



# Kayak Guide Certification Task Book

**Trainee:**

**Date Started:**

Guides must demonstrate all skills to the satisfaction of the evaluator and must demonstrate competence and confidence during evaluation. Evaluators are established by each involved Commercial Use Authorization holder.

## Section 1

### paddling Technique/ Boat fitting

#### Objectives:

- Demonstrate proper kayak **outfitting** for guiding.
- Demonstrate skill in **moving your kayak** forward, backwards, sideways, and turning.
- Demonstrate skill in **maintaining an upright position** while unbalanced.

#### Paddling Technique/Boat Fitting:

- Demonstrate proper way to wear PDF and spray skirt.
- Demonstrate adjusting boat for proper fit and operation for guiding.
- Demonstrate forward stroke.
- Demonstrate reverse stroke.
- Demonstrate sweep stroke.
- Demonstrate draw stroke and sculling draw.
- Demonstrate bracing technique.
- Demonstrate launching and sanding in surf.

**Completed (Initials & Date):**

**Notes:**

## Section 2

### Rescue Technique and Guide Gear

#### Objectives:

- Demonstrate competency in kayak **self-rescue** techniques.
- Demonstrate competency in **assisted rescue** techniques.
- Demonstrate understanding of required guide **equipment** and its proper use.

#### Open Water Self-Rescue Skills:

- Demonstrate wet exit.
- Demonstrate paddle float self-entry.
- Demonstrate scramble self-entry.
- Demonstrate removing water from vessel with bilge pump.
- Describe importance of staying with kayak and paddle.

#### Completed (Initials & Date):

#### Notes:

#### Open Water Assisted Rescue Skills:

- Demonstrate kayak capsize and wet exit.
- Demonstrate T-rescue for single kayak.
- Demonstrate T-rescue for tandem kayak.
- Demonstrate scoop assist rescue.
- Demonstrate “Hand of God” rescue.
- Demonstrate removal of water from client kayak and re-gearing of paddler.
- Warming up and confirming paddler condition (hypothermia detection, etc.).

#### Completed (Initials & Date):

#### Notes:

#### Guide Gear:

- Demonstrate paddle float use.
- Demonstrate bilge pump use.
- Demonstrate radio use:
  - Operating channel and clear communication.
  - Weather forecast.
  - Emergency channels.
- Demonstrate proper use of whistles and signaling devices and describe limitations.

#### Completed (Initials & Date):

#### Notes:

# Section 3

## Safety Speech and Understanding Hazards

### Objectives:

- Must be able to recite all aspects of **safety briefing**.
- Demonstrate knowledge of **local weather** conditions and impacts.
- Demonstrate knowledge of **no-go situations**.

### Safety Briefing:

- Provide safety briefing introduction.
- Demonstrate how to instruct proper way to hold and use a paddle to include forward and reverse strokes.
- Demonstrate how to instruct proper adjustment and operation of a kayak rudder.
- Demonstrate how to instruct attachment and detachment of kayak spray skirt.
- Demonstrate how to instruct proper execution of a wet exit.
- Demonstrate how to instruct client procedures while in the water after wet exit.
- Demonstrate how to instruct kayak re-entry with guide assistance.
- Demonstrate how to instruct importance of staying with your guide.
- Demonstrate how to instruct what to do in the event of nausea (“sea sickness”).
- Demonstrate how to instruct proper whistle and signaling techniques.
- Demonstrate how to instruct the following hazards to clients:
  - Weather
  - Rockfall
  - Tour boats
  - Other

### Completed (Initials & Date):

### Notes:

### Weather:

- Describe typical wind and wave conditions for the area.
- Describe the effect of wind direction and speed on wave heights.
- Describe the effect of wind direction on paddling difficulty.
- Describe the general effect of waves on the lakeshore.
- Demonstrate how to instruct proper execution of a wet exit.
- Describe conditions that would determine a no-go situation.
- Describe procedures for thunderstorms.
- Describe the criteria for Small Craft Advisories.

### Completed (Initials & Date):

### Notes:

**Other Hazards:**

- Describe precautions for rockfall and where to expect it (stay out from under the cliffs).
- Describe the effects of tour boats and how to avoid being run over.
- Describe other typical boat users along the lakeshore.
- Describe the primary wildlife concerns and precautions along the lakeshore Describe the general effect of waves on the lakeshore.
- Describe what to do in the event of client sea sickness.
- Demonstrate proper technique of whistles and signaling.

**Completed (Initials & Date):**

**Notes:**

## Section 4

### Ride Along Experience

**Objective:**

- All guides must complete all ride-along tours prior to Pictured Rocks National Lakeshore Guide certification.

**Required Ride Along Tours:**

1. Date, Type of tour, Location, Notes:  
    \_ Initials
2. Date, Type of tour, Location, Notes:  
    \_ Initials
3. Date, Type of tour, Location, Notes:  
    \_ Initials
4. Date, Type of tour, Location, Notes:  
    \_ Initials
5. Date, Type of tour, Location, Notes:  
    \_ Initials
6. Date, Type of tour, Location, Notes:  
    \_ Initials

# Section 5

## Completion of Guide Certification

**Guide has demonstrated competence and proficiency in all skills.**

Trainee:

Date:

Evaluator:

Date:

Manager Name (print):

Manager Signature:

Company Name:

Date: