



Level 2: Essentials of Canoe Touring

Instructor Criteria

Overview: Fundamentally, we expect that participants should have the paddling skills, technical knowledge, rescue ability, teaching ability, group management, and interpersonal skills commensurate with this level of certification prior to presenting themselves for evaluation as Instructor Candidates at an Instructor Certification Exam (ICE).

Essential Eligibility Criteria (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 re-enter 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: Completion of the appropriate level skills course, assessment course, or demonstration of equivalent skills.

Course Duration: Combined IDW & ICE – 3 Days (24 hours) Minimum

Course Location / Venue: Protected water near shore with winds up to 10 knots, waves up to 1 foot (.3 meter) or current up to 1 knot



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Class Ratio: Tandem: 6 Instructor Candidates: 1 Instructor Trainer; with an additional instructor or qualified assistant the ratio can be 12 : 2

Solo: 5 Instructor Candidates: 1 Instructor Trainer; with an additional instructor or qualified assistant the ratio can be 10:2

Succeeding Levels of Certification:

Level 3: Freestyle Canoeing

The following is a list of the criteria used to evaluate Instructor Candidates. The content covered and sequence of evaluation should be adjusted to best fit the participant's needs, class location and time allowance.

General Requirements for all Instructor Certifications:

- Be at least 18 years old
- Meet the appropriate essential eligibility criteria
- Successfully complete an Instructor Certification Workshop (IDW & ICE)
- Be a full ACA member
- Upon successful completion, register with the Safety Education & Instruction Council
- Have and maintain First Aid and age appropriate CPR
- Demonstrate a general knowledge of paddlesports and the ACA
- Demonstrate the ability to appropriately perform and teach all of the following material unassisted in the appropriate venue

Maintenance Requirements:

- Teach at least two courses that meet ACA standards within the four-year certification period and report the results to the National Office
- Complete an Instructor Update, at the highest level of certification, during the four-year certification period
- Maintain ACA membership and SEIC registration annually

Level 2: Essentials of Canoe Touring Instructor Requirements:

- 1) Demonstrate a knowledge of ACA Paperwork:
 - How to register & report a course (with and without insurance)
 - An understanding of the ACA Waiver & Release of Liability
- 2) Demonstrate a knowledge of teaching and learning theory:
 - Characteristics of different types of learners
 - Effective teaching methods
 - Effective prepared and impromptu presentations
 - Evaluate and provide feedback
 - Effectively make documented skill assessments

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- 3) Demonstrate the following:
 - Positive interpersonal skills
 - Appropriate group management skills (including leadership and judgment)
 - Ability to choose an appropriate venue / class site

- 4) Demonstrate ability to paddle efficiently and comfortably, in ~~quiet~~ flat water.
 - Boat stability
 - **Concepts of paddling: safe and effective body usage: Bio-Mechanics (Body, Linkage and Rotation)**
 - Parts of strokes: CPR (Catch, Power, Recovery)
 - Vertical Paddle

The following is a list of the criteria used to evaluate Instructor Candidates. The content covered and sequence of evaluation should be adjusted to best fit the participant's needs, class location, and time allowance.

- 5) Demonstrate the ability to teach and appropriately model these paddle strokes using straight and bent shaft paddles:
 - **Tandem (Bow)**
 - Forward
 - Forward w/Switch, w/bents
 - Back
 - Draw
 - Bow Draw Dynamic, Static)
 - Cross Bow Draw (Dynamic, Static)
 - Push Away
 - Pry
 - Sweeps (Forward/Reverse)
 - Cross Forward
 - Cross Draw (Abeam, Static)
 - Sculls (Drawing, Prying)
- **Tandem (Stern):**
- Forward
- Forward w/Switch, w/bents
- Forward w/Rudder
- Forward w/Stern Pry
- Forward w/J Stroke
- Back
- Draw
- Stern Draw
- Push Away
- Pry
- Stern Pry
- Sweeps (Forward/Reverse)
- Cross Draw (Abeam, Static)
- Sculls (Drawing, Prying)
- **Solo:**
- Forward
- Forward w/Switch, w/bents
- Forward w/Rudder
- Forward w/Stern Pry
- Forward w/J Stroke
- Forward w/ C Stroke
- Back
- Draw
- Bow Draw (Dynamic, Static)
- Cross Bow Draw (Dynamic, Static)
- Stern Draw
- Push Away
- Pry
- Stern Pry
- Sweeps (Forward/Reverse)
- Cross Forward
- Cross Draw (Abeam, Static)
- Sculls (Drawing, Prying)



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Instructor Criteria

- 6) Demonstrate the ability to teach and appropriately model these flatwater maneuvers:
 - Forward: Straight for 50 yards
 - Reverse: Reasonably Straight
 - Stopping (Forward/Reverse): 10 yards from a good speed
 - Spin: 360 degree pivot to onside & offside
 - Abeam: Sideways both sides 10 yards w/o headway
 - Turns: Figure 8 (50 Yards)
 - Sit & Switch Technique
 - Switch Positions in the canoe on water
 - Sideslips
 - Stop Turns: Quick 90 degree turn to a complete stop near a buoy, dock, or shore

- 7) Demonstrate the ability to teach and appropriately model these rescue techniques:
 - Deep water exits: controlled slide performed in flat water
 - Controlled Capsize: Performed in deep water
 - Self Rescue: Swim 20 yards to shore
 - Towing a swimmer/canoe
 - Swim a canoe 20 yards to shore
 - Empty a canoe full of water at shore line
 - Canoe over canoe rescue (T Rescue) on flat water
 - Side by side (Parallel) on flat water
 - Re-entry: Self & Assisted; Heel Hook, Sling on flat water

- 8) Demonstrate the ability to teach the following safety concepts:
 - Put-In Briefing / Safety Talk
 - Life Jackets: Types, Usage, Fitting, and Regulations
 - 6-Ps of prevention concept: Proper Prior Planning Prevents Poor Performance
 - ~~Safety issues and hazards of moving water rivers with no rapids~~
 - Universal signals: paddle, hand, whistle
 - Weather conditions important to the canoeist: 4-Ws (Water, Wind, Waves, and Weather)
 - Cold shock, hypothermia, and hyperthermia: prevention and treatment
 - Rescue Sequence (RETHROG)
 - Boat traffic awareness and safe practice
 - Safety equipment including signaling devices, bailer, pump, sling, light
 - Emergency procedures

- 9) Demonstrate the ability to teach the following concepts and skills:
 - Environmental Issues: Leave No Trace, etc.
 - Personal Preparation: Planning, clothing, food and water
 - Canoe: nomenclature, design, types, parts, materials
 - Paddle: Types, parts, materials, fit, straight and bent



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Instructor Criteria

- Group Organization, Travel, **Trip Planning**
 - Canoe Carries: Overhead & Suitcase
 - Canoe Trim
 - **Launching and Landing: Low dock or bank to enter and exit safely**
 - Posture, Rocking, Balance
 - ~~Trip Planning: Familiar with how to prepare for a short day trip~~
 - Knots: Figure 8 or bowline, truckers hitch and 2 half hitches
 - Car Topping: Loading/Unloading (Use of straps and knots)
 - Federal, State and Local Laws and Regulations
 - ~~Canoe nomenclature & design~~
 - ~~Bio-mechanics of canoeing~~
- 10) Demonstrate knowledge and the ability to teach the following skills related to leading a group trip in **lake travel and touring**
- Planning a full day trip on larger lakes prone to wind and wave conditions
 - Put-in Briefing / **Safety Talk**
 - Group (3 boat minimum) and Group Management (Lead /Sweep, Safety, Spacing)
 - **Use of maps, charts, compass prior to and during day trip**
- 11) Demonstrate leadership, group management skills, experience and judgment necessary to be a safe, effective instructor.