

## CANOEING STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in canoeing unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle equipment safely, (c) they have not passed the swim test.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer.
3. Identification of appropriate protective equipment: Each individual piece of canoeing protective equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the teaching staff. A form is available for this purpose. Canoeing instructors, however, need to remain vigilant regarding the suitability of their gear throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the Boat Room under the dining hall or in obvious "dry-dock".
4. Safety Regulations:
  - The general Kingswood waterfront procedures outlined in the Staff Manual pertain to all canoeing activities.
  - Procedures for canoeing taught in the clinics apply at all times. Violations such as deliberate capsizing can lead to a camper being docked.
  - Boys who canoe must be certified to do so in accordance with the prevailing wind scale rating. During clinics, the instructor may use his judgment in allowing boys to practice at higher ratings. However, a close monitoring is mandated.
  - There is to be no standing on the gunwales, seats, thwarts, bow or stern. No standing games of any sort are permitted.
  - Bend knees when lifting a canoe. Have enough help to assure that the canoe will not be dropped.
  - A lower center of gravity can reduce the likelihood of a capsize and may help right a canoe which is rolling dangerously. Crouch or kneel in the canoe if conditions merit.
  - If the canoe does capsize, the first rule is to stay with the canoe.
  - Absolutely no horseplay is ever permitted in a canoe. Hitting others with paddles, ramming, attempting to capsize – these actions merit immediate docking. Even splashing may provoke a docking if it gets out of hand.
  - Entering and exiting a canoe must always conform to the clinic guideline.
  - Know the Kingswood boating lane rules. Basically, canoes are to hurry through this area and never dwell here, especially when the boat is nearby.

- A canoe has the right of way over a power boat but not a sailboat. However, canoers are never to simply assume a power boat will abide by this rule.
  - Know what to do when caught in a storm. Look for the power boat if lightning suddenly appears and prepare to abandon the canoe for a safe ride back to shore. If the power boat is not coming, make to the nearest shore and crouch in the lowest brush until the danger passes.
5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicated by the note on the infirmary door.
  6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
  7. Identification of safety concerns related to the use area. We look upon this canoeing certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified canoeing instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
  8. Safety Orientation: The camp requires that all participants be provided a safety orientation before engaging in any sort of canoeing activity. This certification course packet should be in your possession on the first day of each new clinic week.
  9. Required study materials: Prior to taking the canoeing staff certification test, you must study and become competent with the following documents: (1) This canoeing staff certification outline, (2) Canoeing clinics from the Clinic Manual, photocopied. The test itself will vary from person to person, depending on factors such as age and experience.
  10. Competency Demonstration: Once you pass the final test, you will be certified to instruct canoeing at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a canoeing instructor.

Name: \_\_\_\_\_ has been certified to  
instruct canoeing at Kingswood Camp.

Signature \_\_\_\_\_

Date \_\_\_\_\_