

# Australian Canoeing Award Scheme 2014

## Evidence Guideline

### Flatwater Instructor



This information is to be used in combination with the Assessment Record, Safety Guidelines and Award Scheme Handbook.

Skill Component	
Prepare appropriate craft and equipment with consideration for safety, sun sense and hypothermia.	Throughout assessment participants use appropriate equipment for the environment.  This equipment promotes personal safety and is prepared in a way to not impede on safety.
Launch and land efficiently.	Participant launches and lands in a safe repeatable manner.
Paddle the craft efficiently in moderate winds: – forwards, backwards, sideways and turning; – using correct forward, reverse, draw and sweep strokes. Show efficient use of low supports.	Strokes: - Forward and reverse paddle; - Forward and reverse sweeps; - Draw strokes (feathered and sculling); - Stern Rudder; - Stopping; - Support using back of blade.  For each stroke the minimum performance requirements are: • correct hand placement on paddle; • sufficient wrist movement to enable correct blade placement; • adequate paddle depth in water to achieve effective stroke; • correct paddle blade angle throughout stroke; • correct paddle entry and exit points with respect to craft and body position.
Competently participate in self and buddy rescues as rescuee and rescuer: Buddy rescue: - Wedge rescue/T rescue Self rescue: - Swim to shore with craft and gear	Rescues are performed as rescue and rescuer were applicable. Rescue technique must be deemed to work in all conditions. Rescue is performed in a timely manner (no time wasted) and promotes safety to all involved.
Competently perform a tow: - Single tow; - In line tow.	Calm is maintained. Craft kept in a straight line while towed. Craft kept stable and balanced.

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Secure craft for transport, secure equipment to craft.	Participants transport craft to and from venue and the method is safe for craft and participant (or able to demonstrate method they would use). Equipment placed on craft is secured in a manner that does not impede safety.
Plan and conduct a flatwater course: <ul style="list-style-type: none"><li>– arrange venues;</li><li>– arrange equipment;</li><li>– arrange staff or assistants;</li><li>– coordinate timetables;</li><li>– coordinate logistics.</li></ul>	Program is delivered to a group to promote a smooth, productive, effective, safe program for all participants.
Instruct: <ul style="list-style-type: none"><li>- strokes;</li><li>- launch and land;</li><li>- appropriate rescues;</li><li>- navigation;</li><li>- preparing for an expedition;</li><li>- deliver a theory training session;</li><li>- deliver a practical training session.</li></ul>	<p>Padding skills to include:</p> <ul style="list-style-type: none"><li>- Forward and reverse paddle;</li><li>- Forward and reverse sweeps;</li><li>- Draw strokes (feathered and sculling);</li><li>- Stern Rudder;</li><li>- Stopping;</li><li>- Support using back of blade.</li></ul> <p>The above skills are taught in a manner to reduce injury and increase efficiency. Participant also demonstrates the ability to correct techniques to prevent injury long and short term.</p> <p>All skills and knowledge delivered is done so at a level and in a style that is appropriate for the group consistently demonstrate skills in a manner that is consistent with what you are asking of your learners and to be able to break down the physical movements either in the boat or on the shore.</p>
<b>Knowledge Component</b>	
Select appropriate equipment and clothing with consideration of sun sense and hypothermia.	Throughout assessment participants use appropriate equipment for the environment. This equipment is prepared in a way to not impede on safety.
Plan and navigate a 3 hour flatwater paddle.	Knowledge of but not limited to: <ul style="list-style-type: none"><li>- Latitude and Longitude/ Grid reference;</li></ul>

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	<ul style="list-style-type: none"><li>- Measuring distance;</li><li>- Paddling speed;</li><li>- Contour lines;</li><li>- Aiming off;</li><li>- Scale;</li><li>- Contour lines</li></ul> Tides. <ul style="list-style-type: none"><li>- High and Low;</li><li>- Tide range;</li><li>- Spring and neap;</li><li>- Rule of twelves;</li><li>- Secondary ports</li></ul> Able to complete a Navigation sheet.
Store, operate and maintain appropriate safety and communication equipment.	Equipment to include but not limited to: <ul style="list-style-type: none"><li>- Lifejacket;</li><li>- Spare paddle;</li><li>- Mobile phone;</li><li>- Hand pump;</li><li>- VHF radio;</li><li>- Tow line;</li><li>- Sling/rescue ladder.</li></ul>
Interpret weather for a flatwater environment.	Able to identify good source of forecasts. Knowledge of but not limited to: <ul style="list-style-type: none"><li>- Highs;</li><li>- Lows;</li><li>- Fronts;</li><li>- Beaufort scale;</li><li>- Funneling;</li><li>- Fetch.</li><li>- Isobars</li></ul>
Minimal environmental impact.	Follows AC environmental code.
Knowledge and maintenance of craft.	General knowledge of what makes a craft suitable for flatwater. Must include but not limited to: <ul style="list-style-type: none"><li>- Sound construction;</li><li>- Flotation;</li><li>- Grab handles.</li></ul>
AC's role, membership structure, your rights and responsibilities.	Has an understanding of AC membership structure and rights and responsibilities as a registered AC leader.

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Safety Guidelines, Minimal Impact Guidelines, Risk Management Policy, Incident Reporting requirements.	Has knowledge of these documents.
Hazard identification and risk management program for a sea trip (including expeditions).	Able to identify Risks and casual factors for a Sea trip and also able to identify management strategies to reduce any risks. May include: <ul style="list-style-type: none"><li>- Separation;</li><li>- Drowning;</li><li>- Sunburn;</li><li>- Hypothermia;</li><li>- Hyperthermia.</li></ul>
Licensing, permits and other legal and behavioural laws and requirements.	Able to give examples of any licensing, permits and other legal and behavioral laws and requirements that may be required for a trip.
Understanding of selection of launching and landing sites.	Sites must be appropriate and promote safety to group.
Maintaining log books.	Understands the purpose and contents of a logbook.
Instruction: <ul style="list-style-type: none"><li>– correcting and training skills;</li><li>– training and correctional models;</li><li>– training trainers.</li></ul>	Skills are taught in a method that suits participants learning, technique is adjusted if required.
<b>Experience component</b>	
Six trips of a minimum of three hours duration. Three guided flatwater activities of at least three hours duration as an observer under training or as an assistant Guide. As an observer under training or as an assistant Instructor: <ul style="list-style-type: none"><li>– three paddling instructional activities of at least three hours duration;</li><li>– two off-water sessions.</li></ul>	Produce a logbook to Australian Canoeing that shows a minimum standard of:  Six trips of a minimum of three hours duration. Three guided flatwater activities of at least three hours duration as an observer under training or as an assistant Guide. As an observer under training or as an assistant Instructor: <ul style="list-style-type: none"><li>– three paddling instructional activities of at least three hours duration;</li><li>– two off-water sessions.</li></ul>

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<b>Communication component</b>	
Establish and maintain an effective communication system within a group of novices.	Participant establishes a safe working system group stays within communication distance. Communication is limited to: - Verbal: - Whistle: - Visual.
Brief a group of novices on: – purpose and duration of trip; – expected conditions; – correct posture; – setting up the craft; – strokes as required; – group movement requirements; – launching and landing; – actions in the event of an emergency.	Brief is clear and concise, attention of the group is gained. Recollection could be tested.
Deliver directions in a clear and concise manner.	Deliver directions in a clear and concise manner.
Debrief.	A debrief is conducted to suit the trip and group.
Instruction: – introduce a program including expectations, aims and outcomes, timing and movements; – demonstrate an understanding of recent developments in equipment and technique.	Show clear and concise communication when delivering a program. This communication is not limited to verbal communication, but is appropriate for the participants.
<b>Leadership component</b>	
Manage launch and landing of a group of novices.	Launch and landing promotes safety to all involved.

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Manage a group of novice paddlers on a trip, movement is based on prevailing conditions.	Group is managed in a safe manner to reach goal, assistance and direction given if and when needed. Route is managed to promote safety to group.
Manage multiple capsizes and emergencies of novice paddlers.	Rescues are managed to promote safety to all in group.
Manage group packing.	Packing is managed to promote efficiency and safety.
Manage tows in moderate conditions.	Tows are managed to promote safety to all.
Lead a course: <ul style="list-style-type: none"><li>– lead participants in a training course;</li><li>– direct staff and assistants in training courses;</li><li>– demonstrate on water leadership in training courses.</li></ul>	Leadership shown is appropriate for group. Promotes safety and a good learning environment.