



OLTOA

Outdoor Leader Trainers of America



Dear Instructor Candidate,

Thank you for your interest in enrolling in the American Canoe Association Level 1 Tandem Canoe Instructor Certification Workshop May 19-21st, 2021. This 3 day course can be taken as a standalone Level 1 Instructor Certification Workshop or used as the pre-requisite for taking the level 2-3 Instructor Certification Workshop on May 22nd & 23rd. We will send you an outline with your homework, teaching topics and the address to the meeting place approximately 1 week before the start of the course.

The goals of this workshop are to help you learn how to enhance your on water teaching techniques, give effective feedback, and work on group management skills. We hope to help you understand how to teach ACA Canoe Workshops and give you the information you will need to achieve certification in the ACA. Successful candidates will receive ACA certification as a Level 1 Canoe Instructor.

We will plan to meet you at the designated classroom at 0745 sharp on the first day of the workshop. We have a lot to cover and your timeliness is appreciated!

Some good things to know in advance:

You may need to carpool to other locations during the program. This workshop will demand your full mental and physical attention all day, every day! You will be asked to teach segments of the workshop and you may be asked to paddle your canoe in wind and mild river currents. You will be both a rescuer as well as the person being rescued in cold water. Please come prepared to get wet. To participate in this workshop you will need to be able to spend several hours in a canoe, have the physical ability to perform self and assisted rescues and carry one end of a canoe 100 yards over uneven terrain. You should plan to come to this workshop well rested and leave tired. This course will be physically and mentally demanding and could run into the evening hours.

OLTOA will be providing quality instruction, course materials and basic safety equipment. You will be either in class or on the water all day. Please bring your own snacks, lunch and water for each day. To enhance the quality of the program and the safety of our entire class, we ask that you bring all of the equipment on the enclosed bring list every day. If you are missing something on the bring list, please call us and we will try to help you get what you need. ***This is extremely important! Note: If you are flying to this workshop and need a canoe or equipment, please let us know in advance.***

Homework: An outline of the course (including your teaching assignments) will be sent to each student prior to the course. You will need to prepare one 5-7 minute presentation. Your presentations should include visual aids and get the group involved as much as possible. Your goal should be to demonstrate good teaching techniques. It is more important to us that you choose 2 or 3 points of a subject and get those across effectively rather than try to show us everything you know about the subject. Remember all presentations should be geared towards the beginner! Feel free to use books, videos, and other resources as you prepare your teaching topic. Note: Please remember you do not have to cover everything about the topic. We assign you this topic in advance so that you have the opportunity to show us your best work. We may still ask you to do an impromptu presentation on any given topic. Please bring an outline (10 copies) of your teaching topic(s) to class

Please look over the ACA “to bring list” and ensure you have everything on the list. You will be evaluated on your preparedness as an Instructor.

Go to the American Canoe Association website:

http://www.americancanoe.org/?page=Instructor_Criteria and review the instructor criteria for an ACA Level 1, 2- 3 canoe Instructor. This will give you an idea of some of the skills we will be working on with you. Note: One has to effectively demonstrate the skills listed to be certified. Participation alone does not guarantee certification. If you are not currently an ACA member, you can sign up while you are visiting the website.

To register for this course:

- 1) Please contact OLTOA and make sure that there is space available in this class.
- 2) Go to www.oltoa.com and click on “How to register” and follow the instructions on the website.
- 3) Fill out the course registration form and the medical form and return them to OLTOA with your payment of \$425.00. (You may deduct \$25.00 for an early registration discount if you register before April 15th, 2021)

Cancellation Policy: If you need to cancel:

- Within 45 days of the start date of your class you will be given a full refund
- Within 35 days of the start date of your class you will be given a 50% refund
- If you cancel after the above times no refunds will be given
 - We reserve the right to cancel any offering due to low enrollment.
 - If we cancel due to low enrollment you will be given a full refund!

Please feel free to contact me with any questions you may have.

COVID Clause: For the safety of our customers and staff, OLTOA reserves the right to cancel any guided trip, workshop, or class during the pandemic. If we cancel a class due to the pandemic you will have the option of receiving a full refund or crediting your funds toward a future program. Thank you for your understanding

Yours in adventure,

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www.oltoa.com revised 11-22-27

Please see the bring list below:

"Bring List" for ACA Canoe Instructor Candidates

Required:

- Open Canoe (Tandem) (Please contact us if you do not have your own canoe or will be flying in)
- Outfit your canoe with air bags for Level 3 workshop or above
- Throw Rope
- Paddle
- Spare Paddle
- Personal Flotation Device (with whistle attached)
- Helmet and warm skull cap (Level 2 & 3 only)
- Pocket knife or River Knife
- Dry Bag (Large enough for warm clothes)
- Repair kit
- Bailer
- Dry suit or Wet suit and paddling jacket
- Appropriate clothing & Footwear for paddling
- First Aid Kit
- Water bottles or hydration system (filled with water)
- Snacks & lunch for each day
- Notepad and Pen
- Personal resources for your presentations; Books, visual aids etc.
- Anything else you feel you need to lead a successful day trip in May
- Proof of ACA Membership (ACA Number) or plan to sign up the first day of the course
- Proof of certification in First Aid and CPR (a copy of your first aid card is fine)
- Directions to the teaching location (see course letter above)
- 10 copies of your course outline
- ACA Instructor Manual (purchased from the American Canoe Association. www.acanet.org)

OPTIONAL:

- Cash for food
- Casual clothing for classroom sessions
- Towel
- Weather radio

The weather varies a lot in Maine this time of year. You may use every piece of clothing you have with you and wish you had more, or you may end up leaving some in the car. Better to have it and not need it than need it and not have it! We are trying to prepare you for the worst weather we expect while hoping for the best! Thanks for coming prepared!

