



BASIC CANOEING



ORCKA CANOEING PROGRAM

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Ontario Recreational Canoeing and Kayaking Association

3 Concorde Gate Suite 209
Toronto ON M3C 3N7

phone: 416-426-7016 fax: 416-426-7363
e-mail: info@orcka.ca web site: www.orcka.ca

Basic Canoeing Course Presentations

Basic Canoeing Level 1 – Introduction to Tandem Canoeing

Basic Canoeing Level 1 (Tandem) (BC 1 Tandem) may be completed as one course with one card and badge awarded to successful candidates upon completion. The recommended minimum instruction and practice time required for this course is five hours. The object of this course is to have participants paddling comfortably and safely in both the bow and stern positions acquiring the necessary safety, skills and theory described in the course outline. The materials to be included in Basic Canoeing Level 1 are described on page BC7 (overview) and on pages BC7 to BC9 (detailed criteria).

Basic Canoeing Level 2 – Basic Tandem Skill Development

Basic Canoeing Level 2 (Tandem) (BC 2 Tandem) may be completed as one course with one card and badge awarded to successful candidates upon completion. The recommended minimum instruction and practice time required for this course is four hours. The object of this course is to refine the skills and techniques acquired in BC 1 Tandem and through applying new techniques and skills gain greater control paddling a tandem canoe. Successful BC 2 Tandem course participants will be able to consistently apply the necessary safety, skills and theory described in the course outline. Extending beyond the minimum number of hours may be necessary to accomplish this end. The materials to be included in Basic Canoeing Level 2 are described on page BC11 (overview) and on pages BC11 to BC13 (detailed criteria).

Alternatively, the Basic Canoeing Level 1 and Level 2 Tandem programs can be presented as one course with one card and badge (BC 2 Tandem) awarded to successful candidates upon completion. The recommended minimum instruction and practice time is eight hours (1 days). Presenting BC 1 and BC 2 as one course may be beneficial to some groups. Time can be saved in presenting the two courses in one concentrated package as candidates are under constant supervision with good technique being reinforced throughout. The materials to be included remain as per those given for BC 1 and BC 2.

Basic Canoeing Level 3 – Advanced Tandem Skill Development.

Basic Canoeing Level 3 (Tandem) (BC 3 Tandem) may be completed as one course with one card and badge awarded to successful candidates upon completion. The recommended minimum instruction and practice time required for this course is four hours. The object of this course is to refine the skills and techniques acquired in BC 1 and BC 2 Tandem and through applying new techniques and skills gain greater control paddling a tandem canoe. Successful BC 3 Tandem course participants will be able to consistently apply the necessary safety, skills and theory described in the course outline. Extending beyond the minimum number of hours may be necessary to accomplish this end. The materials to be included in Basic Canoeing Level 3 are described on page BC15 (overview) and on pages BC15 to BC17 (detailed criteria).

Basic Canoeing – Tandem (Level 1, 2 and 3)

Alternatively, the Basic Canoeing Level 1, Level 2 and Level 3 Tandem programs can be presented as one course with one card and badge (BC 3 Tandem) awarded to successful candidates upon completion. The recommended minimum instruction and practice time is 12 hours (2 days). Presenting BC 1 BC 2 and BC 3 as one course may be beneficial to some groups. Time can be saved in presenting the three courses in one concentrated package as candidates are under constant supervision with good technique being reinforced throughout. The materials to be included remain as per those given for BC 1 BC 2 and BC 3. The materials to be included in Basic canoeing Tandem are described on page BC19 (overview) and on Pages BC19 to BC24 (detailed criteria).

Basic Canoeing Level 4 – Introduction to Solo Canoeing

Basic Canoeing Level 4 (Solo) (BC 4 Solo) may be completed as one course with one card and badge awarded to successful candidates upon completion. The recommended minimum instruction and practice time required for this course is 12 hours (2 days). The object of this course is to refine the skills and techniques acquired in BC 1, 2 and 3 Tandem and through applying these attain confidence and control paddling a solo canoe. Successful BC 4 Solo course participants will be able to consistently apply the necessary safety, skills and theory described in the course outline. Extending beyond the minimum number of hours may be necessary to accomplish this end. The materials to be included in Basic Canoeing Level 4 (solo) are described on page BC25 (overview) and on pages BC25 to BC27 (detailed criteria).

Alternatively, the Basic Canoeing Level 1, 2 and 3 Tandem and Basic Canoeing Level 4 Solo programs can be presented as one course with one card and badge Basic Canoeing (BC) awarded to successful candidates upon completion. The recommended minimum instruction and practice time is 24 hours (3 days). Presenting Basic Canoeing as one course may be beneficial to some groups. The materials to be included remain as per those given for the BC 1, BC 2, BC 3 and BC 4 programs.

Basic Canoeing Levels 1, 2, 3 and 4 are the foundation of the ORCKA Canoeing Program. In all of the above presentations, the end result is the introduction of canoeing fundamentals to course participants. An Instructor or Organisation is free to choose the presentation method which best suits the candidates and facility schedule.

Basic Canoeing Instructor

The Basic Canoeing Instructor (BCI) Course is presented by the Ontario Recreational Canoeing and Kayaking Association (ORCKA) and/or Organisational Members. Organisational Members wishing to do this should contact the ORCKA office for the necessary paper work.

The BCI course requires a minimum of 48 hours (5 days) of instruction and practice time. The object of this course is to certify good paddlers to be instructors and that may require more than the stated minimum required hours. BCI certification is the foundations for all other ORCKA instructor certification courses except the Camp Canoeing Instructor Course.

The Basic Canoeing Instructor Course may be directed by any current ORCKA Instructor 2 in accordance with ORCKA policies and standards. There must be a minimum of two instructors of which the Course Director may be one. As there is a substantial Canadian Style Paddling skills component to the BCI course, a Canadian Style Paddling Instructor 2 is required to test this part of the course. The Basic Canoeing Instructor Course materials are described on pages BC29 to BC37.

Basic Canoeing Instructors will be able to instruct and certify candidates at the 4 levels of the ORCKA Basic Canoeing Program. By invitation of the Course Director, instruct at a Basic Canoeing Instructor Course and Camp Canoeing Instructor Course.

Camp Canoeing Instructor

The Camp Canoeing Instructor (CCI) Course is specifically designed for Ontario Camps Association (OCA) member youth camps. The object of the CCI course is to provide a provincial certification of competence in the instruction and administration of ORCKA Basic Canoeing Level 1 Level 2 and Level 3 courses and ORCKA Safe Canoeing Program. These Camp Canoeing Instructor conducted courses will be confined to the waterfront of the OCA camp.

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The CCI Course requires a minimum of 24 hours of formal instruction and practice time. A significant portion of the course is devoted to improving paddling skills. ORCKA Basic Canoeing (tandem & solo) certification is a requirement for CCI certification. The Camp Canoeing Instructor Course can be completed in a weekend (Friday evening through late Sunday afternoon) at a residential setting such as a youth camp. If it is presented as a non-residential course, a weekend will not be enough time and other formats will have to be investigated.

Any youth camp that is a member of both the OCA and ORCKA may offer this course. Any current ORCKA Canadian Style Paddling Instructor 2, working with an Organisational Member may teach and direct this course. The materials to be included in this course are described on pages BC 39 to BC 46.

Safe Canoeing Program

The Safe Canoeing Program is a 3 hour program of instruction designed to provide first time paddlers with basic safety and performance information relative to canoeing. By the end of the session it is expected that paddlers will have enough skill to safely enjoy some recreational paddling with a partner close to shore in calm conditions. It may be offered by any Organisational Member and Instructors working for an Organisational Member. The materials to be included in this course are described at pages BC47 to BC49.

BASIC CANOEING LEVEL 1 (TANDEM)

Basic Canoeing Level 1 (Tandem) is an introduction to canoeing. The candidate will demonstrate safe behaviour while becoming comfortable paddling in a tandem canoe.

OVERVIEW

Prerequisites

There are no canoeing prerequisites for Basic Canoeing Level 1.

Safety

- Swimming
- Retrieving a swamped canoe
- Canoe over canoe rescue

Theory

- Equipment selection
- Equipment knowledge
- Equipment care
- Safe canoeing procedures

Skills

- Launching and removing canoe
- Entering and exiting canoe
- Paddling positions
- Balancing
- Pivots
- Sideward displacement
- Forward straight line
- Stopping
- Landing
- Lifts and carries

SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD.

Swimming

The candidate will swim 25 metres in shallow water, but the swimmer should not touch the bottom. This is an optional test item to be done at the discretion of the Course Director.

Retrieving a Swamped Canoe

The canoeists will safely tip the canoe in shallow water, to become familiar with the floating properties of a swamped canoe. They will then bring the canoe into shallower water and empty it of water (they may need assistance in this).

Canoe Over Canoe Rescue

The candidates will witness a canoe over canoe rescue.

SKILLS

General

Canoeists will be required to demonstrate manoeuvres from both bow and stern paddling positions, if what is done in these positions is different. Canoeists should be encouraged to paddle on both sides, if possible. Canoeists should not change paddling sides during a manoeuvre.

Launching and Removing Canoe

The candidates will assist in safely and carefully launching and removing the canoe at a shoreline and/or a dock.

Entering and Exiting Canoe

Each canoeist will safely enter and exit the canoe at a shoreline and/or a dock. The canoeist should have knowledge of procedures at both a shoreline and a dock.

Paddling Positions

The canoeists will enter the canoe and assume the paddling position (kneeling or sitting) deemed most suitable for the given conditions.

Balancing

- (a) Each canoeist will, in turn, from a kneeling or sitting position, stand for 15 seconds and then return to the original position while the partner stabilises the canoe by remaining still and low
- (b) With both paddlers kneeling, gently rock the canoe for 15 seconds
- (c) At all other times while in the canoe, the canoeists will demonstrate balance by avoiding sudden unannounced movements and keeping their centres of gravity low and in the centre of the canoe.

Pivots

The canoeists will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction.

Sideward Displacement

The canoeists will move the canoe sideways a distance of approximately 5 metres in both directions.

Forward Straight Line

The canoeists will paddle in a relatively straight line for a distance of approximately 25 metres, and return.

Stopping

The canoeists, working together, will stop the canoe in a safe and appropriate manner.

Landing

The canoeists, working together, will land the canoe at a shoreline and/or a dock in a safe and appropriate manner.

Lifts and Carries

The candidates will assist in safely lifting and carrying the canoe to and from the water at the beginning and end of their canoeing session(s). Various techniques may be employed, depending upon the size and strength of the candidates.

THEORY

Equipment Selection

- (a) The candidates will be shown how to select an appropriately sized paddle. The candidates will then select such a paddle for their use.
- (b) The candidates will be shown how to select and wear a PFD. They will then select such a PFD for their use and have their selection checked by the Course Director.

Equipment Knowledge

- (a) The candidates will be familiar with the following parts of the paddle: tip, blade, shaft, and grip.
- (b) The candidates will be familiar with the following parts of the canoe: bow, stern, bow seat, stern seat, thwart, and gunwale.

Equipment Care

The candidates will be shown how to properly care for the PFD, paddle and canoe; they will demonstrate such care throughout the Course.

Safe Canoeing Procedures

The candidates will be made aware of the canoeing and waterfront rules of the facility where the course is conducted.

The candidate will be made aware of the following safety procedures:

- (a) Keep your weight low in the canoe.
- (b) Canoe in the daylight.
- (c) Do not go out in stormy weather.
- (d) Avoid sudden or unannounced movements.
- (e) Cooperate with your partner.
- (f) Tell someone where you are going and when you expect to be back.
- (g) Stay with your canoe if it swamps or overturns.
- (h) Watch for obstacles.
- (i) Avoid fast moving water or rapids.
- (j) Know the safe loading capacity (people and packs) for a canoe without overloading it or making paddling difficult.
- (k) Have extra paddles in the canoe.
- (l) Get off the water when lightning is close or approaching

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BASIC CANOEING LEVEL 2 (TANDEM)	
Basic Canoeing Level 2 (Tandem) builds on the skills introduced in Basic Canoeing Level 1 by refining the paddling techniques.	
OVERVIEW	
Prerequisites ORCKA Basic Canoeing Level 1 (Tandem), equivalent certification or comparable skills and experience (with permission of the Course Director)	
Safety <ul style="list-style-type: none"> • Swimming and treading water • Canoe over canoe rescue • Retrieving a swamped canoe Theory <ul style="list-style-type: none"> • Outdoor precautions • Government regulations • Equipment knowledge 	Skills <ul style="list-style-type: none"> • Trimming • Changing positions • Inside and outside turns • Inside and outside circles • Inside and outside landings • Reverse straight line • Lifts and carries

SAFETY

General

All safety exercises will be completed with the participants wearing an approved PFD.

Swimming and Treading Water

The candidates will swim 25 metres and tread water for 5 minutes at the end of the swim. This will be done wearing a PFD. This is an optional test item to be done at the discretion of the Course Director.

Canoe Over Canoe Rescue

The two canoeists in the rescue canoe will approach two conscious victims and their swamped or overturned canoe. After ensuring that the victims are safe, a canoe over canoe rescue must be completed. The victims are then assisted back into their own canoe. Each person must be both a victim and a rescuer.

Retrieving a Swamped Canoe

- (a) The canoeists will swamp their canoe a short distance from shore. They will then enter the swamped canoe and paddle it to the shore. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it.
- (b) The canoeists will swamp their canoe a short distance from shore, turn the canoe keel up, and swim the canoe to shore, using the canoe as a flotation aid. The canoeists will maintain contact with the canoe at all times. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it.

Some canoeists may require assistance in emptying the water from the canoe. PFDs will be worn throughout these exercises.

SKILLS

General

Canoeists will be required to demonstrate the following manoeuvres from both bow and stern paddling positions, if what is done in these positions is different. Canoeists may be required to paddle on both sides for some manoeuvres. Canoeists may not change paddling sides during the performance of a manoeuvre.

Trimming

The canoeist(s) will know how his/her own weight as well as that of packs can be shifted to maximise safety and efficient paddling, given different wind and water conditions.

Changing Positions

The canoeists will change paddling positions, bow to stern and stern to bow, without going to the shore or dock. They may attempt this with one canoe alone or with a second canoe to offer assistance.

Inside and Outside Turns

- (a) The canoeists will paddle forward, in a relatively straight line, turn the canoe approximately 90° to the stern paddlers' side (inside turn) and continue in a relatively straight line.
- (b) Repeat the above procedure, but turn away from the stern paddlers' side (outside turn).

Canoeists should accomplish these manoeuvres in both bow and stern positions.

Inside and Outside Circles

- (a) The canoeists will perform an inside circle of no more than 15 metres in diameter. The bow paddler paddles forward and occasionally may assist with the turning of the canoe, but most of the turning should be accomplished by the stern paddler. The arc of the circle should be consistent and the speed should be constant.
- (b) The canoeists will perform an outside circle, using the criteria described above.

Candidates should accomplish these manoeuvres in both bow and stern positions.

Inside and Outside Landings

- (a) The canoeists, working together, will safely land the canoe at a dock or rope barrier. The canoeists will approach the barrier at an angle of approximately 50 to 75 degrees. As the canoe nears the barrier, it should turn parallel to the barrier and stop within a reasonably short distance and no more than one metre away from the barrier. The stern paddler is paddling on the side of the canoe away from the dock or rope barrier (inside landing).
- (b) The canoeists will perform an outside landing, using the above criteria; the stern paddler will be paddling on the side of the canoe nearer the dock or rope barrier when the landing is completed.

Reverse Straight Line

The canoeists will paddle backward in a relatively straight line for a distance of approximately 25 metres. The canoeist being evaluated is the bow paddler

Lifts and Carries

The candidates will demonstrate two methods of carrying the canoe tandem and will be familiar with and may attempt a solo tepee lift and carry. If size and strength prevent the lifting and carrying of the canoe as described, the candidate must demonstrate knowledge of the methods.

THEORY**Outdoor Precautions**

The course participants will be made aware of the effects of environmental conditions such as, sun, wind, rain, and cold and associated potential dangers. They should be aware of the appropriate clothing and equipment that is recommended to be carried and used to counter the effects of adverse environmental conditions.

Government Regulations

The candidate will be made aware of the government regulations as they apply to canoes, such as:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board.
- (b) One buoyant heaving line of not less than 15 metres in length.
- (c) One manual propelling device.
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.
- (e) A sound signalling device or a sound signalling appliance.
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

Equipment Knowledge

- (a) The candidates should be aware of a number of paddle types and materials.
- (b) In addition to what was learned in Basic Canoeing Level 1, the candidates should be familiar with the following parts of a canoe: keel, hull, ribs, planks, inwale, outwale, tumblehome, stem band, and painter.

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BASIC CANOEING LEVEL 3 (TANDEM)	
Basic Canoeing Level 3 (Tandem) builds on the skills introduced in Basic Canoeing Level 1 and 2 by refining the paddling techniques and performing the manoeuvres with more precision.	
OVERVIEW	
Prerequisites ORCKA Basic Canoeing Level 2 (Tandem), equivalent certification or comparable skills and experience (with permission of the Course Director)	
Safety <ul style="list-style-type: none"> • Canoe over canoe rescue • Re-entering canoe Theory <ul style="list-style-type: none"> • Windy weather precautions • Environmental awareness 	Skills <ul style="list-style-type: none"> • Pivots • Sideward displacement • Forward straight line • Inside and outside circles • Inside and outside landings • Reverse straight line • Lifts and carries • Transporting canoe on vehicle • Canoe tour

SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD. These exercises should be performed in deep water. Canoeists in another canoe may offer assistance, depending upon the size and strength of the canoeists in the water.

Canoe Over Canoe Rescue

The two canoeists in the rescue canoe will approach two conscious victims and their swamped or overturned canoe. After ensuring that the victims are safe, a canoe over canoe rescue must be completed. The victims are then assisted back into their own canoe. Each person must be both a victim and a rescuer.

Re-entering Canoe

- (a) From the bow position, with a partner steadying the canoe from the stern, the canoeist should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.
- (b) Both canoeists should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.

SKILLS

General

Canoeists will be required to demonstrate the following manoeuvres from both bow and stern paddling positions, if what is done in these positions is different. Canoeists may be required to paddle on both sides for some manoeuvres. Canoeists may not change paddling sides during the performance of a manoeuvre.

Pivots

The canoeists will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction. The centre of the canoe should not stray too far from its original position throughout the manoeuvre.

Sideward Displacement

The canoeists will move the canoe sideways in both directions a distance of 10 metres. Minimal pivoting and diagonal motion is acceptable; minimal forth and back motion is also acceptable. Speed should be constant in both directions.

Forward Straight Line

The canoeists will paddle forward in a relatively straight line for a distance of approximately 100 metres. The canoeist being evaluated is the stern paddler. Each candidate must accomplish this from the stern position.

Inside and Outside Circles

- (a) The canoeists will perform an inside circle of no more than 15 metres in diameter. The bow paddler paddles forward and occasionally may assist with the turning of the canoe, but most of the turning should be accomplished by the stern paddler. The arc of the circle should be consistent and the speed should be constant.
- (b) The canoeists will perform an outside circle, using the criteria described above. Candidates should accomplish these manoeuvres in both bow and stern positions.

Inside and Outside Landings

- (a) The canoeists, working together, will safely land the canoe at a dock or rope barrier. The canoeists will approach the barrier at an angle of approximately 50 to 75 degrees. As the canoe nears the barrier, it should turn parallel to the barrier and stop within a reasonably short distance and no more than one metre away from the barrier. The stern paddler is paddling on the side of the canoe away from the dock or rope barrier (inside landing).
- (b) The canoeists will perform an outside landing, using the above criteria; the stern paddler will be paddling on the side of the canoe nearer the dock or rope barrier when the landing is completed.

Reverse Straight Line

The canoeists will paddle backward in a relatively straight line for a distance of approximately 25 metres. The canoeist being evaluated is the bow paddler.

Lifts and Carries

The candidates will demonstrate two methods of carrying the canoe tandem and will be familiar with and may attempt a solo tepee lift and carry. If size and strength prevent the lifting and carrying of the canoe as described, the candidate must demonstrate knowledge of the methods.

Transporting Canoe on Vehicle

The candidates should be familiar with appropriate means of lifting a canoe onto and off a vehicle. They should also know knots which will secure the canoe to the vehicle. If appropriate, each candidate should attempt these procedures.

Canoe Tour

The canoeists should accompany the Course Director on a short canoe tour. During this tour, the canoeists should practise as many of the canoeing skills learned during the course as possible. Each canoeist should paddle in the stern for part of the tour.

THEORY

Windy Weather Precautions

The candidate will be aware of some precautions to be taken in the event of windy weather, such as:

- (a) Quarter into the wind.
- (b) Adjust the trim.
- (c) Stay low in the canoe.
- (d) Stay close to shore.
- (e) Alter your route or go to shore, if necessary.

Environmental Awareness

The candidate will be aware of and understand the basic concepts of no trace camping and the rights of property owners and of others on the water.

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BASIC CANOEING – TANDEM

Basic Canoeing – Tandem (Level 1, 2 and 3) combines the first three levels in Basic Canoeing into one course. This course has the combined Basic Level 1, 2 and 3 tandem requirements in one course. The Basic Canoeing – Tandem is designed to introduce the novice or relatively inexperienced canoeist to paddling. The emphasis is on mastering the fundamentals of tandem canoeing. Along with a strong grounding in water safety and safe canoeing practices.

OVERVIEW

Prerequisites

There are no canoeing prerequisites for Basic Canoeing Tandem.

Safety

- Swimming and treading water
- Retrieving a swamped canoe
- Canoe over canoe rescue
- Re-entering canoe

Theory

- Equipment selection
- Equipment knowledge
- Equipment care
- Day trip packing
- Government regulations
- Safe canoeing procedures
- Outdoor precautions
- Environmental awareness
- Windy weather precautions

Skills

- Launching and removing canoe
- Entering and exiting canoe
- Paddling positions and trimming
- Balancing
- Changing positions
- Pivots
- Sideward displacement
- Forward straight line
- Inside and outside turns
- Inside and outside circles
- Stopping
- Inside and outside landings
- Reverse straight line
- Lifts and carries
- Transporting canoe on vehicle
- Canoe tour

SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD. These exercises should be performed in deep water. Canoeists in another canoe may offer assistance, depending upon the size and strength of the canoeists in the water.

Swimming and Treading Water

The candidate will swim 25 metres and tread water for 5 minutes at the end of the swim. This will be done wearing a PFD. This is an optional test item to be done at the discretion of the Course Director.

Retrieving a Swamped Canoe

- (a) The canoeists will swamp their canoe a short distance from shore. They will then enter the swamped canoe and paddle it to the shore. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it.
- (b) The canoeists will swamp their canoe a short distance from shore, turn the canoe keel up, and swim the canoe to shore, using the canoe as a flotation aid. The canoeists will maintain contact with the canoe at all times. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it.

Some canoeists may require assistance in emptying the water from the canoe. PFDs will be worn throughout these exercises.

Canoe Over Canoe Rescue

The two canoeists in the rescue canoe will approach two conscious victims and their swamped or overturned canoe. After ensuring that the victims are safe, a canoe over canoe rescue must be completed. The victims are then assisted back into their own canoe. Each person must be both a victim and a rescuer.

Re-entering Canoe

- (a) From the bow position, with a partner steadying the canoe from the stern, the canoeist should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.
- (b) Both canoeists should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.

SKILLS

General

Canoeists will be required to demonstrate the following manoeuvres from both bow and stern paddling positions, if what is done in these positions is different. Canoeists may be required to paddle on both sides for some manoeuvres. Canoeists may not change paddling sides during the performance of a manoeuvre.

Launching and Removing Canoe

The candidates will assist in safely and carefully launching and removing the canoe at a shoreline and/or a dock. Assistance may be offered to those whose size and strength does not permit this to be done safely.

Entering and Exiting Canoe

Each canoeist will safely enter and exit the canoe at a shoreline and/or a dock. The canoeist should have knowledge of procedures at both a shoreline and a dock.

Paddling Positions and Trimming

The canoeists will enter the canoe and assume the paddling position (kneeling or sitting) deemed most suitable for the given conditions. The canoeist(s) will know how his/her own weight as well as that of packs can be shifted to maximise safety and efficient paddling, given different wind and water conditions.

Balancing

- (a) Each canoeist will, in turn, from a kneeling or sitting position, stand for 15 seconds and then return to the original position while the partner stabilises the canoe by remaining still and low
- (b) With both paddlers kneeling, gently rock the canoe for 15 seconds
- (c) At all other times while in the canoe, the canoeists will demonstrate balance by avoiding sudden unannounced movements and keeping their centres of gravity low and in the centre of the canoe.

Changing Positions

The canoeists will change paddling positions, bow to stern and stern to bow, without going to the shore or dock. They may attempt this with one canoe alone or with a second canoe to offer assistance.

Pivots

The canoeists will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction. The centre of the canoe should not stray too far from its original position throughout the manoeuvre. The canoeist(s) may not change paddling sides during this manoeuvre.

Sideward Displacement

The canoeists will move the canoe sideways in both directions a distance of 10 metres. Minimal pivoting and diagonal motion is acceptable; minimal forth and back motion is also acceptable. Speed should be constant in both directions. The canoeist(s) may not change paddling sides during this manoeuvre.

Forward Straight Line

The canoeists will paddle forward in a relatively straight line for a distance of approximately 100 metres. The canoeist being evaluated is the stern paddler. Candidates should accomplish these manoeuvres in both bow and stern positions.

Inside and Outside Turns

- (a) The canoeists will paddle forward, in a relatively straight line, turn the canoe approximately 90° to the stern paddlers' side (inside turn) and continue in a relatively straight line.
- (b) Repeat the above procedure, but turn away from the stern paddlers' side (outside turn).

Canoeists should accomplish these manoeuvres in both bow and stern positions.

Inside and Outside Circles

- (a) The canoeists will perform an inside circle of no more than 15 metres in diameter. The bow paddler paddles forward and occasionally may assist with the turning of the canoe, but most of the turning should be accomplished by the stern paddler. The arc of the circle should be consistent and the speed should be constant.
- (b) The canoeists will perform an outside circle, using the criteria described above.

Candidates should accomplish these manoeuvres in both bow and stern positions.

Stopping

The canoeists, working together, will stop the canoe in a safe and appropriate manner.

Inside and Outside Landings

- (a) The canoeists, working together, will safely land the canoe at a dock or rope barrier. The canoeists will approach the barrier at an angle of approximately 50 to 75 degrees. As the canoe nears the barrier, it should turn parallel to the barrier and stop within a reasonably short distance and no more than one metre away from the barrier. The stern paddler is paddling on the side of the canoe away from the dock or rope barrier (inside landing).
- (b) The canoeists will perform an outside landing, using the above criteria; the stern paddler will be paddling on the side of the canoe nearer the dock or rope barrier when the landing is completed. Each canoeist will perform the skills as a bow and stern paddler.

Reverse Straight Line

The canoeists will paddle backward in a relatively straight line for a distance of approximately 25 metres. The canoeist being evaluated is the bow paddler. Each paddler must accomplish this from the bow position.

Lifts and Carries

The candidates will demonstrate two methods of carrying the canoe tandem and will be familiar with and may attempt a solo tepee lift and carry. If size and strength prevent the lifting and carrying of the canoe as described, the candidate must demonstrate knowledge of the methods.

Transporting Canoe on Vehicle

The candidates should be familiar with appropriate means of lifting a canoe onto and off a vehicle. They should also know knots which will secure the canoe to the vehicle. If appropriate, each candidate should attempt these procedures.

Canoe Tour

The canoeists should accompany the Course Director on a short canoe tour. During this tour, the canoeists should practise as many of the canoeing skills learned during the course as possible. Each canoeist should paddle in the stern for part of the tour.

THEORY

Equipment Selection

- (a) The candidates will be shown how to select an appropriately sized paddle. The candidates will then select such a paddle for their use.
- (b) The candidates will be shown how to select and wear a PFD. They will then select such a PFD for their use and have their selection checked by the Course Director.

Equipment Knowledge

- (a) The candidates will be familiar with the following parts of the paddle: tip, blade, shaft, and grip.
- (b) The candidates will be familiar with the following parts of the canoe: bow, stern, bow seat, stern seat, thwart, gunwale, inwale, outwale, keel, hull, ribs, planks, tumblehome, stem band, and painter.
- (a) The candidates should be aware of a number of paddle types and materials.

Equipment Care

The candidates will be shown how to properly care for the PFD, paddle and canoe; they will demonstrate such care throughout the Course.

Day Trip Packing

Candidates will be made aware of the items they may require while out for a few hours on a day. These items may include: drinking water, hat, sunscreen, rainwear, map and compass, food, insect repellent, etc.

Government Regulations

The candidate will be made aware of the government regulations as they apply to canoes, such as:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board.
- (b) One buoyant heaving line of not less than 15 metres in length.
- (c) One manual propelling device.
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.
- (e) A sound signalling device or a sound signalling appliance.
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

Safe Canoeing Procedures

The candidates will be made aware of the canoeing and waterfront rules of the facility where the course is conducted.

The candidate will be made aware of the following safety procedures:

- (a) Keep your weight low in the canoe.
- (b) Canoe in the daylight.
- (c) Do not go out in stormy weather.
- (d) Avoid sudden or unannounced movements.
- (e) Cooperate with your partner.
- (f) Tell someone where you are going and when you expect to be back.
- (g) Stay with your canoe if it swamps or overturns.
- (h) Watch for obstacles.
- (i) Avoid fast moving water or rapids.
- (j) Know the safe loading capacity (people and packs) for a canoe without overloading it or making paddling difficult.
- (k) Have extra paddles in the canoe.
- (l) Get off the water when lightning is close or approaching

Outdoor Precautions

The course participants will be made aware of the effects of environmental conditions such as, sun, wind, rain, and cold and associated potential dangers. They should be aware of the appropriate clothing and equipment that is recommended to be carried and used to counter the effects of adverse environmental conditions.

Environmental Awareness

The candidate will be aware of and understand the basic concepts of no trace camping and the rights of property owners and of others on the water.

Windy Weather Precautions

The candidate will be aware of some precautions to be taken in the event of windy weather, such as:

- (a) Quarter into the wind.
- (b) Adjust the trim.
- (c) Stay low in the canoe.
- (d) Stay close to shore.
- (e) Alter your route or go to shore, if necessary.

BASIC CANOEING LEVEL 4 (SOLO)

Basic Canoeing Level 4 (Solo) introduces the canoeist to solo paddling.

OVERVIEW

Prerequisites

ORCKA Basic Canoeing Level 3 Tandem, equivalent certification or comparable skills and experience (with permission of the Course Director)

Safety

- Review of safety items (Basic Canoeing Levels 1, 2 and 3)
- Swimming
- Retrieving a swamped canoe
- Canoe over canoe rescue
- Re-entering canoe

Theory

- Review of theory items (Basic Canoeing Levels 1, 2 and 3)
- Canoeing history

Skills

- Launching and removing canoe
- Entering and exiting canoe
- Paddling positions and trimming
- Pivots
- Sideward displacement
- Forward straight line
- Inside and outside turns
- Inside and outside circles
- Stopping
- Inside and outside landings
- Reverse straight line
- Lifts and carries

SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD.

Review of Safety Items

The Director of the Basic Canoeing Level 4 Course may choose to review any or all of the safety items from Basic Canoeing Level 1, Level 2 and Level 3.

Swimming

The candidate will swim a distance of 50 metres in deep. This is an optional test item to be done at the discretion of the Course Director.

Retrieving a Swamped Canoe

The canoeist will swamp or overturn his/her canoe and without losing contact with the canoe, tow or push it to shore. When the canoe and canoeist are in shallow water, he/she will empty the water out of the canoe and re-enter it. The canoeist may require assistance in emptying the canoe.

Canoe Over Canoe Rescue

The canoeist in the rescue canoe will approach a conscious victim and his/her swamped or overturned canoe. After ensuring that the victim is safe, a canoe over canoe rescue must be completed. The victim is then assisted back into his/her canoe. Each person must be both a victim and a rescuer.

Re-entering Canoe

The canoeist will carefully slip out of the canoe, while holding onto the gunwales, and climb back in. Some assistance may be necessary in getting back into the canoe.

SKILLS

General

The canoeist may not change paddling sides during the performance of a manoeuvre.

Launching and Removing Canoe

The candidate will safely and carefully launch and remove the canoe at a shoreline and/or a dock. Assistance may be offered to those whose size and strength does not permit this to be done safely.

Entering and Exiting Canoe

Each canoeist will safely enter and exit the canoe at a shoreline and/or a dock.

Paddling Positions and Trimming

- (a) The canoeist will enter the canoe and assume the paddling position deemed most suitable for the given conditions.
- (b) The canoeist will know how his/her paddling position may be changed to maximise safety and efficient paddling, given different wind and water conditions.

Pivots

The canoeist will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction. The centre of the canoe should not stray too far from its original position throughout the manoeuvre.

Sideward Displacement

The canoeist will move the canoe sideways in both directions a distance of 7 metres. Minimal pivoting and diagonal motion is acceptable, minimal forth and back motion is also acceptable. Speed should be constant in both directions.

Forward Straight Line

The canoeist will paddle forward in a relatively straight line for a distance of approximately 100 metres.

Inside and Outside Turns

- (a) The canoeist will paddle forward, in a relatively straight line, and turn the canoe approximately 90 degrees to the paddling side (inside turn) and continue in a relatively straight line.
- (b) Repeat the above procedure, but turn away from the canoeist's paddling side (outside turn).

Inside and Outside Circles

- (a) The canoeist will perform an inside circle of no greater than 15 metres in diameter. The canoeist is paddling on the inside of the circle.
- (b) The canoeist will perform an outside circle of no greater than 15 metres in diameter. The canoeist is paddling on the outside of the circle.

The arc of each circle should be relatively consistent and the speed should be constant.

Stopping

The canoeist will stop the canoe in a safe and appropriate manner.

Inside and Outside Landings

- (a) The canoeist will approach a dock or rope barrier at an angle of approximately 50 to 75 degrees. As the canoe nears the barrier, it should turn parallel to the barrier and stop within a reasonably short distance and no more than one metre away from the barrier. The canoeist is paddling on the side of the canoe away from the barrier (inside landing).
- (b) Repeat the above procedure, but with the canoeist paddling on the side of the canoe nearer the barrier (outside landing).

Reverse Straight Line

The canoeist will paddle backward in a relatively straight line for a distance of approximately 25 metres.

Lifts and Carries

The candidate should attempt a solo lift and carry. The lifting and lowering of the canoe should be a solo tepee or assisted tepee. If size and strength prevent the lifting and carrying of the canoe as described, the candidate must demonstrate knowledge of the method.

THEORY

Review of Theory Items

The Director of the Basic Canoeing Level 4 Course may choose to review any or all of the theory items from Basic Canoeing Level 1, Level 2 and Level 3.

Canoeing History

The candidate should be introduced to the rich canoeing heritage that Canadians share. This could be the evolution of the canoe, some local canoeing history, the biography of a canoeist, etc...

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BASIC CANOEING INSTRUCTOR

The purpose of the Basic Canoeing Instructor Course is to provide a provincial certification of competence in the instruction and administration of ORCKA Basic Canoeing Level Courses. The Basic Canoeing Instructor certification is the foundation for all other Instructor Levels.

MANDATE OF BASIC CANOEING INSTRUCTOR

- Upon successful completion of the Basic Canoeing Instructor Course, the Instructor may
1. Administer, instruct and certify ORCKA Basic Canoeing Level 1 through 4 Programs and Courses in accordance with ORCKA policies and standards and in compliance with all laws governing such activities.
 2. Instruct at a Basic Canoeing Instructor Course or Camp Canoeing Instructor Course by invitation of the Course Director.
 3. A Basic Canoeing Instructor is expected to promote the development of safe, competent and knowledgeable recreational paddling and to promote the development of the ORCKA Basic Canoeing Program and Canadian Style Paddling as a separate discipline of recreational canoeing.

PREREQUISITES

1. At least 16 years of age.
2. Current ORCKA member (membership included with the ORCKA BCI participant fee)
3. ORCKA Basic Canoeing Level 4 equivalent certification or comparable skills and experience (with the permission of the Course Director).
4. It is strongly recommended that all Basic Canoeing Instructor's have, in addition to their canoeing qualifications, some qualification in Swimming, First Aid and CPR.

COURSE CONTENT

1. Safety
2. Candidate canoeing skills assessment and evaluation
3. Theory
4. Practice Teaching
5. Learning theory and information

CERTIFICATION GRANTED

1. Basic Canoeing Instructor and/or
2. Canadian Style Paddling Levels 1 or 1A or 1B or
3. Letter of Attendance (if requested by the candidate).

EVALUATION OF CANDIDATE

The Basic Canoeing Instructor candidate will be evaluated by the following methods:

1. Continuous evaluation (by observation) of skills throughout the Course. The candidate is expected to perform all manoeuvres described in ORCKA Basic Canoeing with "demonstration quality".
2. Written test of knowledge of Course content of approximately one hour in length. Candidates must achieve a mark of at least 80% to pass.
3. Written and/or oral presentations demonstrating ability to communicate Course content.
4. Ongoing evaluation (by observation) of the candidate's performance in the areas of safety, care of equipment, group dynamics, and leadership.
5. A minimum of 3 demonstrations of teaching ability by each candidate, at least two of which shall be an "on the water" session in which the candidate teaches two of the Basic Canoeing Level 1, Level 2 or Level 3 canoeing skill. The candidate must select a site appropriate to the skill being taught and to the skill level of the students. In addition, development of appropriate teaching progression and strategies must be demonstrated. Teaching topics may be previously assigned or chosen, or may be assigned at short notice from a previously issued list. The course staff will determine the methods and number of tests in each content area.

The following grades will be used for the evaluation of each test item:

P - Pass

W - Weak

N - Needs Major Improvement

The course staff will outline as clearly as possible the criteria that determine P, W, or N grading of each test to the candidates prior to the test. To achieve Basic Canoeing Instructor certification, the candidate must achieve a P in all tests or all tests but one, which may be W, but not an N.

If you receive an N in all categories, retesting will not be permitted. A one-time retest is available to all other candidates. Retesting or fulfilment of incomplete test items may occur up to a period of 12 months following the completion date of the applicable course. Results at that time are final. Retesting will evaluate the Weak or Needs Major Improvement items identified on the candidates' original course evaluation. Post Course evaluation may be undertaken only by the Course Director or designate. There shall be an administration fee for the post Course evaluation of the candidate.

SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD.

Safety Review

Candidates must be able to demonstrate mastery of all safety procedures as outlined in ORCKA Basic Canoeing Level 1 through Level 4 programs.

Swimming

The candidate will swim a distance of 100 metres and. The candidate should appear relaxed and at ease in the water.

Retrieving a Swamped Canoe

The canoeists will swamp or tip their canoe at a distance of 25 to 50 metres from shore. The canoeists should then bring their canoe to shore by either swimming and towing or climbing in and paddling.

Canoe Over Canoe Rescue

- (a) The two canoeists in the rescue canoe will approach a swamped or overturned canoe, with two conscious victims in the water, and complete a canoe over canoe rescue (the rescue includes getting the victims back into their canoe). The rescue should be performed with moderate ease and efficiency. The entire procedure should be completed within 2 minutes. Emphasis must be placed on the safety of all individuals involved in the rescue. Each candidate should be a rescuer and a victim.
- (b) The above procedure should be repeated by a solo canoeist rescuing a solo victim and canoe.

Reaching Assist and Throwline

- (a) The rescuer will extend a reaching assist to a conscious victim in deep water, from a shoreline, dock, and/or canoe and bring the victim to safety.
- (b) Using a victim floating 10 to 15 metres from the shore or dock, the rescuer will throw a safety line such as a throw bag, to the victim and bring him/her safely onto the shore or dock. The rescuer should be successful in "hitting" the victim with the line in at least 2 of 3 attempts.

In both exercises, the rescuer must communicate with the victim clearly and in a reassuring manner.

CANOEING SKILLS

Performance Criteria

Basic Canoeing Instructor candidate canoeing skills will be assessed at Canadian Style Paddling Level 1 tandem and solo performance requirements. The candidate is expected to perform all manoeuvres described in the ORCKA Basic Canoeing program with “demonstration” quality. The following performance criteria will be used for Basic Canoeing Instructor candidates:

- (a) Speed of the canoe will not deviate noticeably.
- (b) Strokes will be splashes.
- (c) The canoe will not rock side to side.
- (d) The centre line of the canoe will not deviate more than 15°, one side or the other, from: the line of travel for straight line skills, perpendicular to the line of travel for sideward displacement and the tangent of a circle.

Skills Review

Candidates must be able to perform all skills outlined in the Basic Canoeing Program consistently with demonstration quality.

CORE CANOEING SKILLS

General

The following 4 core skills comprise the manoeuvres that the candidate must master in order to be in control of his/her canoe. By combining the forces used in these skills, the canoe can be moved in almost any manner on the water.

The Basic Canoeing Instructor must be able to perform these skills both tandem (bow and stern) and solo with sufficient accuracy and ease to demonstrate knowledge of and developing command of the techniques of paddling.

The candidate may not switch paddling sides during any test item.

Pivots

The candidate(s) will pivot the canoe 360° in one direction, stop smoothly, pivot the canoe 360° in the other direction, and stop smoothly. The pivot point of the canoe must remain within a 1.5 metre diameter circle. See figure 1 on page BC36.

Sideward Displacement

The candidate(s) will paddle the canoe sideward in a straight line a minimum of 10 metres, stop smoothly, paddle sideward the other way in a straight line back to the starting point, and stop smoothly. The pivot point of the canoe must remain within a one-metre corridor. See figure 4 on page BC37.

Circles

The candidate(s) will paddle the canoe around a figure of eight course. The figure will consist of two equally sized circles with their centres approximately 10 metres apart. See figure 2 on page BC36.

Reverse and Forward Straight Lines

The canoeists will paddle the canoe backward in a straight line a minimum of 25 metres, stop smoothly, paddle forward in a straight line back to the starting point, and stop smoothly. See figure 3 on page BC37.

(Tandem)

Corridor: one metre
 Yaw: <10° during paddling and <20° during stopping
 Roll: imperceptible during paddling, minimal during stopping
 Strokes: splashless
 Speed: the same in both directions, constant moderate speed

(Solo)

Corridor: 1.5 metres
 Yaw: <20° during paddling and <30° during stopping
 Roll: imperceptible during paddling, minimal during stopping
 Strokes: splashless
 Speed: the same in both directions, constant moderate speed

OTHER SKILLS

The next 2 manoeuvres do not fall into the core as the above, but are compulsory manoeuvres subject to the same performance criteria. The Basic Canoeing Instructor must be able to perform these skills both tandem (bow and stern) and solo.

Landings

The canoe will approach a dock (or rope barrier) from an angle of 50 to 75 degrees. As the canoe nears the dock, the canoe must be turned so that it is parallel to the dock. Once parallel to the dock, the canoe must be stopped. At this point, the candidate must be able to reach out and touch the dock (or rope barrier) without having to move the canoe sideward. The centre of the canoe should be within a one metre designated area on the dock or barrier. Landings must be performed inside and outside. See figure 5 on page BC37

Triangular Course in Wind

In moderately windy conditions, the canoeists will paddle a triangular course approximately 300 metres in length. The canoe should remain within a 4-metre corridor between points of the triangle. This is a test item for tandem canoeists only.

THEORY**Theory Review**

Candidates must demonstrate a mastery of all theory items as outlined in the ORCKA Basic Canoeing Level 1 through Level 4 program and its components.

Canoeing Heritage

The candidate will demonstrate an introductory knowledge of both the diverse roles of the canoe in the Canadian heritage and the evolution of recreational canoeing.

Selection and Care of Equipment

The candidate will select a suitable paddle and PFD and explain the reasons for these selections. The canoeist will demonstrate care and respect for all equipment during the course.

Equipment Knowledge

- (a) The candidate must demonstrate knowledge of different styles of PFDs, paddles and canoes, and relate this to their uses.
- (b) The candidate must name parts of a paddle and a canoe.

Canoe Design and Construction

- (a) The candidate must demonstrate an understanding of the design concepts, longitudinal section and cross section; he/she should describe their effect on performance.
- (b) The candidate must know the advantages and disadvantages of the various materials and construction techniques used in the manufacture of canoes.

Canoeing Dynamics

The canoeist must demonstrate an understanding of canoeing mechanics. The canoeist should be familiar with the following concepts and be able to apply them to a canoeing situation: pivot point, centre of mass, centre of buoyancy, momentum, and the effects of forces on the canoe.

Canoeing First Aid

- (a) The candidate must list the essential items of a basic first aid kit and demonstrate a good working knowledge of all the items contained therein and their uses.
- (b) The candidate must demonstrate a good knowledge of how to recognise the signs and symptoms of hypothermia, overexposure to sun and wind, dehydration and heat exhaustion. He/she must also demonstrate how to prevent them.

Canoeing Resources

The candidate should be aware of the Ontario Recreational Canoeing and Kayaking Association, other provincial, national and international canoeing associations, provincial and national parks, conservation authorities, private camps, canoeing schools, canoeing clubs, books, and films/videos which pertain to canoeing.

TEACHING SKILLS

General

This skill area covers three major components: preparation for teaching, presentation skills and techniques and evaluation. The Course curriculum is meant to include theoretical aspects of teaching as well as opportunities for practical experience.

Evaluation will be progressive by continuous observation throughout the course. Candidates will prepare and submit at least 2 written lesson plans for review and evaluation by the Course Director. Each candidate will teach at least 3 separate lessons, one from the skills area and one from either the theory or the safety area of the Basic Canoeing Level 1 through Level 4 course programs. Candidates must demonstrate competence in all items they present. By preparing and participating in these lessons candidates should be able to explain the content and standards of each test item in the Basic Canoeing Levels 1 through Level 4 curriculums.

Teaching skills will be evaluated from the perspective of organisation, preparation, safety, leadership ability, interpersonal skills, creativity, and ability to accurately evaluate and correct students.

Preparation for Teaching

Candidates will learn fundamental aspects relating to the preparation for teaching, including:

- (a) Assessment of teaching environment, including: physical site, size of class, age of students, student abilities, special needs, and course duration.
- (b) Development of lesson plans, including: purpose of lesson plans, goal statements, lesson plan components, lesson plans as effective teaching tools, planning lessons to ensure coverage of curriculum items, and how to prepare lesson plans.
- (c) Supplies and equipment, including: role of equipment and creative use of equipment.
- (d) Organisation of resource materials, including: scheduling uses of waterfront/facility and administrative elements (i.e. obtaining films, rental equipment, etc.).
- (e) Interaction with the ORCKA office in order to register the Basic Canoeing Course(s) and register successful candidates.

Presentation Skills and Techniques

Presentation skills will be evaluated during practice teaching sessions. Curriculum will cover the following:

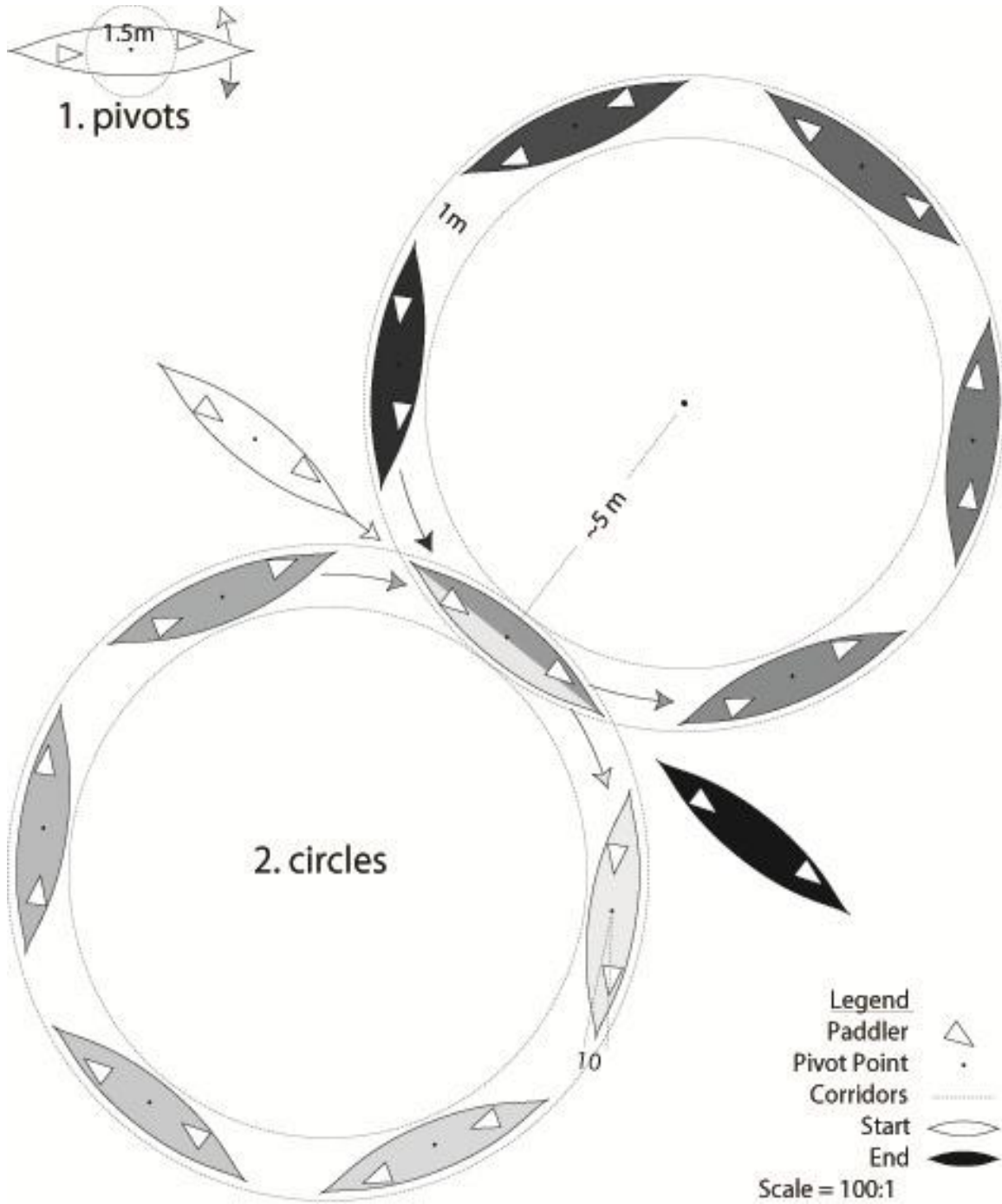
- (a) Teaching fundamentals.
- (b) Teaching techniques.
- (c) Presentation skills.
- (d) Interpersonal skills and body language.
- (e) Dos and don'ts.

Evaluation

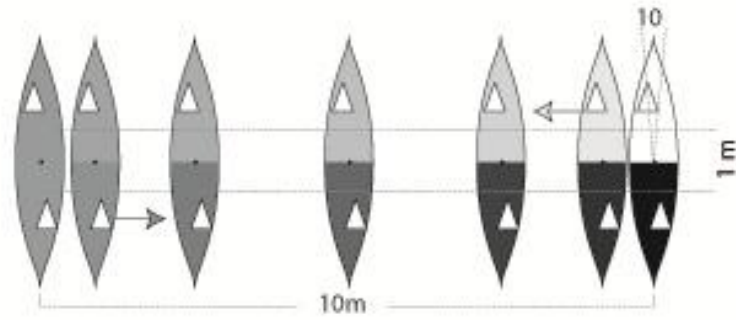
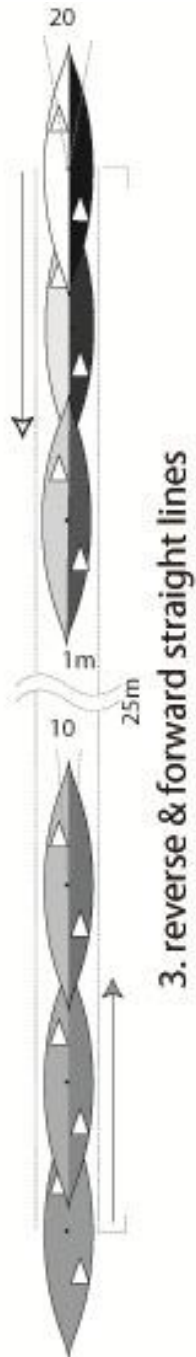
Candidates should show a good understanding of the areas described below. Testing will be done as part of the practice teaching sessions.

- (a) Knowledge of skills components; how to break skills down into their components.
- (b) Identification of skill deficiencies.
- (c) Basics of skill correction.
- (d) Re-evaluation of skill after correction.
- (e) Self evaluation.
- (f) Components of progressive evaluation.

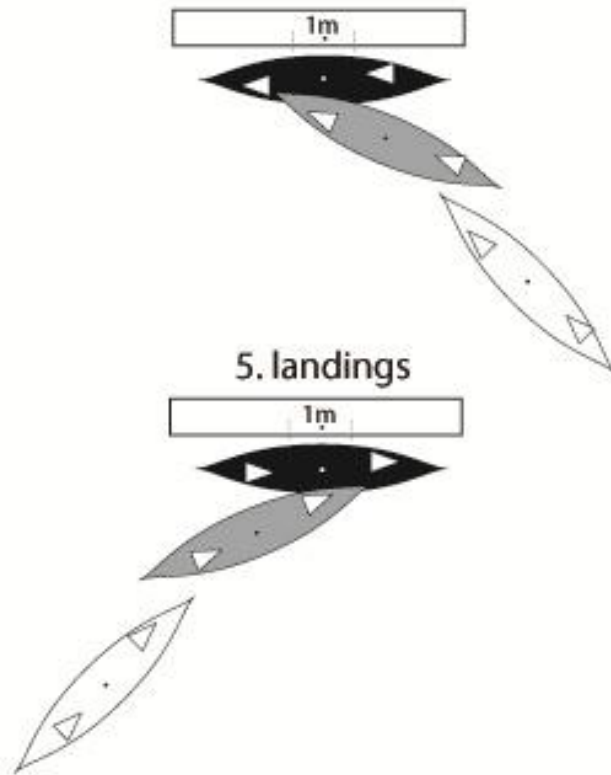
CANOEING SKILLS FOR BASIC CANOEING INSTRUCTOR (TANDEM)



CANOEING SKILLS FOR BASIC CANOEING INSTRUCTOR (TANDEM)



4. sideward displacement



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CAMP CANOEING INSTRUCTOR

The purpose of the Camp Canoeing Instructor (CCI) Course is to provide a provincial certification of competence in the instruction and administration of the ORCKA Basic Canoeing Level 1, Level 2 and Level 3 Courses and Safe Canoeing Program. The Camp Canoeing Instructor Course will be confined to the waterfront of the OCA member youth camp(s).

MANDATE OF CAMP CANOEING INSTRUCTOR

Upon successful completion of the CCI Course, the Camp Canoeing Instructor may

1. Administer, instruct and certify Basic Canoeing Level 1, Level 2 and Level 3 Programs and courses and the ORCKA Safe Canoeing Program at an accredited OCA youth camp in accordance with ORCKA policies and standards and in compliance with all laws governing such activities. The course activity will be confined to the camp waterfront and the camp will provide “lifeguard supervision” during the on or near water activities
2. A Camp Canoeing Instructor is expected to promote the development of safe, competent and knowledgeable recreational paddling and to promote the development of the ORCKA Basic Canoeing Program and Canadian Style Paddling as a separate discipline of recreational canoeing

PREREQUISITES

1. At least 16 years of age
2. Current ORCKA member (membership is included with the ORCKA CCI participant fee)
3. Be employed by or attending an OCA member youth camp.
4. ORCKA Basic Canoeing Level 4; equivalent certification or comparable skills and experience (with the permission of the Course Director).
5. It is strongly recommended that all Camp Canoeing Instructors have, in addition to their canoeing qualifications, some qualification in Swimming, First Aid and CPR.

COURSE CONTENT

1. ORCKA Basic Canoeing
2. Candidate canoeing skills assessment and evaluation
3. Theory
4. Practice Teaching
5. Learning theory and information

CERTIFICATION GRANTED

1. Basic Canoeing and/or
2. Camp Canoeing Instructor

EVALUATION OF CANDIDATE

The Camp Canoeing Instructor candidate will be evaluated by the following methods:

1. Continuous evaluation (by observation) of skills throughout the Course.
2. Ongoing evaluation (by observation) of the candidate's performance in the areas of safety, care of equipment, group dynamics, and leadership.
3. A minimum of 3 demonstrations of teaching ability by each candidate, at least two of which shall be an "on the water" session in which the candidate teaches one each of a Basic Canoeing Level 1 and 2 canoeing skill. The candidate must select a site appropriate to the skill being taught and to the skill level of the students. In addition, development of appropriate teaching progression and strategies must be demonstrated. Teaching topics may be previously assigned or chosen, or may be assigned at short notice from a previously issued list. The Course staff will determine the methods and number of tests in each content area.

The following grades will be used for the evaluation of each test item:

P - Pass

W - Weak

N - Needs Major Improvement

The course staff will outline as clearly as possible the criteria that determine P, W, or N grading of each test to the candidates prior to the test. To achieve Lakewater Instructor 2 certification, the candidate must achieve a P in all tests or all tests but one, which may be W, but not an N.

If you receive an N in all categories, retesting will not be permitted. A one-time retest is available to all candidates. Retesting or fulfilment of incomplete test items may occur up to a period of 12 months following the completion date of the applicable course. Results at that time are final. Retesting will evaluate the Weak or Needs Major Improvement items identified on the candidates' original course evaluation. Post Course evaluation may be undertaken only by the Course Director or designate. There shall be an administration fee for the post Course evaluation of the candidate.

SAFETY**General**

All safety exercises will be completed with participants wearing an approved PFD. These exercises should be performed in deep water. Canoeists in another canoe may offer assistance, depending upon size and strength of the canoeists in the water.

Safety Review

Candidates must be able to demonstrate mastery of all safety procedures as outlined in ORCKA Basic Canoeing Level 1 through Level 4.

Swimming

The candidate will swim a distance of 50 metres. The candidate should appear relaxed and at ease in the water.

Retrieving a Swamped Canoe

- (a) The canoeists will swamp their canoe a short distance from shore. They will then enter the swamped canoe and paddle it to the shore. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it.
- (b) The canoeists will swamp their canoe a short distance from shore, turn the canoe keel up, and swim the canoe to shore, using the canoe as a flotation aid. The canoeists will maintain contact with the canoe at all times. When the canoe and canoeists are in shallow water, they will empty the water out of the canoe and re-enter it. Some canoeists may require assistance in emptying the water from the canoe.

Canoe Over Canoe Rescue

The two canoeists in the rescue canoe will approach two conscious victims and their swamped or overturned canoe. After ensuring that the victims are safe, a canoe over canoe rescue must be completed. The victims are then assisted back into their own canoe. Each person must be both a victim and a rescuer.

Re-entering Canoe

- (a) From the bow position, with a partner steadying the canoe from the stern, the canoeist should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.
- (b) Both canoeists should carefully slip out of the canoe, while hanging onto the gunwales, and climb back in.

CANOEING SKILLS

General

The Camp Canoeing Instructor candidate canoeing skills will be assessed at Basic Canoeing Level 3 (Tandem) and Level 4 (Solo) performance requirements. Tandem canoeists shall demonstrate the manoeuvres from both bow and stern paddling positions, if what is done in these positions is different. Canoeists will be required to demonstrate paddling competence on both sides for some manoeuvres. Canoeists may not change paddling sides during the performance of a manoeuvre. The manoeuvres will also be performed solo.

Launching and Removing Canoe

The candidate will safely and carefully launch and remove the canoe at a shoreline and/or a dock. Assistance may be offered to those whose size and strength does not permit this to be done safely.

Entering and Exiting Canoe

Each canoeist will safely enter and exit the canoe at a shoreline and/or a dock.

Trimming

The canoeist(s) will know how his/her own weight as well as that of packs can be shifted to maximise safety and efficient paddling, given different wind and water conditions.

Changing Positions

The canoeists will change paddling positions, bow to stern and stern to bow, without going to the shore or dock. They may attempt this with one canoe alone or with a second canoe to offer assistance. This is a Tandem requirement only.

Balancing

- (a) Each canoeist will, in turn, from a kneeling or sitting position, stand for 15 seconds and then return to the original position while the partner stabilises the canoe by remaining still and low.
- (b) With both paddlers kneeling, gently rock the canoe for 15 seconds.
- (c) At all other times while in the canoe, the canoeists will demonstrate balance by avoiding sudden unannounced movements and keeping their centres of gravity low and in the centre of the canoe.

This is a tandem requirement only.

Inside and Outside Turns

- (a) The canoeist will paddle forward, in a relatively straight line, turn the canoe approximately 90 degrees to the stern paddlers' side (inside turn) and continue in a relatively straight line.
- (b) Repeat the above procedure, but turn away from the stern paddlers' side (outside turn).

Candidates should accomplish these manoeuvres in both Tandem (bow and stern positions) and Solo.

Pivots

The canoeist(s) will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction. The centre of the canoe should not stray too far from its original position throughout the manoeuvre. The canoeist(s) may not change paddling sides during the manoeuvre. Candidate(s) should accomplish these manoeuvre in both Tandem and Solo.

Sideward Displacement

The canoeists will move the canoe sideways in both directions a distance of 10 metres. Minimal pivoting and diagonal motion is acceptable; minimal forth and back motion is also acceptable. Speed should be constant in both directions. The canoeists may not change paddling sides during the manoeuvre.

For the solo canoeist, the distance will be 7 meters.

Forward Straight Line

The canoeists will paddle forward in a relatively straight line for a distance of approximately 100 metres. The canoeist being evaluated is the stern paddler. Candidates should accomplish these manoeuvres in both Tandem (bow and stern positions) and Solo.

Inside and Outside Circles

- (a) The canoeists will perform an inside circle of no more than 15 metres in diameter. The bow paddler paddles forward and occasionally may assist with the turning of the canoe, but most of the turning should be accomplished by the stern paddler. The arc of the circle should be consistent and the speed should be constant.
- (b) The canoeists will perform an outside circle, using the criteria described above.

Candidates should accomplish these manoeuvres in both Tandem (bow and stern positions) and Solo.

Inside and Outside Landings

- (a) The canoeists, working together, will safely land the canoe at a dock or rope barrier. The canoeists will approach the barrier at an angle of approximately 50 ° to 75°. As the canoe nears the barrier, it should turn parallel to the barrier and stop within a reasonably short distance and no more than one metre away from the barrier. The stern paddler is paddling on the side of the canoe away from the dock or rope barrier (inside landing).
- (b) The canoeists will perform an outside landing, using the above criteria; the stern paddler will be paddling on the side of the canoe nearer the dock when the landing is completed.

Candidates should accomplish these manoeuvres in both Tandem (bow and stern positions) and Solo.

Reverse Straight Line

The canoeists will paddle backward in a relatively straight line for a distance of approximately 25 metres. The canoeist being evaluated is the bow paddler. Candidates should accomplish these manoeuvres in both Tandem (bow and stern positions) and Solo.

Stopping

The canoeist will stop the canoe in a safe and appropriate manner. This is a tandem and solo requirement.

Lifts and Carries

The candidates will demonstrate two methods of carrying the canoe tandem. The candidate should attempt a solo lift and carry. The lifting and lowering of the canoe should be a solo tepee or assisted tepee. If size and strength prevent the lifting and carrying of the canoe as described, the candidate must demonstrate knowledge of the method.

Transporting Canoe on Vehicle

The candidates should be familiar with appropriate means of lifting a canoe onto and off a vehicle. They should also know knots, which will secure the canoe to the vehicle. If appropriate, each candidate should attempt these procedures.

Canoe Tour

The canoeists should accompany the Course Director on a short canoe tour. During this tour, the canoeists should practise as many of the canoeing skills learned during the Course as possible. Each canoeist should paddle in the stern for part of the tour. This is a tandem requirement only.

THEORY

Theory Review

Candidates must demonstrate a mastery of all theory items as outlined in the ORCKA Basic Canoeing Level 1 through Level 4 program.

Equipment Selection

- (a) The candidates will be shown how to select an appropriately sized paddle. The candidates will then select such a paddle.
- (b) The candidates will be shown how to select and wear a PFD. They will then select such a PFD and have their selection checked by the Course Director.

Equipment Knowledge

- (a) The candidates will be familiar with the following parts of the paddle: tip, blade, shaft, and grip.
- (b) The candidates will be familiar with the following parts of the canoe: bow, stern, bow seat, stern seat, thwart, and gunwale keel, hull, ribs, planks, inwale, outwale, tumblehome, stem band and painter.

Equipment Care

The candidates will be shown how to properly care for the PFD, paddle and canoe; they will demonstrate such care throughout the course.

Day Trip Packing

Candidates will be made aware of the items they may require while out for a few hours or a day. These items may include: drinking water, hat sunscreen, rainwear, map and compass, food, insect repellent, first aid kit, etc...

Safe Canoeing Procedures

The candidates will be made aware of the canoeing and waterfront rules of the facility where the Course is conducted.

The candidate will be made aware of the following "rules":

- (a) Keep your weight low in the canoe.
- (b) Canoe in the daylight.
- (c) Do not go out in stormy weather.
- (d) Avoid sudden or unannounced movements.
- (e) Cooperate with your partner.
- (f) Tell someone where you are going and when you expect to be back.
- (g) Stay with your canoe if it swamps or overturns.
- (h) Watch for obstacles.
- (i) Avoid fast moving water or rapids.
- (j) Know the safe loading capacity (people and packs) for a canoe without overloading it or making paddling difficult.
- (k) Have extra paddles in the canoe.
- (l) Get off the water when lightning is close or approaching.

Government Regulations

The candidate will be made aware of the government regulations as they apply to canoes, such as:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board.
- (b) One buoyant heaving line of not less than 15 metres in length.
- (c) One manual propelling device.
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.
- (e) A sound signalling device or a sound signalling appliance.
- (f) Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.
- (g) A sound signalling device or a sound signalling appliance.
- (h) Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

Outdoor Precautions

The candidate will be made aware of the potential danger, means of prevention and treatment of hypothermia and heat exhaustion.

Windy Weather Precautions

The candidate will be aware of some precautions to be taken in the event of windy weather, such as:

- (a) Quarter into the wind.
- (b) Adjust the trim.
- (c) Stay low in the canoe.
- (d) Stay close to shore.
- (e) Alter your route or go to shore, if necessary.

Environmental Awareness

The candidate will be aware of and understand the basic concepts of no trace camping and the rights of property owners and of others on the water.

Canoeing History

The candidate should be introduced to the rich canoeing heritage that Canadians share. This could be the evolution of the canoe, some local canoeing history, the biography of a canoeist, etc...

TEACHING SKILLS**General**

This skill area covers three major components: preparation for teaching, presentation skills and techniques and evaluation. The Course curriculum is meant to include theoretical aspects of teaching as well as opportunities for practical experience.

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Evaluation will be progressive. Candidates will prepare and submit at least 2 written lesson plans for review and evaluation by the Course Director. Each candidate will teach at least 2 separate lessons, one from the skills area of the Basic Canoeing Level 1, Level 2 or Level 3 and one from either the theory or the safety area of the Basic Canoeing Level 1, Level 2.or Level 3. Candidates must demonstrate competence in all items they present. By preparing and participating in lessons drawn from the Basic Canoeing Level 1, Level 2 and Level 3, candidates should be able to explain the content and standards of each test item in the Basic Canoeing Levels 1, Level 2 and Level 3 curriculums.

Teaching skills will be evaluated from the perspective of organisation, preparation, safety, leadership ability, interpersonal skills, creativity, and ability to accurately evaluate and correct students.

Preparation for Teaching

Candidates will learn fundamental aspects relating to the preparation for teaching, including:

- (a) Assessment of teaching environment, including: physical site, size of class, age of students, student abilities, special needs, and course duration.
- (b) Development of lesson plans, including: purpose of lesson plans, goal statements, lesson plan components, lesson plans as effective teaching tools, planning lessons to ensure coverage of curriculum items, and how to prepare lesson plans.
- (c) Supplies and equipment, including: role of equipment and creative use of equipment.
- (d) Organisation of resource materials, including: scheduling uses of waterfront/facility and administrative elements (i.e. obtaining films, rental equipment, etc.).

Presentation Skills and Techniques

Presentation skills will be evaluated during practice teaching sessions. Curriculum will cover the following:

- (a) Teaching fundamentals.
- (b) Teaching techniques.
- (c) Presentation skills.
- (d) Interpersonal skills and body language.
- (e) Dos and don'ts.

Evaluation

Candidates should show a good understanding of the areas described below. Testing will be done as part of the practice teaching sessions.

- (a) Knowledge of skills components; how to break skills down into their components.
- (b) Identification of skill deficiencies.
- (c) Basics of skill correction.
- (d) Re-evaluation of skill after correction.
- (e) Self evaluation.
- (f) Components of progressive evaluation.

SAFE CANOEING PROGRAM

The Safe Canoeing Program provides the first time paddler with basic safety and performance information relative to canoeing. By the end of the session it is expected that paddlers will have enough skill to safely enjoy some recreational paddling with a partner close to shore in calm conditions.

OVERVIEW

Prerequisites

There are no canoeing prerequisites for Safe Canoeing.

<p>Safety</p> <ul style="list-style-type: none"> • Canoe over canoe rescue <p>Theory</p> <ul style="list-style-type: none"> • Equipment knowledge • Safe canoeing procedures • Government regulations 	<p>Skills</p> <ul style="list-style-type: none"> • Launching and removing canoe • Entering and exiting canoe • Paddling positions • Balancing • Pivots • Sideward displacement • Forward straight line • Stopping • Landing • Lifts and carries
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SAFETY

General

All safety exercises will be completed with participants wearing an approved PFD.

Canoe Over Canoe Rescue

The candidates will witness a canoe over canoe rescue and discuss possible actions to take if a canoe overturns.

SKILLS

Launching and Removing Canoe

The candidates will assist in safely and carefully launching and removing the canoe at a shoreline and/or a dock.

Entering and Exiting Canoe

Each canoeist will safely enter and exit the canoe at a shoreline and/or a dock. The canoeist should have knowledge of procedures at both a shoreline and a dock.

Paddling Positions

The canoeists will enter the canoe and assume the paddling position (kneeling or sitting) deemed most suitable for the given conditions.

Balancing

- (a) Each canoeist will, in turn, from a kneeling or sitting position, stand for 15 seconds and then return to the original position while the partner stabilises the canoe by remaining still and low.
- (b) With both paddlers kneeling, gently rock the canoe for 15 seconds.
- (c) At all other times while in the canoe, the canoeists will demonstrate balance by avoiding sudden unannounced movements and keeping their centres of gravity low and in the centre of the canoe.

Pivots

The canoeists will pivot the canoe one complete revolution in one direction, and then one complete revolution in the other direction. Canoeists should not change paddling sides during the manoeuvre.

Sideward Displacement

The canoeists will move the canoe sideways a distance of approximately 5 metres in both directions. Canoeists should not change paddling sides during the manoeuvre.

Forward Straight Line

The canoeists will paddle in a relatively straight line for a distance of approximately 25 metres, and return. Canoeists should not change paddling sides during the manoeuvre.

Stopping

The canoeists, working together, will stop the canoe in a safe and appropriate manner.

Landing

The canoeists, working together, will land the canoe at a shoreline and/or a dock in a safe and appropriate manner.

Lifts and Carries

The candidates will assist in safely lifting and carrying the canoe to and from the water at the beginning and end of their canoeing session(s). Various techniques may be employed, depending upon the size and strength of the candidates.

THEORY

Equipment Knowledge

The candidates should be familiar with the following parts of the paddle: tip, blade, shaft, and grip. The candidates should be familiar with the following parts of the canoe: bow, stern, bow seat, stern seat, thwart, and gunwale.

Safe Canoeing Procedures

The candidates will be made aware of the canoeing and waterfront rules of the facility where the Course is conducted.

The candidate will be made aware of the following "rules":

- (a) Keep your weight low in the canoe.
- (b) Canoe in the daylight.
- (c) Do not go out in stormy weather.
- (d) Avoid sudden or unannounced movements.
- (e) Cooperate with your partner.
- (f) Tell someone where you are going and when you expect to be back.
- (g) Stay with your canoe if it swamps or overturns.
- (h) Watch for obstacles.
- (i) Avoid fast moving water or rapids.
- (j) Know the safe loading capacity (people and packs) for a canoe without overloading it or making paddling difficult.
- (k) Have extra paddles in the canoe.
- (m) Get off the water when lightning is close or approaching.

Government Regulations

The candidate will be made aware of the government regulations as they apply to canoes, such as:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board.
- (b) One buoyant heaving line of not less than 15 metres in length.
- (c) One manual propelling device.
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.
- (e) A sound signalling device or a sound signalling appliance.
- (f) Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

ORCKA CANOEING PROGRAM