



Leadership Course Curriculum

Revised April 23, 1997

1. The goal of the Leadership Course is to give potential assistant guides the skills needed to begin assisting on guided tours under the direct supervision of a certified Full Guide, and to assess potential assistant guides on a satisfactorily completed / not satisfactorily completed basis.
 2. The Leadership Course Curriculum will be used for standards and content of the Full Guide's Exam.
 3. Only guides with a good instructional ability, and 300 days of Full Guide experience can be certified as Leadership Course Instructors. The Evaluation Committee has the power to veto certification as a Leadership Course Instructor, and also has the power to strip an Instructor of certification.
 4. A maximum instructor to student ratio of 1:5 will be adopted for the Leadership Course, to insure instructor - student contact. (The Assistant or Full Guide is considered as an instructor in this ratio)
 5. Every Leadership Course must be taught by at least one certified Leadership Course Instructor, and one Full Guide or one certified Assistant Guide with 100 days guiding logged in CCW.
 6. The course must be a minimum of five days in duration, to facilitate adequate absorption time for students.
 7. The course must take place in both Class I and II waters (successful participants will be recommended as assistants for both Class I and II waters).
 8. New Leadership Courses must have their curriculum and schedule approved by the Standards Committee.
 9. At the end of every course, there will be a simultaneous evaluation of students, instructors, and the course. All Leadership Courses will use identical evaluation forms. The course and instructor will be evaluated on the same form, and copies sent to the ACSKG, the sponsoring company, and the instructors involved.
 10. All material in this curriculum is to be covered both in theory and in practice.
- The following curriculum is organized in point form under the headings; Capsize Recovery & Incident Response, Equipment and Clothing, Guide Skills, Judgment, Leadership, & Group Dynamics, Navigation, Paddling Skills, and Weather. Listing is in alphabetical order.

Capsize Recovery & Incident Response

Capsize Recovery

- prevention
- ongoing contingency planning
- assisted
- solo
- rolling (an exposure to rolling only)
- managing the group
- **post-rescue assessment**
- **use of flares, emergency equipment, and clothing**

Incident Response and Evacuation Procedures

- pre-trip organization
- carrying out evacuations
- documentation and reporting (ACSKG Incident Form)

Towing

- pros and cons of towing
- systems for towing with one/two kayaks
- tow rope design

Equipment and Clothing

Boat Design and Features

- parts of boat
- design features affecting boat performance
- singles, doubles
- flotation (bulkheads and hatches)
- construction and materials

Boat Repair and Maintenance

- field repair of boats and all equipment
- repair kits - supplies and tools

Clothing for Paddling

- fabrics
- layering
- rain and sun equipment

Communication Device

- licensing
- emergency use
- weather reports
- storage, accessibility and care
- pros and cons of different devices (area specific application)

Equipment

- Coast Guard Requirements
- paddle design and styles
- spray skirt styles, design, and use
- contents of "Guide Kit"
- client care of equipment

Trip Planning and Camping Skills

Menu Planning and Preparation

- recognizing and accommodating dietary needs
- packaging and organization techniques
- cooking techniques
- sanitation
- presentation

Minimum Impact Camping

- familiarization with ACSKG minimum impact standards
- campsite selection
- cooking; site, use of fires
- harvesting
- waste disposal; human waste, food waste, waste water, food waste, garbage and recycling
- visual impact
- inter group etiquette

Trip Planning and Contingency Plans

Pre-trip

- reviewing client's medical and personal information
- route and schedule planning
- alternative routes and schedules
- familiarization with local weather and sea state
- evaluating route hazards
- assessing food and equipment
- creating evacuation plans

Ongoing

- client assessment
- keeping a log
- continual condition assessment
- reassessment of pre-trip plans

Judgment, Leadership, & Group Dynamics

Communication and Conflict Resolution

- inter-group, group-leader, and leader-leader communication
- conflict recognition and resolution

Group Travel

- pod formation and spacing
- lead and sweep positions
- group communication
- travel hazards
- recognizing and balancing individual strengths and weaknesses

Judgment and Decision Making

- importance of forethought
- identification of factors involved in decisions
- probability and consequence
- deferring to the conservative decision
- awareness of group and environment
- stress as a factor

Leadership Styles

- awareness of different styles
- pros and cons of different styles
- development and effectiveness of personal style

Navigation

Campsite Selection

- exposure, access, condition of foreshore
- drinking water
- size and group suitability
- minimizing impact

Chart Interpretation

- chart preparation and accessibility
- colour scheme
- scale/distance
- shoreline features
- land features and topography

- sea floor bathymetry
- common symbols, and hazard symbols
- use of Chart #1 and #2

Compass Use

- types of compasses
- parts of compass
- deviation and variation
- orientation of chart with compass
- taking a bearing from landmarks
- taking a bearing from the chart
- planning a route with bearings
- paddling a bearing
- drift compensation
- triangulation

Currents

- current tables
- current speeds and effects
- eddies
- narrowing and shallowing effects
- ferrying
- wind opposing current
- predicting slack and maximum flood/ebb

Launching

- assessing sea state and weather conditions
- near shore hazards

Natural Ranges

- using ranges to determine drift and progress
- using ranges to complement compass bearings

On Water Navigation

- awareness of sea state, recognizing developing seas
- recognizing landmarks
- dead reckoning
- piloting
- atmospheric effects

Surf Management

- on shore evaluation of surf
- refraction, diffraction, diffusion, concentration
- sets
- launching in surf
- landing in surf

Tides

- tide theory
- tide tables
- seasonal variations
- consequences of high/low tides
- prediction of tide height
- low pressure and storm effects

Paddling Skills

Launching and Landing

- packing and unpacking boats
- beach surfaces
- methods of launching and landing
- order of launching and landing (assistant guide-group-guide)
- boat stability while launching and landing
- client safety

Paddling Mechanics

- holding the paddle
- body position
- paddle position
- feathered and unfeathered techniques and pros and cons

Propulsion Strokes

- forward stroke
- reverse stroke

Maneuvering Strokes

- sweep and reverse sweep
- draw (in water and out of water recovery)

Stability Strokes

- low brace
- high brace

Weather

Weather Forecasts

- obtaining marine forecast
- update times
- terms and language
- importance of constant monitoring
- using local knowledge to interpret forecast

Weather Interpretation

- recognizing wind direction and speeds
- recognizing fronts and system changes
- effects on sea state
- daily wind speed variations
- lee and windward shores
- combining forecasts and local observation
- keeping log entries

Weather Theory

- atmospheric pressure
- high pressure systems - characteristics
- low pressure systems - characteristics
- fronts
- local effects - funneling and bending
- onshore/offshore winds
- fog