In summary throughout the certification process, candidates will be developed and evaluated in the areas below:

http://www.americancanoe.org/default.asp?page=Courses_Kayaking

Candidates should arrive proficient in all of the skills listed on the course outline that corresponds with the desired level of certification. Also review the River Kayaking Skills Assessment Documents on the ACA Website for more information.

Each of the ICW levels consists of an Instructor Development Workshop (IDW) component and an Instructor Certification Exam (ICE) component that are scheduled side by side. 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. The Intro to Kayak Level will be accelerated based on our general expectation that all Instructor Candidates who attend this ICW will begin refining their paddling and teaching skills during winter pool sessions and local paddling outings. Please check with us to discuss your preparation if you have not started working on your Intro to Kayak Level teaching skills. 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 kayaking. 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 kayaking. 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 topic to present to the group. In addition, candidates will present a 5 to 12-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. Also review the River Kayaking Skills Assessment Documents on the ACA Website for more details.

http://www.americancanoe.org/default.asp?page=Courses_Kayaking

In summary throughout the certification process, candidates will be developed and evaluated in the areas below:
• **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.

• **Technical Knowledge** - General knowledge of kayaking, the ACA, and the 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.

**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 (2-3 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 presentation (5-12 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 the web site. Look over the following course outlines: ACA Quickstart, Introduction to Kayaking Essentials of River Kayaking and Essentials of Kayak Touring. As mentioned above in the ICE overview you should also review the river kayak and coastal kayak skill level assessments at Level-2 and Level-3 for reference purposes. If you have trouble accessing the ACA web site please contact the host Instructor Trainer Randy Carlson at (218) 726-6177 or Pat Kohlin at (218) 726-8801. After reviewing the curriculum and the contents of this letter you will be ready to visit with us and make a decision about which certification path is right for you.

The Instructor Trainers recommend that all Instructor Candidates attend an ACA Kayak Course and do enough paddling to feel tuned up on the river or open water exposed to wind and waves prior to the Instructor Certification Workshop. In addition Instructor Candidates may wish to review a variety of paddling instruction videos both old and new to gain more insight on the performance of physical skills in ACA workshops. During the Level-1 portion of the workshop we will paddle in at least two types of kayaks one being a river running kayak and the other being a coastal kayak.

**Resources:** All instructor candidates in this workshop will receive a CD version of the latest ACA Instructors Manual and Student Packet with useful handouts and posters upon arrival at this workshop. It’s helpful if you obtain your own copy of resources like the ACA Essentials of River Kayaking book or Essentials of Kayak Touring book which can be done by placing an order at the ACA Store on the ACA website [https://aca-site-ym.com/store/default.asp](https://aca-site-ym.com/store/default.asp)

You will be expected to review the text books that are provided at the workshop and demonstrate familiarity with paddling and teaching terminology in order to complete the course successfully. It’s a smart for instructors to start their own book and DVD library so start snooping around. Additional resources from the ACA Bookstore that will apply include: Kayaking by Pam Dillon & Jeremy Oyen, Catch Every Eddy Surf Every Wave by Tom Foster & Kel Kelly. Also consider The Kayakers Playbook by Kent Ford with Phil & Mary Deriemer, The Essential Whitewater Kayaker by Jeff Bennett, Whitewater and Sea Kayaking by Kent Ford, The Playboaters Handbook by Ken Whiting, Playboating Moves and Training by Eric Jackson and ACA Kayak and Canoe Games by Laurie Gullion. 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. This workshop offers the Basic River Kayak and Whitewater Kayak Certification Levels. To gain insight and develop your skills, an instructor candidate can register to participate in the IDW component of a certification level and then 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 through direct access to 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 ACA Instructor Criteria link [http://www.americancanoe.org/?page=Instructor_Criteria](http://www.americancanoe.org/?page=Instructor_Criteria) and the SEIC Policy Manual link [http://www.americancanoe.org/?page=SEIC](http://www.americancanoe.org/?page=SEIC)

**Instructor Updates:** During the workshop Instructor Candidates will often have an opportunity to meet ACA Certified Kayak Instructors that attend 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 necessary once every four years to maintain certification.
needed. An Instructor Upgrading their certification to a higher level receives credit for the Instructor Update and the Upgrade.

ACA Membership: Before the workshop begins you must be a member of the American Canoe Association. Go to http://aca.site-ym.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. Detailed information on how the ACA works, hierarchies, requirements to maintain certification etc. will be reviewed within this workshop.

Please bring the following equipment items:

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

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

Accommodations and Time Management: The UMD RSOP Summer Catalog and our website http://www.umdrsop.org lists various camping and lodging options. Camping on the lawn next to the UMD Outpost is the most desirable option. Your will have access to the Outpost biffies, changing room, classroom, refrigerator, microwave, gas grill, water jugs and tv/vcr during the workshop. Often Instructor Candidates will try to save some money by sharing a room or campsite, which should be arranged on the first day of the workshop. Eating breakfast and lunch out of a cooler at the Outpost 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 our location for the last two days workshop will remain flexible and your evenings will be spent working on lesson plans, studying video, possibly camping 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. Our mailing address is 1216 Ordean Court, 153F SpHC Duluth, MN 55812 and website: http://www.umdrsop.org

Please review the enclosed workshop schedule. Some of the topics that are listed will be assigned to Instructor Candidates prior to the workshop. The Outpost, one mile east of Carlton on Highway 210 is our designated meeting location to begin the workshop. We are looking forward to seeing you!

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

Sincerely,

Randy Carlson
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UMD Recreational Sports Outdoor Program,
Whitewater Kayak & Canoe, Surfing/SUP & Snow Kite Coordinator
(218) 726-6177 w
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**June 1-3, 2016 - ACA Level 1 to Level 2 River Kayak or Coastal Kayak ICW, Update & Upgrade**

**WORKSHOP SCHEDULE**

NOTE: Schedule adjustments are made by the Instructor Trainers to meet individual and group needs.

**Wednesday, June 1, 2016 - Introduction to Kayak ICW day one**
(Meet at the Outpost on the St. Louis River one mile east of Carlton, MN on HWY 210)

8:30 am Registration: Collection of all forms and fees
- Introductions 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 and Control
- Teaching a Skill - learning theory and teaching methods
- Lesson plan - write lesson plan for evening topic
- Feedback Techniques - process and content

12:30 Lunch and equipment distribution

1:30 Instructor Trainer Presentation: Essential concepts of kayaking, on water Kayak strokes and maneuvers (learning and review)

2:30 Videotaping of Kayak Instructor Candidates doing the “exam drill” on flat water

4:00 Kayak Rescue Demonstrations, Practice and Skill Evaluation. All candidates must demonstrate all rescue skills in a cockpitted kayak. Candidates will take roles of rescuer and victim or student and instructor.

Kayak Safety and Rescue Skills Development and Evaluation:
- Controlled sink using j-lean, hands paddling
- Wet exit, swimming with and emptying a swamped kayak
- Linked and stern deck transport to shore
- Hip snap development to Bow Rescue
- HOG Rescue
- Low and high bracing to avoid capsize
- Paddle float self-rescue
- Re-enter and pump
- T rescue without and with rescue sling (stirrup)

6:00 Dinner Break

7:30 Kayak Candidate 5-10 minute Impromptu Topics:
- Parts of a kayak
- Boat fit and adjustment
- Parts of the paddle and how to use it
- PFD selection and proper fit
- Kayak safety accessories (other than paddle & PFD's)
- Spray skirts and dry land wet exit
- Kayak carrying
- Kayak loading and tie down
- Spray skirt use and dry land wet exit
- Pre-launch safety and paddle signals
- Getting in and out from shore

9:00 Distribute presentation topics for River Kayak and Coastal Kayak ICW Candidates
Thursday, June 2, 2016 - Introduction to Kayak & Essentials of River or Coastal Kayak ICW day two.
(Meet at the Outpost on the St. Louis River one mile east of Carlton, MN on HWY 210)

8:30am  Work time for presentation topics and distribute presentation topics for newly arriving River Kayak and Coastal Instructor Updaters

9:30am  Video review, assessment and correction of candidate kayaking skills

10:00am  Candidates teach kayak strokes and maneuvers on flat and/or moving water.

Note: Download the current ACA Intro to Kayak, Essentials of River Kayak and Essentials of Kayak Touring Course Outlines for details

- forward sweep & stern draw
- reverse sweep
- forward stroke
- reverse stroke (stopping)
- slap low brace
- slap high brace (optional)
- sculling high brace
- sculling draw
- draw (w. in water recovery)
- bow draw
- moving water - carving wide arcs
- moving water - U-turns on eddy lines w. gliding high brace
- moving water - S-turn combinations
- moving water - upstream ferries
- moving water - downstream ferries

10:30  Video tape exam of kayak strokes and maneuvering drill on flat and/or moving water

12:00  Lunch with viewing of kayak exam video tape.

1:00  Classroom/Dryland presentations of 10-15 minute topics by instructor candidates:

- Paddling clothing and hypothermia
- On water communication and signaling
- Paddler etiquette and environmental ethics
- Overview of kayak design and usage
- 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
- How fog and rain impacts kayakers
- Wind and its effects kayakers
- Loading and trimming of kayaks

4:30  Full group wrap up for Level-1 Intro to Kayak ICE and Level-2 IDW content:
- Risk Management and Legal Liability
- Looking at exam video tape
- Clean and load gear for the day three shift in paddling locations

5:30  Dinner Break

Friday, June 3, 2016 Level-2 Split Day - River Kayak ICE meets at the Outpost and Coastal Kayak ICE meets at the UMD Boatshed (Park Point in Duluth turn right on 15th Street)

River Kayak Day-3 Plan:

8:30am  Work time for presentation topics

10:00am  Depart for the put in on a class II-III section of river, practice modeling skills and address questions.

  Instructor Candidates will be in the lead, middle and sweep positions during the river run.
10:30am Instructor Candidate Presentations Topic II: On class II river teaching, 5-12 minute presentations

Hydrology of class II-III river features
Boat and land based scouting
Self rescues & swimming
Boat assists - Bumping & linking
- Stern deck transport
Maneuvers - Ferries
  - Peel outs
  - Eddy turns
  - S turns

12:30pm Lunch on the river

1:30pm Staff Presentation:
Surfing - forward on waves and holes, and sideways in holes

2:30pm Staff Presentation: River rescues
Swimming exercises
Throw bag use
Tag lines (optional)
Pinned craft (optional)

4:00pm Whitewater exam maneuvering sequence demonstration, open practice in whitewater

5:00pm River Kayak Candidate Course Evaluations and Final Individual Conferences:
Administrative Requirements of ACA workshops
Maintaining Your Certification
Looking at exam video tape
Clean and load all gear

6:00pm Farewell

Coastal Kayak Day-3 Plan:

8:30am Work time for presentation topics

9:30am Staff Presentation: Navigation- what to teach beginners and in-depth information for instructors to consider

10:30am Duluth Waterfront Tour - Touring with instruction and leadership scenarios paying close attention to kayak safety awareness, leadership and technical knowledge. Candidate Topic II’s will be presented along the way. Staff will present on towing and various topics.

Instructor Candidate Presentations Topic II: On Lake Superior teaching, 5-12 minute presentations

On water hazards & risk management strategies
Wind and its effect on kayakers
Loading and trimming of sea kayaks
Group paddling and communication
Group launching and landing from beaches and rocky shores
Paddling in waves and introductory surfing techniques
How fog and rain affect sea kayakers

5:00pm River Kayak Candidate Course Evaluations and Final Individual Conferences:
Administrative Requirements of ACA workshops
Maintaining Your Certification
Looking at exam video tape
Clean and load all gear

6:00pm Farewell