

## SEIC Policy Manual

Revised 10-31-03

This POLICY MANUAL contains the official Policies of the ACA SAFETY EDUCATION AND INSTRUCTION COUNCIL (SEIC). It can be amended or revised by majority vote of the SEIC at the SEI Fall meeting in odd numbered years. All such amendments shall be documented and published as dated addenda to this document. Only verbatim, referenced, quotes of these official policies may be used elsewhere as SEIC policy statements. Policies, course outlines and department insurance documents shall be considered in force after publication on the SEIC Website. Waivers for exceptions to SEIC policy must be made in writing to the ACA office and SEIC Chair

### Table of Contents

|           |   |   |
|-----------|---|---|
| Chapter 1 | ACA Instructional Policies                            | 1 |
| Chapter 2 | ACA Instructors                                       | 2 |
| Chapter 3 | ACA Instructor Trainers                               | 4 |
| Chapter 4 | ACA Instructor Trainer Educators                      | 5 |
| Chapter 5 | Certification Maintenance, Reinstatement & Challenges | 6 |
| Chapter 6 | ACA Courses and Workshops                             | 7 |
| Appendix  | ACA Glossary of Common Terms                          | 9 |

#### CHAPTER 1 ACA INSTRUCTIONAL POLICIES

A. The ACA reserves the right to revoke or suspend a certification for cause should an Instructor/Instructor Trainer's conduct be detrimental to the Association or its reputation. Any illegal action, which occurs during the course of the performance of ACA Instructional duties, will be considered sufficient cause for revocation of all certifications. Instructors/Instructor Trainers are expected to adhere to best practices as defined in the ACA's Paddlesport Best Practices brochure. Allegations and appeals may be presented to the SEIC Standards Committee in writing via the SEI Staff.

B. The ACA is committed to an educational environment in which all individuals are treated with respect and dignity. Sexual harassment and harassment based on other protected characteristics, is discriminatory and illegal and will not be tolerated by the ACA. Therefore, the ACA expects all relationships between participants in workshops will be professional and free of bias, prejudice and harassment. Complaint procedures and additional information is available by contacting the Executive Director of the American Canoe Association.

C. The ACA authorizes certified Instructors and Instructor Trainers use of the ACA Logo and marks with the following qualifications.

1. ACA membership and SEI fees must be in effect at the time of logo use. Should membership/SEI fees lapse, use of marks and logo are suspended and all printed materials must be destroyed regardless of quantity. Continued use of ACA marks and logo will be considered fraudulent.



## AMERICAN CANOE ASSOCIATION

### Safety Education and Instruction

2. Instructors/Trainers may identify themselves as ACA-certified. Their organization, employer, host or sponsor may not claim to be “ACA certified” without an express written contract in force with the ACA National Office.
  3. Any use of the ACA marks and logo come under the authority of the ACA’s acceptable use policy and the ACA reserves the right to selectively withdraw individual use in any portrayal of the ACA name, marks or logo is of an offensive, inappropriate or unwholesome nature.
- D. Use of the ACA’s Instructional insurance program requires use of an unaltered ACA Waiver and Release of Liability. This Waiver must be signed and dated by each participant prior to the start of an ACA-insured instructional program and must be submitted to the ACA National Office with the course report.

#### CHAPTER 2, ACA INSTRUCTOR

- A. **DUTIES:** ACA Instructors teach paddling skills by approved ACA methods and techniques within ACA course outlines after qualifying in various disciplines, and are expected to represent and promote the ACA in a positive manner. ACA Instructors do not issue certificates or certify basic skills, but may issue participation cards to students.
- B. **SELECTION CRITERIA:** Instructors shall be at least 18 years old, and maintain ACA and SEIC membership. ACA and SEIC membership is required for participation in Instructor Development Workshops and Instructor Certification Examinations.
- C. **CERTIFICATION PROCESS**
1. Participate in an Instructor Development Workshop and Instructor Certification Exam.
  2. Demonstrate paddling and teaching skills, knowledge of paddlesport, safety and logistics, interpersonal skills, the workshop and ACA procedures.
  3. IDW/ICE participation does not guarantee certification. An ICE candidate may certify, be continued as a Candidate, or fail the Workshop.
  4. ACA Instructors may certify in a subsequent discipline by participating in ICE, with the permission of the facilitating IT.
  5. ACA Instructors may seek an upgrade to maximum of the Whitewater/Open Water level by participating in an ICE OR by review by an ACA IT in the discipline.
  6. If the candidate is not certified, the deficiencies must be documented to the Candidate and National office in writing.
  7. Instructors are strongly urged to obtain and maintain current Basic First Aid/CPR or Wilderness First Aid certification.
  8. An American Red Cross Instructor may present his/her current credentials for ACA certification in lieu of IDW/ICE participation. Contact the ACA National Office for cross over certification equivalents.
    - a. ARC Instructor must join the ACA/SEIC prior to presenting credentials.
    - b. ARC certification must be in effect at the time of crossover.
    - c. ARC Instructors are eligible to receive ACA certification for a two-year period; must report two skills workshops and must successfully complete an ACA Instructor Update to convert to the SEIC standard four-year certification period.



## AMERICAN CANOE ASSOCIATION Safety Education and Instruction

9. A British Canoe Union Coach may present his/her current credentials for ACA certification in lieu of IDW/ICE participation. Contact the ACA National Office for cross over certification equivalents.
  - a. BCU Coaches must join the ACA/SEI prior to presenting credentials.
  - b. BCU Coach certification must be in effect at the time of crossover.
  - c. BCU Coaches must participate in an ACA/BCU crossover program.
  - d. BCU Coaches will be authorized a four-year certification upon successful completion of the ACA/BCU crossover program as noted by the facilitating IT.
  
- D. CONTINUED CANDIDATES: Continued candidates have deficiencies, including being not of legal age, paddling skills, teaching or organizational skills, and are not certified as ACA Instructors. Upon timely correction of the deficiency, an Instructor Trainer in the discipline will certify continued candidates as ACA Instructors upon request.
  
- E. STATUS COMBINATIONS, PROFECIENCIES and REPORTING
  1. ITs may award status combinations at differing levels of certification. Example: a candidate might certify as Introduction to Canoe Instructor and be continued at Basic Canoe.
  2. Continued Candidates may submit a deficiency list and demonstrate proficiency to a discipline IT within four years of the ICE to gain Instructor status. The expiration of a certification earned under this process will be December 31 of the fourth year from participation in the initial ICE.
  3. Successful proficiencies must be reported in writing to the ACA National Office by the facilitating IT within thirty days of the Candidates' demonstration of proficiency.
  
- F. MAINTENANCE OF ACA INSTRUCTOR CERTIFICATION  
Certification is valid through December 31 of the fourth year following certification. To maintain certification, complete the following within each four-year certification period.
  1. Maintain annual ACA membership and SEIC registration.
  2. Participate in an Instructor Update during the certification period. Alternatively, at the discretion of the facilitating IT, instructors may participate in an IDW or ICE at the appropriate level.
  3. Teach two properly reported courses.
  4. Each certification must be maintained by participation in an Update as appropriate for the discipline and level of certification.
  5. Exceptions to maintenance requirements may be requested in writing to SEI Staff.
    - a. The SEI Staff may authorize a one-year extension if requested in writing prior to the certification expiration. When a one-year administrative extension is authorized, the Update must be completed during the subsequent year.
    - b. Any certification not updated within the eligible period will become void and may be reinstated as noted in Chapter 5 Section B.
  6. Updates may be conducted individually or in groups less than the IDW/ICE minimums. ITs are strongly encouraged to place Update notification on the ACA Website in advance to maximize opportunities for Instructors continuing education.
  7. Endorsements qualify as an Update once per identified endorsement as long as the underlying certification remains valid.



## AMERICAN CANOE ASSOCIATION Safety Education and Instruction

- a. Endorsements specifically Update within a discipline at a designated level as defined by the SEIC. Please check with the ACA National Office regarding equivalency.
- b. No Update of the specific skill set Endorsement is required once the endorsement is added to the Instructor's record.

### CHAPTER 3: INSTRUCTOR TRAINERS

A. **DUTIES:** Instructor Trainers (IT) conduct Instructor Development Workshops, Instructor Certification Examinations and Instructor Updates, evaluating Instructor Candidates or Instructors to ensure that they meet the criteria for certification. Instructor Trainers are expected to represent and promote the ACA in a positive manner. Trainers of a given discipline are certified to teach candidates only in that discipline, and only to the level certified, and are subject to all conditions developed by specific disciplines. Example: Canoeing and FreeStyle ITs must certify in bow, stern and solo.

1. The Instructor Trainer of record for a certification workshop is responsible to report to the ACA National Office the date of birth, current mailing address and name of each Instructor Candidate as it appears on any government issued photo ID.

B. **SELECTION CRITERIA:** Instructor Trainer Candidates shall be at least 21 years of age, maintain ACA and SEIC membership and be an active ACA Instructor for at least two years. Instructor Trainer paddling and teaching skills and knowledge shall be of advanced level.

1. Participate in an ITDW or co-teach an IDW/ICE. An ITDW is required for new disciplines.
2. IT Candidates must verify with the ACA National Office their eligibility as an IT Candidate prior to leading an IDW/ICE under the direct supervision of an ITE.
3. Candidates shall then satisfactorily lead an IDW and ICE with assistance and direct oversight by an ITE. The candidate shall prepare and submit the IDW/ICE outline, ICW Report Form, and Course/Trainer Evaluations to the National Office.
4. When the Candidate has satisfactorily lead an IDW/ICE, the IT Educator shall submit an official IT Recommendation Form within 30 days of the ICE completion. Two additional ACA Instructor or Trainer nominating signatures are required.
5. The candidate's qualifications will be reviewed by the National Office, with final certification approved by the SEIC Standards Committee.
6. The two-year Instructor experience requirement may be waived at the discretion of the SEIC Standards Committee, in exceptional situations. Such exceptions shall be requested in writing, with supporting course evaluations and references prior to completion of #3 above.
7. ITs upgrading within a discipline or ITs attempting to certify in a subsequent discipline must lead an IDW/ICE at the new level or in the new discipline under the direct supervision of a mentoring ITE.
8. ITs pursuing a new discipline may complete the IT certification process as above, but, may apply for a waiver to operate provisionally to allow discipline development.

### C. MAINTENANCE OF INSTRUCTOR TRAINER CERTIFICATION

1. Certification is valid through December 31 of the fourth year following certification.

2. To maintain certification, complete the following within each four-year certification period.
3. Maintain annual ACA membership and SEIC registration.
4. Participate in an Instructor Trainer Update. Alternatively, ITs may co-teach an IDW and ICE with another IT or assist teaching an ITDW in lieu of an IT Update. Each IT may co-teach with a peer within his/her discipline once, following which co-teaching with the same IT does not qualify as an Update.
5. Teach four properly reported courses to include one IDW/ICE and one Update with the remaining two courses of the IT's personal choice.
6. Multi-discipline Updates meet the maintenance requirements for multi-discipline Trainers in the disciplines represented. Trainers must update in all disciplines and crafts at the appropriate level of each certification.
7. Exceptions to maintenance requirements may be requested in writing to SEI Staff.
  - A. The SEI Staff may authorize a one-year extension if requested in writing prior to the certification expiration. When a one-year administrative extension is authorized, the Update must be completed during the subsequent year.
  - B. Any certification not updated within the eligible period will become void and may be reinstated as noted in Chapter 5 Section B

#### **CHAPTER 4, ACA INSTRUCTOR TRAINER EDUCATOR**

**A. DUTIES:** Instructor Trainer Educators [ITE] are Instructor Trainers designated by the SEIC to prepare and evaluate Instructors who are Instructor Trainer Candidates. Only ITEs may teach IT Development Workshops and Updates, and only in their disciplines of ITE certification. An ITE should highly exemplify an ACA Instructor in paddling and teaching skills and as an ACA representative and good will ambassador. ITEs shall confirm Eligibility of IT Candidate with the ACA National Office prior to supervising the final IDW/ICE.

#### **B SELECTION CRITERIA**

It is expected that Instructor Trainer Educator paddling and teaching skills and knowledge shall be of significantly advanced level. Additionally:

1. Serve as an Instructor Trainer in good standing in each discipline of application for at least two years prior to application and have conducted and reported three IDW/ICEs or Updates, or submit written rationale for exception.
2. Have attended any ACA instructional clinic conducted by an IT in another discipline or Division or submit written rationale for exception.
3. Applicants are encouraged to certify in a second ACA discipline or other recreational field.

#### **C. ITE CERTIFICATION PROCESS**

1. An ITE candidate must apply to the SEIC Standards Committee by submitting the ITE Application Form with resume and three letters of recommendation, one from an ITE.
2. Candidates shall submit videotape modeling of paddling and teaching skills, or arrange an in-person review, as determined by discipline committees.
3. An ITE Candidate must also submit IDW/ICE course outlines and evaluations.
4. The decision to designate applicants as an ITE is at the discretion of the Standards Committee and shall be approved by the SEIC with applications reviewed periodically.

5. The ITE endorsement is valid for four years, after which, the ITE must reapply, the SEIC determining if the ITE has fulfilled the duties as defined.

#### **D. MAINTENANCE OF INSTRUCTOR TRAINER EDUCATOR CERTIFICATION**

Certification is valid through December 31 of the fourth year following designation as an ITE. To maintain certification complete the following:

1. Maintain ACA membership and SEIC registration.
2. Complete ITE Renewal documents as sent by SEI Program Staff. ITE Renewal requests must be received prior to the final SEI meeting of the calendar year of ITE expiration.
3. Teach four properly reported courses at a minimum to include: four Instructor level workshops, IT workshops or Updates, one of which shall be at the IT level.
4. Exceptions to maintenance requirements are unavailable to ITEs.

### **CHAPTER 5, CERTIFICATION MAINTENANCE, REINSTATEMENT AND CHALLENGES**

#### **A. MAINTENANCE OF ACA CERTIFICATION**

Certification is valid through 31 December of the fourth year following certification. To maintain certification, complete the following within each four-year certification period:

1. Maintain annual ACA and SEIC Membership.
2. Participate in an Instructor or Instructor Trainer Update, as appropriate. Alternatively, at the discretion of the facilitating IT, instructors may participate in an IDW or ICE at the appropriate level. ITs may co-teach an IDW and ICE at the appropriate level with another IT or assist teaching an ITDW. Each IT may co-teach an IDW/ICE with a peer within his/her discipline once after which co-teaching with the same IT does not qualify as an IT Update.
3. Teach two properly reported courses. Instructor Trainers; four courses including one IDW/ICE and one Update; Instructor Trainer Educators; four Instructor or IT workshops or Updates, at least one at IT level.
4. Multi-discipline Instructor or IT Updates meet the maintenance requirements for multi-discipline Instructors and Trainers in the disciplines represented. Instructors and Trainers must update in all disciplines and craft and to the level of each certification.
5. Exceptions to maintenance requirements may be requested to the SEIC in writing.
  - a. The SEI staff may authorize a one-year extension if requested in writing prior to the certification expiration. When a one-year administrative extension is authorized, the Update must be completed during that subsequent year.
  - b. Any certification not updated within the eligible period will become void and may be reinstated as noted in Chapter 5 Section B
6. Any certification not updated within the eligible period will become void.
7. Updates may be conducted individually or in groups less than the IDW/ICE minimums.

## B. REINSTATEMENT OF ACA CERTIFICATION

To reinstate lapsed certification, the applicant shall:

1. Ensure ACA and SEIC membership are current.
2. Deleted
3. Satisfactorily participate in an ICE.
4. The facilitating IT or ITE must send written notice to the SEIC Standards Committee, stating that the individual meets certification criteria, and recommending reinstatement.
5. If certification is out-of date for more than 18 months, former Instructor **MUST** successfully complete a full certification examination.

## C. ACA CERTIFICATION CHALLENGE PROCEDURES

ACA Certification may be reviewed at any time an ACA Instructor or IT or ITE is challenged for not meeting SEIC standards in paddling or teaching skills, general paddlesport knowledge, and knowledge of or compliance with ACA Instruction Program and Procedures. Challenges may be initiated by workshop students, Instructors, ITs, ITEs, or the National Office.

1. Deficiency may be noted during any formal course, certification, skills or update workshop or administrative process.
2. Challenger initiates a personal conference, on-site with challengee.
  - a. If deficiencies are addressed, end of discussion.
  - b. If deficiencies are sufficient to question certification, challenger sends a signed letter to the National Office, stating date, location, observed deficiencies, and necessary corrections, posted within 30 days of the workshop.
3. Within 10 days, National Office acknowledges complaint by written notice to challengee and SEIC Standards Committee listing observed deficiencies and necessary corrections.
4. SEIC Standards Committee, along with the appropriate staff, investigates the challenge, and notifies the challengee if disciplinary action is considered.
5. Challengee may rebut to the SEIC Standards Committee by letter, videotape, or in person at regular meetings. Intent to rebut must be mailed within 30 days of challenge notice.
6. SEIC Standards Committee issues written decision of one of the following:
  - a. Finds complaint without merit.
  - b. Finds complaint valid and issues warning to challengee noting suggested remedy.
  - c. Places challengee on probation for one (1) year with suggested remedy. Challengee is responsible to remedy the deficiency and to be successfully reassessed by an ACA certified Instructor Trainer, who will be responsible for report to the National Office.
    - ♦ i. If Challengee successfully remedies the situation during the probationary period, the certification will be reinstated with the existing expiration.
    - ♦ ii. If Challengee does not remedy the situation from one year of initial challenge the certification will be withdrawn.
  - d. Terminates challengee's certification.

## CHAPTER 6, ACA COURSES and WORKSHOPS

### A. ACA COURSES

1. ACA Skills Courses are taught by ACA certified Instructors. ACA Course outlines are available from the National office or are available for download from the ACA Website.
2. Instructors shall notify the ACA National Office of courses they have taught by completing official ACA Course Report Forms, hardcopy or online, within thirty days of the course. Courses insured by the ACA through the SEI Department must be reported within 7 days of the end of the course or as noted in the SEI Insurance Guidelines.
3. Instructors are encouraged to use safety and instructional materials approved by the SEIC and available from the National Office. Other resources may be used if the material is technically up-to-date.
4. ACA Instructors who are certified instructors by other instructional groups (such as the ARC) may provide joint participation awards.
5. Each course has minimum time recommendations deemed appropriate to content.
6. Instructor to student ratios shall not exceed those established by each discipline.

### B INSTRUCTOR WORKSHOPS

1. Instructor Development Workshop (IDW)- A workshop to develop Instructor candidate skills and knowledge,
  - a. The IDW is dedicated to development and training, the ICE to testing, evaluation and certification.
    - i. The IDW is a prerequisite to an ICE for new ACA Instructor Candidates.
    - ii. ITs may issue participation cards to all IDW participants.
2. Instructor Certification Examination (ICE) - A workshop to test knowledge, skills and proficiency, and award ACA Certification to qualified candidates.
3. The SEIC has established minimum IDW and ICE hours to provide adequate workshop content coverage, to provide appropriate evaluative feedback, to maintain safety, and to allow ample time for numerous candidate practice teaching opportunities. These requirements appear on official Workshop Outlines, and include on and off water instruction, but not logistical, management, or travel-time.
4. Each IDW or ICE shall have a minimum of five candidates enrolled. The National Office may authorize an exception to allow an IDW or ICE to occur with a course minimum of four participants.
5. Official Instructor Certification Report Forms, available from the ACA National Office and online, shall be sent to the ACA National Office within thirty days of each workshop completion.
6. IDW or ICE should not be combined with a Basic Course by which students and Instructor Candidates are working with the same trainers concurrently. This requirement is exempted for those disciplines in a “developing discipline status” as defined in SEI Bylaws. Please confirm a disciplines status with the ACA National Office prior to any workshop, should this question arise as discipline status does change. Chapter 6 B continued
7. Concurrent IDW or ICE must have a separate IT for each discipline represented.



## AMERICAN CANOE ASSOCIATION Safety Education and Instruction

8. Exceptions to IDW or ICE Standards must be in writing to the SEIC Standards Committee through the National Office.
  9. ITs shall have student/course evaluations forwarded to the National Office. The evaluations are to be collected by a participant and mailed directly to National.
  10. ITs may issue participation cards to all successful candidates at the conclusion of an ICE. ITs may choose to identify the course as an Instructor Certification Examination on the card however no expiration should be indicated. ITs may order these cards prior to the workshop.
- C. **INSTRUCTOR UPDATES [IU]**
1. Instructor Updates are conducted to provide instructors with a forum for continuing education, and an update on SEIC policy. An approved outline is available.
  2. Updates shall be coordinated by Divisional Instruction Facilitators, Discipline Committees or individual ITs and include a will IT in each discipline represented unless previously excepted by SEIC Standards Committee.
  3. Updates must be reported to the National Office within 30 days of completion.
  4. Updates may be conducted individually or in groups less than the IDW/ICE minimums. ITs are strongly encouraged to place Update notification on the ACA Website in advance to maximize opportunities for Instructors continuing education.
- D. **INSTRUCTOR TRAINER UPDATES [ITU]**
1. Instructor Trainer Updates are conducted to provide ITs with a continuing education forum and an update on SEIC policy. An approved outline is available.
  2. ITUs shall be scheduled regionally by the SEIC and Divisional Instruction Facilitators or Discipline Committees as needed and include an ITE in each discipline represented.
  3. The ITU staff shall be inter-divisional, approved by the SEIC, and report within 30 days.
- E. **INSTRUCTOR TRAINER DEVELOPMENT WORKSHOPS [ITDW]**
1. ITDWS train and evaluate Instructor Trainers, especially in new disciplines.
  2. ITDWS shall be scheduled by the SEIC and Divisional Instruction Facilitators or Discipline Committees as needed and include ITEs in each discipline represented.
  3. The ITDW must be reported to the ACA Instruction office within 30 days.

**Appendix 1**

**ACA SEIC GLOSSARY OF COMMON TERMS**

- ACA American Canoe Association, Inc
- ARC American Red Cross
  - BCU British Canoe Union
  - ICE Instructor Certification Examination, required for certification- may not be waived
  - ICW formerly Instructor Certification Workshop (both Development and Exam)
  - IDW Instructor Development Workshop; mandated pre-requisite to ICE participation
  - IT Instructor Trainer- person authorized by the ACA to certify an Instructor within a discipline at a specific level
  - ITC Instructor Trainer Candidate- person who desires to become an IT- requires DIRECT supervision by IT or ITE.
  - ITE Instructor Trainer Educator- person authorized to mentor an IT Candidates, criteria within SEIC Policy Manual
  - ITDW Instructor Trainer Development Workshop
  - U/ IU or ITU Update, either Instructor or Trainer Level = required continuing education
  - SEI Safety Education and Instruction Department of the ACA
  - SEIC Safety Education and Instruction Council- compilation of various ACA Committees with a seat on the ACA Board of Directors that counsels staff on projects and provides broad policy decisions under Board of Directors authority only.