NZOIA
Excellence in Outdoor Leadership

Canoe Leader

Photo: Wilderness Canoe Trust

Scope and Syllabus

With the support of:

SPORT
NEW ZEALAND

NZOIA™ Canoe Leader
Scope

Canoe Leader Profile

The NZOIA Canoe Leader is able to:

- Demonstrate effective personal canoe skills on flat and slow-moving water
- Demonstrate effective rescue skills
- Obtain a weather forecast and apply weather interpretation skills
- Role model and promote accepted environmental practices
- Provide interpretive information about natural and cultural history and about flora and fauna
- Guide and manage groups canoeing on sheltered flat or slow-moving water
- Demonstrate effective safety management
- Plan and prepare introductory canoe experiences
- Instruct groups in the canoe skills required for a positive introductory experience

The NZOIA Canoe Leader can work independently without direct supervision. Leaders are qualified to operate within an activity specific risk management plan and must be inducted into the area. The qualification does not define the skill set required to write or approve such a plan.

This is a foundation qualification and provides a stepping stone towards NZOIA Canoe Guide and Canoe 1.

Scope

The holder of this qualification can lead canoe activities using solo and tandem open canoes, with single bladed paddles on flat or sheltered water with little or no wind present or forecast at the selected site. Locations include estuaries, river deltas, sheltered beaches, lakes, coastal inlets and swimming pools. This also includes rivers when the flow and the hazards present no greater risk than flat water.

The following are examples of flat or sheltered water environments that could be within the scope of the Leader depending on the characteristics of the group, weather conditions and equipment:

- Sheltered bays on any lake (e.g. Acacia Bay, Lake Taupo)
- Sheltered bays in a harbour (e.g. Evans Bay)
- Flat water sections of the Waikato (e.g. Lake Karapiro, Lake Arapuni, below Hamilton)
- Avon/Heathcote rivers and estuary

The following are examples that would be beyond the scope of the NZOIA Canoe Leader:

- Open sea
- Crossing of large lakes or sounds
- Grade 1 white water sections of rivers
- Offshore winds

Prerequisites

Be a current Registered Member or working under an Affiliated Membership of NZOIA

Be 18 years old or over

Hold a current First Aid Certificate

Have the following experience as evidence in a logbook:

> **Personal experience** – at least 10 days experience (a day is considered to be at least 4 hours on the water, sessions can be accumulated to make a day) in a canoe

> **Instructional experience** – at least 5 days additional experience as a co-leader or assistant leader in canoes on flat or sheltered water

The prerequisite experience requirements are minimums, extra days are recommended.

Registration and Revalidation

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

Progressing to NZOIA Canoe 1

As the Canoe Leader gains more experience they may progress towards gaining the NZOIA Canoe Guide or Canoe 1 qualification. The steps they would follow include:
- Gaining the experience outlined in the NZOIA Canoe Guide or Canoe 1 prerequisites
- Attending a NZOIA/WWNZ River Rescue 1 course
- Attending an NZOIA Canoe Guide or Canoe 1 training course
- Working with a NZOIA Canoe Guide or Canoe 1 holder

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

- Workbook answers
- Observation of practical tasks
- Questioning and discussion

To demonstrate ability to paddle a solo canoe, a candidate may be required to paddle a tandem canoe by themselves. This is a realistic scenario as not all groups have even numbers.

Technical Competence

1. Demonstrate knowledge, care and appropriate use of canoes, equipment and clothing

The candidate will:

1.1 Use equipment that is in good condition and is well maintained
1.2 Carry and use the appropriate clothing for the environmental conditions
1.3 Complete a pre-activity check of equipment for damage
1.4 Use equipment in accordance with the manufacturer's recommendations and current good practice
1.5 Paddle a canoe which has been fitted with floatation so when swamped has enough buoyancy to be paddled to shore
1.6 Correctly fit their Personal Flotation Device (PFD)
1.7 Discuss or demonstrate when it is necessary to wear helmets
1.8 Carry spare paddles, bailers and appropriate safety equipment for the trip and conditions e.g., cell phone, throw bag, releasable boat-to-boat towline, first aid kit, painters (bow and stern ropes)
1.9 Ensure equipment in a canoe is secure and does not create a hazard e.g. foot entrapment
1.10 Demonstrate the ability to safely handle and transport canoes
1.11 For all equipment used, demonstrate and/or describe; the properties, common use, advantages, limitations, how to minimise wear, checking for damage, and storage

2. Demonstrate effective personal canoe skills

The candidate will demonstrate:

2.1 Launching and landing the canoe
2.2 Steering from both bow and stern
2.3 Forward, reverse, and effective turning strokes from all four quadrants of the canoe (bow, stern, left, right)
2.4 Efficient manoeuvring of canoe in a straight line for 100m and a controlled turn (without switching sides with the paddle)
2.5 Manoeuvring the boat sideways (sideslip)
2.6 Controlled and stable entering and exiting of an eddy
2.7 Effective paddling into wind and current, using trim
2.8 Forward ferry gliding in current or wind
2.9 Switching positions while on the water

3. Demonstrate effective rescue skills

The candidate will demonstrate:

Self-rescue:

3.1 Swim 20m. Re-entry of self from a swamped or inverted canoe. This can be done with assistance from other people in canoes, or equipment e.g. a stirrup

Participant Rescue:

3.2   Return swimmer to canoe with or without equipment (swimmer can assist)

3.3   Return injured swimmer into a canoe with or without equipment (swimmer cannot assist)

3.4   Manage a capsize or swamped canoe including managing the rest of the group

3.5   Use a releasable boat to boat tow system

Environment

4.   Obtain environmental information and apply interpretation skills

The candidate will:

4.1   Obtain relevant environmental information for the day and location e.g. weather forecast, river flow, tide and/or marine for the planned session and provide a verbal summary

4.2   Describe the implications of the weather forecast, river flow, tide and/or marine implications for the planned canoe session and make decisions about the session based on that information

4.3   Observe any changes to the weather and modify the session if necessary, e.g. offshore breeze develops

5.   Demonstrate cultural and environmental knowledge, and interpretation of areas visited

The candidate will:

5.1   Provide information on natural and human history of the area

5.2   Share information on local flora and fauna

6.   Role model and promote accepted environmental practices

The candidate will:

6.1   Demonstrate and/or describe the responsibilities to land owners and other users, including access protocols

6.2   Role model and promote the seven principles of Leave No Trace

Group Management and Leadership

7.   Guide and manage a group canoeing on flat or slow-moving water

The candidate will be responsible for a group of clients in canoes on flat or slow-moving water for a minimum of one hour and demonstrate:

7.1   Preparing and briefing the group including setting boundaries/safe areas and ground rules

7.2   Managing time appropriately in relation to the activity plan and conditions

7.3 Coaching, encouraging, motivating clients to ensure they are interested, engaged and have a fun and positive experience

7.4 Effective management of the group on the water

7.5 Managing capsizes and gear recovery efficiently

7.6 Establishing rapport with all clients in a manner that embraces diversity and maintains a positive learning environment

8. Demonstrate effective safety management

The candidate will:

8.1 Demonstrate an awareness of the risks and implement risk management strategies for a flat or slow-moving water environment

8.2 Select a suitable venue and demonstrate an awareness of any site-specific hazards

8.3 Have a first aid kit and be able to deal with first aid situations as required

8.4 Take reasonably practicable steps to eliminate or minimise the effect of significant risks for self and others

8.5 Plan activities demonstrating an awareness of self and client abilities

Instruction

9. Plan and prepare an introductory canoe experience

The candidate will prepare a written activity plan which will contain the following information:

9.1 A clearly defined purpose of session, appropriate for the group

9.2 A logical sequence of skills and activities

9.3 Access and consent issues, and relationships with other users

9.4 Clothing and equipment list for both individuals and the group

9.5 Weather forecast

9.6 River flow and/or marine information

9.7 Risk and hazard identification and management

9.8 Emergency procedures

10. Instruct a group in the canoe skills required for a positive introductory experience

The candidate will provide clients with effective instruction in the following canoe skills:

10.1 Selection and fitting of canoe, paddle, helmet if required, PFD and clothing appropriate for the conditions

10.2 Carrying canoes

10.3 Getting into and out of canoe at water's edge

10.4 Forward and backwards paddling, turning and stopping

10.5 Games, activities and/or drills that assist learning

10.6 Rafting up and paddling in control

10.7 Capsize and self-rescue

The candidate will use:

10.8 A logical sequence of skill progressions
10.9 Clear demonstrations and explanations