

## **Canoe Guide**



Photo: Jen Riley

## **Scope and Syllabus**

With the support of:



# NZOIA™ Canoe Guide

## Scope

### Canoe Guide Profile

The NZOIA Canoe Guide is able to:

- Demonstrate and role model canoe skills on class 2 white water
- Paddle solo and tandem open canoes
- Demonstrate river rescue skills on class 2 white water
- Apply weather and river interpretation and forecasting skills
- Role model and promote accepted environmental care practices
- Environmental and cultural interpretation
- Plan and prepare for a multi-day guided canoe trip
- Guide (lead and manage) groups on multi-day river trips, up to class 2
- Apply effective safety management
- Engage and develop rapport with clients to provide a positive guided experience
- Teach canoe skills on flat and moving water up to class 2

### Scope

The holder of this qualification can:

- Guide multi-day canoe trips on rivers with up to class 2 white water
- Guide groups in solo and tandem open canoes
- Work independently without direct supervision
- Work within an activity and location specific Safety Management Plan (e.g. the SMP of the company they work for).

### Prerequisites

Be a current Registered Member of NZOIA

Be 20 years old or over

Hold a current First Aid Certificate

Hold a NZOIA/WWNZ River Rescue 1 certificate (canoe based recommended)

Have the following experience as evidence in a logbook:

**Total experience** - at least 35 days canoe experience (a day is at least 4 hours on the water, sessions can be accumulated to make a day), including at least 3 multi-day trips on class 2 rivers. These 35 days must also include:

**Personal experience**- at least 15 days personal canoe experience on at least 3 different rivers

**Guiding experience** – at least 20 days guiding or instructing groups in canoes (including 10 days on class 2 and at least 3 overnight trips). Guiding days can all be on one river (e.g. home awa).

The prerequisite experience requirements are minimums, extra days are recommended so that a broad range of experience is gained. Experience will include assistant guiding, co-leading and seconding.

### **Registration and Revalidation**

Registration and revalidation with NZOIA provide proof of currency for NZOIA qualification holders.

#### **Progressing to NZOIA Canoe 1**

As the Canoe Guide gains more experience, they may progress towards gaining the NZOIA Canoe 1 qualification. The steps they would follow include:

- Gaining the experience outlined in the NZOIA Canoe 1 prerequisites
- Becoming familiar with and competent in all aspects of the Canoe 1 Syllabus
- Observing and co-teaching the delivery of canoe river rescue skills

## **Syllabus**

### **Assessment Notes**

The syllabus outlines what the content of the assessment will include and gives an idea of what assessment tasks the candidate will be asked to complete. All judgements on how the candidate meets the syllabus must be based on current good practice and industry standards.

Assessors use three types of direct evidence to judge a candidate's competency:

- Written questions/assignment
- Questioning and discussion
- Observation of practical tasks

A Canoe 1 candidate is expected to demonstrate all skills with a single bladed paddle.

Portions of this assessment will be completed with loaded canoes to demonstrate paddling ability for multi-day trips.

Depending on location and conditions Assessors may use scenarios for candidates to demonstrate knowledge and skills.

## **Technical Competence**

### **1. Demonstrate the care and correct use of canoes, equipment and clothing**

The candidate will:

- 1.1** Use equipment that a professional canoe guide should carry which is in good condition and used in accordance with the manufacturer's recommendations and current good practice
- 1.2** For all equipment used, demonstrate and/or describe; the properties, common use, advantages, limitations, minimisation of wear, damage checking and storage
- 1.3** Carry and use the appropriate equipment and clothing for the environmental conditions
- 1.4** Complete a pre-trip check of equipment
- 1.5** Correctly fit their Personal Floatation Device (PFD)
- 1.6** Discuss or demonstrate when it is necessary to wear helmets
- 1.7** Demonstrate use and knowledge of equipment used for an overnight
- 1.8** Carry, demonstrate and/or describe the use and care of safety equipment for a safe and successful multi-day trip e.g. releasable tow system, emergency communication devices, throw bags, buoyancy, slings, carabiners, prusiks, pulleys, knife, saw, spare paddle, bailer, painters (bow/stern ropes)
- 1.9** Be able to carry out basic field repairs and provide the means to do so e.g. hole in canoe, broken thwart
- 1.10** Demonstrate effective manual handling of canoes on land and the ability to safely transport canoes

### **2. Demonstrate personal canoe skills**

The candidate, while paddling solo AND tandem, on class 2 white water will:

- 2.1** Role model good technique creating a good visual image for clients to learn from
- 2.2** Steer straight for 100 metres, while paddling in the stern, (without switching sides) e.g. forward strokes with rudder stroke to correct
- 2.3** Use effective forward, reverse, and turning strokes from all four quadrants of the canoe (bow, stern, left and right side)
- 2.4** Demonstrate forward ferry gliding across current, and reverse ferry glide to maintain position in current e.g. to scout a rapid, to decrease speed
- 2.5** Identify and run dry lines down rapids, taking on minimal water
- 2.6** Demonstrate paddling backwards to slow down in, or to avoid wave trains to minimise taking on water
- 2.7** Explain the pros and cons of different seating positions e.g. kneeling, sitting, three points of contact
- 2.8** Demonstrate and/or discuss canoe loading for windy conditions and paddlers of unequal weight
- 2.9** Demonstrate and/or discuss portaging and lining (walking a canoe with the bow rope, down river)
- 2.10** Switch positions while floating on slow moving or flat water

- 2.11** A range of efficient and effective paddle techniques both tandem and solo from all four quadrants of the canoe e.g. forward, reverse, J-stroke, cross-bow draw, draw and pry strokes, low bracing, static, dynamic strokes

### **3. Demonstrate river rescue skills**

The candidate will demonstrate the following river rescue skills at a given location on a class 2 river:

Self-rescue:

- 3.1** Right a capsized canoe (with buoyancy fitted), re-enter (other paddler may assist), in deep water, then paddle 50 metres in control, after bailing sufficient water to do so
- 3.2** Swim down a rapid and into an eddy
- 3.3** Swim, then pendulum canoe to shore, using a swim line (throw bag or painter attached to canoe). Swim should be completed without towing the weight of the canoe.

Boat based rescue:

- 3.4** Return swimmer into canoe with or without equipment (swimmer can assist)
- 3.5** Return injured swimmer into canoe with or without equipment (swimmer can assist)
- 3.6** Rescue an unconscious swimmer – get them to shore without worsening their condition
- 3.7** Use a releasable boat-to-boat tow system to tow another canoe across a current
- 3.8** Use a releasable boat-to-boat tow system to tow another canoe along a stretch of flatwater
- 3.9** Right a fully capsized canoe and return the paddlers to the canoe e.g. X rescue, boat over boat, curl – boats parallel
- 3.10** Effectively manage the group while dealing with a canoe over and multiple swimmers

Bank based rescues:

- 3.11** Rescue a swimmer using a throw bag e.g. attention gained, accurate throw, stable stance, safe pendulum
- 3.12** Set up a simple hauling system (Z-drag/3 to 1) with a pin kit to unpin a canoe
- 3.13** Discuss and/or demonstrate alternative methods for unpinning a canoe
- 3.14** Discuss and/or demonstrate dealing with a foot entrapped person

### **4. Demonstrate location awareness**

The candidate will:

- 4.1** Determine present location using any combination of natural features, guiding company's river map, topographical map, GPS and/or prior knowledge
- 4.2** Identify emergency access points, areas to camp and points of interest

## **5. Demonstrate campcraft skills**

During a river trip the candidate will:

- 5.1** Demonstrate selecting a campsite and identifying any hazards present
- 5.2** Demonstrate securing canoes for an overnight camp
- 5.3** Demonstrate setting up a camping shelter
- 5.4** Demonstrate using a stove to cook a hot meal or drink
- 5.5** Discuss the use and ethics of using fires on multi-day canoe trips

## **The Environment**

### **6. Obtain environmental information and apply interpretation skills**

The candidate will:

- 6.1** Obtain weather forecasts from at least two different sources and give a verbal summary of wind direction and strength, temperature and precipitation
- 6.2** Obtain river flow information for the day and location
- 6.3** Describe upstream and downstream catchments of given location and predict how weather upstream and downstream could affect flow
- 6.4** Observe and describe weather and river signs when in the field e.g. cloud types, wind speed, wind direction, temperature, river flow and anticipated coming weather conditions

### **7. Role model and promote accepted environmental practices**

The candidate will:

- 7.1** Demonstrate and/or describe how to develop and maintain positive relationships with landowners and other users including jet boats, companies, visitors
- 7.2** Role model and promote the seven principles of Leave No Trace
- 7.3** Describe and/or demonstrate practices to stop the spread of freshwater pests and weeds

### **8. Demonstrate environmental knowledge and interpretation skills**

The candidate will provide interpretive information about:

- 8.1** Local flora and fauna
- 8.2** Geology of the area
- 8.3** Influential organisations in the area e.g. Ngā Tāngata Tiaki o Whanganui, DOC, Fish and Game NZ, iwi, Whitewater NZ

## **9. Cultural respect and kaitiakitanga**

The candidate will:

- 9.1** Role model and promote cultural awareness and respect for all people
- 9.2** Role model and promote respectful and professional interactions with others
- 9.3** Share concepts of Te Ao Māori specific to the river environment including kaitiakitanga

## **Group Management and Leadership**

### **10. Plan and prepare for a multi-day guided trip**

The candidate will prepare a two-page written plan for a multi-day guided canoe trip, camping or staying in huts, which includes:

- 10.1** Map showing planned route, estimated travel times and distances, points of interest, hazards, access points
- 10.2** Hazard identification and risk management strategies for each hazard
- 10.3** Safety briefing – bullet points of what will be covered early in the trip
- 10.4** Emergency plan – including relevant phone numbers, methods of communications, access points
- 10.5** Two relevant weather maps and one river flow data graph, and how the forecasted weather and flow may impact the trip
- 10.6** Access details and contact phone numbers e.g. landowners, DOC, local iwi, regional council, Metphone
- 10.7** Clothing and equipment list for guide, clients and group
- 10.8** A menu plan which includes balanced, nutritious and varied food, energy requirements and emergency food
- 10.9** Three environmental or cultural interpretation opportunities during the trip

### **11. Lead and manage a group on a river trip including class 2 white water**

The candidate will demonstrate competent leadership and management of a group which includes:

- 11.1** Awareness of hazards and effective risk management of those hazards
- 11.2** Positioning self in place most able to effectively manage the group e.g. out the front, eddied out near hazard, following
- 11.3** A clear communication system, and guidance to assist clients to run rapids well with minimal water on board e.g. explain and demonstrate the line, paddle signals, whistle, mother duck, nudging
- 11.4** Managing capsizes, gear recovery and stuck canoes efficiently

## **12. Safety management**

The candidate will demonstrate:

- 12.1** Have a first aid kit and be able to deal with first aid situations as required
- 12.2** Anticipate problems and be in the most effective place to assist e.g. pinned canoe, strainer, swimmer, capsize
- 12.3** Demonstrate safe practices and ability to adjust plans to cater for clients, weather, and time
- 12.4** Take reasonably practicable steps to eliminate or minimise the effect of significant risks for self and others

## **Guiding and Instruction**

### **13. Plan and prepare a guided trip**

The candidate will prepare a one-page written plan including:

- 13.1** Safety briefing – bullet points of information, sequence and location
- 13.2** Goals for the trip
- 13.3** The sequence of skills clients will learn and develop on the trip
- 13.4** Hazard identification for the trip and risk management strategies
- 13.5** Brief analysis of weather forecast and river flow and how that will impact the trip

### **14. Guide a group on a river trip**

The candidate will demonstrate the ability to effectively guide a group on a river trip including:

- 14.1** Delivering an effective and efficient safety brief
- 14.2** Professionally building rapport and engaging with all clients, embracing diversity and inclusion so everyone has a positive experience
- 14.3** Teaching skills in a logical progression
- 14.4** Instruction of strokes necessary to manoeuvre canoes effectively e.g. forwards, reverse, turning, stern rudder
- 14.5** Instruction of skills necessary to manoeuvre around the river e.g. eddy turn, ferry glide
- 14.6** Explaining, demonstrating, coaching, and giving clients opportunities to practice and develop skills
- 14.7** Coaching clients to identify river features and hazards and how to use and/or avoid them
- 14.8** Guiding clients safely through rapids, placing self in the most appropriate place to effectively manage everyone
- 14.9** Sharing interpretive information so that clients learn about the environment and people