

# Flat water GUIDE Evaluation Checklist

The following provides a list of components required for the final Assessment. Use at your discretion to judge where their may be room for improvement.

Highlighted (#) competencies performed on calm water are required for a FW Basic Skills Award

All competencies must be attempted at a reasonable level of competence for the AC Flatwater Guide Award.

	<i>Session dates</i>					
<b>Presentation of equipment and basic swim</b>						
1. # PFD appropriate size, condition and done up						
2. # Appropriate clothing, footwear (whistle optional for FW BS)						
3. # Swim 50m with shoes and PFD						
4. # Boat, flotation, hand loops in good order, gear waterproofed and tied in						
5. # Basic safety understanding, must have basic first aid kit, sun cream, map, food, exit points identified, appropriate emergency communication equipment.						
6. Further safety equipment to include throw rope, repair kit, means to light a fire and heat drinks						

**Skill Component** ( Demonstrate the ability to guide groups in flatwater paddling)

**Personal craft control skills** ( Model skill set efficiently and safely)

7. # Capsize and retrieve boat and paddle to swim to shore						
8. # Self-empty on shore and embark from deep water						
9. # Launch and disembark from a bank (deck optional)						
10. # Competently participates in simple rescues as rescue and rescuer. Including x and H deep water rescue techniques.						
11. # Competently accept a tow						
12. # Efficient forward and reverse strokes, good posture in boat (power from torso) Emergency stop, must be stable and balanced						
13. # Forward and reverse sweeps						
14. Bow draw						
15. # Draw strokes						
16. Stern rudder						
17. # Support strokes, low brace (smooth & efficient)						

**Conduct flat water kayak or canoe activities including trips in winds to 16 knots, in flat sheltered waters**

18. Arrange group food and equipment						
19. Manage the launching and landing of a group of novice paddlers						
20. Manage a group of novice paddlers on a trip						
21. Manage multiple rescues in moderate conditions						
22. Manage tows in moderate conditions						
23. Run an overnight campsite						

## **Knowledge Component**

**Demonstrate knowledge to plan and conduct a flat water trip**

24. Australian Canoeing Structure, Award Scheme						
25.. AC Safety Guidelines, Minimal Impact Guidelines						
26. Risk Management Policy, Incident Reporting requirements						
27. Local, site specific environmental guidelines for venue use, including any						

areas used for overnight camping (Minimal Environmental Impact Practices)						
28. The range of whitewater paddling equipment suitable for different purposes including kayaks, canoes, PFD's, helmets, spray decks & paddles						
29. Adjustments to assist in ensuring good fit, comfort & safety in the kayak						
30. How to check that equipment meets safety standards including wear & tear						
31. Self-management of suitable personal clothing choices for FW paddling						
32. Secure methods of tying down a craft on roof racks or a trailer						
33. Emergency paddle, repair, food, drink & clothing requirements for a day and multi-day trip						
34. Sources of Flat water trip information within NSW or State						
35. Sources of water conditions in a state, and range of safe limits						
36. How to predict & interpret weather forecasts for paddling venues						
37. Hazard identification and Risk management program for Flatwater trip including expedition program						
38. Licensing, permits and other legal and behavioral laws and requirements						
39. Navigational techniques to determine and locate entry and exit points, including planned emergency routes						
40. Operate communication systems and equipment relevant to area of operation						
41. Maintaining log books						
42. Pack for an overnight paddling trip						

**Theory of paddling**

43.. Posture and injury prevention						
44. Efficiency of stroke						

**Experience Component**

**Produce a verified log showing over at least the previous two years evidence of role of observer or assistant guide :**

45. Three guided flatwater activities of at least three hours duration						
46. One overnight program						

**Communication Component** Demonstrate the ability to:

**Brief a group of novices on:**

47. Purpose and duration of trip						
48. Expected conditions						
49. Correct posture						
50. Setting up the craft						
51. Strokes as required						
52. Group movement requirements, including set distances of separation or parameters						
53. Launching and landing						
54. Actions in the event of an emergency						

**Manage a Flat water trip:**

55. Establish and maintain an effective communication system within the group on flat water						
56. Deliver directions in a clear and concise manner						
57. Deliver an effective debrief						
58. Communicate in a positive manner within a paddling group to help establish and maintain an enjoyable, safe experience for all group members						
59. Act on constructive feedback						

**Leadership component** Demonstrate the ability to manage a group of novices in activities and on multiday

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expeditions

60. coordinate group packing						
61. manage launch and landings						
62. monitor and manage group welfare						
63. manage route and group movement based on prevailing conditions						
64. manage multiple capsizes and emergencies						
65. coordinate overnight campsite activities						
<b>Total Number of competencies attained</b>						

Notes: Assessment to be conducted in both theory and practical sessions, with the support of relevant required documentation

By completing the competencies listed on this summary checklist participants are now ready to be assessed for a nationally accredited Flat water Guide Award through PaddleNSW. Assessment of these competencies is done on Flat water at a specified time. There is a knowledge component in the form of an assignment that requires some study and resource materials can be found in the following locations:

- Course learner manual supplied
- Australian canoeing website
- The Australian Canoeing Award Scheme Handbook
- Bureau of Meteorology website

**Where to now?**

- Review your current skills and experience
- Gather evidence of experience, skill and knowledge
- Self assess using the checklist above – identify your gaps
- Update your logbook and seek the type of experience for the level of award
- Research for the optimum paddling standards for a leader in this industry.
- Check out your local Club to gain the practical skills, knowledge and experience
- Check out [www.paddlensw.org.au](http://www.paddlensw.org.au) for Courses and assessment
- Express interest to [education@paddleNSW.org.au](mailto:education@paddleNSW.org.au)