

# Australian Canoeing Award Scheme 2014

## Evidence Guideline

### Enclosed Sea Instructor



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

<b>Skill Component</b>	
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.
Model Skill set efficiently and safely.	Strokes: - Forward and reverse paddle; - Forward and reverse sweeps; - Draw strokes (feathered and sculling); - Stern Rudder; - Stopping; - Support using both blade faces.  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: - Wedge rescue; - T rescue. Self rescue: - Paddle float rescue.	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.
Perform tows in moderate conditions at sea: - Single tow; - In line tow; - V tow; - Short tow;	Tows are performed using: - Quick release system; - floating system if disconnected; - Brightly coloured rope can be an advantage'.

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<ul style="list-style-type: none"><li>- Contact tow;</li><li>- Towing to hold position.</li></ul>	Tows are performed to promote safety to all.
Secure craft for transport, secure equipment to craft.	Participants transport craft to and from venue, 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 an Enclosed sea 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: all aspects of intro sea skills enclosed water guide and instructor awards, to include but not limited to: <ul style="list-style-type: none"><li>- paddling skills;</li><li>- self and buddy rescues;</li><li>- group control;</li><li>- navigation;</li><li>- deliver a theory training session;</li><li>- deliver a practical training session.</li></ul>	Paddling skills to include: <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>- Low support;</li><li>- High support.</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>
<b>Knowledge component</b>	
Have a broad understanding of the advantages and limitations of sea kayaks.	Good knowledge may include but not limited to: <ul style="list-style-type: none"><li>- Construction;</li><li>- Material;</li><li>- Water line;</li><li>- Handling characteristics--tracking, edge behaviour, etc;</li><li>- Storage;</li><li>- Deck fitting;</li><li>- Volume;</li><li>- Hull shapes.</li></ul>

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<p>Select and advise novice paddlers on appropriate equipment and clothing with consideration of sun sense and hypothermia.</p>	<p>Throughout assessment participants use appropriate equipment for the environment. This equipment is prepared in a way to not impede on safety.</p>
<p>Plan full day enclosed sea activities for novice paddlers.</p>	<p>Knowledge of but not limited to:</p> <ul style="list-style-type: none"><li>- Latitude and Longitude;</li><li>- Variation and Deviation;</li><li>- Measuring distance;</li><li>- Tide flow arrows;</li><li>- Port and Starboard marks;</li><li>- Cardinal marks;</li><li>- Special mark;</li><li>- Paddling speed;</li><li>- Effects of wind and tide;</li><li>- Eddies;</li><li>- Scale;</li><li>- Depths;</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. Types of sea floor. Tidal vectors. Lights on above markers.</p>
<p>Store, operate and maintain appropriate safety and communication equipment.</p>	<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><li>- Hands-free pumps, foot or electric.</li></ul>
<p>Interpret weather for enclosed sea trips.</p>	<p>Able to identify good source of marine forecasts. 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></ul>

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	<ul style="list-style-type: none"><li>- Beaufort scale;</li><li>- Funneling;</li><li>- Rebound;</li><li>- Fetch.</li></ul> Sources of weather forecasts. Telling signs of bad weather approaching.
Knowledge of tides for enclosed sea trips.	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>- 50/90 rule;</li><li>- Secondary ports.</li></ul>
Minimal environmental impact.	Follows AC environmental code.
Knowledge and maintenance of craft.	General knowledge of what makes a kayak a Sea Kayak. Must include but not limited to: <ul style="list-style-type: none"><li>- Storage;</li><li>- Decklines;</li><li>- Cockpit;</li><li>- Bulkheads.</li></ul> Able to explain or show simple repair kits and the purpose of its contents. Able to explain or demonstrate simple glass repair.
Knowledge of Rules and Sea.	Knowledge of but not limited to: <ul style="list-style-type: none"><li>- Give way rules for other water craft.</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.
Safety Guidelines, Minimal Impact Guidelines, Risk Management Policy, Incident Reporting requirements.	Has knowledge of these documents.
Hazard identification and risk management program for an enclosed sea trip.	Able to identify Risks and casual factors for an Enclosed 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></ul>

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	<ul style="list-style-type: none"><li>- Hypothermia;</li><li>- Hyperthermia.</li></ul>
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.
Instruction: – correcting and training skills; – training and correctional models.	Skills are taught in a method that suits participants learning, Technique is adjusted if required.
<b>Experience component</b>	
Six enclosed sea environment trips of a minimum of three hours duration over a period of at least two years. Two different overnight enclosed sea kayak trips. Six guided enclosed sea activities of at least three hours duration as an observer under training or as an assistant Guide (must be in two different locations). Two guided enclosed sea activities of at least six hours duration as lead guide under observation of a qualified guide. Six practical instructional activities in enclosed sea of at least three hours duration, of which three as the lead Instructor. Four theory sessions as an observer under training or as an assistant Instructor, of which two as the lead Instructor.	Produce a logbook to Australian Canoeing that shows a minimum standard of: Six enclosed sea environment trips of a minimum of three hours duration over a period of at least two years. Two different overnight enclosed sea kayak trips. Six guided enclosed sea activities of at least three hours duration as an observer under training or as an assistant Guide (must be in two different locations). Two guided enclosed sea activities of at least six hours duration as lead guide under observation of a qualified guide. Six practical instructional activities in enclosed sea of at least three hours duration, of which three as the lead Instructor. Four theory sessions as an observer under training or as an assistant Instructor, of which two as the lead Instructor.

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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>– 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.
Instruction: <ul style="list-style-type: none"><li>- introduce a program including aims and outcomes, timing and movements;</li><li>- demonstrate an understanding recent; developments in equipment and technique.</li></ul>	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 the launching and landing of a group of novice paddlers.	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.
Manage group packing.	Packing is managed to promote efficiency and safety.

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Manage tows of novice paddles in moderate conditions in enclosed sea.	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.