

We look forward to working with you in the up coming workshop. The following should help you understand the process and expectations.

### **Description**

**Instructor Development Workshops (IDW)** help students become acquainted with the ACA model of effective instruction, paddling and leadership necessary in canoeing. The teaching techniques, paddling skills, technical knowledge and rescue and safety competencies necessary for successful completion of the Instructor Certification Exam will be reviewed and modeled during this course. We will focus on fine-tuning each candidate's paddling, rescue, group management and teaching skills, as well as expanding their knowledge in various aspects of canoe sport. Each participant will be assigned a 5-10-minute presentation aimed at the beginner paddler, as well as mini dry land and on-water topics to present to the group. These dress rehearsals will allow candidates to receive valuable feedback from their peers and the Instructor Trainers (ITs). The IDW is a prerequisite for the Instructor Certification Exam.

The **Instructor Certification Examination (ICE)** primarily serves as an opportunity to evaluate the Instructor Candidate for certification. Participation in this course does not guarantee certification. Candidates should arrive proficient in all skills on the appropriate ACA course outlines before attending the ICE. Throughout the certification process, candidates will be instructed and evaluated in the areas below. Candidates must be able to perform all of the related skills, competently on a consistent basis. For example – a candidate must demonstrate the ACA models of paddling strokes consistently, to be considered at a passing level. The four skill competency areas are:

- **Technical Knowledge** - General knowledge of the ACA and canoeing
- **Paddling Skills** - Technical proficiency at the desired certification level. Freestyle candidates must have the ability to perform all maneuvers in each of the four quadrants.
- **Teaching Ability** – Good physical modeling, the ability to break down maneuvers and skills into their components, clear, concise, organized and thorough presentations aimed at the beginner paddler, people skills and general professionalism.
- **Safety Awareness and Technical Rescue Skills** candidates must demonstrate comprehension and competency.

Each candidate will be assigned a 5-10 minute teaching topic to prepare. The Instructor Trainers will pick topics for the candidate to present during the IDW/ICE. This may include classroom, shore-side and on-water topics. These presentations should be concise talks geared to beginning students in an ACA Quickstart, Introduction to Canoe or Basic River Canoe. This is not a chance for you to tell us how much you know, but rather to demonstrate how well you can prioritize the available information to give a beginner what they need to know, in an efficient and effective manner. In addition, each candidate will be assigned impromptu (1 to 3 minute) presentations on a very basic topics, which should be familiar to all instructors (i.e. sizing PFD's) and various strokes and maneuvers to present to the group. Three levels of certification are **possible** in this 4 day IDW/ICE if the Instructor Candidate meets the ACA proficiency requirements:

- 1. Introduction to Canoe**
- 2. Essential of River Canoe**
- 3. Basic River Canoe**

As an ACA Instructor you may be certified to teach the ACA's Quickstart Your Canoe, Introduction to Canoe, Essentials of River Canoe, and Moving Water Canoe (Formerly Basic River Canoe). Each of these levels builds on the previous one.

**How to Prepare for the Course:**

- Look over the enclosed materials. Be familiar with the ACA web site – [www.americancanoe.org](http://www.americancanoe.org) - and **print out and bring all materials as noted in your information packet you receive after registration**, noting anything that you have questions on.
- Go out and paddle as much as possible prior to the course to practice and warm up.
- Be in good physical condition. The days are long and full.
- Come with an open mind.
- Bring any canoe books/materials that you feel will be helpful.
- **Make sure you have personal paddling gear and clothing for any weather condition.**
- The class starts on schedule. Arrive early to give yourself plenty of time to unload and prepare your boat and equipment.
- Write up your presentation outlines and be prepared to give a 5 to 10 minute talk aimed at the beginner at anytime. Make extra copies of your outline (approximately 10) to distribute to the group. You may use teaching and presentation aids.

**What to Bring:**

- Bring all of your personal equipment, including appropriate boats and accessories (kneeling pads, PFD's, etc.) to be on and in the water. Contact the Instructor if rental equipment is needed BEFORE course start date.
- Bring a folding chair or something to sit on and a notebook and pencil.
- Bring your course binder (you will receive printable inserts via e-mail) and writing implements.
- Include lots of snacks and fluid. Lunches will be working lunches, so bring a bag lunch that is simple and quick.  
**It is usually not possible to leave the training site to purchase lunch.**
- While we will try to cover the material in 8 to 9 hours during the day, be prepared to spend evenings involved in classroom presentations, group study, video review, etc. as necessary. Therefore keep dinner plans flexible.
- ACA membership number and appropriate paperwork (waivers, outlines, etc.).

While certification is an eventual goal of most candidates, it should be emphasized that becoming certified as an ACA instructor is a learning process. Instructor candidates come to IDW's and ICE's with a wide range of prior paddling instruction and teaching experience. **Candidates are encouraged to arrive at the IDW and/or ICE with an open mind and a willingness to take and receive constructive feedback, and to look at this process as part of a journey.**

We will do our best to make this course educational and fun. If you have any questions regarding the class please do not hesitate to contact me. There will be two or more instructors to help you learn.

Sincerely,

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