

# Australian Canoeing Award Scheme 2014

## Evidence Guideline

### Coastal Guide



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 is surf to 0.5 m. Demonstrate: - Surf; - Back surf.	Participant launch's and lands in a safe repeatable manner. Safe demonstrations are performed.
Model Coastal Skills set efficiently and safely.	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.
Perform rescues in moderate conditions at sea Buddy rescue: - Flip and support Self rescue: - Paddle float rescue - Flip and climb	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.

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Competently perform a tow: - Single tow; - In line tow; - V tow; - Contact tow; - Towing to hold position. Coordinate roles and communication within group.	Tows are performed using: - Quick release system; - floating system if disconnected; - Brightly coloured rope can be an advantage.  Tows are performed to promote safety to all.
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.
Capsize and recover in surf to 0.5 m.	Capsize is performed in surf. Self-rescue performed. Calm is maintained during whole process.
<b>Knowledge component</b>	
Have a broad understanding of the advantages and limitations of sit on top craft.	Good knowledge may include but not limited to: - Construction; - Material; - Water line; - Handling characteristics--tracking, edge behaviour, etc; - Storage; - Deck fitting; - Volume; - Hull shapes.
Select and advise novice paddlers on 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 coastal sit on top activity.	Knowledge of but not limited to: - Latitude and Longitude; - Measuring distance; - Tide flow arrows; - Port and Starboard marks; - Cardinal marks; - Special mark; - Paddling speed;

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	<ul style="list-style-type: none"><li>- Effects of wind and tide;</li><li>- Eddies;</li><li>- Types of coast line eg: cliffs;</li><li>- Position fixing, 3 point fix;</li><li>- Aiming off.</li></ul> <p>Able to complete a Navigation sheet.</p> <p>Tides.</p> <ul style="list-style-type: none"><li>- High and Low;</li><li>- Spring and neap;</li><li>- Rule of twelves;</li><li>- Secondary ports.</li></ul>
Store, operate and maintain appropriate safety and communication equipment.	<p>Equipment to include but not limited to:</p> <ul style="list-style-type: none"><li>- Lifejacket;</li><li>- Spare paddle;</li><li>- Mobile phone;</li><li>- Hand pump;</li><li>- Helmet (when in surf);</li><li>- VHF radio;</li><li>- Tow line;</li><li>- Sat Phone;</li><li>- Sling/ rescue ladder.</li></ul>
Interpret weather for a marine environment.	<p>Able to identify good source of marine forecasts.</p> <p>Knowledge of but not limited to:</p> <ul style="list-style-type: none"><li>- Highs;</li><li>- Lows;</li><li>- Fronts;</li><li>- Swell;</li><li>- Sea;</li><li>- Beaufort scale;</li><li>- Funneling;</li><li>- Rebound;</li><li>- Fetch.</li></ul>
Minimal environmental impact.	<p>Follows AC environmental code.</p>
Knowledge and maintenance of craft.	<p>General knowledge of what makes a kayak a Sea Kayak. Must include but not limited to:</p> <ul style="list-style-type: none"><li>- Storage;</li><li>- Seat options;</li><li>- Decklines;</li><li>- rudder systems.</li></ul> <p>Able to explain or show simple repair kits and the purpose of its contents.</p>

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Knowledge of Rules and Sea.	Knowledge of but not limited to: - Give way rules for other water craft.
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.
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: - Separation; - Drowning; - Sunburn; - Hypothermia; - Hyperthermia.
Licensing, permits and other legal and behavioral 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.	Knowledge of ACs online logbook. Understands the purpose and contents of a logbook.
<b>Experience component</b>	
Six coastal trips of a minimum of three hours duration. Three guided coastal activities of at least three hours duration as an observer under training or as an assistant Guide. Two guided sea activities of at least 3 hours duration as lead guide under observation of a qualified guide.	Produce a logbook to Australian Canoeing that shows a minimum standard of: Six coastal trips of a minimum of three hours duration over a period of at least two years.  Three guided coastal activities of at least three hours duration as an observer under training or as an assistant Guide.  Two guided sea activities of at least 3 hours

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	duration as lead guide under observation of a qualified guide.
<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: <ul style="list-style-type: none"><li>- Verbal;</li><li>- Whistle;</li><li>- Visual.</li></ul>
Brief a group of novices paddlers to participate in activity, must include but not limited to: <ul style="list-style-type: none"><li>– purpose and duration of trip;</li><li>– expected conditions;</li><li>– correct posture;</li><li>– setting up the craft;</li><li>– launching and landing in surf;</li><li>– strokes as required;</li><li>– group movement requirements;</li><li>– actions in the event of an emergency;</li><li>- On water signals.</li></ul>	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.
<b>Leadership component</b>	
Manage the launching and landing of a group of novice paddlers: <ul style="list-style-type: none"><li>- In surf to 0.5 m;</li><li>- In flatwater.</li></ul>	Launch and landing promotes safety to all involved.
Manage a group of novice paddlers in moderate conditions at sea.	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.

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Manage group packing.

Packing is managed to promote efficiency and safety.

Manage tows of novice paddles in moderate conditions at sea.

Tows are managed to promote safety to all.