

Dear Instructor Candidate,

Thank you for your interest in enrolling in the Intro to Canoe Instructor Development Workshop and Certification Exam. This program will help you bring your canoeing and teaching skills to a new level! If you wish we can send you a sample outline of the workshop to give you an idea of what topics the class will cover. We will send you an outline with your teaching topics on it once you have registered for the course. You will receive the rest of the enclosures if you decide to register. (You can get most of them at [www.oltoa.com](http://www.oltoa.com))

On our website you will find some key pieces of information that will help you and us be better prepared for your workshop. Please take the time right now to read through the **entire package** and get the forms back to us not less than 5 weeks prior to the start date of your program. The forms we need returned are:

- ACA IDW/ICE candidate Profile
- Medical Form

We will plan to meet at TBD (Directions available on our website) at 0745 sharp on the first day of the workshop. (Directions Enclosed) We may carpool to other locations during the program. This workshop will demand your full mental and physical attention for the entire 3 days. You will be asked to teach segments of the workshop and lead sections of the workshop. You will be a rescuer and the person being rescued in cold water. 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 very tired. This course will be physically and mentally demanding. We will try to go from 8:00 Am to 5:00 Pm daily but there is a possibility of running into the evening hours. If you are coming to this workshop from a distance, we recommend that you plan to sleep somewhere close by. Lodging for this workshop is at your expense. **Let us know if you need us to recommend a place to stay.**

We will be providing high quality instruction, and basic safety equipment. We will be either in class or on the water all day and you will need to bring your own meals, snacks, and water. 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 on all three days. If you are missing something on the bring list, please call me and I will try to help you get what you need. ***This is extremely important!***

The goals of this workshop are to: help you learn how to enhance your 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 pursue certification in the ACA.

**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 five-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 two 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.

IDW/ICE Evaluation Form: Enclosed is the IDW/ICE evaluation form, this is the form that we will be using to evaluate you during this workshop. By reading over this form you will have a good idea of what we are looking at during this evaluation process. We hope this helps you get ready for the exam!

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

**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!**

Yours in adventure,

*Bob Myron*

Bob Myron, ACA ITE Coastal

Revised 4-25-08 Bob Myron Outdoor Leader Trainers Of America, 15 Victory Lane, Durham, ME 04222

## "Bring List" for ACA Canoe Instructor Candidates

### Required:

- Open Canoe (Tandem)
- Throw Rope
- Paddle
- Spare Paddle
- Personal Flotation Device (with whistle attached)
- Warm hat
- River Knife or pocket knife
- Dry Bag (Large enough for warm clothes)
- Repair kit
- Bailer
- Weather Radio
- Dry suit or Wet suit and paddling jacket
- Appropriate clothing & Footwear for paddling
- Basic 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 \$65.00 for ACA Membership & SEIC fees
- ACA Instructor Manual (Purchased from the American Canoe Association. [www.acanet.org](http://www.acanet.org))
- Rain Gear and Sun Protection
  
- **OPTIONAL:**
- Repair kit
- Carabiners
- Cash for food
- Casual clothing for classroom sessions
- Towel
- Dry Gear Bags for keeping spare clothing dry
- Bug Spray

Note: 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