

# UNIVERSITY OF MINNESOTA

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*Duluth Campus*

*Recreational Sports Outdoor Program*

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**TO:** American Canoe Association – Intro to Kayak, River Kayak & Whitewater Kayak Instructor Certification Candidates and Instructors that need an Update/Upgrade

**FROM:** Randy Carlson : Introduction to Kayak - Whitewater Kayak Instructor Trainer Educator

**SUBJECT:** May 28-31, 2009 ACA Intro to Kayak, River Kayak & Whitewater Kayak Instructor Certification Workshops (ICW) and Instructor Update/Upgrade on the St. Louis River at the UMD Outpost in Carlton, MN or the Temperance River on the North Shore if water levels are suitable.

Intro and River Kayak Level May 28-30, \$377 UMD Students/ \$420 Others  
(add Whitewater Level for an additional \$75 UMD Students/ \$125 Others).  
Upgrade/Update only for River Kayak Level May 29-30, \$75 UMD Students/\$125 Others.  
Upgrade/Update only for WW Kayak Level May 30-31, \$75 UMD Students/\$125 Others.

Thank you for inquiring about the ACA Intro to Kayak, River Kayak and Whitewater Kayak Instructor Certification Workshop. We are very proud of this workshop's quality, and enjoy providing a stimulating and rewarding experience for you. As dedicated professionals we are constantly exploring and re-evaluating new teaching approaches in keeping with the most up-to-date paddling information.

**General Information:** Instructor Candidates can achieve certification in one or all of the levels offered. This Multi Level ICW is designed to provide in-depth teaching experiences on flat water, moving water and whitewater settings using river running and rodeo freestyle kayaks. You will be paddling your kayak and several different kayaks from our fleet! This series of workshops will include the newest curricula updates that were recently developed by the River Kayak Disciplines of the ACA Safety, Education and Instruction Committee.

Each ICW consists of an Instructor Development Workshop (IDW) component and an Instructor Certification Exam (ICE) component that are scheduled side by side. This is ideal when the Instructor Trainers and Instructor Candidates are traveling from distant locations to the workshop site. However, everyone involved must refine their skills before they show up. The Intro to Kayak Level will be accelerated since several of the Instructor Candidates will have completed this step in our March & April ICW held in the UMD Pool. Please check with me to discuss your preparation if you have not completed the Intro to Kayak Level. Prior to the workshop Instructor Candidates must spend time refining their personal paddling skills, particularly in the break down and modeling of paddling techniques done slowly and on class I-III whitewater.

The **Instructor Development Workshop (IDW)** component helps students become acquainted with the ACA model of effective instruction, paddling and leadership necessary in kayaking. The teaching techniques, paddling skills, technical knowledge and rescue and safety competencies necessary for successful completion of the Instructor Certification Exam will be reviewed and modeled during this course. The IDW focuses on fine-tuning each candidate's paddling, rescue, group management and teaching skills, as well as expanding their knowledge in various aspects of kayaking. Your paddling technique will be videotaped and you will learn how to evaluate your performance. Each Instructor Candidate will be assigned mini dry-land and on-water topics topic to present to the group. In addition, candidates will present a 5 to 12-minute lesson to the class during the IDW. This dress rehearsal will provide valuable content and process feedback from their peers and the IT(s).

Evenings are spent reviewing videos, preparing lessons, or in conferences with the instructor trainers. Conferences focus on facilitating each instructor candidates overall skill development.

The **Instructor Certification Examination (ICE)** component primarily serves as an opportunity to evaluate the Instructor Candidate for certification. Participation in this aspect of the workshop does not guarantee certification. Candidates should arrive proficient in all of the skills listed on the course outline that corresponds with the desired level of certification. See the "Instructor Criteria" document that is attached for a detailed breakdown of what it takes to be an ACA Basic River or Whitewater Kayak Instructor. In summary throughout the certification process, candidates will be developed and evaluated in the areas below:

- **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.
- **Technical Knowledge** - General knowledge of kayaking, the ACA, and the river environments.
- **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.
- **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.

**Teaching Assignments:** Each candidate will be assigned classroom, shore-side and on-water topics. These presentations should be concise and geared to intermediate and/or beginning students in an ACA Course. This is not a chance for you to tell us how much you know, but rather to demonstrate how well you can sort through all the available information to give a beginner student what they need to know in an efficient and effective manner. You will do an impromptu (2-3 minute) talk on a very basic topic, which should be familiar to all instructors (i.e. sizing PFD's). In addition, each candidate will be assigned a presentation (5-12 minutes) on larger topics (i.e. trip planning, weather). After the instructor trainer conducted demonstrations you will be asked to teach specific strokes and maneuvers on the shoreline and on the water. Please review the workshop outline for more specifics on the topics that are assigned. The classroom will have several resource books, videos, flip charts, markers, paper and other supplies that help you bring the teaching assignments to life.

**Preparation:** Please spend time learning about the ACA and familiarizing yourself with the curriculum at the web site <http://www.acanet.org>. Look over the following course outlines: ACA Quickstart, Introduction to Kayak, Essentials of River Kayak and Whitewater Kayak. Also review the river kayak skill level assessments L1-L4. If you have trouble accessing the ACA web site please contact the host Instructor Trainer (Randy Carlson) at (218) 726-6177. After reviewing the curriculum and the contents of this letter you will be ready to visit with me and make a decision about which certification levels are right for you.

The Instructor Trainers recommend that all Instructor Candidates attend an ACA Whitewater Kayak Course prior to the Instructor Certification Workshop. In addition Instructor Candidates may wish to review videos such as Breakthru, The Kayak Roll and Play Daze to gain insight on the performance of physical skills in ACA workshops. Performing advanced rodeo freestyle skills is not required. You are expected to have a basic rodeo freestyle vocabulary and be able to perform basic maneuvers such as pivot turns, splats, double pumps, low angle cartwheels and stalls (see outline).

**Resources:** All instructor candidates in this workshop will receive the latest ACA Instructors Manual and Student Packet with useful handouts and posters upon arrival at this workshop. It's helpful if you obtain your own copy of the ACA Essentials of River Kayaking book which can be done by placing a phone order to the ACA Bookstore (703) 451-0141 extension 18 or visit [www.amazon.com](http://www.amazon.com). You will be expected to study the text books and demonstrate familiarity with paddling and teaching terminology in order to complete the course successfully.

Kayak Instructor Candidates are encouraged to consider additional resources from the ACA Bookstore or [www.amazon.com](http://www.amazon.com) including: The Kayakers Playbook by Kent Ford with Phil & Mary Deriemer, The Essential Whitewater Kayaker by Jeff Bennett, Whitewater and Sea Kayaking by Kent Ford, The Playboaters Handbook

by Ken Whiting, Playboating Moves and Training by Eric Jackson and ACA Kayak and Canoe Games by Laurie Gullion. The Instructor Trainers will have the books that are listed here and a variety of other resource materials at the workshop. In addition, all instructor candidates will receive several valuable handouts to help round out your resource materials.

**ICE Outcomes:** Please note, each Instructor Candidate must successfully complete the ICE for a given level in order to advance to the ICE at the next level. This workshop offers the Basic River Kayak and Whitewater Kayak Certification Levels. To gain insight and develop your skills, an instructor candidate can register to participate in the IDW component of a certification level and then simply observe the ICE. The four outcomes of an ICE include: (1) successful certification, (2) continued status in which case the Instructor Candidate can demonstrate improved proficiency by sending a video to the Instructor Trainer or work with another IT at a later date, (3) repeat the ICE or (4) seek certification in another discipline through direct access to the ICE level with permission of the facilitating IT. Continued candidates must successfully complete the selection criteria within four years of the ICE to gain ACA Instructor status. For more information about ACA-SEIC policy please visit the Instruction/Instructor Resources link at <http://www.acanet.org>.

**Instructor Updates:** During the workshop Instructor Candidates will often have an opportunity to meet ACA Certified Kayak Instructors that attend the workshop to fulfill their “Instructor Update” requirement, which is necessary once every four years to maintain certification. These instructors help Instructor Candidates with their skills, review lesson plans, observe presentations, participate in the video taping, and lead discussions on topics as needed. An Instructor Upgrading their certification to a higher level receives credit for the Instructor Update and the Upgrade.

**ACA Membership:** To participate in the Instructor Certification Workshop or the Instructor Update you must be a current ACA member. This needs to be accomplished prior to your arrival at the workshop and new ACA Members will receive a discounted rate due to UMD RSOP’s designation as an ACA Pro School. The first time discounted ACA Annual Membership fee is \$25. Upon completion of a certification level you must register with the Safety Education and Instruction Council (SEIC) for an additional \$25 all payable to the “ACA”. Detailed information on how the ACA works, hierarchies, requirements to maintain certification etc. will be reviewed within this workshop.

**Please bring the following equipment items:**

- Kayak(s) with secured flotation
- Sprayskirt(s)
- Helmet, and skull cap or thin hat
- Paddle and spare paddle
- Coast Guard approved PFD
- appropriate footwear (ie. booties)
- Paddling jacket and pants
- Wetsuit or drysuit
- Camping equipment
- Throw Bag(s)
- Nose plugs
- Water bottle (filled)
- Warm hat
- Thermal underwear
- Notebook and pencils
- Casual clothes for classroom

When feasible, we recommend that Instructor Candidates bring their own kayak. With appropriate advance notice however, we can provide a kayak, paddles and other accessories as needed.

**Accommodations and Time Management:** If water levels are acceptable we could be camping on the North Shore near the Temperance River for the whitewater portion of the workshop. If North Shore Rivers are low staying in the Carlton Minnesota area is desirable to reduce time and energy spent driving. The UMD RSOP Summer Catalog lists various camping and lodging options on page 19 and on our website [www.umdrsop.org](http://www.umdrsop.org). Camping next to the UMD Outpost is the most desirable option during the workshop. Often Instructor Candidates will try to save some money by sharing a room or campsite, which can be arranged on the first day of the workshop. Eating breakfast and lunch out of a cooler is typical. Dinner break is always long enough to have a well balanced sit down style meal. An expensive room and planned time with family, friends and relatives is not advisable since your evenings will be spent working on lesson plans, studying video, possibly camping and resting up for the next day.

Workshop fees are payable to “UMD-RSOP” with a check, money order, VISA, Master Card or Discover Card.

Please review the enclosed workshop schedule. The topics that are listed will be assigned to instructor candidates prior to the workshop. The Outpost, one mile east of Carlton on Highway 210 is designated meeting location unless otherwise specified. We are looking forward to seeing you!

Feel free to contact me at (218) 726-6177 or [rcarlso6@d.umn.edu](mailto:rcarlso6@d.umn.edu) if you have any questions. To register, call Recreational Sports Outdoor Program at (218) 726-7128.

Cordially,

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**May 28-31, 2009 ACA INTRO TO KAYAK, RIVER KAYAK & WHITEWATER KAYAK  
INSTRUCTOR CERTIFICATION - UPDATE & UPGRADE WORKSHOP SCHEDULE**

NOTE: Schedule adjustments are made by the Instructor Trainers to meet individual and group needs.

***Thursday, May 28, 2009 - Introduction to Kayak ICW day one  
(Meet at the Outpost on the St. Louis River one mile east of Carlton, MN on HWY 210)***

8:00 am Registration: Collection of all forms and fees

- Introductions and Orientation
- Course Expectations and goals
- About the ACA and its instructional programs
- Value of ACA Instructorship
- Certification requirements and procedures – exam “drill” explained, video shown
- Kayaking and Canoeing curriculum overview
- Group Organization and Control
- Teaching a Skill - learning theory and teaching methods
- Lesson plan - write lesson plan for evening topic
- Feedback Techniques - process and content

11:00 Kayak Candidate 5-10 minute Impromptu Topics:

- Parts of a kayak \_\_\_\_\_
- Boat fit and adjustment \_\_\_\_\_
- Parts of the paddle and how to use it \_\_\_\_\_
- PFD selection and proper fit \_\_\_\_\_
- Kayak safety accessories (other than paddle & PFD's) \_\_\_\_\_
- Spray skirts and dry land wet exit \_\_\_\_\_
- Kayak carrying \_\_\_\_\_
- Kayak loading and tie down \_\_\_\_\_
- Spray skirt use and dry land wet exit \_\_\_\_\_
- Pre-launch safety and paddle signals \_\_\_\_\_
- Getting in and out from shore \_\_\_\_\_

12:30 Lunch and equipment distribution

1:30 Instructor Trainer Presentation: Essential concepts of kayaking, on water Kayak strokes and maneuvers (learning and review)

3:00 Videotaping of Kayak Instructor Candidates doing the “exam drill” on flat water

5:00 Equipment loading and dinner

7:00 Meet at the UMD Pool for Kayak Rescue Demonstrations, Practice and Skill Evaluation. All candidates must demonstrate all rescue skills in a cockpitted kayak. Candidates will take roles of rescuer and victim or student and instructor.

Kayak Safety and Rescue Skills Development and Evaluation:

- Hand paddling, wet exit, swimming with and emptying a swamped kayak
- Paddle float self-rescue

- Re-enter and pump
  - T rescue without and with rescue sling (stirrup)
  - Linked and stern deck transport to shore
- Kayak Bracing and Rolling Skills Development

9:30 Distribute presentation topics for River Kayak ICW Candidates that are continuing on Friday afternoon and wrap up day one.

**Friday, May 29, 2009 - Introduction to Kayak & Essentials of River Kayak ICW day two.**  
**(Meet at the Outpost on the St. Louis River one mile east of Carlton, MN on HWY 210)**

8:00am Video review, assessment and correction of candidate kayaking skills

8:45am Distribute presentation topics for newly arriving Basic River & Whitewater ICW Candidates

9:00am Candidates teach kayak strokes and maneuvers on flat and moving water.

Download and become familiar with the current ACA Intro to Kayak & Essentials of River Kayak Course Outlines at [http://www.americancanoe.org/instruction/kayak\\_instruction.lasso](http://www.americancanoe.org/instruction/kayak_instruction.lasso)

- |  |       |
|--|-------|
| forward sweep & stern draw                                 | _____ |
| reverse sweep  | _____ |
| forward stroke   | _____ |
| reverse stroke (stopping)                                  | _____ |
| slap low brace   | _____ |
| slap high brace (optional)                                 | _____ |
| sculling high brace  | _____ |
| sculling draw  | _____ |
| draw (w. in water recovery)                                | _____ |
| bow draw   | _____ |
| moving water - carving wide arcs                           | _____ |
| moving water - U-turns on eddy lines w. gliding high brace | _____ |
| moving water - S-turn combinations                         | _____ |
| moving water - upstream ferries                            | _____ |
| moving water - downstream ferries                          | _____ |

10:30 Video tape exam of kayak strokes and maneuvering drill on flat and moving water

12:00 Lunch with viewing of kayak exam video tape.  
 Wrap up for Introduction to Kayak and Essentials of River Kayak Candidates on:  
 Risk Management and Legal Liability  
 Administrative Requirements of ACA workshops  
 Maintaining Your Certification  
 Looking at exam video tape  
 Course Evaluations and Final Individual Conferences (done by 1:00pm)

**Basic River Kayak & Whitewater Kayak ICW Candidates Continue:**

1:00 Classroom/Dryland presentations of 10-15 minute topics by instructor candidates:

- |  |       |
|--|-------|
| Paddling clothing and hypothermia          | _____ |
| On water communication and signaling       | _____ |
| Paddler etiquette and environmental ethics | _____ |
| Overview of kayak design and usage         | _____ |
| Pre trip organization                      | _____ |
| Put-in orientation & universal signals     | _____ |
| On river organization                      | _____ |

River hazards and current dynamics \_\_\_\_\_  
 Additional Topics if needed include:  
 Reading current from the boat and line strategies \_\_\_\_\_  
 Self rescue and swimming in current \_\_\_\_\_

3:00 Videotape moving water skills exam on the run-out portions of the St. Louis River Race Course Rapids below Thomson Dam

4:30 Wrap up for Basic River Kayak Instructor Candidates on:  
 Risk Management and Legal Liability  
 Administrative Requirements of ACA workshops  
 Maintaining Your Certification  
 Looking at exam video tape  
 Clean and store all canoes and canoe gear  
 Course Evaluations and Final Individual Conferences

5:30 Dinner break and then head for a Temperance River campsite on the North Shore if water levels are suitable. If water levels are low the Whitewater Kayak ICW will take place on the St. Louis River using the UMD Outpost as the base of operation.

**Saturday, May 30, 2009 – River Kayak ICE & Whitewater Kayak IDW Day**  
**(Location to be determined, Outpost or Temperance River)**

8:30am Staff Presentations: (classroom)  
 • Liability and instructor judgement scenarios \_\_\_\_\_

10:00am Depart for the put in on a class II-III section of river, practice modeling skills and address questions. Instructor Candidates will be in the lead, middle and sweep positions during the river run.

10:30am Instructor Candidate Presentations Topic II: On class II river teaching, 5-12 minute presentations

Hydrology of class II-III river features \_\_\_\_\_  
 Boat and land based scouting \_\_\_\_\_  
 Self rescues & swimming \_\_\_\_\_  
 Boat assists - Bumping & linking \_\_\_\_\_  
 - Stern deck transport \_\_\_\_\_  
 Maneuvers - Ferries \_\_\_\_\_  
 - Peel outs \_\_\_\_\_  
 - Eddy turns \_\_\_\_\_  
 - S turns \_\_\_\_\_

12:30pm Lunch on the river

1:30pm Staff Presentation:  
 Surfing - forward on waves and holes, and sideways in holes \_\_\_\_\_

2:30pm Staff Presentation: River rescues  
 Swimming exercises \_\_\_\_\_  
 Throw bag use \_\_\_\_\_  
 Tag lines (optional) \_\_\_\_\_  
 Pinned craft (optional) \_\_\_\_\_

4:00pm Whitewater exam maneuvering sequence demonstration, open practice in whitewater, work on basic rodeo freestyle vocabulary and your ability to perform basic maneuvers such as pivot turns, splats, double pumps, low angle cartwheels & stalls

5:00pm Dinner and camp set up

5:00pm Basic River Kayak Candidate Course Evaluations and Final Individual Conferences:

Administrative Requirements of ACA workshops  
Maintaining Your Certification  
Looking at exam video tape  
Clean and store all canoes and canoe gear

6:30pm Critique of the day, complete camp set up, dinner clean up and discuss whitewater kayak instruction subjects of interest including preparation for Teaching Topic III.

**Sunday, May 31, 2009 - Whitewater Kayak Level Instructor Certification Evaluation Day**

8:00am Breakfast

9:00am Instructor Candidate Presentations **Topic III:** (team teaching 10-15 minutes or less)  
Types of whitewater kayaking- overview \_\_\_\_\_  
How to improve river running safety \_\_\_\_\_  
Innovative on water teaching drills \_\_\_\_\_

10:00am Warm up on the whitewater (easy access site preferred)

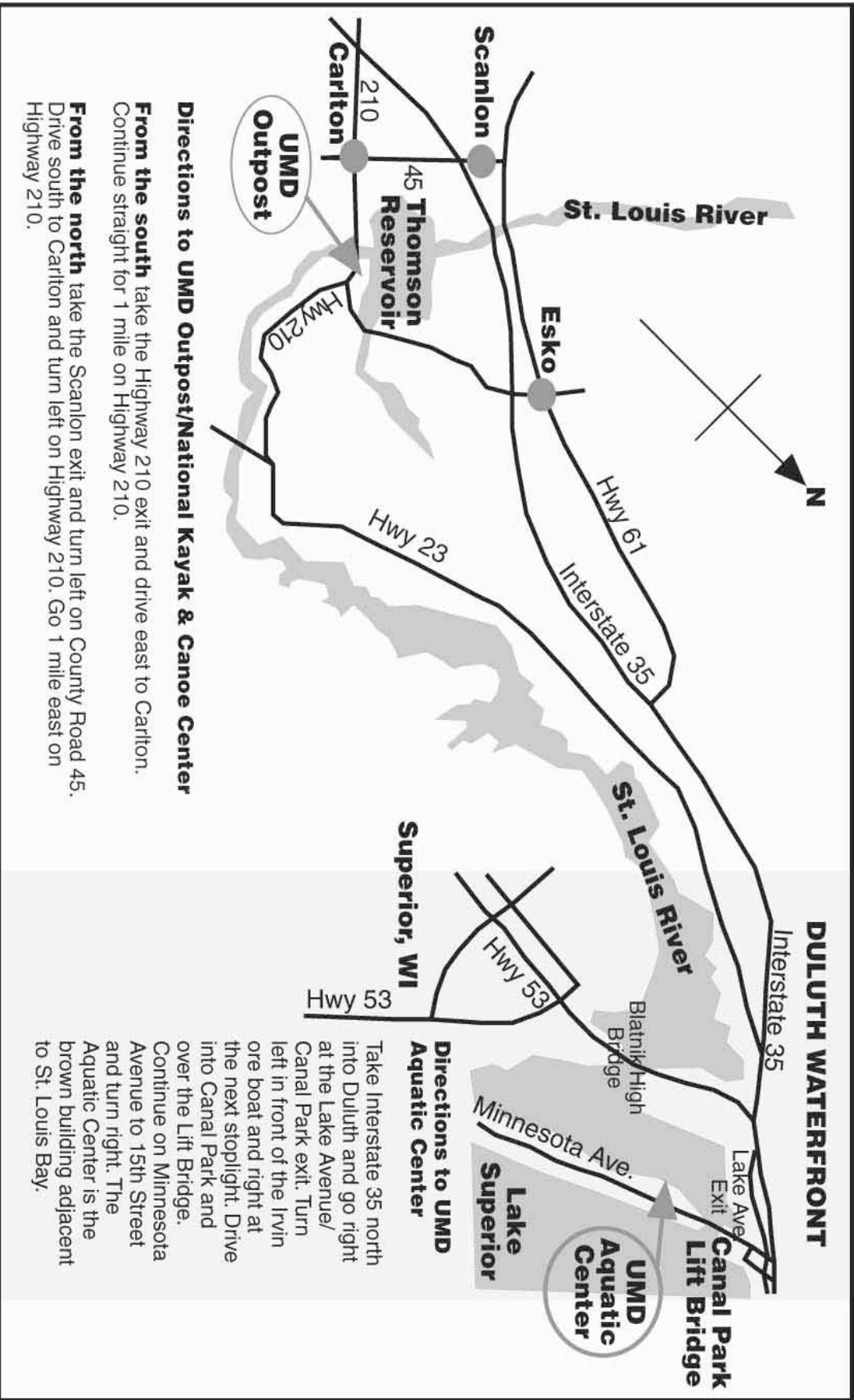
11:00am Class III whitewater evaluations (VIDEOTAPED)  
• Maneuvering in class III drops  
• Surfing on waves and in holes  
• Leadership Scenario (point to point travel or rescues)

1:00pm Lunch

2:00pm Basic rodeo freestyle maneuvers on flatwater to class II whitewater (in a rodeo freestyle kayak)

4:00pm Staff presentation: (classroom, dinner site or at the river take out)  
ACA program - in review and continuing education  
Course evaluation by students  
Final administrative wrap-up, SEIC fees  
Assignments handed back  
Written evaluation of students  
Final conference

6:00pm Farewell



**Directions to UMD Outpost/National Kayak & Canoe Center**

**From the south** take the Highway 210 exit and drive east to Carlton. Continue straight for 1 mile on Highway 210.

**From the north** take the Scanlon exit and turn left on County Road 45. Drive south to Carlton and turn left on Highway 210. Go 1 mile east on Highway 210.

**DULUTH WATERFRONT**

**Directions to UMD Aquatic Center**

Take Interstate 35 north into Duluth and go right at the Lake Avenue/ Canal Park exit. Turn left in front of the Irvin ore boat and right at the next stoplight. Drive into Canal Park and over the Lift Bridge. Continue on Minnesota Avenue to 15th Street and turn right. The Aquatic Center is the brown building adjacent to St. Louis Bay.