LEVEL 1 KAYAK VOLUNTEER ROLE DESCRIPTIONS

**Equipment Handling**

**BOAT RACK ORGANIZATION**
Learn and help keep the kayak racks organized and kayaks properly secured.

**MOVING WITHOUT INJURY**
Learn how to move kayaks without injury to yourself and others.

**HANDLES VS BUNGEEs**
Learn how and where to hold onto kayaks.

**DRAGGING CAUSES DAMAGE**
Understand how dragging kayaks damages the hulls and stop anyone dragging.

**LEARN LIFE JACKET SHED**
Learn and help maintain organization in the Life Jacket Shed.

**LEARN THE PADDLE SHED**
Learn and help maintain organization in the Paddle Shed.

**LEARN ADAPTIVE EQUIPMENT**
Learn the use of adaptive equipment for kayaks and kayakers (pontoons, laterals, seats, paddle adaptations, chariot) and how to put them on boats.

**Life Vest Fitter**

**UNDERSTAND LJ IMPORTANCE**
Learn how important Life Jackets are in reducing the chance of death or injury when worn at all times.

**LEARN LJ SHED LAYOUT**
Understand the way Life Jackets are organized in the LJ shed.

**LEARN LIFE JACKET TYPES**
Learn the different types of Life Jackets and suitable uses for each type.

**LEARN TO FIT A LIFE JACKET**
Learn how to properly fit a Life Jacket starting with participant weight, size, capabilities, comfort level.

**LEARN TO ADJUST LIFE JACKETS**
Become familiar with all adjustments on a Life Jacket. Start with the LJ loose and then tighten from bottom to the top.

**LEARN TO CHECK PROPER FIT**
Check the Life Jacket to ensure a snug fit and test to make sure it cannot be raised above the wearers mouth.

**Boardmaster**

**LEARN BOARD STORAGE/SETUP**
Learn where the board, markers, and easel are kept, how to set up and get the board ready, and ensure everything is put properly away afterwards.

**LEARN DATA AND PLACEMENT**
Learn what information to collect and where to write that information such as leader/volunteer names, phone numbers, weather, water temperature, and other pertinent information.

**LEARN ABOUT BOAT NUMBERS**
Learn where numbers are located on boats and can describe to others.

**KEEP ATTENDED AT ALL TIMES**
The boardmaster must ensure there is or a relief person are always at the board in a position to monitor and record launches/landings/data.

**KEEP CURRENT/UP-TO-DATE**
Understand it is important to maintain an up-to-date and accurate board.

**COMMUNICATE**
Speak up. Find out names and boat numbers. Stop a launch if you do not have names and boat numbers.

**KAYAK EVENT SHEET**
Responsible for Kayak Event Sheet during event.

**Second Buddy**

**LEARN QUICK START LESSON**
Has taken & understands a quick start lesson taught by approved Adaptive Sports Connection volunteer or ACA instructor.

**DEMONSTRATE BASIC SKILLS**
Learn and demonstrate basic paddling skills.

**FAMILIAR WITH KAYAK AREA**
Leans and can describe the designated Adaptive Sports Connection paddling area and limits.

**CAN MANEUVER A KAYAK**
Able to maneuver a kayak well enough to assist and not interfere with lessons, participants, volunteers.

**CAN ASSIST LEAD BUDDY**
Able to provide assistance as needed to a lead buddy or participant, including but not limited to assisting with stability, rescue, retrieving equipment, relaying messages, kayaking and navigating independently.
### LEVEL 2 KAYAK VOLUNTEER ROLE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Chooses Equipment</th>
<th>Dry Land Trainer</th>
<th>Lead Buddy</th>
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</thead>
<tbody>
<tr>
<td><strong>UNDERSTANDS KAYAK TYPES</strong>&lt;br&gt;Understands the differences between the various kayak types (recreational, whitewater, and sea kayaks), shapes, capacities, configurations and how their design affects their stability and their appropriateness for a person and a situation or conditions.</td>
<td><strong>LEARN/SHOW KAYAK ENTRY</strong>&lt;br&gt;Learn and can show participants and others how to safely enter or exit a kayak as well as prevent damage to kayaks.</td>
<td><strong>FAMILIAR WITH RESCUE TYPES</strong>&lt;br&gt;Familiar with T/X rescue, scoop rescue and shore rescue to the extent they can assist with a rescue if needed.</td>
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<tr>
<td><strong>LEARN ADAPTIVE EQUIPMENT</strong>&lt;br&gt;Understands all adaptive equipment Adaptive Sports Connection owns, how to properly use it, and who each piece of equipment would be appropriate for.</td>
<td><strong>TEACH KAYAK ADJUSTMENTS</strong>&lt;br&gt;Learn and be able to show/teach participants and others how to adjust foot rests and seats.</td>
<td><strong>PERFORM TOW TO SHORE RESCUE</strong>&lt;br&gt;Demonstrates the ability to perform a safe tow to shore rescue.</td>
</tr>
<tr>
<td><strong>LEARN ADAPTIVE SPORTS CONNECTION STABILITY GRID</strong>&lt;br&gt;Be able to read and use the stability grid of Adaptive Sports Connection kayaks.</td>
<td><strong>LEARN QUICK START FLIP CHART</strong>&lt;br&gt;Understands contents of the quick start flip chart and demonstrates the ability to communicate the flip chart contents to participants and others.</td>
<td><strong>EFFECTIVE WITH THROW BAG</strong>&lt;br&gt;Demonstrates the effective use of a safety rope throw bag and proper repacking of the throw bag (note, normally would be after the rope is dry.)</td>
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<tr>
<td><strong>PAIR KAYAKS WITH PARTICIPANTS</strong>&lt;br&gt;Can make appropriate choices when pairing participants with boats and learns when to recommend participants receive further seating assistance with a seating specialist.</td>
<td><strong>CAN TEACH QUICK START</strong>&lt;br&gt;Demonstrates the ability to teach a quick start lesson to an individual or a small group.</td>
<td><strong>DEMONSTRATE PADDLE SKILLS</strong>&lt;br&gt;Is able to demonstrate reasonable mastery of basic paddle skills (forward, reverse, stop, spin, move sideways/abeam.)</td>
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<tr>
<td><strong>LEARN HANDS ON TEACHING METHOD</strong>&lt;br&gt;Demonstrates the use of hands on teaching techniques to improve form and understanding by participants.</td>
<td><strong>DEMONSTRATE TOW ROPE</strong>&lt;br&gt;Learns and teaches others the proper way to hook up a tow rope.</td>
<td><strong>TEACH MANEUVERS TO OTHERS</strong>&lt;br&gt;Demonstrates the ability to teach others how to perform basic maneuvers in their kayak using basic paddle skills.</td>
</tr>
<tr>
<td><strong>CAN BE SOLO VOLUNTEER</strong>&lt;br&gt;Demonstrates competence in a kayak working with individuals or groups of participants and appears to be able to handle themselves and others without extra assistance.</td>
<td></td>
<td><strong>CAN BE SOLO VOLUNTEER</strong>&lt;br&gt;Demonstrates competence in a kayak working with individuals or groups of participants and appears to be able to handle themselves and others without extra assistance.</td>
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</table>
# Level 3 Kayak Volunteer Role Descriptions

## Beachmaster

**Able to Be Beach Leader**
Beachmaster is the designated leader on the beach. They demonstrate good people and management skills while being able to manage and direct operations in the beach area.

**Directs Launch Order**
The Beachmaster decides who launches in what order and also coordinates landings.

**Approves Parings/Ratios**
Beachmaster makes or approves final volunteer/participant assignments and makes sure the participant to volunteer ratio is acceptable.

**Works with Boardmaster**
Beachmaster confirms the Boardmaster has recorded pertinent information before launchings and after landings.

**Does/Verify Safety Check**
Beachmaster either does themselves, or verifies a Senior Kayaker has done a final safety check before launching including life jacket fit, boat choice, seating arrangement, and participant comfort level. If something is not satisfactory the Beachmaster does not allow a launch until they feel everything is satisfactory.

**Does/Verify Balance Check**
Beachmaster either performs a balance check themselves or verifies a Senior Kayaker has done so and everything is satisfactory before participants leave the beach area.

## Senior Kayaker

**Monitors/Corrects Safety**
Senior Kayaker is familiar with Adaptive Sports Connection safety rules and while on or near the water they enforce those rules as well as monitor others around them for unsafe practices or conditions and takes action to correct safety issues.

**Teach Strokes in ACA Terms**
Senior Kayaker is able to teach others basic strokes (forward, backward, stop, spin, abeam) in ACA terms.

**Deep Water Comfortable**
Senior Kayaker demonstrates the ability to stay calm and manage a situation when they or someone around them capsizes in deep water or has an emergency.

**Can Perform Safety Checks**
Senior Kayaker is able to assist the Beachmaster by independently performing the pre-launch safety check as described under Beachmaster. The Senior Kayaker shall notify the Beachmaster the results of the Safety Check so the Beachmaster may decide to approve the launch.

**Can Perform Balance Checks**
Senior Kayaker is able to assist the Beachmaster by independently performing the Balance Check as described under Beachmaster. If the Beachmaster or the Senior Kayaker is satisfied with the balance check the kayak may proceed to open water.

## Rescue Capable

**Knows/Performs Rescues**
Knows and can perform the T/X rescue, scoop rescue, and tow to shore rescue. Is able to remain calm and manage a capsize situation so it does not become a safety issue.

**Instruct Others in Rescues**
Can talk and assist other volunteers through the process of a rescue to utilize others as needed or desired.
### OTHER KAYAKING PROGRAM OPPORTUNITIES

<table>
<thead>
<tr>
<th>Safety Power Boat Driver</th>
<th>Equipment Tech</th>
<th>Paddleboard</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Has completed Boater Education Course</strong> and can show proof of</td>
<td>Learn basics of fixing seat straps</td>
<td><strong>Familiar with storage</strong> of paddleboards and accessories</td>
<td><strong>Familiar with waiver procedures</strong> and can inform everyone where to sign and will enforce</td>
</tr>
<tr>
<td><strong>Has received training from</strong> approved Adaptive Sports Connection volunteer</td>
<td>Learn basics of identifying/fixing cracks/leaks</td>
<td><strong>Familiar with how to move equipment</strong> and not to put pressure on the fin</td>
<td><strong>Familiar with program fees</strong> and can be responsible for collecting all payment</td>
</tr>
<tr>
<td><strong>Has read instruction manual</strong> for safety boat</td>
<td>Learn how to troubleshoot foot pedal issues</td>
<td><strong>Can instruct others how to safely launch</strong> from the beach on a paddleboard</td>
<td><strong>Ensure that everyone correctly signs in to each event on sign in sheets</strong></td>
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<tr>
<td></td>
<td>More info coming!</td>
<td><strong>Is familiar with and can instruct others on basic paddleboard strokes</strong> such as forward, reverse, stop, and pivot.</td>
<td><strong>Familiar with registration sheets</strong> and is sure to fill in all proper info such as emergency contact or background check</td>
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<td></td>
<td></td>
<td><strong>Can help others to get back onto a board</strong> after falling off</td>
<td><strong>Collects background check authorization</strong> from volunteers who need it</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Will provide a short training</strong> to volunteers who need it</td>
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