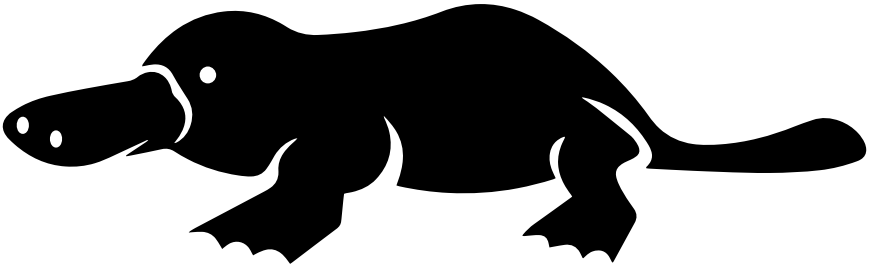


LEADER IN TRAINING
(L.I.T.)
2022



STUDENT MANUAL

TABLE OF CONTENTS

GENERAL (WHITE)

LIT Course Schedule	2
Clothing List	3
Equipment List	4

STUDENT WORKBOOK (NATURAL)

Trip-Menu Plan	8
Lesson Plan (blank)	10
Float Plan	13
Student Trip/Route Review	14
Setting SMART Goals	17
Goal Setting and Reflections	18
Trip Journal Reflections	23

RESOURCES (BLUE)

ORCA Flatwater Kayaking	40
Coastal Kayak Level 1	70
Kayak Tripping Level 1	76
Assessment Package	83

LIT COURSE SCHEDULE 2022

DATE	DATE	WHAT'S UP?	DETAILS
Day 1	July 4	Barn Day	Pack food for trip / Pack equipment for trip Gear check
Day 2	July 5	Barn Day	Paddling and Lessons
Day 3	July 6	Leave for trip	Drive to Algonquin Depart 6:00 am - Centennial PS (CPS)
Day 4-15	July 7-18	ON TRIP	Algonquin Park
Day 15	July 18	Home	Time to shower
Day 16	July 19	Barn Day	Unpack/clean equip- ment

LIT CLOTHING LIST

ITEM	USE/TYPE
Peaked ball cap/Sun hat	To provide shade from sun
Toque	For warmth
Buff and/or bandana	For sun protection
Swim suit	We recommend students opt for durable, functional one-piece bathing suits or swim shorts/swim shirt sets.
2 Pairs of quick-dry shorts	Can be used as swim suits
3 T-shirts/tank top	One shirt can be a tank top (all others must have shoulder protection)
Long pants (RAD- rapid-air dry)	NO jeans or jogging pants (not needed if you have wind pants/soft shell to go over long underwear)
1 Long underwear tops & bottoms	Wool or synthetic material
Long sleeve fleece or wool shirt	Must be large enough to fit over long underwear top. No cotton
Rain jacket & pants	Must be reliable & large enough to fit over layers
1 bug jacket	Loose fitting.
1 pair of "Trip" shoes (aka "Wet" shoes)	Must be sturdy, closed toed footwear that have good ankle support. These shoes will be worn during the day (when travelling/portaging); these will get wet. (i.e. running shoes or hiking shoes/boots) Water shoes & sandals are not acceptable "trip" shoes.
1 pair of "In-Camp" shoes (aka Dry" shoes)	These will be worn in & around camp. Breathable shoes or sandals with secure top & heel straps are acceptable. Absolutely NO flip-flops. You must have covered feet when cooking.
4 pairs of wool socks	Wool wicks moisture from your skin and keeps you warm even when it's wet.
4 pairs of underwear	Avoid cotton if possible.

DO NOT BRING: Any alcohol, cigarettes, e-cigarettes (including vaporizers) or any other non-prescribed drugs - you will be sent home and/or evacuated from the course.

DO NOT BRING: Any electronic devices such as cell phones, iPods, etc. These will be confiscated.

DO NOT BRING: Any deodorant, antiperspirant, make-up, shampoos, etc

LIT EQUIPMENT LIST

ITEM	USE/TYPE
PFD- Personal Flotation Device	Canadian approved - proper fit with all buckles & straps in working order. Be sure to check the label!
Sleeping bag	Preferably smallish when packed
4' x 8' ground sheet	Tarp-like material or heavy duty plastic is best
Sleeping pad	inflatable, small, optional
Small dry bags	10L or 20L bags are good. 30L bags do not fit properly into our packs. Total of all bags (including your sleeping bag) should not exceed 30L.
2 (1 Litre) water bottle(s) with Carabiners	A wide-mouth screw-top is best! Stainless steel, aluminum or plastic.
Cup, bowl, spoon	Sturdy bowl with lid (i.e. "short" Nalgene containers with screw-top lid)
Pocket knife or multi-tool	No blades great than 4" will be permitted. Knives with a locking blade or fixed blade (with protective sheath) are acceptable.
Lighter &/or matches	Make sure they are in a waterproof bag (i.e. Ziploc)
2 Whistles	1 you wear (secured with a breakaway lanyard) & 1 attached to your PFD
Headlamp or flashlight	With extra batteries
Insect repellent	No aerosols
Camera, watch (with alarm), book, playing cards, etc.	A watch is very useful to have on trip! Camera's help us create slide shows
Glasses and/or contacts	Bring extra pair of glasses/contacts in case of damage. Bring a strap for your glasses (so they don't fall off)
Prescription drugs	Please bring 2 sets of required medications. Students will keep 1 set & staff will keep other set safe in case 1 is lost or spoiled
First Aid supplies	For personal reoccurring injuries/conditions (i.e. athletic tape, Tylenol, yeast infection medication, eye care, etc.)
Your Manual & writing utensil(s)	Make sure manual is kept in a waterproofed bag

Equipment list continues on the next page...

ITEM	USE/TYPE
Nut-Free Trail Food (GORP)	This is your snack for trip. Please ensure all GORP or bars are peanut and tree-nut free.
Money	For meals on return bus ride home.
Disposable Lunch and dinner (or cash)	For the bus ride on Day 1 (bus will not be stopping for food on the to the park). Please ensure all meals are peanut and tree nut free.
Tampons or pads (feminine)	Please bring even if you're not expecting your period on trip. Should include the appropriate disposal materials (aluminum foil squares, opaque bag or jar)

Please bring all of your clothing and equipment to barn day 1!

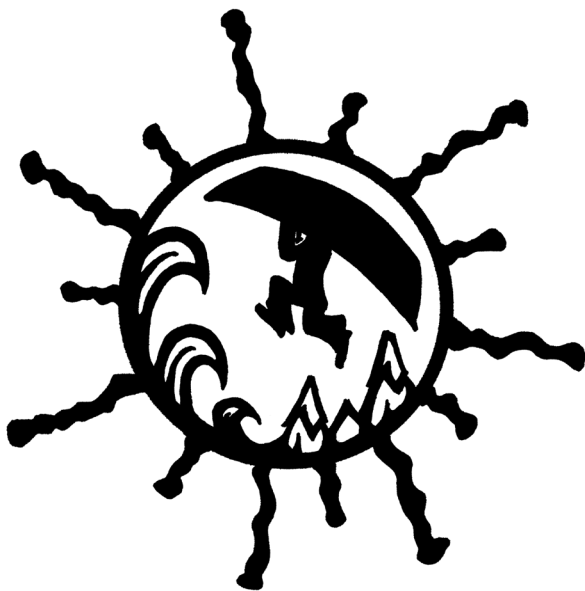
Bring the extra gear you're thinking about bringing too if you want to ask your staff about it. You can always take it home at the end of the day if it doesn't make the cut .

We will be checking your gear and packing for trip on day 1 and sending all of our gear in the shuttle truck to Mattice at the end of the day.

If you're missing one or two things at the end of packing day that's ok, you can get them at the end of the day and bring them on trip departure day.

And don't forget to keep out the stuff you plan to wear to trip...

STUDENT WORKBOOK



LIT TRIP-MENU PLAN (TRIP PLANNING)

BREAKFAST	LUNCH	DINNER
BREAKFAST	LUNCH	DINNER
BREAKFEAST	LUNCH	DINNA
BREAKFAST	ELEVENSIES	S'UP SUP?
BREAKFEAST	LUNCHEON	DIN-DINS
BREAKFAST	MIDDAY MUNCH	DINNER

MORNING MEAL	LUNCH	DINNER
BREAKFAST	LUNJA	DINNER
BRICFEASTA	LUNCH	SUPPER
BREAKFAST	ELEVENSIES	S'UP SUP?
BRAKFIRST	LUNCHEON	DIN-DINS
BREAKFAST	MIDDAY MUNCH	DINNER

LESSON PLAN

Name:

Course:

Topic:

Duration:

LEARNING GOALS:

SUCCESS CRITERIA:

UNIVERSAL DESIGN FOR LEARNING:

I) LEARNING ENVIRONMENT:

II) STUDENTS:

III) LEARNING STYLES:

MATERIALS/EQUIPMENT:

LESSON OUTLINE

GRABBER:

INTRODUCTION:

BODY:

CONCLUSION:

ADDITIONAL LESSON PLAN NOTES

LESSON REFLECTION (COMPLETE AFTER DELIVERING LESSON)

1. Did your lesson meet your expectations?
2. What part of your lesson do you feel went really well?
3. What would you do differently if you were to deliver the same lesson again?
4. What will you do differently the next time you teach a lesson?

Float Plan

[illegible]

LIT STUDENT TRIP Log/ROUTE REVIEW

COURSE:		LOCATION:		NAME:	
DATE	TIME ON/OFF	CAMPSITE RATING (1 - 10)	DISTANCE TRAVELED	RAPIDS RAN & DISTANCE PORTAGED	WEATHER / EVENTS / DIFFICULTY / CAMPSITE DETAILS
July ____ Day 1					

LIT STUDENT TRIP Log/Route Review

DATE	TIME ON/OFF	CAMPSITE RATING (1 - 10)	DISTANCE TRAVELED	RAPIDS RAN & DISTANCE PORTAGED	WEATHER / EVENTS / DIFFICULTY / CAMPSITE DETAILS

LIT STUDENT TRIP Log/ROUTE REVIEW

DATE	TIME ON/OFF	CAMPSITE RATING (1 - 10)	DISTANCE TRAVELED	RAPIDS RAN & DISTANCE PORTAGED	WEATHER / EVENTS / DIFFICULTY / CAMPSITE DETAILS

SETTING S.M.A.R.T. GOALS

Remember a S.M.A.R.T. goal is something that is:

Specific, **M**easurable, **A**ttainable, **R**ealistic, and has a **T**ime-frame

For example: I would like to be able to solo portage a canoe for 500m without stopping by the end of day 5 of the canoe trip.

First write your goal statement. Then use the SMART Charts below to help you ensure your goals are S.M.A.R.T.

Goal:

Specific: What exactly will you accomplish?

Measurable: How will you know when you have reached this goal?

Attainable: Is achieving this goal possible with effort and commitment?

Realistic: Do you have the resources to achieve this goal? What are these resources? If you do not have them, how will you get them?

Timely: When will this goal be achieved?

GOAL SETTING

TRIP SKILL GOAL:

Steps I'll need to take to achieve this goal:

Possible difficulties and how I'll overcome them:

Deadline for achieving this goal:

SOCIAL GOAL:

Steps I'll need to take to achieve this goal:

Possible difficulties and how I'll overcome them:

Deadline for achieving this goal:

GOALS SETTING CONTINUED

PHYSICAL FITNESS GOAL:

Steps I'll need to take to achieve this goal:

Possible difficulties and how I'll overcome them:

Deadline for achieving this goal:

PERSONAL GROWTH GOAL:

Steps I'll need to take to achieve this goal:

Possible difficulties and how I'll overcome them:

Deadline for achieving this goal:

REVISITING MY GOALS

Revisit the goals you set for yourself at the beginning of trip. Have you reached any? Are you still on track? Write down your goals again, updating them if needed to follow our SMART goal setting outline!

TRIP SKILL GOAL...

SOCIAL GOAL...

REVISITING MY GOALS CONTINUED

PHYSICAL FITNESS GOALS...

PERSONAL GROWTH GOALS...

DEBRIEFING MY GOALS

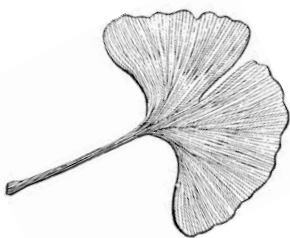
Looking back on the goals you set for yourself at the beginning of each trip, which of the goals you accomplished are you the proudest of? Explain.

What goal was not accomplished? What could have been done differently to achieve this goal? Perhaps it was one you didn't even write down.

What new goals have you set for yourself as a result of your LIT experience so far?

Describe one thing that you have learned about yourself in LIT. How might knowing this about yourself help you or lead to changes after LIT is over?

TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS

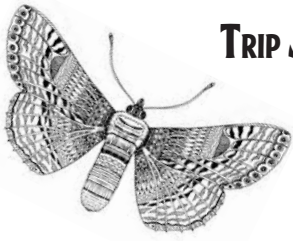


TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



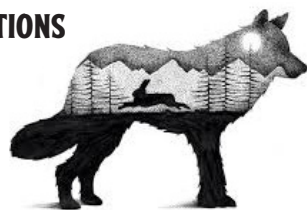


TRIP JOURNAL REFLECTIONS

TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



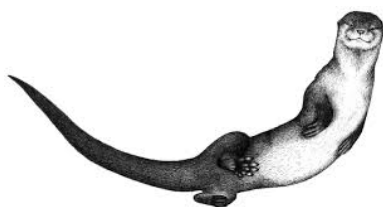
TRIP JOURNAL REFLECTIONS



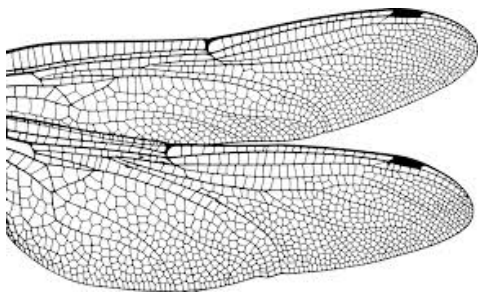
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TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



TRIP JOURNAL REFLECTIONS



RESOURCES



FLATWATER KAYAKING COURSE PRESENTATIONS

Flatwater Kayaking Level

Flatwater Kayaking may be completed as one course. The recommended minimum time for the course is 10 hours of instruction and practice. However the course could be done in 8 hours dependant on the progression and number of the candidate(s) and other factors. The course could be presented in one very long day, but if it is spread over one and one-half or two days, it will provide participants with a greater opportunity to practise with the guidance of the Instructor. It could also be presented for a few hours several evenings a week; this would spread the instruction and practice out and better suit some individuals. The object is to have all course participants succeed in acquiring the necessary safety, skills, theory and experience described in the course outline. Successful course participants should be able to organise and execute kayak tours of several hours duration in sheltered waters, in the company of other similarly skilled individuals. Extending the recommended minimum number of hours may be necessary to accomplish this end. The materials to be included in the course are described on pages FW5 to FW6 (overview) and on pages FW7 to FW11 (detailed criteria).

Flatwater Kayaking may be completed as two separate courses. The recommended minimum time for Flatwater Kayaking Level A is four hours and six hours for Flatwater Kayaking Level B is for instruction and practice. The materials to be included in Flatwater Kayaking Level A are described on page FW12 (overview) and on pages FW13 to FW16 (detailed criteria). The materials to be included in Flatwater Kayaking Level B are described on page FW17 (overview) and on pages FW18 to FW22 (detailed criteria). Presenting Flatwater Kayaking as two individual courses may be beneficial to some groups. This method provides fewer safety and theory items to be dealt with at any one time and more “hands on” experience.

The Flatwater Kayaking, Flatwater Kayaking Level A or Flatwater Kayaking Level B can alternatively be offered in a pool, although holding the course in an outdoor setting obviously provides a more realistic paddling environment.

Flatwater Kayaking Instructor

The Flatwater Kayaking Instructor Course is presented by the Ontario Recreational Canoeing and Kayaking Association and/or ORCKA Organizational Members. Organizational Members wishing to do this should contact the ORCKA office for the necessary paper work.

Coastal Kayaking Level 1 (skills course) is included in the Flatwater Kayaking Instructor Course. The course requires a minimum of 35 hours (four days) to accomplish. If the organisation offering the Flatwater Kayaking Instructor Course stipulates that ORCKA Coastal Kayaking Level 1 certification is a prerequisite for admission to the course, the course time may be shortened to a minimum of two days. Once again, the object of the course is to certify good paddlers to be Instructors and that may take a bit more than the suggested minimum time. Consider having the course over two weekends or several weekday evenings spread over a few weeks and accompanied by a weekend. If you have a few highly qualified participants, the course will proceed more efficiently than if there are several struggling paddlers. The Flatwater Kayaking Instructor Course materials are described on pages FW23 to FW33. The Flatwater Kayaking Instructor Course must be directed by a current Flatwater Kayaking Instructor Trainer. There must be a minimum of two instructors teaching the course, unless otherwise approved.

Camp Kayaking Instructor

This course is only for those working at an Ontario Camping Association (OCA) and operating under their rules and processes.

This Course was produced in response to concerns expressed by the Ontario Camping Association (OCA). They suggested that the existing Flatwater Instructor certification was too long and expensive and beyond what camps required as a paddling instructor. The Camp Canoeing Instructor and Camp Kayaking Instructor courses are the answer to their concerns. The Camp Kayaking Instructor (CKI) Course takes a minimum of 20 hours and can be completed in a weekend (Friday evening to late Sunday afternoon) at a residential setting—a youth camp, for example. If it is presented as a non-residential course, a weekend will not be enough time and other formats will have to be investigated.

A significant part of the course is devoted to improving paddling skills; ORCKA Flatwater Kayaking certification is a requirement for the awarding of the CKI certification. Because of that requirement, candidates must have certification or paddling experience equivalent to ORCKA Flatwater Kayaking Level A before the course begins.

The CKI Course may be offered to the staff of any OCA youth camp that is an ORCKA Organisational Member. An ORCKA Kayaking Instructor 1 or 2 must direct the CKI Course and he/she must be working for an ORCKA Organisational Member (that may be the OCA youth camp). The certification for successful CKIs is valid only at OCA youth camp with a supervised waterfront.

The materials to be included in the CKI Course are described on pages FW35 to FW37 (overview) and on pages FW38 to FW44 (detailed criteria).

FLATWATER KAYAKING
<p>The Flatwater Kayaking Level is designed to introduce the novice or relatively inexperienced kayaker to paddling. The emphasis is on mastering the fundamentals of kayaking along with a strong grounding in water safety and safe kayaking practices. Upon completion of the Flatwater Kayaking Level, the successful course participant should have the knowledge, skills and confidence to plan and execute short (up to half-day) kayak tours with other similarly skilled individuals in sheltered waters.</p>
OVERVIEW OF FLATWATER KAYAKING
<p>Prerequisites</p> <p>None</p> <p>Kayak Type</p> <p>The candidate can use any type of kayak that has a cockpit. Safety and skill items are to be accomplished without the use of a rudder or skeg. A spray skirt is used when appropriate.</p> <p>Course Conditions</p> <p>Sheltered. Wind – Calm < 18 km/h in protected inland waters (<10 km/h in offshore conditions in large bodies of water such as Great Lakes or similar). Sea state – < 0.5 m waves in protected inland waters (calm to rippled in offshore conditions in large bodies of water such as Great Lakes or similar)</p> <p>Course Location</p> <p>Sheltered. Enclosed sheltered area with easy landing options readily available. Alternatively, the course can be offered in a pool.</p>

OVERVIEW OF FLATWATER KAYAKING	
Safety <ul style="list-style-type: none">• Wet exit• Capsize and swim the kayak to shore• Peer rescue• Assisted roll rescue *• Communications	Theory <ul style="list-style-type: none">• Selection of equipment• Equipment knowledge• Equipment care• Kayaking history• Government regulations• Outdoor precautions• Environmental awareness• Kayaking resources
Skills <ul style="list-style-type: none">• Lifting and carrying• Launching, landing and removing the kayak• Entering and exiting the kayak• Forward paddling• Reverse paddling• Stopping• Sideward paddling• Pivoting• Turning• Introduction to edging• Manoeuvring in a confined space• Preventing a capsize• Securing	Touring <ul style="list-style-type: none">• Personal risk management• Awareness of others• Safe kayaking procedures• Windy weather precautions• Access• Planning• Kayak tour

* non-test item

SAFETY

All in-water safety manoeuvres are to be performed while wearing a PFD. Candidates are to be comfortable being in deep water in course conditions with a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Wet Exit

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize, release the spray skirt and wet exit the kayak. The candidate should demonstrate calm control while doing this manoeuvre.

Capsize and Swim the Kayak to Shore

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize, release the spray skirt and wet exit the kayak. Swim the swamped kayak and paddle 10 to 15 metres to shore. When safely at the shore, the candidate should empty the kayak. The candidate should be aware and demonstrate principles of safe lifting when emptying the kayak at the water's edge. Assistance is recommended in emptying the kayak.

Peer Rescue

- (a) The candidate will take part in a "kayak over kayak" rescue (bow tip-out) as the victim and will be assisted in re-entering the kayak. The kayak will be empty or near-empty of water.
- (b) The candidate will take part in a "kayak over kayak" rescue (bow tip-out) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.

Assisted Roll Rescue

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize the kayak, remain in the cockpit and signal for an assisted roll rescue. The rescuer may present the bow, stern or side of the kayak or the paddle to assist with the victim's roll. When the rescuer arrives, the victim will roll up. The candidate should perform this skill as victim and rescuer. The candidate, as victim, must show confidence and control. The Instructor will demonstrate this rescue. Since this is not a test item, the candidate may choose whether or not he/she wishes to attempt the manoeuvre. The candidate may pass Flatwater Kayaking without accomplishing the assisted roll rescue.

Communications

The candidate will be made aware of appropriate communication signals to be used while on this course. These may be voice, whistle, hand, and/or paddle signals. The candidate should be aware of emergency communication methods such as cell/satellite phones, VHF marine radios and other manual and electronic signalling devices.

SKILLS

All in-water skills manoeuvres are to be performed while wearing a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Lifting and Carrying the Kayak

The candidate must demonstrate safe lifting and carrying principles from a variety of shore types avoiding twisting when lifting and keeping the kayak close to the body. Various techniques may be employed, depending on the size and strength of the candidate and type of kayak

Launching, Landing and Removing the Kayak

The candidate will safely and carefully launch and land the kayak at a shoreline and/or a dock. He/she should have knowledge of procedures at both a shoreline and a dock. Once by the shore, the candidate must show a controlled and safe method of getting out of the kayak and taking it out of the water.

Balance and control of the kayak should be retained throughout.

Entering and Exiting the Kayak

The candidate will safely and in a controlled manner enter and exit the kayak at a shoreline and/or a dock. The candidate should have knowledge of procedures at both a shoreline and a dock. The kayak should be floating unless shore conditions prevent. The paddle needs to be close enough to reach once in the kayak. A spray skirt is to be used if appropriate. Balance and control of the kayak should be retained throughout. The entry and exit should be performed without causing damage to the kayak, shore, dock or kayaker.

Forward Paddling

The candidate must show that he/she can control the kayak in a straight line over a distance of approximately 100 metres. The kayak should be kept running in a straight line with only limited use of correction strokes. The basics of proper technique are to be shown.

Reverse Paddling

The candidate will reverse paddle over a distance of approximately five metres to a fixed point.

Stopping

The candidate will stop the kayak while moving forwards. The candidate will also stop the kayak while moving backwards.

Sideward Paddling

The candidate will move the kayak sideways two metres without excessive swing. This manoeuvre is to be done on both sides.

Pivoting

The candidate will pivot the kayak 360 degrees in clockwise and counter clockwise directions

Turning

The candidate will perform turns to the left and right while maintaining forward momentum in the direction of the travel. The selection can include wide turns, tight turns, turns at 90 degrees, 180 degrees and 360 degrees, turns to the left and turns to the right.

Introduction to Edging

The candidate will be made aware of the benefits of edging a kayak and witness a demonstration

Manoeuvring in a Confined Space

- (a) The candidate will manoeuvre and position the kayak in and out of a confined space. The candidate should demonstrate controlled and accurate manoeuvring and positioning of the kayak, for example in rafting.
- (b) The candidate should be able to keep the kayak running straight while maintaining speed, for example running through a narrow gap.

Preventing a Capsize

The candidate is to perform a low brace recovery when the kayak is very slightly off balance. This manoeuvre is to be done on both sides.

Securing

The candidate should be familiar with appropriate means of lifting a kayak onto and off of a vehicle or storage rack. He/she must be able to secure a kayak by tying it down on a storage rack or a roof rack by using ropes or straps. The candidate should also be aware of appropriate knots for tying down a kayak.

THEORY**Selection of Equipment**

The candidate will be made aware of how to select a suitable paddle, PFD and kayak.

Equipment Knowledge

- (a) The candidate will be made aware of the following parts of a paddle: tip, blade and shaft.
- (b) The candidate will be made aware of the following parts of a kayak appropriate to the equipment being used: bow, stern, seat, backrest and foot brace.
- (c) The candidate will be made aware of how to adjust the seat, backrest and foot brace, if appropriate, to achieve a good upright sitting position which is fundamental to good technique.
- (d) The candidate will be made aware of the different types of kayaks and their performance in the water.

Equipment Care

The candidate will be made aware of the proper care of PFD, paddle and kayak. He/she will demonstrate care and respect for this equipment during the course. It is highly recommended that a PFD or other approved buoyancy aid be worn at all times when on or near the water.

Kayaking History

The candidate should be introduced to the rich paddling heritage that Canadians share. This could be the evolution of the kayak, some local kayaking history, the biography of a kayaker, etc.

Government Regulations

The candidate will be made aware of the government regulations as they apply to kayaks (less than six metres in length), such as the following requirements:

- (a) One Canadian-approved PFD or lifejacket of appropriate size for each person on board
- (b) One buoyant heaving line of not less than 15 metres in length
- (c) One manual propelling device
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.
- (e) A sound-signalling device or a sound-signalling appliance
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the kayak is operated after sunset and before sunrise or in periods of restricted visibility

Outdoor Precautions

- (a) The candidate will be made aware of clothing appropriate for kayaking in the sun, wind, rain and cold.
- (b) The candidate will be made aware of the potential danger, means of prevention and treatment of hypothermia and overexposure to the sun. He/she should take necessary precautions during the course.

Environmental Awareness

The candidate should be aware of the kayaking environment, human impact and the concepts of leaving no trace. The candidate should be mindful of the local wildlife, its habitats and preservation.

Kayaking Resources

The candidate is to be made aware of other kayaking resources and sources of information such as the Ontario Recreational Canoeing and Kayaking Association, books, magazines, web sites, maps/charts, local clubs and outfitters.

TOURING

Personal Risk Management

The candidate should be aware of personal equipment that he/she should have on a day trip in sheltered waters. The candidate should understand that good judgement is important in assessing their abilities and limitations and not to exceed them in dealing with waves, wind, weather conditions, boat traffic and remoteness of paddling location

Awareness of Others

The candidate must be aware of his/her individual responsibilities on the trip, be aware of others, bring problems to the attention of the leader, and know what to do in the event of a capsized.

Safe Kayaking Procedures

The candidate will be made aware of the following “rules” and how they relate to safe kayaking:

- (a) Kayak only in daylight hours.
- (b) Do not go out in stormy weather.
- (c) Tell someone where you are going and when you expect to be back.
- (d) Kayak with others.
- (e) Have an extra paddle.
- (f) Avoid fast moving water and rapids.
- (g) Stay with your kayak if it capsizes.
- (h) Watch for obstacles.
- (i) Know the safe loading capacity for your kayak.
- (j) Get off the water when lightning is close or approaching.
- (k) Have appropriate safety equipment and a means of emergency communication.

Windy Weather Precautions

The candidate will be aware of some precautions to be taken in the event of windy weather, such as:

- (a) Quarter into the waves.
- (b) Stay close to shore.
- (c) Alter your route or go to shore, if necessary.
- (d) Bring along clothing for and protection from sun, wind, rain and cold.

Access

The candidate must also have knowledge of, and abide by, relevant codes of practice including the rights of property owners, crown land, access point and Park rules.

Planning

The candidate is to be aware of various types of hazards that may be encountered in various water conditions including calm water, moving water and sheltered coastal waters.

Kayak Tour

The candidate should accompany the Course Director on a short kayak tour. During this tour, the candidate should practise as many of the kayaking skills learned during the course as possible.

FLATWATER KAYAKING LEVEL A	
<p>The Flatwater Kayaking Level A is designed to introduce the inexperienced kayaker to paddling. The emphasis is on mastering the fundamentals of kayaking along with a strong grounding in water safety and safe kayaking practices. A spray skirt is not required for this course.</p>	
OVERVIEW OF FLATWATER KAYAKING LEVEL A	
<p>Prerequisites</p> <p>None</p> <p>Kayak Type</p> <p>The candidate can use any type of kayak. Safety and skill items are to be accomplished without the use of a rudder or skeg. A spray skirt is not required.</p> <p>Course Conditions</p> <p>Sheltered Wind – Calm < 18 km/h in protected inland waters (<10 km/h in offshore conditions in large bodies of water such as Great Lakes or similar). Sea state – < 0.5 m waves in protected inland waters (calm to rippled in offshore conditions in large bodies of water such as Great Lakes or similar).</p> <p>Course Location</p> <p>Sheltered. Enclosed sheltered area with easy landing options readily available. Alternatively, the course can be offered in a pool.</p>	
<p>Safety</p> <ul style="list-style-type: none"> • Wet exit • Capsize and swim the kayak to shore • Peer rescue • Communications <p>Skills</p> <ul style="list-style-type: none"> • Lifting and carrying • Launching, landing and removing the kayak • Entering and exiting the kayak • Forward paddling • Reverse paddling • Stopping • Pivoting • Turning 	<p>Theory</p> <ul style="list-style-type: none"> • Selection of equipment • Equipment knowledge • Equipment care • Government regulations • Outdoor precautions • Environmental awareness • Kayaking resources <p>Touring</p> <ul style="list-style-type: none"> • Personal risk management • Awareness of others • Safe kayaking procedures • Access • Kayak tour

SAFETY

All in-water safety manoeuvres are to be performed while wearing a PFD. Candidates are to be comfortable being in deep water in course conditions with a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Wet Exit

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize and wet exit the kayak. The candidate should demonstrate calm control while doing this manoeuvre.

Capsize and Swim the Kayak to Shore

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize and wet exit the kayak. Swim the swamped kayak and paddle 10 to 15 metres to shore. When safely at the shore, the candidate should empty the kayak. The candidate should be aware and demonstrate principles of safe lifting when emptying the kayak at the water's edge. Assistance is recommended in emptying the kayak.

Peer Rescue

The candidate will witness a "kayak over kayak" rescue (bow tip-out).

Communications

The candidate will be made aware of appropriate communication signals to be used while on this course. These may be voice, whistle, hand, and/or paddle signals.

THEORY

Selection of Equipment

The candidate will be made aware of how to select a suitable paddle and PFD.

Equipment Knowledge

- (a) The candidate will be made aware of the following parts of a paddle: tip, blade and shaft.
- (b) The candidate will be made aware of the following parts of a kayak appropriate to the equipment being used: bow, stern, seat, backrest and foot brace.
- (c) The candidate will be made aware of how to adjust the seat and foot brace, if appropriate, to achieve a good upright sitting position which is fundamental to good technique.

Equipment Care

The candidate will be made aware of the proper care of PFD, paddle and kayak. He/she will demonstrate care and respect for this equipment during the course. It is highly recommended that a PFD or other approved buoyancy aid be worn at all times when on or near the water.

Government Regulations

The candidate will be made aware of the government regulations as they apply to kayaks (less than six metres in length), such as the following requirements:

- (a) One Canadian-approved PFD or lifejacket of appropriate size for each person on board
- (b) One buoyant heaving line of not less than 15 metres in length
- (c) One manual propelling device
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel
- (e) A sound-signalling device or a sound-signalling appliance
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the kayak is operated after sunset and before sunrise or in periods of restricted visibility

Outdoor Precautions

The candidate will be made aware of clothing appropriate for kayaking in the sun, wind, rain and cold.

Environmental Awareness

The candidate will be made aware of the kayaking environment and human impact. The candidate should be mindful of the local wildlife, its habitats and preservation.

Kayaking Resources

The candidate is to be made aware of other kayaking resources and sources of information such as the Ontario Recreational Canoeing and Kayaking Association, books, magazines, web sites, maps/charts, local clubs and outfitters.

SKILLS

All in-water skills manoeuvres are to be performed while wearing a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Lifting and Carrying

The candidate will assist in safely lifting and carrying the kayak to and from the water at the beginning and end of the kayaking session(s). Various techniques may be employed, depending on the size and strength of the candidate and type of kayak.

Launching, Landing and Removing the Kayak

The candidate will assist in safely and carefully launching, land and removing the kayak at a shoreline and/or a dock. He/she should have knowledge of procedures at both a shoreline and a dock.

Entering and Exiting the Kayak

The candidate will safely enter and exit the kayak at a shoreline and/or a dock. The candidate should have knowledge of procedures at both a shoreline and a dock.

Forward Paddling

The candidate must show that he/she can control the kayak in a relatively straight line over a distance of 100 metres.

Reverse paddling

The candidate will reverse paddle over a distance of approximately five metres to a fixed point.

Stopping

The candidate will stop the kayak while moving forwards. The candidate will also stop the kayak while moving backwards.

Pivoting

The candidate will pivot the kayak 360 degrees in clockwise and counter clockwise directions.

Turning

The candidate will demonstrate turns to the left and right while maintaining forward momentum in the direction of the travel.

TOURING

Personal Risk Management

The candidate should be aware of personal equipment that he/she should have on a shorter day trip in sheltered waters.

Awareness of Others

The candidate must be aware of his/her individual responsibilities on the trip, be aware of others, bring problems to the attention of the leader, and know what to do in the event of a capsize.

Safe Kayaking Procedures

The candidate will be made aware of the following “rules” and how they relate to safe kayaking:

- (a) Kayak in the daylight.
- (b) Do not go out in stormy weather.
- (c) Tell someone where you are going and when you expect to be back.
- (d) Kayak with others.
- (e) Have an extra paddle.
- (f) Avoid fast moving water and rapids.
- (g) Stay with your kayak if it capsizes.
- (h) Watch for obstacles.
- (i) Know the safe loading capacity for your kayak.
- (j) Get off the water when lightning is close or approaching.
- (k) Have appropriate safety equipment and a means of emergency communication.

Access

He/she must also have knowledge of, and abide by, relevant codes of practice, crown land, access point and Park rules.

Kayak Tour

The candidate should accompany the Course Director on a short kayak tour. During this tour, the candidate should practise as many of the kayaking skills learned during the course as possible.

SAFETY

All in-water safety manoeuvres are to be performed while wearing a PFD. Candidates are to be comfortable being in deep water in course conditions with a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Safety Review

Candidates must be able to demonstrate mastery of all safety procedures as outlined in the ORCKA Flatwater Kayaking Level A. The candidate should wear a PFD in this and other in-water activities.

Wet Exit

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize, release the spray skirt and wet exit the kayak. The candidate should demonstrate calm control while doing this manoeuvre.

Capsize the Kayak

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize, release the spray skirt and wet exit the kayak.

Peer Rescue

- (a) The candidate will take part in a “kayak over kayak” rescue (bow tip-out) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.
- (b) The candidate will take part in a “kayak over kayak” rescue (bow tip-out) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.

Assisted Roll Rescue

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize the kayak, remain in the cockpit and signal for an assisted roll rescue. The rescuer may present the bow, stern or side of the kayak or the paddle to assist with the victim’s roll. When the rescuer arrives, the victim will roll up. The candidate should perform this skill as victim and rescuer. The candidate, as victim, must show confidence and control. The Instructor will demonstrate this rescue. Since this is not a test item, the candidate may choose whether or not they wish to choose to attempt the manoeuvre. The candidate may pass Flatwater Kayaking Level B without accomplishing the assisted roll rescue.

Communications

The candidate will be made aware of appropriate communication signals to be used while on this course. These may be voice, whistle, hand, and/or paddle signals. The candidate should be aware of emergency communication methods such as cell/satellite phones, VHF marine radios and other manual and electronic signalling devices.

SKILLS

All in-water skills manoeuvres are to be performed while wearing a PFD. The candidate should be aware and demonstrate principles of safe lifting throughout this course. Assistance is recommended in lifting, carrying and emptying the kayak.

Lifting and Carrying

The candidate must demonstrate safe lifting and carrying principles from a variety of shore types avoiding twisting when lifting and keeping the kayak close to the body. Various techniques may be employed, depending on the size and strength of the candidate and type of kayak.

Launching, Landing and Removing the Kayak

The candidate will safely and carefully launch and land the kayak at a shoreline and/or a dock. He/she should have knowledge of procedures at both a shoreline and a dock. Once by the shore, the candidate must show a controlled and safe method of getting out of the kayak and taking it out of the water. Balance and control of the kayak should be retained throughout.

Entering and Exiting the Kayak

The candidate must show a controlled and safe method of getting in and out of the kayak. The candidate will safely enter and exit the kayak at a shoreline and/or a dock. The candidate should have knowledge of procedures at both a shoreline and a dock. The kayak should be floating unless shore conditions prevent. The paddle needs to be close enough to reach once in the kayak. A spray skirt is to be used if appropriate. Balance and control of the kayak should be retained throughout. The entry and exit should be performed without damaging the kayak, shore, kayak or kayaker.

Forward Paddling

The candidate must show that he/she can control the kayak in a straight line over a distance of approximately 100 metres. The kayak should be kept running in a straight line with only limited use of correction strokes. The basics of proper technique are to be shown.

Sideward Paddling

The candidate will move the kayak sideways two metres without excessive swing. This manoeuvre is to be done on both sides.

Pivoting

The candidate will pivot the kayak 360 degrees in clockwise and counter clockwise directions.

Turning

The candidate is to perform a selection of smooth turns while maintaining forward momentum in the direction of the travel. The selection can include wide turns, tight turns, turns at 90 degrees, 180 degrees and 360 degrees, turns to the left and turns to the right.

Introduction to Edging

The candidate will be made aware of the benefits of edging a kayak and witness a demonstration

Manoeuvring in a Confined Space

- (a) The candidate will manoeuvre and position the kayak in and out of a confined space. The candidate should demonstrate controlled and accurate manoeuvring and positioning of the kayak, for example in rafting.
- (b) The candidate should be able to keep the kayak running straight while maintaining speed, for example running through a narrow gap.

Preventing a Capsize

The candidate is to perform a low brace recovery when the kayak is very slightly off balance. This manoeuvre is to be done on both sides.

Securing

The candidate should be familiar with appropriate means of lifting a kayak onto and off of a vehicle or storage rack. He/she must be able to secure a kayak by tying it down on a storage rack or a roof rack by using ropes or straps. The candidate should also be aware of appropriate knots for tying down a kayak.

THEORY

Selection of Equipment

The candidate will be made aware of how to select a suitable paddle, PFD and kayak.

Equipment Knowledge

- (a) The candidate will be made aware of how to adjust the seat, backrest and foot brace, if appropriate, to achieve a good upright sitting position which is fundamental to good technique.
- (b) The candidate will be made aware of the different types of kayaks and their performance in the water.

Kayaking History

The candidate should be introduced to the rich paddling heritage that Canadians share. This could be the evolution of the kayak, some local kayaking history, the biography of a kayaker, etc.

Government Regulations

The candidate will be made aware of the government regulations as they apply to kayaks (less than 6 metres in length), such as the following requirements:

- (a) One Canadian-approved PFD or lifejacket of appropriate size for each person on board
- (b) One buoyant heaving line of not less than 15 metres in length
- (c) One manual propelling device
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel
- (e) A sound-signalling device or a sound-signalling appliance
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the kayak is operated after sunset and before sunrise or in periods of restricted visibility

Outdoor Precautions

The candidate will be made aware of the potential danger, means of prevention and treatment of hypothermia and overexposure to the sun. He/she should take necessary precautions during the course.

Environmental Awareness

The candidate will be made aware of and understand the basic concepts of leaving no trace.

TOURING

Personal Risk Management

The candidate should be aware of personal equipment that he/she should have on a day trip in sheltered waters. The candidate should understand that good judgement is important in assessing their abilities and limitations and not to exceed them in dealing with waves, wind, weather conditions, boat traffic and remoteness of paddling location.

Awareness of Others

The candidate is to be aware of their individual responsibilities on the trip, being aware of each other, and bringing problems to the attention of the leader and what to do in the event of a capsized.

Windy Weather Precautions

The candidate will be aware of some precautions to be taken in the event of windy weather, such as:

- (a) Quarter into the waves.
- (b) Stay close to shore.
- (c) Alter your route or go to shore, if necessary.
- (d) Bring along clothing for and protection from sun, wind, rain and cold.

Access

The candidate will be aware of the rights of property owners and of others on the water.

Planning

The candidate is to be aware of various types of hazards that may be encountered in various water conditions including calm water, moving water and sheltered coastal waters.

Kayak Tour

The candidate should accompany the Course Director on a short kayak tour. During this tour, the candidate should practise as many of the kayaking skills learned during the course as possible.

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FLATWATER KAYAKING INSTRUCTOR

The purpose of the Flatwater Kayaking Instructor Course is to provide a provincial certification of competence in the instruction and administration of ORCKA Flatwater Kayaking Level Programs and Courses.

OVERVIEW OF FLATWATER KAYAKING INSTRUCTOR

Prerequisites

1. At least 16 years of age
2. Current ORCKA Member (membership is included in the program participant fee)
3. ORCKA Flatwater Kayaking or ORCKA Flatwater Kayaking Level B, equivalent certification or comparable skills and experience (with the permission of the Course Director)
4. At least three separate kayaking excursions of at least three hours and 15 km each
5. It is strongly recommended that all Flatwater Kayaking Instructors have, in addition to their kayaking qualifications, some qualification in Swimming, First Aid and CPR

Kayak Type

The “demonstration quality” safety and skill manoeuvres of Flatwater Kayaking and the teaching component of this Flatwater Kayaking Instructor Course may be accomplished in the type of kayak described in the Flatwater Kayaking course outline (any type of kayak that has a cockpit).

The manoeuvres of Coastal Kayaking Level 1 will be accomplished in the type of kayak described in that course outline (a kayak which is able to carry limited cargo with at least one sealed bulkhead and a closed cockpit).

Course Conditions and Location

The “demonstration quality” safety and skill manoeuvres of Flatwater Kayaking will be accomplished in the course conditions and location described for Flatwater Kayaking (Sheltered conditions. Wind – Calm < 18 km/h in protected inland waters (<10 km/h in offshore conditions in large bodies of water such as Great Lakes or similar). Sea state – < 0.5 m waves in protected inland waters (calm to rippled in offshore conditions in large bodies of water such as Great Lakes or similar). Enclosed sheltered area with easy landing options readily available.

The manoeuvres of Coastal Kayaking Level 1 will be accomplished in the course conditions and location described for Coastal Kayaking Level 1 (Moderate conditions (Wind – Calm to < 29 km/h in protected inland waters (to 18 km/h in offshore conditions in large bodies of water such as Great Lakes or similar); Sea state – < 0.5 m waves to 1 m waves in protected inland waters (rippled to 0.6 m waves in offshore conditions in large bodies of water such as Great Lakes or similar)); Moderately exposed coastline with easy landing conditions readily available).

OVERVIEW OF FLATWATER KAYAKING INSTRUCTOR (CON'T)	
Safety <ul style="list-style-type: none"> • Safety Review • Rescue of a swimmer • Towing rescue • Peer rescue • Multiple person rescue • Advanced rescue • Assisted roll rescue • Unassisted re-entry • Unassisted roll rescue * • Communications 	Theory <ul style="list-style-type: none"> • Equipment • Kayak design and construction • Kayak outfitting • Government regulations • Outdoor precautions • Weather • Environmental awareness • Kayaking history • Kayaking resources
Skills <ul style="list-style-type: none"> • Skill review • Lifting, carrying, launching and removing the kayak • Forward paddling • Reverse paddling • Stopping • Sideward paddling • Pivoting • Turning • Preventing a capsized • Securing 	Touring <ul style="list-style-type: none"> • Personal and group safety equipment • Paddling precautions • Day trip planning • Incident management • Access • Navigation • Kayak tour Teaching and evaluation <ul style="list-style-type: none"> • Preparation for teaching • Presentation skills and techniques • Evaluation • Lesson plans • Lessons
* non-test item	
COURSE CONTENT	
<ol style="list-style-type: none"> 1. Coastal Kayaking Level 1 (unless this certification is a prerequisite for the Flatwater Kayaking Instructor Course and was done beforehand) 2. Safety (specific to Flatwater Kayaking Instructor certification) 3. Teaching 	

EVALUATION OF CANDIDATE

The Flatwater Kayaking Instructor candidate will be evaluated by the following methods:

1. Continuous evaluation (by observation) of skills throughout the course. The candidate is expected to perform all manoeuvres described in ORCKA Flatwater Kayaking with “demonstration quality”. The candidate must also meet the Coastal Kayaking Level 1 level to qualify for the Flatwater Kayaking Instructor certification. The Coastal Kayaking Level 1 Course is included in the Flatwater Instructor Course, unless specified otherwise. The candidate must meet all the pre-requisites to achieve the Coastal Kayaking Level 1 certification.
2. Ongoing evaluation (by observation) of the candidate’s performance in the areas of safety, care of equipment, group dynamics, and leadership.
3. Written and/or oral presentations demonstrating ability to communicate course content.
4. Evaluation of teaching skills as described in the section titled “Teaching” (see “Lesson Plans” and “Lessons”).

MANDATE OF FLATWATER KAYAKING INSTRUCTOR

Upon completion of the Flatwater Kayaking Instructor Course, the Instructor may:

1. Administer, instruct and certify the ORCKA Safe Kayaking Program in accordance with ORCKA policies and standards.
2. Administer, instruct and certify ORCKA Flatwater Kayaking Programs and Courses in accordance with ORCKA policies and standards and in compliance with all laws governing such activities.
3. Instruct at a Flatwater Kayaking Instructor Course or Camp Kayaking Instructor Course, by invitation of the Course Director.

A Flatwater Kayaking Instructor is expected to promote the development of ORCKA Flatwater Kayaking Programs and to promote the development of safe, competent and knowledgeable recreational kayakers.

SAFETY

All safety manoeuvres are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of the course. Candidates are to be comfortable being in deep water in course conditions with a PFD.

Safety Review

The candidate must be able to demonstrate mastery of all safety procedures as outlined in the ORCKA Flatwater Kayaking under the ORCKA Coastal Kayaking Level 1 conditions.

Rescue of a Swimmer

- (a) The candidate will get a swimmer to shore by having the swimmer hold on to the rescuer's kayak while the rescuer paddles to shore (the victim may assist in moving to shore).
- (b) The candidate will get a swimmer to shore by having the swimmer climb onto the bow or stern of the rescuer's kayak; the rescuer will paddle to shore.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers in various water conditions.

Towing Rescue

- (a) The candidate must demonstrate methods of getting a tired kayaker to land with their kayak including:
 - 1. A push or pull contact tow
 - 2. A simple tow using a towline and demonstrating an emergency release of the quick release line
- (b) The candidate will tow a kayak and "incapacitated" kayaker for at least 25 metres and demonstrate an emergency release. When a towline is attached to the kayak for towing purposes, it must be a quick release line.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers of towing. The candidate should be aware of the difference between usefulness of a towing harness and a throw bag in coastal paddling.

Peer Rescue

- (a) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the victim and will be assisted in re-entering the kayak. The kayak will be empty or near-empty of water.
- (b) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.

Multiple Person Rescue

The candidate is to be aware of how to manage themselves and multiple kayakers when all are in the water needing to be rescued.

Advanced Rescue

Assist a kayaker who is unable to release the spray skirt. The victim will voluntarily capsize the kayak and remain in the cockpit. When the rescuer arrives, he/she will reach underwater and unfasten the

submerged kayaker's spray skirt allowing the victim to wet exit.

Assisted Roll Rescue

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize the kayak, remain in the cockpit and signal for an assisted roll rescue. The rescuer may present the bow, stern or side of the kayak or the paddle to assist with the victim's roll. When the rescuer arrives, the victim will roll up. Candidates should perform this skill as victim and rescuer. The candidate as victim must show confidence and control.

Unassisted Re-entry

The candidate will tip his/her kayak and wet exit in deep water. The candidate will re-enter the kayak without assistance from another kayaker and prepare to resume paddling. This can be accomplished with aids such as rigid or inflatable paddle float or sponsons. How and when the water is removed and the candidate re-enters will depend on circumstances.

Unassisted Roll Rescue

The unassisted roll rescue will be demonstrated to the candidates.

Communications

- (a) The candidate will demonstrate knowledge of and will practise appropriate communication signals within the group while on this Course. These may be voice, whistle, hand, and/or paddle signals, as decided upon by the group. The candidate will be aware of what to do in the event of a capsize.
- (b) The candidate should be aware of the available emergency communication methods such as cell/satellite phones, VHF marine radios, flares, signal mirrors, strobe lights, EPIRBs (Emergency Position Indicating Radio Beacon/PLBs (Personal Locator Beacon)/SPOT Satellite GPS Messenger device, and light signals.

SKILLS

All skills manoeuvres are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of the course.

All skills manoeuvres are to be performed in a moderate coastal environment with winds up to 29 km/h and waves up to 1m in protected inland waters (winds up to 18 km/h and waves up to 0.6 m in offshore conditions in large bodies of water such as Great Lakes or similar).

Lifting, Carrying, Launching and Removing the Kayak

- (a) The candidate must demonstrate safe lifting and carrying principles in a variety of conditions encountered during the course. The candidate should avoid twisting when lifting and keep the kayak close to the body.
- (b) The candidate must demonstrate proper launching and removing techniques at the shorelines or docks encountered on the course.

Forward Paddling

- (a) The candidate must paddle the kayak in a straight line over a distance of 250 metres. The candidate should:

1. Demonstrate an appropriate paddle grip
 2. Show an active posture, using the larger muscles and rotation of the body to power the blade, having symmetry in stance and paddle movements and linking of paddle strokes as needed
- (b) The candidate is to maintain a forward direction in ORCKA Coastal Kayaking Level 1 conditions using a variety of methods including effective edging strategies.
- (c) The candidate is to be aware of how to use a rudder and skeg.

Reverse Paddling

The candidate will paddle backwards over a distance of approximately 25 metres, in a straight line.

Stopping

The candidate will stop the kayak while moving forwards, within four strokes. The candidate will also stop the kayak while moving backwards, within four strokes.

Sideward Paddling

The candidate will move the kayak sideways:

- (a) Two metres without excessive swing from a static position
- (b) Two metres while having forward momentum

The candidate must show effective sideward displacement on both sides of the kayak.

Pivoting

The candidate should pivot the kayak 360 degrees in clockwise and counter clockwise directions in conjunction with edging.

Turning

The candidate will perform:

- (a) A series of smooth turns to the left and right while maintaining forward momentum in the direction of the travel using combinations of sweeps and ruddering techniques. The selection can include wide turns, tight turns, turns at 90 degrees, 180 degrees and 360 degrees, turns to the left and turns to the right.
- (b) Left and right turn using various degrees of edging to vary control the radius of the turn.
- (c) A low brace turn.

Preventing a Capsize

- (a) The candidate should perform a low brace recovery when the kayak is slightly off balance. This manoeuvre is to be done on both sides and also while on the move.
- (b) The candidate should perform a high brace recovery on both sides

Securing

The candidate should be able to perform knots that are useful for:

- (a) Securing kayaks and equipment to vehicles or storage rack
- (b) Rigging tow lines

- (c) Securing to shore and other boats

THEORY

Kayak Design and Construction

The candidate should know the advantages and disadvantages of various designs that may be used in a flatwater and coastal context. The candidate should be familiar with different construction methods and materials used in the manufacture of various kayaks.

Kayak Outfitting

The candidate should be made aware of options of outfitting a kayak suitable for coastal paddling including being aware of:

- (a) How to adjust the seat, backrest and footrest
- (b) The differences between a rudder and skeg

Government Regulations

The candidate will be made aware of the government regulations as they apply to kayaks (less than six metres in length), such as the following requirements:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board
- (b) One buoyant heaving line of not less than 15 metres in length
- (c) One manual propelling device
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel
- (e) A sound-signalling device or a sound-signalling appliance
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the kayak is operated after sunset and before sunrise or in periods of restricted visibility

Outdoor Precautions

- (a) The candidate must demonstrate a good knowledge of the signs and symptoms of hypothermia, how to prevent hypothermia and what to do if someone becomes dangerously cold.
- (b) The candidate must demonstrate a good knowledge of how to recognize the signs, symptoms and prevention of overexposure to sun and wind, dehydration and heat disorders.

Weather

The candidate will demonstrate knowledge of the influence of wind, rain, and lightning on trip procedures. He/She should be familiar with at least four items of traditional weather lore useful to anticipating weather while paddling.

Environmental Awareness

The candidate should be aware of the kayaking environment, human impact and the concepts of leaving no trace.

Kayaking History

The Candidate will demonstrate knowledge of both the diverse roles of the kayak in Canadian heritage and also the evolution of recreational kayaking.

Kayaking Resources

The candidate should be aware of the Ontario Recreational Canoeing and Kayaking Association, the provincial and national parks, conservation authorities, kayaking schools, kayaking clubs, outfitters, books, magazines, websites, and films/videos which pertain to kayaking. The candidate should also be made aware of topographical maps, hydrographical charts, Tide and Current tables, Chart #1, and locations where the candidate further his/her paddling skills in a safe environment.

TOURING

Personal and Group Safety Equipment

- (a) The candidate shall have a list of safety items that each paddler would have on his/her person or in the kayak.
- (b) The candidate should be able to produce a list of all kayaking equipment needed for a one-day kayaking excursion and explain why various items are included. He/She should also be able to describe the characteristics of quality kayaking equipment.
- (c) The candidate should also have a basic knowledge of proper first aid kit contents and their use for a day excursion.

Paddling Precautions

- (a) The candidate is to be aware of the general effects of wind (particularly offshore wind), swell, rebounding waves, current at river mouths, geographical features, and the precautions to be taken for each type of hazard.
- (b) The candidate should understand that good judgement is important in assessing their abilities and limitations and not to exceed them in dealing with waves, wind, weather conditions, boat traffic and remoteness of paddling location.

Day Trip Planning

- (a) The candidate must have sufficient knowledge to co-operatively plan a coastal day trip. This would include such things as why, where, when, who, what, how.
- (b) In addition, each candidate must be aware of his/her personal limitations and responsibilities to others in the group. Risk management for the trip will include accessing concerns and hazards of the particular paddling environment as well as what precautions can be taken to manage such risks.

Incident Management

The candidate is to be aware of how to handle a basic kayaking emergency including the safety of the rescuer(s), how to summon help, and other services or assistance that can be called on during an incident.

Access

The candidate should be mindful of the local wildlife, its habitats and preservation. They must also have knowledge of, and abide by, relevant codes of practice including the rights of property owners.

Navigation

The candidate will demonstrate an ability to use a compass and topographical maps and charts. He/she must be able to orient the map/chart to a chosen direction of travel; take compass bearings from the map/chart and relate these to the field; pinpoint his/her location several times on the map/chart during the kayak trip, using the Universal Transverse Mercator (UTM) or degrees/minutes/seconds markings.

Kayak Tour

The candidate should accompany the Course Director on a short kayak tour. During this tour, the candidate should practise as many of the kayaking skills learned during the course as possible.

TEACHING AND EVALUATION

General

This teaching area covers three major components: preparation for teaching, presentation skills and techniques and evaluation. The Course curriculum is meant to include theoretical aspects of teaching as well as opportunities for practical experience.

Evaluation will be progressive. Candidates will prepare and submit at least two written lesson plans for review and evaluation by the Course Director. Each candidate will teach at least two separate lessons, one from the skills area of the Flatwater Kayaking Level A and Level B and one from either the theory or the safety area of the Flatwater Kayaking Level A and Level B. Candidates must demonstrate competence in all items they present. By preparing and participating in lessons drawn from the Flatwater Kayaking Level A and Level B, candidates should be able to explain the content and standards of each test item in the Flatwater Kayaking Level A and Level B curriculum.

Teaching skills will be evaluated from the perspective of organisation, preparation, safety, leadership ability, interpersonal skills, creativity, and ability to accurately evaluate and correct students.

Preparation for Teaching

Candidates will learn fundamental aspects relating to the preparation for teaching, including:

- (a) Assessment of teaching environment, including: physical site, size of class, age of students, student abilities, special needs, and course duration
- (b) Development of a progression plan for the course items
- (c) Development of lesson plans, including: purpose of lesson plans, goal statements, lesson plan components, lesson plans as effective teaching tools, planning lessons to ensure coverage of curriculum items, and how to prepare lesson plans
- (d) Supplies and equipment, including: role of equipment and creative use of equipment
- (e) Organisation of resource materials, including: scheduling of waterfront/facility and administrative elements

- (f) Interaction with the ORCKA office in order to register the ORCKA Course(s) and register successful candidates

Presentation Skills and Techniques

Presentation skills will be evaluated during practice teaching sessions. Curriculum should cover the following:

- (a) Teaching fundamentals
- (b) Teaching techniques
- (c) Presentation skills
- (d) Interpersonal skills and body language
- (e) Dos and don'ts

Evaluation

Candidates should show a good understanding of the areas described below. Testing will be done as part of the practice teaching sessions.

- (a) Knowledge of skills components; how to break skills down into their components
- (b) Identification of skill deficiencies
- (c) Basics of skill correction
- (d) Re-evaluation of skill after correction
- (e) Self evaluation
- (f) Components of progressive evaluation

Lesson Plans

The candidate will prepare and submit at least two written lesson plans for review and evaluation by the Course Director. The lesson plans may be selected from safety, skills, theory and touring areas of Flatwater Kayaking. The Course Director will describe the criteria for the evaluation of these lesson plans.

Lessons

The candidate must deliver at least two lessons to a group of beginners, one lesson from the skills area of Flatwater Kayaking and the other(s) from the safety, skills, theory and touring areas of Flatwater Kayaking. At least one of these lessons must be “on-the-water” lessons. Teaching skills will be evaluated from the perspective of organisation, preparation, safety, interpersonal skills, creativity, and ability to accurately evaluate and correct students’ skills.

COASTAL KAYAKING LEVEL 1

Coastal Kayaking Level 1 is an intermediate course for participants with a limited base of kayaking experience and knowledge. The course will emphasise the skills required to become an active participant of a kayaking daytrip in a relatively sheltered to moderately exposed coastal environment.

OVERVIEW OF COASTAL KAYAKING LEVEL 1

Prerequisites

1. ORCKA Flatwater Kayaking or ORCKA Flatwater Kayaking Level B, equivalent certification or comparable skills and experience (with the permission of the Course Director)
2. At least three separate kayaking excursions of at least three hours and 15 kilometres each

Kayak Type

A suitable kayak for this course must be able to carry limited cargo with at least one sealed bulkhead and a closed cockpit.

Course Conditions

Sheltered to Moderate. Wind – Calm to < 29 km/h in protected inland waters (to 18 km/h in offshore conditions in large bodies of water such as Great Lakes or similar). Sea state – < 0.5 m waves to 1 m waves in protected inland waters (rippled to 0.6 m waves in offshore conditions in large bodies of water such as Great Lakes or similar).

Course Location

Moderate. Moderately exposed coastline with easy landing conditions readily available.

Safety

- Safety Review
- Rescue of a swimmer
- Towing rescue
- Peer rescue
- Assisted Roll rescue
- Unassisted re-entry
- Unassisted roll rescue *
- Communications

Skills

- Skill review
- Forward paddling
- Reverse paddling
- Stopping
- Sideward paddling
- Pivoting
- Turning
- Preventing a capsize

- Securing

Theory

- Kayak design and construction
- Kayak Outfitting
- Kayaking history
- Government regulations
- Outdoor precautions
- Weather
- Environmental awareness
- Kayaking heritage
- Kayaking resources

Touring

- Equipment
- Paddling precautions
- Day trip planning
- Navigation
- Kayak tour

* non-test item

SAFETY

All in-water safety manoeuvres are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of the course. Candidates are to be comfortable being in deep water in course conditions with a PFD.

Safety Review

The candidate must be able to demonstrate mastery of all safety procedures as outlined in ORCKA Flatwater Kayaking under the ORCKA Coastal Kayaking Level 1 conditions.

Rescue of a Swimmer

- (a) The candidate will get a swimmer to shore by having the swimmer hold on to the rescuer's kayak while the rescuer paddles to shore (the victim may assist in moving to shore).
- (b) The candidate will get a swimmer to shore by having the swimmer climb onto the bow or stern of the rescuer's kayak; the rescuer will paddle to shore.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers in various water conditions.

Towing Rescue

The candidate must demonstrate methods of getting a tired kayaker to land with their kayak including:

- (a) A push or pull contact tow
- (b) A simple tow using a towline and demonstrating an emergency release of the quick release line
- (c) The candidate will tow a kayak and "incapacitated" kayaker for at least 25 metres and demonstrate an emergency release. When a towline is attached to the kayak for towing purposes, it must be a quick release line.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers in various water conditions. The candidate should be aware of the difference between and usefulness of a towing harness and a throw bag in coastal paddling.

Peer Rescue

- (a) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the victim and will be assisted in re-entering the kayak. The kayak will be empty or near-empty of water.
- (b) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.

Assisted Roll Rescue

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize the kayak, remain in the cockpit and signal for an assisted roll rescue. The rescuer may present the bow, stern or side of the kayak or the paddle to assist with the victim's roll. When the rescuer arrives, the victim will roll up. Candidates should perform this skill as victim and rescuer. The candidate as victim must show confidence and control.

Unassisted Re-entry

The candidate will tip his/her kayak and wet exit in deep water. The candidate will re-enter the kayak without assistance from another kayaker and prepare to resume paddling. This can be accomplished with aids such as rigid or inflatable paddle float or sponsons. How and when the water is removed and the candidate re-enters will depend on circumstances.

Unassisted Roll Rescue

The unassisted roll rescue will be demonstrated to the candidates.

Communications

- (a) The candidate will demonstrate knowledge of and will practise appropriate communication signals within the group while on this course. These may be voice, whistle, hand, and/or paddle signals, as decided upon by the group. The candidate will be aware of what to do in the event of a capsized.
- (b) The candidate should be aware of the available emergency communication methods such as cell/satellite phones, VHF marine radios, flares, signal mirrors, strobe lights, EPIRBs (Emergency Position Indicating Radio Beacon/PLBs (Personal Locator Beacon)/SPOT Satellite GPS Messenger device, and light signals.

SKILLS

All in-water skills are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of the course.

All in-water skills are to be performed in a coastal environment with winds up to 29 km/h and waves up to 1 m in protected inland waters (winds up to 18 km/h and waves up to 0.6m in offshore conditions in large bodies of water such as Great Lakes or similar).

Skill Review

The candidate should demonstrate entering, exiting, launching, landing and removing in the ORCKA Coastal Kayaking Level 1 conditions. These conditions will include waves at the shoreline beyond what were experienced in ORCKA Flatwater Kayaking conditions.

Forward Paddling

- (a) The candidate will paddle the kayak in a straight line over a distance of 250 metres. The candidate should:
 1. Demonstrate an appropriate paddle grip
 2. Show an active posture, using the larger muscles and rotation of the body to power the blade, symmetry in stance and paddle movements and linking of paddle strokes as needed
- (b) The candidate is to maintain a forward direction in the ORCKA Coastal Kayaking Level 1 conditions using a variety of methods including effective edging strategies.
- (c) The candidate is to be aware of how to use a rudder and skeg.

Reverse Paddling

The candidate will reverse paddle over a distance of approximately 25 metres to a fixed point.

Stopping

The candidate will stop the kayak while moving forwards, within four strokes. The candidate will also stop the kayak while moving backwards, within four strokes.

Sideward Paddling

The candidate will move the kayak sideways:

- (a) Two metres without excessive swing from a static position
- (b) Two metres while having forward momentum

The candidate must show effective sideward displacement on both sides of the kayak.

Pivoting

The candidate should pivot the kayak 360 degrees in clockwise and counter clockwise directions in conjunction with edging.

Turning

The candidate will perform:

- (a) Turns to the left and right while maintaining forward momentum in the direction of the travel using combinations of sweeps and ruddering techniques. The selection can include wide turns, tight turns, turns at 90 degrees, 180 degrees and 360 degrees, turns to the left and turns to the right.
- (b) Left and right turn using various degrees of edging to vary control the radius of the turn.
- (c) A low brace turn.

Preventing a Capsize

- (a) The candidate should perform an effective low brace recovery when the kayak is slightly off balance. This manoeuvre is to be done on both sides and also while on the move.
- (b) The candidate should perform a high brace recovery on both sides.

Securing

The candidate should be able to perform knots that are useful for:

- (a) Securing kayaks and equipment to vehicles or storage rack
- (b) Rigging tow lines
- (c) Securing to shore and other boats

THEORY

Kayak Design and Construction

The candidate should know the advantages and disadvantages of various designs that may be used in a coastal context. The candidate should be familiar with different construction methods and materials used in the manufacture of various kayaks.

Kayak Outfitting

The candidate should be made aware of options of outfitting a kayak suitable for coastal paddling

Kayaking History

The candidate will demonstrate knowledge of both the diverse roles of the kayak in Canadian heritage and also the evolution of recreational kayaking.

Government Regulations

The candidate will be made aware of the government regulations as they apply to kayaks (less than 6 metres in length), such as the following requirements:

- (a) A Canadian-approved PFD or lifejacket of appropriate size for each person on board
- (b) One buoyant heaving line of not less than 15 metres in length
- (c) One manual propelling device
- (d) One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel
- (e) A sound signalling-device or a sound-signalling appliance
- (f) Navigation lights that meet the applicable standards set out in the *Collision Regulations* if the kayak is operated after sunset and before sunrise or in periods of restricted visibility

Outdoor Precautions

The candidate must demonstrate knowledge of the signs, symptoms and prevention of each of the following: hypothermia, overexposure to the sun and wind, dehydration and heat disorders.

Weather

The candidate will demonstrate knowledge of the influence of wind, rain, and lightning on trip procedures. He/she should be familiar with at least four items of traditional weather lore useful to anticipating weather while paddling.

Environmental Awareness

The candidate should be aware of the kayaking environment, human impact and the concepts of leaving no trace.

Kayaking History

The candidate will demonstrate knowledge of both the diverse roles of the kayak in Canadian heritage and also the evolution of recreational kayaking.

Kayaking Resources

The candidate should be aware of the Ontario Recreational Canoeing and Kayaking Association, the provincial and national parks, conservation authorities, kayaking schools, kayaking clubs, outfitters, books, magazines, websites, and films/videos which pertain to kayaking. The candidate should also be made aware of topographical maps, hydrographical charts, Tide and Current tables, Chart #1, and locations where the candidate can further his/her paddling skills in a safe environment.

TOURING

Equipment

- (a) The candidate should be able to produce a list of all kayaking equipment needed for a one-day kayaking excursion and explain why various items are included. He/She should also be able to describe the characteristics of quality kayaking equipment.
- (b) The candidate should also have a basic knowledge of proper first aid kit contents and their use for a day excursion.

Paddling Precautions

- (a) The candidate is to be aware of the general effects of wind (particularly offshore wind), swell, rebounding waves, current at river mouths, geographical features, and the precautions to be taken for each type of hazard.
- (b) The candidate should understand that good judgement is important in assessing their abilities and limitations and not to exceed them in dealing with waves, wind, weather conditions, boat traffic and remoteness of paddling location.

Day Trip Planning

- (a) The candidate must have sufficient knowledge to co-operatively plan a coastal kayaking day trip. This would include such things as why, where, when, who, what and how.
- (b) In addition, each candidate must be aware of his/her personal limitations and responsibilities to others in the group. Risk management for the trip will include accessing concerns and hazards of the particular paddling environment as well as what precautions can be taken to manage such risks.

Navigation

The candidate will demonstrate an ability to use a compass and topographical maps and charts. He/she must be able to orient the map/chart to a chosen direction of travel; take compass bearings from the map/chart and relate these to the field; pinpoint his/her location several times on the map/chart during the kayak trip, using the Universal Transverse Mercator (UTM) or degrees/minutes/seconds markings.

Kayak Tour

The candidate should accompany the Course Director on a short kayak tour. During this tour, the candidate should practise as many of the kayaking skills learned during the course as possible.

KAYAK TRIPPING LEVEL 1

Kayak Tripping Level 1 provides an introduction to kayak tripping for those with little or no tripping experience. Emphasis is on wilderness kayak camping skills and safety. Upon completion of Kayak Tripping Level 1, the successful participant should have the knowledge, skills and confidence to plan and execute overnight and short multi-night trips with other equally qualified kayakers in conditions similar to those of the course location.

OVERVIEW OF KAYAK TRIPPING LEVEL 1

Prerequisites

ORCKA Flatwater Kayaking or Flatwater Kayaking Level B, equivalent certification or comparable skills and experience (with the permission of the Course Director)

Kayak Type

A suitable kayak for this course must be able to carry adequate cargo within the kayak for an overnight or multi-night trip at least one sealed bulkhead and a closed cockpit.

Course Conditions

Sheltered to Moderate. Wind – Calm to < 29 km/h in protected inland waters (to 18 km/h in offshore conditions in large bodies of water such as Great Lakes or similar). Sea state – < 0.5 m waves to 1 m waves in protected inland waters (rippled to 0.6 m waves in offshore conditions in large bodies of water such as Great Lakes or similar).

Course Location

Moderate. Moderately exposed coastline with easy landing conditions readily available.

Safety

- Safety review
- Rescue of a swimmer
- Towing rescue
- Recovery of a kayak
- Peer rescue
- Assisted roll rescue
- Unassisted roll rescue
- Communications

Skills

- Launching and removing kayak
- Kayaking
- Packing
- Food and menu planning
- Campsites and shelters
- Fires and stoves
- Ropes and knots

Theory

- Kayak design and construction
- Clothing and personal effects
- Kayaking first aid
- Repair kit
- Weather
- Environmental practices and concerns
- Kayaking tripping resources

Touring

- Trip planning
- Personal risk management
- Kayak tripping gear
- Navigation
- Kayak trip

OVERVIEW OF KAYAK TRIPPING LEVEL 1A

Prerequisites

ORCKA Flatwater or Flatwater Kayaking Level B, equivalent certification or comparable skills and experience (with the permission of the Course Director)

Safety

- Safety review
- Rescue of a swimmer
- Peer rescue
- Assisted roll
- Communications

Skills

- Launching and removing kayak
- Kayaking
- Packing
- Campsites and shelters
- Ropes and knots

Theory

- Clothing and personal effects
- Kayaking first aid
- Weather
- Environmental practices and concerns

Touring

- Trip planning
- Personal risk management
- Navigation
- Kayak trip

OVERVIEW OF KAYAK TRIPPING LEVEL 1B

Prerequisites

ORCKA Kayak Tripping Level 1A

Safety

- Towing rescue
- Recovery of a kayak
- Peer rescue
- Unassisted roll

Skills

- Kayaking
- Food and menu planning
- Navigation
- Fires and stoves
- Kayak trip

Theory

- Kayak design and construction
- Kayaking first aid
- Repair kit
- Weather
- Kayak tripping resources

Touring

- Trip planning
- Personal risk management
- Kayaking tripping gear
- Navigation
- Kayak trip

SAFETY

All safety manoeuvres are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of this course. All appropriate safety procedures will be conducted with loaded kayaks with equivalent to camping, safety and personal gear for an overnight trip. Candidates are to be comfortable being in deep water in course conditions with a PFD.

Safety Review

The candidate must be able to demonstrate mastery of all safety procedures as outlined in ORCKA Flatwater Kayaking under the ORCKA Kayak Tripping Level 1 conditions.

Rescue of a Swimmer

- (a) The candidate as a swimmer will get to shore by holding on to the rescuer's kayak while the rescuer paddles to shore (the victim may assist in moving to shore).
- (b) The candidate as a rescuer will get a swimmer to shore by having the swimmer climb onto the bow or stern of the rescuer's kayak; the rescuer will paddle to shore.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers in various water conditions.

Towing Rescue

- (a) The candidate will get a swamped kayak, its former occupant (swimmer) and gear to shore. The victim will take hold of the rescuer's kayak and may assist in moving to shore.
- (b) The candidate will tow a kayak and "incapacitated" kayaker for at least 25 metres and demonstrate an emergency release. When a towline is attached to the kayak for towing purposes, it must be a quick release line.

The candidate should be aware of the suitability of these techniques in different situations and the inherent dangers in various water conditions.

Recovery of a Kayak

The candidate will approach a swamped or capsized kayak and manoeuvre it to the shore. The kayak can be bumped or towed, as circumstances dictate. If a towline is attached to the kayak for towing purposes, it must be a quick release line.

Peer Rescue

- (a) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the victim and will be assisted in re-entering the kayak. The kayak will be empty or near-empty of water.
- (b) The candidate will take part in a "kayak over kayak" rescue (bow tip-out, T-rescue, X-rescue) as the rescuer and will assist the victim in re-entering the kayak as necessary. The kayak will be empty or near-empty of water.

Assisted Roll Rescue

While floating in water of adequate depth to be considered safe, the candidate will voluntarily capsize the kayak, remain in the cockpit and signal for an assisted roll rescue. When the rescuer arrives, the victim will roll up. The rescuer may present the bow, stern or side of the kayak or the paddle to assist with the

victim's roll. Candidates should perform this rescue as victim and rescuer. The candidate, as victim, must show confidence and control.

Unassisted Roll Rescue

The unassisted roll rescue will be demonstrated in an unloaded or a loaded kayak.

Communications

The candidate will demonstrate knowledge of and will practice appropriate communication signals within the group while on this Course. These may be voice, whistle, hand, and/or paddle signals, as decided upon by the group. The candidate will aware of what to do in the event of a capsize. This topic should be covered by the 1A candidates and reviewed for the 1B candidates.

During the 1B course, the candidate should be aware of the available emergency communication methods such as cell/satellite phones, VHF marine radios, flares, signal mirrors, strobe lights, EPIRBs (Emergency Position Indicating Radio Beacon/PLBs (Personal Locator Beacon)/SPOT Satellite GPS Messenger device, and light signals.

<p>SKILLS</p>

All skills are to be performed while wearing a PFD and all paddling equipment required for the particular paddling environment of the Course.

Launching and Removing Kayak

The candidate will demonstrate the launching of a loaded kayak from different types of shorelines. Care must be shown to preserve the integrity of the kayak and the kayaker. As such, the candidate may be assisted in the launch (using peers and/or devices). The candidate will similarly demonstrate landing and removal of the loaded kayak from the water at different types of shorelines. The conditions will include waves at the shoreline beyond what were experienced in ORCKA Flatwater Kayaking conditions.

Kayaking

The candidate will demonstrate competence in the kayaking skills of ORCKA Flatwater Level.

The candidate must show an ability to control the kayak in moderately rough water (waves not to exceed 0.6 m in height in protected inland waters (1 m waves in offshore conditions in large bodies of water such as Great Lakes or similar). This must be demonstrated on both Kayak Tripping Level 1A (waves not to exceed 0.3 m in height (or 0.5m in offshore conditions)) and 1B Courses.

The candidate should be able to perform the above, (a) and (b), with a kayak loaded with with equivalent to camping, safety and personal gear for an overnight trip.

Packing

The candidate will demonstrate approved methods of waterproof packing of food, sleeping bag, tent, personal effects, etc.

The candidate will show how to properly load a kayak with the tripping gear. Gear must be distributed to preserve the kayaks' trim. Gear must be packed so that items that may be required throughout the trip are accessible.

Food and Menu Planning

- (a) The candidate will show a good basic knowledge of appropriate and interesting trip foods. He must also discuss the importance of good nutrition for kayak tripping and know how to translate nutritional needs into suitable camping menus considering the following: caloric needs, portability, cost, taste, variety, ease of preparation, food allergies, and food preparation.
- (b) The candidates should be able to prepare a menu for a five-day wilderness kayak trip.
- (c) All candidates will assist in the meal preparations on the kayak trip.

Campsites and Shelters

The candidate will describe the essential and desirable attributes of a good campsite. The candidate will be involved in the selection of campsites, with these attributes in mind. The candidate will demonstrate the ability to “pitch” several types of tents. He/she will also demonstrate how to erect a kitchen tarp.

Fires and Stoves

- (a) The candidate should be familiar with the operation of several types of stoves suitable for kayak tripping and have practice in their operation.
- (b) The candidate will describe various methods of setting up a fire for purposes of warming, cooking or baking. The candidate may carefully demonstrate one such method.
- (c) The candidate should be able to describe the advantages and disadvantages of the use of stoves and fires, considering safety and environmental impact.

THEORY

Ropes and Knots

The candidate should be aware of different types of rope and which are more applicable to the kayak tripping situation. The candidate should be able to perform knots and hitches that are useful for the following:

- (a) Rigging towing lines
- (b) Securing to shore and other boats
- (c) Setting up a clothesline
- (d) Setting up a tarp
- (e) Hanging food
- (f) Joining ropes
- (g) Securing kayaks and equipment to a vehicle or storage rack

Kayak Design and Construction

The candidate should know the advantages and disadvantages of various kayak designs that may be used in a tripping context. He/she should be familiar with different construction methods and materials used in the manufacture of tripping kayaks.

Clothing and Personal Effects

The candidate must demonstrate a reasonable knowledge of appropriate clothing to be taken on various types of trips, taking into account the possible extreme changes in temperature, the likelihood of heavy and extended rain, cold water, wind, and buggy conditions. The candidate should be able to justify all

other personal effects, including toilet articles (soaps, etc.), flashlight, knife, whistle, compass, etc.

Kayaking First Aid

- (a) The essential items of a basic first aid kit, their uses and wilderness first aid training will be discussed.
- (b) The signs, symptoms and prevention of each of the following will be discussed: hypothermia, overexposure to sun and wind, dehydration and heat disorders (cramp, exhaustion and stroke.
- (c) The candidate must describe at least two methods of purifying drinking water and discuss the appropriate use of such methods.

Repair Kit

- (a) The candidate must be aware of common kayak and equipment repair items and tools.
- (b) The candidate should be able to discuss common kayak damage and how to improvise in-the-field repairs.

Equipment maintenance should be an integral part of these discussions.

Weather Interpretation

The candidate will demonstrate knowledge of the influence of wind, rain, and lightning on trip procedures. He/she should be familiar with at least 4 items of traditional weather lore useful to kayak trippers.

Environmental Practices and Concerns

- (a) The candidate will demonstrate an understanding of the concept of no trace camping. The candidate must indicate knowledge of the “active” layer of soil, proper “toilet”, cooking fire, disposal of grey water, and garbage procedures.
- (b) The candidate should be aware of the effects of certain industries on our waterways and of current concerns of the kayaking community with regard to public issues involved in wilderness preservation, public access and travel.
- (c) How to provide protection from biting insects by attention to clothing, shelter, campsite location, repellents, and bug hats and jackets or suits will be discussed. The basics of the habits and habitations of mosquitoes, black flies, deer flies, sand flies, wasps, ticks, etc. will also be discussed.
- (d) Appropriate measures that should be taken to avoid encounters with or when encountering potentially dangerous animals; namely bears, deer, moose, snakes and rabid animals will be discussed. A sound working knowledge of how to store food and maintain a clean campsite and thus avoid molestation from bears, raccoons and other animals will be discussed and should be demonstrated on the course trip.

Kayak Tripping Resources

The candidate should be aware of the Ontario Recreational Canoeing and Kayaking Association, provincial and national parks, conservation authorities, kayaking schools, kayaking clubs, outfitters, books, magazines, websites, and films/videos which pertain to kayaking tripping. The candidate should also be made aware of topographical maps, hydrological charts, Tide and Current tables and Chart #1, and locations where he/she can further paddling skills in a safe environment.

TOURING**Trip Planning**

The candidate must have sufficient skill and knowledge to plan a five-day kayak trip of his/her own. This would include such things as: why, where, when, who, what, and how. The kayak trip that is part of the Course will serve as a model for this exercise.

Personal Risk Management

- (a) Each candidate must be aware of his/her personal limitations and responsibilities to others in the group.
- (b) The candidate should understand that good judgement is important in assessing their abilities and limitations and not to exceed them in dealing with waves, wind, weather conditions, boat traffic and remoteness of paddling location.
- (c) The candidate must demonstrate an awareness of good judgement with respect to travel in rough water.

Kayak Tripping Gear

The candidate should be able to produce a list of all personal and group gear necessary for a five-day wilderness kayak trip and explain why the various items are included. He/she should also be able to describe the characteristics of quality tripping gear.

Navigation

The candidate will demonstrate an ability to use a compass and topographical maps and charts. He/she must be able to orient the map/chart to a chosen direction of travel; take compass bearings from the map/chart and relate these to the field; pinpoint his/her location several times on the map/chart during the kayak trip, using the Universal Transverse Mercator (UTM) or degrees/minutes/seconds markings.

Kayak Trip

The candidate must participate in a two-night kayak trip. The kayaks are to be loaded with the camping, safety and personal gear required for the trip. Each person should (as much as is possible and practical) put into practice the safety, skills and theory materials outlined in the Course. If Kayak Tripping Level 1 is divided into 2 courses (1A and 1B), each course must have a trip of at least an overnight duration.

LIT ASSESSMENT PACKAGE 2022

PLEASE INCLUDE FIRST AND LAST NAMES (ON ALL PAGES)								
Summative tasks should be filled out as levels, not percentages.								
Summative	Trip Log (5%)							
	Goal Setting/Reflection (5%)							
	Trip Journal Reflections (10%)							
	Wilderness Skills 1 (10%)							
	Wilderness Skills 2 (10%)							
	Active Living (10%)							
	Healthy Living (10%)							
	Living Skills (10%)							
Final Summative								
	Final Practical Test (15%)	#	#	#	#	#	#	#
	Final Written Test (15%)	#	#	#	#	#	#	#
Learning Skills (E, G, S, N)	<i>Days Absent (incl. Evacuations)</i>							
	Responsibility							
	Organization							
	Independent Work							
	Collaboration							
	Initiative							
	Self-Regulation							

LIT ASSESSMENT PACKAGE 2022

1 – Limited 2 – Some/Moderate 3 – Considerable 4 – Thorough/High Degree Students should be evaluated based on their most recent performance or their most consistent performance.								
Trip Log (5%)								
Trip Log								
Knowledge/Understanding <i>Are the details accurate (lakes, coordinates, distances)</i>								
Final Level								
Goal Setting and Reflections (5%)								
Goal Setting and Reflection								
Knowledge/Understanding <i>Is it completed? Are the details accurate</i>								
Thinking/Communication <i>Ideas are organised and well-formed. Answers demonstrate the ability to link concepts and create new ideas.</i>								
Final Level								
Trip Journal Reflections (10%)								
Trip Journal Reflections								
Thinking/Communication <i>Ideas are organised and well-formed. Answers demonstrate the ability to link concepts and create new ideas.</i>								
Final Level								

LIT ASSESSMENT PACKAGE 2022

1 – Rarely... 2 – Sometimes... 3 – Usually... 4 – Consistently...							
Students should be evaluated based on their most recent performance or their most consistent performance.							
Active Living (10%)							
Participates actively and positively in all aspects of the LIT course							
Demonstrates positive, responsible personal and social behaviour							
Maintains or improves personal fitness level							
Participates in fitness program goals and revisions							
Final Level							
Healthy Living (10%)							
Follows and promotes all LDSB & Gould Lake safety rules and guidelines							
Demonstrates and promotes proper use and care of equipment including canoes, kayaks, paddles, packs, tents, stoves, etc.							
Makes and promotes healthy choices regarding nutrition, personal hygiene, hydration, and sun protection							
Encourages and supports other group members							
Demonstrates an ability to minimize personal risk							
Final Level							

LIT ASSESSMENT PACKAGE 2022

1 – Rarely... 2 – Sometimes... 3 – Usually... 4 – Consistently...	Students should be evaluated based on their most recent performance or their most consistent performance.						
Living Skills (10%)							
Seeks guidance to improve learning/development (ie. ask questions, lessons, skills, activities, journal, with peers or staff)							
Demonstrates appropriate coping strategies in challenging situations (ie. bad weather, new learning, physical stress, interpersonal conflicts)							
Demonstrates effective time management and organizational skills (ie. In camp, personal and group, travelling, LOD)							
Accepts and acts on feedback (ie. peer and staff constructive feedback is accepted in a positive manner and used if applicable)							
Communicates effectively with group members using appropriate tone and language throughout entire program (ie. Expresses ideas and concerns in a clear and constructive manner)							
Actively listens to group members thoughts and ideas (ie. doesn't speak out, waits until an appropriate time to ask questions, clarifies understanding)							
Works cooperatively with group members (ie. takes fair share of work, shows initiative and appreciation for others work)							
Demonstrates respect for group members thoughts, ideas and contributions (ie. supportive, provides feedback when needed, polite and honest)							
Participates as a positive and active member of the group (ie. positive attitude throughout program, is engaged in all activities)							
Supports peers in their learning and development (ie. gives constructive feedback when useful, clarifies content and ideas)							
Plays a positive and active role in solving group challenges (ie. involved in solving problems and making decisions and takes into account all factors including group needs)							
Makes appropriate decisions based on personal physical and emotional state (ie. nutrition, hydration, appropriate load to carry)							
Final Level							

LIT ASSESSMENT PACKAGE 2022

1 – Rarely...	Students should be evaluated based on their most recent performance or their most consistent performance.							
2 – Sometimes...								
3 – Usually...								
4 – Consistently...								
Wilderness Skills 1 - Travel (10%)								
Competently uses a map (and compass when needed) to navigate.								
Selects appropriate route based on environmental conditions and the strength of the group.								
Demonstrates strength and endurance when paddling a canoe								
Demonstrates technically efficient canoeing strokes and skills								
Demonstrates teamwork and supports others on portages.								
Continues to appropriately challenge themselves on portages								
Demonstrates an improvement in strength and endurance when portaging.								
Demonstrates technically efficient kayaking strokes and skills								
Demonstrates an improvement in strength and endurance when paddling a kayak								
Exhibits safe travel practices (keeping close to group, choosing conservative route, etc.).								
Final Level								
Wilderness Skills 2 - Camp (10%)								
Demonstrates proper tent set-up and care								
Demonstrates proper tarps/fly set-up and care								
Demonstrates proper use of camp knots (ex: bowline, slip knot, trucker's hitch etc).								
Efficiently and correctly animal proofs all food and food-smelling items.								
Safely lights & cares for trip stoves.								
Demonstrates safe cooking behaviour.								
Creates well-balanced, nutritious, and appetizing meals.								
Demonstrates proper use and care of water purifications equipment.								
Final Level								
Final Tests (30%)								
Final Written Test - 15% (# of marks)								
Final Practical Test - 15% (# of marks)								

You will always find me in the past. I can be created in the present, But the future can never taint me. What am I?

A girl was ten on her last birthday, and will be twelve on her next birthday. How is this possible?

What is harder to catch the faster you run?

An old lady forgets her drivers licence at home. She travels down a one way street the wrong way. She does not stop at stop signs, or stop for people crossing the road. A cop is watching her do this and he does not give her a ticket. Why didn't he give her a ticket?

If you throw me out the window, I'll leave a grieving wife. Bring me back, but through the door, You'll see someone giving life. What am I?

We hurt without moving. And poison without touching. We bear truth and lies, But are not judged by size. What are we?

Mary's father has 4 children; three are named Nana, Nene, and Nini. So what is the 4th child's name?

What is unusual about the sentence below? A big cowboy, dancing elegantly for grand hotels in Jersey, knitting lovely mittens nicely on pretty quilted rubber shoes, thought untrained vets would X-ray yellow zebras

You approach two talking doors. One door leads to the City of Truth, while the other door leads to the City of Liars. You do not know which door is which. You are able to ask only one question to determine which door is which. The door that leads to the City of Liars always speaks lies, while the door that leads to the City of Truth always speaks the truth. You want to go to the City of Truth. What question do you ask to determine which door leads to the City of Truth

There are two planes. One is going from New York to London at a speed of 600 MPH. The other is travelling from London to New York at a speed of 500 MPH. When the planes meet which one will be closer to London?

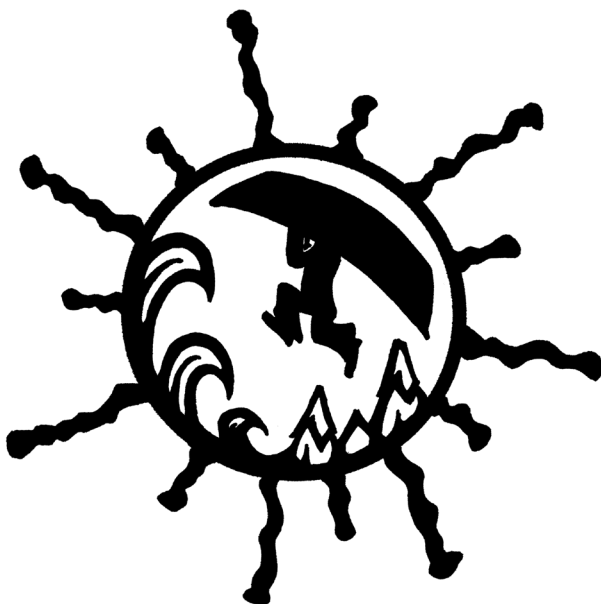
It cannot be seen, cannot be felt, Cannot be heard, cannot be smelt. It lies behind stars and under hills And empty holes it fills. It comes first and follows after, Ends life, kills laughter.

I have one, you have one. If you remove the first letter, a bit remains. If you remove the second, bit still remains. After much trying, you might be able to remove the third one also, but it remains. It dies hard!

The more you take, the more you leave behind. What am I?

What is it that no man ever yet did see, which never was, but always is to be?

Two in a corner, 1 in a room, 0 in a house, but 1 in a shelter. What am I?



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