence. A decision on this issue is not in the purview of the SEIC.
- John T. – The SEI Department would need to determine when a waiver was applicable.
- Crystal – How would the waiver process be managed.
- John T. – Waivers would be determined beforehand, primarily due to an individual's home location, rather than on a case-by-case basis. The main reason for a waiver would be due to not having access to the Internet. A temporary lack of access due to being in the backcountry would not qualify. Data could be entered when back in the front country.
- Trey – A course report submitted on a paper form would not be processed until the applicable fee was paid. All data needs to be ultimately entered into the CMS and that process cost needs to be covered. It might potentially be paid through the eStore or some other means.
- Kelsey – What happens if someone refuses to pay the fee despite numerous reminders? If the course report is not processed, the students will be impacted. There are instructors now who wait for over a year before submitting course reports, then want immediate processing. Reminders and follow up requests from students don't help.
- Greg – Include on the paper form that it will not be processed if not accompanied by the processing fee.
- Lynne – Could this inevitably result in people not reporting courses to avoid paying processing fees?
- Greg – If the course is insured, it must be reported.
- Trey – They would have to answer to their candidates. If someone takes that path and there is a continuing significant problem with numerous complaints, there are processes to resolve the problem.
- Crystal – Kelsey, you are in the trenches with this, what are your thoughts?
- Kelsey – Like the idea, but do not think it is practical because some of the older generation ITs don't like change or computers. Those people are real.
- Trey – We need to make a decision to continue putting up with that behavior, or we need to move forward.
- Kyle – Could increase everyone's SEIC dues to cover the manual processing costs of a few.
- Steve – Hard to sell to SEI members when we are instituting changes that will make the whole process more efficient, that there will be a fee increase to cover the small percentage of instructors who are unwilling to change.
- Beth – How do those people pay their dues?

- Kelsey – They pay by mail.
- Beth – Mail them an invoice beforehand that includes all of the processing fees.
- Kelsey – Would create a lot of open invoices in Quickbooks.
- Josh – There is a clause that we need to start adopting called “member in good standing”. This group and the Standards Committee needs to fix that. When these people are not complying, they need to lose their ticket if they are unwilling to follow our policies and best practices. They are not good ITs and ITEs. It is part of the requirement.
- Crystal – Going off what Kyle proposed as a flat rate across the board, you can justify it based on the maintenance of the CMS.
- Trey – The money is already there. It is the only ACA program that has a surplus. It is not a money thing, it is a time thing. It’s hard to explain that we are doing this thing to create efficiencies and we need more money. A SEIC dues increase is not worth the small amount of dollars it would generate.
- Beth – It is hard line time.
- Crystal – Is it possible to hold off until we see how big the problem is? How many paper reports are coming in.
- Trey – This is not a vote. Just need to brief the Board in the event action is needed. We can tell the Board we are leaning in the direction of incentives, but will give it time to determine how big the issue is. Need to be prepared to take steps, if we need to.
- Beth – How many ITs and ITEs would be a problem?
- Kelsey – 10 would ignore me. Another 10 would actively fight me. A handful more would give me a hard time, but would eventually comply because their students would give them a hard time.
- Josh – So, we would potentially lose 20 ITs.
- Trey – About 10%.
- Josh – Could require that they must request the paper forms.
- John T. – We could prevent printing forms if someone does not have a waiver flag on their computer profile.
- Steve – Can we incentivize the people who use the online system. For example, provide credentials more quickly.
- Kyle – Do the process fee and it must be included with the paperwork. If you don’t pay the fee and don’t have a waiver, you are gone. They are hurting the ACA more than they are helping. If you inconvenience people enough, it changes behavior.
- Trey and Josh – We can take turns calling the people who are not compliant.
- Steve – We can tell the Board that we do not need a decision, but we are supportive of a concept to incentivize operations in the most efficient manner and full utilization of all our technological capabilities. We have not yet determined the best way to do it.
- Crystal – Need to be aware of any undue hardship or financial strain that might result from a policy.
- Trey – There are very legitimate reasons why people need access to these things. We have been held back in past years as we have tried to slowly modernize by people who did not want to change.



Course Evaluations – To encourage timely completion of IT Course Evaluations, make them required before finalizing assessments, certifications, updates, upgrades and endorsements.

- John T. – This requirement would only cover those courses and participant roles where a course evaluation is required. It would not cover situations where a course evaluation is optional or not applicable (e.g. practice student). The requirement to complete a course evaluation will appear on a member's CMS dashboard with a link to the applicable form.
- Comment – It should be required.
- Josh – Clarified that the form can be completed on a smart phone.
- Trey – When the CMS is not accessible at the end of a course or in a reasonably short period thereafter, accommodations would be made to ensure collection of course evaluations.
- John T. – Ideally, the IT would collect paper forms and send to Headquarters, so we would still get the data.
- John T. – If a course evaluation is not submitted, the certification would show as being in a pending status on the member's dashboard. Similar to a pending status because first aid credentials are not current.
- Everyone was ok with holding credentials in a pending status subject to entry of required course evaluations.

PSF Courses – Consider requiring PSF course participants to be ACA members.

- Beth – The original intent was an incentive package that was cheaper than a membership. But now that memberships are the same, it's a moot point. So, everybody should become a member.
- Steve – Since we are changing the curriculum by adding a prerequisite, it is safest to have a motion to make the change.
- Beth – Rolls the cost into course fees, but if a participant is an ACA member already, offers them a discount.
- Trey – Made a motion to consider updating the PSF curriculum to require ACA membership as a prerequisite. Steve seconded the motion. All were in favor of discussing the change.
- Steve – It was a \$25 certification fee, not a membership.
- Beth – No, we called it a membership on the web site.
- Steve – Thinking of the CMS and the simplicity of the proposal. With the CMS, we will have the ability and responsibility to check membership. Is that what we want?
- Jeff – If they are minors, you need parents to sign off. Minors cannot consent.
- Trey – Would a business entity be concerned with paying for a membership versus paying a course fee? A different employee benefit.
- Beth – When she has made proposals to businesses and included ACA memberships, she has never been asked to take that off of the proposal.
- Trey – If he received a proposal at UT and it said membership, he could not pay for it. If it said course fee, he could. Not a reason not to make the change. Need to educate folks on the fee.

- Jeff – A lot government entities will not pay for memberships, but will pay course fees. Will make the employee pay for the membership.
- Steve – If this passes and at some time in the future membership fees go up, this will raise the effective PSF course fees. Could just leave as a certification fee.
- John T. – If the motion does not pass, we would need to go back to the CMS and add back the function we took out to pay PSF fees online.
- Josh – If we take out the requirement to be a member, we would be able to know later in the CMS that a specific individual took the course.
- John T. – No. The CMS will only be able track course histories by member number.
- Trey – Could continue to call it a course fee, but provide a membership card and number.
- Kyle – It is like giving them a hang tag membership.
- Beth – Would not have a membership number when the course work is submitted. It would have to be added later.
- John T. – The CMS cannot create new members. That can only happen in the YM membership management system.
- Trey – Kelsey would have to pull the course report and add a member number.
- Steve – Changed his mind. They should have membership.
- Kelsey – The memberships have to be created manually, one at a time in YM. Hang tags are literally a piece of paper. Amy gets an email and has to copy and paste the information into YM to create memberships.
- John T. – The membership setup can occur after the instruction occurs when you know specifically who has participated. The instructor or the sponsor can handle the setup.
- Kelsey – There will need to be an override capability for the SEI Department to correct duplicate member numbers that have been created when individuals forget their old numbers. That happens a lot.
- John T. – There are already transactions in CMS that are only available to the SEI Department. We can expand that list of capabilities.
- Kelsey – A broader problem of multiple member numbers for one individual and the linking of certifications to one account. Takes a lot of time. Happens about a dozen times each week.

**Motion 2019-10-01-K**

Proposal name: Add ACA membership as a pre-requisite to the Paddlesports Safety Facilitator Certification: Submitted by

Submitted by: Trey Knight from the floor after discussions.

Exact wording of motion:

- Change required \$25 course fee to ACA membership (\$25)

- The previous course fee included an ACA membership. This course fee was originally put in place due to higher membership costs that would have been a barrier to the intended audience for this course.

Discussion/comments:

- See above.

Amendments, if any:

None.

Vote: 9 in favor, 1 opposed, 1 abstain. See Appendix A for details. Motion passed.

---

Documents – Ok to accept only Word and pdf formats. There free apps for smart phones that can turn pictures into pdf's.

Digital Credentials – Distribute membership, assessment, certification and endorsement documents via email. The documents, including related promotional materials, would be sent in pdf format by the new Course Management System as soon as the required data was entered (see below). Delivery would be immediate. Hard copy mailings would be limited to members without an email address. Potential savings – printing, handling and postage. Note: Mailings would be held pending current member dues, current SEIC dues, current First Aid credentials, current CPR credentials and Course Evaluation submissions. The methodology for determining current SEIC dues is being researched.

- Kelsey – Not supportive of this proposal, particularly the immediate part. Every course report she receives has errors in it. Offered an example where someone was certified at L3 and later received a certification at L2, which could result in confusion in YM. There are 10 things that could go wrong.
- Steve – If Kelsey is worried, we should be cautious before proceeding. Also worried that we have worked to make everything more efficient, still have to wait for Kelsey to review the process and push a button to release.
- Beth – Prerequisites need to be completed before taking a certification course.
- Kelsey – That is not how it works now. A lot of people take certification courses that do not meet the prerequisites. ITs do not check to verify credentials. Afraid the CMS will make mistakes she will not hear about until later.
- Josh – Ok to check. Everyone should be checking to see it is functioning properly. The whole point is for the system to check it for us.
- Trey – If we can refine it over time to address the concerns raised by Kelsey and ensure it does not create problems, do we want it in place?
- Kyle – The potential issues will be covered in system and integration testing. It will be good to have Kelsey involved in that process.
- Kelsey – Want this to happen, but wants to go through all of the potential problems first and ensure they are covered.

- Steve – Say for the first several months that certifications are all audited by staff members before they are released.
- John T. – We can build in a temporary gateway that all certifications have to be released by Kelsey. Longer term, work towards removing the hold function.
- Beth – Is ok with that process. Can we have a time limit on how long the hold can be in place.
- Steve – Would propose the opposite process. Work towards eliminating the hold as soon as possible and have the Headquarters staff audit on the back end.
- Kelsey – Very far behind, but if she does not need to type hundreds of pages of people's handwriting, that will be a great help.
- Steve – In his business, you can go online at 3 am to buy something. Every online transaction is looked at the next day.
- Kelsey – Could eventually be fully automated, once all exceptions are handled properly.
- Greg – Will be doing audits at one of the busiest times of the year. Need to be prepared for that. Perhaps use sampling as suggested by John B. Some way that we don't go through another year of 4 – 6 week delays.
- Steve – On first aid and CPR credentials, the CMS will not test the quality of the document or the expiration dates entered – correct?
- John T. – Correct.
- Steve – On candidate evaluations, do you have to enter that a candidate has passed or does the CMS make a determination based on the detail skill and knowledge check offs.
- John T. – You have to enter the summary result at the bottom of the evaluation form – passed, continued or failed. If continued is entered, at least one of the detail check offs must be continued.
- Kelsey – Doing a lot of clean up things now that will not be necessary under the new system, which should expedite reviews.
- John B. – We will be going through a testing phase where some of these hiccups will be resolved.
- John T. – Ok with adding a temporary hold function until we can verify that everything is ok.
- Trey – There is a big difference between retyping information and checking that information is correct. The new process should take significantly less time.
- Trey – You have the input from this group on how best to proceed.
- John T. – Based on the comments, Digital Credentials will be added to the CMS project as Phase II and statistical reporting will become Phase III.

#### Preparation for CMS

- Trey – Course evaluations should be as consistent as possible, except where there are reasons for differences, e.g. UP.
- Josh – Using a similar form across all disciplines, at least initially, would be best. There can be some tweaking of the current questions. The current questions don't give us what we want to know.
- Beth – Agrees with this approach.

- Josh – The discipline chairs need to do their candidate evaluations, but IT evaluations will be more consistent across disciplines.
  - Trey – By adding rubrics style evaluation checklists, we will get more consistent, detailed evaluations. We have already created the rubrics in our course criteria. Going back to six text boxes would mean we are losing an opportunity to provide better feedback and better records for evaluations.
  - Josh – The checkboxes provide greater detail on reasons for continuations. Start thinking now about what you want to include in candidate evaluations.
  - John T. – Will send the CMS PowerPoint to Discipline Chairs.
- 

### **New Business - Other**

- Trey – Kyle, do you want to submit a motion?
  - Kyle – Would like to offer two motions to be considered at the next meeting. One motion to completely remove updates from everything. Second to follow a certification/recertification model set to follow a 3 year industry standard. No matter when you take a certification/recertification, it lasts three years. Follow industry standards and avoid gaming the system.
  - Trey – We will vote to whether or not to discuss what Kyle has put forth.
  - Steve – It needs to be a two thirds majority.
  - Crystal – Thinks its an important conversation, but does not think anyone has the bandwidth now to discuss.
  - Kyle – Just wanted to introduce the ideas, does not have to be a motion now.
  - Josh – If that is all that is desired now, send motions to John T.
  - Steve – No motion now.
  - Josh – Can submit the motions through the Curriculum Committee or the IPC.
  - Beth – Put a package together, then forward to Beth for follow up.
  - Next SEIC meeting date is February 21, 2020.
- 

### **Plus/Delta for Meeting**

- John B. – Always a good meeting. Maybe turn the heat up a little.
- Crystal – First opportunity to join this group. Wonderful learning experience.
- Steve – Noise next door has been a little challenging. Some challenges with the conference calling support. Positive discussion on the CMS. Trey is doing a great job during a difficult time.
- John T. – Appreciate the positive input on the CMS.
- Josh – Thanks to John on the CMS. Kelsey – Thank you for all the things you are doing.
- Lynne – Really impressed with how professional everyone is.

- Greg – Cannot say enough positive about the CMS. Unexpected, all new. Explained well. Only negative is the 6 foot parking limit on the garage.
- Excited about a lot things. Nice to have that many visitors who contributed. New people getting involved.
- Jeff – Glad to be here in person. Appreciate the leadership.
- Kyle – Prior to being here, felt incompetent. Appreciate the support being provided. Look up to many in the room. Big, important topics covered. Hear a lot that the ACA doesn't care, but there is so much caring. A/V stuff could be improved.
- Kelsey – Know that the phones are not good. Know that the office is behind, but there are no other resources available. We are the reason she works at the ACA. Very difficult year. But, felt the most empowered at the job since the changes. Like being challenged.
- John M. – Thank you for working through the issues. Thanked Crystal for participating in the meeting. Thanked Kelsey for her efforts.
- Ge – Liked the frank and open discussion where there is no censorship.
- Trey – Echoed other peoples thoughts. Reach out to Trey if you have thoughts that were not shared in the meeting. We have the elections coming, please help get the word out.
- Motion to adjourn – Jeff. Seconded – Trey. Meeting adjourned at 4:24 pm.

***Respectfully submitted***

***John Traendly***

***SEIC Secretary***

## Appendix A: Attendance and Voting Record

SEIC Board - Voting Members	Name	Attending/Alternate?	Motion A	Motion B	Motion C	Motion D	Motion E
Chair	Trey Knight	Y	Y	Y	Y	Y	Y
Vice Chair	Josh Hall	Y	Y	Y	Y	Y	Y
Secretary	John Traendly	Y	Y	Y	Y	Y	Y
Past Chair	Steve Hutton	Y	Y	Y	Y	Y	Y
Introduction to Paddling Chair	Beth Wiegandt	Y	Y	Y	Y	Y	Y
Adaptive Paddling Chair	John MacDonald	Crystal Skahan	Y	N	Y	Y	Y
Canoe Touring Chair	Molly Gurien	N					
Coastal Kayaking Chair	John Browning	Y	Y	N	Y	Y	Y
Prone Paddling Chair	Adam Masters	N					
Rafting Chair	Elisha Lynn McArthur	Comm Rpt Call In					
River Canoeing Chair	Greg Wolfe	Y	Y	N	Y	Y	Y
River Kayaking Chair	Kyle Thomas	Y	Y	N	Y	Y	Y
Safety & Rescue Chair	Sam Fowlkes	N					
Stand Up Paddleboard Chair	Vacant	n/a					
Surfski Chair	Chuck Conley	N					
Surf Kayaking Chair	Sean Morley	N					
Board of Directors Appointment	Vacant	n/a					
SEIC Chair Appointment	Vacant	n/a					
International Representative	Ge Wu	Y	Y	Y	Y	Y	Y
International Representative	Jim Coffey	N					
At-Large Member	Jeff Atkins	Y	Y	N	Y	Y	Y
At-Large Member	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					
Engaged Athlete Representative	Vacant	n/a					

For >>>	11	6	11	11	11
Opposed >>>	0	5	0	0	0
Abstaining >>>	0	0	0	0	0
Result >>>	Passed (no chgs)	Passed (amended)	Passed (no chgs)	Passed (no chgs)	Passed (no chgs)

SEIC Operating Procedures a/o 3/3/2019

E. The voting members of the SEIC Board may consist of a:

- Chair
- Vice Chair
- Secretary
- Immediate Past Chair
- one(1) National Board of Director appointed by the ACA National Board President
- one(1) appointment by the SEIC Board Chair
- two(2) International Representatives
- two(2) At-Large members
- six(6) Actively Engaged Athlete Representatives (ACA Board Policy ATH-001: AthleteRepresentative Classifications)
- the Chair of each Discipline Committee

SEIC Board - Voting Members	Name	Motion F	Motion G	Motion H	Motion I	Motion J	Motion K
Chair	Trey Knight	Y	Y	Y	Y	Y	Y
Vice Chair	Josh Hall	Y	Y	Y	Y	Y	Y
Secretary	John Traendly	Y	Y	Y	Y	Y	Y
Past Chair	Steve Hutton	Y	Y	Y	Y	Y	Y
Introduction to Paddling Chair	Beth Wiegandt	Y	Y	Y	Y	Y	Y
Adaptive Paddling Chair	John MacDonald	Y	Y	Y	Y	Y	N
Canoe Touring Chair	Molly Gurien						
Coastal Kayaking Chair	John Browning	Y	Y	Y	Y	Y	Y
Prone Paddling Chair	Adam Masters						
Rafting Chair	Elisha Lynn McArthur						
River Canoeing Chair	Greg Wolfe	Y	Y	Y	Y	Y	Y
River Kayaking Chair	Kyle Thomas	Y	Y	Y	Y	Y	Y
Safety & Rescue Chair	Sam Fowlkes						
Stand Up Paddleboard Chair	Vacant						
Surfski Chair	Chuck Conley						
Surf Kayaking Chair	Sean Morley						
Board of Directors Appointment	<i>Vacant</i>						
SEIC Chair Appointment	<i>Vacant</i>						
International Representative	Ge Wu	Y	n/p	n/p	Y	Y	Absain
International Representative	Jim Coffey						
At-Large Member	Jeff Atkins	Y	Y	Y	Y	Y	Y
At-Large Member	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						
Engaged Athlete Representative	<i>Vacant</i>						

For >>>	11	10	10	11	11	9
Opposed >>>	0	0	0	0	0	1
Abstaining >>>	0	0	0	0	0	1
Result >>>	Passed	Passed	Passed	Passed	Passed	Passed
	(no chgs)	(amended)	(no chgs)	(amended)		

#### Quorum Determination

A Quorum shall be 40% of filled voting members of the SEIC Board.

Voting positions = 28

Filled voting positions = 17

Voting members present = 11


Quorum = 7 (6.8)

n/a = position not filled

n/p = not present at the time of the vote



## Appendix B: SEI Department Report



# SEI Department Report October 2019

As Part of the October 4, 2019  
Safety Education & Instruction Council (SEIC) Meeting  
Richmond, VA

## SEI Department Staff

**Kelsey Bracewell:** Safety Education & Instruction Manager




- Manage the ACA National Paddlesports Instruction Program & Manage Instructor Database
- Admin/Coordinator for the ACA Competition Department
- Supervise and manage a variety of office driven projects: inventory, eStore, membership invoices, local events, etc
- Design, write grant applications, and supervise execution of USCG Funded Grant Projects
- Liaison to the SEIC

**Marcel Bieg:** Western States Outreach Director

- Manage ACA/USCG Grant: Creative Outreach – Reducing MultiUse Waterway Conflict & Safety Minute Series
- Represent the ACA in the western states through events, clubs, government organizations, advisory boards and committees, working groups, competitions, and education

**Carrie Schlemmer:** Education & Grant Coordinator

- Manage ACA/USCG Grant: Paddlesports Statistical Analysis: Participation, Demographics & Accidents
- Manage ACA Instructor Prodeal Program, online calendar, ACA social media platforms
- Assist the SEI Manager with course registration, processing, and handling inquiries from the general paddling public

## SEI Department Hot Topics



- FY 2018-2019 USCG Grant – Paddlesport Statistical Analysis Report
- SEIC Discipline Committee Elections (2020-2021 Term)
  - Including Actively Engaged Athlete Representatives
- FY 2019-2020 USCG Grants
  - \$343,814.00 Total Funding
  - Geofencing Phase 1 (Carrie) \$250,000.00
  - Safety Minute Distribution (Marcel) \$93,814.00
- FY 2020-2021 USCG Grant Writing
- ACA Annual Conference/Event Planning
- American Red Cross Small Craft Safety Course – Ended Aug 31, 2019
  - Large opportunity for ACA to better engage and serve scouts/youth organizations

## SEIC Requests / IT Process

- In 2019, SEIC reviewed, commented, and voted upon 33 separate IT applications, ITE renewals, waiver requests, or special situations/questions
- The SEI Department has received 209 IT Candidate Registration forms and 95 IT/ITE applications since 2016, when the revised IT process was initiated.

### New ITs and ITEs for 2019:

- |  |                                 |
|--|---------------------------------|
| • Anna Levesque (L2 ESUP ITE & L4 WWK ITE) | • Jennifer Yearly (L3 CK IT)    |
| • John Browning (L3 CK ITE)                | • Jesse Janicula (L2 EKT IT)    |
| • Steve Henkind (L2 EKT IT)                | • Roland Abstreiter (L2 ERC IT) |
| • Jeff Holmes (L2 EKT IT)                  | • Jeff Atkins (L2 ECT IT)       |
| • Marcel Bieg (L4 WWK ITE & AC IT Prov)    | • Joe Moore (AC IT Prov)        |
| • Patrick Higgins (L2 EKT IT)              | • Crystal Skahan (AC IT Prov)   |
| • W Scott Douglas (L2 ERK IT)              | • Nancy Uschold (AC IT Prov)    |
| • John MacDonald (L2 ERK IT)               | • Anne Wessmann (AC IT Prov)    |
| • Lydia Wing (L4 WWK IT)                   |                                 |





## Instructor Statistics

- Number of Certified Instructors with & without paid dues: 8,741
- Number of Certified Instructors with Paid Dues: 4,605
- Number of Certified Instructor Trainers & Educators with & without paid dues: 231
- Number of Certified Instructor Trainers & Educators with Paid Dues: 207
- Collective Certifications held: 11,793
  - Many instructors and trainers hold more than one certification
  - 68 instructors upgraded in 2019 (previously held lower level cert of same discipline)
  - Data a/o 9/24/2019

## Assorted Instructor Trainer & Educator Statistics

- 94 of 231 Instructor Trainers & Educators conducted a certification-related course in 2019 (IDW/ICE/ICW/Update/Upgrade/APW/Endorsement)
  - 80 conducted an instructor or IT update in some fashion
    - IDWs which served as update: 10
    - Endorsements which served as update: 12
    - Standard updates: 275
    - IT Updates: 16
- 16 of ACA ITs & ITEs are International (non-US countries) – 12 of them have current/paid ACA Membership & SEIC Dues
- So far in 2019:
  - There were a total of 1,174 new certifications issued (some to existing instructors)
    - This number will increase as more reports are submitted and processed
  - 876 Independent SEIC Dues payments/transactions occurred (SEIC Dues = \$35)





## So Far 2019 Certifications by Level & Discipline

			T	S					P	O		
L1: IK	166	L1: IC	95	10	L1: ISUP	129	L2: ER	0	0	L2: ESOTK	5	
L2: ERK	64	L2: ERC	70	14	L2: ESUP	73	L3: R	1	1	L2: SOTRK	3	
L3: RK	25	L3: RC	29	9	L3: RSUP	5	L4: WWR	3	3	L3: SOTCK	0	
L4: WWK	88	L4: WWC	14	12	L4: WWSUP	1	L2: ERSR	1		L2: ERK-NS	2	
L5: AWWK	2	L5: AWWC	0	0	L5: AWWSUP	1	L3: RSR	12		L2: SOTSK	0	
L2: EKT	221	L2: ECT	16	4	L3: SSUP	0	L4: SWR	36		L3: ESK	0	
L3: CK	43	L3: FC	0	0	L3: CSUP	0	L5: ASWR	1		L4: SK	0	
L4: OWCK	3	L2: ESS	1							1,174 Total		
L5: AOWCK	2	L3: FSS	0									

## So Far 2019 Assessments by Level & Discipline

L1: IK	373	L1: IC	54	L1: ISUP	41	L2: ER	0	L2: ESOTK	3
L2: ERK	16	L2: ERC	13	L2: ESUP	31	L3: R	5	L3: SOTCK	7
L3: RK	9	L3: RC	11	SUPDTL	7	L4: WWR	8	L2: ERK-NS	0
L4: WWK	5	L4: WWC	0	SUP Yoga End	1	L2: ERSR	26	APW Cert	18
L5: AWWK	0	L2: ECT	9	L2: EKTTL	95	L3: RSR	70	AP End	20
L2: EKT	388	L3: FC	0	L3: CKTL	50	L4: SWR	151	PSF Canoe	37
L3: CK	180	RCDTL	27	L4: OWCKTL	5	L5: ASWR	7	PSF Kayak	107
L4: OWCK	14			Rolling End	9	<b>1,830 Total</b>		PSF SUP	29
RKDTL	1			TL End	1	<b>815 Int'l</b>		PSF End	2

## So Far 2019 Skills Courses by Level & Discipline

L1: IK	658	L1: IC	162	L1: ISUP	323	L2: ER	1	QSC	62
L2: ERK	204	L2: ERC	152	L2: ESUP	220	L3: R	5	QSK	204
L3: RK	167	L3: RC	64	L3: RSUP	5	L4: WWR	21	QSSUP	31
L4: WWK	322	L4: WWC	47	L3: SSUP	1	L2: ERSR	12	SSKayak	56
L5: AWWK	10	L5: AWWC	1	L3: CSUP	1	L3: RSR	38	SSCanoe	9
L2: EKT	590	L2: ECT	31	L4: WWSUP	13	L4: SWR	188	SSSUP	2
L3: CK	320	L3: FC	15	SUPDTL	1	L5: ASWR	23	L2: ERK-NS	0
L4: OWCK	137	L2: ESOTK	3	L3: PRP	1				
L5: AOWCK	18	L4: SK	4	Kayak Rolling	13			4,135 Total	

## Cert Course Pass Rates

Certification Course	# of Instructor Candidates	# of Updating Instructors	ICW				
			# of IC's who passed at each level				
			L1	L2	L3	L4	L5
<b>Kayaking</b>							
L1: IK	59	3	57				
L2: EKT	279	15	71	204	1		2 SOT
L3: CK	35	1	8	15	8		
L4: OWCK	9			2	4	1	
L5: AOWCK							
L2: SOTK	4		3				
L3: SOTCK							
L2: ERK	48	2	15	34			
L2: ESOTRK							
L3: RK	8		2	2	4		
L4: WWK	147	15	10	18	23	87	
L5: AWWK	2						2
L2: SOTSK							
L3: ESK							
L4: SK							

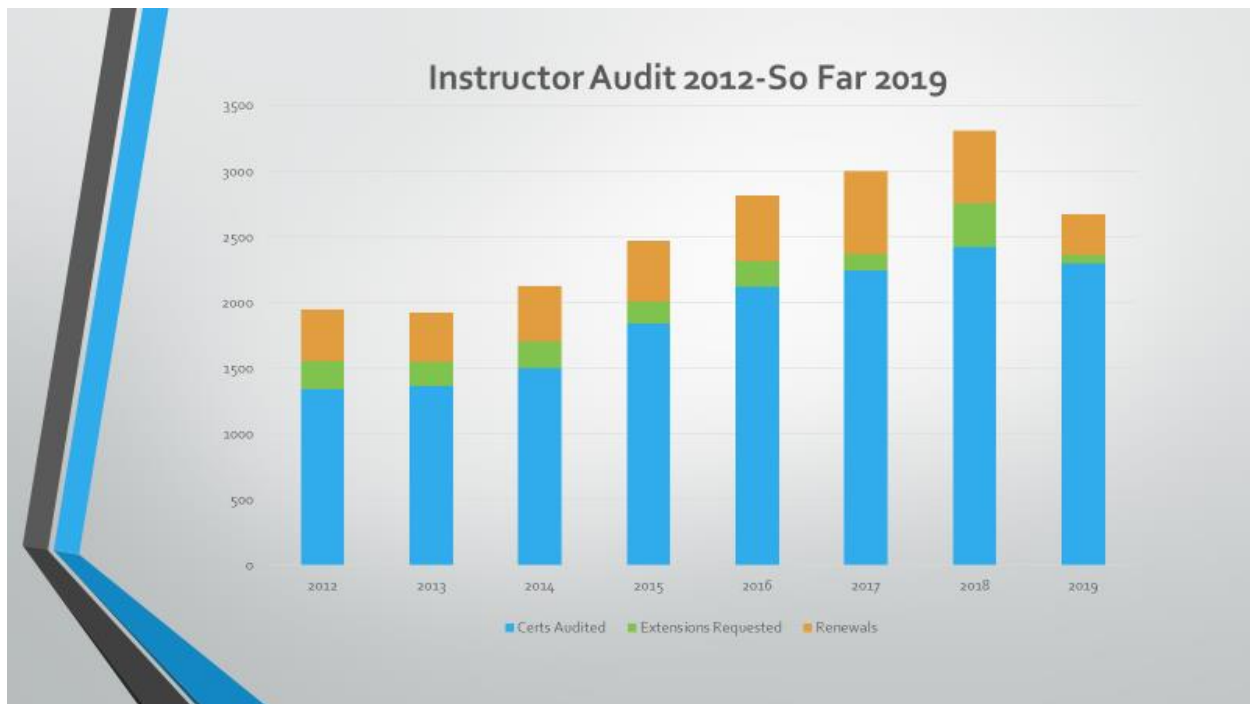
## Cert Course Pass Rates

Certification Course	# of Instructor Candidates	# of Updating Instructors	ICW				
			# of IC's who passed at each level				
			L1	L2	L3	L4	L5
<b>Canoeing</b>							
L1: IC	65	5	60				
L2: ECT	29		12	14			
L3: FC							
L2: ERC	45	1	9	35			
L3: RC	69	10	11	32	22		
L4: WWC	47	4	10	9	13	12	
L5: AWWC							
<b>SUP</b>							
L1: ISUP	35		35				
L2: ESUP	160	18	83	91		1	
L3: RSUP							
L3: SSUP							
L4: WWSUP	9	2			4	3	
L3: CSUP							
L5: AWWSUP	6						1

## Cert Course Pass Rates

Certification Course	# of Instructor Candidates	# of Updating Instructors	ICW				
			# of IC's who passed at each level				
			L1	L2	L3	L4	L5
<b>Safety &amp; Rescue</b>							
L2: ERSR							
L3: RSR	9				6		
L4: SWR	42	2		1	7	32	
L5: ASWR	5					5	3
<b>Rafting</b>							
L2: ER - Paddle							
L2: ER - Oar							
L3: R - Paddle							
L3: R - Oar							
L4: WWR - Paddle	5				1	2	
L4: WWR - Oar	5				1	2	

\*No Prone or Surfski Cert Courses in 2019



## Your SEI Department Staff

**Kelsey Bracewell**  
SEI Manager  
[kbracewell@americancanoe.org](mailto:kbracewell@americancanoe.org) / 540-907-4460 x 105

**Carrie Schlemmer**  
Education & Grant Coordinator  
[cschlemmer@americancanoe.org](mailto:cschlemmer@americancanoe.org) / 540-907-4460 x 115

**Marcel Bieg**  
Western States Outreach Director  
[mbieg@americancanoe.org](mailto:mbieg@americancanoe.org) / 540-907-4460 x 116

**DRAFT**

### **Appendix C: Instructor Update Outline**

**Overview:** This outline is intended to serve as a general outline for all ACA Instructor Update courses unless discipline/level specific outlines are available. ACA Instructor Updates are designed to:

- Refresh and add to the instructor's teaching and paddling skills as well as update the instructor's ACA Instructor certification.
- Provide current information regarding the curriculum, instructional programs, policies, certification requirements, insurance guidelines, reporting, etc.
- Serve as continuing education as well as review and verification of teaching and technical skills, group management, etc., along with providing a review of ACA administrative requirements.

#### **Essential Eligibility Criteria (EEC):**

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket\*
8. Get on / off or in / out of a paddlecraft independently or with a reasonable amount of assistance\*
9. Independently get out and from under a capsized paddlecraft\*
10. Remount or reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance\*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation\*

*\* To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*



**Course Prerequisites:** Participants must be ACA certified instructors in good standing

**Course Duration:** One day minimum for Levels 1 and 2; 2 days recommended for Level 3 through Level 5

**Course Location / Venue:** Corresponding with the instructor's highest level of certification

**Course Ratio:** Follow existing ratios for ICWs in the appropriate Discipline/Venue

**Succeeding Levels of Certification:**

Instructor Upgrade to a Higher Level of Certification

**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

**Pre-Course Considerations:** Before arrival, the instructor should practice paddling and teaching all the material covered in the Instructor Criteria for all levels up to the highest level of certification. The instructor must be able to teach and perform any of the curricula on the Instructor Criteria and skills course outline documents at or below the instructor's level of certification. Questions about performing any of the required certification criteria should be directed to the Instructor Trainer prior to the beginning of the course.

**Prepared Presentations:** The instructor should be prepared to present any topic contained in the Instructor Criteria or skills courses curriculum at, or below their level of certification that may be assigned by the Instructor Trainer prior to the update course.

**Impromptu Presentations:** The instructor should be prepared to present any topic contained in the Instructor Criteria or skills courses curriculum at, or below their level of certification that may be assigned by the Instructor Trainer during the update course.

**Review the following documents from the ACA website:** [www.americancanoe.org](http://www.americancanoe.org)

- Sample Skills Course Outlines (All, up to the level of certification)
- Instructor Criteria (To the highest level of certification)
- Relevant assessments based on discipline and level

## **Instructor Update Sample Outline**

### **Introductions:**

- Roster, Roll, Waivers. Why ACA?
- Understanding levels of certification and certification maintenance
- Administrative Requirements / Paperwork and/or online course reporting / SEIC Policy Review

### **Personal Goals and Challenges:**

- Courses
- Learning / Teaching / Coaching
- Paddling Skills
- Risk Management / Safety and Rescue
- Interpersonal Skills

### **Review Instruction Practices:**

- How to teach and assess a skill
- Learning theory
- Different ways of learning and measuring learning
- Using student-centered teaching

### **Certification Criteria:** *(See Instructor Criteria Checklist on ACA website)*

#### **Safety & Rescue**

- Safety awareness
- Rescue priorities
- Rescue methods

#### **Technical knowledge**

- General knowledge
- Organization and management
- Paddle / Boat/Board Physics
- Bio-Mechanics

#### **Paddling skills** (Demonstration Quality)

- Be prepared to teach and model all strokes and maneuvers
- Paddle comfortably in teaching venue

#### **Teaching Skills**

- On Land Topic Presentation
- On Water Topic Presentation

#### **Critique and Assessment Techniques:**

Reinforcement through positive specific feedback

Feedback techniques and suggested protocol

Video feedback technique and tools

#### **On Water Scenarios:** (Teaching Venue)

- Group Management

- Teaching / performing strokes and maneuvers
- Teaching / performing rescues

**Conclusion:** (Assessment)

- Review
- Critique
- Feedback / Update Evaluation Form

**Appendix D: RIVER KAYAK COMMITTEE: Proposal to Amend Sprayskirt Best Practice**

Earlier in 2019, a kayaking fatality involving a sprayskirt failure (as well as other cases over the years, and many ‘near misses’ as well) prompted the River Kayak Committee to begin discussions of amending instructor criteria and skills definitions across the board to include and promote alternative methods of exiting the kayak beyond the traditional tuck and pull of the sprayskirt grab loop. This proposal offers a second strategy for safely exiting a decked kayak while using a sprayskirt when a grab loop is unavailable or inaccessible. The River Kayak Committee encourages the passing of this proposal to better equip instructors, students, and lay paddlers with more complete knowledge and additional strategies for utilizing sprayskirts safely, and performing wet exits under stress.

An alternative strategy for exiting the sprayskirt that is proposed suggests a method of bunching the skirt at the hip and releasing the sprayskirt and paddler from the boat. This method is effective regardless of skirt type, body position (i.e.: on the back deck of the kayak), and availability of grab loop (i.e.: tucked inside the cockpit, torn off, unreachable, etc.). Specific language is used to promote the second wet-exit strategy as this method can work regardless of skirt type (bungee v rubber rand) whereas other methods like kicking the knees or grabbing and pulling on the sprayskirt material in the paddler’s lap are not viable methods across the spectrum of sprayskirt design. This committee believes that the promotion of additional options for quick, reliable, and safe exits from the kayak outside of the primary method for pulling the sprayskirt grab loop may better inform instructors, paddling students, and recreational users of safe sprayskirt practice, reduce sprayskirt trauma, and limit instance of drowning and/or near drowning experiences as a result of improper use of the sprayskirt.

Instructors seeking certification at any level where a sprayskirt is a potential piece of gear should be able to effectively teach and model two ways of performing a wet-exit as part of criteria for certification. Further, the incorporation of an additional method for exiting the kayak with a sprayskirt should make entry into curriculum and skills assessments at all levels where a sprayskirt is a potential piece of gear used by the student. Essentially, instructor candidates will be required to demonstrate and teach a wet-exit two different ways, assessments will require a demonstration of a wet-exit two different ways, and skills courses will cover two different methods for wet-exiting with a sprayskirt with course students.

For the purposes of this proposal, capsize will refer to an exit of a kayak without a sprayskirt whereas wet exit will refer to the action of the paddler releasing a sprayskirt from deck while inverted underwater.

*Proposal concept was favorably considered by the RKC in May 2019*

*First draft of proposal: Lydia Wing, 14 August 2019*

*Distributed to RKC for review:*

*Voted on by RKC:*

**L2: Essentials of River Kayaking - L5: Advanced Whitewater Kayaking****L2 Skills Course**

- Getting Started ... “Water comfort and confidence... Wet exits1”
  - PROPOSED CHANGE: “Two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L2 Assessment**

- Rescue / Safety ... “Wet exit w/spray skirt1”
  - PROPOSED CHANGE: “Skirted wet exits must be modeled two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L2 Instructor Criteria**

- 5. Demonstrate the ability to teach and model basic rescue techniques effectively: Controlled capsize and effectively wet exit kayak with a spray skirt1
  - PROPOSED CHANGE: “Skirted wet exits must be modeled and taught two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L3 Skills Course**

- Getting Started ... Wet Exits
  - PROPOSED CHANGE: “Two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L3 Assessment**

- Rescue / Safety ... “Wet exit w/spray skirt”
  - PROPOSED CHANGE: “Skirted wet exits must be modeled two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L3 Instructor Criteria**

- 5) Demonstrate the ability to teach and model basic rescue techniques as below effectively: Controlled capsize and wet exit kayak with a spray skirt
  - PROPOSED CHANGE: “Skirted wet exits must be modeled and taught two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L4 Skills Course**

- Water Comfort ... Wet Exits
  - PROPOSED CHANGE: “Two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L4 Assessment**

- Rescue / Safety ... “Wet exit w/spray skirt”
  - PROPOSED CHANGE: “Skirted wet exits must be modeled two ways: (1)utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L4 Instructor Criteria**

- Effectively teach and model the basic rescue techniques below: Demonstrate and teach methods that provide underwater composure and confidence prior to Wet Exit
  - **PROPOSED CHANGE:** “Skirted wet exits must be modeled and taught two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

**L5 Skills Course**

- N/A

**L5 Assessment**

- Rescue / Safety ... Swimming Self Rescue ... Wet-exit w/sprayskirt

- **PROPOSED CHANGE:** “Skirted wet exits must be modeled two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”

L5 [Instructor Criteria](#)

- 5) Effectively teach and model the basic rescue techniques below as in L 4 in L 5 venue:  
Demonstrate and teach methods that provide underwater composure and confidence prior to Wet Exit
  - **PROPOSED CHANGE:** “Skirted wet exits must be modeled and taught two ways: (1) utilizing the sprayskirt grab loop and (2) releasing the skirt off the hip.”