



Flatwater Instructor Log Book

Name: _____



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Canoe South Australia Flatwater Instructor Log Book

This log book belongs to:

Full Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

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Canoe South Australia Advisor and Assessor:

Name: _____

Contact: _____

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Section 1: Pathways to becoming a Flatwater Instructor

Experienced flatwater paddler and leader

- 1 Fill in the Canoe SA log book, available on the Canoe SA website
- 2 Meet with Canoe SA assessor. Canoe SA assessors names available on web, or contact Canoe SA
- 3 Assessor advises candidate what additional experience or theory required prior to assessment. May be required to attend induction, Flatwater Skills course, read theory on AC website, or other
- 4 Complete required training and experiences. This is upon advice of allocated Assessor
- 5 Assessment phase
 - Teaching Skills
 - Flatwater Skills
 - Expedition leadership
 - First Aid
 - Project/Theory test

An assessor must conduct at least one on-water assessment. Remaining may be supervised by qualified AC instructor.
- 6 Submit completed and checked documentation to Canoe SA for verification
- 7 Canoe SA to send invoice for assessment (\$150) and AC registration (\$140). Certificate sent once this is paid.

Novice Paddler

- 1 Complete Basic Skills Award
- 2 Get some paddling experience: 6 x 3 hour (minimum) times
- 3 Undertake Flatwater Skills course or be assessed by Flatwater instructor
- 4 Undertake Flatwater Instructor induction conducted by Canoe SA
- 5 Complete required training and experiences. Assessor/mentor allocated to assist with program
- 6 Assessment phase
 - Teaching Skills
 - Expedition leadership
 - First Aid
 - Project/Theory test

Assessor must conduct at least one on-water assessment. Remaining may be supervised by qualified AC instructor.
- 7 Submit completed and checked documentation to Canoe SA for verification
- 8 Canoe SA to send invoice for assessment (\$150) and AC registration (\$140). Certificate sent once this is paid.

Section 2: Pathways to becoming a Canoe/Kayak Lifeguard

Experienced flatwater paddler and leader

- 1 Fill in the Canoe SA log book, available on the Canoe SA website
- 2 Meet with Canoe SA assessor. Canoe SA assessors names available on web, or contact Canoe SA
- 3 Assessor advises candidate what additional experience or theory required prior to assessment. May be required to attend induction, Flatwater Skills course, read theory on AC website, or other
- 4 Complete required training and experiences. This is upon advice of allocated Assessor
- 5 Assessment phase
 - Group Management
 - Flatwater Skills
 - First Aid
 - Project/Theory test

An assessor must conduct at least one on-water assessment. Remaining may be supervised by qualified AC instructor.
- 6 Submit completed and checked documentation to Canoe SA for verification
- 7 Canoe SA to send invoice for assessment (\$150) and AC registration (\$140). Certificate sent once this is paid.

Novice Paddler

- 1 Complete Basic Skills Award
- 2 Get some paddling experience: 6 x 3 hour (minimum) times
- 3 Undertake Flatwater Skills course or be assessed by Flatwater instructor
- 4 Undertake Flatwater Instructor induction conducted by Canoe SA
- 5 Assessment phase
 - Group Management
 - First Aid
 - Project/Theory test

Assessor must conduct at least one on-water assessment. Remaining may be supervised by qualified AC instructor.
- 6 Submit completed and checked documentation to Canoe SA for verification
- 7 Canoe SA to send invoice for assessment (\$150) and AC registration (\$140). Certificate sent once this is paid.

Section 3: Upgrading from Canoe/Kayak Lifeguard to Flatwater Instructor

Experienced flatwater paddler and leader

- 1 Fill in the Canoe SA log book, available on the Canoe SA website
- 2 Meet with Canoe SA assessor. Canoe SA assessors names available on web, or contact Canoe SA
- 3 Assessor advises candidate what additional experience or theory required prior to assessment. May be required to attend induction, Flatwater Skills course, read theory on AC website, or other
- 4 Complete required training and experiences
- 5 Assessment phase
 - Teaching Skills
 - Flatwater Skills
 - Expedition Leadership
 - First Aid
 - Project/Theory test

An assessor must conduct at least one on-water assessment. Remaining may be supervised by qualified AC instructor.
- 6 Submit completed and checked documentation to Canoe SA for verification
- 7 Canoe SA to send invoice for assessment (\$150). There is no additional fee for AC registration. Certificate sent once this is paid.

Section 4: Canoe SA Flatwater Instructor Program

The experiences below are a guide to completion of your Flatwater Instructor Award.

You may vary this in negotiation with your assessor, but the following series of experiences has demonstrated over time to be a sound approach to achieving this award:

- Basic Skills Certificate course or recognition
- Theory Training in aspects of kayak and outdoor leadership by coursework such as the Flatwater Instructor Induction
- Practical training in instruction, coaching, rescue and group management.
- Day Paddle 1
- Day Paddle 2
- Day Paddle 3
- Expedition 1 as participant
- Expedition 2 as assistant leader
- Expedition leadership assessment
- Flatwater Skills assessment
- Teaching basic skills 1 as assistant
- Teaching basic skills 2 as instructor under supervision
- Teaching skills assessment
- Theory assessment
- Senior First Aid
- Other experiences and training

You may also wish to exit the program with an award with fewer experiential and assessment demands, such as Canoe/Kayak Lifeguard or Flatwater Guide.

Section 5: Flatwater Instructor Award

Award definition

Holders of the Flatwater Instructor Award are qualified to instruct, facilitate skill transfer to develop participants in order so that they may act independently or with minimal supervision in controlled conditions for inland kayaking and canoeing.

Prerequisite

Flatwater Skills

Skill component

Demonstrate the ability to train individuals and groups from novices to Flatwater Instructors on activity and expedition based programs in canoes or kayaks:

Personal skills

- model flatwater skill set efficiently and safely

Conduct flatwater kayak or canoe activities including trips in winds to 16 knots, in flat sheltered waters

- arrange group food and equipment
- manage the launching and landing of a group of novice paddlers
- manage a group of novice paddlers on a trip
- manage multiple rescues in moderate conditions
- manage tows in moderate conditions
- run an overnight campsite

Plan and conduct a flatwater course

- arrange venues
- arrange equipment
- arrange staff or assistants
- coordinate timetables
- coordinate logistics

Instruct

- strokes
- launch and land
- appropriate rescues
- navigation
- preparing for an expedition

Training Instructors

- deliver a theory training session
- deliver a practical training session.

The candidate has demonstrated competence in the above skill component

Date: _____ Signature: _____

Evidence notes

Please note that these pages may not be used in place of the Australian Canoeing Flatwater Instructor assessment record and application for registration forms.

Knowledge component

Demonstrate the knowledge to plan and conduct a flatwater instructional program:

Australian Canoeing

- AC's role, membership structure, your rights and responsibilities
- Safety Guidelines, Minimal Impact Guidelines, Risk Management Policy, Incident reporting requirements
- Hazard identification and risk management program for a flatwater trip (incl expeditions)
- Plan flatwater activities including multi-day self contained expeditions
- Interpret weather for a flatwater trip
- Licensing, permits and other legal and behavioral laws and requirements
- Operate communications systems and equipment
- Minimal environmental impact
- Use and maintain an overnight campsite
- Maintaining log books

Theory of paddling

- posture and injury prevention
- efficiency of stroke

Instructional technique

- delivering theory training sessions
- delivering practical training sessions
- correcting and training skills
- training and correctional models
- training trainers.

The candidate has demonstrated competence in the above knowledge component

Date: _____ Signature: _____

Evidence notes

Experience component

Produce a verified log showing over the previous two years at least:

As an observer under training or as an assistant Instructor

- three guided flatwater activities of at least three hours
- one overnight program
- three paddling instructional activities of at least three hours duration
- one overnight instructional program
- two off-water sessions.

The candidate has demonstrated the required experience component

Date: _____ Signature: _____

Evidence notes

Communication component

Demonstrate the ability to:

Brief a group of novices on

- purpose and duration of trip
- expected conditions
- correct posture
- setting up the craft
- strokes as required
- group movement requirements
- launching and landing
- actions in the event of an emergency

Manage a flatwater trip

- establish and maintain an effective communication system within the group on flatwater
- deliver directions in a clear and concise manner
- debrief

Deliver instruction

- introduce a program including expectations, aims and outcomes, timing and movements
- deliver theory training sessions
- deliver practical training sessions
- deliver train the trainer sessions
- communicate correct technique on the water.

The candidate has demonstrated competence in the above communication component

Date: _____ Signature: _____

Evidence notes

Leadership component

Demonstrate the ability to manage a group of novices in activities and on multiday expeditions:

- Coordinate group packing
- Manage launch and landings
- Monitor and manage group welfare
- Manage route and group movement based on prevailing conditions
- Manage multiple capsizes and emergencies
- Coordinate overnight campsite activities.

Demonstrate the ability to manage a training course:

Lead a training course:

- manage staff and assistants in training courses
- demonstrate on-water leadership in training courses.

The candidate has demonstrated competence in the above leadership component

Date: _____ Signature: _____

Evidence notes

Section 6: Log Book summaries

Training Summary

Date	Activity, location, organisation and craft	Course description, learning outcomes and other notes	Signature of trainer and date
Mar 2010	Example: Flatwater Instructor course at Canoe SA	Example: Basic training in risk management, weather interpretation, navigation, route planning, legal issues, leadership, group management, occupational health and safety	BW 3/3/2010

Day paddling summary

Date	Activity, location, organisation and craft	Course description, learning outcomes and other notes	Signature of trainer and date
Mar 2010	Example: Garden Island, Spectrum	Example: 3 hour paddle to explore shipwrecks with Adelaide Canoe Club	PK 3/3/2010

Expedition summary

Date	Activity, location, organisation and craft	Course description, learning outcomes and other notes	Signature of trainer and date
April 2010	Example: 3-day paddling trip down Chambers Creek, paddling a Contour with Golden Grove School	Example: Good weather for most of the three days. Some problems with reeds in the upper reaches. We took turns leading each leg, and had a 'scenario' to practise emergency response. Lots of birdlife to be seen, with camp-sites excellent. Learned lots about keeping an eye on the map and keeping the group together! See log for further detail	JT 5/4/2010

Teaching experience summary

Date	Activity, location, organisation and craft	Hours	Comments
Oct 2010	Example: Port Augusta High School, Dagger RPM at the Port Augusta Aquatic Centre	16	Assisted an instructor teaching basic skills to a group of Year 9s from Whyalla. I helped with some of the activities and with some of those that were having difficulties. I became excellent at rescues after one of the games where nearly everyone capsized. See log for further detail.

Assessment summary

Date	Activity, location, organisation and craft	Assessment type
Feb 2008	Example: West Lakes with Canoe SA	Basic Skills Kayaking

Section 7: Flatwater Skills on-water assessment

Candidates must meet all performance criteria in order to achieve competency for this assessment. Further details on criteria can be found at www.canoe.org.au.

Criteria: Clear, safe and efficient, body protected, minimum splashing, clear and slow enough for demonstration, teaching points clear.

C or NYC	Skill	Comments/Evidence	Signed and dated by Instructor
	Getting in and out		
	Forward paddling		
	Reverse paddling		
	Forward sweep		
	Reverse sweep		
	Emergency stop		
	Draw stroke		
	Stern rudder		
	Support stroke		
	Capsize and swim		
	Rescue		
	Personal equipment		
	OH&S		
	Weather checked		
	Environment checked		
	Equipment care		
	Equipment knowledge		
	Tow and be towed		
	Ability to plan and navigate a 3 hour flatwater paddle		
	Store, operate and maintain appropriate safety equipment		
	Select appropriate equipment and clothing with consideration of sun sense and hypothermia		
	Interpret weather for flatwater environment		

Final Comments

(Note: Candidates who would like to gain Flatwater Skills as a separate skill qualification will need to provide a log of six trips of minimum three hours duration)

I _____ (assessor) am satisfied that _____ (student) has skills and knowledge appropriate to someone assessed at Australian Canoeing Flatwater Skills level.

Signed _____ Date _____

Section 8: Log Book entries

Day Paddle Report 1

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Day Paddle Report 2

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Day Paddle Report 3

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Other Experiences

E.g. Canoe Polo, Whitewater kayaking, Surf kayaking, Sprint kayaking, Marathon kayaking

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Activity: _____ Location: _____

Date(s): _____ Craft: _____

Summary of the experience

Supervisor/Witness (optional) _____

Expedition Report 1

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Expedition Report 2

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Expedition Report 3

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Map name _____

Description of route

Conditions

Role during the paddle

Learning outcomes regarding planning and organisation, teaching, coaching, environmental care, navigation and group management

Instructor in charge comments (if applicable)

(Attach relevant documentation such as highlighted map, weather map, trip information and additional resources regarding the environment paddled.)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Teaching Assistant Instructor or Instructor under supervision experience 1

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Conditions

Roles undertaken (give examples such as observer, practice supervision, technique coaching, demonstrations, explanations, safety supervision)

What was learned about teaching (give examples such as skill progression ideas, demonstration techniques, group management, client relationship, role of appropriate equipment, etc.)?

Personal evaluation of role (outline your contribution to the day and areas that you would like to improve upon prior to your teaching assessment)

Instructor's evaluation of your role (contributions, strengths, areas for development)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Teaching Assistant Instructor or Instructor under supervision experience 2

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used _____

Conditions

Roles undertaken (give examples such as observer, practice supervision, technique coaching, demonstrations, explanations, safety supervision)

What was learned about teaching (give examples such as skill progression ideas, demonstration techniques, group management, client relationship, role of appropriate equipment, etc.)?

Personal evaluation of role (outline your contribution to the day and areas that you would like to improve upon prior to your teaching assessment)

Instructor's evaluation of your role (contributions, strengths, areas for development)

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Section 9: Teaching Assessment

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used: _____

Conditions: _____

Candidates must demonstrate competence in all areas to successfully complete this teaching assessment.

1 Planning and Organisation

a Student researches learning situation adequately

- Background of participants
- Environmental issues
- Weather forecast
- Aims and objectives of program

b Student presents with the following to an acceptable standard

- Session plan
- Risk management plan
- Medical information

c Student presents adequately equipped

- Sunsmart
- Warm if cold weather
- Whistle
- Towline
- Spare clothing
- Food and water appropriate to activity
- Map (if applicable)
- First aid
- Communication (if applicable)
- Relevant items waterproofed
- Boat, PFD, deck, paddle all in good condition and appropriate for teaching role

d Student communicates appropriately with organising group and participants

- Pre-activity information (if applicable)
- Prior contact
- Outline of planned session discussed with organising group/instructor

Comments

2 Session Plan

- Clear and logical sequence
- Appropriate to learners
- Time for each activity indicated
- Appropriate activities to reinforce skills taught
- Appropriate instructional methodology described

Comments

3 Personal Skills

- Demonstrates to high standard
- Maintains high standard throughout teaching session

Comments

4 Instruction

- Conducts off-water instruction to high standard
- Organises other staff and assistants appropriately
- Safety brief conducted prior to activity
- Participants provided clear guidelines on what they are meant to be doing
- Uses clear demonstrations
- Explanations clear and concise
- Ensures all participants positioned appropriately during instructions
- Checks for understanding
- Models and promotes appropriate environmental care

Comments

5 Coaching

- Use of a range of feedback methods
- Feedback is clear and concise
- Feedback provided to all participants
- Corrects major stroke and technique faults

Comments

6 Group Management

- Ensures group visible and within easy voice range
- Monitors general health, energy and motivation status of clients
- Clearly assigned roles during journeys.

Comments

7 Conclusion

- Ensure appropriate conclusion to activity
- Ensures equipment left clean and tidy for next participants
- Damaged equipment reported
- Reports, assessment and other follow up paperwork attended to

Comments

8 Equipment Care

- Appropriate care taken of all equipment
- Transport and storage all done safely
- Transport and storage demonstrate care for equipment

Comments

Student self evaluation

Assessor evaluation

Assessor statement

I (ACF Assessor), _____, am/not satisfied that (student) has demonstrated the ability to competently teach kayaking/canoeing up to and including Flatwater Skills level. In addition, I am satisfied that their planning and preparation, personal paddling skill, knowledge base and approach to instruction is commensurate and consistent with that of a Flatwater Instructor.

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____

Section 10: Expedition Leadership Assessment

Group _____

Instructor (if applicable) _____ Location _____ Date _____

Craft used: _____

Conditions: _____

Candidates must demonstrate competence in all areas to successfully complete this assessment.

1 Planning and Organisation

a Student researches expedition area adequately

- Background of participants
- Environmental issues
- Weather forecast
- Aims and objectives of program

b Student presents with the following to an acceptable standard

- Route plan
- Risk management plan
- Medical information

c Student presents and checks others are adequately equipped

- Sunsmart
- Warm clothing
- Wind/ waterproof jacket
- Whistle
- Towline
- Spare clothing
- Food and water appropriate to activity
- Map (if applicable)
- First aid
- Communication (if applicable)
- Relevant items waterproofed
- Boat, PFD, deck, paddle all in good condition
- Camping equipment
- Spare paddle
- Map and compass

d Student communicates appropriately with organising group and participants

- Pre-activity information (if applicable)
- Prior contact
- Outline of planned expedition discussed with organising group/instructor

Comments:

2 Trip plan

- Route plan appropriate for group
- Emergency exits and emergency plan appropriate

Comments

3 Personal skills

- Demonstrates to high standard
- Maintains high standard throughout expedition

Comments

4 Instruction

- Participants provided clear guidelines on what they are meant to be doing
- Uses clear demonstrations
- Explanations clear and concise
- Ensures all participants positioned appropriately during instructions
- Checks for understanding
- Models and promotes appropriate environmental care

Comments

5 Coaching

- Use of a range of feedback methods
- Feedback is clear and concise
- Feedback provided to all participants
- Corrects major stroke and technique faults

Comments

6 Group management on water

- Ensures group visible and within easy voice range
- Monitors general health, energy and motivation status of clients
- Clearly assigned roles during journey
- Emergency response roles and tasks clearly outlined

Comments

7 Group management off water

- Ensures appropriate instruction, monitoring and feedback for safe site selection for tents, stoves, fires, etc.
- Ensures group is clear on tasks, roles

Comments

8 Leadership and decision making

- Uses appropriate leadership style for group, environment and context
- Demonstrates ability to manage a critical incident in the field

Comments:

9 Conclusion

- Ensure appropriate conclusion to activity
- Ensures equipment left clean and tidy for next participants
- Damaged equipment reported
- Reports, assessment and other follow up paperwork attended to

Comments

Student self evaluation

Assessor evaluation

Assessor statement

I (ACF Assessor), _____, am / not satisfied that (student) has demonstrated competence to lead and manage a small group of paddlers (4–10) on sheltered waters with minimal current and wind. I am satisfied that their skills, knowledge and abilities are commensurate with someone operating at Flatwater Instructor level.

Name and AC qualification (AC Instructor) _____

Signed and dated (AC Instructor) _____

Signed and dated (Student) _____