

# Adaptive Sports Connection Kayak Training Curriculum

## 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 BUNGEEES**

Learn how and where to hold onto kayaks.

#### **DRAGGING CAUSES DAMAGE**

Understand how dragging kayaks damages the hulls. 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 BASIC ADAPTIVE EQUIPMENT**

Learn the name and use for kayak wheels, basic paddle adaptations, bulkheads and foam wedges, and pontoons.

### Life Jacket (LJ) 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 LJ TYPES**

Learn the different types of Life Jackets and suitable uses for each type.

#### **LEARN TO FIT A LJ**

Learn how to properly fit a Life Jacket starting with participant weight, size, capabilities, comfort level.

#### **LEARN TO ADJUST LJ**

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.

### Launch Process

#### **LESSON CARDS**

Learn how to read a lesson card. Set up your pod in your spot, gather a boat, life jacket, and paddle for every paddler, inspect and clean equipment

#### **ATHLETE ARRIVAL**

Introduce yourself to the athlete and their buddies, perform a athlete interview, learn their goals and desires for the lesson, confirm or ask follow up question to lesson card info

#### **PRE-LAUNCH**

Fit each paddler with a life jacket and paddle. Adjust footpegs and seat, and fit any necessary adaptive equipment

#### **QUICK START LESSON**

Teach paddlers to enter and exit the boat with 3 points of contact and educate about the paddler's box. Demonstrate how to move the boat forward, backwards, left, right, and to stop.

#### **LAUNCH**

After all previous steps are complete, indicate to the Beachmaster that your pod is ready. Approach the life jacket line when instructed by Beachmaster. Communicate names and boat numbers to the Boardmaster then cross the launch line. Allow Launchmaster to perform final safety checks and assist with launching.

### Disability Awareness

#### **USE PERSON FIRST LANGUAGE**

Speak about people as people! puts the person before the disability, and describes what a person has, not who a person is.

#### **SPEAK TO WHO YOU ARE SPEAKING TO**

Speak directly to a person with a disability, even if they have an interpreter, companion, or attendant.

#### **CHECK FOR UNDERSTANDING**

Do not finish sentences or answers. When you do not understand something, ask them to repeat. Try repeating what you thought you heard. Do this as often and as much as you need. If you still don't understand, ask a staff or lead volunteer to help you. It's important that the participant's needs are heard and understood.

#### **MOBILITY DEVICE ETIQUETTE**

Mobility devices (like wheelchairs) provide a mechanism for moving around and become part of a person's personal space. Never move, lean on, or touch a person's mobility device without permission. Keep mobility devices out of the sand to prevent damage to the device.

#### **CHECK FOR ENTRAPMENT ISSUES**

Never strap anyone into a kayak or paddle! Check for hazards that would restrict their ability to exit the boat in the event of a capsized

#### **BE AWARE OF SKIN ISSUES**

Check the boat and equipment for potential hazards that could cut or abrade skin. Cover all trouble spots with appropriate foam or tape.

#### **TRANSFER TRAINING**

Understand proper and safe transfer techniques.

# Adaptive Sports Connection Kayak Training Curriculum

## LEVEL 2 KAYAK VOLUNTEER ROLE DESCRIPTIONS

### Equipment

#### UNDERSTANDS KAYAK TYPES

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

#### LEARN ALL ADAPTIVE EQUIPMENT

Understands all adaptive equipment ASC owns, how to properly use it, and who each piece of equipment would be appropriate for

### Dry Land Knowledge

#### LEARN/SHOW KAYAK ENTRY

Learn and can show participants and others how to safely enter or exit a kayak as well as prevent damage to kayaks.

#### TEACH KAYAK ADJUSTMENTS

Learn and be able to show/teach participants and others how to adjust foot rests and seats.

#### CAN TEACH QUICK START

Demonstrates the ability to teach a quick start lesson to an individual or a small group using Tell-Show-Do methods.

#### DEMONSTRATE USE OF SAFETY EQUIPMENT

Learns and teaches other the proper way to hook up a tow rope, use a throwable PFD, and knows whistle and paddle signals.

#### MARINE RADIO ENDORSED

Have taken and passed a marine radio endorsement training and is proficient in the use and laws of marine radios.

### Pod Leader

#### DEMONSTRATE PADDLE SKILLS

Is able to demonstrate reasonable mastery of basic paddle skills (forward, reverse, stop, spin, move sideways/abeam)

#### KNOWS AND CAN TEACH MANEUVERS TO OTHERS

Demonstrates the ability to do and to teach others how to perform basic maneuvers in their kayak

#### CAN BE SOLO VOLUNTEER

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

#### PERFORMS BALANCE AND SAFETY CHECKS

Checks for good balance on all paddlers and can correct an unbalanced boat. Is aware of and corrects any unsafe situations.

#### MANAGES EMERGENCY SITUATIONS

Can take the lead in an emergency situation, performing rescue protocols, while keeping people safe and calm.

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## LEVEL 3 KAYAK VOLUNTEER DESCRIPTIONS

### Instructor Trainer

#### MONITORS/CORRECTS SAFETY

Senior Kayaker is familiar with ASC 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

#### ADAPTIVE EQUIPMENT MASTER

Knows the name of, how to use, and how to select all varieties of adaptive equipment that ASC owns and can teach the use of equipment to others

**\*\* RECOMMEND MARINE RADIO ENDORSEMENT TRAINER** is endorsed in ASC marine radio use and is certified to teach others to be marine radio endorsed

### 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

**\*\*RECOMMEND SAFETY BOAT DRIVER ENDORSED**

# Adaptive Sports Connection Kayak Training Curriculum

## DESIGNATED VOLUNTEER POSITIONS

### Safety Boat Driver (Level 3)

**Has completed Boater Education Course** and can show proof of

**Has received training** from approved ASC volunteer

**Has read instruction manual** for safety boat

### On Water Buddy (Level 1 +)

#### Learn quick start lesson

Has taken & understands a quick start lesson taught by approved ASC volunteer or ACA instructor

#### Demonstrate basic skills

Learn and demonstrate basic paddling skills

#### Familiar with kayak area

Learns and can describe the designated ASC 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

### Boardmaster (Level 2)

#### 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 they 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.

### Launchmaster (Level 2)

#### 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.

### Registration (Level 1)

**Familiar with waiver procedures** and can inform everyone where to sign and will enforce

**Ensure that everyone correctly signs in** to each event on sign in sheets

**Familiar with registration sheets** and is sure to fill in all proper info such as emergency contact or background check

**Provide kind and welcome greeting to all**

### Beachmaster (Level 3)

#### 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