

Canoeing Manual

Canoeing

TRIP LEADER REQUIREMENTS

- **Assistant Trip Leader** – 2 prior canoe trips in the last 5 yrs; Understand and teach proper paddling techniques; Demonstrate how to flip back a turned over or submerging canoe; Pull participant into canoe who has fallen out; First Aid/CPR certified
 - Provides instruction for safety on gear, hydration, hypothermia, drowning prevention (always wear life jackets)
 - Monitors participants for signs and symptoms of signs and symptoms of hypo/hyperthermia, dehydration
 - Assists in fitting and checking gear and participants for safety
 - Carries first aid kit and administers basic first aid if needed - can be designated Medic Guide
 - Carries 2-way radio for communication
 - Wears Trip Leader handkerchief to identify as a Trip Leader
 - Wears whistle to communicate in emergencies
- **Lead Trip Leader** – Serving as main Trip Leader of the group; Can perform and teach rescue techniques; Has spent 40 hrs on body of water instructing on; 20 hours experience leading activity; Wilderness First Responder Certified
 - Recons area for activity within 1-2 months of activity or same season
 - Completes Trip Report prior to and after activity
 - Determines routes including emergency routes, exit points
 - Aware of signs and symptoms of hypo/hyperthermia, dehydration
 - Checks weather including prevailing winds
 - Checks gear for safety prior to activity
 - Checks participants for safety and leads safety discussion
 - Provides instruction for safety on water including: what to do if you fall out of the canoe, how to bring someone back into the canoe, how to bring the canoe to the bank safely, dangers to watch for on the river/body of water, how to throw the rescue throw bag, and how and when to use the bail bucket
 - Carries first aid kit if not designated to Assistant Trip Leader
 - Carries 2-way radio for communication
 - Wears Trip Leader handkerchief to identify as a Trip Leader
 - Wears whistle to communicate in emergencies

- o Communicates with Base Commander at the beginning, middle and end of activity via phone or In Reach Beacon
- o Completes Incident Report and/or SOAP Note if any concerning situation occurs on activity
- o Reports any damaged gear or safety concerns from trip

Canoeing - Activity Plan

PRIOR TO ACTIVITY

GEAR

- **Provided by Mt Mamas:**
 - First Aid Kit per activity
 - Whistle per Guide
 - 2-way radios
 - Emergency Beacon (if needed)
 - Dry bags (4 total - one for Lead and Assistant Trip Leaders)
 - Throw bag (4 total)
 - Straps (6ft-15ft)
- **Provided by Participants:**
 - Water Shoes/running shoes (no flip flops - must have back-strap)
 - Swimming suit
 - Shorts (not cotton)
 - Short sleeve shirt (no cotton)
 - Long sleeve shirt (not cotton)
 - Fleece or down insulating layer
 - Waterproof jacket
 - Dry bag
 - 1-2 L water in water bottles
 - 1 snack per hour on activity
 - Hat
 - Sunglasses
 - Sunscreen
 - Camera with waterproof case
 - Personal first aid kit
 - Life Jacket (PFD) (if wishes to bring own - Type 1-3 - See Appendix A)
- **Rented for Participants:** ([Poynt Break Rentals](#), Eagle Mountain - 8 and a trailer)
 - Canoes (2-3 Participants per canoe)
 - Paddles
 - PFD's
- **Have participants watch:**
 - [Canoe Basics and Paddles](#) (6 min)
 - [3 Basic Paddle Strokes](#) (8 min)

POSSIBLE ACTIVITY LOCATIONS

- Lower Provo River, Provo River (Intro Clinic)
- Labyrinth - Bear River Marshes, Logan (Intro Clinic)
- Causey Reservoir, Huntsville (Intro Clinic)

INDIVIDUAL DEFINITIONS

- **Participant** – Individual participating in activity
 - o Notify Mt Mamas of any health concerns or injuries prior to activity
 - o Report if activity appears too strenuous or difficult
- **Assistant Trip Leader** – Assists Lead Trip Leader with activity
- **Lead Trip Leader** – Leads activity with Assistant Trip Leader (if needed due to group size)
- **Sweeper Trip Leader** - Last Trip Leader in the group (usually the Assistant Trip Leader)
 - o Makes sure all participants make it through activity safely
 - o Carries 2-way radio for communication with Lead Trip Leader
- **Medic Trip Leader** – Trip Leader designated per activity with first aid/CPR certification
 - o Main Trip Leader in charge of minor accidents or injuries
 - o Designated Trip Leader to stay with injured individual if case of evacuation
 - o Last in group and will assist any in the back of the group with any concerns
 - o Carries 2-way radio for communication
- **Base Commander** – Individual not participating in activity that Trip Leader Guide is to report to prior to before, during and after activity of safe completion of activity.
 - o Will notify emergency contacts and/or Search and Rescue if group is late or lost

BEGINNING ACTIVITY

SAFE GEAR (GEAR CHECK)

- Check Mt Mama and rental gear for safety: first aid kit, 2-way radios, emergency Beacon (if needed), Throw bags, Straps, Dry bags, Paddles, Canoes
- Check Participants gear for safety
 - Gear
 - PFDs (Life Jackets - MUST be Type 1-3 - See Appendix A)
 - Trip Leaders are NOT required or responsible to size or fix broken gear - participants should ensure gear is safe and sized correctly prior to activity
 - Trip Leaders can refuse participation of any Participant if gear is determined to be unsafe.
- Trip Leaders can demonstrate how to adjust gear
 - PFDs (Life Jackets) - make sure all straps are secured and buckled; can adjust shoulder straps to bring PFD up or down on chest for better fit; when tight, a quick pull of shoulder straps should not let PFD go above ears of participant
 - Paddles - with blade sitting on toe, handle should be at top of head

SAFE PARTICIPANTS

- Trip Leader to Participant Ratio 1:6
- Check Participants for safety: appropriate clothing, appropriate health, appropriate gear

NOTE: sizing should be determined by individual or rental shop - Trip Leaders are NOT required or responsible to size or fix gear

SAFETY TALK

- **Circle Up** - when participants arrive, gather them together in a circle and have them share 3 things:
 - Name
 - Experience in the activity
 - Goal for the activity
- **Safety talk:** describe the activity and safety items for participants to be aware of (5 items):
 - Environment – weather, water/wind conditions, location, distance, routes/exit locations, time expected, bathrooms; cell phone service

- Check weather - “NWS” National Weather Service app
- Check wind - “Windy” app (red square with 2 white lines)
- Gear – what gear we will be using and how to use it
 - PFD (life jacket - See Appendix A and B) - Fitting
 - Canoe
 - Parts of the Canoe (See Appendix C)
 - Carrying canoes (See Appendix D)
 - Getting into a canoe from shore (Appendix E)
 - Paddle - Parts (handle, shaft, blade)
 - Paddle Strokes - Forward, Sweep, Draw, J-Stroke (See Appendix F)
 - Person in the back steers, person in the front is the muscle
- People – sunscreen/hat/sunglasses, food/water, appropriate clothing
 - Clothing - layers, PFD
 - Safety
 - ALWAYS wear PFD’s (life jackets) when on the water
- Dangers – describe any dangers that could occur:
 - Missing your exit - be mindful of where you put in and where you will be pulling out
 - Weather - wind/cold water
 - Other users on the water - stay close to shore and in “no wake zones” in large bodies of water
 - Falling out of Canoe - Getting back in (See Appendix G)
 - Flipped Canoe (See Appendix H)
- Safety – what you will be doing to mitigate those dangers

CANOEING LESSON (PROGRESSION) - Trip Leaders can use their own discretion to determine which drills and skills would best meet the goals of the Participants. A progression is a series of steps that logically build on one another, increase in difficulty, and are focused specifically on participants. There are always several ways to teach a lesson. Every Participant needs different things, some will need to spend time on a skill and others can skip ones.

- Teaching Tips
 - Trip Leader Body Language
 - Posture - relaxed, stand and face them
 - Hand Gestures - waving, thumbs up, hand shakes or high fives
 - Facial Expressions and Eye Contact - make eye contact, smile
 - Teaching Theory
 - Understand the Teaching/Learning Cycle (see Appendix I)

- Understand Different Learning Styles (see Appendix J)
- Choose which skills would be appropriate for your group in the selections below

ON THE SHORE

- **Paddle Stroke Review** (See Appendix F)
- **Getting into a Canoe** (See Appendix E)
- **Carrying a Canoe** (See Appendix D)

ON THE WATER (choose which skills would be appropriate for your group)

- **Paddle Stroke Review** (See Appendix F)
- **Watching the water and currents** – backwater, whirlpools and other water hazards can be pointed out when on the river
- **Rescues**
 - **How to help another canoe bring someone in** (See Appendix G)
 - **How to do a T-Rescue** (See Appendix H)
- **Common Bird Identification** (See Appendix K)

WRAP UP AND CLOSING

- **Review**
 - Review Lesson - how the days went, clarify any questions
 - Have participants review their trip
 - Focus on positives
 - Review skills - ask questions on new skills acquired
 - Review Goals and Progress - successes and struggles
 - Make a plan for practice at home - discuss skills to work on or upcoming trainings
- **Preview** - what they could learn next
 - Build on new learning
 - Invite them back - look up upcoming trips online

(based on the Professional Ski Instructors Association/American Association of Snowboard Instructors (PSIA/AASI) certification courses "Delivering the Beginner Experience -Alpine" and "Alpine - Level 1")

Risk Management Plan

Canoeing has large inherent risks. Without good Risk Management it is impossible to create the “safe and joy-filled environment” that Mt Mamas seeks to offer every Participant. Managing risk involves using good judgment to make sound decisions in a dynamic environment. This section contains a general overview of common risk factors on canoeing trips as well as an outline of expected practices for activities. Additionally, you will find the Emergency Action Plan detailed step by step on what to do if you are faced with some common injuries while during the activity and also for emergency situations.

Objective Risk Factors exist inherently in the activity itself

Subjective Risk Factors exist as a result of human engagement in the activity

RISK MANAGEMENT PRACTICES

- **Ratios:** Trip Leaders should maintain a **1:6 Lead Trip Leader to Participant ratio** for each canoeing group and groups can be increased with additional Assistant Trip Leaders to maintain the Trip Leader to Participant ratio.
- **Training:** Mt Mamas requires all Lead and Assistant Trip Leaders to be able to demonstrate proper technique and skills listed at the beginning of this manual.
- **Gear Safety:** PFD's will be brought by participants and Trip Leaders will assess generally for safety. Canoes, paddles will be rented and also assessed generally for safety at rental shop and again before launching.
- **Gear Inspection:** Trip Leaders will assess gear for safety prior to trip. Trip Leaders are NOT required or responsible to size or fix broken gear - Participants should ensure gear is safe and sized correctly prior to activity. Trip Leaders can refuse participation of any Participant if gear is determined to be unsafe.
- **Planning & Preparation:** Good risk management begins with good planning and preparation. Trip Leaders will select an appropriate activity site and route that takes into account (among other things) expected weather, terrain, timing, other users, group size, background, experience, physical condition, and goals for the day. Trip reports, waivers, and checklists will all be utilized online prior to the activity to ensure the group is prepared before each trip.
- **Participant Fitness Level:** Must be able to participate in athletic activity without difficulty. Individuals are responsible to notify Trip Leader PRIOR to the trip if they are not feeling their fitness level is adequate.

Emergency Action Plan

Canoeing

PREVENTION

- Trip Leader
 - Trained in First Aid/CPR (Assistant Trip Leaders) and Wilderness First Responder/CPR (Lead Trip Leaders)
 - Completes Trip Report prior to activity (office will update medical and emergency contact information on Participants)
 - Carry First Aid Kit at all times during activity
 - Has Throw Bag in Canoe
 - Use walkie talkies (one for each Trip Leader - if needed)
 - Carry In Reach Beacon (if needed)
 - Check for safe gear, safe participants and have safety chat prior to activity
 - Notify Base Commander of group status and the beginning, middle, and end of activity by phone or beacon
- Base Commander
 - Receive notifications from Trip Leader at the beginning, middle and end of activity
 - Be available during activity to notify emergency contacts of tardiness of group or assist in emergency evacuation or contacting emergency services if needed
- Office
 - Update Trip Report with medical and emergency contact information on participants
 - Email Trip Leader and Base Commander the Trip Report and Emergency Contact and Medical Information prior to activity

LOST OR LATE RETURNING GROUPS

- Prior to activity
 - The Trip Leader will fill out a preliminary **Trip Report** complete with proposed location of activity, possible evacuation routes, and expected times for leaving and returning.
 - Every trip will have a **designated “Late Time”** the the Base Commander will notify emergency contacts of delay.

- o Every trip will have a **designated “Emergency Time”** when the Base Commander will notify Search and Rescue if the Base Commander has not been notified of the safe exit of all participants from activity.
- The Trip Leader can **notify the Base Commander during an activity if the predicted times need to be adjusted.**

INJURIES

- **Minor Injuries:** (minor scrape, sprain, etc.)
 - o The designated Medic Trip Leader (generally the Sweeper Assistant Guide or Trip Leader with most medical experience) will administer first aid while the other Trip Leader manages the rest of the group. The affected participant should be kept calm and comfortable. A Trip Leader, or volunteer with medical experience, should remain with the injured participant until they are able to return to the rest of the group. An **Incident Report** should be completed on site if possible or after and signed by both patient and Trip Leader. Take clear **photos** of any wounds or injuries when it is convenient.
- **Major Injuries:**
 - o The designated Medic Trip Leader will stay with the participant and assist while the Lead or Assistant Trip Leader manages the rest of the group. The Lead Trip Leader or designated Assistant Trip Leader will make phone calls to the appropriate emergency number below. An **Incident and SOAP Note** should be completed at the time of the event if possible. Take clear **photos** of any wounds or injuries when it is convenient.

COMMUNICATION

- In a Life/Limb Emergency or Property-threatening emergency
 - o Try the National Park/State Park/Forest Service/BLM-specific emergency numbers
 - o If no park-specific numbers exist, call 911
 - o If 911 does not work, use emergency beacon to notify Search and Rescue
- In ALL Emergency Situations, after care has been secured, **notify Base Commander**. If Base Commander is not available, call Emergency Backup Personell (Emily Hacken 801-860-4591) or Marilyn Boucher (801-803-1398). Call each number three times in succession, if no one answers the three phone calls, wait 15 minutes, and move on to the next person.

EVACUATIONS

- If a participant is injured and requires evacuation, follow these procedures based on the situation:
 - Float participant to safe exit for evacuation
 - The participant can walk - Trip Leaders will assist the participant in walking/hiking out
 - The participant can't walk – Trip leaders will assess if the participants will need to be carried out (if this can be done safely).
 - The participant can't be carried – if due to a possible head/neck injury or other injury, then notify 911 and/or search and rescue.
- Trip Leaders will assess all locations in an activity to determine easy access to vehicles and alternate escape routes prior to activity. Trip Leaders will document this in the Trip Report and discuss this with Participants at the beginning of activity.

Updated:11/6/24

APPENDICES

APPENDIX A

PFD Types

- **Type I** - has the greatest required inherent buoyancy and turns most unconscious persons in the water from a face down position to a vertical and slightly backward position, therefore, greatly increasing one's chance of survival.



- **Type II** - intended to turn some unconscious persons from a face down position in the water to a position where the wearer's respiration is not impeded.



- **Type III** - intended to support a conscious person in the water in an upright position. This type of device is not required to turn an unconscious person in the water from a face-down position to a position where the wearer's respiration is not impeded.



- **Type V** - is approved for restricted uses or activities such as boardsailing, or commercial white water rafting. These devices may not be suitable for other boating activities. The label indicates whether a particular design of Type V can be used in specific application, what restrictions or limitations apply, and its performance type.



(reference: US Coast Guard
<https://uscgboating.org/recreational-boaters/life-jacket-wear-wearing-your-life-jacket.php>)

APPENDIX B

Sizing PFD's (Life Jackets)

- For adults, your **chest size**—not your weight—will determine what size PFD you need. (For children, their weight will determine the size.) To get your chest size, measure the circumference of your chest at its broadest point. Use this

number along with the PFD manufacturer's size recommendations to find the right size for you.

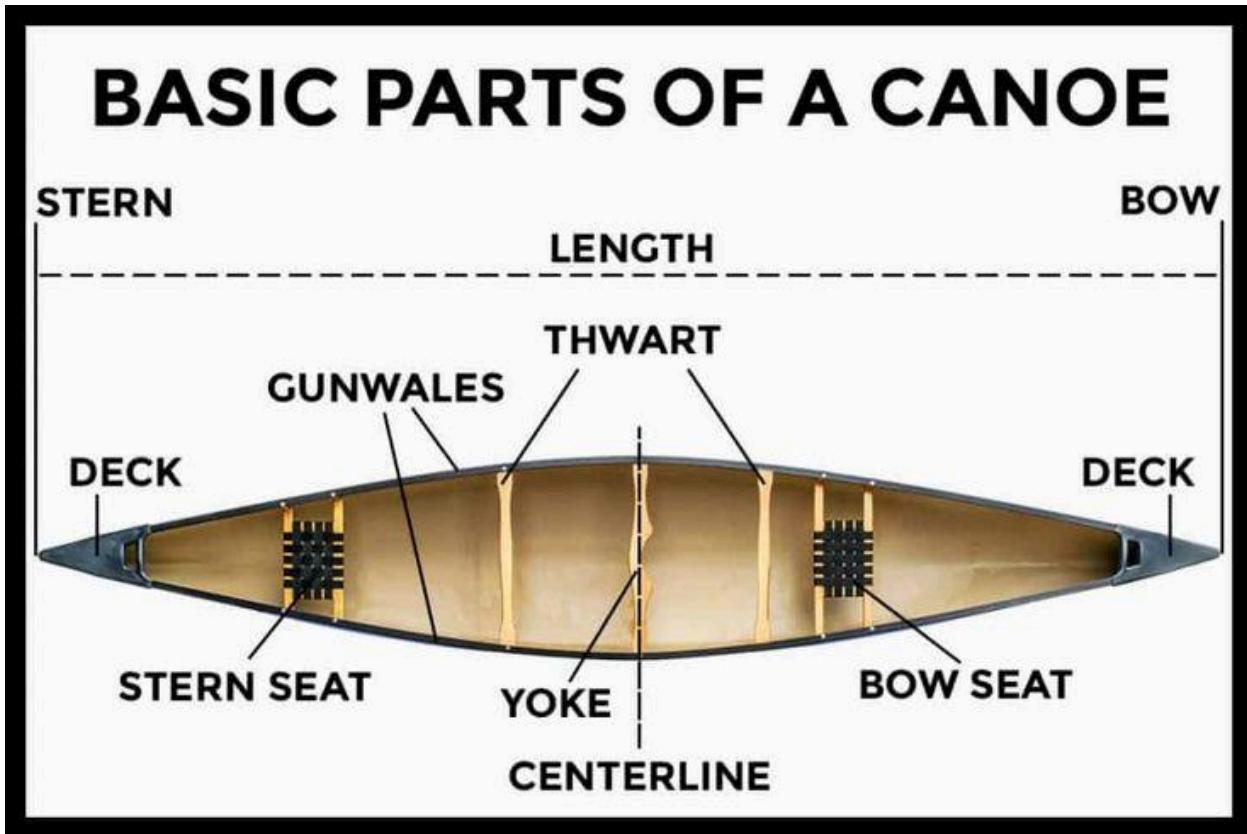
- To get the right fit for your PFD, follow these steps:
 - With a standard PFD, **loosen all the straps**, put the PFD on and **zip it up**. With an inflatable, put it on over your head (if it's a vest style) or clip it around your waist (if it's a waistpack style).
 - Start at the waist and **tighten all the straps**. If it has shoulder straps, tighten them last. It should feel snug but not uncomfortable.
 - With a standard PFD, have someone pull up on the PFD shoulders. If it moves up past your nose or head, tighten the straps. If it still moves up, the PFD is too large.
 - A properly sized PFD should be snug and fit like a glove, yet allow you to move freely and not chafe while paddling and playing.
- PFD fit tips:
 - To get the best feel and fit when trying on a PFD, wear the clothes you would while paddling.
 - Check your movements to make sure it's comfortable and won't chafe you while paddling. If you're a stand up paddle boarder, grab a paddle and mimic the motion of paddling. If you're a kayaker or canoer, do this in your own boat at home, or in a floor model. This will simulate how it feels while actually paddling.
 - If you're a kayaker, take note of how the PFD works with the seat. The PFD shouldn't ride up or feel uncomfortable. Most kayakers find that a short PFD works best.
 - If possible, test your PFD in a pool or shallow water to see how it works. It should not ride up or slip over your chin while floating.
 - The more straps a PFD has, the more adjustments can be made to customize its fit.
 - Women-specific PFDs typically offer a better fit than unisex ones for females thanks to contoured cups for bust lines and styles made for women's torso lengths.
- Children Sizing - Children's life jackets are labeled as being for an infant, child or youth.
 - Use their weight as a guide:
 - Infant PFDs: 8-30 pounds
 - Child PFDs: 30-50 pounds
 - Youth PFDs: 50-90 pounds

(Reference: REI

<https://www.rei.com/learn/expert-advice/personal-flootation-device.html>)

APPENDIX C

Parts of a Canoe



(Reference: Paddlecamp <https://paddlecamp.com/parts-of-a-canoe/>)

APPENDIX D

Carrying a Canoe (2 people)

Have one person and either end of the canoe on opposite sides. Have each person lift the canoe from the handles on the deck. If there are no handles, grab the side of the end of the canoe or deck.

APPENDIX E

Getting into a Canoe from Shore

Position the canoe parallel to the dock or shore. One person stabilizes the boat while the other steps into the canoe. While stepping in, remember to stay low. As you step in, remember to step into the center of the canoe one foot at a time and kneel down before sitting up.

APPENDIX F

Paddling Demonstration

- **Paddle Orientation**
 - Blade – the part of the paddle that is wide and flat
 - Handle – the part of the paddle at the top where the hand is placed - T
 - Shaft – the pole that connects the blade and the handle
- **Hand Placement and Grip for Paddling** - On the opposite end of the paddle from the flat “paddle” portion, you will find what is known as a T-grip. Named because it is shaped like a capital ‘T.’ Place one hand over the top of the T-grip with your thumb wrapped around the bottom. Place your other hand approximately halfway down the shaft of the paddle. **Safety tip: always keep your hand on the T-grip.** If you place both hands along the shaft of the paddle, the T-grip will be more likely to knock into other people in the raft. Placing both hands along the shaft will also result in a less productive stroke.
- **Fluidity and Balance** - Now that your hands are positioned correctly, let’s move on to pushing a paddle through the water. With your hands in place, and both legs inside the canoe, lift the T-grip end of the paddle until it is above your shoulder, then lower the paddle at a slight angle, breaking the water, before pushing the paddle down, back, and through. When every person in a canoe is repeating this motion, it will propel the canoe forward. If the paddler on one side of the canoe are exerting more force than the paddler on the other, the canoe will veer to the right or to the left. In certain circumstances, paddling like this is a great way to avoid obstacles, or stay on course.
- It’s important to remember that an **even, smooth stroke** is more efficient than a violent, hard stroke. And paddle as a team with the same length and strength in your blade strokes.

(reference: White Water Challengers
<https://whitewaterchallengers.com/proper-paddling-techniques-for-rafting/>)

Strokes (reference: OSMEtv [3 Basic Paddle Strokes Video](#))

- **Forward (Power) Stroke** - The fundamental stroke, this maneuver propels the canoe forward. It's a simple stroke—one repeated more than any other—but it is often done improperly.
 - **CATCH** (dip into the water), **PULL** (along the canoe), **RECOVER** (bringing back with blade out of water)
 - You want the paddle to be vertical or close to vertical. You want your grip hand to be out over the water,
 - The grip hand, the hand at the top of your paddle shaft, should also be at about eye level. The power comes not from your arms, but from your torso. To achieve this, rotate the shoulder on your paddle side forward, planting the paddle, and then rotating your shoulder back.
 - Your arms should engage only briefly at the end of the stroke, as you recover and bring the paddle forward again.
- **Sweep Stroke** - Great way to turn whole canoe quickly
 - **CATCH** (dip into the water), **PULL WIDE** (along the canoe), **RECOVER** (bringing back with blade out of water)
- **Draw Stroke** - Described as one of your most powerful turning strokes, the draw is something the front, or solo, paddler can employ to move the boat sideways or change direction. It's done “onside,” the same side that you are already paddling on, which eliminates the need to repeatedly switch sides.
 - **CATCH** (dip into the water), **DRAW** (towards yourself), **FEATHER** (bringing back vertical in the water)
 - To execute, turn to face the stroke. You reach out over the water, plant the paddle and essentially you pull the boat toward the paddle.
 - To recover, turn the blade perpendicular to the boat and slice it away from you, or lift the blade out of the water, and repeat the stroke.
- **J Stroke** - When you're paddling in tandem, there's always that tendency for the boat to turn a bit to the stern paddler's off side. The J stroke is for minor corrections to keep the boat on the straight path.
 - **CATCH** (dip into the water), **PULL** (along the canoe), **TURN** (turn wrist so blade is turned vertical in the water and can be used as a rudder)
 - Used by the stern paddler, the J stroke is also added near the end of a forward stroke.
 - As your arms come backward, rotate your grip hand forward and down, so that your thumb is pointed downward and push your bottom arm slightly outward to complete a quick “J” in the water, gently nudging the boat back toward the paddle.

(Adapted from:

<https://www.outdoors.org/articles/amc-outdoors/five-essential-canoe-paddle-strokes>)

APPENDIX G

Getting into a Canoe from the Water

Have participant go to the middle of the canoe. Participant inside the canoe reaches over and pulls the participant by the shoulder straps of the PFD while they grab onto the sides of the canoe. The participant inside the canoe must lean AWAY from the participant while pulling or the canoe will flip. It is helpful for another canoe to assist by pulling along side the opposite side and pushing down that side of the canoe to keep it from tipping.

APPENDIX H

How to “T” (Canoe-Over-Canoe) Rescue

- Step 1
 - As a ‘rescuer’, your first priority is to ensure the people who have flipped their boat (the ‘swimmers’) are uninjured and relatively safe. They should be wearing PFDs and floating in the water, hanging onto their canoe. Take a moment to gather up paddles and any loose gear and put them in your boat.
- Step 2
 - Next you need to get the boat into a good position and the people out of the way. Have the swimmer(s) make their way to one end of the flipped boat while you make your way to the opposite end.
 - HOT TIP #1 – Breaking the seal



- If the canoe is upside down in the water with no gunwales exposed, there will be a pocket of sealed air underneath the boat. This causes suction and it can be very difficult to “break the seal” and lift the boat out of the water. Struggling to lift the boat, when it is suctioned to the surface, is how most would-be rescuers get injured or end up in the water. Before you go to the end of the flipped boat to perform the rescue, use the following technique to easily break the seal.

Line your canoe up, parallel with the flipped boat, and position yourself at the center of the flipped boat. Get stable in your boat (on your knees), reach down into the water, grab the gunwale and pull up as if you are trying to roll the boat upright. When the gunwale reaches the surface of the water, you will hear the satisfying swoosh of the air rushing under the boat to signal that you successfully broke the seal. The boat will rise and may roll upright. Now make your way to the end of the flipped boat opposite the ‘swimmers’.

- Step 3

- Once you are at the opposite end of the flipped canoe from the swimmers, orient your boat perpendicular to the flipped canoe. Position yourself so that you can reach the tip of the boat with your hands. If you are not already, position yourself in your canoe so that you have, at least, the width of the flipped boat worth of canoe in front of you.

- Step 4



- Have the swimmer(s) push down on one end of the flipped boat while you lift the other out of the water and lay it on the gunwale of your canoe. Pull the flipped canoe, with its gunwales on the gunwales of your canoe, over your canoe until it is balanced (ideally with both ends out of the water). Then flip the rescued canoe upright and slide it back into the water (careful not to hit the swimmers).
- Getting the swimmers back in the boat is often the most difficult part. If going to shore is an option that may be easiest. However, using the following technique, most people can get back in from the water without having Olympic class gymnastics skills or major upper body strength.

- Getting back in the canoe

- Bring your canoe parallel, alongside the empty canoe. Get stable in your boat (on your knees). Tilt the empty boat up so that one gunwale is just a

couple inches above the surface of the water (you can rest the bottom of the empty boat on your gunwale).



- Have the swimmer go to the opposite side of the empty boat directly opposite you (where the gunwale of the empty boat is closest to the water). Have the swimmer orient their body perpendicular to the empty boat, laying face down on the surface of the water, with their hands shoulder width apart holding onto the gunwale of the empty boat.



- Have the swimmer pull (and kick) themselves up and forward into the empty boat while you apply downward pressure to the opposite side, keeping the gunwale near the water for easy entry, but not allowing it to dip below the surface.
- Once the swimmer is in the boat up to their waist (their center of gravity is past the gunwale), push down hard on the gunwale to level the boat. Encourage the swimmer to fall into the bottom of the boat and pull their legs in behind them.
- Stabilize the boat for your friend while they get back into their seat and pass them their paddle

(reference: Paddling.com

<https://paddling.com/learn/how-to-do-a-canoe-over-canoe-rescue>

APPENDIX K

Common Bird Identification

- Eagles - very large birds, soaring, nests large and high
 - Bald Eagle - white head and tail



- Golden Eagle - brown (may also be an immature Bald Eagle - until 4-5 yrs old)



- Geese - large (will look larger than other ducks), slow flapping, neck straight, honk while they fly
 - Canada Geese - black neck, gray body, white tail



- Ducks -
 - Mallards - males have green heads/gray body with black stripe; females brown only



- American Coot - black with white head, run on the water to take off



- Cinnamon Teal - small, mostly reddish brown



- Canvasback - reddish brown head, gray chest, light body



- Shore Birds - long beaks and legs near the shore

- American Avocet - pink/orange neck, black striped wings



- White Faced Ibis - black, white ring around black eye, fly in groups with necks straight



- Birds in the reeds

- Red-Winged Blackbirds - black bird with red wings; makes buzzing sound



- Yellow-Headed Blackbirds - black bird with yellow head; makes chirp, chirp, buzz call



- Wren - small brown bird; likes to perch on sides of reeds



- Large Birds

- Great Blue Heron - large, blue/gray, S-shaped neck, loves to be near shore, flies with neck in an S-shape

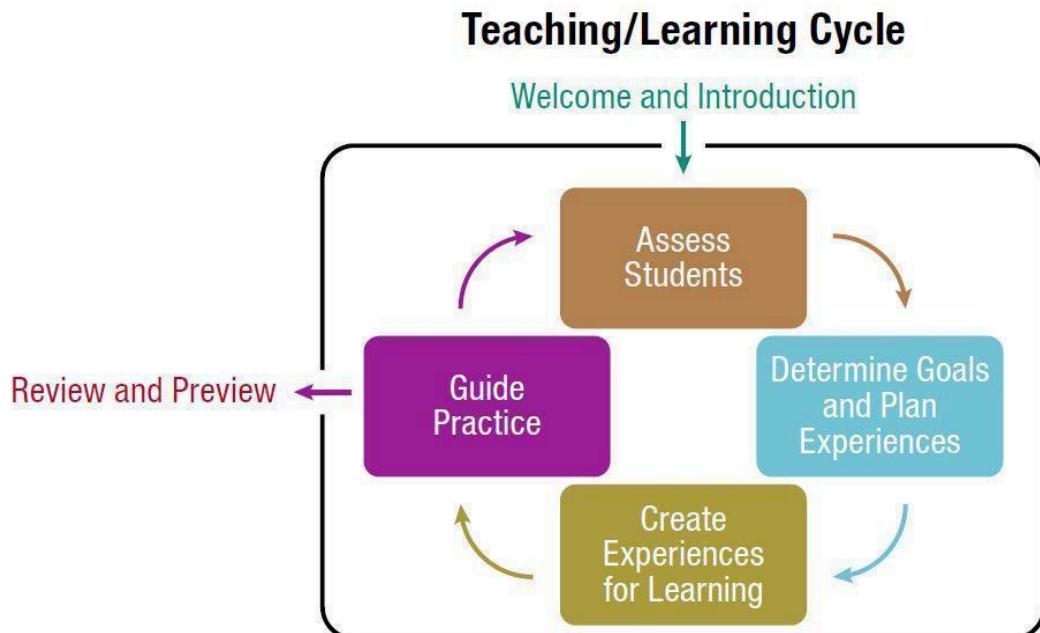


- Pelican - white with black wings, large beak, fly in small groups and slowly, neck in an S-shape



APPENDIX I

Teaching/Learning Cycle



- Assess the Student
 - Before you can build a lesson plan for the day, you need to assess your student's physical abilities and technical understanding. Warm-up activities will give you an opportunity to see how comfortable your guests are on snow, while building good group rapport. Observe their movements, stance, balance, and agility.
- Determine Goals and Plan Experiences
 - Ask questions about their goals and motivations for taking a lesson.
 - As the lesson progresses, remember to make sure the group goals align with what each student wants to learn and their motivations for taking a lesson.
- Create Experiences for Learning
 - Organize students and the lesson environment by choosing appropriate terrain based on ability and snow conditions. Interact with support, and encourage your students.
- Guide Practice
 - Create space to spend one-on-one time with each of your students while others practice or explore movements. Repetition of movements anchors the actual learning and sliding experience. Guided practice also lets you handle an ability split. Challenge your more advanced students with difficult tasks while you spend individualized time on guests who may be struggling. This also gives students independence while allowing you individualize the lesson.
- Review and Preview
 - At the end of the lesson, make sure to review the experience, preview the next lesson, and invite your students back to your school and the sport. The debrief is an opportunity for your students to discuss their progress and the goals they accomplished. This content should come from the student. It is your job to facilitate the debrief and make a link to what another day on snow would do for them.

(Adapted from: "Delivering the Beginner Experience" Course, PSIA/AASI)

APPENDIX J

Different Learning Styles

VAK Model - Learning Preferences - create multisensory lessons (describe a skill, demonstrate a skill, then have them try the skill)

- V - Visual - pictures, images and demonstrations
- A - Auditory - descriptions, talking about experiences
- K - Kinesthetic - process through feelings and experiences

(Adapted from: "Delivering the Beginner Experience" Course, PSIA/AASI)

Updated 11/6/24