

SEA KAYAK COMMITTEE POLICIES

Aug. 30, 2019

CLUB BOAT AND EQUIPMENT USE:

- Boats and equipment are available to all members when accompanied by a trip leader, or without a trip leader including for solo use when members have been properly assessed to have Basic Skills (see below). Having said that, members use equipment at their own risk, and should remember the Coast Guard saying, "less than three (paddlers) should never be".
- Those assessed as having Basic Skills shall be given a key to Container 15 upon request, but not the main gate. (For additional key info see Senior Members below.)
- Posted club paddles including but not limited to Open Paddles shall have equipment priority.
- Club boats and other club equipment may not be taken from Jamaica Bay or Lake Sebago without the permission of the Kayak Chair (KC). Permission is normally routine for posted club trips, but rare for other purposes.
- All boats & equipment must be inspected by the paddler/user before and after each use. Any damage issues should be annotated via the "yellow tag" system and reported to the Kayak Chair or the Fleet Manager.
- If a member likes a particular club boat, particularly fiberglass, kevlar and carbon fiber boats, and uses it regularly, that member is encouraged to "adopt" the boat and repair it as necessary.

BASIC SKILLS REQUIREMENTS:

- Basic Skills is defined as having ACA (American Canoe Association) Level 1 sea kayak skills **plus** self-rescue skills, see
 - Level 1: Introduction to Kayaking (below), **plus**
- The Quick Start classes were designed in three roughly 4 hour parts. Somewhere between Quick Start and Quick Start Part 3 most paddlers should be proficient in the skills portion of Basic Skills.
- Skills shall be assessed by an instructor or a member authorized by the Kayak Chair, usually the instructor managing the Quick Start classes.
- There will be multiple opportunities for members to have Basic Skills assessed via the Quick Start, Quick Start Part 2 and Quick Start Part 3 classes. While ad hoc assessment is also permitted by contacting the Kayak Chair, participation in the Quick Start classes is the preferable method.
- Instructors or other authorized personnel shall submit a list of members who have successfully demonstrated Basic Skills to Carol Landry - calmoon111@gmail.com - for input into the membership database (aka FileMaker), with a copy to the Kayak Chair.

Senior Membership:

- To be a Senior Member one must be a member in good standing for at least one year, request to become a Senior Member, be present at the appropriate membership meeting, and be voted in as a Senior Member.
- Upon request, Senior members may be given a key to the main gate – but not to the safety gear lockers – which shall require further instruction/knowledge.

- Senior members who attained Basic Skills may also be given a key to C 15 upon request.

TRIP LEADER REQUIREMENTS:

General information re: Trip Leaders:

- The trip leader's skill should match or exceed the location. This is why trip planning is such a crucial requirement for any trip leader.
- Protected waters such as Jamaica Bay or Lake Sebago would basically require Level 2 paddling skills.
- Intermediate waters like Cold Spring, NY to the Bear Mountain Bridge would require Level 3 skills.
- Advanced trips in areas that regularly include open exposed waters, waves, currents or surf zones should have a Level 4 trip leader or above.

Intermediate & Advanced Trip Leaders: Trip Leaders for unprotected water not qualifying as Level 4 or 5 conditions should have at least an ACA Level 3 Trip Leader certification, or an equivalent assessment by the club. For ACA Level 3 TL skills see:

- Level 3 Coastal Kayaking Trip Leader Training Course below.
- See ACA guidelines for Level 4 and 5 requirements at Americancanooclub.org

Protected water Trip Leaders:

- See: Sebago Level 2 Trip Leader Standards below.

Assistant Trip Leaders:

- See: Sebago Assistant Trip Leader Standards below

A list of all TLs and ATLS shall be maintained and available to members upon request.

- See the Kayak Chair (KC) for details
- Re-certification of TLs shall be required as deemed prudent by the KC.

TRIP & TRIP LEADER GUIDELINES:

- Trip Leader (TL) status is designated by the Kayak Chair or such other member or committee the Chair designates (usually the senior instructors managing the Trip Leader Workshop). Participation in the Trip Leader Workshop is the preferable means of becoming a TL (or brushing up on one's skills). Ad hoc appointments are possible via contacting the KC, but are discouraged.
- Only Trip Leaders may take members who are not trip leaders or guests out in club boats.
- TLs should carry their own safety equipment including VHF radios and tow belts. However, the club maintains a TL locker with group safety equipment such as first aid kits, repair materials, night illumination, paddle floats, pumps and spray skirts. Club radios are also usually available in the Trip Leader Cabinet in the clubhouse.
- Spray skirts should be used only by members who have successful experience with wet exits and have Basic Skills.

- The Trip Leader shall have the ultimate authority over all major decisions including but not limited to: go or not go; accept any participant; select an assistant; when & where to launch or land; etc.
- TLs shall comply with the ACA guideline of a maximum of 5 participants to a TL. A TL together with an ATL may handle up to 10 participants. However, the TL may lower the leader/participant ratio at his/her discretion.
- While each trip member is ultimately responsible for his/her own safety, the maintenance of the integrity of the group is very important for safety reasons. Failure to heed the instructions of the TL shall be considered a serious issue.
- If a trip will include guests, the TL should gather participants together; arrange for introductions; assign boats; adjust equipment; describe basic strokes; summarize the trip plan; describe signals to be used; discuss what to do in the event of a capsize; and cover such other issues that may be necessary. The Trip Leader shall assign duties to subordinate TLs and ATLs.
- TLs and ATLs should have safety equipment including a tow rope; first aid kit, whistle, pump, paddle float, extra paddle, VHF radio. Air horns are encouraged. In Jamaica Bay channel 68 or 69 are frequently used on the VHF radios, but the channel to be used shall be the decision of the TL, within Coast Guard parameters.
- All adult guests must fill out electronic waivers.
- Electronic waivers must be submitted by a parent or guardian for all juvenile guests (those under 18).
- Trip Leaders should have good reason to believe that the signatories are in fact the parents or guardians.
- Paper waivers are no longer permitted.
- The Trip Leader is responsible for maintaining the utmost propriety dealing with the public, and particularly when dealing with youths.
- The TL shall maintain Trip Rosters of all paddlers, including supporting TLs and ATLs, and is responsible for ensuring that the Trip Rosters and all waivers have been executed and properly processed and maintained. The Trip Rosters shall be deposited in the Trip Leader Cabinet for review by the Kayak Chair.
- The Check List on the back of the Trip Roster is for the convenience of the TLs, and is not deemed to cover all pertinent matters.
- Trip Rosters shall act as the old Sebago “sign up sheet” as well as the Trip Roster.
- TLs shall ensure that all trips are posted on Sebago's calendar. (Note: All open paddles and a number of member paddles are posted at the season's inception.)
- Use of club boats by anyone under the age of 16 is prohibited.

Pool Sessions:

- Winter pool sessions shall be encouraged to promote more proficient paddlers.
- Fees: no fee for Sebago members; \$20.00 fee for non-members.
- Instructors, participants and waiting list, if any, shall sign up for the sessions via an electronic spreadsheet.
- Non-members shall be billed via PayPal.
- Usage shall be monitored to make sessions available to everyone.

- Topic specific events, for example - a Safety & Rescue session, will be a special occasional event.
- If “no shows” become an issue — they will be addressed by the KC.

Prospective Instructors -

- The club does wish to encourage new instructors;
- The club should pay for direct costs of becoming instructors. For example, the instructor assessment course can cost as much as \$600.00. The club should pay or reimburse that. However, any classes taken to develop skills in order to become proficient enough to become an instructor shall not be reimbursed.
- Only those members who have been identified by the Kayak Chair as being good prospective instructors AND who are deemed to have demonstrated a commitment to Sebago shall be reimbursed.
- Prior to authorizing a reimbursement program for any prospective instructor there should be a clear understanding and record of how the instructor shall minimally support Sebago via running subsequent instruction classes.
- Reimbursement shall be 100% and paid promptly upon the member formally passing the instructor assessment class.
- Any and all reimbursements shall be at the discretion of the Kayak Chair, be charged to the Kayak budget and be subject to budget availability.

Existing Instructors:

- The club is an ACA instructor oriented club. The club shall pay for the direct costs of ACA instructor recertification of those instructors who have a demonstrated to the Kayak Chair a commitment to Sebago. For example, the cost of recertification and the cost of CPR shall be reimbursed. However, if the instructor decides, for example, to take instructional classes in order to maintain or enhance skills to facilitate recertification, these classes shall not be reimbursable.
- Prior to authorizing a reimbursement program for any prospective instructor there should be a clear understanding and record of how the instructor shall minimally support Sebago via running subsequent instruction classes.
- Reimbursement of BCU instructor recertification shall be at the discretion of the KC.
- All reimbursements shall be subject to Kayak Chair approval, charged to the Kayak budget and subject to budget availability.

Contact information at the present time:

Co-Kayak Chairs:	Frank Favia & Bill Rossi - kayaking@sebagocanooclub.org
Fleet Manager Member Boats:	Mark Brogna - email available upon request
Fleet Manager Club Boats:	Mark Mikenberg & Ramona Rottkamp - email available upon request.



Level 1: Introduction to Kayaking

Skills Assessment

Assessment Overview: This ACA Assessment Course is designed to evaluate a participant's ability to perform all of the skills listed along with demonstrating an appropriate level of knowledge. This assessment course provides the participant with the opportunity to receive documentation of having achieved a certain level of paddling ability.

Essential Eligibility Criteria (EEC):

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket*
8. Get on / off or in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. Remount or reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation*

** To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*

Course Prerequisites: Must be an ACA member

Course Duration: 1 day

Course Location / Venue: Flat water, protected from wind, waves and outside boat traffic, with current less than 0.5 knots and within swimming distance of shore.

Class Ratio: 5 Participants : 1 Instructor; with an additional instructor or qualified assistant the ratio can be 10 : 2

Instructor: Level 1 or higher ACA Instructors within their discipline.

The sequence of assessment should be adjusted to best fit the participant's needs, class location, time allowance, and craft being used.



Level 1: Introduction to Kayaking

Skills Assessment

Participant: _____ **ACA #:** _____ **Date:** _____

Discipline: _____ **Location and venue:** _____

Rating: ✓ = *Passing* N = *Needs more practice*

Participant must be able to perform all strokes, maneuvers, rescues, and skills in the appropriate venue. In addition the participant must demonstrate the appropriate level of knowledge for this skill assessment level. For the full rubric on Level 1 maneuvers, see the [National On Water Standards for human powered craft document](#), pages 17-65.

Introduction, Expectations, and Logistics

- Welcome, introductions, paperwork
- Student and instructor course expectations and limitations
- Explain assessment procedure
- Course itinerary and site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA

Conclusion and Wrap-up

- Group debrief/individual feedback
- Course Limitations
- Importance of first aid and CPR
- Importance of additional instruction, practice, experience
- Importance of appropriate level of safety and rescue training
- Life sport/paddling options
- Local paddling groups/clubs
- Reference materials/ACA membership
- Course evaluations and Assessment cards

PREPARING TO DEPART	P / N	COMMENTS
Make sure the boat is securely fastened to the car or racks, using proper tie downs, straps, or knots		
Use proper techniques to safely lift and carry the kayak on shore		
Obtain (recite), weather conditions, forecasts, and evaluate hazards to navigation and other environmental factors		
Put on a life jacket appropriate for the operator's size, craft, and activity; confirm all others in the group are properly wearing their life jacket		
Inspect the kayak and all safety equipment to meet state, federal, and local requirements for the vessel and activity		
Recognize, describe and follow safe boating practices (behavior, substance abuse, on water and land etiquette, leave no trace ethics)		
Prepare kayak for departure, stowing gear securely, ensuring it is balanced		
Demonstrate knowledge of a float plan (components and filing)		
Hold the paddle in correct orientation and grip for effective paddling		



Level 1: Introduction to Kayaking

Skills Assessment

MANEUVERS to be performed with appropriate and efficient strokes, while maintaining the trim and balance of the craft	P / N	COMMENTS
Enter and launch kayak from shore in a controlled manner, checking for clear departure		
Propel the kayak forward in a straight line 15-20 boat lengths		
Stop the kayak within two boat lengths		
Move the kayak backwards 3-4 boat lengths		
Move the kayak sideways to each side 10 feet (3 meters)		
Turn the kayak from a stationary position 180° to the right and left		
Turn the kayak while maintaining forward motion 90° to the right and left		
Propel the kayak in a figure of 8 course around markers 3-4 boat lengths apart		
Tripping: experience paddling at least a short duration (1 hour) and distance (1 mile/1.6 km) day trip		
Arrive at destination point, checking for clear approach, and exit the kayak in a controlled and safe manner		
Secure the kayak and equipment before leaving unattended, with attention paid to environment and conditions		

RESCUE/SAFETY	P / N	COMMENTS
Demonstrate awareness of rescue priorities and uses safe progressions (T-RETHROG including throwable floating aid or throw bag use)		
Identify and demonstrate the use of appropriate rescue and safety gear for the craft and planned activity		
Exit the kayak after a capsize (may include wet exit)		
Rescue self and the kayak using an effective self rescue technique (e.g., swim self and boat to shore, or deep water reentry).		
Rescue a person in the water and capsized kayak using appropriate techniques and equipment for the craft (bailers, pumps, paddle floats, tow lines, rescue slings, etc)		
Assisted rescues: boat over boat/side by side/T-Rescue/others appropriate to conditions		
Assisted re-entry: heel hook/stern entry/others appropriate to conditions		
Bulldoze or tow kayak or swimmer to shore		



Level 1: Introduction to Kayaking

Skills Assessment

TECHNICAL KNOWLEDGE	P / N	COMMENTS
Equipment: working knowledge of paddling equipment and terminology		
Demonstrate understanding of the dangers of paddle sports and propel an appropriate course to avoid potential hazardous situations		
Avoid cold water shock, hypothermia and hyperthermia by choosing proper clothing and other safety gear.		
Recognize and appropriately use communication (paddle/oar and whistle) signals		
Follow basic navigational rules for inland waterways		
Display awareness of the group and employ effective on water management techniques		

FINAL ASSESSMENT	COMMENTS
<p><i>Assessor must be a Level 1 or higher ACA Instructor within the discipline.</i></p> <p>PASS NEEDS MORE WORK</p> <p>Assessor: _____</p> <p>Signature: _____</p> <p>ACA #: _____ Date: _____</p>	



Level 2: Essentials of Kayak Touring Trip Leader (EKTTL) Training Course

Purpose: The purpose of the Level 2: Essentials of Kayak Touring Trip Leader (L2: EKTTL) training is to prepare individuals who intend to lead other paddlers, either recreationally or professionally, in protected waterways. The emphasis of the training is on leadership.

Training Overview: The L2: EKTTL training is designed to expose candidates to the skill-set required for leading paddlers in protected waterways. While this is not a teaching award, a L2: EKTTL should also be able to provide basic tips to paddlers, as appropriate, to help them through the environment. This training course is intended to be followed by an assessment course.

Essential Eligibility Criteria (EEC):

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket*
8. Get in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. Reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation*

** To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11*

Prerequisites for Training:

- Previously completed the L2: Essentials of Kayak Touring Skills Assessment and/or demonstration of equivalent skills.



Level 2: Essentials of Kayak Touring Trip Leader (EKTTL) Training Course

Course Location / Venue: Calm, protected water with constant access to safe landing and within .5 nm from shore:

- Winds less than 10 knots
- Waves less than 1 foot (0.3 meters)
- Current less than 1 knot
- No surf - shore break less than 1 ft (0.3 meters)

Course Duration: A minimum of 1 day for training.

Trainer:

- Level 2: Coastal Kayaking Instructor Trainer (or higher), or
- Level 3: Coastal Kayaking Instructor with the L2: Essentials of Kayak Touring Trip Leading (EKTTL) Endorsement, or
- Level 4: Open Water Coastal Kayaking Instructor (or higher)

Class Ratio: 5 students : 1 instructor; with an additional instructor or qualified assistant the ratio can be 10 : 2

Succeeding Course: Level 2: Essentials of Kayak Touring Trip Leader Assessment

Equipment: Candidates shall possess all the equipment appropriate for a trip leader in L2: EKTTL conditions, and demonstrate the judgement to carry equipment that is appropriate for day trips and various group characteristics. Candidates' gear selections shall cover the following categories:

- Kayak (single sit-on-top or sit-inside, or tandem sit-on-top or sit-inside with fixed flotation sufficient to allow deep-water self-rescue) and personal equipment appropriate for kayak touring. Neither sit-on-top or tandems are required for the assessment. However, if sit-on-top kayaks are used, at least some of the kayaks in the course must be sit-inside to allow demonstration of skills and knowledge of both types of boats; and, if tandem kayaks are used, at least some of the kayaks in the course must be singles to allow demonstration of skills and knowledge in both types of boats.
- Safety and emergency
- Signaling and communications
- First aid and equipment repair kits
- Navigation

Skills: The following list of criteria are to be used in the training of L2: EKTTL candidates. The time spent on each skill and the sequence of evaluation should be adjusted to fit the candidate's needs, class location, and time allowance with an emphasis on the application of each skill in a leadership context.

Maneuvering: Candidates must be able to demonstrate safe, effective and efficient maneuvering in L2: EKTTL conditions. The focus of the training will be on desired results rather than on specific technique. The skills shall include:

- Forward and reverse paddling
- Turning with forward and reverse momentum
- Static turns and 360° rotation with forward and reverse strokes



Level 2: Essentials of Kayak Touring Trip Leader (EKTTL) Training Course

- Sideways movement – static and with forward momentum
- Preventing capsize with braces

Note: The training context shall include maneuvering for towing, quickly attaining the bow of a capsized boat, paddling on edge to maintain directional stability, using support strokes to prevent capsize, reverse paddling to assist in rescue rather than turning, or similar practical applications of personal skills.

Rescues and Tows: Candidates must be able to perform a variety of assisted rescues and self-rescues, as well as tows in L2: EKTTL conditions to include:

For sit inside kayaks, the following skills:

- T-rescue
- Scoop rescue

If sit-on-top kayaks are available, the following optional skills:

- Side by side with stabilization assisted rescue
- Cross kayak PFD grab assisted rescue

For both types of kayaks, the following skills:

- Stirrup rescue
- Efficient self-rescue from a swimming start
- Swimmer carries (bow, stern, and back deck)
- Contact tow (forward and reverse)
- Tow – single boat and multiple boat inline
- Rafted tow
- Unresponsive paddler, e.g. Hand-of-God; boat flip

The trainer shall evaluate the candidate's situational awareness and ability to maintain group control during the performance of rescues and towing exercises. A variety of touring, sit-on-top and tandem kayaks may be used at the trainer's discretion.

Technical: Candidates must demonstrate the following technical skills:

- Navigation – Candidates must demonstrate a knowledge of symbols, distance measurement, bearings and variation for inland and marine charts. While on the water, candidates must be able to determine a position using bearings, navigate using shoreline features and other visible references, and maintain a course using a compass heading and time.
- Basic boat repair – Candidates will demonstrate basic field repair/management of either a small hole, compromised/missing hatch cover or a damaged skeg/rudder. At the trainer's discretion, the repair may occur on the water.

Leadership: Leadership ability shall be evaluated during a journey where each candidate is given the opportunity to make appropriate decisions, cognizant of conditions and the current performance capability of the group. Individual legs shall be debriefed to evaluate an understanding of leadership principles and to reveal the candidate's decision-making process. Candidates must show leadership appropriate to the circumstances, the risk at hand, the individuals being led, and the environmental challenges encountered.



Level 2: Essentials of Kayak Touring Trip Leader (EKTTL) Training Course

- Group abilities – Candidates shall demonstrate the ability to assess individual and group performance capabilities (e.g. skills, experience, judgement, fitness, boats and equipment) and set goals appropriately.
- Environmental awareness – Candidates shall demonstrate the ability to assess conditions based on weather forecasts, observed wind, current and swell. Candidates shall also identify protected areas, potential hazards, early exit options, remoteness and rescue resources. Based on these observations, candidates shall plan an appropriate journey and adapt their plan as conditions change.
- Group awareness – Candidates shall demonstrate group awareness throughout a trip to include assessing a group's energy levels, hydration, confidence in conditions and readiness for upcoming challenges, and adjust their trip plans accordingly.
- Group management – Candidates shall demonstrate group management and control appropriate to the conditions, environment and group readiness (e.g. spacing, pacing, formation and supporting roles) to include setting clear parameters and establishing emergency procedures.
- Risk assessment, incident avoidance and management – Candidates shall demonstrate on-going risk assessment relative to the readiness of the group, implement proactive strategies to avoid potential incidents, and manage incidents effectively if they do occur.
- Communication – Candidates shall demonstrate the use of effective and ongoing communication to manage the group, share plans, assess paddlers, adapt to environmental limitations (e.g. wind or swell) and proactively prepare for potential emergencies.
- Positioning – Candidates are expected to use various positions as appropriate to the situation, environment and potential consequences. Leader positioning shall reflect an awareness of potential hazards, the need to maintain a line of sight, and preparedness to manage potential rescues/incidents.
- Launching and landing – Candidates must demonstrate proficiency launching and landing themselves and a group in L2: EKTTL conditions, including planning, communication and positioning to maintain group control.

Knowledge: The topics and concepts below provide a framework of knowledge necessary for trip planning, implementation, and leadership. All will be covered and evaluated in the context of the L2: EKTTL environment and conditions. A candidate's knowledge can be evaluated using a variety of methods which may include observation, self-assessment, feedback, written assessment, questioning and pre-assigned and/or ad hoc presentations.

- Weather – Candidates shall be familiar with the terminology typically found in inland and marine forecasts, know multiple sources for obtaining forecasts and be able to assess the impact of forecasts on trip plans.
- Tides and currents – Candidates shall be familiar with tidal terms, timing, forecast tables and the concept of drift.
- Conditions – Candidates shall be familiar with the terminology found in marine and weather forecasts, know multiple sources for obtaining forecasts, know the upper limits of the L2: EKTTL environment, and understand the importance of keeping their trips within those parameters.



Level 2: Essentials of Kayak Touring Trip Leader (EKTTL) Training Course

- Trip planning – As a tabletop exercise, candidates must prepare a trip plan that demonstrates an understanding of chart data, simple course plots, weather, tides, currents, and group abilities.
- Communication and signaling – Candidates shall demonstrate knowledge of communication and signaling tools and their appropriate use, including VHF radios, emergency signals, paddle and hand signals.
- Rules of the road – Candidates must understand the hazards posed by other boat traffic, know USCG night lighting requirements and basic rules of the road as they pertain to kayakers.
- Leave No Trace (LNT) skills and ethics – Candidates will have a general understanding of LNT best practices and follow LNT principles and practices at all times.
- Prevention and management of hypothermia and hyperthermia – Candidates must have knowledge of symptoms, prevention, and management of hypothermia and hyperthermia.



Level 3: Coastal Kayaking Trip Leader (CKTL) Assessment Course

Purpose: The purpose of the Level 3: Coastal Kayaking Trip Leader (L3: CKTL) assessment is to prepare individuals who intend to lead other paddlers, either recreationally or professionally, in coastal environments. The emphasis of the assessment is on leadership and group management. Successful completion of the assessment will provide evidence of the participant's technical skills and confirm their knowledge, understanding and ability to plan and implement trips appropriate for a group's abilities, in environments up to and including L3: CKTL conditions.

Assessment Overview: For successful completion of The L3: CKTL assessment an individual must demonstrate technical proficiency, trip planning, group management and leadership skills in the L3: CKTL venue. While this is not a teaching award, an L3: CKTL must also be able to provide basic tips to paddlers, as appropriate, to help them through the environment.

Essential Eligibility Criteria (EEC):

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket*
8. Get in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. Reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation*

** To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*

Prerequisites for Assessment:

- Be 18 years or older
- Be a current ACA member in good standing
- Complete a Level 3: Coastal Kayaking Trip Leader Training Course
- Provide a summary of previous trip experience including leadership roles



Level 3: Coastal Kayaking Trip Leader (CKTL) Assessment Course

Course Location / Venue: Lakes or coastal waters with potential areas of exposure to mild wind and wave conditions, with constant access to safe landing and within 1.5 nm from shore:

- 10 - 15 knot winds
- 1 - 2 foot waves (chop) (0.3 – 0.6 meters)
- 1 - 2 foot surf (0.3 – 0.6 meters)
- 1 - 2 knots of current

At least 3 of the above conditions must be present during some part of the assessment

Course Duration: A minimum of 2 days

Assessor:

- Level 3: Coastal Kayaking Instructor Trainer (or higher), or
- Level 4: Coastal Kayaking Instructor with the L3: Coastal Kayaking Trip Leader (CKTL) Endorsement, or
- Level 5: Advanced Open Water Coastal Kayaking Instructor

Class Ratio: 5 students : 1 instructor; with an additional instructor or qualified assistant the ratio can be 10 : 2

Succeeding courses: Level 4: Open Water Coastal Kayaking Skills Assessment

Equipment: Participants shall possess all the equipment appropriate for a trip leader in L3: CKTL conditions, and demonstrate the judgement to carry equipment that is appropriate and responsive to various venues, climates, trip durations, and group characteristics. Participants' gear selections shall cover the following categories:

- Kayak (single sit-on-top or sit-inside, or tandem sit-on-top or sit-inside with fixed flotation sufficient to allow deep-water self-rescue) and personal equipment appropriate for coastal paddling. If sit-on-top kayaks are used, at least some of the kayaks in the course must be sit-inside to allow demonstration of skills and knowledge of both types of boats. If tandem kayaks are used, at least some of the kayaks in the course must be singles to allow demonstration of skills and knowledge in both types of boats.
- Safety and emergency
- Signaling and communications
- First aid and equipment repair kits
- Navigation

Participants shall be able to explain why they selected/omitted certain items, for a particular venue. Participants may borrow equipment for assessment.

Skills: The following list of criteria are to be used in the assessment of L3: CKTL participants. The time spent on each skill and the sequence of evaluation should be adjusted to fit the participant's needs, class location, and time allowance with an emphasis on the application of each skill in a leadership context.



Level 3: Coastal Kayaking Trip Leader (CKTL) Assessment Course

Maneuvering: Participants shall demonstrate safe, effective and efficient maneuvering in L3: CKTL conditions. The focus of the assessment will be on desired results rather than on specific technique. The skills shall include:

- Forward and reverse paddling
- Turning with forward and reverse momentum
- Static turns and 360° rotation with forward and reverse strokes
- Sideways movement – static and with forward momentum
- Preventing capsizes with braces and sculling for support

Note: The assessment context shall include maneuvering for towing, quickly attaining the bow of a capsized boat, paddling on edge to maintain directional stability, using support strokes to prevent capsizes, reverse paddling to assist in rescue rather than turning, or similar practical applications of personal skills.

Rescues and Tows: Participants shall be able to perform a variety of assisted rescues and self-rescues, as well as tows, in L3: CKTL conditions, to include:

For sit inside kayaks, the following skills:

- T-rescue
- Scoop rescue
- Roll

If sit-on-top kayaks are available, the following optional skills:

- Side by side with stabilization assisted rescue
- Cross kayak PFD grab assisted rescue

For both sit inside and sit-on-top kayaks, the following skills:

- Unresponsive paddler, e.g. Hand-of-God
- Stirrup rescue
- Efficient self-rescue from a swimming start
- Swimmer carries (bow, stern, and back deck)
- Contact tow (forward and reverse)
- Tow – single boat and multiple boat inline
- Rafted tow

The assessor shall evaluate the participant's situational awareness and ability to maintain group control during the performance of rescues and towing exercises. A variety of touring, sit-on-top and tandem kayaks may be used at the assessor's discretion.

Technical: Participants shall demonstrate the following technical skills:

- Navigation – Participants shall demonstrate a knowledge of chart symbols, distance measurement, bearings, variation and transits. While on the water, participants shall be able to determine a position using bearings and/or transits, navigate using shoreline features, buoys and other visible references, and maintain a course using a compass heading, transits and time.



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- Basic boat repair – Participants shall demonstrate basic field repair/management of either a small hole, compromised/missing hatch cover or a damaged skeg/rudder. At the assessor's discretion, the repair may occur on the water.

Leadership: Leadership ability shall be assessed during a journey where each candidate is given the opportunity to make appropriate decisions, cognizant of conditions and the current performance capability of the group. Individual legs shall be debriefed to assess an understanding of leadership principles and to reveal the participant's decision-making process. Participants shall show leadership appropriate to the circumstances, the risk at hand, the individuals being led, and the environmental challenges encountered.

- Group abilities – Participants shall demonstrate the ability to assess individual and group performance capabilities (e.g. skills, experience, judgement, fitness, boats and equipment) and set goals appropriately.
- Environmental awareness – Participants shall demonstrate the ability to assess conditions based on weather forecasts, observed wind, tidal current and sea state. Participants shall also identify protected areas, potential hazards, early exit options, remoteness and rescue resources. Based on these observations, participants shall plan an appropriate journey and adapt their plan as conditions change.
- Group awareness – Participants shall demonstrate group awareness throughout a trip to include assessing a group's energy levels, hydration, confidence in conditions and readiness for upcoming challenges, and adjust their trip plans accordingly.
- Group management – Participants shall demonstrate group management and control appropriate to the conditions, environment and group readiness (e.g. spacing, pacing, formation and supporting roles) to include setting clear parameters and establishing emergency procedures.
- Risk assessment, incident avoidance and management – Participants shall demonstrate on-going risk assessment relative to the readiness of the group, implement proactive strategies to avoid potential incidents, and manage incidents effectively if they do occur.
- Communication – Participants shall demonstrate the use of effective and ongoing communication to manage the group, share plans, assess paddlers, adapt to environmental limitations (e.g. wind or swell) and proactively prepare for potential emergencies.
- Positioning – Participants are expected to use various positions as appropriate to the situation, environment and potential consequences. Leader positioning shall reflect an awareness of potential hazards, the need to maintain a line of sight, and preparedness to manage potential rescues/incidents.
- Launching and landing – Participants must demonstrate proficiency launching and landing themselves and a group in L3: CKTL conditions, including planning, communication and positioning to maintain group control.



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Knowledge: The topics and concepts below provide a framework of knowledge necessary for trip planning, implementation, and leadership. All will be covered and assessed in the context of the L3: CKTL environment and conditions. A candidate's knowledge can be assessed using a variety of methods which may include observation, self-assessment, feedback, written assessment, questioning, and pre-assigned and/or ad hoc presentations.

- Weather – Participants shall be familiar with the terminology typically found in marine forecasts and know multiple means of accessing appropriate forecasts. Participants shall possess basic field forecasting skills, such as recognition of cumulonimbus clouds and the factors that can produce fog.
- Tides and currents – Participants shall be familiar with tidal terms, timing, forecasts and rules for determining tide height, current speed and drift.
- Conditions – Participants shall be familiar with the terminology found in surf and sea state forecasts, know multiple sources for obtaining forecasts, know the upper limits of the L3: CKTL environment, and understand the importance of keeping their trips within those parameters.
- Trip planning – As a tabletop exercise, participants shall prepare a trip plan that demonstrates an understanding of chart data, simple course plots, weather, tides, currents, and group abilities.
- Communication and signaling – Participants shall demonstrate knowledge of communication and signaling tools and their appropriate use, including VHF radios, emergency signals, paddle and hand signals.
- Rules of the road – Participants shall understand the hazards posed by other boat traffic, know USCG night lighting requirements and basic rules of the road as they pertain to kayakers.
- Leave No Trace (LNT) skills and ethics – Participants shall have a general understanding of LNT best practices and follow LNT principles and practices at all times.
- Prevention and management of hypothermia and hyperthermia – Participants shall have knowledge of symptoms, prevention, and management of hypothermia and hyperthermia.



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Participant: _____ **ACA #:** _____ **Date:** _____

Location and venue: _____

Rating: ✓ = Passing N = Needs more practice

<i>Maneuvering</i>	P/N	Comments
Forward and reverse paddling		
Turning with forward and reverse momentum		
Static turns and 360° rotation with forward and reverse strokes		
Sideways movement – static and with forward momentum		
Preventing capsize with braces and sculling for support		

<i>Rescues and Towing</i>	P/N	Comments
T-rescue		
Scoop rescue		
Roll—demonstrate ability to roll within 3 consecutive attempts		
Side by side with stabilization (if sit-on-top)		
Cross kayak PFD grab (if sit-on-top)		
Unresponsive paddler, e.g. Hand-of-God		
Stirrup rescue		
Efficient self-rescue from a swimming start		



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<i>Rescues and Towing (continued)</i>	P/N	Comments
Swimmer carries (bow, stern and back deck)		
Contact tow (forward and reverse)		
Tow – single boat and multiple boat inline		
Rafted tow		

<i>Technical</i>	P/N	Comments
Navigation		
Basic boat repair		

<i>Leadership</i>	P/N	Comments
Group abilities		
Environmental awareness		
Group awareness		
Group management		
Risk assessment, incident avoidance, and management		
Communication		
Positioning		
Launching and landing		



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<i>Knowledge</i>	P/N	Comments
Weather		
Tides and currents		
Conditions		
Trip planning		
Communications and signaling		
Rules of the road		
Leave No Trace (LNT)		
Prevention and management of hypothermia and hyperthermia		



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FINAL ASSESSMENT		COMMENTS
PASS	NEEDS MORE WORK	
ASSESSOR		
Assessor: _____		
Signature: _____		
ACA #: _____ Date: _____		
Assisting: _____		
ACA #: _____		

Sebago

Assistant Trip Leader Standards – 5/4/18

General:

The ACA seems to define anyone who assists a Trip Leader as an Assistant Trip Leader. Interestingly, Sebago has long imposed a double meaning to the term assistant trip leaders. One definition is comparable to that of the ACA, so one may see qualified Trip Leaders acting as assistant trip leaders, i.e., assistants to the Trip Leader, on any particular paddle. However, Sebago also has a discrete cadre of what it calls “Assistant Trip Leaders”. These are club members who provide valuable assistance on paddles, but have chosen not to become full Trip Leaders for various reasons. This activity not only provides valuable service to the club, but also often acts as an incubator for future Trip Leaders. Assistant Trip Leaders are qualified through the Trip Leader Workshop.

Requirements:

- Maneuver one’s boat proficiently via forward, reverse, and sweep strokes, as well as edging & static 360* turns.
- Be able to execute assisted rescues including but not limited to T-rescues
- Be able to execute a self-rescue, with or without a paddle float.
- Be able to tow
- Communicate via VHF marine radio¹
- Handling housekeeping activities²
- Handle record keeping activities³
- Have some group management skills.

¹ Carry & know how to use a VHF marine radio. Know how to communicate with fellow leaders, other boaters, and how to make emergency distress calls. Understand use of Channels 16,13,68,69,71,& 72

² Know Sebago rules and procedures for removing, washing, handling and returning Sebago boats & equipment

³ Posting every official Sebago paddle to Sebago’s calendar;
having waivers signed electronically (unless necessary and/or authorized);
having waivers for youth under 18 years of age signed by parents or guardians;
having each paddler sign the sign in sheet;
Collecting insurance re-imbusement fees, if any.