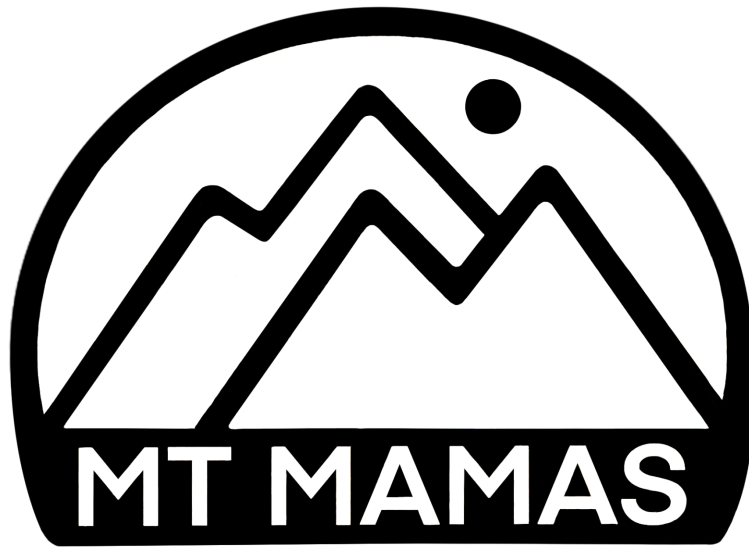




Kayaking Manual

Kayaking

TRIP LEADER REQUIREMENTS

- **Assistant Trip Leader** – 2 prior kayak trips in the last 5 yrs; Understand and teach proper paddling strokes - forward, reverse, sweep and draw; Demonstrate different ways to tow a kayak and person; Demonstrate ability to get into flipped kayak and help others get into their flipped kayaks including performing a T-rescue for sit inside kayaks; Demonstrate how to rescue conscious and unconscious persons without kayaks; 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 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; Has assessed body of water for conditions and hazards; 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 kayak, how to bring someone back into the kayak, how to bring the kayak to the bank safely, dangers to watch for on the river/body of water, and how and when to use the bail bucket if someone has a sit inside kayak
 - Carries first aid kit if not designated to Assistant Trip Leader
 - Carries 2-way radio for communication

- o Wears Trip Leader handkerchief to identify as a Trip Leader
- o 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

Kayaking - 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)
 - Tow ropes (3 total)
 - Straps (6ft-15ft)
 - Electric pumps (if inflatable kayaks)
- **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)
 - Kayaks/paddles (if they have them)
- **Rented for Participants:** (UVU Adventure Center, BYU Outdoors Unlimited)
 - Kayaks (inflatable - depending on body of water)
 - Paddles (2 per kayak if using inflatable kayaks - duckies)
 - PFD's (if using inflatable kayaks - duckies)
- **Have participants watch:**
 - [Kayaking - Learn How to Kayak](#) REI (5 min)
 - [How to Paddle a Kayak](#) REI (3 min)

POSSIBLE ACTIVITY LOCATIONS

- Salem Ponds, Salem (Intro Clinic)
- Burraston Ponds, Mona (Intro Clinic)
- Causey Reservoir, Huntsville (Intro Clinic)
- Lost Lake, Uintahs (Intro Clinic)
- Antelope Canyon, Lake Powell (Intro Clinic)
- Shoshone Falls, Twin Falls, ID (Intro Clinic to Extreme)

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), Tow Ropes, Straps, Dry bags, Paddles, Kayaks, Pumps, bail out buckets
- Check Participants gear for safety
 - Gear
 - PFDs (Life Jackets - MUST be Type 1-3 - See Appendix A)
 - Paddles
 - Kayaks
 - Sit on top - no holes on bottoms; seats working; drain plugs closed
 - Sit in side - no holes on bottoms, seats working, foot pedals working, bail out bucket
 - 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 - all parts attached
 - Kayaks
 - Sit on top - adjust seat
 - Sit in side - adjust foot pedals to have knees slightly bent

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
 - Kayak
 - Types of Kayaks
 - Sea - long
 - River - short
 - Lake - medium
 - Sit on top (SOT)
 - Sit inside (SIS)
 - Inflatable
 - Parts of the Kayak (See Appendix C)
 - Getting into a kayak from shore (see Appendix D)
 - Paddle - Parts (shaft, blade)
 - Paddle Box - balance paddle on head to find middle of shaft, hold hands bent at 90 degree angle to find hand placement
 - Paddle Strokes - Forward, Backward, Sweep, Draw (See Appendix E)
 - 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 - watch for prevailing winds that could take you off course
 - Large Waves - hit them perpendicular to keep from capsizing

- Water in kayak - use bail out buckets for sit inside kayaks
- Other users on the water - stay close to shore and in “no wake zones” in large bodies of water
- Falling off/out of Kayak - Getting back in (See Appendix F)
- Flipped Kayak (See Appendix G)
- Towing Kayaks and people (See Appendix H)
- Safety – what you will be doing to mitigate those dangers

KAYAKING LESSON (PROGRESSION) - Trip Leaders can use their own discretion to determine which 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

- **Adjust seats** for comfort - sitting upright;
- **Adjust for bend in knee (stability)**
 - SOT - have slight bend in knee at foot rests
 - SIS - adjust foot pedals until knee is under the thigh braces or side of the cockpit
- **Paddle Stroke Review** (See Appendix E)
- **Getting In**
 - Set kayak in water with seat over the water and stern on the shore
 - Stand over the kayak, straddle the cockpit, sit down
 - You can use your paddle for stability as you bring your feet into the kayak
 - Push off and start paddling

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

- **Paddle Stroke Review** (See Appendix E)
- **Watching the water and currents** – backwater, whirlpools and other water hazards can be pointed out when on the river
- **Rescues**
 - Falling off/out of Kayak - Getting back in (See Appendix F)
 - Flipped Kayak (See Appendix G)
 - Towing Kayaks and people (See Appendix H)

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

Kayaking 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 kayaking 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 kayaking 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

Kayaking

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 Tow Rope in kayak (Assistant Trip Leaders each have tow rope)
 - Use walkie talkies (one for each Trip Leader - if needed)
 - Carry In Reach Beacon (if needed)
 - Brings bail bucket if SIS kayaks are being brought
 - 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:11/7/24

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-flotation-device.html>)

APPENDIX C

Parts of a Kayak



(Reference: Gili Sports

<https://uk.gilisports.com/blogs/kayaking/beginners-guide-to-kayaking>)

APPENDIX D

Getting into a Kayak from Shore

Position kayak perpendicular to water, stand over the cockpit, then lower yourself into the seat. Rocky Shore Entry – Entering from rocky shores requires care. Use the paddle as a stabilizer, put weight on the shaft, then cautiously swing legs into the cockpit while staying low.

(Reference: Water Sports Wiz)

APPENDIX E

Paddling Demonstration

- **Paddle Orientation**
 - Blades – the part of the paddle that is wide and flat
 - Shaft – the pole that connects the blade and the handle
- **Know Your Paddle Blades - Are the blades matched (parallel) or feathered (at an angle to one**



another)? It's easier to learn with matched blades. If yours are feathered, look at the shaft's center for a push-button and holes circling the shaft. Press the button and rotate the two shaft halves until the blades are parallel.

- **Are the blades asymmetrical?** The answer is "yes" if one side of each blade is a little shorter than the other. (This can be subtle, so look closely.) This shape helps the paddle track straight (not spin) as you pull it through the water. If you see a uniform oval instead, then you have "symmetrical" blades. You can learn to paddle with either blade type—you just need to know which you have.
- **Are the blades slightly concave (curved)?** The answer is typically "yes," so pay attention to where that concave side faces when you grip the shaft. This shape lets you "grab" more water for a more powerful stroke
- **Orient Your Paddle Blades**
 - Pick up the paddle, hold it in front of you and check three things:
 - You want your large knuckles pointed up and your blades perpendicular to the surface of the ground.
 - You want the shorter side of each blade on the bottom. (Not a concern if you have symmetrical blades.)
 - You want the concave side of each blade facing you. (Not a concern if you have completely flat blades.) If you didn't grab the paddle exactly this way, simply flip it around until your hands and the blades are oriented the way you want.
- **Adjust Where You Hold the Shaft**
 - Rest the paddle shaft's centerpoint on your head.
 - Now readjust your grip along the shaft so that your elbows are at a 90-degree angle.
 - When you bring the paddle down in front of you, you'll have "the paddler's box," a shape formed by the shaft, your arms and chest.
 - Maintaining that box as you stroke helps you rotate your torso correctly, another key to good technique.
- **Relax Your Grip**
 - A relaxed grip helps prevent your arms, wrists and hands from becoming fatigued. It also reminds you to rely on your torso instead to power your paddle:
 - Make an "O" around the shaft with your index finger and thumb, then rest your other fingers lightly on the shaft.

Strokes

- **Forward Stroke** - Paddling's most fundamental stroke, the one you will spend most of your time doing, involves



more than arm power. It's important to engage your stronger torso muscles (core and back) to do most of the work.

- o **The catch phase:** Wind your torso and immerse your blade fully on one side of the boat next to your feet.
- o **The power phase:** Rotate your torso as the blade moves behind you. Follow the in-water blade with your eyes and your torso will follow. Focus, too, on pushing against the shaft with your upper hand as you move.
- o **The release phase:** When your hand reaches just behind your hip, "slice" the blade out of the water. To repeat, you simply immerse the out-of-water blade next to your feet. (Your torso will already be wound correctly.)
- o **Technique Tips:** Focus on using your strong core muscles to power your stroke rather than the weaker muscles of your arms. Your muscles will tire quickly if you're not using proper technique. You'll also be more prone to injury. Maintain the blade in a near-vertical orientation and at a consistent (full) level of immersion. You'll track straighter and move faster. Keep as upright as possible. You'll maintain balance and gain efficiency. Think about the paddler's box throughout the stroke. That helps align your body correctly for every phase of the stroke.

- **Reverse Stroke** - Braking a moving kayak can be done with the reverse stroke. If you're stopped, then the reverse stroke can be used to back up. The stroke is the exact opposite of the forward stroke:

- o **The drop phase:** Wind your torso and immerse your blade fully on the side of the boat next to your hip.
- o **The power phase:** Rotate your torso as the blade moves in front of you.
- o **The release phase:** When your paddle blade is even with your feet, "slice" the blade out of the water. To repeat, simply immerse the out-of-water blade on the opposite side of the boat next to your hip. (Your torso will already be wound correctly.)

- **Sweep Stroke** - If you repeatedly do the forward stroke on the same side of the boat, you'll notice the boat slowly turning in the opposite direction. Doing the sweep stroke on the side of the boat is a more efficient way to turn the boat.

- o **The catch phase:** Extend your



arms forward and immerse the blade near your feet to begin your sweep. Begin on the opposite side of the boat from the direction you want to turn

- **The turn phase:** Sweep the blade in a wide arc toward the stern of the boat. Put some power into your body's rotation to optimize the stroke, especially after the paddle has passed the cockpit.
- **The release phase:** When the blade approaches the hull behind your cockpit, finish the stroke by slicing the blade out of the water. The result should be a gradual arcing turn with little loss of momentum. You can repeat the sweep stroke if needed, or resume your forward stroke.
- **Technique Tip:** A wide sweep is important, so picture the hands of a clock in the water and try to touch all of the clock numbers along your arc.
- **Draw Stroke** - Draw strokes are used to move your boat sideways. This stroke is useful if you need to pull close to a dock or another boat:
 - **Rotate your paddle blade** so it's horizontal.
 - **Reach out** with the tip of the blade to touch the water about two feet away, directly on the side of your boat. (Your paddle shaft should be angled steeply.)
 - Use your lower hand to **pull the blade** straight toward you, keeping the tip of the blade immersed in the water during the stroke.
 - **Stop** before the blade hits the side of the boat
 - Typically, several draw strokes are needed, so you can repeat the stroke: Rotate the blade 90 degrees, then slice it out of the water sideways. Repeat steps 1 through 4 above.
- **Safety Tip:** If the paddle does hit the side of your boat, don't try to pry the blade out of the water because you can tip your boat and capsize. If you feel it hit, simply let go of your top hand or relax your body and start over. Don't pry—retry.



(Reference: <https://www.rei.com/learn/expert-advice/kayak-strokes.html>)

APPENDIX F

Getting into a Kayak from the Water (Self Rescue)

- **SOT (Sit on Top) Kayak:**

- **Try not to panic.** This can affect your ability to re-enter it, as you may get exhausted more quickly.
 - **Re-Enter-** make sure your paddle is secure. With one hand grabbing either side of the kayak, let your feet and legs come up to the surface. Pull yourself over your kayak until your abdomen is positioned over your seat. Are you stable? Make sure you are, before you move any further.
 - **Get Back In Your Seat-** Now that you're balanced and leaning over your kayak, spin your body around so that your butt is on the seat. Then you're free to swing your legs into the kayak, back into position, so you're ready to start paddling again.
 - **SIS (Sit Inside) Kayak:**
 - **Climb Back In-** To get back in, reach over to the opposite side of the kayak and grab hold of the side. Now, bring your legs closer to the surface and lift yourself onto the kayak so that you're lying across it
 - **Get Seated-** Once you've made sure that you're balanced and your kayak is stable, flip yourself around and slide back into the cockpit with your feet first. Reposition yourself back in your seat and you're ready to go. You'll probably need to paddle back to shore so you can empty the water out of your kayak before you continue on your journey, and/or use a bilge pump or bail bucket
- (Adapted from: <https://kayakguru.com/kayak-flipping-over-recover/>)

Getting into a Kayak from the Water (Assisted Rescue)

Paddle your kayak alongside their kayak. Grab their paddle and secure on your kayak. Hold the kayak cockpit closest to you and push down as they enter their kayak. Hand back their paddle.

APPENDIX G

Getting into a Flipped Kayak in the Water (Self Rescue)

- **SOT (Sit on Top) Kayak:**
 - **Try not to panic.** This can affect your ability to re-enter it, as you may get exhausted more quickly.
 - **Flip It Back -** Position yourself at the side of your kayak, near the center, where your seat is. Reach across to the opposite side of your upside-down kayak and grab the edge with both hands. Now pull towards you. You can use your knees against the part of the kayak closest to you in order to help propel the kayak.
 - **Re-Enter** as stated in Appendix F
- **SIS (Sit Inside) Kayak:**

- **Right It-** The first thing to do is flip your kayak so it's no longer upside down. To do this, position yourself at the side of your kayak, near the cockpit. Reach underneath the kayak to grab the sides of the cockpit, one hand on each side, then pull it up and push it over, so that it flips away from you. Aim to do this as quickly as possible to avoid more water going into the cockpit.
- **Climb Back In** as stated in Appendix F
(Adapted from: <https://kayakguru.com/kayak-flipping-over-recover/>)

Flipping a Kayak from the Water (Assisted Rescue)

- **SOT (Sit on Top) Kayak:**
 - Bring your kayak alongside theirs and assist in flipping kayak over. Assist Participant in entering kayak as stated in Appendix F
- **SIS (Sit Inside) Kayak: T- Rescue**
 - SIS Kayaks take on water quickly when flipped and if not flipped in several seconds will then fill with water so a T-Rescue will have to be performed
 - Pull your kayak perpendicular to theirs.
 - Have them push the end of the kayak from the water and pull the other end up onto your lap. There will be a sucking sound when the water seal is broken and water will start to pour out
 - Bring kayak across your lap until it is in the middle and rock back and forth until all the water is out
 - Flip kayak over on your lap and then slide it beside you in the water
 - Hold kayak for them to enter as stated in Appendix F

APPENDIX H

Towing

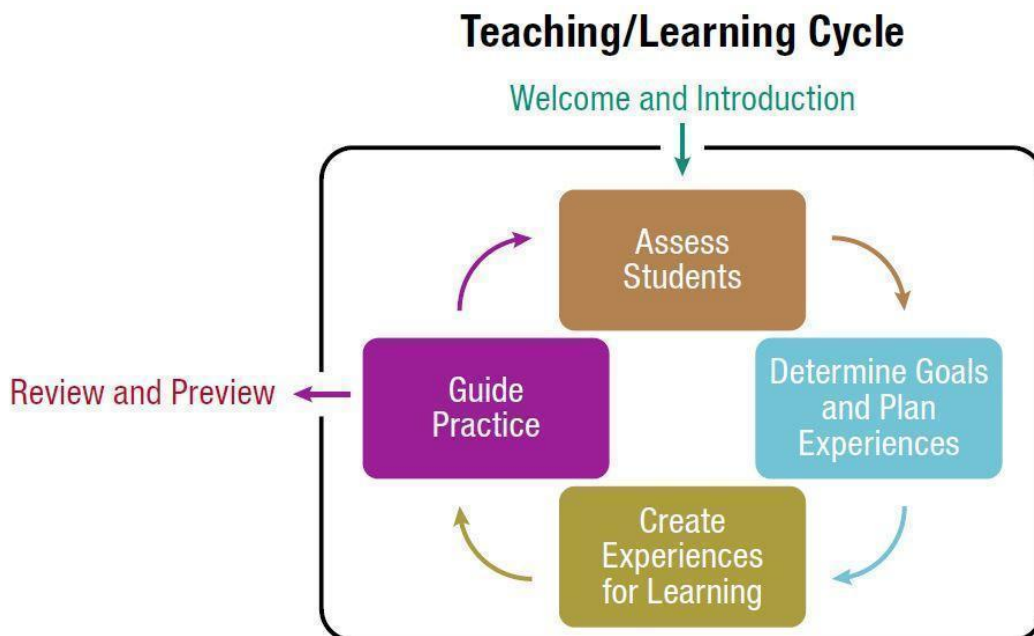
- **Towing Kayaks**
 - Tow Ropes
 - In Line Tow - Wear tow rope around waist. Take out tow rope and attach clip to victims forward (bow) handle on kayak. Paddle to shore.
 - No Tow Rope
 - Contact Tow - Victim turns bow to your stern and leans over and holds onto your stern. You paddle forward. (Difficult with SOT kayaks as they are a bit wide)
 - Belly Tow - SOT kayaks - have victim lay on kayak belly down and reach forward and hold onto the stern of your kayak.
- **Towing a Swimmer**

- Conscious - Have them climb up behind you and lay down on kayak and hold onto your waist or cockpit.
- Unconscious - Flip onto back. Give 5 rescue breaths. Slip tow rope clip between back and back of PFD and clip to itself. Tow to shore.

(Reference: [Towing - Sea Kayak Rescue Techniques](#) Sea Kayaking TV - 3 min video)

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 water, 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 water 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 to 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 water 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)