HERE’S WHAT TO EXPECT:
This is a fun, yet challenging course. Each day will be a blend of teaching, paddling, exploring topics, and working to build skills and knowledge. Days will be long but rewarding. For a full line-up, see the schedule at the end of this document.

WHEN:
May 31-June 3, 2018

WHERE:
Boat Shed, Duluth Minnesota, 8:30am daily.

WHAT TO BRING:
Instructor candidates must bring a notebook and writing instruments. A sea kayak with bulkheads (or secured flotation), PFD, sprayskirt, paddle, wetsuit or dry suit, paddling jacket, two filled water bottles, towel, warm clothing, wide-brimmed hat, sunscreen, eye glasses strap and sunglasses. Personal safety equipment such as: signaling devises, a 12 foot loop stirrup, paddle float, bilge pump, appropriate swimwear & footwear (i.e. booties), helmet, compass, warm hat, tow bag/system. We can provide some paddling accessories upon request.

COST - $377 UMD Students/$420 Others

Before the workshop begins you must be a member of the American Canoe Association. Go to aca.site-ym.com and click on “Register”. ACA Instructor Candidates should choose one of the various individual or family membership types (except the Introductory membership). Upon successful completion of your Instructor Certification Workshop (ICW), the National Office will then transition your currently selected membership type to the Instructor membership type. Upon becoming certified as an ACA Instructor, there is an additional Safety Education & Instruction Council (SEIC) dues payment of $25.

GOAL:
- Develop the skills and knowledge to successfully complete the certification process to teach ACA courses.

GENERAL INFO:
Phone: (218)726-6533
Fax: (218) 726-6767
Email: rsop@d.umn.edu
http://www.umdrsp.org

Questions specific to these workshops can be directed to:
Pat Kohlin
pkohlin@d.umn.edu
218-726-8801

The Real Classroom is Outside...Get Into It!
L1: Introduction to Kayaking Instructor Certification
For instructors who will teach on calm, flat water, protected from wind, waves and outside boat traffic, with no apparent current and within swimming distance of shore. Introduction to Kayaking Instructor may teach: Smartstart for Paddlers, Quickstart Your Kayak, Introduction to Kayaking and Coastal Kayak L1 Skills Assessment

L2: Essentials of Kayak Touring Instructor Certification
For instructors who will teach on protected water near shore with winds up to 10 knots, waves up to one foot, and current up to one knot. Essentials of Kayak Touring Instructors may teach: Smartstart for Paddlers, Quickstart Your Kayak, Introduction to Kayaking, Flatwater Kayak Safety and Rescue, Essentials of Kayak Touring, Kayaking Rolling (with endorsement), Coastal Kayak L1 & L2 Skills Assessment and Coastal Kayak Camping (with endorsement).

Participation and successful completion in the ICW is necessary to receive an ACA Instructor Certification. This workshop is designed to provide in-depth teaching experiences related to classroom instruction, dry land instruction, and on-water instruction of coastal kayaking. Please spend time learning about the ACA and familiarizing yourself with the curriculum at the web site aca.site-ym.com

Instructor Development
This workshop is designed to “teach you how to teach coastal kayaking”. Each candidate will be assigned teaching topics and instruction methods. The focus of the workshop is on modeling effective instruction of the skills, knowledge, and techniques necessary for successful completion of the Instructor Certification Workshop. Each candidate will be critiqued on their presentation skills as well as the knowledge and skills necessary for certification. There will be an open water leadership exercise in which each Instructor Candidates will take turns in a leadership role.

Instructor Certification
Each Instructor Candidate is evaluated throughout the certification process. Candidates will be evaluated in these areas:

1. Safety Awareness and Technical Rescue Skills- Due to the fact that water safety is one of the ACA's primary goals this section is weighted very heavily and candidates must demonstrate 100% competency all of the time.
2. Technical Knowledge - General knowledge of kayaking, the ACA, and coastal environments.
3. Paddling Skills - Technical proficiency, including personal paddling skills and comfort in a variety of water conditions. Showing 70% of the perfect technique demonstration (as modeled by the IT’s) is necessary. Proper stroke mechanics must be used in all cases. The 30% variation allows for minor differences in the range of a stroke, the shape of a maneuvering demonstration and the overall visual impression that is made when different body types demonstrate a skill.
4. Teaching Ability - Good physical modeling, the ability to break down maneuvers and skills into their components, clear, concise, organized and thorough presentations aimed at beginner to intermediate paddlers, people skills and general professionalism. Each Instructor Candidate will be assigned mini dry-land and on-water topics to present to the group.

Teaching Assignments
Each Instructor Candidate will be assigned several teaching topics on the first day of the ICW. These will include classroom teaching topics, dry land topics, and on-water topics. A “Topic Outline” booklet will be available to each Instructor Candidate for reference. Remember that all of the instruction done by each Candidate should be geared toward the beginning paddler. After presentations, Candidates will be evaluated on the content (information presented) and process (teaching technique, style, etc) of the lesson. The feedback is designed to facilitate your growth as an instructor.

General Requirements for Certification:
1. Be at least 18 years old.
2. Successfully complete an Instructor Development Workshop
3. Be an A.C.A. member, including the Safety, Education, & Instruction Committee (S.E.I.C)
4. Demonstrate a general knowledge of Canoesport and the A.C.A.

Maintenance Requirements:
1. Teach at least two courses that meet A.C.A. standards within the four-year certification period and report the results to the National Office.
2. Attend (within the four-year certification period) at least one of the following: Instructor Methods Workshop, Instructor Development Workshop, Instructor Certification Workshop (assisting in either of the last two is OK).
3. Maintain A.C.A. membership and SEIC. Register annually.
Proficiency Requirements for Instructors at All Levels:
Fundamentally, we expect that paddlers should become experienced sea kayakers in mild to moderate conditions, before presenting themselves for evaluation as instructor candidates at all levels.

1. Demonstrate the ability to teach and model the basic paddle strokes; forward, reverse, forward and reverse sweeps, draw and sculling draw, high and low braces.
2. Demonstrate the ability to teach and model basic rescue techniques; T-rescue, Side-by-Side, Rafted-T, and Paddle Float. Also have working knowledge of other rescues; Scramble, Reentry and Roll with Paddle Float, All-In, Scoop, and Sling.
3. Demonstrate knowledge of, and ability to teach, the following:
   a. Safety issues and hazards of coastal kayaking
   b. Basic chart reading and use
   c. Weather conditions important to the kayaker
   d. Hypothermia; prevention and treatment
   e. Signaling devices and safety equipment
   f. Boat traffic, rules of the road
   g. Kayak design and equipment
   h. Kayak towing technique
4. Demonstrate ability to paddle comfortably with grace and style, and to perform rescues efficiently, in calm water.
5. Demonstrate leadership and group management skills, experience and judgment necessary to be a safe, effective instructor.

Preparation, Resources and Feedback:
Participation in the ICW does not guarantee certification, however, an Instructor Candidate has up to 4 years to successfully complete the certification requirements after participating in the ICW. Instructor candidate must do some paddling prior to the workshop and arrive well rested and physically prepared. The Instructor Trainers recommend that Instructor Candidates attend an ACA Basic Strokes and Essentials of Kayak Touring prior to the ICW. If attending an ACA course is not feasible, then Instructor Candidates must have knowledge of the content within the coastal kayaking courses.

Please visit the ACA website at aca.site-ym.com to learn more about the coastal kayak curriculum.


A complete schedule for the ICW follows. This schedule will guide our efforts and it is subject to change when needed. I realize that this letter goes over a great deal of information and that the overall workshop will feel intense at times. Please help me meet your needs by contacting me if you have any questions. I look forward to paddling with you!

Patrick Kohlin
ACA CK Lead Instructor Trainer
Sea Kayaking Supervisor & Graphics Supervisor
e-mail: pkohlin@d.umn.edu  218-726-8801
web site: http://www.umdrsop.org
COASTAL KAYAKING INSTRUCTOR CERTIFICATION WORKSHOP
May 31-June 3, 2018, Duluth, MN

SESSIONS WILL BEGIN PROMPTLY & SCHEDULE ADJUSTMENTS MAY OCCUR TO MEET OUR NEEDS

Thursday, May 31, 2018 – Day One

8:30  Registration: Collection of all forms and fees
      Introductions and Orientation
      Course Expectations and goals
      About the ACA and its instructional programs
      Value of ACA Instructorship
      Certification requirements and procedures – exam “drill” explained, video shown
      Kayaking and Canoeing curriculum overview
      Group Organization and Control
      Teaching a Skill - learning theory and teaching methods
      Lesson plan - write lesson plan for evening topic
      Feedback Techniques - process and content

10:30 Instructor Candidate Impromptu Topics

Parts of a kayak ____________________________
Boat fit and adjustment ______________________
Parts of the paddle and how to use it ____________
PFD selection and proper fit ____________________
Kayak safety accessories (other than paddle & PFD’s) ____________________
Spray skirts and dry land wet exit ______________
Kayak carrying ______________________________
Kayak loading and tie down ____________________
Spray skirt use and dry land wet exit __________
Pre-launch safety and paddle signals ____________
Getting in and out from shore _________________

12:00 Lunch

1:00  Instructor Trainer Presentation: Essential concepts of kayaking, wet exit, on water kayak strokes and maneuvers.

   forward sweep & stern draw
   reverse sweep
   forward stroke
   reverse stroke  (stopping)
   slap low brace
   slap high brace (optional)
   sculling high brace
   sculling draw
   draw (w. in water recovery)
   bow draw

4:30  Videotaping of instructor candidates doing the “exam drill” on flat water

6:00  Distribute presentation topics.
**Friday, June 1, 2018 – Day Two**

8:30 Work time for presentation topics.
   Review Exam Drill

10:00 Instructor Trainer Presentation: Navigation- what to teach beginners and in-depth information for instructors to consider.

11:00 Instructor Candidate Presentations Topic I:

<table>
<thead>
<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>Paddling clothing and hypothermia</td>
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<tr>
<td>On water communication and signaling</td>
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<tr>
<td>Paddler etiquette and environmental ethics</td>
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<td>Overview of kayak design and usage</td>
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<td>Pre trip organization</td>
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<td>Put-in orientation &amp; universal signals</td>
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<tr>
<td>On river organization</td>
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<td>River hazards and current dynamics</td>
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<td>Reading current from the boat and line strategies</td>
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<tr>
<td>Self rescue and swimming in current</td>
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<tr>
<td>How fog and rain impacts kayakers</td>
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<tr>
<td>Wind and its effects kayakers</td>
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<tr>
<td>Loading and trimming of kayaks</td>
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1:00 Lunch

2:00 Instructor Trainer Presentation: All candidates must demonstrate all rescue skills in a cockpitted kayak. Candidates will take roles of rescuer and victim or student and instructor.

- Controlled sink using j-lean, hands paddling
- Wet exit, swimming with and emptying a swamped kayak
- Linked and stern deck transport to shore
- Hip snap development to Bow Rescue
- HOG Rescue
- Low and high bracing to avoid capsize
- Paddle float self-rescue
- Re-enter and pump
- T rescue without and with rescue sling (stirrup)

4:00 Instructor Trainer Presentation: Towing

**Saturday, June 2, 2018 – Day Three**

8:30 Instructor Trainer Presentation: Risk Management

10:00 Instructor Candidate Presentations Team Teaching:

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<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>On water hazards &amp; risk management strategies</td>
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<tr>
<td>Wind and its effect on kayakers</td>
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<tr>
<td>Loading and trimming of sea kayaks</td>
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<tr>
<td>Group paddling and communication</td>
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<tr>
<td>Group launching and landing from beaches and rocky shores</td>
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<tr>
<td>Paddling in waves and introductory surfing techniques</td>
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<tr>
<td>How fog and rain affect sea kayakers</td>
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<tr>
<td>Weather awareness</td>
<td></td>
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<tr>
<td>Minimum impact strategies for kayakers</td>
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</tbody>
</table>
Tides and Tidal currents

Land based navigation preparation: reading charts, plotting courses, and establishing bearings

Kayak navigation practices done while on the water, includes following a course, use of landmarks, application of piloting and dead reckoning skills

Surf zone strategies and essential surfing skills

1:00  Lunch

2:00  Instructor Candidate Presentations

Strokes:

forward sweep & stern draw
reverse sweep
forward stroke
reverse stroke (stopping)
slap low brace
slap high brace (optional)
sulling high brace
sculling draw
draw (w/in water recovery)
bow draw

4:00  Final Exam Drill

**Sunday, June 3, 2018 – Day Four**

8:30  Instructor Candidate Presentation: Rescues

Group paddling and communication on the water
Eskimo rescue
Re-enter and pump rescue including scoop
T-rescue (for kayaks with rear bulk heads)
T-X rescue (for kayaks w/o rear bulk heads)
Paddle float without and with stirrup
Towing
Swimming safely in surf zones
All In Rescue
Double (K-2) Rescue (presented by IT)

10:30  Duluth Waterfront Tour - Touring with instruction and leadership scenarios paying close attention to kayak safety awareness, leadership and technical knowledge.

3:00  Administrative Requirements of ACA Workshops
Maintaining Your Certification

4:00  Instructor Candidate Course Evaluations and Final Individual Conferences
Looking at exam video tape
Clean and load all gear

5:30  Farewell!