American Canoe Association
Open Canoe Multi-Level Instructor Certification Workshop

This Instructor Certification Workshop (ICW) will certify qualified candidates as an Introduction to Canoe Instructor, Essentials & River Canoe Instructor, Whitewater Tandem Canoe Instructor and/or Solo Canoe Instructor. ACA Instructors seeking Upgrade or Update must contact the IT.

HERE’S WHAT TO EXPECT:
Two to six days of canoe instructor training and assessment. You will prepare lessons, develop your teaching methods, analyze videotape, refine paddling skills, and meet with the Instructor Trainer (IT-Randy Carlson) and our guest Instructor Trainer Candidates.

WHERE: Meet at the UMD Outpost (See attached map below)

TOPICS:
Please read the attached course outline and visit the ACA website www.americancanoe.org to download the Instructor Criteria for Introduction to Canoe, Essentials of River Canoe, River Canoe and Whitewater Canoe certification levels (L-1 to L-4). These outlines provide more information on the skills that you will develop and be assessed on. Take some time to look over the website and gain a better understanding of the ACA.

WHAT TO BRING:
Instructor candidates should bring a notebook, writing instruments, PFD, wetsuit, paddling jacket, paddle, two filled water bottles, towel, warm clothing, shoes that will get wet, wide-brimmed hat, sunscreen, eye glasses strap, sunglasses, and a lunch. Bring your tandem and/or solo canoe if possible. (see expanded list below)

THE OUTDOOR PROGRAM PROVIDES:
High quality instructor training. Instructional Materials Packet, access to instructional resources, use of a variety of canoes for the workshop.

WHEN & COST – Community Rate & UMD Student Rate
June 22-24, 2016 – 8:30am-9pm
(L-1 Intro to Canoeing & L-2 Essentials of River Canoe - Tandem & Solo) $420 ($377 for UMD students)
June 25 2016 - 9am-9pm
(L-3 River Canoeing) Add $125 ($75 for UMD students)
June 26-27, 2016 - 9am-6pm
(L-4 Tandem and/or Solo Whitewater Canoe) Add $150 ($100 for UMD students)

Before the workshop begins you must be a member of the American Canoe Association. Go to http://aca.site-vm.com/?page=Individual_Benefits and click “Register”. ACA Instructor Candidates should choose one of the various individual or family membership types (except the Introductory membership). Upon successful completion of your Instructor Certification Workshop (ICW), the National Office will then transition your currently selected membership type to the Instructor membership type. Upon becoming certified as an ACA Instructor, there is an additional Safety Education & Instruction Council (SEIC) dues payment of $25.
The Real Classroom is Outside...Get Into It!

Thank you for inquiring about the ACA Open Canoe Multi-Level Instructor Certification Workshops (ICW) in Carlton, MN. We are very proud of this ICW series 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 series of canoe ICW's is designed to provide in-depth teaching experiences on flat and moving water settings using flatwater tripping canoes (tandem and solo). We will also provide in-depth teaching experiences on class II-III whitewater using river tripping and whitewater playboats (tandem and solo). You will be paddling your canoe and several different canoes from our fleet!

Each ICW consists of an Instructor Development Workshop (IDW) component and an Instructor Certification Exam (ICE) component that are scheduled side by side, without the typical three to four week separation. 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. 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.

The **Instructor Development Workshop (IDW)** component helps students become acquainted with the ACA model of effective instruction, paddling and leadership necessary in canoeing. 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 canoeing. 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 to present to the group. In addition, candidates will present a 10-15 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. Throughout the certification process, candidates will be developed and evaluated in the areas below:

* **Technical Knowledge** - General knowledge of canoeing, the ACA, lake and 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.
* **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.
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 (3 to 5 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 team teaching topic (10-15 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 http://www.americancanoe.org/?page=Courses_Canoeing Look over the following course outlines: ACA Quickstart, Flatwater Canoe Safety & Rescue, Introduction to Canoe, Essentials of River Canoe, River Canoe and Whitewater Canoe. 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 Course prior to the Instructor Certification Workshop. If attending an ACA course is not feasible, then Instructor Candidates may wish to review the video Path of the Paddle Quietwater, Solo Playboating, or Drill Time Solo Playboating II to gain insight on the performance of physical skills in ACA workshops.

Resources: The required text book for all Instructor Candidates in this workshop is the new ACA Instruction Manual. The manual is built into the workshop fee and we will provide you with one when you arrive. You should study a variety of books before you arrive and demonstrate familiarity with paddling terminology in order to complete the course successfully.

Canoe Instructor Candidates are encouraged to consider additional resources from www.amazon.com or the ACA Bookstore including: Introduction to Paddling - Canoeing Basics for Lakes and Rivers by the ACA, Canoeing by Laurie Gullion, Paddle Your Own Canoe by Gary & Joanie McGuffin, Thrill Of The Paddle-The Art Of Whitewater Canoeing by Paul Mason and Mark Scruber, The Canoe Handbook by Slim Ray. 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. The Carlton series of workshops offers the following certification levels: L-1 Introduction to Canoe, L-2 Essentials of River Canoe, L-3 River Canoe and L-4 Whitewater Canoe Tandem and/or Solo. To gain insight and develop your skills, an instructor candidate can register to participate in the IDW component of a certification level and 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 at 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 http://www.americancanoe.org/?page=SEIC

Instructor Updates and Upgrades: During the workshop Instructor Candidates will often have an opportunity to meet ACA Certified Canoe Instructors that attend two days of 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. In addition, ACA Canoe
Instructors that are upgrading their certification will arrive for the days that correspond with the level of certification they wish to add.

**ACA Membership:** To participate in the Instructor Certification Workshop or the Instructor Update you must be a current ACA member. Individual annual ACA memberships start at $40. Please call (540) 907-4460 or visit [www.americancanoe.org](http://www.americancanoe.org) to process your membership and receive your ACA number. 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 covered within the workshop.

**Please bring the following equipment items:**

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

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

**Accommodations and Time Management:** Staying in the Carlton Minnesota area is desirable to avoid too much time and energy spent driving. The RSOP summer catalog lists various camping and lodging options on page three and this information can also be found on our website [www.umdrsop.org](http://www.umdrsop.org).

Tent camping is free at the Outpost which serves as the workshop headquarters. The Outpost camping option offers a lawn area for your tent, biffy, changing rooms, classroom, refrigerator, microwave, gas grill, tv/vcr and drinking water jugs. 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, 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 Outpost is located one mile east of Carlton on Highway 210. We are looking forward to seeing you!

Feel free to contact me if you have any questions. To register, call UMD Recreational Sports Outdoor Program at (218) 726-7128.

Sincerely,

Randy Carlson  
ACA L1-L4 Open Canoe ITE  
UMD Recreational Sports Outdoor Program  
Whitewater Kayak, Canoe, Surf, SUP & Snow Kite Program Coordinator  
153 SpHC, 1216 Ordean Court  
Duluth, MN 55812  
(218) 726-6177 w (218) 726-6767 fax

e-mail: rcarlso6@d.umn.edu  
web site: [http://www.umdrsop.org](http://www.umdrsop.org)
University of Minnesota Duluth Recreational Sports Outdoor Program hosted American Canoe Association – Instructor Certification Workshops (ICW’s)

June 22-24, 2016 – 8:30am-9pm (L-1 Intro. to Canoeing & L-2 Essentials of River Canoe)  
June 25, 2016 - 9am-9pm (L-3 River Canoeing)  
June 26-27, 2016 - 9am-6pm (L-4 Tandem and/or Solo Whitewater Canoe)

ACA Instructor Trainer: Randy Carlson with guest Instructor Trainer Candidates

**WORKSHOP SCHEDULE - SESSIONS WILL BEGIN PROMPTLY**

**Wednesday, June 22 (L-1) Introduction to Canoe IDW (at the UMD Outpost)**

8:30 am Greeting time with 9:00 am start time for registration, collection of all forms and fees

- Introductory 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
- Teaching a Skill - learning theory and teaching methods
- Lesson plan - write lesson plan for evening topic
- Feedback Techniques - process and content

11:30 Lunch and equipment distribution

12:30 Instructor Trainer Presentation: Essential concepts of Tandem and Solo Canoeing.  
On water strokes and maneuvering development (learning and review) using the canoe “exam drill”

2:30 Videotaping of Canoe Instructor Candidates doing exam “drill”

4:30 Canoe Rescue Demonstrations, Practice and Skill Evaluation. All candidates must demonstrate all rescue skills. Candidates will take roles of rescuer and victim.

- HELP, Huddle
- Rescue sequence: reach, throw, row, go
- Controlled sink
- Hand paddling swamped canoe
- Swimming to shore
- Emptying a swamped canoe
- Boat over boat T-rescue
- Assisted re-entry

6:00 Dinner break

7:30 Instructor Candidate Presentations: 5-10 minute impromptu topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Options for setting up a shuttle</td>
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<td>Parts of a Canoe</td>
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<td>Parts of a Paddle</td>
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<td>How to measure and hold a canoe paddle</td>
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<td>Tandem canoe carries</td>
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<td>Solo canoe carries</td>
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<td>Stretching for paddling</td>
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<td>Load distribution in a canoe</td>
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<tr>
<td>Stance options sitting and kneeling</td>
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<tr>
<td>Launching and landing a tandem canoe</td>
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</tbody>
</table>
9:00 Video review, assessment and correction of candidates canoe skills

9:30 End of day one

Thursday, June 23 (L-1) Introduction to Canoe IDW/ICE

9:00 am Classroom: Supervised work time to polish lessons and ask questions

9:30 Instructor Candidates Classroom Presentation: 10-15 minute prepared topics
   Paddling clothing and hypothermia
   On water communication and signaling
   Rules of the nautical road for paddling in mixed boat traffic
   Paddler etiquette and environmental ethics
   Overview of kayak design and usage
   Overview of canoe design and usage

12:00 Lunch

1:00 Instructor Candidates teach canoe strokes and maneuvers:
   draw
   pry and pushaway
   cross bow draw
   forward stroke
   pry and pushaway
   stern draw corrections
   sit and switch
   reverse stroke (stopping)
   static bow draw and static cross draw
   slap or sculling low brace (optional)
   slap high brace (optional)

3:00 Video tape exam of tandem and solo canoe “drill”

5:00 Wrap up for Introduction to Canoe 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

6:00 Dinner break

7:00 Work on lesson plans, review resources and visit with peers

9:00 End of day
**Friday June 24**  (L-2) Essentials & River Canoe IDW/ICE day for all candidates seeking Upgrade/Update

9:00 am **Instructor Candidate team-teaching presentations:** On river instruction presentations are 10-15 minutes or less and geared toward beginners

- Pre trip organization
- Put-in orientation & universal signals
- On river organization
- River hazards and current dynamics
- Reading current from the boat and line strategies
- Self rescue and swimming in current

* Brief critique of each presentation

11:00 **Instructor Trainer Presentations and participant practice time for river maneuvers:**
- Ferries, upstream and downstream
- Peel outs
- Eddy turns (C and S turns)

12:00 Lunch on the river

1:00 **Videotape moving water skills in tandem and solo canoes**

**Close L2 content & Open L3**

3:00 **Instructor Trainer Presentation:** On water strokes and maneuvering development (learning and review) of additional maneuvers and stroke options taught at the Whitewater Canoe level of certification. See table below:

<table>
<thead>
<tr>
<th>Additional Maneuvers and Strokes for the Tandem Whitewater Canoe Certification Level:</th>
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<tbody>
<tr>
<td>Forward: (tandem &amp; solo) Forward with J Correction</td>
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<tr>
<td>Reverse: (tandem &amp; solo) Compound Back, Reverse J Correction, Reverse w. Bow Draw</td>
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<tr>
<td>Bracing: (tandem &amp; solo) J-lean, Hip Snap, Sculling Low Brace, Slap Low Brace, Slap High Brace</td>
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</tbody>
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4:00 **Open practice time or wrap up for all Essentials and River 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

6:00 **End of the day. Eat dinner rest up and talk paddling with peers.**
Saturday June 25  (L-3) River Canoe Tandem IDW/ICE day for all candidates seeking Upgrade/Update

9:00 am  Load up and head for the Scanlon put-in

9:30  Instructor Candidate presentations: Assignments will be distributed throughout the following skills, taught on flatwater at the put-in using 12 minutes or less and geared toward beginners, not all of the skills will be presented.

FORWARD STRAIGHT LINE PADDLING:
  Forward w. J Correction

REVERSE:
  Compound Back
  Reverse J Correction
  Reverse w. Bow Draw

BRACING:
  J-Lean & Hip Snap
  Sculling Low Brace
  Slap Low Brace
  Slap High Brace

10:30  Instructor Candidate presentations: On river in Class II whitewater, 12 minute presentations

  Self rescues & swimming
  Boat assists - bumping & linking
    - painter transport
  Maneuvers - Ferries - upstream
    - downstream
    - Peel outs
    - Eddy turns
    - S turns

12:30 pm  Lunch on the river

Close L3 content & Open L4

1:30 pm  Instructor Trainer Presentations During River Run:
  • Surfing - forward on waves and holes
    - sideways in holes
  • Righting Pry
  • River Reading and International Difficulty Scale
  • The Mechanics of River Running with a group
  • Rolling (optional)

5:30 pm  Critique of the day

6:00  End of the day. Eat dinner rest up and talk paddling with peers.

Sunday June 26  (L-4) Whitewater Tandem Canoe IDW/ICE day for all candidates seeking Upgrade/Update

9:00 am  Load up and head for the Scanlon put-in or use slalom site below Thomson Dam

10:00  Class III whitewater evaluations (VIDEOTAPED)
  • Maneuvering in class III drops
  • Surfing on waves and in holes
  • Leadership Scenario (point to point travel or rescues)
1:00 Solo boat open practice time or wrap up for all Whitewater Tandem 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

5:00 pm Planned farewell to all but solo canoeists provided we finish with L-4 tandem

**Monday June 27 (L-4) Whitewater Tandem Wrap Up & Solo Canoe Instructor IDW/ICE day for all candidates seeking Upgrade/Update**

8:30 am **Instructor Trainer presentations of bracing and rolling skills**: classroom and on flatwater
   • Low Braces
   • Cross High Brace
   • Righting pry
   • Teaching the roll
     - Hip snap development, bow rescue
     - Instruction steps, analysis, teaching aids
   • Surfing on waves
   • Surfing in holes

10:30 **Instructor Candidate presentations**: Assignments will be distributed throughout the following strokes, taught on flatwater during our down river run, 12 minutes or less and geared toward beginners, not all of the strokes will be presented (up to two per person).

   Low Braces
   Cross High Brace
   Righting Pry
   Teaching the solo canoe roll
     - Hip snap development
     - Instruction steps, analysis, teaching aids
   Maneuvers
     - Upstream ferry
     - Downstream ferry
     - Peel outs & Eddy turns
     - S turns
     - Surfing on waves
   Surfing in holes

12:00 Lunch

1:00 **Class III whitewater evaluations (VIDEO TAPE)**
   • Maneuvering in class III drops, surfing on waves and in holes
   • Leadership Scenario
     (point to point travel with leader assigned for 5 different sections of the river or rescues)

4:00 Wrap up for all Whitewater Solo Instructor Candidates on:
   Risk Management and Legal Liability review
   Administrative Requirements of ACA workshops and Maintaining Your Certification
   Looking at exam video tape, gather and return gear
   Course Evaluations and Final Individual Conferences

5:30 pm Farewell
This is an example of the L-1 Introduction to Canoe Instructor Level on water “Exam Drill”

A web link with video examples of the routine will be provided to all of the enrolled instructor candidates. To learn more about the General Requirements for all ACA Instructor Certifications please read the SEIC Policy Manual available in a pdf format on line at http://www.americancanoe.org/resource/resmgr/sei-documents/seic_policy_manual_11-1-2011.pdf
This is similar to some of the tools we use to assess your skill as an instructor candidate. Use the checklist to self-test yourself, are you able to model the strokes listed?

### A. TEACHING SKILLS

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<thead>
<tr>
<th></th>
<th>Canoe</th>
<th>Kayak</th>
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<tr>
<td>Organization of Material</td>
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<td>Class Control</td>
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<td>Assessment and Correction of Student Skills</td>
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<td>Logistics</td>
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<td>Leadership Skills</td>
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<td>Variety and Appropriateness of Methods</td>
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<td>Attention to Student needs</td>
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<td>Positive and Supportive Attitude</td>
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<td>Positive Interpersonal Skills</td>
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### B. TECHNICAL KNOWLEDGE

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<thead>
<tr>
<th></th>
<th>Canoe</th>
<th>Kayak</th>
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<tr>
<td>General knowledge of paddlesport</td>
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<tr>
<td>Safety awareness</td>
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<td>Equipment knowledge</td>
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<tr>
<td>Use of proper terminology</td>
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### C. SAFETY SKILLS

- Water confidence and comfort

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<thead>
<tr>
<th></th>
<th>Canoe</th>
<th>Kayak</th>
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<tbody>
<tr>
<td>Self-rescue near shore</td>
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<tr>
<td>Deep water self-rescue</td>
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<tr>
<td>Swimmer rescue</td>
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<tr>
<td>Boat rescue</td>
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### D. MODELING SKILLS: STROKES

*(must be instructor-quality)*

**Introduction to Canoeing**
- Sweep
- Reverse sweep
- Draw
- Pushaway
- Pry
- Forward
- Back
- Stern draw
- Stern pry
- Stern pushaway
- Cross draw (bow only)

**Introduction to Kayaking**
- Forward touring
- Forward power
- Sweep
- Reverse sweep
- Draw
- Stern Rudder
- Back

### E. MODELING SKILLS: MANEUVERS

*(must be instructor-quality)*

**Introduction to Canoeing**
- Pivots, onside and offside
- Abeam movement, onside and offside
- Turns underway, on and offside
- Forward travel, reasonably straight
- Stopping in a reasonable distance

**Introduction to Kayaking**
- Pivots, using sweep combinations
- Abeam movement
- Turns underway, on and offside
- Forward travel, reasonably straight
- Stopping in a reasonable distance