

SEA KAYAK COMMITTEE POLICIES
JULY 15, 2018

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) and are 18 years of age or older. Having said that, members use equipment at their own risk, and should remember the Coast Guard saying, "less than three (paddlers) should never be".
- 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 before and after each use by the paddler. Any damage issues should be reported to the Kayak Chair or the Fleet Manager.

BASIC SKILLS REQUIREMENTS:

- Basic Skills is defined as having ACA (American Canoe Association) Level 1 sea kayak skills **plus** self-rescue skills, **plus** being a Senior Member, see
 - Level 1: Introduction to Kayaking (below), **plus**
- 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.
- 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).
- Senior members assessed and determined to have adequate Basic Skills may be given a key to container 15 upon request – but not to the safety gear lockers – which shall require further instruction/knowledge.

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, provided however that the paddlers are 16 years of age or older and fulfill all other requirements.
- Most TLs carry their own safety equipment including VHF radios. However, the club maintains a TL locker and TL cabinet 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.
- Spray skirts should be used only by members who have successful experience with wet exits.
- 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 & ATL (ex. 5 to 1). A TL, together with an ATL, may handle up to 10 participants. However, the TL may lower (ex. 3 to 1) 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 capsized; and cover such other issues that may be necessary. The Trip Leader shall assign duties to subordinate TLs and ATLs.

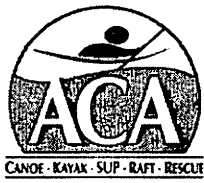
- TLs and ATLS should have safety equipment including a tow rope; first aid kit, whistle, pump, paddle float, extra paddle, VHF radio. Air horns are encouraged. In Jamaica Bay channel 68 is frequently used on the VHF radios, but the channel to be used shall be the decision of the TL.
- All adult guests must fill out a waiver.
- All juvenile guests (those under 18) must submit a waiver signed by a parent or guardian. Trip Leaders should have good reason to believe that the signatories are in fact the parents or guardians.
- Electronic waivers are preferable. Paper waivers must be submitted to the club's insurance company.
- The Trip Leader is responsible for maintaining the utmost propriety dealing with the public, and particularly when dealing with youths.
- **The TL shall maintain a sign in sheet of all paddlers including supporting TLs and ATLS, and is responsible for ensuring that the sign in sheet and all waivers have been executed and properly processed and maintained. The sign in sheets go in the Kayak mail slot in the club house.**
- **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.)

EXCEPTIONS TO POLICIES:

The current policy has largely been vetted by the Steering Committee (a group of very experienced paddlers, trip leaders & instructors which included the Commodore as an Ad Hoc member). The bulk of current policy has been in place for many years. Exceptions to policy require the approval of the Kayak Chair. Before requesting an exception to policy please think - what is the purpose of policies in general - and what precedent would an exception create vis a vis other members.

Contact information at the present time:

Co-Kayak Chairs:	Frank Favia & Bill Rossi - kayaking@sebagocanoeclub.org
Fleet Manager Member Boats:	Mark Brogna - email available upon request
Fleet Manager Club Boats:	GREGORY (Jay) Gumo and Nhi Nguyen.. kayakrepair@sebagocanoeclub.org



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: Calm, flat water, protected from wind, waves and outside boat traffic, with no apparent current, and within swimming distance of shore.

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

Assessor: Level 1: Introduction to Kayaking Instructor (or higher)



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

Course Location / Venue: The assessment cannot be completed unless during some period two of the following conditions are present:

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

The assessment venue must provide accessible landing areas within 1/2 mile.

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

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

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.



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

- 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.



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

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.



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

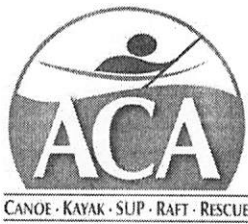
Participant: _____ **ACA #:** _____ **Date:** _____

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 capsizes 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		



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

<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		



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

<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		



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

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

Sebago Level 2 Trip Leader Standards

General:

The Level 2 Trip Leader Standards are for individuals who intend to lead other paddlers in protected waterways, for example, Jamaica Bay.

These standards meet, and where noted exceed, the ACA requirements.

Candidates must demonstrate technical skills, group management & leadership skills, knowledge of wind, water & weather, and the ability to plan and implement trips, each within prescribed conditions.

Trip Leaders shall generally be designated via the Trip Leader Workshop.

Course Conditions shall not exceed:

- Winds – 10 knots
- Seas – 1 foot
- Breaking waves – 1 foot
- Current – 1 knot

Equipment:

Candidates shall possess all of the equipment appropriate for a trip leader and demonstrate proper knowledge and judgement in their use. Equipment will include:

- Kayak
- Safety and emergency
- Signaling/Communications
- First aid & repair kits
- Navigation tools

Skills:

- Candidates must be able to demonstrate safe, effective & efficient maneuvering.
 - Forwardⁱ
 - Reverse
 - Stop
 - Forward Sweep
 - Reverse Sweep
 - Draw Stroke
 - Edging
 - Low Brace
 - High Brace
- Ability to Towⁱⁱ

- Maintain group control during rescues.
- Perform assisted rescues quickly & efficientlyⁱⁱⁱ
- Perform self-rescues^{iv}.

Group Management Skills^v:

- Leadership
- On land management
- The use of Forward, Flank and Sweep positions
- Procedure for channel crossings
- Awareness & appropriate response to boat traffic.
- Awareness of paddlers' health, happiness & energy levels, taking action when appropriate to rest, drink water or apply sunscreen.

Trip Planning^{vi}:

- Understand tides, wind & weather.
- Know how to use a compass & nautical chart.
- Know how to read a marine weather forecast.
- Be able to use all information to determine a "go or no go" for the trip
- Have an emergency plan
- Have a basic knowledge of First Aid particularly pertaining to kayaking.

Communications^{vii}:

- 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.
- Have a cell phone in a dry case on hand.

Housekeeping

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

Record Keeping:

The following are particularly important where non-member guests are involved:

- 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.

Assessor:

Assessor shall be determined by Sebago's senior Instructor giving consideration to the ACA guidelines.

ⁱ This list does not appear in the ACA requirements.

ⁱⁱ The ACA guideline only requires Level 2 TL to maneuver to the bow of the boat during tow exercises.

ⁱⁱⁱ The ACA Level 2 guideline does not require the ability to actually perform rescues, but only move to the bow of the boat in rescue exercises.

^{iv} The ACA Level 2 guideline only requires self-rescues "with a reasonable amount of assistance".

^v This list exceeds the ACA Level 2 guideline

^{vi} This list is more detailed than ACA Level 2 guidelines

^{vii} This section is more detailed than ACA guidelines

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 recordkeeping 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.