

Paddle Australia Qualification Scheme

Assessment Guidelines

Paddling Supervisor - Canoe



Qualification Definition

The holder of this award is qualified to supervise a paddling activity with novice paddlers on Flatwater areas such as lakes, dams, slow moving rivers, etc. where the group under supervision can be seen from a single vantage point at any time and does not leave the immediate launch area. An area should **not** be classified as Flatwater if any of the following apply:

- Rapids of any grade
- Surf (of any size) entry or exit
- An entrance structure to an estuary or embayment
- Affected by swell
- Documented tidal rips (see chart)
- Documented tidal current greater than 1 knot (see chart)
- Where the tide (rise or fall) removes a landing area or makes it unsuitable
- Distances greater than 400 metres from shore
- Fetch greater than 1 nautical mile

The assessment can be conducted in single or double canoes. If using a double canoe the candidate should be tested in both the bow and stern positions.

Skills

Prepare appropriate craft and equipment	Throughout assessment participants use appropriate equipment for the environment. This equipment promotes personal safety and is prepared in a way to not impede on safety
Secure craft for transport, secure equipment to craft	Participants transport craft to and from venue, method is safe for craft and participant. (or able to demonstrate method they would use) Equipment placed on craft is secured in a manner that does not impede safety and is accessible when required
Launch and land craft	Participant launches and lands craft in a safe repeatable manner without assistance
Perform paddle strokes	Demonstrate individual strokes to manoeuvre the craft: <ul style="list-style-type: none">• Forward and reverse paddle• Forward and reverse sweeps• Draw stroke• Stopping
Form into and disperse from a raft	A raft is formed in a timely manner (no wasted time) and promotes safety to all involved
Perform self and buddy rescues	Self rescue: <ul style="list-style-type: none">• Swim 50m in paddling gear Buddy rescue (rescues are performed as rescuee and rescuer): <ul style="list-style-type: none">• T rescue Rescues are performed in a timely manner (no time wasted) and promotes safety to all involved and is deemed to work in all conditions

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Accept a tow	Calm is maintained. Craft kept in a straight line while towed. Craft kept stable and balanced
Perform a tow	Demonstrate: <ul style="list-style-type: none">• Single tow• Contact tow Tows are performed using quick release system that floats if disconnected. Tows are performed to promote safety to all.
Supervise a group	Program is delivered to a group to promote a smooth, productive, effective, and safe program for all students. Arrange venues, equipment, staff or assistants, and coordinate timetables and logistics
Group Situational Awareness	Group and environment are monitored to ensure activity remains safe and enjoyable for all participants. Monitoring may include: <ul style="list-style-type: none">• Fatigue• Separation• Sickness• Engagement• Weather• Other environmental influences

Knowledge

Group participants: Novice paddlers

Knowledge and maintenance of craft	General knowledge of what makes a craft suitable for Flatwater. Must include but not limited to: <ul style="list-style-type: none">• Construction• Material• Flotation• Grab handles• Thwarts• Gunwales
Select and advise on appropriate equipment and clothing	Clothing and equipment is selected with consideration of sun sense and other environmental influences Throughout assessment participants use appropriate equipment for the environment and are monitored and reminded of appropriate precautions. This equipment is prepared in a way to not impede on safety
Store, operate and maintain appropriate safety and communication equipment	Equipment to include but not limited to: <ul style="list-style-type: none">• Lifejacket (level 50)• Sufficient food and water• Spare paddle• Mobile phone

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- Tow line
- Slings/rescue ladder
- Pea-less whistle
- First Aid kit

Interpret weather

Able to gain appropriate Bureau of Meteorology (BOM) weather forecasts (e.g. from MetEye) and warnings, and interpret how weather can influence and affect a paddling location.

Knowledge of, but not limited to:

- Winds
- Beaufort Scale
- Funnelling
- Fetch
- Tidal currents
- Precipitation
- Telling signs of bad weather approaching

Plan an activity

Plan is developed to meet the activity goals and is appropriate for group, location and time limitation

Minimal environmental impact

Follows PA [Minimal Impact Guidelines](#)

Maintain a log book

Understands the purpose and contents of a log book
Knowledge and use of PA's **Paddle Log** app

Selection of launching and landing sites

Understands the issues when selecting an appropriate launching and landing site to be safe for the group

PA's role, membership structure, your rights and responsibilities

Understands PA's membership, structure and rights and responsibilities as a registered PA leader

PA's relevant guidelines and policies

Has knowledge of the safe conduct of recreational paddling as described in PA's [Safety Guidelines](#)

Hazard identification and risk management

Able to identify risks and causal factors for a Flatwater activity and also able to identify management strategies to mitigate any risks.

Risks may include:

- Separation
- Drowning
- Sunburn
- Hypothermia
- Hyperthermia

Licensing, permits, legal matters

Able to give examples of any Licensing, Permits and other legal and behavioural laws and requirements that may be required for an activity

Communication

Group participants: Novice paddlers

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Establish and maintain an effective communication system within a group

Participant establishes a safe working system. Maintain group within communication distance. Communication is limited to Verbal, Whistle, Visual.
Communicate in a positive manner within a paddling group to help establish and maintain an enjoyable, safe experience for all group members
Deliver directions in a clear and concise manner

Conduct briefing

Brief must include but not limited to:

- Purpose and duration of activity
- Expected conditions
- Lifejacket fitting
- Appropriate clothing worn
- Correct posture
- Setting up the craft
- Launching and landing
- Strokes as required
- Limits
- Actions in the event of an emergency
- On water signals
- Capsize drill
- Warm up
- Group movement requirements
- Communication
- Foreseeable risks
- Participant experience

Brief is clear and concise, attention of the group is gained. Recollection could be tested.

Conduct debriefing

A debrief is conducted to suit the activity and group. Constructive feedback is provided

Experience

Minimum log book requirement

In the previous three years:

- Four Flatwater activities of a minimum of one and a half hours duration
- Two Flatwater activities of at least one and half hours duration as an observer under training or as an assistant Supervisor
- Two Flatwater activities of at least one and half hours duration as lead Supervisor under observation of qualified Supervisor

Leadership

Group participants: Novice paddlers

Manage the launching and landing of a group

Launch and landing promotes safety to all involved

Manage a group

Group is managed in a safe manner to meet activity goal;

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assistance and direction given if and when needed

Manage multiple capsizes and emergencies

Rescues are managed to promote safety to all in group

Assessment Documents

The following documents should be produced and submitted to your Assessor prior to final assessment. Preferred format for Project is PDF.

Project

Plan a three hour paddling activity with a group of eight Year 7 students in a location of your choice. The location must fit within the award definition above.

Prepare:

- A hazard identification and risk management program for the activity including placement of supervisory staff, communications (signals and systems for you and your staff), rescue plans and First Aid support
- An equipment list for the trip, taking into consideration sun sense and hypothermia precautions, and including equipment for group communication and rescue.
- A briefing in point form to be delivered prior to departure, to include signals, posture, Flatwater paddle strokes, capsize issues, and actions in the event of sickness or other emergency.

Look at the Bureau of Meteorology site and choose a forecast for the location that will have an impact on your trip. Write down or print out that forecast.

Analyze how the forecast conditions will affect your trip and outline any changes or precautions you might take

Assessment Record

The completed Assessment Record for the award, signed by both Assessor and participant, preferably using the **Paddle Ed** app

Log book

A copy of your log book with verified entries supporting the **Minimum log book requirement** above