



## Program Information Package

# Paddle Canada Level 1 Instructor Training

## Program Description

This course is designed for individuals wanting to become professional sea kayak instructors and join a national standard of instructors across Canada. This 5-day, sea kayak Level 1 Instructor program provides an opportunity to test the knowledge and skills necessary to becoming a Level 1 Instructor for Paddle Canada.



The course demands your full attention and commitment. You will review your boat handling skills and knowledge about weather, tides, currents, and navigation. The course is an ongoing assessment with a focus on the art of teaching on land and on the water.

## Paperwork Checklist

Please use the following checklist to ensure you have received and reviewed all the required documentation prior to the program start date:

- ✓ Level 1 Instructor Course Information Package – please review
- ❑ SKILS Online Classroom – please review
- ❑ Paddle Canada Waiver – please sign with your instructor at the beginning of the program
- ❑ SKILS Waiver – please sign with your instructor at the beginning of the program
- ❑ SKILS Medical Form – please bring a completed copy to your program

# Program Logistics

## Program Prerequisites

- 18 years of age
- Basic First Aid and CPR Level C
- Paddle Canada Level 2 Skills Award
  - Candidates must have Paddle Canada Level 2 Skills certification prior to take the program. If you do not have your level 2 Paddle Canada skills award, you will need to take one of the following, prior to your Level 1 Instructor course:
    - 4-day Level 2 Skills course
    - 2-day assessment



## Class Size

A minimum of 3 candidates is required to run this program. The final decision to run a course will be made 30 days in advance. The class ratio is one instructor for 6 participants.

## Registration

To register for this program please contact the SKILS office at [info@skils.ca](mailto:info@skils.ca). A \$300 deposit is required to secure your spot with the balance of the program cost due 30 days before the start of the program. Payment can be made by interact, cheque, money order, or cash. No refunds will be issued within 30 days of the course starts. Please review the SKILS Policy and Procedures document for more information.

## Meals and Accommodation

You are responsible for all meals and accommodation during the program. Participants are encouraged to bring extra snacks to fill in the holes and satisfy personal tastes.

## What to Bring

Please bring the following (of good quality, in good repair, meeting Transport Canada regulations)

- Touring kayak
- PFD
- Paddle
- Pump
- 15 meter buoyant heaving line
- Tow line
- Spray skirt
- Whistle
- Immersion clothing (please be prepared for extended periods of time in the water)
- Gear and equipment necessary for a day trip
- Change of clothing, in waterproof container
- First Aid Kit / Repair kit / Emergency kit (something that you would bring with you or keep on shore if you are not leaving the area when teaching)
- Sunglasses and hat
- Paper & writing instrument

# Course Content and Assessment

## Program Objectives

- Develop the skills necessary to organize and teach a 1-2 day sea kayak beginner and intermediate sea kayak course.
- Develop and practice your own skills set.
- Become familiar with Paddle Canada's administrative procedures and protocols.
- Develop and practice leadership skills, risk assessment and safety management, decision making, applying judgment, group management and general seamanship.
- Plan a day trip.

## Outline for Success

Successful candidates for this award will be able to:

- Consistently self-rescue with confidence
- Paddle in moderate sea conditions
- Plan and execute a day tour
- Demonstrate good judgment and seamanship when dealing with navigation and weather
- Clearly and confidently communicate with groups of participants in a teaching environment
- Prepare and organize on land and on water kayak related classes
- Create lesson plans, with objectives and learning outcomes
- Demonstrate paddling skills as required of a level 1 instructor

## Evaluation

Evaluation will comprise of continual ongoing assessment throughout the class and a final written and practical assessment. The final practical assessment will consist of four parts, each of which must be completed to a high level of competence. In addition to paddling skills and teaching ability, candidates will be assessed for leadership and professionalism consistent with a good sea kayak instructor. These qualities include punctuality, good communication skills, and overall preparedness.

### Part 1. Knowledge

- a) **Complete a test** of approximately 75 multiple choice questions. The test covers all aspects of the instructional level-1 and the skills program level-2 including navigation questions. The test will cover the mandate and the administration of the PADDLE CANADA sea kayaking program in general and specifics of the administration and delivery of paddling courses. ( 80% score is required to pass)

b) **Submit the following prepared materials**

- i. An **"Information for paddlers"** handout that includes an hourly itinerary and all necessary additional information for paddlers, such as but not limited to: tuition, safety information, fees, necessary kayaks, necessary gear, meals, washroom access and communication facilities. *(one page two sides)*
- ii. A **"Course Outline"** for use by the instructor that includes the sequence, nature and extent of topics and strokes. Also include practice activities, contingency plans, and an assessment outline. *(one page two sides)*

## Part 2. Instructing in the classroom - requires two lesson presentations

- a) A 15-20 minute lesson; the candidate will receive sufficient notice to prepare fully for this lesson. Submit a prepared lesson handout for paddlers.
- b) A 5-10 minute lesson; the topic will be assigned and the candidate will conduct the lesson almost immediately.

## Part 3. Instructing on the water - requires three presentations, and an inspection of your kayak and equipment

- a) A 15-20 minute lesson of a paddling stroke; the candidate will receive sufficient notice to prepare fully for this lesson. Submit a prepared review handout for paddlers during the classroom session.
- b) A 15-20 minute lesson of a rescue skill involving immersion; the candidate will be assigned a skill early in the day for presentation later.
- c) A 5-10 minute lesson; The topic will be assigned and the candidate will conduct the lesson almost immediately.
- d) All candidates will have their kayaks and equipment inspected for the following items in good working order.
  - Extra clothing
  - Extra food and drink
  - Tow-line(s)
  - Communications
  - Deck lines
  - Means to warm a mildly hypothermic victim
  - Spare paddle
  - The means to effect the rescue of a swimmer 50 meters to shore
  - First aid kit
  - Any other equipment and fittings necessary for the safe and effective completion of the course

## Part 4. Technical paddling skills

Technical level-2 paddling skills will be assessed through on-water demonstrations and may include all aspects of the level-2 program. Attention will be paid to skills of particular importance to safety and rescues typical of the instructional environment, such as but not limited to:

- a) Swim out and reenter a swamped kayak, pump dry and return to shore

- b) Quick and effective towing skills
- c) Assist an injured paddler back into their kayak
- d) Effective sweep and brace turns
- e) Effective draw strokes.
- f) Simulate rescue and communication procedures.
- g) Effective blending of paddle strokes; as demonstrated by paddling through an obstacle course.



At various times throughout the skills assessment participants will be engaged in leadership roles that include responding to simulated rescue and distress scenarios. Scenarios will focus on the type of incidents that occur occasionally in a normal instructional setting.

## Typical Daily Itinerary

	<b>Day 1</b>
<b>9:00</b>	Orientation
<b>9:30</b>	Classroom lectures and participant lessons
<b>12:00</b>	Lunch
<b>13:00</b>	Transition to beach
<b>13:30</b>	Beach activities
<b>14:30</b>	Strokes activities
<b>16:00</b>	Immersion activities
<b>17:30</b>	End on the beach/dismissal at the beach

\* The last day may not include on-water activities.

## Program Preparation

### Typical Assignments

	<b>Classroom – 20 min</b>	<b>Lesson 5 – 10 min</b>
<b>Candidate #1</b>	Preparing for a day-long trip in October .	The PC sea kayaking program
<b>Candidate #2</b>	Choosing safe places to paddle; includes use of tide & current tables.	Effects/symptoms of hypothermia
<b>Candidate #3</b>	Charts, maps & aids to	Paddle styles/length/feather



	navigation (buoys & markers...)	
<b>Candidate #4</b>	Ecological effects of coastal kayaking.	PFD selection
<b>Candidate #5</b>	Food & water - and its relationship to sea kayak touring -- level-1.	Waivers, general safety and emergency procedures.

	<b>On Water - 20 min</b>	<b>In Water - 20 min</b>	<b>Beach 5 - 10 min</b>
<b>Candidate #1</b>	sweep stroke review plus edge	Wet exit	Kayak fit
<b>Candidate #2</b>	draw stroke	Unassisted re-entry	Boat styles
<b>Candidate #3</b>	low brace turn	Assisted re-entry	Deck layout
<b>Candidate #4</b>	forward stroke	Bow rescue	Warm up
<b>Candidate #5</b>	stern rudder	High brace	Carry & lift

Thirty (30) days prior to the course, we will give you access to our online classroom. You are required to do the reading in the online classroom prior to the start of the course. This will help you to learn faster, reduce your stress, and get the best out of the in person section of the course. The "Above and Beyond" sections of the online classroom are not mandatory but if you are super keen, curious, or have time, you can learn much more in these sections. The online classroom is based on content from our books and training manuals. Let us know by emailing us at [info@skils.ca](mailto:info@skils.ca) if you want to start to work in the online classroom more than 30 days prior to your course so you can learn at your own pace without a time constraint. Plan to spend 10 hours of learning in the online classroom.



Thank you for enrolling in our Instructor Training program. If you have additional questions or concerns, please contact us at [info@skils.ca](mailto:info@skils.ca). We look forward to playing on the water with you!