



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Water –Based Trips Competency Checklist updated 5/21/07

<b>Apprentice (self sufficient paddler) Qualifications</b>	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Has received Venture’s Water Portion of the trip manual on _____.			
Has read and understands Whitewater Sports Portion of the trip manual: Volt initial: _____ Flat water Canoeing Portion of the trip manual: Volt initial: _____ Sea Kayaking Portion of the trip manual: Volt initial: _____			
Passed Water Comfort test			
Able to assist with safe loading and tying of boats to trailer			
Can assist participants in proper fitting and securing of PFDs			
Can appropriately use river signals			
<b>Rescues:</b>			
Can demonstrate what to do if swim in a river; proper body position			
Can explain, model and supervise wet exits			
Hand of God Rescue (receive) (kayaks only)			
Hand of God Rescue (give from in water) (kayaks only)			
Eskimo bow rescue (receive) (kayaks only)			
Eskimo bow rescue (give) (kayaks only)			
Self rescue – can get self and boat to shore in class 1 water			
Able to tie, dress and explain usage: Bowline ___ figure 8 family ___ trucker’s hitch _____			
Understands what to do when different emergencies arise. i.e. assist in getting all boaters rafted up or to shore, providing a bow rescue, performing a hand of god rescue, assisting (as needed) the Instructor and Trip Leaders			
All Apprentice level General Trip Leading competencies checked off			
Notes / Observations:			
<b>Qualified as <i>Water-based trip WHITE WATER KAYAK APPRENTICE:</i></b>	Date:	Approved by: (CORE staff)	
<b>Qualified as <i>Water-based trip CANOE APPRENTICE:</i></b>	Date:	Approved by: (CORE staff)	
<b>Qualified as <i>Water-based trip SEA KAYAK APPRENTICE:</i></b>	Date:	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Venture White Water Kayaking Trips Competency Checklist

<b>Self Sufficient Instructor - White Water Kayaking Qualifications</b> (in addition to all those listed for apprentice staff)	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Has previous experience as a white water kayaker. If with other program where?: _____			
River reading ability - can point out waves, holes, hydraulics, eddies, strainers, downstream V's, pillows, horizon lines, undercut rocks			
Brings appropriate personal instructor gear on river; including knife, throw rope, extra clothing, carabiners, prussik loop, etc.			
Able to assist participants in selection of appropriate equipment and boats to match participants size and ability, adjust foot pedals / bulkheads, etc.			
Ability to brief participants on safety procedures, policies and rules for the trip. i.e. use of PFD & helmet, proper river swimming techniques, danger of foot entrapment, avoidance of river hazards, recognition of hypothermia, group management , etc.			
Able to effectively & comfortably <u>model</u> basic paddling strokes to participants Forward stroke___ Reverse stroke___ Sweep___ Reverse Sweep___ High Brace___ Low Brace___ Leans ___			
Able to lead participants in appropriate stretching routine			
Understands Ventures protocol for foul weather and lightning when on rivers			
Ability to teach (using tailored progression) hip snap maneuver used in bow rescues & rolls			
<b>Rescues:</b>			
Hand of God Rescue - can give from a boat			
Ability to teach Eskimo bow rescue			
Eskimo side rescue (receive)			
Eskimo side rescue (give)			
Can use Throw rope and reset			
Self rescue – can get self and boat to shore in class 2 water			
All Instructor level General Trip Leading competencies checked off			
Notes / Observations:			
<b>Qualified as <i>SELF SUFFICIENT</i> White Water Kayak <i>INSTRUCTOR</i>:</b>	Date:	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Rescue Instructor - White Water Kayaking Qualifications (in addition to all those listed for apprentice staff & Instructor Self Sufficient qualifications)		Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Able to tie, dress and explain usage: _____ Prussik Knot _____ Double Fisherman's knot _____ Water Knot				
Knowledge of program area(s) and hazards				
Can explain clothing and equipment necessary for various water and weather conditions				
Can identify potential hazards and understands effects of gradient, volume, and hydraulic features and the international scale of difficulty				
Able to effectively & comfortably <u>teach</u> basic paddling strokes to participants: Forward strokes____, Reverse strokes____, Turning strokes____, Braces____, Leans ____				
Model and explain proper body position				
<b>Following Maneuvers:</b> comfortably demo and aggressively play in Class II water, showing control and confidence				
Front ferry				
Back ferry				
Eddy turn				
Peel out				
Front surf				
Side surf				
<b>Rescues:</b>				
Understanding of basic rescue issues: group management, priorities, RETHROG, KISS, upstream & downstream safeties				
Eskimo roll - Solid and reliable roll in moving water.				
Tow swimmer with boat				
Able to execute Boat Plow into Eddy				
Able to execute throw rope rescue and can explain limitations and dangers				
Knowledge of wading techniques and able to select and execute an appropriate one Individual w/ paddle, paired, circle, line, wedge				
Understands and can assist with a tag line				
Understands and can assist with a z-drag				
Able to properly scout a rapid with a group and direct safe passage or portage.				
Able to use river formations as safety and teaching resources (eddies, pools, holes, obstructions, turns) and understands how they affect group travel.				
Checked off on all Instructor level general competencies				
Notes / Observations:				
<b>Qualified as - White Water Kayak RESCUE INSTRUCTOR:</b>		Date:	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Trip Leader - White Water Kayaking Qualifications</b> (in addition to all those listed for Instructor levels and apprentice staff)	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Whitewater kayaking trip as Instructor- Rescue staff			
Whitewater kayaking trip as acting Trip Leader			
Able to manage large groups of participants effectively, and can organize the group for downstream travel			
Able to effectively & comfortably <u>model</u> the Duffek stroke			
<b>Rescues:</b>			
Able to set up appropriate safety back-ups (Throw-Ropes, Chase boats, etc.).			
Eskimo roll - Solid and reliable roll in swift moving water: class 2 +			
Set up and run a tag line			
Can explain principles of freeing a pinned hard shell boat			
Set up and run a z-drag			
Knowledge of rescue swimming techniques: (Swiftwater entry, crossing eddy lines, defensive & aggressive swimming, use of rescue vests)			
Participated in at least one rescue simulation/ river training every 2 years.			
All Trip Leader General Trip competencies checked off			
Notes / Observations:			
<b>Qualified as White Water Kayak TRIP LEADER:</b>	Date:	Approved by: (CORE staff)	



Name \_\_\_\_\_ Date: \_\_\_\_\_

## Venture Sea Kayaking Trips Competency Checklist

<b>Instructor -Sea Kayaking Qualifications</b> <small>(in addition to all those listed for apprentice staff)</small>	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Has previous experience as a sea kayaker. If with other program where?: _____ _____.			
Able to tie, dress and explain usage: _____ Double Fisherman's knot _____ Girth Hitch			
Experience with lake and coastal winds, fetch, tides, currents, waves, wakes, fog			
Brings appropriate personal instructor gear in boat; including knife, throw rope or tow rope, extra clothing, drinking water, sun protection, etc.			
Able to select appropriate equip. for a given trip and match boats and accessories to participants size and ability , can assist with foot pedal adjustments			
Ability to brief participants on safety procedures, policies and rules for the trip. i.e. use of PFD, convoying, what to do if capsize, use of leeward sites for resting, etc.			
Able to effectively & comfortably <u>model and teach</u> basic paddling strokes to participants: Forward strokes _____ Reverse strokes _____ Sweep _____ Reverse Sweep _____ Draw _____ Sculling Draw _____ Braces _____			
Able to lead participants in appropriate stretching routine			
Knowledge of program area(s) and hazards			
Demo rudder adjustment and use on sea kayaks			
<b>Rescues:</b>			
Can explain, model and supervise wet exits			
Can tow incapacitated paddler in boat			
Paddle Float Self Rescue			
T rescue (give)			
T rescue (receive)			
Knowledge of use of rescue sling			
Can demo how to land in and launch in mild surf			
Can explain clothing and equipment necessary for various condition			
Can explain, model and assist with storage of gear in and on boat			
Understands Ventures protocol for foul weather and lightning on open water			
Participated in at least one sea kayak rescue practice in past 18 months.			
All Instructor level General Trip Leading competencies checked off			
Notes / Observations:			
<b>Qualified as Sea Kayak INSTRUCTOR:</b>	Date:	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Trip Leader - Sea Kayaking Qualifications</b> (in addition to all those listed for Instructor and apprentice staff)	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Able to explain basic rules of the road			
To lead lake sea kayaking trip, must have been Instructor on prior Sea Kayaking trip.			
To lead lake sea kayaking trip, must have been acting Trip Leader on prior Sea Kayaking trip.			
To lead <b>coastal</b> trip, must have been Instructor on prior <b>Coastal</b> Sea Kayaking trip.			
To lead <b>coastal</b> trip, must have been acting Trip Leader on prior <b>Coastal</b> Sea Kayaking trip.			
Understanding of surf and can explain and demo how to land in and launch in mild surf and can judge when to try this within normal safety parameters (can beginners handle conditions)			
Demonstrated ability to navigate on lakes / salt marshes, using basic piloting, terrain association, and has knowledge of dead reckoning for paddling in limited visibility.			
Knowledge of emergency items and how to use - including; VHF radios; flares,			
Able to effectively & comfortably <u>model</u> basic paddling strokes to participants: Leaning boat to sweep__			
Good sense of Seamanship: understanding of sea, weather, terrain and group conditions and how they interact and able to make sound decisions using this data			
Able to field repair simple problems with boats, rudders, paddles			
All Trip Leader level General Trip Leading competencies checked off			
Notes / Observations:			
<b>Qualified as Sea Kayak TRIP LEADER: Lake</b>			
<b>Qualified as Sea Kayak TRIP LEADER: Coastal</b>	Date:	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Venture Canoeing Trips Competency Checklist

Rivers / flat water or both - indicate on check list

<b>Instructor - Canoe Qualifications</b> (in addition to all those listed for apprentice staff)	Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Has significant experience as a canoeist. If with other program where?: _____			
Able to tie, dress and explain the following knots: _____ Double Fisherman's knot, _____ Girth Hitch, _____ Water Knot			
River reading ability - can point out waves, holes, downstream V's, horizon lines and/or Experience with winds, wind waves, wakes, and demonstrated ability to navigate on lakes / salt marshes, using basic piloting and terrain association	_____	_____	_____
Brings appropriate personal instructor gear in boat; including knife, throw rope, extra clothing, drinking water, sun protection, etc. and brief participants on what to bring			
Ability to brief participants on safety procedures, policies and rules for the trip. i.e. use of PFD, convoying, river hazards, what to do if capsize, etc.			
Able to effectively & comfortably <u>model</u> basic paddling strokes to participants Forward strokes _____ Reverse strokes _____ Turning strokes: J stroke _____, rudder _____, bow draw _____, cross bow draw _____, pry _____, Maneuvers: onside turn _____, off side turn _____ Braces: High _____, Low _____			
Able to lead participants in appropriate stretching routine			
Understands Ventures protocol for foul weather and lightning on open water			
Knowledge of program area(s) and hazards			
<b>Rescues:</b>			
Boat over boat rescue (give) (for flat water)			
Boat over boat rescue (receive) (for flat water)			
Reentry – tandem canoe w/ partner			
Get incapacitated canoe to shore (for rivers)			
Able to execute throw rope rescue and can explain limitations and dangers (for rivers)			
All General Trip Instructor competencies checked off			
Notes / Observations:			
Indicate if Qualified in flat water, white water or both			
<b>Qualified as Flat-Water Canoe INSTRUCTOR:</b>	Date: _____	Approved by: (CORE staff)	
<b>Qualified as White Water Canoe INSTRUCTOR:</b>	Date: _____	Approved by: (CORE staff)	



Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Trip Leader - Canoe Qualifications</b> (in addition to all those listed for instructor and apprentice staff)		Volt Initials & Date	Trip Leader Initials & Date	CORE Initials & Date
Canoeing trip as second staff	Flat water	_____	_____	_____
	White water	_____	_____	_____
Canoeing trip as acting first staff	Flat water	_____	_____	_____
	White water	_____	_____	_____
Able to manage large groups of participants effectively and can organize group for on water travel				
<b>Following Maneuvers:</b> comfortably demo (in Class II water, showing control and confidence) and effectively teach (river only)				
Front ferry				
Back ferry				
Eddy turn				
Peel out				
Front surf				
<b>Following Maneuvers:</b> comfortably demo (on flat water, showing control and confidence) and effectively teach (lake only)				
Wind ferry				
<b>Rescues:</b> (for rivers)				
Understanding of basic rescue issues: group management priorities RETHROG KISS, upstream & downstream safeties				
Able to set up appropriate safety back-ups (Throw-Ropes, Chase boats, etc.)				
Set up and run a tag line				
Can explain principles of freeing a pinned hard shell boat				
Set up and run a z-drag				
Knowledge of wading techniques and able to select and execute an appropriate one Individual w/ paddle, paired, circle, line, wedge				
Knowledge of rescue swimming techniques: (Swiftwater entry, crossing eddy lines, defensive & aggressive swimming, use of rescue vests)				
Participated in at least one rescue simulation/ river training every 2 years.				
All Trip Leader General Trip – competencies checked off				
Notes / Observations:				
Indicate if Qualified in flat water, white water or both				
<b>Qualified as Flat-Water Canoe TRIP LEADER:</b>	Date:	Approved by: (CORE staff)		
<b>Qualified as White Water Canoe TRIP LEADER:</b>	Date:	Approved by: (CORE staff)		