

University of Minnesota Duluth - Outdoor Program
American Canoe Association
Apostle Islands - Coastal Kayak Trip Leader
Skills Assessment & Basic Coastal Kayaking
Instructor Certification Workshop (IDW & ICE)

The Trip Leader Skills Assessment is designed to train you to lead day trips and the Basic Level Instructor Development Workshop (IDW) and an Instructor Certification Examination (ICE) are designed to certify instructors to teach basic level American Canoe Association coastal kayaking courses.



HERE'S WHAT TO EXPECT:

This is a fun, yet challenging sequence of courses. Each day will be a blend of teaching, paddling, exploring topics, and working to build skills and knowledge. Days will be long but rewarding. For a full line-up, see the schedule at the end of this document.

WHEN:

- Trip Leader Skills Assessment - (Daytime) **August 14-17, 2010**
- Instructor Development Workshop - (Day & Eve.) **August 14-17, 2010**
- Instructor Certification Examination - (Day & Eve.) **August 18-19, 2010**

WHERE:

Meet at the Apostle Islands National Lakeshore Visitor Center, Bayfield Wisconsin, August 14 at 9:00pm.

WHAT TO BRING:

Instructor candidates must bring base camping and cooking equipment, food, a notebook and writing instruments. A sea kayak with bulkheads (or secured flotation), PFD, sprayskirt, paddle, wetsuit or dry suit, paddling jacket, two filled water bottles, towel, warm clothing, wide-brimmed hat, sunscreen, eye glasses strap and sunglasses. Personal safety equipment such as: signaling devices, a 12 foot loop stirrup, paddle float, bilge pump, appropriate swimwear & footwear (i.e. booties), helmet, compass, warm hat, tow bag/system. We can provide some paddling accessories upon request. You must bring your own kayak to this course.

COST - UMD Students/Others

- Trip Leader Skills Assessment (TLSA) \$288/\$325
- TLSA & Instructor Development Workshop \$416/ \$467
- Instructor Certification Examination \$236/ \$300

To participate in these workshops, you must be a current ACA member, which is built into the workshop fee. Upon completion of a certification you must register with the Safety Education and Instruction Council (SEIC) for an additional \$25 all payable to the "ACA".

GOAL:

- Develop the skills and knowledge to successfully complete the trip leader assessment and instructor certification process to teach ACA courses.

GENERAL INFO:

Phone: (218)726-6533

Fax: (218) 726-6767

Email: rsop@d.umn.edu

<http://www.umdrops.org>

Questions specific to these workshops can be directed to:

Pat Kohlin

pkohlin@d.umn.edu

218-726-8801

Randy Carlson

rcarlso6@d.umn.edu

218-726-6177

The Real Classroom is Outside...Get Into It!

Coastal Kayak Trip-Leading Workshop & Skills Assessment (TLSA)

This course is intended to provide the minimum skills and training necessary for an adult leader possessing basic paddling skills (see prerequisite below) to lead a trip for participants with beginner level paddling skills, in gentle conditions, with apparent wind not exceeding 10 kts, waves not exceeding 1 foot and currents to 2 kts. The emphasis of this course is trip leading, safety education and rescue, not paddling instruction. The content is relevant for clubs, camps, scouts and other entities providing trips. This is an Assessment Course with a written Examination, administered by a CK Instructor Trainer. Those desiring certification to teach kayak paddling should get ACA Instructor Certifications.

General skills prerequisite for all TLSA participants: There will be no time allotted during this course for basic paddling skills development. Participants should have ACA "Level 2" skills before entering this course. Please see the "Coastal Kayak Level 2 Award Assessment" attached to the end of this document for more specific details.

The Basic Coastal Kayak Instructor Certification

For Instructors who will teach on water up with modest tidal current in wind conditions up to 10 Knots, seas to 1 foot within 1/2 mile of shore. Instructors are authorized to teach in gentle ocean environments in limited wind conditions and to teach students fundamental kayak skills including identifying hazards and self-rescues in tidal water. Basic CK Instructors may teach: Quickstart Your Kayak, Intro to Kayak, Basic Strokes and Rescues

Participation and successful completion in the IDW and ICE is necessary to receive an ACA Basic Coastal Kayak Instructor Certification. These workshops are designed to provide in-depth teaching experiences related to classroom instruction, dry land instruction, and on-water instruction of coastal kayaking. Please spend time learning about the ACA and familiarizing yourself with the curriculum at the web site <http://www.acanet.org>.

Instructor Development Workshop (IDW) Overview

This workshop is designed to "teach you how to teach coastal kayaking". Each candidate will be assigned teaching topics and instruction methods. The focus of the workshop is on modeling effective instruction of the skills, knowledge, and techniques necessary for successful completion of the Instructor Certification Examination. Each candidate will be critiqued on their presentation skills as well as the knowledge and skills necessary for certification. There will be an open water leadership exercise in which each Instructor Candidates will take turns in a leadership role. At the end of the workshop, each individual will be advised as to their readiness for entry into the Instructor Certification Examination.

Instructor Certification Examination (ICE) Overview

Each Instructor Candidate is evaluated throughout the certification process. Candidates will be evaluated in these areas:

1. **Safety Awareness and Technical Rescue Skills-** Due to the fact that water safety is one of the ACA's primary goals this section is weighted very heavily and candidates must demonstrate 100% competency all of the time.
2. **Technical Knowledge** - General knowledge of kayaking, the ACA, and coastal environments.
3. **Paddling Skills** - Technical proficiency, including personal paddling skills and comfort in a variety of water conditions. Showing 70% of the perfect technique demonstration (as modeled by the IT's) is necessary. Proper stroke mechanics must be used in all cases. The 30% variation allows for minor differences in the range of a stroke, the shape of a maneuvering demonstration and the overall visual impression that is made when different body types demonstrate a skill.
4. **Teaching Ability** - Good physical modeling, the ability to break down maneuvers and skills into their components, clear, concise, organized and thorough presentations aimed at beginner to intermediate paddlers, people skills and general professionalism. Each Instructor Candidate will be assigned mini dry-land and on-water topics to present to the group. In addition, candidates will present 8 to 15-minute lessons to the class during the IDW.

Teaching Assignments

Each Instructor Candidate will be assigned several teaching topics on the first day of the IDW and prior to the ICE. These will include classroom teaching topics, dry land topics, and on-water topics. A "Topic Outline" booklet will be given to each Instructor Candidate for reference. Remember that all of the instruction done by each Candidate should be geared toward the beginning paddler. After presentations, Candidates will be evaluated on the content (information presented) and process (teaching technique, style, etc) of the lesson. The feedback is designed to facilitate your growth as an instructor.

General Requirements for Certification:

1. Be at least 18 years old.
2. Successfully complete an Instructor Development Workshop
3. Be an A.C.A. member, including the Safety, Education, & Instruction Committee (S.E.I.C)
4. Demonstrate a general knowledge of Canoesport and the A.C.A.

Maintenance Requirements:

1. Teach at least two courses that meet A.C.A. standards within the four-year certification period and report the results to the National Office.
2. Attend (within the four-year certification period) at least one of the following: Instructor Methods Workshop, Instructor Development Workshop, Instructor Certification Workshop (assisting in either of the last two is OK).
3. Maintain A.C.A. membership and SEIC. registration annually.

Proficiency Requirements for Basic Level Instructor:

Fundamentally, we expect that paddlers should become experienced sea kayakers in mild to moderate conditions, before presenting themselves for evaluation as instructor candidates at the Basic Level.

1. Demonstrate the ability to teach and model the basic paddle strokes; forward, reverse, forward and reverse sweeps, draw and sculling draw, high and low braces.
2. Demonstrate the ability to teach and model basic rescue techniques; T-rescue, Side-by-Side, Rafted-T, and Paddle Float. Also have working knowledge of other rescues; Scramble, Reentry and Roll with Paddle Float, Reentry and Roll, All-In, Scoop, and Sling.
3. Demonstrate ability to perform a reliable kayak roll.
4. Demonstrate knowledge of, and ability to teach, the following:
 - a. Safety issues and hazards of coastal kayaking
 - b. Basic chart reading and use
 - c. Weather conditions important to the kayaker
 - d. Hypothermia; prevention and treatment
 - e. Signaling devices and safety equipment
 - f. Boat traffic, rules of the road
 - g. Kayak design and equipment
 - h. Kayak towing technique
5. Demonstrate ability to paddle comfortably with grace and style, and to perform rescues efficiently, in calm water.
6. Demonstrate leadership and group management skills, experience and judgment necessary to be a safe, effective instructor.

Preparation, Resources and Feedback:

Participation in the ICE does not guarantee certification, however, an Instructor Candidate has up to 4 years to successfully complete the certification requirements after participating in the IDW and ICE. Instructor candidate must do some paddling prior to the workshop and arrive well rested and physically prepared. The Instructor Trainers recommend that Instructor Candidates attend an ACA Basic Strokes and Essentials of Kayak Touring prior to the IDW. If attending an ACA course is not feasible, then Instructor Candidates must have knowledge of the content within the coastal kayaking courses.

Please visit the ACA website at http://www.americancanoe.org/instruction/kayak_instruction2.lasso to learn more about the coastal kayak curriculum.

Quality stroke and rescue techniques are demonstrated in the video *Performance Sea Kayaking*. Printed resources that are recommended but not required include: Ragged Mountain Press: The Complete Sea

Kayaker's Handbook (2002) Shelley Johnson, Wilderness Press: Sea kayaking Safety & Rescue, (2001) John Lull, The Globe Pequot Press: Sea Kayak Rescue (2001) Roger Schumann & Jan Shriner, Fundamentals of Kayak Navigation (1999) David Burch, Sea Kayaker's: Deep Trouble (1997) Ragged Mountain Press.

Island Living, Group Camping and Time Management:

Instructor candidates must be prepared to camp in tents and cook outdoors. Dress appropriately to remain comfortable during cold evening temperatures or when we experience wind and/or rain. An indoor classroom facility will be available for our group and will be used for working on lesson plans, studying video, visiting with others and resting up in a heated space for the next day.

We have obtained permits for group camping from August 12th – August 18th. If you choose to arrive early or stay later on Isle Royale you must obtain your own park permits.

A complete schedule for the TLSA and Basic Level IDW/ICE is enclosed. This schedule will guide our efforts and it is subject to change when needed. We realize that this letter goes over a great deal of information and that the overall workshop will feel intense at times. Please help us meet your needs by contacting us if you have any questions. We look forward to paddling with you!

Patrick Kohlin
ACA CK Lead Instructor Trainer Candidate
Sea Kayaking Supervisor & Graphics Supervisor
e-mail: pkohlin@d.umn.edu 218-726-8801

Randy Carlson
ACA CK Instructor Trainer Educator
Kayak & Canoe Institute, Surfing & Kiting Coordinator
e-mail: rcarlso6@d.umn.edu 218-726-6177

web site: <http://www.umdrsop.org>

ACA COASTAL KAYAK TRIP LEADER SKILLS ASSESSMENT & BASIC COASTAL KAYAKING INSTRUCTOR CERTIFICATION WORKSHOPS

TLSA & IDW August 14-17, 2010 and ICE August 18-19, 2010 at the Apostle Islands

TRIP LEADER SKILLS ASSESSMENT & INSTRUCTOR DEVELOPMENT WORKSHOP

(Travel Day Welcome/Orientation) **Saturday August 14 at 9:00pm** we will meet at the Apostle Islands National Lakeshore Visitor Center. From there we will depart to Red Cliff and launch from Buffalo Bay. Our destination is a Presque Isle Bay campsite on Stockton Island (a 12 mile paddle)

- Ranger welcome and orientation to the Apostle Islands
- Overview of classroom and campsite facilities at Stockton, Cat and Oak Islands
- Logistics and equipment discussion

(Day 1) **Sunday August 15, 2010** at Stockton Island in the morning and then paddle to Cat-1 campsite (a 9 mile paddle) during the day.

8:00am Wake up, get moving and eat breakfast

9:00am WORKSHOP BEGINS

- Welcome and workshop introductions and expectations
- Review workshop schedule and locations of activities explained
- Resources and Topic Outline explained.
- Certification requirements reviewed technical knowledge, teaching and group management skills.
- Overview of the ACA.
- Final paper work turned in: balance due, liability waivers, health forms and ACA dues.
- TLSA - Power Point summary of coastal kayak safety awareness, leadership and technical knowledge
- Teaching topics assigned for 1:30pm presentations

11:00am INSTRUCTOR TRAINER PRESENTATIONS

(TLSA Only Participants do not have to attend this segment but have to return by 1:30pm)

- Feedback and Evaluation Techniques _____
- Instructor candidate skills - a self rating _____
- Lesson Plans _____
 - writing them _____
 - their use in presenting a lesson _____
- Learning Theory & Methods of Instruction used in Paddling _____
- Homework: text reading, videos, lesson plan writing _____

12:30pm Lunch

1:30pm TLSA & INSTRUCTOR CANDIDATE PRESENTATIONS - (Dry Land Orientation)

These should be from 5 to 10 minute basic presentations directed toward *beginner paddlers* with a focus on getting the group involved with hands-on activities

- Transporting boats on vehicles _____
- Boat carrying (portaging) _____
- Kayak Nomenclature _____
- Boat design, construction materials & proper outfitting _____
- Paddles: parts-design materials _____
- Paddle grip & overview of feathered/un-feathered blades _____
- Primary safety equipment: pump, float, stirrup, PFD _____
- Warm up and stretching _____
- Foot brace adjustment & spray skirt attachment _____
- Launching & landings for individuals _____
 - * Brief critique of each presentation above on content & process

3:00pm INSTRUCTOR TRAINER PRESENTATIONS

- Concepts of Paddling _____
 - physics of boat movement, use of body to control boat
 - use of body to control paddle

- Wet exit & emptying the boat _____
- Hands paddling, Hip snap development & bow rescues _____
- Open Practice of “Skills Routine” _____

5:30pm Critique of Day

7:00-9:00pm EVENING SESSION: Prepare team teaching lesson plans - classroom and resource books available

(Day 2) Monday August 16, 2010 at Cat Island.

8:00am Wake up, get moving and eat breakfast

9:00am INSTRUCTOR TRAINER PRESENTATION

- Navigation- what to teach beginners and in-depth information for instructors to consider _____

10:30am INSTRUCTOR TRAINER PRESENTATIONS

Strokes

- holding the paddle, relaxed, neutral grip _____
- sweeps _____
- forward strokes _____
- back, reverse, stopping stroke _____
- draw's - in/out water recovery, sculling _____
- slide slip (using hanging or stationary draw) _____
- stern rudder _____

Braces

- low _____
- high _____
- sculling for support _____

Static brace turns _____

Additional Strokes as time allows (i.e. reverse sweep through a full 180^o arc, using a vertical shaft and an in water recovery along side hull to get to the next reverse sweep catch position)

12:00pm Lunch

1:00pm VIDEO TAPE INSTRUCTOR CANDIDATES DOING “SKILLS ROUTINE”:
STROKES, BRACES AND ROLLING

2:30 am INSTRUCTOR CANDIDATE SOLO TEACHING PRESENTATIONS Presentations no longer than 10 minutes - geared toward our group with TLSA paddlers serving as student audience.

1. Trip planning and organization _____
2. Loading and trimming of sea kayaks _____
3. Wind and its effect on kayakers _____
4. Review of on water hazards en-route & general
(air & water temp, lightning, shoals, rugged shoreline, man-made obstructions, power boat traffic, marine life) _____
5. Group paddling and communication _____
6. Group launching and landing from beaches and rocky shores _____
7. Paddling in waves and introductory surfing techniques _____
8. How fog and rain affect sea kayakers _____
9. Boat design features (optional) _____

6:30pm Critique of the day and eat dinner.

7:30-9:00pm EVENING SESSION: Review of skills video by self, group, and Instructor Trainers, an excellent opportunity to see yourself and get feedback from others in the group, write lesson plans, technical knowledge assessment and prepare for the next days assigned leadership roles during an open water exercise.

(Day 3) Tuesday, August 17, 2010 at Cat 1 in the morning and paddle to Oak 1 in the afternoon (a 12 mile paddle).

8:00am Wake up, get moving and eat breakfast

9:00am INSTRUCTOR CANDIDATE TEAM TEACHING PRESENTATIONS (dry land presentations are NO LONGER THAN 15 minutes and geared toward our group with TLSA paddlers serving as student audience.

- Group safety equipment (first aid, kayak repair, VHF radios, shelters, tow bags, spare paddle, water purification, bio breaks & sanitation) _____
- Kayak clothing- for warm and cold weather paddling _____
- Signaling devices _____
- Rules of the nautical road and paddling in traffic _____
- Cold water paddling and hypothermia _____
- Warm weather paddling and hyperthermia _____
- Brief critique of each presentation above on content & process _____

12:00pm Lunch

1:00pm INSTRUCTOR TRAINER PRESENTATIONS at Mott Island Park Headquarters Classroom

- Power Point summary of coastal kayak rescue scenarios and skills
- Rescues
 - Bow/stern/paddle shaft rescue to avoid wet exit _____
 - Re-enter and pump _____
 - Scoop rescue _____
 - T rescue _____
 - Paddle float (stern entry) & with stirrup _____
 - Paddle float re-enter and roll _____
 - All in rescue _____
 - K-2 rescues _____
 - Towing _____

3:00pm TLSA and Instructor Candidates are assigned a leadership role in an open-water setting. Typical leadership roles include group management while navigating from one spot to another, directing rescue practice, responding to unexpected scenarios, and dealing with short crossings where boat traffic is present.

5:30pm Dinne. TLSA multiple choice written exam. ICE participants are assigned topics for August 18 & 19.

7:00pm Wrap up for TLSA & IDW Only Candidates:
Risk Management and Legal Liability
Administrative requirements to run ACA courses
Maintaining your TLSA rating
Workshop evaluations
Final individual conferences

9:00pm Done meeting with last candidate.

INSTRUCTOR CERTIFICATION EXAMINATION

(Day 1) Wednesday, August 18, 2010 at Oak 1

8:00am Wake up, get moving and eat breakfast

9:00am INSTRUCTOR CANDIDATE PRESENTATIONS - (On-water instruction)

Focused toward the beginning level paddler in protected water

Additional concepts of paddling should be included in the instruction

- Wet exit & emptying the boat _____
- Hands paddling, Hip snap development & bow rescues _____
- Launching and landing _____
- Hip Snap Development _____

Strokes

- sweeps _____
- forward strokes _____
- back, reverse, stopping stroke _____
- draw's - in/out water recovery, sculling _____
- slide slip (hanging draw) _____
- bow rudder _____
- stern rudder _____

Braces

- low _____
- high _____
- sculling for support _____

static brace turns _____

12:30pm Lunch

1:30pm VIDEO TAPED SKILLS TEST FOR STROKES, BRACING AND ROLLING

4:00am INSTRUCTOR TRAINER PRESENTATIONS

Overview of A.C.A. Coastal Kayaking Courses _____

Liability _____

Instructor judgement with scenarios _____

5:30pm Dinner and critique of the day

6:30-9:00pm EVENING SESSION: prepare for day two topics.

(Day 2) Thursday, August 19, 2010 at Oak 1 in morning, move to Oak 2 in the afternoon (a 300 yard paddle).

8:00am Wake up, get moving and eat breakfast

8:30am INSTRUCTOR CANDIDATE PRESENTATIONS These should be 15-20 minutes - beginner level only with solid content.

- Weather awareness _____
- Minimum impact strategies for kayakers _____
- Tides and Tidal currents _____
- Land based navigation preparation: reading charts, plotting courses, and establishing bearings _____
- Kayak navigation practices done while on the water, includes following a course, use of landmarks, application of piloting and dead reckoning skills _____
- Surf zone strategies and essential surfing skills _____

Noon Lunch

1:00pm INSTRUCTOR CANDIDATE PRESENTATIONS - (On-water rescue instruction)

- Group paddling and communication on the water _____
- Eskimo rescue _____
- Re-enter and pump rescue including scoop _____
- T-rescue (for kayaks with rear bulk heads) _____
- T-X rescue (for kayaks w/o rear bulk heads) _____
- Paddle float without and with stirrup _____
- Towing _____
- Swimming safely in surf zones _____
- All In Rescue _____
- Double (K-2) Rescue (presented by IT) _____

SKILLS TEST ON RESCUES WILL OCCUR DURING EACH PRESENTATION

3:30pm Snack Break

4:30 Wrap up for ICE Candidates

- Fill out workshop evaluation
- Equipment organization and return resources to their owner

FINAL MEETING WITH CANDIDATES (individual sessions)

- Provide oral evaluation
- Award certification level on an individual basis
- Review continuing education and experience requirements

6:00pm Done meeting with last candidate.

ISLAND DEPARTURE LOGISTICS

Friday, August 20, 2010 First day of island departure logistics.