

Introduction, Expectations, and Logistics:

- Welcome, introductions, paperwork
- Student and instructor course expectations and limitations
- Course itinerary and site logistics
- Review waiver, assumption of risk, challenge by choice, medical disclosure
- About the ACA

Preparing to Depart:

- Discuss weather conditions, forecasts, and other environmental hazards (wind, water, weather, waves)
- Evaluate hazards to navigation
- Discuss importance of developing good judgment and group responsibility for a trip
- Evaluate individual's ability, water comfort, and confidence prior to trip
- Warm up to reduce injury
- Make sure the boat is securely fastened to the car or racks, using proper tie downs, straps, or knots.
- Review proper techniques to safely lift and carry the kayak on shore
- Review life jackets appropriate for the operator's size, kayak, and activity, assuring all others in the group are properly wearing their life jacket
- Inspect the kayak and all safety equipment to meet state, federal, and local requirements for the vessel and activity
- Describe and follow safe boating practices (behavior, substance abuse, on water and land etiquette, leave no trace ethics)
- Review elements of a float plan (Who, What, When, Where, filing practices)
- Review personal equipment needed for the kayak, activity and environment
- Prepare kayak for departure: stowing gear securely, and ensuring it is balanced
- How to hold the paddle in correct orientation and grip for effective paddling.

Maneuvers:

To be performed with appropriate and efficient strokes, while maintaining the trim and balance of the craft

- Enter and launch kayak from shore in a controlled manner, checking for clear departure
- Propel the kayak forward in a straight line 15-20 boat lengths
- Stop the kayak within two boat lengths
- Move the kayak backwards 3-4 boat lengths
- Turn the kayak from a stationary position 180° to the right and left
- Move the kayak sideways 10 feet (3 meters) to each side
- Propel the kayak in a figure of 8 course around markers 3-4 boat lengths apart
- Turn the kayak while maintaining forward motion 90° to the right and left
- Arrive at destination point, checking for clear approach, and exit the kayak in a controlled and safe manner.

Technical Knowledge:

- Review paddling equipment, terminology (kayak and paddle), and care of gear
- Instructor review of additional personal and group gear, including, but not limited to:
 - Environmental supplies (food, water, appropriate clothing, sunscreen, etc.)
 - Navigational and signaling tools (maps, charts, whistle, etc.)
 - Safety and rescue tools
 - Repair kit
 - First aid kit (appropriate to training)
- Review the dangers of paddle sports and how to plan an appropriate course to avoid potential hazardous situations.
- How to avoid and prevent cold water shock, hypothermia and hyperthermia by choosing proper clothing; recognizing and treating early symptoms; 1-10-1 rule.
- Recognize the importance of hydration
- Recognize and appropriately use communication (paddle/oar and whistle) signals
- Review basic navigational rules for inland waterways
- Develop awareness of the group and effective on water management techniques
- Describe best paddling practices: posture, balance, awareness of body-kayak-blade relationship
- Secure the kayak and equipment before leaving unattended, with attention paid to environment and conditions

Safety and Rescue:

- Demonstrate awareness of rescue priorities: people, kayak, paddle, gear
- Use safe progressions T-RETHROG (Talk, Reach, THrow, ROW, Go) - including throwable floating aid or throw bag use
- Describe the responsibilities of: the group, rescuer, swimmers
- Identify and demonstrate the use of appropriate rescue and safety gear for the craft and planned activity
- Exit the craft after capsize, using proper body position and contact with the craft and paddle.
- Rescue self and the kayak using an effective self rescue technique (e.g., swim self and boat to shore, or deep water reentry).
- Rescue a person in the water and capsized kayak using appropriate techniques and equipment for the craft (bailers, pumps, paddle floats, tow lines, etc)
- Perform assisted rescues: boat over boat or side by side or T-rescue or others appropriate to conditions
- Perform assisted re-entry: heel hook or rescue sling or /paddle floats or others appropriate to conditions
- Techniques for bulldozing or towing a kayak or swimmer to shore.

Conclusion and Wrap Up:

- Group debrief or individual feedback
- Course limitations
- Importance of First Aid and CPR
- Importance of additional instruction, practice, experience
- Importance of appropriate level of safety and rescue training
- Demo advanced maneuver
- Life sport and paddling options
- Local paddling groups and clubs
- Handouts and reference materials
- ACA membership forms
- Course evaluation and participation cards