

Halton District School Board

Operational Policy

NUMBER:	<i>to be determined</i>
TOPIC:	Canoe Guidelines for: Part A—Teacher, Qualifications/Supervision; Part B—Student, Qualifications; Part C—Equipment
EFFECTIVE:	Date
CROSS-REFERENCE:	Halton Physical Education Safety Guidelines – Curricular Module
REVISION DATE:	As required
RESPONSIBILITY:	Superintendent of School Programs

POLICY STATEMENT:

PROCEDURES:

The following procedures are outlined in detail in the Halton Physical Education Safety Guidelines Curricular Module. Please reference these guidelines for additional standards related to equipment, clothing, footwear and facilities, kayaking, white water canoeing, white water kayaking and sailing.

Part A: Teacher Qualifications/Supervision

Teacher Qualifications for Canoe Tripping

Canoe tripping is defined as travelling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which includes at least one overnight camp. Canoe tripping is not recommended below Grade 9.

- ◆ At least one supervisor must have the Ontario Recreational Canoe Association (ORCA) Level II Canoe Tripping Certification. If the trip is divided into two groups, then two supervisors must have the qualifications.
- ◆ When taking students to remote areas (approximately four hours from EMS arrival and six hours from the nearest medical facility), one supervisor must have Wilderness Emergency Care or Wilderness Emergency Responder.
- ◆ The student/staff (supervisor) minimum ration must be 1:8
- ◆ Supervisors must demonstrate competency in water safety, canoeing skills and related areas as required for students.
- ◆ At least one supervisor must have current First Aid certification.
- ◆ At least one supervisor must have experience with:
 - ◆ Bug season
 - ◆ Cold water
 - ◆ Rapids including the ability to recognize inherent danger and the ways to avoid it
 - ◆ Cooking over a fire without a grate
 - ◆ Camp craft
 - ◆ Waterproofing methods during wet weather

- ◆ At least one supervisor must have a general knowledge of the area.
- ◆ For all overnight trips, two (2) staff/adult supervisors are required as a basic minimum.
- ◆ All supervisors should have experience in canoe tripping
- ◆ Where male and female students participate on a trip, both male and female supervision is required.

Teacher Qualifications for Base Camp or Lake Water Canoeing

Base camp or lake water canoeing may or may not involve overnight camping. It must be carried out in water conditions appropriate to the skill level of the group.

- ◆ The instructor must possess ORCA Level 1 Lakewater/Flatwater Canoeing Certificate
- ◆ On-site supervision is required by the instructor when students are canoeing
- ◆ The minimum ratio of supervisors to students is 1:15. At least one supervisor must be an instructor.
- ◆ In addition to the 1:15 ratio there must be a designated adult supervisor with a vehicle to accompany an injured student to hospital. This must not be the “in charge” supervisor.
- ◆ At least one supervisor must have current appropriate emergency first aid qualifications.

Part B—Student Qualifications

Student Qualifications for Canoe Tripping

All candidates for participation in a school canoe trip must meet the minimum standards in each of the areas outlined below:

1. Water Safety

The candidate must be able to:

- ◆ Swim 100 m continuously, any stroke with no time limit (No PFD)
- ◆ Demonstrate the HELP/HUDDLE position in a lifejacket/PFD
- ◆ Tread water for 3 minutes with no lifejacket
- ◆ Put on life jacket/PFD in water.

2. Canoeing Skills

The candidates must demonstrate basic competence in performing the following skills:

- ◆ Proper entry/exit from a canoe
- ◆ Self rescues into dry or swamped canoes
- ◆ Canoe over canoe rescue procedures
- ◆ Synchronized strokes
- ◆ Packing a canoe
- ◆ Portaging techniques
- ◆ Manoeuvres using the following basic strokes:
 - padding forward in a straight line;
 - sideslip;
 - spin;
 - figure 8;
 - stop;
 - power stroke;
 - “j” stroke
 - sweep stroke;
 - draw stroke;
 - backwater stroke;

The person in the stern must have mastered the J stroke.

3. Related Areas

Students should be instructed on how to handle unexpected wind or wave conditions. Candidates must be familiar with:

- ◆ Basic first aid and hypothermia
- ◆ Personal camping, suitable clothing and canoeing equipment and repairs
- ◆ Camping skills and safety
- ◆ Environmental concerns
- ◆ Use of a compass
- ◆ Map reading

The trip must be postponed if there is indication of inclement weather or cold-water conditions severe enough to put student's safety at risk.

Parent permission for participation is required.

Properly fitting and approved lifejackets/PFD with whistles attached must be worn at all times in the canoe and done up properly.

A trip itinerary must be completed and filed with an appropriate school official.

An emergency action plan must be developed and communicated to all involved with the trip.

The supervisor must not lead trips through hazardous moving water.

Canoes under 5m **must** be limited to two paddlers.

Supervisors must not plan a trip through white water

Student Qualifications for Base Camp or Lake Water Canoeing

A prerequisite for open water canoeing must occur and the student must demonstrate basic competence in:

- ◆ Proper entry/exit from canoe
- ◆ Self rescues into dry or swamped canoes
- ◆ Canoe over canoe rescue procedures
- ◆ Synchronized strokes, positioning of paddlers, and packing the canoe
- ◆ Manoeuvres using the following basic strokes:
 - padding forward in a straight line;
 - sideslip;
 - spin;
 - figure 8;
 - stop;
 - power stroke;
 - "j" stroke
 - sweep stroke;
 - draw stroke;
 - backwater stroke

A rescue craft must be on shore and accessible while students are canoeing in open water.

Students must be able to:

- ◆ Swim 100 metres continuously any stroke (No PFD)
- ◆ Tread water for 3 minutes
- ◆ Put on lifejacket/PFD in water
- ◆ Demonstrate the Help/Huddle position.

Supervisors must be aware of weather forecast especially wind conditions. Canoeing must be cancelled in adverse conditions.

Part C—Use in School Pools

Schools should:

- ◆ Not place aluminium canoes in pools
- ◆ Be sure that all canoes are clean of sand and dirt inside and out before being used in a pool.
- ◆ Use canoes only to teach the buoyancy of canoes, and how to right and re-enter a tipped canoe in the water (self-rescue).
- ◆ Teach the mechanics of canoeing strokes on the pool deck, along the side of the pool. This does not require practice in a canoe in the pool.
- ◆ Use ponds and small lakes in the community where available for the practice of canoeing skills.
- ◆ Do not store canoes in the pool area (on the wall or on the deck).