



# Level 1: Introduction to Canoeing

## (Sample Skills Course)

**Course Overview:** The **Introduction to Canoeing** course is designed as a short program emphasizing safety, enjoyment and skill acquisition for entry level individuals in the public, private and commercial setting.

### **Essential Eligibility Criteria (EEC):**

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket\*
8. Get on / off or in / out of a paddlecraft independently or with a reasonable amount of assistance\*
9. Independently get out and from under a capsized paddlecraft\*
10. Remount or reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance\*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation\*

*\* To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*

**Course Prerequisites:** None

**Course Duration:** The course duration should be adjusted to best fit the needs and goals of the participants. Refer to sample outlines below for content and progression possibilities based on time allowance. Up to 1 day (8 hours).

**Course Location / Venue:** Flat water, protected from wind, waves and outside boat traffic, with current less than 0.5 knots, and within swimming distance of shore.

**Class Ratio: Tandem:** 6 Participants: 1 Instructor; with an additional instructor or qualified assistant, the ratio can be 12:2 **Solo: 5 Participants : 1 Instructor; with an additional instructor or qualified assistant the ratio can be 10 : 2**

**Instructor:** Level 1 or higher ACA Instructors within their discipline.



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The following is a general summary of course content for the **Level 1 Introduction to Canoeing** course. The content covered and sequence of instruction should be adjusted to best fit the participant's needs, class location, and time allowance. The course content includes the [National On Water Standards for human powered craft](https://www.usnows.org/assess-and-update) (<https://www.usnows.org/assess-and-update>). The full rubric for Level 1 can be found in the above link, pages 17-65.

### **Possible Course Outline I: Duration 8 hours**

#### **Course Content**

##### **Introduction, Expectations, and Logistics:**

- Welcome, introductions, paperwork
- Student and instructor course expectations and limitations
- Course itinerary and site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA

##### **Preparing to Depart:**

- Discuss weather conditions, forecasts, and other environmental hazards (wind, water, weather, waves)
- Evaluate hazards to navigation
- Discuss importance of developing good judgment and group responsibility for a trip
- Evaluate individual's ability, water comfort, and confidence prior to trip
- Warm up to reduce injury
- Make sure the boat is securely fastened to the car or racks, using proper tie downs, straps, or knots.
- Review proper techniques to safely lift and carry the canoe on shore
- Review life jackets appropriate for the operator's size, craft, and activity, assuring all others in the group are properly wearing their life jacket
- Inspect the canoe and all safety equipment to meet state, federal, and local requirements for the vessel and activity
- Describe and follow safe boating practices (behavior, substance abuse, on water and land etiquette, leave no trace ethics)
- Review elements of a float plan (Who, What, When, Where, filing practices)
- Review personal equipment needed for the canoe, activity and environment
- Prepare canoe for departure: stowing gear securely, and ensuring canoe is balanced
- How to hold the paddle in correct orientation and grip for effective paddling

##### **Maneuvers: to be performed with appropriate and efficient strokes, while maintaining the trim and balance of the craft**

- Enter and launch canoe from shore in a controlled manner, checking for clear departure
- Propel the canoe forward in a straight line 15-20 boat lengths
- Stop the canoe within two boat lengths
- Move the canoe backwards 3-4 boat lengths



# Level 1: Introduction to Canoeing

## (Sample Skills Course)

- Turn the canoe from a stationary position 180° to the right and left
- Move the canoe sideways 10 feet (3 meters) to each side
- Propel the canoe in a figure of 8 course around markers 3-4 boat lengths apart
- Turn the canoe while maintaining forward motion 90° to the right and left
- Arrive at destination point, checking for clear approach, and exit the canoe in a controlled and safe manner

### Technical Knowledge:

- Review paddling equipment, terminology (canoe and paddle), and care of gear
- Instructor review of additional personal and group gear, including, but not limited to:
  - Environmental supplies (food, water, appropriate clothing, sunscreen, etc.)
  - Navigational and signaling tools (maps, charts, whistle, etc.)
  - Safety and rescue tools
  - Repair kit
  - First aid kit (appropriate to training)
- Review the dangers of paddle sports and how to plan an appropriate course to avoid potential hazardous situations.
- How to avoid/prevent cold water shock, hypothermia and hyperthermia by choosing proper clothing; recognizing and treating early symptoms; 1-10-1 rule.
- Recognize the importance of hydration
- Recognize and appropriately use communication (paddle and whistle) signals
- Review basic navigational rules for inland waterways
- Develop awareness of the group and effective on water management techniques
- Describe best paddling practices: posture, balance, awareness of body-canoe-blade relationship
- Secure the canoe and equipment before leaving unattended, with attention paid to environment and conditions

### Safety and Rescue

- Demonstrate awareness of rescue priorities: people, canoe, paddle, gear
- Use safe progressions T-RETHROG (Talk, Reach, THrow, ROW, Go) - including throwable floating aid or throwbag use
- Describe the responsibilities of: the group, rescuer, swimmers
- Identify and demonstrate the use of appropriate rescue and safety gear for the canoe and planned activity
- Exit the craft after capsize, using proper body position and contact with the craft and paddle.
- Rescue self and the canoe using an effective self rescue technique (e.g., swim self and boat to shore, or deep water reentry).
- Rescue a person in the water and capsized canoe using appropriate techniques and equipment for the craft (bailers, pumps, tow lines, etc.)
- Perform assisted rescues: boat over boat or side by side or others appropriate to conditions
- Perform assisted re-entry: heel hook or rescue slings or others appropriate to conditions
- Techniques for bulldozing or towing a canoe or swimmer to shore



# Level 1: Introduction to Canoeing

(Sample Skills Course)

## **Conclusion and Wrap Up:**

- Group debrief or individual feedback
- Course limitations
- Importance of First Aid and CPR
- Importance of additional instruction, practice, experience
- Importance of appropriate level of safety and rescue training
- Demo advanced maneuver
- Life sport or paddling options
- Local paddling groups or clubs
- Handouts or reference materials
- ACA membership forms
- Course evaluation or participation cards



# Level 1: Introduction to Canoeing

(Sample Skills Course)

## Possible Course Outline II: Duration 4 Hours

### Introduction, Expectations, and Logistics:

- Welcome, introductions, paperwork
- Student and instructor course expectations and limitations
- Course itinerary and site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA

### Preparing to Depart:

- Discuss weather conditions, forecasts, and other environmental hazards (wind, water, weather, waves)
- Make sure the boat is securely fastened to the car or racks, using proper tie downs, straps, or knots.
- Review proper techniques to safely lift and carry the canoe on shore
- Review life jackets appropriate for the operator's size, canoe, and activity, assuring all others in the group are properly wearing their life jacket
- Describe and follow safe boating practices (behavior, substance abuse, on water and land etiquette, leave no trace ethics)
- Review elements of a float plan (Who, What, When, Where, filing practices)
- Review personal equipment needed for the canoe, activity and environment
- Prepare canoe for departure: stowing gear securely, and ensuring it is balanced
- How to hold the paddle in correct orientation and grip for effective paddling

### Maneuvers: to be performed with appropriate and efficient strokes, while maintaining the trim and balance of the craft

- Enter and launch canoe from shore in a controlled manner, checking for clear departure
- Propel the canoe forward in a straight line 15-20 boat lengths
- Stop the canoe within two boat lengths
- Move the canoe backwards 3-4 boat lengths
- Turn the canoe from a stationary position 180° to the right and left
- Move the canoe sideways 10 feet (3 meters) to each side
- Arrive at destination point, checking for clear approach, and exit the canoe in a controlled and safe manner

### Technical Knowledge:

- Review paddling equipment, terminology (canoe and paddle), and care of gear
- How to avoid and prevent cold water shock, hypothermia and hyperthermia by choosing proper clothing; recognizing and treating early symptoms; 1-10-1 rule.
- Recognize the importance of hydration
- Recognize and appropriately use communication (paddle/oar and whistle) signals
- Describe best paddling practices: posture, balance, awareness of body-canoe-blade relationship



# Level 1: Introduction to Canoeing

(Sample Skills Course)

## **Safety and Rescue**

- Demonstrate awareness of rescue priorities: people, canoe, paddle, gear
- Describe the responsibilities of: the group, rescuer, swimmers
- Identify and demonstrate the use of appropriate rescue and safety gear for the craft and planned activity
- Rescue self and the canoe using an effective self rescue technique (e.g., swim self and boat to shore, or deep water reentry).

## **Conclusion and Wrap Up:**

- Group debrief or individual feedback
- Course limitations
- Importance of additional instruction, practice, experience
- Life sport and paddling options
- Local paddling groups and clubs
- Handouts and reference materials
- ACA membership forms



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(Sample Skills Course)

## Possible Course Outline III: Duration 1 Hour

### Introduction, Expectations, and Logistics:

- Welcome, introductions, paperwork
- Student and instructor course expectations and limitations
- Course itinerary and site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA

### Preparing to Depart:

- Review proper techniques to safely lift and carry the craft on shore
- Review life jackets appropriate for the operator's size, craft, and activity, assuring all others in the group are properly wearing their life jacket
- Review personal equipment needed for the craft, activity and environment
- Prepare craft for departure: stowing gear securely, and ensuring craft is balanced
- How to hold the paddle in correct orientation and grip for effective paddling

### Maneuvers:

- Enter and launch canoe from shore in a controlled manner, checking for clear departure
- Propel the canoe forward
- Stop the canoe
- Turn the canoe
- Move the canoe sideways

### Conclusion and Wrap Up:

- Group debrief or individual feedback
- Course limitations
- Importance of additional instruction, practice, experience
- Life sport or paddling options
- Local paddling groups or clubs
- Handouts or reference materials
- ACA membership forms