

Number:	<i>to be determined</i>
Topic:	Guidelines for Canoeing: Base Camp, Lake Water, Tripping and Moving Water; Kayaking – Flat Water. Part A - Teacher Qualifications/Supervision; Part B - Student Qualifications; Part C - In Pools and use of equipment
Effective:	September, 2008
Cross-Reference:	Halton Physical Education Safety Guidelines – Curricular Module Administrative Procedure: Off- Site Activities.
Revision Date:	As required
Responsibility:	Superintendent of School Programs

INTENDED PURPOSE:

The Halton District School Board is committed to the safety of all students and staff. Canoeing and Kayaking are two of the many activities which many schools engage in with students in order to promote positive attitudes towards regular physical activity, healthy living and appreciation for the environment. In the interests of safety, all participants must meet the following requirements to be eligible to engage in these activities.

PROCEDURES:

The following procedures are outlined in detail in the Halton Physical Education Safety Guidelines Curricular Module, 2008. Please reference these guidelines for additional standards related to equipment, clothing, footwear and facilities, canoe tripping, flat water kayaking, canoeing- moving water, and sailing. White Water Canoeing, White Water Kayaking and White Water Rafting are not appropriate activities at the Secondary Curricular Level.

Part A: Teacher Qualifications/Supervision***Teacher Qualifications for Base Camp or Lake Water Canoeing, Flat Water Kayaking:***

- 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 Flatwater Instructor or equivalent/ ORCA Flatwater Instructor Kayak Certification or equivalent.
- 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 first aid certification which may be:
 - N.L.S. lifeguard certificate OR
 - St. John Emergency First Aid Certificate OR
 - St. John Wilderness First Aid OR
 - Canadian Red Cross Emergency First Aid OR
 - Canadian Red Cross Wilderness and Remote First Aid OR
 - Canadian Ski Patrol First Aid Certificate
 - equivalent to any of the above
 - A motorized safety boat must be in the water and accessible while students are canoeing. The operator of the safety boat must have a Pleasure Craft Operator Card.
- A vehicle for emergency purposes must be accessible.

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. 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.
- If the trip is divided into two groups, then two supervisors must have the qualifications.
- 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 which may be one of the following:
 - N.L.S. lifeguard certificate OR
 - St. John Emergency First Aid Certificate OR
 - St. John Wilderness First Aid OR
 - Can. Red Cross Emergency First Aid OR
 - Canadian Red Cross Wilderness and Remote First Aid OR
 - Canadian Ski Patrol First Aid Certificate
 - equivalent to any of the above
- At least one supervisor must have experience with:
 - Bug season
 - Cold water and 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 Canoeing- Moving Water:

Class I: Easy. Fast moving water with riffles and small waves. There are few obstructions and all are obvious and easily missed with some training. Risk to swimmers is slight; self-rescue is easy.

Class II: Novice. Straightforward rapids with wide, clear channels which are evident without scouting. Occasional maneuvering may be required, but rocks and medium sized waves are easily missed by trained paddlers. Swimmers are seldom at risk of injury and group assistance, while helpful, is seldom needed.

In both of the above classes there is no evidence of rapids with moderate, irregular waves, large waves or strainers, strong eddies or powerful currents. (ref: International Scale of River Difficulty)

- Ontario Recreational Canoeing Association (ORCA) Moving Water II Instructor or
- ORCA Moving Water II AND Swift Water Rescue Technician or
- equivalent to either of the above
- At least one supervisor must be a qualified instructor.
- Supervisor to student ratio is 1:8.

First Aid Qualifications:

At least one supervisor must have current first aid qualifications which may be:

- N.L.S. Lifeguard Certificate
- St. John Standard First Aid Certificate with CPR
- Canadian Red Cross Emergency First Aid
- Canadian Ski Patrol First Aid certificate
- equivalent to any of the above

A vehicle for emergency purposes must be accessible

Part B—Student Qualifications

Student Qualifications for Base Camp, Lake Water, Canoe Tripping, Flat Water Kayaking

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

1. Water Safety

Swim Test Ratios: 2:50 qualified instructors per student plus 1 lifeguard.

Prior to canoeing, students must successfully complete the following swim test in its entirety. The test (based on Canadian Swim Survive™ Standard) must be administered by a qualified instructor/guard:

- rolling entry (backwards or forward) into deep water at 2.8m (9') minimum depth)
- swim 50m (165') continuously, any stroke, while fully-clothed (no aids or stops)
- tread water for 1 minute

Students who do not pass the above swim test must not participate in Base Camp, Lake Water Canoeing, Canoe tripping or Flat Water Kayaking.

2. Canoeing/ Kayaking Skills

As a prerequisite for open water canoeing the student must demonstrate basic competence to a canoe instructor in:

- launching a canoe
- proper entry/exit from canoe
- self-rescues into dry and/or swamped canoes
- canoe over canoe rescue procedures;
- synchronized strokes
- positioning of paddlers
- maneuvers using the following basic strokes:
- paddling forward in a straight line
- sideslip
- spin
- figure 8
- stop
- power stroke
- j-stroke
- sweep stroke
- draw stroke
- backwater stroke

These maneuvers must be done in a pool, shallow water or sheltered bay.

Canoe Tripping Skills

in addition to the above skills:

- The person in the stern must demonstrate competence in the use of the “j” stroke.
- Students must be instructed on how to handle unexpected wind and wave conditions.

Kayaking Skills

As a prerequisite for open water kayaking the student must demonstrate basic competence to a kayak instructor in:

- launching a kayak
- proper entry/exit from kayak
- emptying the kayak (beach and dock)
- T-rescue
- wet exit
- maneuvers using the following basic strokes:
 - forward
 - backstroke
 - front sweep
 - backsweep
 - drawstroke
 - bracing
 - stopping

Student Qualifications for Canoeing- Moving Water.

Prior to students' participation in a moving water - canoe experience, they must demonstrate competence in the following water safety and canoe skills to the qualified instructor:

Water safety

- swimming in currents wearing a PFD/life-jacket
- retrieving a swamped canoe
- self rescue
- line toss and rescue
- communication in an emergency situation
- river reading (e.g., downstream V, curling waves, hydraulics, standing waves, eddies, pillows, sweepers and strainers)
- river difficulty analysis

Canoe Skills

- landing
- eddy out
- peel out
- S-turn
- front ferry
- back ferry
- portaging
- paddling forward in a straight line
- sideslip
- spin
- figure 8
- stop

Participants must wear White water helmets (e.g., Protec, Shred, Wildwater).

Equipment must meet Canadian Coastguard Regulations for Small Craft.

Visit: <http://www.tc.gc.ca/BoatingSafety/sbg-gsn/canoe.htm>

3. Related Areas

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
- Risks involved with the activities must be communicated to parents/guardians with a signed response form from the parents/guardians, giving permission for student to participate.
- Before involving students in outdoor activity, teachers must take into consideration:
 - temperature
 - previous training
 - length of time students will be vigorously active

- 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.
- A systematic pattern for group travel and communication must be established.
- 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.
- **Supervisors must be aware of weather forecast especially wind conditions. Canoeing/ Kayaking must be cancelled in adverse conditions.**
- Students must receive instruction on safety procedures related to severe weather conditions (e.g., lightning, funnel clouds, severe winds, tornadoes [see HDSB Thunder and Lightning Protocol]).
- Students must be equipped with the following: appropriate clothing layers and footwear must be worn, and rain gear when necessary. A dry change of clothing must be kept in a watertight bag/container.
- Correctly fitting and Transport Canada- approved P.F.D./life-jackets, with whistle attached, must be worn and properly fastened at all times while on the water
- Canoes under 5m **must** be limited to two paddlers.
- Canoeing must be limited to daylight only except under emergency situations. Note: Navigation lights are required if operating at night or in restricted visibility. (e.g. waterproof flashlight).
- Students must be made aware of ways to protect themselves from:
 - UV Rays (e.g., use of hat, sunglasses, sunscreen)
 - insects (e.g., repellent)
- Adequate liquid replacement must be accessible.
- The supervisor must not lead trips through hazardous moving water.
- Supervisors must not plan a trip through white water

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).