



**American Canoe Association**  
**Introduction to Canoe**  
**IDW/ICE**  
**Sample Schedule**

**Day 1**

**Instructor Development Workshop (IDW)**

**8:00 Classroom**

**Introduction and Logistics of the IDW/ICE**

Welcome

Introduction of instructors and participants

Course expectations, limitations, schedule

Review waiver, assumption of risk, medical

PFD policy

Site specifics: regrouping, toilet facilities, etc

Safety and rescue procedures

ACA and instructor certification benefits

**8:30**

**Personal Preparation as an Instructor**

Critical Judgment:

Assessing environmental conditions

Assessing Personal and Group dynamics

Personal behavior:

No alcohol/substance use

Private Property rights, litter, noise, etc.

Etiquette on and off the water

Personal skills:

Swimming ability (identify non-swimmers)

Fitness and warm up (handout)

Safe paddle and boat handling

Personal equipment

**Characteristics of a Good Instructor**

**Effective Instructor Behaviors**

**9:30**

**Break**

**10:00**

**Parking Lot**

(candidate presentations and feedback, as appropriate)

Car topping: loading and unloading, racks, straps

Canoe carries: overhead and suitcase

**10:30 Beach**

**Equipment**

(candidate presentations and feedback, as appropriate)

Canoe: types, parts, materials

Paddles: doubles, straights, bents: parts, sizing, hand positions

Life jackets (PFD): types, materials, correct fit

Throw ropes

Care of equipment

Additional instructor equipment

Optional equipment and outfitting (handout)

**11:00 Safety** (candidate presentations and feedback, as appropriate)

Hypothermia: help/huddle, clothing

Hydration, clothing

Hazard recognition and avoidance:

    Wind, waves, Weather

    Current, rocks, bridges, dams, strainers

Wind and current ferries

“Go into the Vs and stay out of the trees”

Rescue:

    Rescue sequence: RETHROG

    Rescue priorities: people, boats, gear

**Getting Started**

Launching and landing: from land or docks

Tandem communication (division of labor)

Canoe trim

Positions in the canoe, sitting, kneeling, etc. (assume students will mostly be sitting)

Posture, rocking and balance

Basic terminology: onside, offside, etc.

**11:30 Rescue**

Water confidence and comfort test

How to empty a boat full of water

Boat-over-boat rescue, sling

**12:00 Lunch**

**1:00 Classroom**

Learning Styles and Teaching Methods

Teaching a Skill

Barriers to Learning

Group Organization and Control

**3:00 Break**

**3:30 Beach**

Strokes and Maneuvers

    Strokes:

        Forward, Forward w/Switch

        Back

        Draw

        Pushaway/Pry

        J correction (stern)

**Including: Modern Paddling Theory,  
Assessment and Correction - Critical Eye**

Maneuvers:

Forward: travel in reasonably straight line  
Stopping: stop in a reasonable distance  
Spin: pivot in place  
Turn: turn in arc while underway  
Abeam: boat sideways without headway

Apply general paddling concepts:

Vertical paddle not carried behind body  
Tandem: opposite sides, in cadence, etc.  
Switch sides for fatigue and steering

Additional strokes or maneuvers may be added at the instructor's discretion based on participants' needs

- 5:30 More rescue, as needed**
- 6:00 Dinner**
- 7:00 Prep Time** (written test, conferences, videos)

**Day 2**

**Instructor Certification Examination (ICE)**

- 8:00 Classroom**  
Legal Liability  
Candidates' Presentations
- 9:30 Break**
- 10:00 Beach**  
Candidates Teach Strokes and Maneuvers
- 12:00 Lunch**
- 1:00 Classroom**  
Limits of Introduction to Paddling Certification  
Maintaining Your Instructor Certification  
Administrative Requirements of ACA Workshops  
Make-up Session -- Candidates' Assigned Topics
- 2:30 Beach**  
Additional skills and rescue testing and training as needed
- 4:00 Final Wrap-up**  
Begin individual conferences with staff  
Complete written exam  
Course evaluations
- 5:00 Conclusion**



**American Canoe Association**  
**Touring Canoe**  
**IDW/ICE**  
Sample Schedule

**Friday Evening: Instructor Development Workshop**

**6:00 PM Classroom**

Getting acquainted with:

- Ourselves – introductions and individual goals
- Our sport – Quietwater Canoeing
- Our organization
  - The ACA and benefits of certification
  - Our plans – an overview of the IDW
  - Review and questions

**7:15 Break**

**7:30**

- Characteristics of a good instructor
- Learning styles/inventory
- Teaching tools, styles, methods, teaching a skill (group disc)
- Paddle: double, single, bent; parts, sizing
- Canoe: types, parts, purpose
- Guidelines for paddling efficiency (modern paddling theory)

**9:30 Good-night**

**Saturday**

**8:00 Classroom**

- Effective teaching behaviors
- Feedback, planning, motivation, presentation
- Barriers to learning
- Group organization and control
- Candidate presentations and feedback

**9:15 Break**

**9:30 Beach**

**Safety**

(candidate presentations as appropriate)

Critical Judgment:

- Assessing environmental conditions
- Assessing personal and group dynamics
- Hypothermia: help/huddle, clothing
- Hydration

Hazard recognition and avoidance:  
Wind, waves, weather  
Current, curves, rocks, bridges, dams, strainers  
Wind and current ferries  
“Go into the Vs, stay out of the trees”  
PFD fit and comfort

**Rescue**

Water comfort and confidence  
Sequences:  
RETHROG; people, boats, gear  
Assisted rescue: people, canoes, gear

**10:00** Canoe carries, launching and landing  
**On-water**, IC skills

**11:00** **Rescues**  
Confidence and comfort test  
Emptying a boat full of water  
“Ts”, “Is,” boat-over-boat, near shore

**12:00** Lunch break

**1:00** Legal liability  
Administrative requirements of ACA workshops  
Hydrodynamics of quietwater maneuvers  
Candidate presentations and feedback

**2:15** **Break**

**2:30** **On water**  
Touring canoe strokes and maneuvers (introduce the skills test)

**3:30** **Break**

**3:45** More touring strokes and maneuvers (practice)

**5:00** Review IDW and evaluations, preview ICE

**6:00** Dinner break

**7:00** Individual conferences



**Instructor Certification Exam (ICE)**  
**Touring Canoe**  
**Sample Schedule**

**Sunday**

- 8:00 Beach**  
Introductions  
Plans for this ICE  
The “tests,” written and practical  
Questions?
- 8:15** Videotape touring skills test, solo and tandem
- 9:15 Break**
- 9:30 Classroom**  
Video review, assessment and correction – critical eye practice
- 10:30 Beach**  
Teach each other (from the video)
- 12:00 Lunch break**
- 1:30 Beach**  
Final strokes and maneuvers testing
- 2:30 Safety/Rescue presentations and testing:**  
PFD fit and comfort  
Comfort and confidence  
Help and huddle  
Assisted rescue priorities  
Sequence ReThRoG  
Drains  
Reentries
- 3:30** Break, staff meeting, evaluations, finish written tests
- 4:30** Wrap up, individual conferences, go home



**American Canoe Association**  
**FreeStyle Canoe**  
**IDW/ICE**  
Sample Schedule

**DAY 1-3**

**Touring Canoe IDW/ICE**

**DAY 4**

8:00	Classroom	Overview of Quietwater Maneuvers – terminology Heeling, Kneeling, and Hydrodynamics (some candidate presentations)
<b>9:00</b>	<b>Break</b>	
<b>9:15</b>	<b>On Water</b>	Review and refine Level 2 FS maneuvers (with linkages) (some candidate presentations)
10:15	Break	
10:30	On Water	<b>Review and refine Level 3 FS maneuvers (with linkages to previous)</b> <b>(some candidate presentations)</b>
12:00	Lunch Break	
1:30	On Water	<b>Review and refine Level 4 FS maneuvers (with linkages to previous)</b> <b>(some candidate presentations)</b>
3:00	Break	
3:30	On Water	<b>Review and refine Level 5 FS maneuvers (with linkages to previous)</b> <b>(some candidate presentations)</b>
<b>4:30</b>		<b>Skills test preview and practice, as needed</b>
<b>6:00</b>	<b>Supper Break</b>	
<b>7:30</b>	Individual Conferences	

**DAY 5**

<b>8:30</b>	<b>On Water</b>	Videotape FS skills test
<b>9:15</b>	<b>Break</b>	
<b>9:30</b>	<b>Classroom</b>	Video review, assessment and correction – critical eye practice
<b>10:30</b>	<b>On Water</b>	Candidates teach each other (from the video)
<b>12:00</b>	<b>Lunch break</b>	

**1:30 On Water** Practice, leftover presentations, Anything else?  
**2:30** Final maneuver skill test  
**3:30 Classroom** Wrap up, staff meeting, course evaluations, written exam  
**4:00** Individual conferences