



American Canoe Association Level 1: Introduction to Canoeing Instructor Criteria

General Requirements for all level of Certifications:

- Be at least 18 years old.
- Successfully complete an Instructor Certification Exam.
- ACA membership including membership on the Safety Education & Instruction Committee (SEIC).
- Demonstrate a general knowledge of paddle sports and the ACA.

Maintenance Requirements for all levels of Certifications:

- Teach at least two courses that meet ACA standards within the four-year certification period and report these to the National Office.
- Attend within the four-year certification period at least one of the following: Instructor Methods Workshop, Instructor Development Workshop, Instructor Certification Workshop
- Maintain ACA membership and SEIC registration annually.

General Proficiency Requirements for all levels of Certifications:

Physical abilities

- Instructor Candidates and Instructors must be able to demonstrate and model **ALL** skills (rescues, strokes and maneuvers, etc.) including the Proficiency Requirements for Instructors (in all discipline areas and course levels) independently and to a mastery level.

Pre Course Skill and Paper Work

- Know a brief history of the ACA and its current mission
- How to register and report a course
- Explain the ACA Waivers and know how the insurance plan works

Demonstrate a working knowledge on how to teach and discuss the following:

- How to dress for canoeing based on seasonal conditions
- Rules of the Navigable Road
- Leave no Trace
- Paddling Ethics
- Hypothermia/Hyperthermia
- Wind and Waves
- Understand the need for CPR and First Aid training

How to provide a safe teaching environment:

- How to choose an appropriate class site
- What to do in case of an emergency
- Demonstrate leadership, group management skill, experience and judgment necessary to be a safe, effective instructor

The candidate should be able to discuss, teach and demonstrate **anything** on the student course outlines at the level in which they are seeking certification. The individual strokes etc. are not listed on each of the levels, but it is given that the candidate will know them. The testing environment for the Flat Water Course will be on flat water. For certifications above flat water will be tested at one level higher then they will be teaching at. (Moving Water candidates will be tested in Class II and Whitewater candidates will be tested in Class III etc.)

American Canoe Association Proficiency Requirements for Level 1: Introduction to Canoeing Instructor

Fundamentally, the paddlers should be experienced at the very basic levels of solo canoeing before presenting themselves for evaluation as instructor candidates at the Level 1 - Intro Level. The following is to be done on flat water, with no current and preferably without wind.

Demonstrate the ability to teach and model at demonstration quality **everything** listed on the Quick Start and Introduction to Solo Canoeing student outlines. This is to be done with precision, fluidity and grace. Examples are:

- Carry a canoe, solo, two person and 4 person
- Load a canoe on a car and tie it down with cam straps and safety lines
- Explain the types of canoes, different materials and general cost
- Identify the parts of a canoe – seats, gunnels, bow, stern, chine, rocker, hull, thwart, carry yoke
- Demonstrate how to fit and properly wear a PFD
- Launch a canoe for a dock or shore, both parallel to the shore and “end on the shore” method
- Demonstrate how to hold a paddle
- Identify the parts of a paddle – grip, shaft, throat, blade, power face and back face
- Explain the concepts of paddling – vertical paddles, nose over tailbone,
- Demonstrate to trim a boat

Demonstrate the ability to teach and model at demonstration quality **everything** listed on the Quick Start and Introduction to Solo Canoeing student outlines. This is to be done with fluidity and grace.

- Demonstrate how to swim a boat a short distance to shore, full of water, up right and up side down
- Demonstrate how to empty a boat alone and with a partner
- Demonstrate how to tow a boat a short distance
- Demonstrate how to tow a swimmer on a stern line, on the bow and on the stern
- Demonstrate how to do a canoe over canoe rescue
- Demonstrate how to use a sling, on a paddle, on a thwart
- Demonstrate and explain the signals for – help, OK, heads up, come ahead, stop (hand, whistle and paddle)
- Demonstrate how to teach any of the strokes on the Quick Start or Introduction course outlines
- Paddle in a straight line for a 100 yards (a football field), vertical paddles.
- Stop in a straight line in one boat length
- Do a wide turn while maintaining hull speed, vertical paddles.
- Spin the boat while sitting in one spot (spin)
- Move the boat sideways (abeam)

Stroke and Maneuver Break Down

Level 1: Introduction to Canoeing - Solo

Strokes:

- Forward (Basic forward stroke)
- Back
- Stern Draw
- Stern Pry
- Draw
- Bow Draw
- Cross Bow Draw
- Forward Sweep
- Push Away
- Pry
- Sweeps
- Rudder

Maneuvers:

- Paddle in a straight line efficiently

- Stop in a short distance efficiently
- Spin the boat in place
- Move the boat to one side without going forward (abeam)
- Do gradual, wide turns

Level 1: Introduction to Canoeing - Tandem

Strokes:

Bow

- Forward (Basic forward stroke)
- Back (for stopping)
- Draw
- Bow Draw
- Cross Bow Draw
- Forward Sweep
- Push Away
- Pry
- Sweeps

Stern

- Forward (Basic forward stroke)
- Back (for stopping)
- Stern Draw
- Stern Pry
- Rudder
- J Stroke
- Push Away
- Pry
- Sweeps

Maneuvers:

- Paddle in a straight line efficiently
- Stop in a short distance efficiently
- Spin the boat in place
- Move the boat to one side without going forward (abeam)
- Do gradual, wide turns

Instructor candidate will be asked to lead and to participate in scenarios, such as listed below. **Of all the testing criteria, the scenarios are weighted the heaviest.**

- In a make believe camp setting, or club setting where they are the lead Instructor, and they are teaching, while on shore, they see two canoes with 12 year old children in them, go over. They are about 200' apart and 200' from shore. What would they do?
- Or they see a canoe tip over. As the canoe tipped, it hit one of the participants in the head and they are not moving. As the Instructor what would they do?
- Some of the group is paddling outside of the designated paddling area and becoming unsafe because they are ramming their boats into each other as hard as they can. What would they do?
- They are to do a beach talk and lead the class across a lake to a sheltered cove. Do they cover the necessary safety material, set up parameters, lead and sweep?