

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Sea Kayak Outfitter	
Solicitation No. - N° de l'invitation W010X-15E143/A	Date 2015-03-06
Client Reference No. - N° de référence du client W010X-15E143	
GETS Reference No. - N° de référence de SEAG PW-\$HAL-220-9476	
File No. - N° de dossier HAL-4-73234 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-03-24	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dunphy, Nancy	Buyer Id - Id de l'acheteur hal220
Telephone No. - N° de téléphone (902) 496-5481 ()	FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SERVICE CONTRACTS-BASE LOGISTICS PO BOX 99000, STN FORCES HALIFAX Nova Scotia B3K5X5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Solicitation No. - N° de l'invitation

W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal220

Client Ref. No. - N° de réf. du client

W010X-15E143

File No. - N° du dossier

HAL-4-73234

CCC No./N° CCC - FMS No/ N° VME

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W010X-15E143

HAL-4-73234

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 SECURITY REQUIREMENTS	2
1.2 STATEMENT OF WORK	2
1.3 DEBRIEFINGS.....	2
PART 2 - BIDDER INSTRUCTIONS	2
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS	2
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION	6
PART 5 - CERTIFICATIONS.....	6
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD	7
PART 6 - RESULTING CONTRACT CLAUSES	8
6.1 SECURITY REQUIREMENTS	8
6.2 STATEMENT OF WORK	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 DURATION OF CONTRACT	8
6.5 AUTHORITIES	8
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	9
6.7 PAYMENT	10
6.8 INVOICING INSTRUCTIONS	10
6.9 CERTIFICATIONS.....	11
6.10 APPLICABLE LAWS.....	11
6.11 PRIORITY OF DOCUMENTS	11
6.12 DEFENCE CONTRACT	11
ANNEX "A" – STATEMENT OF WORK	
ANNEX "B" – MANDATORY REQUIREMENTS / RATED REQUIREMENTS AND SELECTION METHOD	
ANNEX "C" – FINANCIAL PRICING	
ANNEX "D" – CODE OF CONDUCT	

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W010X-15E143

HAL-4-73234

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the solicitation document.

1.2 Statement of Work

The Work to be performed is detailed in Annex A attached.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

The requirement is limited to Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: **90 days**

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes (☐) No (☐)

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **(5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Proposal in **Annex C**. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5 and under **Annex B**.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

See Annex B for the mandatory evaluation criteria and point-rated criteria.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of six (6) points. The rating is performed on a scale of 20 points."
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information (See Annex D)

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

5.1.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.1.3.2 Status and Availability of Resources

5.1.3.2.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W010X-15E143

HAL-4-73234

5.1.3.3 Education and Experience

5.1.3.3.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Duration of Contract

6.4.1 Period of the Contract

The period of the Contract is from **July 8th, 2015 to August 3rd, 2015** inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Nancy Dunphy

Supply Officer|Agent des contrats

Public Works and Government Services Canada|Travaux Publics et Services Gouvernementaux Canada

Atlantic Region Acquisitions/Région de l'Atlantique Acquisitions

Telephone|Téléphone: 902.496.5481

Facsimile|Télécopier: 902.496.5016

Email|Courriel: nancy.dunphy@pwgsc-tpsgc.gc.ca

1713 Bedford Row, Halifax, NS / (N.E.) B3J 3C9

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W010X-15E143

HAL-4-73234

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

WILL BE NAMED AT CONTRACT AWARD.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

BIDDER TO FILL IN.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm price, as specified in **Annex C** for a cost of \$ _____* (*insert the amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Terms of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9.2 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25) Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex C, Financial Pricing;
- (e) Annex D, Code of Conduct;
- (f) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

6.12 Defence Contract

SACC Manual clause **A9006C** (2012-07-16) Defence Contract

Buyer ID - Id de l'acheteur
ha1220

CCC No./N° CCC - FMS No./N° VME

HAL-4-73234

ANNEX "D" – CODE OF CONDUCT

COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS OF THE BIDDER.

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

SURNAME

GIVEN NAMES

TITLE

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the page is completely blank except for the lines themselves.

Annex A
Statement of Work (SOW)

1. Objective:

- 1.1. To obtain the services of a Sea Kayak Outfitter to conduct a Sea Kayak Expedition for a total of twenty (20) programme days from 08 July 2015 to 03 August 2015 for sixty (60) Cadets, twelve (12) Staff Cadets, and between twelve (12) and fourteen (14) Adult Cadet Instructors Cadre (CIC) Staff as outlined below.

2. Background:

- 2.1. Argonaut Cadet Training Center (CTC) will organize and conduct a CTC Army Cadet Adventure Expedition. Regional Cadet Support Unit (Atlantic) (RCSU (A)) currently lacks the special technical expertise to conduct this type of activity and training within acceptable safety guidelines. Therefore, RCSU (A) has a requirement to contract the services of an external agency to conduct the sea kayak training and expedition.

3. Definitions:

- 3.1. Adventure Activities: For the purposes of this SOW, "Adventure Activities" refers to the component activities of the required service, which are Sea Kayaking and the preliminary training associated with these activities.
- 3.2. Expedition: Refers to the CTC Army Cadet Adventure Expedition, specifically the continuous part of the schedule during which the Outfitter is providing the required services.
- 3.3. Outfitter: Agency who is contracted to provide the services outlined in this SOW.
- 3.4. CIC Staff: Canadian Forces Officers of the Cadet Instructors Cadre who are employed to escort and supervise cadet participants during the adventure activities.
- 3.5. Guides: Persons, having the required experience and qualifications employed by the Outfitter to plan and lead the adventure activities.
- 3.6. CTC: Cadet Training Center. The Cadet Training Centre, in CFB Gagetown, N.B., is one of four Cadet Training Centres in Atlantic Canada.

4. References:

- 4.1. The following documents and standards shall be taken as requirements only where referred to specifically in the requirements section of this SOW. Otherwise they are meant to support general understanding of the SOW only.

- 4.1.1. Reference A: Royal Canadian Army Cadets Adventure Training Safety Standards: CF Publication A-CR-CCP-951/PT-001. This reference provides guidance for the safe conduct of adventure activities. Applicable sections are attached in Chapter 3. (enclosed).
- 4.1.2. Reference B: Canadian Cadet Program Water Safety Orders: CF Publication A-CR-CCP-030/PT/001. This reference provides guidance for the safe conduct of water activities, including Sea Kayaking. Applicable sections are attached at (enclosed).
- 4.1.3. Reference C: Expedition Instructor Qualification Standard and Plan: CF Publication A-CR-CCP-716/PG-001. This plan outlines the guidance for the safe and efficient operation of the Expedition Instructor Course. Applicable sections are attached at (enclosed).
- 4.1.4. Reference D: Compliance Guide for Human-Powered Non-Pleasure Vessels: Transport Canada publication TP 15204E (04/2014). This publication provides a reference document to the various regulatory requirements and standards in Canada that apply to human-powered non-pleasure vessels and to support the safety and protection of persons working onboard these types of vessels in Canada (enclosed).
- 4.1.5. Reference E: Paddle Canada: This is the national organization responsible for developing standards and training for canoeing and kayaking in Canada. We accept Paddle Canada instructor and leadership qualifications for individuals to lead sea kayaking activities. More info is available at <http://www.paddlingcanada.com>
- 4.1.6. Reference F: Paddle Canada Sea Kayak Skills Introduction to Kayaking course outline. http://www.paddlingcanada.com/pdf/sk_program_levels/intro_to_kayaking.pdf (not enclosed)
- 4.1.7. Reference G: Fisheries and Oceans Canada, Tides, Currents and Water Levels: <http://www.waterlevels.gc.ca/eng> (not enclosed)
- 4.1.8. Reference H: Environment Canada Marine Weather Forecast: http://weather.gc.ca/marine/region_e.html?mapID=15 (not enclosed)

5. **Description of Requirements and Conditions**

- 5.1. General. The Expedition must be conducted within Passamaquoddy Bay from St. Andrews around the archipelago islands. The Expedition activity must be five (5) days in duration per rotation and involves twenty to twenty four (20-24) Army Cadets aged 16-18 years. Three to Four (3-4) CIC staff will supervise and accompany the cadets. The general focus of the Expedition will be to provide opportunities to develop leadership skills, teamwork, and personal growth, through challenging adventurous activities with a perception of risk.
- 5.2. Scope. The commercial outfitter shall provide qualified sea kayak guides to lead twenty to twenty four (20-24) Cadets and three to four (3-4) CIC Staff on three (3) consecutive five (5) day sea kayak expeditions. The outfitter shall provide no less than two (2) guides. These guides are

required to hold various certifications outlined in paragraph 6.2. Guides are required to provide a minimum amount of safety equipment and must possess the skills and qualifications to use them in an efficient and effective manner.

- 5.3. Dates. A total of five (5) programme days of sea kayaking activity per rotation are required to be conducted from 17 Jul to 03 August 2015.

5.3.1. Rotation one will be from 17-21 Jul 2015;

5.3.2. Rotation two will be from 23-27 Jul 2015; and

5.3.3. Rotation three will be from 29 Jul to 02 August 2015.

5.3.4. Days in between (22 and 28 July 2015) rotations will allow for equipment reset and rest periods.

- 5.4. Six (6) programme days are to be allotted for pre training to be conducted from 08-14 July 2015. Pre-training will consist of three preliminary training sessions, each consisting of two (2) consecutive days. The required dates are as follows:

5.4.1. Preliminary training session one will be from 08-09 July 2015;

5.4.2. Preliminary training session two will be from 10-11 July 2015; and

5.4.3. Preliminary training session three will be from 13-14 Jul 2015.

- 5.5. Each two day preliminary training session will be conducted at Argonaut CTC located at CFB Gagetown. Guides will be required to travel to and from home locations to the site on these days.

- 5.6. Each rotation of the Expedition will start off and end at the Ganong Nature Park and continue for five (5) days for the actual conduct of the sea kayak expedition journey with a pre-defined start and end point to include designated camp sites each evening.

- 5.7. Programme Content and Route: The expedition must include a combination of training and skill development. The activity will include an introductory component to familiarize participants with safety issues, necessary skills and equipment. Guides and instruction will be provided by the Outfitter. The following outline of the expedition route is based on there being **one continuous expedition**. This proposed expedition provides for a number of options to adapt any part of the route to shorten or lengthen the time and distance to be covered.

- 5.8. Length and duration: The sea kayaking expedition must be along a coastal route of five (5) pre-defined days or "legs". Each leg will conclude at that evenings camping area. The expedition start point, legs and end point are to be determined in the outfitters proposal based on the assumption that the group will be of a high level of personal physical fitness. Paddling into and exploring some of the coastal bays and fjords are also acceptable and can be included in the days itinerary. The daily legs should be of sufficient distance to take approximately a minimum of seven to eight (7 – 8) hours of on the water paddling to the next camp site. The days should also allow time to explore any points of interest along the route. Each rotation of the expedition will start and finish at Ganong Nature Park campground, at which there is a land access point (put-in and take-out).

5.9. Preliminary Training - Phase One:

5.9.1. The outfitter will provide six (6) days of preliminary training to take place before the cadets begin on the expedition route. The six (6) days will consist of three (3) courses, each two (2) consecutive days in duration. This must consist of delivering the skills training as defined in the Paddle Canada "Sea Kayak Skills Introduction to Kayaking" course outline outlined at Ref F. The practical component of this training will be held on-site in an adjacent lake. NOTE: While there is no requirement to award a Paddle Canada certificate to the participants, the course outline shall be used as a syllabus for each of the Preliminary Training Courses.

5.10. Sea Kayaking Portion - Phase Two:

5.10.1. Expedition will begin with sea kayaking from Ganong Nature Park. While sea kayaking along the coast the Expedition will visit some of the uninhabited and isolated islands, also kayaking up some of the Fiords and bays. The sea kayak journey must end in Ganong Nature Park. This phase will take five (5) days per rotation as outlined in para 5.4.

6. Roles and Responsibilities:

6.1. DND

6.1.1. CIC Staff: The CIC Staff that lead the participants are Cadet Instructor Cadre Officers of the Canadian Forces Reserve. Their role is to supervise and assess the cadets. During the conduct of the Expedition, it is expected that CIC staff will participate with the cadets. Issues with cadets such as behavioural problems, refusal to participate or non-compliance with safety rules and procedures should be brought to the attention of CIC staff for action and documentation. CIC staff should in no way impede the technical authority of the guides during the conduct of the adventure activities.

6.1.2. CIC Staff will provide the following:

6.1.2.1. Equipment: CTC will provide all required equipment for the Cadet and CIC participants, including tandem and single kayaks, spray decks and paddles. The Cadets will be paired and issued tandem sea kayaks, while the CIC Staff will be in solo sea kayaks. CTC will also provide at least one (1) spare paddle for every six (6) participants and CIC Staff. CIC Staff will have in their possession a satellite phone and a SPOT Satellite GPS Messenger for use in case of emergency.

6.1.2.2. Food/Water: CTC will provide all food required for the Cadets and CIC participants for the duration of the Expedition, beginning with the first and ending with the last meal at the staging site. Meals will be planned in such that they may be prepared in wilderness camping situations, using equipment provided by Argonaut CTC.

6.1.2.3. Accommodations/Bathroom Facilities: Argonaut CTC will provide a site to accommodate, feed and train the Cadet personnel during the preliminary training. Tented accommodations will be used by the cadets and CIC Staff during the expedition. The number of tents will be twelve to thirteen (12-13) per rotation, as well as a separate area for meal preparation.

6.1.2.4. Transportation: The cadets/CIC Staff will be transported to and from the Outfitter's on site location by transportation provided by Argonaut CTC.

6.1.3. One of the CIC Staff members attending holds a Paddle Canada Sea Kayak Level 2 skills certification and may be engaged by the guides to provide technical assistance if required.

6.2. **Guides:**

6.2.1. The outfitter must provide qualified staff to lead the Expedition. During the conduct of the Expedition, the guides will have complete technical authority over the Cadet personnel and their supervisors. The guides will be responsible for providing their own technical equipment and food.

6.2.2. The Outfitter must provide a minimum of two (2) guides with the following qualifications along with \$1M liability insurance.

6.2.2.1. Paddle Canada Sea Kayaking Level II, with at least one guide having Level III or higher (equivalent qualifications may be accepted upon review by RCSU (A)); and

6.2.2.2. At least one guide must be experienced and familiar with leading multi-day trips along the applicable sea kayaking routes to be used.

6.2.2.3. At least one (1) guide must possess Wilderness First Aid certification.

6.2.2.4. At least one (1) guide must possess Restricted Operator's Certificate – Maritime.

6.2.2.5. Each guide shall have a completed Criminal Records Check with Child Abuse Registry search reports within the last two (2) years. The Outfitter shall submit proof upon request by a representative of the Client Unit.

6.2.3. The outfitter shall provide four (4) qualified guides to meet industry guidelines and cadet program safety publications.

6.2.4. Guides must follow all applicable Transport Canada, Canadian Coast Guard and Paddle Canada Guidelines.

6.2.5. The Cadets will be providing their own tenting accommodations during the expedition. The number of tents will be approximately twelve to thirteen (12-13) two-person tents as well as a food preparation area. The group size and number of tents must be taken into consideration by the guides when planning camping locations each night.

6.2.6. Guides shall inspect Cadet and CIC equipment to ensure it complies with Paddle Canada and Transport Canada acts, regulations and standards.

6.2.7. The Outfitter and/or guides must provide the following:

- 6.2.7.1. Personal kayaking gear
- 6.2.7.2. Personal food and water
- 6.2.7.3. Personal camping equipment
- 6.2.7.4. Appropriate rescue gear and equipment
- 6.2.7.5. At least one (1) operational VHF Radio with spare battery
- 6.2.7.6. Kayak field repair supplies
- 6.2.7.7. At least three (3) pyrotechnic distress signals (type A, B or C)*
- 6.2.7.8. Marine emergency first aid kit, watertight and appropriate for size of the group and duration of the trip*
- 6.2.7.9. Buoyant heaving line, not less than 15-meters in length*
- 6.2.7.10. Watertight flashlight, with fully charged batteries installed*
- 6.2.7.11. Pea-less whistle and/or handheld compressed-gas horn*

*In accordance with Ref D

6.2.8. Float Plan and Emergency Procedures Plan. The Outfitter must provide details of a float plan and an emergency procedure plan. Cadet personnel must be familiar with and have knowledge of the emergency procedures before the expedition.

6.3. The guide(s) shall submit to an inspection of the required safety equipment (ref para 6.2.7) upon request by a representative of the Client Unit.

7. Float Plan/Emergency Procedures Plan:

7.1. The Outfitter shall submit a comprehensive Emergency Procedures Plan with their proposal. The emergency procedures plan must detail procedures that will be followed and equipment that will be used in the event of an emergency. The emergency procedures plan must contain, at a minimum, the following details:

- 7.1.1. Safety plan (safety equipment, rescue equipment, ability to meet Transport Canada, Coast Guard and Paddle Canada requirements for leading a group);
- 7.1.2. Evacuation plan (various take-outs, external assistance, etc.);
- 7.1.3. Medical plan (ie. participant medical information template, ability to contact external agencies, etc.);
- 7.1.4. Hypothermia plan (equipment, procedures, etc.); and
- 7.1.5. Emergency contact information (rescue).

7.2. The Guide and/or Outfitter shall submit a Float Plan with their proposal. The Float Plan shall be revised to include trip-specific data prior to each rotation and reviewed with the Project Authority and CIC Staff. Each Float Plan shall contain, at a minimum, the following information:

Solicitation No. - N° de l'invitation

W010X-15E143/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

hal220

Client Ref. No. - N° de réf. du client

W010X-15E143

HAL-4-73234

CCC No./N° CCC - FMS No./N° VME

- 7.2.1.Pre-trip checklist (ref D)
- 7.2.2.Proposed route, including campsites
- 7.2.3.Alternate route
- 7.2.4.Participant list
- 7.2.5.Kayak list, including the color of each kayak
- 7.2.6.Participant medical information
- 7.2.7.Emergency procedures plan (ref para 7.1)
- 7.2.8.Communications plan
- 7.2.9.Weather forecast (ref H)
- 7.2.10. Applicable tide tables (ref G)

Annex B**MANDATORY REQUIREMENTS, RATED REQUIREMENTS
AND SELECTION METHOD****MANDATORY EVALUATION CRITERIA**

At bid closing time, the Outfitter must comply with the following mandatory requirements and provide the necessary documentation to support compliance.

Any Proposal, which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

VERY IMPORTANT: Each requirement should be addressed separately and in detail.

MR	Criteria	MET / NOT MET
MR1	Outfitter's Experience – Guide Certifications Outfitter MUST propose two sea kayak guides that collectively meet or exceed all of the following certifications. Proof of certification for each of the following MUST be submitted with the bid.	
MR1.1	One guide with minimum certification of Paddle Canada Level II Sea Kayak skills and one guide with minimum certification of Paddle Canada Level III Sea Kayak skills.	
MR1.2	One guide minimum current Wilderness First Aid.	
MR1.3	One guide with Restricted Operator's Certificate - Maritime (ROC-M)	
MR2	Outfitter's Insurance Requirement Outfitter MUST carry a minimum of \$1M liability insurance. Proof of insurance shall be submitted with the bid.	
MR3	Outfitter's Comprehensive Emergency Procedures Plan The Outfitter MUST submit a comprehensive Emergency Procedures Plan. Components of the Emergency Procedures Plan will form part of the Float Plan and must	

	include, at a minimum, the following details:	
	<ol style="list-style-type: none"> 1. Safety plan (safety equipment, rescue equipment, ability to meet Transport Canada, Coast Guard and Paddle Canada requirements for leading a group); 2. Evacuation plan (various take-outs, external assistance, etc.); 3. Medical plan (ie. participant medical information template, ability to contact external agencies, etc.); 4. Hypothermia plan (equipment, procedures, etc.); and 5. Emergency contact information (rescue). 	

POINT-RATED EVALUATION CRITERIA

Each Proposal which meets all the mandatory requirements specified above, will be evaluated and scored in accordance with the following point rated evaluation criteria:

Outfitters **MUST** obtain the required minimum six (6 points) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of twenty (20) points.

PR	Criteria	POINTS (Total 20)
PR1	<p>Outfitter's Experience – At least one of the proposed guides MUST have previous experience leading multi-day* trips in Passamaquoddy Bay. Please provide details of at least two (2) multi-day trips led by ONE of the proposed guides in the past five (5) years. The Outfitter will be awarded points for trips in excess of the minimum over the last five (5) years.</p> <p>Please provide a list of at least two (2) multi-day trips that completed within the past five (5) years to substantiate the above.</p> <p>Outfitter's WILL be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> • four (4) or more trips =ten (10) points. • three (3) trips =six (6) points; • two (2) trips =four (4) points; and • less than two (2) trips =zero (0) points (disqualified). 	

	*A multi day trip is defined as three (3) or more consecutive days in a leadership or guide position.	
PR2	<p>Outfitter's Proposed Float Plan</p> <p>The Outfitter MUST provide a detailed Float Plan. The Float Plan should be comprehensive and include, at a minimum, the information below. Some fields, such as participant list and kayak descriptions will be populated at a later date, however, the blank field should be included.</p> <ol style="list-style-type: none"> 1. Pre-trip checklist; 2. Participant list (field only, not populated); 3. Description of kayak/participant, ie. color of kayak, color of lifejacket/PFD (field only, not populated) 4. Proposed route, including campsites and fresh water sources; 5. Alternate routes that may be considered during adverse weather conditions; 6. Weather forecast template, tide table and considerations; and 7. Communication plan. <p>Outfitters will be allocated up to ten (10) points as follows:</p> <ul style="list-style-type: none"> • Float Plan is comprehensive and explains all points in detail =ten (10) points; • Float Plan includes a sufficient amount of detail in most aspects. Raises some questions =five (5) points; • Float Plan is lacking in detail. Raises a number of questions =two (2) points; and • Float Plan does not include sufficient detail=zero (0) points (disqualified). 	
Total Points:		

Solicitation No. - N° de l'invitation

W010X-15E143/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73234

Buyer ID - Id de l'acheteur

hal220

CCC No./N° CCC - FMS No./N° VME

Client Ref. No. - N° de réf. du client

W010X-15E143

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria below; and
 - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. **The responsive bid with the lowest evaluated price will be recommended for award of a contract.**

Annex C

FINANCIAL PROPOSAL

CALCULATION OF TOTAL PRICE FOR EVALUATION PURPOSES and CONTRACT AMOUNT

PRICE PROPOSAL FORM

INSTRUCTIONS: Complete this price proposal form with the name of Proponent, name of Project and solicitation number.

PROONENTS SHALL NOT ALTER THIS FORM

Name of Proponent: _____

Address: _____

Phone / Fax: _____

The following will form part of the evaluation process:

1. COST BREAKDOWN

Note: All costs for overhead, profit, financing, general requirements, contingencies, personnel, travel expenses, supplies, etc. are to be built into the Price.

All prices must be listed on Financial Proposal Table 3 (below). Any items that appear on the Contractor's invoice(s) that do not appear in this Proposal will be rejected.

The Contract Amount and unit rates shall be in Canadian currency and shall not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.

2. PRICE FOR EVALUATION PURPOSES

The successful Proponent's Contract Amount and Price for Evaluation Purposes will be calculated as follows.

The Contractor is to complete the Price, HST and Totals for the table below.

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client
W010X-15E143

File No. - N° du dossier
HAL-4-73234

CCC No./N° CCC - FMS No./N° VME

Table 3. FINANCIAL PROPOSAL

Date	Requirement	Price:
08-09 July 2015	Preliminary Training Session 1	\$
10-11 July 2015	Preliminary Training Session 2	\$
13-14 July 2015	Preliminary Training Session 3	\$
17-21 July 2014	Guided Expedition, Rotation 1	\$
23-27 July 2014	Guided Expedition, Rotation 2	\$
29 July – 2 Aug 2014	Guided Expedition, Rotation 3	\$
Any/all additional costs (provide detail):		\$
HST:		\$
TOTAL (including HST):		\$

Solicitation No. - N° de l'invitation
W010X-15E143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
hal220

Client Ref. No. - N° de réf. du client
W010X-15E143

File No. - N° du dossier
HAL-4-73234

CCC No./N° CCC - FMS No./N° VME

CHAPTER 3

CANOEING – KAYAKING – VOYAGEUR CANOEING – SEA KAYAKING

GENERAL

1. This chapter is written in five sections. The general portion applies to the four paddling activities identified in the subject. The subsequent sections contain details specific to each activity.

DESCRIPTION OF ACTIVITY

2. The paddling sports come from the locomotion generated by paddlers in a small watercraft. Many different types of crafts exist and will be discussed in the instruction; canoes, and kayaks are in the same family of transportation/leisure vehicles and activity origin. Small watercraft such as canoes differ by their shapes and purposes. A very different shape and construction is used for a long distance travelling voyageur canoe compared to an Olympic sprint canoe or a sea going kayaking to a small very manoeuvrable kayak made for moving water.

3. In this order, the term “paddlers” refers to all operators of canoes, kayaks, sea kayaks and voyageur canoes. When specific directives apply to only one or some of the paddling activities, they will be identified. Rafting, as an adventure activity will be covered separately. When sea kayaking is not specifically identified, the term “kayak” or “kayaking” refers to the smaller, plastic kayak usually used in moving water, rivers, and creeks.

AIM OF ACTIVITY

4. The aim of paddling activities such as canoe/kayak training is to expose CCM members to an activity of great cultural significance to Canadians. Water travel in Canada is part of our heritage. The CCM offers an exciting way for cadets to explore Canada’s waterways through the promotion of safe canoeing and environmentally sensitive paddling. The discovery of Canadian geography can be used to challenge cadets and expose them to environments/situations with which they may not be familiar. Paddling instruction and trips can offer an opportunity to appreciate the Canadian wilderness and for cadets to learn from their experience. Paddling does not by itself build on other skills already learned in the CCM, although cadets who have experienced backpacking and expeditions using other modes of travel will have a better understanding of the principles behind on-water trips. Each paddling activity develops new specific technical skills. Paddling skills can easily be combined with other adventure activities, in addition to map and compass, citizenship, leadership development and instructional technique. Moreover, CCM members will learn water safety and safe tripping skills.

CANADIAN REGULATIONS CONCERNING SPECIFIC ACTIVITIES

5. The Canadian Coast Guard regulates the use of small watercraft such as canoes in Canada’s waters. The Small Vessel Regulations describe the minimum safety equipment required for all recreational vessels, including canoes, kayaks and voyageur canoes. Voyageur canoes depending on their length come under different categories of craft than ordinary canoes and kayaks. In addition, the Collision Regulations apply to every vessel operating in navigable waters. They dictate right-of-way rules and require the operator of every vessel to maintain a constant look-out. Paddlers are required to use every available means to determine whether there is any risk of collision with another vessel. Although bumping commonly occurs during training in small watercraft, collision in this case means a collision that results in harm/destabilization of paddler(s) and/or damage to craft.

6. The Canadian Fisheries and Environment Ministry may restrict access to certain waterways; the CCM will abide those regulations.

MILITARY REGULATIONS

7. The CF regulates Adventure Training in DAOD 5031-10 and Aquatic and Water Safety in CFAO 50-04.

CCM SAFETY REGULATIONS

8. Many aspects of paddling safety specific to the CCM are covered in A-CR-CCP-030/PT-001, Water Safety Orders. In case of disagreeing instructions between A-CR-CCP-030/PT-001, DAOD 5031-10 and CFAO 50-04, Aquatic and Water Safety, A-CR-CCP-030/PT-001 shall be the primary source of correct information for watercraft safety in the CCM.

AUTHORITY LEVEL

9. Flat water/moving water trips and day instruction require prior approval by Regional Cadet Support Units Detachments Commander's. Wilderness trips, big water paddling and group sizes larger than 20 members require Regional Cadet Support Unit Commanding Officer's approval.

10. Paddling expeditions that involve groups larger than 50 members should be avoided since they can severely impact the environment in which they are conducted. However such expedition and multi-regional initiatives, or in extreme conditions such as polar regions or UNESCO World Heritage Sites require National authority.

GOVERNING BODIES

11. Governing bodies are:

- a. Paddle Canada
P.O. Box 398
446 Main St West
Merrickville, ON K0G 1N0
Telephone: 613-269-2910
Fax: 613-269-2908
Toll Free: 1-888-252-6292
- b. Canadian Canoe Association; the professional body of top level paddling athletes responsible for national coaching and athlete carding; National Canoe team for world competitions and Olympics (www.canoe kayak.ca).
- c. International Canoe Association.
- d. American Canoe Association
7432 Alban Station Blvd, Suite B-232
Springfield VA 22150
Telephone: 703-451-0141
Website: www.acanet.org
- e. Canadian Red Cross Water Safety Service.
- f. White Water Canada.
- g. Rescue 3 International.
- h. National Life Saving Society.
- i. Parks Canada, National Rivers Project.
- j. Paddling links at: canoe.info-pages.com/dbase-new/club-c.html.

12. Provincial and regional organization are:
- a. Provincial affiliates of Paddle Canada (Annex A).
 - b. Ontario Marathon Canoe Association.
 - c. Fédération québécoise de canot-kayak camping
1415 Jarry Est
Montréal, QC H2E 2Z7

EQUIPMENT REQUIREMENTS

13. A-CR-CCP-030/PT-001, Water Safety Orders, outlines the requisite safety equipment to be provided in each canoe/kayak.

- a. DELETED
- b. DELETED
- c. DELETED
- d. DELETED
- e. DELETED
- f. DELETED

14. IAW A-CR-CCP-030/PT-001, Water Safety Orders, Annexes D and E, certain articles of equipment and clothing are appropriate, recommended or necessary for undergoing paddling training. The following clothing and equipment is added as a requirement to conduct paddling training in the CCM:

a. Equipment

- (1) **Watercraft.** All crafts used by cadets for paddling sports will be inherently buoyant. If buoyancy can only be established with air cells, they must be checked for effective performance regularly.
- (2) **Helmets.** A regionally approved helmet is recommended for wear at all times, but mandatory when operating beyond Class I river conditions or near rock on open water. Personnel undergoing kayak training will usually wear helmets at all times. Helmets must be made of a sturdy shell and cushion lining with many water exit holes (vented) and a solid chinstrap. The helmet must be worn secured to the head, not swivelling side to side or back and forth, it must protect the frontal lobe from impact and the cervical spine from back swing. Some model of specific paddling helmets such as "Wildwater" and "Cascade" may also be utilized as long as they are fitted properly. Ear guards are not required but recommended in moving water above Class II.
- (3) **Paddles.** Not every canoe/kayak training facility has the financial ability to purchase and maintain modern aluminum/plastic or graphite composite paddles. If relatively inexpensive wooden paddles must be used, they should be in good condition, and properly varnished. They should also be readily available in large quantities since they are easily broken.

- (4) **First Aid Kit.** A waterproof first aid kit of appropriate size and type for the paddling group and the activities is expected; it must be readily available during training and tripping.
- (5) **Repair Kit.** An appropriate repair kit for the number and types of craft must be taken on trips and should be available during training.

b. **Clothing**

- (1) **Layers.** Should be warm and wind/water resistant according to weather.
- (2) **Shoes.** Must be worn at all times. Soft-sole lightweight running shoes or wet-suit booties with good soles are preferable especially if portages are expected. Sturdy sports sandals with solid buckles are acceptable for flat water paddling activities or when difficult portages are not expected. Loose Velcro attachments tend to let go once wet, and therefore are not acceptable.
- (3) **PFDs.** Must always be worn and worn as the last layer. An inspection must take place to ensure that the clothing required according to weather and temperature does not interfere with the buoyancy of the participants. Wet and dry suits offer good performance and enhance buoyancy in cold weather/water conditions. Efforts should be made to make this equipment available if necessary.

15. Inappropriate clothing:

- a. big rubber boots “farmer style” and combat boots;
- b. flip-flops, clog type footwear or loose shoes/sandals; and
- c. restrictive clothing or clothing that will become restrictive once submerged under water, e.g. many layers of wool, jeans or clothing with elastics that will retain water.

RECOMMENDED EQUIPMENT LIST

16. The following list of equipment should be made available to cadets undergoing paddling training:

- a. knee pads;
- b. wide brim hat;
- c. gloves or pogies;
- d. appropriate weather clothes, i.e. wind and water protection; and
- e. wet or dry suits are strongly recommended for paddling in conditions of water temperature colder than 10°C.

SAFETY BOAT REQUIREMENTS

17. Safety boat requirements are identified in A-CR-CCP-030/PT-001, Water Safety Orders.

■ **RATION REQUIREMENTS**

18. **Type.** While canoe/kayak training or tripping, no special nutrition is required with the exception of fluids. Paddling can be a very physically demanding activity and usually take place with no protection from the sun and wind. Plenty of appropriate fluids (cold or warm) must be available for all paddlers. The type of rations for paddling trips can be varied and flexible. Since paddlers are not usually over concerned with weight, Individual Meal Pack (IMP) offers an easy meal with plenty of nutrition. If fresh rations are used, proper meal planning is necessary especially for trips longer than three days.

19. **Amount.** The energy cost of paddling is similar to that of hiking, the amounts of rations must cover all meals, snacks, quick energy fixes and a safe surplus (usually one meal for a short trip and three meals for a five-day trip). In cold temperatures the energy cost of paddling may be elevated even though the paddlers may feel less appetite. Nutritious, sweet and good tasting foods are necessary to sustain long-distance paddling in cold temperature conditions.

20. **Preparation.** If environmental conditions and fire indexes allow; it is possible for cadets on a paddling trip to cook their food over an open fire; however, direct supervision is required. Usually single burner stove will be used for warming water and cooking food. Similar precautions must be taken while cooking over a stove as cooking over an open fire.

21. **Water.** Water and fluids should be readily available during canoe/kayak training. In most Canadian streams, it is now advisable to either filter or purify drinking water. Chemical water purifying methods such as the use of iodine should be mainly used for cases of survival since they have an adverse effect on the body functions and organs. If clean drinking water is not available from the area, then filters/purifiers must be carried and employed. Water can also be boiled for five minutes to be fit for consumption. This method of water purification burns a lot of fuel and proper provisions will have to be carried. However, boiled water is often associated with unpleasant tasting water, cadets may fail to rehydrate properly.

TRANSPORTATION REQUIREMENTS

22. Paddling day instruction and tripping usually requires the transport of canoe or kayak trailers. Drivers must ensure the proper electrical and tow equipment is available in the vehicle towing the trailer. Drivers should be experienced at driving with a canoe trailer and must also take responsibility for their load. All watercraft tie-downs (straps) must be double checked by the driver prior to departure.

23. If trailers are left unattended during training or tripping, proper security arrangements must be made to ensure the trailer will not be stolen or tampered with. Special permissions may be required to leave trailers and vehicles overnight.

24. Safety vehicle/evacuation means may be the same vehicle. If no motorized safety boat is used during a paddling trip, then a safety vehicle must be present at a location closely accessible to the trip leader. The safety vehicle must have appropriate communications means to be in contact with both the trip leader and local authorities. A first aid kit should be available in the safety vehicle at all times.

25. In wilderness settings where no land or water safety vehicle is accessible within three hours, proper arrangements must be made for helicopter evacuations through either search and rescue, the CF, parks services, police/fire department or the national coast guard. If this last option is used, proper communications must be established with the evacuation agency. In this case, communications will usually require satellite phone access and a prepared list of the appropriate phone numbers and emergency procedures.

CADET SKILL LEVEL

26. Army cadets at any level of training may participate in flat water paddling training as part of the Corps Program (Complementary Activity), Optional Program, CSTC Program, or CSTC Extra-curricular Activity. Additionally, Army cadets may participate in paddling instruction as Regionally or Nationally Directed Activities.

27. Cadets must be able to control their craft and demonstrate calm response to instructions while swimming in flat water while wearing a PFD prior to progressing to moving water. Also, cadets must have previous experience on Class II water prior to paddling on Class III rapids (refer to Annex D).

28. Although it is understood that paddling trips are often a learning experience where much instruction and practice will take place during the conduct of the trip, some pre-trip training is required. Inherent risks exist in all types of paddling activities. Although training cannot guarantee the complete safety of cadets on paddling trips, it is necessary to conduct the following minimum training prior to departure:

- a. For cadets who have never participated in paddling training before, it is necessary to conduct at least two days of flat water training prior to departure. The pre-trip training is to including the basic strokes, the swim test in A-CR-CCP-030/PT-001 and the necessary safety skills listed in the progression table (Annex B).
- b. If cadets have received the two-day introduction before, then a one-day review and practice is adequate.
- c. If cadets are going to paddle in moving water or open water, then they must receive at least one additional day of training appropriate to the content of the trip. The pre-trip training must include immediate actions upon dumping, basic strokes, swimming, self-rescue and the necessary safety skills as listed in the progression table for the conditions expected on the trip. Also, dangerous conditions such as sweeper/strainer, low head dams and unhappy (frowning) holes or ledges must be discussed as part of pre-trip training if they are expected during the trip.
- d. If the cadets have paddling trips or moving water trips experience, than one day of practice is adequate prior to departure.
- e. With the exception of steering skills, canoe training and voyageur canoe training can be used interchangeably during the pre-training phase for the preparation of a trip. Specific stern training must take place to ensure both tandem or solo traditional canoes and small group voyageur canoes are steered properly. Usually an experienced senior cadet or qualified staff will steer voyageur canoes.

29. Although canoe training cannot take the place of kayak (sea or river) pre-training (and vice versa), some similarities exist and skills/knowledge can be carried over. If cadets are participating in a canoe/kayak trip with prior experience using another type of craft, then at least one day of pre-training must take place to familiarize the cadets with the appropriate craft. One day on flat water prior to flat water trips, and an additional day of moving water or open water prior to moving/open water trips using the appropriate type of craft. Prior experience in rafting is not sufficient since there are usually very few steering skills developed during such an activity.

PHYSICAL FITNESS

30. There are no physical fitness requirements for paddling in general, especially for familiarization and basic training. However, both cadets and staff should function at a Bronze level of physical fitness for solo canoeing and wilderness moving water-paddling trips. In some situations, some instructors/leaders may be the best leaders for specific paddling activity without meeting the basic guidelines for physical fitness. In such a case where a great deal of experience, qualification and ability is demonstrated, the physical fitness requirement should be considered a guideline.

PROGRESSION MATRIX

31. Refer to the progression matrix at Annex B.

INSTRUCTOR TO CADET RATIOS

32. The instructor/cadet ratio for canoeing, kayaking and sea kayaking activities are outlined in A-CR-CCP-030/PT-001, Water Safety Orders.

a. DELETED

b. DELETED

33. The instructor/cadet ratio for voyageur canoeing activities shall be as follows:

- a. **Flat Water Training.** An instructor to cadet ratio of 1:15 with a maximum instructor to voyageur canoe ratio of 1:4.

- b. **Tripping.** An instructor to cadet ratio of 1:8; there must be at least a basic level instructor in each voyageur canoe.

MAX AND MIN NUMBER OF PARTICIPANTS

34. Since safety and rescues are often accomplished with teamwork, there must be a minimum number of craft on the water to ensure the safety of all paddlers.

- a. DELETED
- b. DELETED

34A The maximum and minimum number of participants for canoeing, kayaking and sea kayaking activities are outlined in A-CR-CCP-030/PT-001, Water Safety Orders.

34B Where voyageur canoes are in use during training sessions there must be at least two craft on the water at all times. Where voyageur canoes are in use during paddling trips there must be a minimum of three craft of a similar capacity in a group. Safety boat requirements for voyageur canoes are found in Chapter 3, paragraph 71.

MANAGEMENT GUIDELINES

35. **Group Organization and Leadership for Paddling Trips.** An instructor or trip leader cannot also be the only supervisor. Certain conditions, such as moving, big or open water conditions, require a minimum of two safety boats each with a qualified instructor on board.

- a. Responsibilities of the lead craft are:
 - (1) set pace and keep track of group;
 - (2) select route to be followed;
 - (3) scouts rapids; and
 - (4) act as rescue boat if required (coordinate with power safety boat and sweep canoe), carry safety equipment.
- b. Responsibilities of the sweep craft are:
 - (1) keeps group intact; and
 - (2) may act as rescue boat and carry other safety equipment.
- c. Group responsibilities:
 - (1) keep group compact;
 - (2) maintain sufficient spacing to avoid collisions (usually three to five canoe lengths);
 - (3) keep next canoe upstream in sight, signal to front canoe to stop if not;
 - (4) communication between the crafts must carry up and downstream;
 - (5) give the right of way to the downstream craft; and
 - (6) judge difficulty according to experience and training.

36. **Rescues.** Instructors and rescue boat operator must be trained in rescues. All paddlers must be trained in basic rescues so that they may help themselves in an emergency. Also, it is beneficial to develop a team approach to rescues and instruct team rescues to paddling groups.

- a. The priority of rescue must always be:
 - (1) people;

- (2) boats; and
- (3) equipment.
- b. Group responsibilities in a rescue:
 - (1) alert other paddlers of victims in the water;
 - (2) swimmer are to initiate self-rescue, accept assistance;
 - (3) other paddlers are to assist in a rescue to the best of their abilities when it is safe to do so; and
 - (4) all paddlers not involved in the rescue are to pull-over to one side of river when it is safe to do so, walk back upstream if necessary, and wait for further instruction.

37. **Moving Water Safety.** When attempting a set of rapids or training at a set of rapids, it is necessary to establish both upstream and downstream safety. While upstream safety is important for other river users coming into a training area, downstream safety is important for the participants of the training. In addition to the guidelines below, it is recommended to deploy multiple downstream safety alternatives:

- a. Take the time to scout the rapids as necessary.
- b. It may be necessary for safety personnel to walk down below the rapids to provide safety for the first canoe.
- c. It may be necessary to portage a canoe downstream if shore safety is not adequate for the conditions.
- d. The first boat down shall become the safety boat.
- e. It may be necessary to re-arrange paddlers and instructors within the group depending on conditions.
- f. Cadets should be given the option to attempt rapids or to portage around them.

REQUIRED PREPARATORY WORK

38. **Familiarity With Area and Recces.** At least one instructor, usually the trip leader should have training/tripping experience of the area prior to conducting cadet training/tripping. If paddling experience is not available, extensive specific recces of the following points must be done prior to the trip. Written information, the Internet and local knowledge can be used to prepare for the trip. Map recces are a component of the preparation of a trip, but cannot serve as the sole source of information prior to departure:

- a. put-in, take-out points;
- b. emergency evacuation point;
- c. camp sites, primaries and back-ups;
- d. rendez-vous points;
- e. alternate put-in and take-out points;
- f. environmentally sensitive areas; and
- g. identified danger areas, i.e. dams and portages.

39. **Tripping Considerations.** The following points must be taken into consideration when planning a canoe trip:

- a. qualifications of participants;
- b. experience of participants and pre-trip training;
- c. fitness and medical status of all participants;
- d. risk management;
- e. the weather forecast;
- f. appropriate clothing and equipment;
- g. use a safety checklist; and
- h. familiarity and experience with area and conditions.

40. **Big Rivers, Wilderness Areas and Open Water.** Big rivers in flood, isolated wilderness locations and open water such as coastal waterways can often present extreme conditions compared to the ones encountered in other areas. The following points must be addressed in the organization of training and tripping in such conditions:

- a. organization, qualifications, experience and leadership;
- b. communications equipment and plan; it may be necessary to have more than one communication system and to pre-set a radio-check itinerary;
- c. medical emergency plan; it may be necessary to have medical staff on the trip;
- d. evacuation plan; it may be necessary to have a pre-set plan with the local authorities and helicopter access points;
- e. canoe repairs and spare equipment;
- f. extra food and resources;
- g. special licenses and permissions may be necessary in some areas;
- h. specialized equipment and training; and
- i. risk assessment and management must be appropriate for the activity.

NECESSARY PLANNING

41. **Safety Checklist.** A safety checklist is used during the preparation phase of a canoe trip. It should contain the following points. This list is not exclusive and safety checklists should be amended to match the activity planned:

- a. file a trip plan (itinerary, path, expected timings, methods of contact) with local authority, training headquarters or use an on land safety vehicle;
- b. safety equipment required by law;

- c. first aid equipment appropriate to size of group and type of activity;
- d. equipment checked for serviceability;
- e. emergency and evacuation plan, including details on how to contact emergency medical services, and headquarters support;
- f. food and water;
- g. necessary living equipment;
- h. communications equipment and system of signals to be used within the group and to access outside help;
- i. leadership briefing detailing how the trip will be conducted;
- j. river/trip log; and
- k. risk assessment and management.

■ INTENSITY LEVEL OF THE ACTIVITY

42. The intensity of paddling activities is described in the progression matrix for each paddling sport.

ENVIRONMENTAL CONSIDERATIONS

43. Waste management for personal hygiene, food scraps, food containers and human waste for paddling trips and training will follow camping skills of “minimum impact” at minimum and “no trace” in optimum conditions. The impact philosophy of camping and outdoor adventure is established in Chapter 1 and in the RCAC Reference Book.

44. The instructor to cadet ratios will limit group sizes. The maximum allowable visitors at campsites will limit size of tripping groups. Special considerations must be given to environmentally sensitive areas, minimal impact must be imposed onto any given environment. It is better to separate large groups into smaller units and space-out the departure of each smaller group so that no large, intrusive group of paddlers block-up sections of rivers and shore line. Campsites (established or wilderness) should not have to support more than 15 visitors.

WEATHER CONSIDERATIONS

45. Know the weather forecast.

46. It is permissible to paddle in the rain and fog but if it interferes with reasonable visibility or strong winds accompany the rain then it will be necessary for all craft to return to shore, as soon as it is safe to do so. Paddling distance between craft should be diminished during periods of poor visibility, be aware that precipitation may affect water levels and rapid classifications.

47. There shall be no paddling training or tripping while lightning is present, all crafts are to pull over to the closest shore as soon as it is safe to do so.

48. Although extremely cold or hot temperatures do not interfere directly with paddling, training and tripping must be adapted accordingly, paddling gloves and pogies may be necessary. Special consideration should be given to appropriate clothing such as wet and dry suits, and PFD buoyancy according to paragraph 13. Paddling instructors must be trained to recognize signs of heat/cold-related illnesses, treatment and prevention.

49. Although it is possible to paddle in the snow, extreme precautions must be taken to avoid upsets. There must be available resources to rescue and warm up paddlers in the event of an upset in very cold water. Paddling activities will not take place in waters that are partially covered by ice. Special permission from Regional Support Units Commanding Officers or the Directorate of Cadets must be granted for activities that propose to paddle near ice sheets such as the ones seen in polar regions.

LIMITATIONS

50. Paddling is limited by the following conditions. These conditions preclude paddle training/tripping from beginning and also direct its cessation as quickly as safely possible:

- a. Paddle training and tripping is restricted to Class III and lesser moving water for open canoes; closed boats (kayaks) may paddle up to Class IV moving water under close supervision. Extra caution must be taken with paddling activities taking place on large bodies of open water.
- b. Voyageur canoe and sea kayaks are restricted to Class I and lesser moving water, they are mostly flat water and open watercrafts.
- c. Paddling training is restricted to daylight hours. Paddling trips are not restricted by daylight; however caution must be taken while operating in low visibility.
- d. Paddling in reasonable visibility applies to paddling on flat water only. In moving water, no paddling will take place if any factors reduce visibility.
- e. Paddling for rescue/safety purposes after daylight hours is permissible in calm, flat water only.
- f. If it is required to paddle in low-visibility conditions or darkness, then each paddler will wear an activated glow stick on their PFD and each craft will either be equipped with an activated glow stick or navigation lights and one white light. In addition, at least two safety boats must be designated (refer to A-CR-CCP-030/PT-001, Water Training Safety).
- g. All water related training and tripping must cease when in the presence of lightning or ice on the water.
- h. While paddling in wind conditions described in the Wind Chart for Paddlers of the CCM, it may be required to return to shore, as quickly as it is safe to do so.
- i. Paddling groups will not separate unless it was previously arranged.
- j. Paddling will not take place when ice sheets covers any part of the waterway being paddled.
- k. Combinations of wind and cold water/air temperatures must be taken into consideration in deciding to paddle or returning to shore.

RISK ASSESSMENT AND MANAGEMENT

51. Certain inherent risks exist in all paddling activities for example drowning, physical injury, cold illnesses and equipment loss or damage. The safety regulations set for the Canadian public, service members and CCM members have for purpose to reduce the inherent and accidental risks involved with activities developed around water. The following lists some points to be considered in risk assessment and management of paddling activities:

- a. participants: number, age, qualifications, experience;
- b. temperature;
- c. equipment: necessary, required, desired, personal and group;

- d. skill level, qualifications and experience of the leader/instructor; and
- e. support and resources.

DEBRIEF

52. Paddling activities will always include some teamwork but will usually also be a very personal experience. The personal challenges each participant will meet can be discussed in a learning/supportive environment. Group leaders should be especially aware of difficulties some participants may have encountered and use judgment in adapting group debriefs. It may be more appropriate to discuss some issues in private. Depending on the intensity of the experience, some participants may require some personal time or a team activity immediately following activity. Staff, especially developing leaders will require special attention and debrief.

LOGBOOK

53. Many paddlers will wish to keep a personal logbook or journal of their paddling activities, qualifications, experience and trips. Such a personal logbook may be used to establish suitability for future paddling activities, courses or instructor positions. Trip and instruction logbooks are an important part of recording and reporting on paddling activities. OPIs, leaders and instructor must keep a logbook of the activities under their charge, as it becomes a legal record of the activity.

SPECIFIC CANOEING SAFETY STANDARDS

CCM REGULATIONS

54. Canoe training and tripping is in large part regulated by A-CR-CCP-030/PT-001, Water Safety Orders. Other safety guidelines as they apply are generic paddling concerns and have been addressed in the section above.

■ EQUIPMENT REQUIREMENTS

55. Additional equipment description for members of CCM undergoing canoeing training or tripping:
- a. **Canoes.** Although aluminum canoes are good for learning basic strokes and how to steer in a flat water environment, they are not adequate for intense, prolonged trips and moving water conditions. Aluminum canoes may be used for flat water and moving water conditions, up to class I. Plastic, Kevlar and composite canoes should be used for moving water training and trips.
 - b. **Spare Paddle.** Each canoe must have at least one spare paddle, it must be secured but immediately available in emergency (i.e. losing or breaking a paddle in rapids).
 - c. **Painters.** Six-metres end lines, fore and aft, 10-mm floatable polypropylene rope, with no knots, etc., at the free end which could snag.
56. **Clothing – Kneepads.** Some paddlers may require kneepads.

INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

57. The following qualifications and experience augment the requirements at A-CR-CCP-030/PT-001.
58. Canoeing instructor qualifications:
- a. The CO of an RCSU may appoint a person as a canoe instructor who has successfully passed a Canoe Instructor Qualification Course offered by the Regional Cadet Instructor School (RCIS).

- b. The CO of an RCSU may appoint a person as a canoe instructor who has successfully passed a Canoe Instructor Qualification Course offered by Paddle Canada or one of its affiliated associations, the Paddle Canada qualification level must be appropriate for the level of the activity:
 - (1) Paddle Canada Flat Water instructor for flat water activities;
 - (2) Paddle Canada Moving Water Level 1 instructor for Class I to Class II moving water;
 - (3) Paddle Canada Moving Water Level 2 instructor for Class III moving water;
 - (4) Paddle Canada Canoe Tripping instructor Level 1 for flat water trips; and
 - (5) Paddle Canada Canoe Tripping Level 2 for moving water trips, note the Level 2 instructor qualification is not required but recommended.
 - c. The CO of an RCSU may appoint a person as a canoe instructor who has successfully passed a canoe instructor qualification course offered by a recognized canoe outfitter or training company after a review of skills and nomination by an RCIS instructor.
 - d. At least one instructor present at the training session or the trip must hold an emergency first aid qualification.
59. Canoeing instructor experience:
- a. Once qualifications are established no additional experience is required for flat water training and tripping.
 - b. At least one trip leader for moving water trips must have recent experience relative to the training to be conducted, and in similar water conditions as the ones expected on the paddling trip.
 - c. Moving water trip leaders must have prior experience as at least an assistant trip leader under an experienced trip leader prior to becoming the commander of a moving water expedition or a canoe trip.
 - d. To conduct moving water, big water or open water trips, trip leaders and instructors with additional qualifications and experience should be sought after to fulfill important leadership and safety roles, the following qualifications and experience are desired:
 - (1) wilderness first responder; and
 - (2) swift water rescue technician Level 1;
 - (3) 10 days and nights of canoe trip/camping leadership; and
 - (4) 500 km of canoe paddling experience.
60. Paddle Canada establishes national guidelines for canoe training and instructor progression but does not govern canoeing as such in each provinces and territories. The licensing/qualification authority remains with the provincial/territorial canoeing associations. Instructors will have to seek the appropriate qualifications from the province in which they will instruct the activity. The qualifications in most provinces will be very similar to the Paddle Canada national standards with the exception of British Columbia and Quebec. In those provinces, officers will have to follow the instructor qualification progression according to their provincial associations and administer the training accordingly.
61. The canoe program guidelines established at the national level follow the Paddle Canada national guidelines for paddler progression, not instructor qualifications.

SPECIFIC KAYAKING SAFETY STANDARDS

CCM REGULATIONS

62. Kayak instruction is mainly regulated by A-CR-CCP-030/PT-001, Water Safety Orders. Other safety guidelines as they apply are generic paddling concerns and have been addressed in the section above.

■ EQUIPMENT REQUIREMENTS

63. In accordance with the Small Vessel Regulations, each kayak must be equipped with the safety equipment mentioned in paragraph 14. However because of the nature of kayaks, with relatively small exit holes and limited space the following guidelines are necessary:

- a. the buoyant heaving line (15 m in length) must be in an accessible container (such as throw bag) so that it is not loose in the cockpit of the boat; and
- b. the bailer must be a small 750-ml container, stored in the rear of the cockpit.

64. Additional safety equipment description for members of CCM undergoing kayak training or tripping:

- a. **Kayaks.** Kayaks must be of a modern fabrication with a keyhole cockpit exit. Kayaks should not be significantly modified from their manufacturers specifications; flotation bags must be used in the rear portion the cockpit only, and spray skirts are necessary. Additional compartments must be sellable.

INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

65. River kayaking instructor qualifications:

- a. The CO of an RCSU may appoint a person as a kayak instructor who has successfully passed a Kayak Instructor Qualification Course offered by Paddle Canada or one of its affiliated associations; the Paddle Canada qualification level must be appropriate for the level of the activity:
 - (1) Paddle Canada Flat Water Kayak instructor for flat water activities;
 - (2) Paddle Canada River Kayak Level 1 instructor for kayaking on Class I to Class II moving water; and
 - (3) Paddle Canada River Kayak Level 2 instructor for kayaking on Class III and IV moving water.
- b. The CO of an RCSU may appoint a person as a kayak instructor who has successfully passed a kayak instructor qualification course offered by a recognized paddling outfitter or training company after a review of skills and nomination by an accredited Subject-Matter Expert (SME) (instructor with RCIS or Paddle Canada qualifications).
- c. At least one instructor present at the training session or the trip must hold an emergency first aid qualification.
- d. No additional experience is required.

SPECIFIC VOYAGEUR CANOEING SAFETY STANDARDS

CCM REGULATIONS

66. Voyageur canoe instruction and tripping is not regulated in A-CR-CCP-030/PT-001, Water Safety Orders, by name. Never the less, A-CR-CCP-030/PT-001 regulates the use, training and tripping of voyageur canoes in the same way as canoes in general. Specific safety guidelines are further detailed below.

EQUIPMENT REQUIREMENTS

67. In accordance with the Small Vessel Regulations, each voyageur canoe must be equipped with the safety equipment mentioned in paragraph 14., as well as the following items:

- a. Voyageur canoes below 6 m in length must carry the necessary safety equipment as listed for regular canoes. In addition, voyageur canoes between 6 and 8 m in length must also carry:
 - (1) a re-boarding device (such as a watercraft ladder) if the freeboard of the canoes is greater than 0.5 m;
 - (2) one Class 5BC fire extinguisher if the craft is power driven; and
 - (3) six Canadian approved flares of Type A, B or C; voyageur canoes can be exempt this last requirement if the craft is travelling in waterways where it can at no time be further than 1 mile (1.6 km) from shore.
- b. Voyageur canoes between 8 and 12 m in length, have the same additional equipment required of other watercraft of 6 to 8 m with the exception of the following:
 - (1) one Class 10BC fire extinguisher if the craft if power driven; and
 - (2) twelve Canadian approved flares Type A, B or C; except if the craft can at no time be further than 1 mile (1.6 km) from shore, then no flares are necessary.

68. Additional safety equipment is required for members of the CCM undergoing voyageur canoeing training and tripping.

69. **Equipment**

- a. **Voyageur Canoes.** Voyageur canoes vary in size and construction. They are usually much bigger than conventional Canadian canoes and measure at least 6 m in length. Some modern materials are used for performance but traditional materials like wood, bark and canvas are used in historical reproduction. Regardless of the construction, the voyageur canoe must be built; of a sturdy frame, with a robust shell, with inherent buoyancy and be used according to manufacturers specifications.
- b. **Bailers.** At least two large volume (2 L) bailers must be carried or numerous smaller ones. Voyageur canoes can be very difficult to recover and will usually require much bailing if upset and prior to towing.
- c. **Spare Paddles.** Each canoe must have at least two spare paddles that are immediately available in case of an emergency.
- d. **Painters.** Six metre end lines, fore and aft, 10 mm floatable polypropylene rope, with no knots, etc., at the free end which could snag.

70. **Clothing – Kneepads.** Some paddlers may require kneepads.

SAFETY BOAT REQUIREMENTS

71. The safety boat requirement for voyageur canoe tripping is a motorized support boat as described in A-CR-CCP-030/PT-001. The minimum requirement for voyageur canoe day instruction (not more than 250 m from shore) safety boat is a voyageur canoe of similar size and ability. There must be at least one safety boat with two operators for every four-voyageur canoes.

TRANSPORTATION REQUIREMENTS

72. Voyageur canoes often weigh 125 kg (300 lb) or more. Their portage and land handling is therefore very difficult and requires a large number of porters and a well-coordinated effort.

73. Voyageur canoes require specialized canoe trailers. These trailers can be larger than regular canoe trailers and as such can be considerably more difficult to manoeuvre. Experienced trailer tow drivers should be sought for this task.

MAX AND MIN NUMBER OF PARTICIPANTS

74. Since safety and rescues are often accomplished with teamwork, there must be a minimum number of craft on the water to ensure the safety of all paddlers:

- a. During voyageur canoe training and tripping, there must be a minimum of two craft in a group. Smaller “in-land” type voyageur canoes (approximately 8 m long) must have a minimum of six paddlers and a maximum of 10 occupants. Reasonably, eight cadets and one instructor can operate this size of voyageur canoe with daypacks only in the canoe. Larger “open water” type voyageur canoes (approximately 11 m long) must have at least eight strong paddlers (or 10 smaller people), which allows room for full packs and no more than 16 paddlers with daypacks.

INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

75. Voyageur canoeing instructor qualifications:

- a. No national or provincial association exists to govern the sport of voyageur canoeing. The skills defined in the progression matrix for this activity are based on comparable skills for regular tandem canoe training according to Paddle Canada. No specific instructor qualifications exist for voyageur canoe instructors or trip leaders.
- b. The CO of an RCSU may appoint a person as a voyageur canoeing instructor who has successfully passed the Canoeing Instructor Qualification Course offered by RCIS, Paddle Canada or one of its affiliated associations; the Paddle Canada qualification level must be appropriate for the level of the activity:
 - (1) Paddle Canada Flat Water instructor for flat water activities; and
 - (2) Paddle Canada Moving Water Level 1 instructor for Class I moving water.
- c. The CO of an RCSU may appoint a person as a voyageur instructor who has successfully passed a voyageur instructor qualification course offered by a recognized paddling outfitter or training company after a review of skills and nomination by an accredited SME (instructor with RCIS or Paddle Canada qualifications).
- d. At least one instructor present at the training session or the trip must hold an emergency first aid qualification.

76. Voyageur canoeing instructor experience (in addition to qualifications above):
- a. at least one day of experience paddling the craft prior to conducting day instruction;
 - b. at least three days of experience steering the craft prior to conducting voyageur canoe trips (including day, overnight and wilderness tripping), the days of experience must take place in similar conditions as the ones expected on the trip; and
 - c. trip leading experience and qualification equivalent to paragraphs 77.b., c. and d.

SPECIFIC SEA KAYAKING SAFETY STANDARDS

CCM REGULATIONS

77. Sea kayaking instruction and tripping is not regulated in A-CR-CCP-030/PT-001, Water Safety Orders, by name. Never the less, A-CR-CCP-030/PT-001 regulates the use, training and tripping of sea kayaks in the same way as canoes and kayaks in general. Specific safety guidelines are further detailed below.

EQUIPMENT REQUIREMENTS

78. Additional safety equipment description for members of CCM undergoing kayak training or tripping:
- a. **Sea Kayaks.** Sea kayaks must be of a modern fabrication with a keyhole cockpit exit. Kayaks should not be significantly modified from their manufacturers specifications; flotation bags should be used in the unoccupied portions of the craft, and spray skirts are necessary. Additional compartments must be sellable.
 - b. **Spare Paddles.** Every paddling group must carry at least one dismantled spare paddle; it must be secured but immediately available.

SAFETY BOAT REQUIREMENTS

79. The safety boat requirement for sea kayaking tripping is a motorized safety boat as described in A-CR-CCP-030/PT-001. The minimum requirement for sea kayaking day instruction (not more than 250 m from shore) is one instructor craft of the same size as the sea kayaks being used. For sea kayaking trips where motorized safety boats are not appropriate, an instructor boat must be assigned as safety boat in addition to the trip leader boat so that there is at least two instructor boats with each group.

INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

80. Sea kayaking instructor qualifications:
- a. The Paddle Canada national guidelines for sea kayak training are accepted in every province and territory of Canada. Provincial canoeing associations are mandated to govern the qualification of sea kayak instructors. Sea kayak instructor qualifications however will easily transfer from one province to another.
 - b. The CO of an RCSU may appoint a person as a sea kayak instructor who has successfully passed a Sea Kayak Instructor Qualification Course offered by Paddle Canada or one of its affiliated associations; the Paddle Canada qualification level must be appropriate for the level of the activity:
 - (1) Paddle Canada Flat Water Kayak instructor for flat – calm/lake water day instruction;
 - (2) Paddle Canada Sea Kayak instructor for sea kayaking conditions in sheltered coastline with calm to light winds (<15 km/h, 8 knots);

- (3) Paddle Canada Sea Kayak instructor Level 2 for sea kayaking conditions in exposed coastline with frequent landing options, winds from slight to moderate (<25 km/h, 13.5 knots); and
- (4) Paddle Canada Sea Kayak instructor Level 3 or for sea kayaking conditions in exposed coastline with infrequent and difficult landing options, swells and strong winds (>25 km/h, 13.5 knots).

81. Sea kayaking instructor experience: trip leading experience and qualification equivalent to paragraphs 77.b., c. and d. is necessary.

CHAPTER 5**CANOE AND KAYAK
SAFETY ORDERS****GENERAL**

1. These orders shall apply to all canoeing and kayaking activities within the Canadian Cadet Movement.

2. The aim of canoe and kayak training is to expose Cadets, Officers, and Civilian Instructors to an activity of great cultural significance to Canadians. The Canadian Cadet Movement offers an exciting way for cadets to explore our waterways through the promotion of safe canoeing and kayaking and environmentally sensitive paddling.

3. The objectives of the canoe and kayak training program are:

- a. To encourage outdoor physical activity;
- b. To be self-sufficient through training of instructors from within the Canadian Cadet Movement; and
- c. To enable personnel to safely navigate the rivers, lakes and coastal waters of this country.

AUTHORITY

4. The Director of Cadets is responsible for establishing policy. The Commanding Officers of Regional Cadet Support Units are responsible for appointing canoeing and kayaking instructors and approving canoeing and kayaking activities.

**REGIONAL STANDING ORDERS AND STANDARD
OPERATING PROCEDURES (SOSOPs)**

5. The Water Training SOSOPs established for canoe and kayak activities shall include:

- a. Action to be taken in the event of an emergency, including the method of contacting medical, fire and police agencies;
- b. Reports, including Accident and Near Accident Reports, River Logs, and Instructor Logs;

CHAPITRE 5**ORDONNANCES DE SÉCURITÉ POUR LES
CANOTS ET KAYAKS****GÉNÉRALITÉS**

1. Ces ordonnances doivent s'appliquer à tous les canots et kayaks utilisés au sein du Mouvement des cadets du Canada.

2. La formation relative au canot et kayak vise à faire connaître aux cadets, aux officiers et aux instructeurs civils une activité d'une grande valeur culturelle pour les Canadiens. Le Mouvement des cadets du Canada permet à ses membres d'explorer les voies navigables canadiennes d'une manière passionnante, en favorisant la pratique sans danger du canot et du kayak en harmonie avec la nature.

3. Le programme de formation en matière de canot et de kayak vise les objectifs suivants :

- a. Encourager l'activité physique en plein air;
- b. Favoriser l'autonomie grâce à la formation offerte par des instructeurs provenant du Mouvement des cadets du Canada;
- c. Permettre aux membres des effectifs de naviguer en toute sécurité sur les rivières et les lacs du Canada.

RESPONSABILITÉ

4. Le directeur des cadets est responsable de l'établissement de la politique. Les commandants d'unités régionales de soutien des cadets sont responsables de la nomination d'instructeurs de canot ou de kayak et de l'approbation d'activités de canotage ou de kayak.

**ORDRES PERMANENTS ET INSTRUCTIONS
PERMANENTES D'OPÉRATION (OPIPO)**

5. Les OPIPO régionaux relatifs aux activités de canot ou kayak doivent comprendre les éléments suivants :

- a. Mesures à prendre en cas d'urgence, notamment pour communiquer avec les services médicaux, de police et d'incendies;
- b. Rapports, y compris les rapports d'accidents et d'accidents frôlés, les registres des rivières et les registres d'instructeurs;

- c. Systems of control, including warning signals, whistles, alarms and search and rescue methods and procedures;
- d. User prerequisites, including requirements in swimming ability and age limitations;
- e. Specific prohibitions, including details on reserved or restricted areas;
- f. Control of the number of persons using the canoes or kayaks at any one given time;
- g. Physical security arrangements, including hours of operation;
- h. Management procedures, including delegated authorities;
- i. Mandatory types of canoeing or kayaking apparel;
- j. Instructions regarding special and common hazards; and
- k. Terms of reference for each management, supervisory, maintenance and custodial position, including the individual responsibilities for emergency and security procedures.

DEFINITIONS

- 6. For the purposes of this order:
 - a. The term “canoe” and the term “kayak” shall refer to a light open boat propelled by paddle(s);
 - b. The term “canoe training” or “kayak training” shall refer to training limited to single location from which the class usually moves no more than 30 minutes or 1000 metres from the put-in point;
 - c. The term “canoe tripping” or “kayak tripping” is any canoe or kayak activity that moves more than 30 minutes or 1000 metres from the put-in point;

- c. Systèmes de contrôle, y compris les signaux d'alarme, les sifflets, les alarmes et les méthodes et procédures de recherche et sauvetage;
- d. Conditions préalables visant les utilisateurs et les limites d'âge;
- e. Interdictions précises, y compris des renseignements détaillés relatifs aux zones réservées ou réglementées;
- f. Contrôle ponctuel du nombre d'utilisateurs de canots ou de kayaks;
- g. Dispositions relatives à la sécurité physique, y compris les heures d'activité;
- h. Procédures de gestion, y compris les pouvoirs délégués;
- i. Types d'agrès obligatoires à bord de canots ou kayaks;
- j. Directives relatives à des dangers particuliers et courants;
- k. Attributions propres à chaque poste de direction, de supervision, d'entretien et de garde, y compris les responsabilités relatives aux procédures d'urgence et de sécurité.

DÉFINITIONS

- 6. Dans le cadre des présentes ordonnances :
 - a. Le terme « canot » et le terme « kayak » désigne une embarcation légère non pontée propulsée à l'aide de pagaies;
 - b. Le terme « formation en matière de canot » ou « formation en matière de kayak » s'applique à de la formation restreinte à un seul emplacement, d'où la classe s'éloigne généralement pendant un maximum de 30 minutes ou de 1 000 mètres du point de mise à l'eau;
 - c. Le terme « excursion en canot » ou « excursion en kayak » signifie les activités de canot ou de kayak dans le cadre desquelles on s'éloigne pendant plus de 30 minutes ou de plus de 1 000 mètres du point de mise à l'eau;

- d. The term “flatwater” describes paddling conditions in calm, relatively flat water with no noticeable current;
 - e. The term “lakewater” describes similar paddling conditions as flatwater. Typically, lakewater paddling refers to the highly advanced performance of flatwater paddling maneuvers to an aesthetic standard;
 - f. The term “moving water” refers to any water that has a discernible current typically assessed with the International Scale of River Difficulty (Class 1 to 6). The term “white water” is sometimes used in reference to violent moving water. As a generic term, moving water encompasses white water;
 - g. The term “Ocean, coastal and open water” refers to paddling conditions in very large bodies of water that would behave like an ocean, ex: seas, very large bays and very large lakes;
 - h. The term “wilderness paddling” or “wilderness trips” describes paddling in a remote, wilderness setting with limited road/rail access, limited communications, difficult evacuation procedures and/or environmentally sensitive areas; and
 - i. The term “reasonable visibility” is a paddling condition measured by the ability for each paddler to see the entire group, the lead craft must also be able to see the equivalent distance ahead.
- d. Le terme « eaux calmes » décrit les conditions de canotage en eaux relativement calmes, sans courant perceptible;
 - e. Le terme « eaux lacustres » décrit les conditions de canotage similaires à celles que l'on retrouve en eaux calmes. Généralement, cette expression est réservée à l'exécution des manœuvres à un niveau technique élevé correspondant à une norme esthétique;
 - f. Le terme « eaux en mouvement » désigne tout plan d'eau ayant un courant perceptible généralement évalué selon l'échelle internationale de difficulté des rivières (cotes 1 à 6). Le terme « eaux vives » est parfois utilisé pour désigner les courants violents. En tant que générique, « eaux en mouvements » englobe « eaux vives »;
 - g. Les termes « océan », « eaux côtières » et « eaux libres » décrivent les conditions de canotage sur de très grands plans d'eau dont le comportement s'apparente à celui d'un océan, comme par exemple, des mers, de très grandes baies ou de très grands lacs;
 - h. Le terme « canotage en milieu sauvage » ou « excursion en milieu sauvage » décrit la pratique du canotage dans des régions éloignées et sauvages, difficilement accessibles par train ou par route, avec des moyens de communication limités, des procédures d'évacuation difficiles et/ou des secteurs vulnérables sur le plan écologique; et
 - i. Le terme « visibilité raisonnable » décrit une condition de canotage dans laquelle chaque pagayeur est capable de voir l'ensemble du groupe, l'embarcation de tête ayant une visibilité équivalente vers l'avant.

POLICY

7. The Commanding Officer of a Regional Cadet Support Unit retains the responsibility to approve or decline canoe or kayak activity requests. This includes an acceptance or review of the water classification of the intended training area or route.

POLITIQUE

7. Les commandants d'unités régionales de soutien des cadets conservent la responsabilité de l'approbation ou du refus des demandes touchant des activités de canot ou de kayak, y compris l'approbation ou l'examen de la classification des eaux de la zone d'instruction ou du parcours prévu.

8. Instructors must be suitably qualified and experienced CF members, Civilian Instructors, or Civilian professionals. A qualified instructor must directly supervise all canoe or kayak training.

9. Recreational flatwater canoeing activities shall be supervised by a safety boat, operated by a certified canoe instructor **OR** an experienced canoeist qualified to operate the type of safety boat used. The ratio of safety boats to canoes shall not exceed 1: 6.

10. Cadets and Staff Cadets may be employed as Assistant Canoe or Kayak Instructors under the direct supervision of a qualified instructor.

11. There must be a safety boat for all training and tripping activities that take place more than 250 m from the put-in point. Safety boats are preferably power boats as described in this order but similar size crafts with similar capability can also be used as safety boats for canoeing and kayaking activities.

INSTRUCTOR QUALIFICATION AND LEVEL OF EXPERIENCE

12. In the approval process it is important to recognise that instructors require training qualifications and experience in order to conduct safe canoe or kayak activities.

13. Qualifications:

- a. The CO of an RCSU may appoint a person as a canoe or kayak instructor who has successfully passed a Canoe or Kayak Instructor Qualification Course offered by the Regional Cadet Instructor School (RCIS), which include:

- (1) Basic Canoe Instructor;
- (2) Canoe Trip Leader;
- (3) Flatwater Canoe Instructor; and
- (4) Moving Water Canoe Instructor.

8. La formation doit être donnée par des membres des FC, des instructeurs civils ou des professionnels civils possédant une expérience et des compétences adéquates. Toute formation en canot ou en kayak doit se dérouler sous la surveillance directe d'un instructeur qualifié.

9. Les activités récréatives de canotage en eau calme seront supervisées par une embarcation de sauvetage sous la gouverne d'un instructeur certifié en canotage **OU** un canotier expérimenté qualifié pour exploiter le type d'embarcation de sauvetage utilisée. Le rapport entre les embarcations de sauvetage et les canots ne devra pas excéder 1: 6.

10. Les cadets et les cadets-cadres peuvent agir à titre d'instructeurs adjoints de canot ou de kayak, sous la surveillance directe d'un instructeur qualifié.

11. Une embarcation de sécurité est requise pour toute activité de canot ou de kayak qui prend place à plus de 250 mètres du point de départ. Les embarcations de sécurité suggérées sont des embarcations à moteur, mais une embarcation de grandeur et avec des capacités similaires peut être utilisée comme embarcation de sécurité lors d'activités de canot ou de kayak.

QUALIFICATIONS ET EXPÉRIENCE DES INSTRUCTEURS

12. Dans le cadre du processus d'approbation, il importe de reconnaître que les instructeurs doivent avoir suivi de la formation et acquis de l'expérience et des qualifications, afin d'être en mesure de mener des activités de canot ou de kayak sans danger.

13. Qualifications :

- a. Les commandants d'URSC peuvent nommer, à titre d'instructeurs de canot, des personnes qui ont suivi avec succès un cours d'accréditation d'instructeurs de canot ou de kayak offert par l'École régionale d'instructeurs de cadets (ERIC) incluant :

- (1) Instructeur de canot de base;
- (2) Chef d'expédition de canot;
- (3) Instructeur de canot en eau calme; et
- (4) Instructeur de canot en eau vive.

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| <ul style="list-style-type: none"> b. The CO of an RCSU may appoint a person as a canoe or kayak instructor who has successfully passed a Canoe or Kayak Instructor Qualification Course offered by the Canadian Recreational Canoe Association (CRCA) or one of its affiliated associations; and c. The CO of an RCSU may appoint a person as a canoe or kayak instructor who has successfully passed a Canoe or Kayak Instructor Qualification Course offered by a recognised canoe outfitter or training company after a review of skills; d. At least one instructor present at the training session or the trip must hold an Emergency First Aid qualification. <p>14. Experience:</p> <ul style="list-style-type: none"> a. The qualifications at paragraph 13 represent sufficient experience for flatwater training and tripping; b. Recent experience relative to the training to be conducted, and in similar water conditions is required for at least one instructor conducting the moving water training and tripping; c. Moving water trip leaders must have prior experience as at least an assistant trip leader under an experienced trip leader prior to becoming the commander of a moving water expedition or a canoe/kayak trip. | <ul style="list-style-type: none"> b. Les commandants d'URSC peuvent nommer, à titre d'instructeurs de canot ou de kayak, des personnes qui ont suivi avec succès un cours d'accréditation d'instructeurs de canot ou kayak offert par l'Association canadienne du canotage récréatif (ACCR) ou l'une de ses associations affiliées; c. Les commandants d'URSC peuvent nommer, à titre d'instructeurs de canot ou de kayak, des personnes qui ont suivi avec succès un cours d'accréditation d'instructeurs de canot/kayak offert par une compagnie d'instruction ou un pourvoyeur reconnu en matière de canot, après l'examen de leurs compétences; d. Au moins un des instructeurs présents lors d'activités ou d'excursions sur l'eau doit posséder un certificat de Secourisme d'Urgence. <p>14. Expérience :</p> <ul style="list-style-type: none"> a. Les qualifications mentionnées au paragraphe 13 sont suffisantes pour les activités ou excursions en eaux calmes; b. Pour les activités et excursions en eau vive, il est obligatoire qu'au moins un des instructeurs ait une expérience récente en instruction dans des conditions similaires. c. Les responsables d'excursions en eau vive doivent avoir acquis une expérience préalable en tant qu'assistant à un responsable expérimenté d'une excursion avant de prendre charge de toute excursion de canot ou de kayak en eau vive. |
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EQUIPMENT

15. As per Small Vessel Regulations, each canoe or kayak must be equipped with the following safety equipment:

- a. One DOT / CCG approved PFD or Lifejacket of appropriate size for each person on board;

ÉQUIPEMENT

15. Conformément au Règlement sur les petits bâtiments, tous les canots et kayaks doivent être munis de l'équipement de sécurité suivant :

- a. un vêtement de flottaison individuel ou un gilet de sauvetage de taille appropriée, approuvé par le Ministère des Transports et la Garde Côtière Canadienne, pour chaque personne à bord;

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| <ul style="list-style-type: none"> b. One buoyant heaving line of not less than 15 metres in length; c. One manual propelling device or an anchor with not less than 15 metres of cable, rope or chain in any combination; d. One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel; e. A sound signalling device or a sound signalling appliance; and f. Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility. <p>16. In addition, kayaks shall also be equipped with:</p> <ul style="list-style-type: none"> a. Floatation bags (or watertight compartments) and spray skirt. Wetsuit or drysuits are recommended when water temperature is below 10° C. <p>17. In addition, canoes shall also be equipped with:</p> <ul style="list-style-type: none"> a. A spare paddle secured but immediately available in emergency (i.e. losing or breaking a paddle in rapids); and b. Painters (6 metres end lines, bow and stern, 10 mm floatable polypropylene rope), with no knots, etc., at the free end which could snag. | <ul style="list-style-type: none"> b. Une ligne d'attrape flottante longue d'au moins 15 mètres; c. Un dispositif de propulsion manuel (pagaie ou rame) ou une ancre munie d'un câble, d'une corde ou d'une chaîne, quel que soit l'agencement, d'une longueur d'au moins 15 mètres; d. Une écope ou une pompe à eau manuelle munie ou accompagnée d'un boyau d'une longueur suffisante pour permettre de pomper l'eau de cale et la déverser par un côté de l'embarcation; e. Un avertisseur sonore ou un appareil de signalisation sonore; f. Des feux de route conformes aux normes applicables établies dans les règlements sur les abordages, pour les embarcations de plaisance utilisées entre le coucher du soleil et le lever du jour ou en période de visibilité réduite. <p>16. Les kayaks doivent également être munis des éléments suivants :</p> <ul style="list-style-type: none"> a. Flotteurs et jupette. Des vêtements isothermiques (wetsuits ou drysuits) sont recommandés lorsque la température est plus basse que 10 degrés Celcius. <p>17. Les canots doivent également être munis des éléments suivants :</p> <ul style="list-style-type: none"> a. Une pagaie de secours arrimée mais immédiatement disponible en cas d'urgence (c'est-à-dire en cas de perte ou de bris d'une pagaie dans les rapides); b. Des amarres (lignes à l'avant et à l'arrière, longues de six mètres et ayant 10 millimètres de diamètre, en polypropylène flottant), sans nœud, etc., à l'extrémité qui pourrait se coincer; |
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INSTRUCTOR TO STUDENT RATIO

18. The following instructor to student ratios for canoe and kayak activities have been adopted from the training programs of the CRCA. In some cases the ratio has been adapted to account for the normal training environment under which these activities will take place within the CCO.

RAPPORT INSTRUCTEUR-ÉTUDIANTS

18. Les rapports instructeur-étudiant suivants pour les activités en canot et en kayak proviennent des programmes de formation de l'ACCR. Dans certains cas le rapport a été adapté afin de respecter le milieu de formation habituel où ces activités se dérouleront au sein de l'OCC.

19. The instructor to student ratio for canoeing shall be as follows:

- a. Flatwater/Lakewater (Tandem) – 1:12 (max 6 canoes);
- b. Flatwater/Lakewater (Solo) – 1:6;
- c. Class I and II Moving water (Tandem) – 1:10 (max 5 canoes);
- d. Class I and II Moving water (Solo) – 1:5; and
- e. Class III and IV Moving water (Tandem) – 1:6 (max 3 canoes);
- f. Class III and IV Moving water (Solo) – 1:3;
- g. Day or Overnight tripping shall maintain an instructor to student ratio appropriate to type of canoeing to take place IAW subparagraphs a through f; and
- h. Extended tripping that takes place in remote regions, isolated from well populated areas and more than twelve hours from support services, shall maintain a ratio of 1:8 (max 4 canoes) for tandem and 1:4 for solo; and
- i. For all tripping, one instructor in the group shall be a qualified trip leader.

20. The instructor to student ratio for kayaking shall be as follows:

- a. Flatwater instruction (river or sea kayak) – 1:6;
- b. Sea Kayaking (Tandem) on sheltered coastline (calm seas and wind less than 10 knots) – 1:12 (max 6 kayaks);
- c. Sea Kayaking (Solo) on sheltered coastline (calm seas and wind less than 10 knots) – 1:6;
- d. Sea Kayaking (Tandem) on exposed coastline (slight sea state and winds of 10–15 knots) – 1:8 (max 4 kayaks);

19. Le rapport entre l'instructeur et les étudiants pour canot s'établit comme suit :

- a. Eaux calmes/lacustres (Duo) – 1:12 (max. 6 canots);
- b. Eaux calmes/lacustres (Solo) – 1:6;
- c. Eaux en mouvement des cotes I et II (Duo) – 1:10 (max. 5 canots);
- d. Eaux en mouvement des cotes I et II (Solo) – 1:5;
- e. Eaux en mouvement des cotes III et IV (Duo) – 1:6 (max. 3 canots);
- f. Eaux en mouvement des cotes III et IV (Solo) – 1:3;
- g. Les excursions/expéditions d'une ou plusieurs journées doivent maintenir le rapport instructeur-étudiant approprié selon les sous-paragraphe a à f;
- h. Les excursions/expéditions prolongées qui se tiennent en région éloignée, isolées des secteurs à forte densité de population et à plus de douze heures des services de soutien devront maintenir un rapport de 1:8 (max. 4 canots) en duo et de 1:4 en solo; et
- i. Pour toutes les excursions/expéditions, un instructeur parmi le groupe doit-être un chef d'excursion qualifié.

20. Le rapport entre l'instructeur et les étudiants pour kayak s'établit comme suit :

- a. Instruction en eaux calmes (kayaks de rivières ou de mer) – 1:6;
- b. Kayak de mer (Duo) en eaux côtières abritées (état de mer calme et vents de moins de 10 nœuds) – 1:12 (max. 6 kayaks);
- c. Kayak de mer (Solo) en eaux côtières abritées (état de mer calme et vents de moins de 10 nœuds) – 1:6;
- d. Kayak de mer (Duo) en eaux côtières à découvert (état de mer léger et vents de 10 à 15 nœuds) – 1:8 (max. 4 kayaks);

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| <ul style="list-style-type: none">e. Sea Kayaking (Solo) on exposed coastline (slight sea state and winds of 10-15 knots) – 1:4;f. River Kayaking (Class I & II moving water) – 1:6g. River Kayaking (Class III & IV moving water) – 1:4;h. Day or Overnight tripping shall maintain an instructor to student ratio appropriate to type of kayaking to take place IAW subparagraphs a through g;i. Extended tripping that takes place in remote regions, isolated from well populated areas and more than twelve hours from support services, shall maintain a ratio of 1:8 (max 4 kayaks) for tandem sea kayaking and 1:4 for solo sea and river kayaking; andj. For all tripping, one instructor in the group shall be a qualified trip leader | <ul style="list-style-type: none">e. Kayak de mer (Solo) en eaux côtières à découvert (état de mer léger et vents de 10 à 15 nœuds) – 1:4;f. Kayak de rivière (Eaux en mouvement des cotes I et II) – 1:6;g. Kayak de rivière (Eaux en mouvement des cotes III et IV) – 1:4;h. Les excursions/expéditions d'une ou plusieurs journées doivent maintenir le rapport instructeur-étudiant approprié selon les sous-paragraphe a à g;i. Les excursions/expéditions prolongées qui se tiennent en région éloignée, isolées des secteurs à forte densité de population et à plus de douze heures des services de soutien devront maintenir un rapport de 1:8 (max. 4 kayaks) pour le kayak de mer en duo et de 1:4 pour le kayak de mer ou de rivière en solo; etj. Pour toutes les excursions/expéditions, un instructeur parmi le groupe doit-être un chef d'excursion qualifié. |
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MINIMUM NUMBER OF PADDLERS AND CANOE/KAYAK

21. Since safety and rescues are often accomplished with teamwork, there must be a minimum number of canoes or kayaks on the water to ensure the safety of all paddlers.

22. During a training sessions, there must be at least 2 crafts on the water at all times. If solo paddlers are operating the crafts, then there must be at least 3; and

23. For tripping, there must be a minimum of 3 crafts in a group.

WORK TO REST RATIO

24. It is difficult to prescribe reasonable distances expected to be travelled in one day. Winds, river velocity, paddlers experience and confidence will play an important role in deciding what is a reasonable distance to be covered in one day. Usually paddling with cadets on flatwater, a small

NOMBRE MINIMAL DE PAGAYEURS ET DE CANOTS/KAYAKS

21. Pour une raison de sécurité et pour faciliter les sauvetages, s'il y a lieu, un nombre minimum de canots ou de kayaks doivent être sur l'eau. Ceci permettra d'assurer la sécurité de tous.

22. Pendant une session d'instruction, il doit y avoir au moins 2 embarcations sur le plan d'eau en tout temps. Si les embarcations ne contiennent chacune qu'une personne, trois embarcations sont requises avant de pouvoir dispenser la période d'instruction.

23. Pour les excursions, un groupe minimum de 3 canots ou kayaks est requis.

RAPPORT TRAVAIL-REPOS

24. Il est difficile d'estimer les distances parcourues en excursion durant une journée. Les vents, la vitesse du débit de la rivière, l'expérience des cadets et leur confiance en eux auront un impact important sur la décision concernant la distance raisonnable à parcourir en une journée.

group can expect to travel at 3 Km/h. However, Trip planners must allow for a 1:1 work to rest ratio for every 24 hour period, therefore, a maximum of 12 hours of paddling in one day. If situations arise that require a group to paddle for more than 12 hours in one day, then the trip planners must offset this during the other days of the trip.

SAFETY BOATS

25. There will be a designated safety boat for every canoe trip, and when training takes place more than 250 m from the put-in point of the training activity.

26. The safety boat shall be, as a minimum, the same type of craft and of similar capability as the crafts the cadets are using (i.e. a canoe). Since kayaks are usually smaller than canoes, a kayak cannot be used as a safety boat for canoe training. A canoe can be used as a safety boat for kayak training if it is at least as capable as the kayaks being used by the group. If the kayak training requires rolling capability, then if a canoe is being used as a safety boat, the operator must also have rolling capability.

27. There must be a safety boat for all training and tripping activities that take place more than 250 m from the put-in point. Safety boats are preferably power boats as described in this order but similar size crafts with similar capability can also be used as safety boats for canoeing and kayaking activities.

28. At least one operator of the safety boat is an instructor qualified to the highest level of difficulty expected during the training session or the trip.

29. When a canoe or kayak is used as a safety boat for a trip, the trip leader in the canoe cannot be the only safety boat and instructor in the group. If a canoe or kayak is being used as a safety boat, then there must be at least one other instructor on the water.

Habituellement, lorsqu'on fait une excursion en eaux calmes, un petit groupe peut espérer avancer à une vitesse d'environ 3 km/h. Toutefois, les responsables doivent s'assurer de respecter le ratio de travail-repos 1 :1 pour chaque période de 24 h; c'est à dire, un maximum de 12 h d'efforts par jour. Si une situation imprévue oblige un groupe à pagayer pendant plus de 12 h en une journée, le responsable doit s'assurer de reprendre le temps de repos lors des jours suivants.

EMBARCATIONS DE SÉCURITÉ

25. Une embarcation de sécurité doit être utilisée pour toute excursion en canot ou en kayak se déroulant à plus de 250 m du point de départ de l'activité.

26. Une embarcation de grandeur et avec des capacités similaires à l'embarcation utilisée par les cadets (i.e. un canot ou kayak) peut être utilisée comme embarcation de sécurité lors d'activités de canot ou de kayak. Comme les kayaks sont généralement plus petits que les canots, un kayak ne peut pas être utilisé comme embarcation de sécurité pour une activité de canots, mais le contraire est possible. Si les activités en kayak requièrent des capacités de revirement et qu'un canot est utilisé comme embarcation de sécurité, le canot doit avoir les mêmes capacités de revirement.

27. Une embarcation de sécurité est requise pour toute activité de canot ou de kayak qui prend place à plus de 250 mètres du point de départ. Les embarcations de sécurité suggérées sont des embarcations à moteur, mais une embarcation de grandeur et avec des capacités similaires peut être utilisée comme embarcation de sécurité lors d'activités de canot ou de kayak.

28. Au moins un opérateur de l'embarcation de sécurité doit être qualifié au plus haut niveau de difficulté exigé durant la session d'instruction ou l'excursion.

29. Si un canot ou un kayak est utilisé comme embarcation de sécurité, le responsable de l'excursion dans un canot/kayak ne peut pas être le seul instructeur ou embarcation de sécurité sur le plan d'eau. Si un canot/kayak est utilisé comme embarcation de sécurité, un autre instructeur doit être présent en tout temps sur le plan d'eau.

30. On big river, coastal waterways or open water, a power safety boat is recommended. If powerboats cannot be used (e.g. on rivers with shallow rapids or long portages, nature preserves or provincial/ national heritages sites where powerboats are not permitted), then 2 crafts of the same size and capability as the crafts being used on the trip must be designated as safety boats.

31. The safety boat/canoe ratio shall be as follows:

- a. One safety boat for every 6 canoes;
- b. The number of safety boats to canoes should be increased in adverse water conditions;
- c. The power safety boat operator must have Modules 1, 3 and 4 of the Small Craft Operator Program certification if the safety boat is under power.

CHARACTERISTICS OF A POWER SAFETY BOAT

32. A safety boat, if a powerboat must be of sufficient size and power for carrying out rescue work. The size and stability of a safety boat shall be appropriate to the waters in which it will be operated and not be over 6 metres in length. It should also have the following characteristics:

- a. Large enough to carry an operator, an assistant and casualties;
- b. Sufficient power to move upstream;
- c. Rope hand holds on exterior gunwales.

SAFETY BOAT EQUIPMENT

33. Each safety boat, **under power or paddle**, shall be equipped with the following items:

- a. One PFD per person;

30. Lorsqu'on navigue sur des grands plans d'eau et en mer, l'utilisation d'une embarcation à moteur comme embarcation de sécurité est recommandée. Si une embarcation à moteur ne peut être utilisée (ex. s'il y a trop de rapides, une longue période de portage requise, sites protégés, etc.), alors 2 embarcations de même grandeur et ayant les mêmes capacités que les embarcations utilisées pendant l'excursion doivent être désignées comme embarcation de sécurité.

31. Le rapport entre les bateaux de sécurité et les canots s'établit comme suit :

- a. Un bateau de sécurité par groupe de six canots;
- b. Le nombre d'embarcations de sécurité doit être augmenté lorsque l'état de l'eau est défavorable;
- c. Les responsables de bateaux de sécurité doivent avoir réussi les Modules 1, 3 et 4 du Programme d'opérateur d'embarcation légère, lorsque les bateaux de sécurité sont propulsés par un moteur.

CARACTÉRISTIQUES D'UNE EMBARCATION DE SÉCURITÉ À MOTEUR

32. Les bateaux de sécurité, lorsqu'il s'agit d'embarcations à moteur, doivent être d'une taille et d'une puissance suffisantes pour mener à bien des opérations de sauvetage. La taille et la stabilité des bateaux de sécurité doivent être en rapport avec le plan d'eau où ils sont utilisés; en outre, leur longueur ne doit pas dépasser six mètres. Les bateaux doivent également posséder les caractéristiques suivantes :

- a. Taille suffisante pour transporter un responsable, un adjoint et des blessés;
- b. Puissance suffisante pour naviguer en amont;
- c. Cordes tenant lieu de poignées fixées au plat-bord extérieur.

ÉQUIPEMENT D'UNE EMBARCATION DE SÉCURITÉ

33. Tous les bateaux de sécurité propulsés à l'aide **d'un moteur ou de pagaies** doivent être équipés des éléments suivants :

- a. Un vêtement de flottaison individuel par personne;

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| <ul style="list-style-type: none"> b. One buoyant heaving line of not less than 15 metres in length; c. One manual propelling device or an anchor with not less than 15 metres of cable, rope or chain in any combination; d. One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel; e. A watertight flashlight or 3 Canadian approved flares of TYPE A, B or C (these orders recommend that the watertight flashlight be the option of choice for vessels of this size); f. A sound signalling device or a sound signalling appliance; g. One small repair kit appropriate for the crafts used during the activity; and h. Navigation lights that meet the applicable standards set out in the Collision Regulations if the safety boat is operated after sunset and before sunrise or in periods of restricted visibility. <p>34. Additional safety equipment for power safety boats:</p> <ul style="list-style-type: none"> a. An additional rescue assisting device; b. Two foil and plastic rescue blankets (or two wool blankets in waterproof bag); c. One class C first-aid kit; d. One Class 5BC fire extinguisher; e. One VHF radio or use of proper means of communication to contact Base Station on shore; f. One boat hook; and g. Towline 9 m in length. | <ul style="list-style-type: none"> b. Une ligne d'attrape flottante longue d'au moins 15 mètres; c. Un dispositif de propulsion manuel (pagaie ou rame) ou une ancre munie d'un câble, d'une corde ou d'une chaîne, quel que soit l'agencement, d'une longueur d'au moins 15 mètres; d. Une écope ou une pompe à eau manuelle munie ou accompagnée d'un boyau d'une longueur suffisante pour permettre de pomper l'eau de cale et la déverser du côté de l'embarcation; e. Une lampe de poche étanche ou trois fusées éclairantes de type A, B ou C, approuvées par les autorités canadiennes (la présente ordonnance recommande l'utilisation de la lampe de poche étanche comme dispositif sur ce type d'embarcation); f. Un avertisseur sonore ou un appareil de signalisation sonore; g. Une petite trousse d'outils (pour effectuer de menues réparations sur les canots). h. Des feux de route conformes aux normes applicables établies dans les règlements sur les abordages, pour les embarcations de plaisance utilisées entre le coucher du soleil et le lever du jour ou en période de visibilité réduite. <p>34. Les embarcations doivent également être munies de l'équipement de sécurité suivant :</p> <ul style="list-style-type: none"> a. Deux vêtements de flottaison individuels de cadets de rechange; b. Deux couvertures de secours en aluminium (ou deux couvertures de laine dans un sac imperméable à l'eau); c. Une trousse de premiers soins de classe C; d. Un extincteur de classe 5BC; e. Un poste de radio VHF ou toute autre méthode efficace pour communiquer avec la station de base à terre; f. Une gaffe; et g. Câble de remorquage de 9 m de long. |
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35. These items shall be listed on a checklist, which shall be checked on each occasion that the safety boat is used.

RESCUES

36. Instructors and rescue boat operator must be trained in rescues. All paddlers must be trained in basic rescues so that they may help themselves in an emergency. Also, it is beneficial to develop a team approach to rescues and instruct team rescues to paddling groups.

37. The priority of rescue must always be:

- a. People;
- b. Boats; and
- c. Equipment.

38. Group responsibilities in a rescue:

- a. Alert other paddlers of victims in the water;
- b. Other paddlers are to assist in a rescue to the best of their abilities when it is safe to do so;
- c. All paddlers not involved in the rescue are to pull-over to one side of river when it is safe to do so, walk back upstream if necessary, and wait for further instruction; and
- d. A rescue should not be attempted where conditions place the rescuers at significant risk.

EQUIPMENT AND CLOTHING

39. In addition to articles required by law, the following clothing and equipment is required to conduct canoe training in the Canadian Cadet Movement:

- a. Equipment:

35. Ces articles sont inscrits sur une liste de contrôle, qui est vérifiée chaque fois que les bateaux de sécurité sont utilisés.

SAUVETAGES

36. Les instructeurs et les opérateurs d'embarcations de sécurité doivent suivre une formation en procédures de sauvetage. Tous les cadets doivent avoir reçu une formation de base en sauvetage afin qu'ils puissent s'aider entre eux en cas de situation d'urgence. Il peut être bénéfique d'amener les cadets à avoir une vision de groupe du sauvetage puisque la plupart des sauvetages se feront en équipe.

37. Les priorités lors de sauvetages doivent être :

- a. Les personnes;
- b. Les embarcations; et
- c. L'équipement.

38. Les responsabilités du membre d'un groupe dans un sauvetage sont :

- a. Avertir ses coéquipiers qu'il y a une victime à la mer;
- b. Aider au meilleur de sa connaissance lors d'un sauvetage lorsqu'il est sécuritaire de le faire;
- c. Tous les cadets non-impliqués dans la procédure de sauvetage doivent se diriger vers la côte la plus proche, remonter la rivière à pied, si nécessaire, et attendre les instructions; et
- d. Un sauvetage ne doit pas être tenté lorsque les conditions placent les sauveteurs en situation de risque significatif.

ÉQUIPEMENT ET VÊTEMENTS

39. En plus des articles obligatoires par la loi, l'équipement et les vêtements suivants sont obligatoires à la mise sur pied d'activités de canot ou de kayak dans le mouvement des cadets du Canada :

- a. Équipement :

(1) **Helmet.** A regionally approved helmet is **recommended** for wear at all times, but **mandatory** when operating on Class I and above river conditions or on the ocean, coastal and open water;

(2) **Canoes or kayaks.** Although aluminum canoes are good for learning basic strokes and how to steer in a flatwater environment, their design is often not adequate for intense, prolonged trip and moving water conditions. Aluminum canoes may be used for flatwater and moving water conditions, up to class I. Plastic, "Kevlar" and composite canoes should be used for moving water training and trips. All canoes must be capable of floating when filled with water. Canoes made of some materials may require buoyancy chambers to accomplish this.

(3) **Paddles.** Not every canoe/kayak training facility has the financial ability to purchase and maintain modern aluminium/plastic paddles. If relatively inexpensive wooden paddles must be used, they should be in good condition, and properly varnished. They should also be readily available in large quantities since they are easily broken.

(4) **Kneepads.** Some paddlers may require kneepads.

b. Clothing:

(1) **Layers.** Should be warm and wind/water resistant according to weather;

(2) **Shoes.** Must be worn at all times. Soft-sole lightweight running shoes or wet-suit booties with good soles are preferable especially if portages are expected. Sturdy sports sandals with solid buckles are acceptable for flat water paddling activities or when difficult portages are not expected. Sandals with loose Velcro attachments tend to let go once wet, and therefore are not acceptable.

(1) **Casque.** Il est **recommandé** de porter en tout temps le casque approuvé par région. Toutefois, le casque est **obligatoire** dans les rivières dont les conditions dépassent la cote I ainsi qu'en mer.

(2) **Canots ou kayaks.** Les canots en aluminium peuvent être très pratiques pour les exercices de manœuvres et les exercices en eau calme. Par contre, leur design n'est souvent pas adéquat pour des excursions prolongées ou des activités en eau vive. Les canots d'aluminium peuvent être utilisés dans les rivières dont les conditions ne dépassent pas la cote I. Des canots/kayaks en plastique, kevlar et composite devraient être utilisés en eau vive ou pour les excursions. Tous les canots/kayaks doivent flotter même remplis d'eau. Certains canots peuvent avoir besoin de flottaison additionnelle afin de répondre à cette exigence.

(3) **Pagaies.** Des pagaies en aluminium ou en plastique sont préférables. Par contre, vu le coût d'achat et d'entretien de ces types de pagaies, des pagaies en bois peuvent aussi être utilisées. Elles doivent être en bonnes conditions et correctement vernies. Elles doivent être disponibles en grande quantité puisqu'elles brisent facilement.

(4) **Protecteurs de genoux.** Certains cadets peuvent avoir besoin de protecteurs de genoux.

b. Habillement :

(1) **En « pelures d'oignon ».** Les vêtements devraient être résistants à l'eau et au vent, dépendant des conditions;

(2) **Souliers.** Ils doivent être portés en tout temps. Les espadrilles ou les souliers isothermiques (wetsuit) avec de bonnes semelles sont recommandées, surtout si du portage sera effectué. Des sandales de sport avec des boucles solides sont acceptables pour des activités en eau calme ou lorsque des parcours de portage difficiles ne sont pas prévus. Par contre, les sandales avec des attaches en Velcro qui tendent à se défaire lorsque mouillées ne sont pas acceptables.

- (3) **PFDs** must always be worn as the last layer. An inspection must take place to ensure that the clothing required according to weather and temperature does not interfere with the buoyancy of the participants.

c. Inappropriate clothing are:

- (1) Big rubber boots “farmer style” and combat boots;
- (2) Flip-flops, clog type footwear or loose shoes/sandals; and
- (3) Restrictive clothing or clothing that will become restrictive once submerged under water ex. Many layers of wool, jeans or clothing with elastics that will retain water.

TRAINING AREAS

40. Different training areas are required to accomplish different aspects of canoe training and tripping. Pre-trip training must be relevant and adequate to properly prepare the paddlers for the conditions they will face on the trip. The selection of training areas must therefore offer a safe learning environment appropriate for the training.

41. Although waterways are usually public property, their access often is not. Permission must be granted for access and evacuation points;

42. Training areas would usually be easily accessible, have washroom facilities, offer good control and communications. However other areas may be suitable if arrangements are made to handle emergencies, and to give participants a reasonable training area.

MOVING WATER SAFETY

43. When attempting a set of rapids or training at a set of rapids, it is necessary to establish both upstream and downstream safety. While upstream safety is important for other river users coming into a training area, downstream safety is important for the

- (3) **VFI.** Les VFI doivent être portés par-dessus les vêtements. Le responsable de l'activité doit s'assurer que l'habillement des cadets ne diminue pas la capacité de flottaison du VFI.

c. Habillement inapproprié :

- (1) Grosses bottes de caoutchouc et bottes de combat;
- (2) Des sandales de douche, des mules ou des sandales non-ajustables; et
- (3) Des vêtements qui restreignent les mouvements ou peuvent les restreindre une fois mouillés.

ZONES DE FORMATION

40. Différentes zones de formation sont requise afin de compléter les différents aspects de l'instruction du canot et du kayak. Les exercices préparatifs en vue d'une excursion doivent être faits dans des conditions représentatives de celles que les cadets subiront lors de l'excursion. Les zones d'instruction doivent offrir un environnement sécuritaire approprié au type d'exercice que l'on veut faire.

41. Même si la plupart des sites sont des propriétés publiques, les permissions d'accéder et d'évacuer le site doivent souvent être demandées.

42. Les zones d'instruction devraient habituellement être faciles d'accès, offrir des facilités au niveau de l'hygiène, offrir un bon contrôle des cadets et comprendre des moyens de communications efficaces. Par contre, d'autres zones peuvent être acceptables si les arrangements sont faits afin d'agir en cas d'urgence, et de donner aux cadets une zone acceptable pour l'instruction et les exercices requis.

SÉCURITÉ SUR LES EAUX EN MOUVEMENT

43. Avant de s'aventurer dans une série de rapides ou de procéder à des activités de formation dans une série de rapides, il est nécessaire d'établir la sécurité en amont et en aval. La sécurité en amont vise essentiellement les autres usagers de la rivière

participants of the training. In addition to the guidelines below, it is recommended to deploy multiple downstream safety alternatives :

- a. Take the time to scout the rapids as necessary;
- b. It may be necessary for safety personnel to walk down below the rapids to provide safety for the first canoe
- c. It may be necessary to portage a canoe downstream if shore safety is not adequate for the conditions;
- d. The first boat down, shall become the safety boat
- e. It may be necessary to re-arrange paddlers and instructors within the group depending on conditions; and
- f. Cadets should be given the option to attempt rapids or to portage around them.

BIG RIVERS, WILDERNESS AREAS AND OPEN WATER

44. Big rivers in flood, isolated wilderness locations and open water such as coastal waterways can often present extreme conditions compared to the ones encountered in other areas. The following points must be addressed in the organization of training and tripping in such conditions:

- a. Organization, qualifications, experience and leadership;
- b. Communications equipment and plan, it may be necessary to have more than one communication system and to pre-set a radio-check itinerary;
- c. Medical emergency plan, it may be necessary to have medical staff on the trip;
- d. Evacuation plan, it may be necessary to have a pre-set plan with the local authorities and helicopter access points;

qui arrivent dans la zone de formation, alors que la sécurité en aval vise à protéger les participants à l'activité de formation. En plus des lignes directrices ci-dessous, il est recommandé de déployer plusieurs mesures de sécurité de rechange :

- a. prendre le temps de reconnaître les rapides au besoin;
- b. Il peut être nécessaire qu'un responsable de la sécurité aille se poster sur la rive en aval des rapides pour assurer la sécurité du premier canot.
- c. Il peut être nécessaire de transporter un canot en portage en aval si la sécurité sur la rive n'est pas adéquate compte tenu des conditions.
- d. La première embarcation qui franchit les rapides doit servir de bateau de sécurité;
- e. Il peut être nécessaire de redistribuer les pagayeurs et les instructeurs à l'intérieur du groupe en fonction des conditions;
- f. Les cadets doivent avoir le choix de tenter de descendre les rapides ou de les contourner par portage.

GRANDS COURS D'EAU, RÉGIONS SAUVAGES ET EAUX LIBRES

44. Les grands cours d'eau en crue, les endroits isolés en pleine nature et les eaux libres comme les voies d'eau côtières présentent souvent des conditions extrêmes par rapport aux environnements habituels. Les points suivants doivent être pris en compte lors de l'organisation de la formation et des excursions dans de telles conditions :

- a. Organisation, qualifications, expérience et leadership;
- b. Équipement et plan de communication. Il peut être nécessaire de se munir de plus d'un système de communication et d'établir à l'avance un itinéraire de contrôle radio;
- c. Plan d'urgence médicale. Il peut être nécessaire d'être accompagné par du personnel médical.
- d. Plan d'évacuation. Il peut être nécessaire d'avoir un plan préétabli avec les autorités locales et d'avoir repéré les points d'accès par hélicoptère;

- e. Canoe repairs and spare equipment;
- f. Extra food and resources;
- g. Special licenses and permissions may be necessary in some areas;
- h. Specialized equipment and training; and
- i. Risk assessment and management must be appropriate for the activity.

LIMITATIONS

45. Limitations on the canoeing and kayaking activity include the following:

- a. Canoe/kayak training and tripping is restricted to Class 3 and lesser moving water. Extra caution must be taken with canoe activities taking place on large bodies of open water;
- b. Canoe/kayak training is restricted to daylight hours. Canoe/kayak tripping is not restricted by daylight, however caution must be taken while operating in low visibility.
- c. Paddling in reasonable visibility applies to canoeing/kayaking on flat water only. In moving water, no paddling will take place if any factors reduce visibility.
- d. Paddling for rescue/safety purposes after daylight hours is permissible. However, when a significant risk exists, paddlers should not attempt rescue.
- e. If it is required to canoe in low visibility conditions or darkness, then each paddler will wear an activated glow stick (or strobe light) on their PFD and each craft will either be equipped with an activated glow stick or navigation lights and one white light. In addition, at least two safety boats must be assigned
- f. Canoe and kayak training and tripping must cease when in the presence of lightning.

- e. Matériel de réparation de canots et kayaks et équipement de rechange;
- f. Nourriture et ressources supplémentaires;
- g. Permis et autorisations nécessaires, selon les régions;
- h. Équipement et formation spécialisée;
- i. Évaluation et gestion des risques liés à l'activité.

RESTRICTIONS

45. Les restrictions suivantes s'appliquent aux activités de canot et kayak :

- a. La formation et les excursions en canot/kayak sont limitées à l'eau vive de cote III et de cotes inférieures. Les activités de canot qui ont lieu sur de vastes plans d'eau ou en mer libre exigent de la vigilance;
- b. La formation en canot/kayak est limitée aux heures de clarté. Les excursions en canot/kayak ne sont pas restreintes aux heures de clarté; cependant, on doit faire preuve de prudence lorsque la visibilité est réduite.
- c. Le canotage dans des conditions de visibilité raisonnable s'applique uniquement au canot/kayak en eaux calmes. Dans des eaux en mouvement, aucun canotage n'est permis lorsque la visibilité est réduite.
- d. Le canotage aux fins de sauvetage ou de sécurité après les heures de clarté est possible. Toutefois, si un risque significatif existe, aucun sauvetage ne doit être tenté.
- e. S'il est nécessaire de canoter dans des conditions de faible visibilité ou d'obscurité, chaque pagayeur doit porter un bâton lumineux activé sur son VFI et chaque embarcation doit être dotée d'un bâton lumineux activé ou de feux de navigation et d'un feu blanc. En outre, au moins deux bateaux de sécurité doivent être assignés.
- f. Toute formation ou excursion en canot ou kayak doit être interrompue en cas d'éclairs.

- g. While canoeing or kayaking in wind conditions described in the Wind Chart for Paddlers of the CCM, it may be required to return to shore, as quickly as it is safe to do so.

TRIPPING CONSIDERATIONS

46. The following points must be taken into consideration when planning a canoe trip:

- a. Qualifications of participants;
- b. Experience of participants and pre-trip training;
- c. Fitness and medical status of all participants;
- d. Risk management;
- e. The weather forecast;
- f. Appropriate clothing and equipment;
- g. Use a safety checklist;
- h. Familiarity and experience with area and conditions;

LEAD-UP TRAINING FOR TRIPS

47. Although it is understood that canoe trips are often a learning experience where much instruction and practice will take place during the conduct of the trip, some pre-trip training is required. Inherent risks exist in all types of paddling activities, and although training cannot guarantee the complete safety of cadets on a canoe/kayak trip, it is necessary to conduct the following minimum training prior to departure:

- a. For cadets who have never participated in canoe training before, it is necessary to conduct at least two days of flatwater training prior to departure; including the basic strokes, immediate actions upon capsizing, basic rescues and the Declaration of Swimming Ability in Annex A of this Order;

- g. Lors d'activités de canotage dans les conditions de vent décrites dans le Tableau des vents à l'intention des pagayeurs du MCC, il peut s'avérer nécessaire de regagner la rive dès que la sécurité le permet.

PLANIFICATION D'UNE EXCURSION

46. Les points suivants doivent être pris en considération lors de la planification d'une excursion en canot/kayak :

- a. Qualifications des participants;
- b. Expérience des participants et formation préalable;
- c. Condition physique et état de santé de tous les participants;
- d. Gestion des risques;
- e. Prévisions météorologiques;
- f. Habillement et équipement appropriés;
- g. Utilisation d'une liste de contrôle des mesures de sécurité;
- h. Connaissance et expérience de la région et des conditions.

FORMATION PRÉPARATOIRE POUR LES EXCURSIONS

47. Même si les excursions en canot/kayak constituent souvent une expérience d'apprentissage où intervient une large part d'enseignement et de pratique, une certaine formation préparatoire s'impose. Tous les types d'activités de canotage comportent des risques et, même si la meilleure préparation ne peut garantir l'entière sécurité des cadets pendant une excursion en canot/kayak, les participants doivent recevoir la formation minimale suivante avant le départ :

- a. Les cadets qui n'ont jamais reçu de formation en canot/kayak doivent suivre une formation d'au moins deux jours en eaux calmes avant le départ, incluant les coups de pagaie de base, les mesures à prendre immédiatement après un chavirage, les techniques de sauvetage de base et la déclaration en aptitude en natation prévue à l'Annexe A de la présente Ordonnance;

- b. If cadets have received the two day introduction before, then a one day review and practice right before the trip is adequate;
- c. If cadets are going to paddle in moving water or open water, then they must receive at least one additional day of training appropriate to the content of the trip. The pre-trip training must include immediate actions upon dumping, basic strokes, swimming and self rescue for the conditions expected on the trip. Also dangerous conditions such as sweeper/strainer, low head dams and unhappy (frowning) holes or ledges must be discussed as part of pre-trip training if they are expected during the trip;
- d. If the cadets have experience in canoe trips or moving water trips, then one day of practice is adequate prior to departure;
- e. Although canoe training cannot take the place of kayak pre-training (and vice versa), some similarities exist and skills/knowledge can be carried over. If cadets are participating in a canoe/kayak trip with prior experience using another type of craft, then at least one day of pre-training must take place to familiarize the cadets with the appropriate craft. One day on flatwater prior to a flatwater trip, and an additional day of moving water training prior to moving water trips using the appropriate type of craft. Prior experience in rafting does not apply since there is usually little skill instructed during such an activity.
- b. Si les cadets ont déjà suivi le programme d'initiation de deux jours, une journée de révision et de pratique constitue une préparation adéquate, si elle est dispensée juste avant l'excursion;
- c. Si les cadets doivent pagayer sur des plans d'eau en mouvement, ils doivent suivre au moins une journée supplémentaire de formation adaptée au parcours de l'excursion. La formation préparatoire doit inclure les mesures à prendre immédiatement après un chavirage, les coups de base, la natation et les techniques d'auto-récupération pour les conditions prévues lors de l'expédition. En outre, les conditions dangereuses telles que la présence de drossages/passaires, de barrages, de basse chute, de rouleaux à rappel (trous) ou de seuils doivent être abordées dans le cadre de la formation préparatoire, le cas échéant.
- d. Si les cadets ont une certaine expérience des excursions en canot/kayak sur des eaux en mouvement, une journée de pratique constitue une préparation suffisante avant le départ;
- e. Bien que la formation en canot ne peut remplacer la formation en kayak (et vice versa), les deux activités comportent certaines similitudes et des compétences transférables. Si l'expérience des cadets participant à une excursion de canot/kayak a été acquise avec un autre type d'embarcation, au moins une journée de formation préalable est nécessaire pour leur permettre de se familiariser avec l'embarcation utilisée, soit une journée en eaux calmes avant une expédition en eaux calmes et une journée supplémentaire en eaux en mouvement avant une excursion en eaux en mouvement. La pratique du radeau pneumatique (rafting) ne constitue pas une expérience valable, ce type d'activité ne comportant généralement que très peu de formation.

WEATHER CONSIDERATIONS

48. The guide for canoe / kayak activities is found at Annex C. This guide combines the Beaufort Scale and Safe Boating Guide marine weather forecast terminology to determine a safe canoe / kayak guide for cadets.

CONSIDÉRATIONS MÉTÉOROLOGIQUES

48. Vous trouverez, à l'Annexe C, le guide relatif aux activités de canot / kayak. Ce guide permet de déterminer les conditions de navigation sans risque pour les cadets, selon l'échelle de Beaufort et la terminologie maritime du Guide de sécurité nautique.

49. Know the weather forecast.

50. It is permissible to paddle in the rain and fog but if it interferes with reasonable visibility or strong winds accompany the rain then it will be necessary for all crafts to return to shore, as soon as it is safe to do so. Paddling distance between crafts should be diminished during periods of poor visibility;

51. There shall be no paddling training or tripping while lightning is present, all crafts are to pull over to the closest shore as soon as it is safe to do so;

52. Although extremely cold or hot temperatures do not interfere directly with paddling, training and tripping must be adapted accordingly. It may be necessary to provide foam insulation against both cold and heat, especially in aluminium canoes, paddling gloves or pogies may also be necessary. Special consideration should be given to appropriate clothing such as wet and dry suits, and PFD buoyancy according to paragraph 39 b (3).

SAFETY CHECKLIST

53. A safety checklist is used during the preparation phase of a canoe trip. It should contain the following points, this list is not exclusive and safety checklists should be amended to match the activity planned:

- a. File a trip plan (itinerary, path, expected timings, methods of contact) with local authority, training headquarters or use an on land safety vehicle;
- b. Safety equipment required by law;
- c. First aid equipment appropriate to size of group and type of activity;
- d. Equipment checked for serviceability;
- e. Emergency and evacuation plan, including details on how to contact Emergency Medical Services, and Headquarter support;
- f. Food and water;

49. Il faut s'informer des prévisions météorologiques.

50. Il est possible de pagayer dans la pluie et le brouillard, mais si ces conditions compromettent la visibilité raisonnable ou lorsque la pluie est accompagnée de vents forts, toutes les embarcations doivent regagner la rive dès que la sécurité le permet. La distance entre les embarcations devrait être réduite pendant les périodes de faible visibilité.

51. Aucune formation ou excursion ne doit avoir lieu en cas d'éclairs. Toutes les embarcations doivent accoster sur la rive la plus proche dès que la sécurité le permet.

52. Même si les températures très froides ou très chaudes ne compromettent pas directement la pratique du canotage, les activités de formation et d'excursion doivent être adaptées en fonction de ces extrêmes. Il peut être nécessaire de recourir à de la mousse isolante contre le froid et la chaleur (particulièrement dans les canots en aluminium) et de se munir de gants ou de moufles de pagayeur (pogies). Une attention spéciale doit être accordée à l'habillement approprié comme les combinaisons étanches et isothermiques, ainsi qu'à la flottabilité des VFI décrite au paragraphe 39 b (3).

LISTE DE CONTRÔLE DE SÉCURITÉ

53. La liste de contrôle de sécurité est utilisée pendant la phase de préparation d'une excursion en canot/kayak. Elle devrait contenir les points suivants, sans y être limitée, et être mise à jour en fonction de l'activité planifiée :

- a. Déposer un plan d'excursion (itéraire, horaire, méthodes de communication) auprès des autorités locales, du quartier général de la formation ou utiliser un véhicule de sécurité terrestre;
- b. Équipement de sécurité exigé par la loi;
- c. Équipement de premiers soins adapté à la taille du groupe et au type d'activité;
- d. Vérifier l'état de l'équipement;
- e. Plan d'urgence et d'évacuation, incluant des renseignements détaillés sur la façon de communiquer avec le secours médical d'urgence et le quartier général;
- f. Nourriture et eau;

- g. Necessary living equipment;
- h. Communications equipment and system of signals to be used within the group and to access outside help;
- i. Leadership briefing detailing how the trip will be conducted;
- j. River/trip log; and
- k. Risk assessment and management.

FAMILIARITY WITH AREA

54. At least one instructor, usually the trip leader should have training/tripping experience of the area prior to conducting cadet training/tripping. If paddling experience is not available, extensive specific recce of the following points must be done prior to the trip. Written information, the Internet and local knowledge can be used to prepare for the trip. Map recce are a component of the preparation of a trip, and cannot serve as the sole source information prior to departure.

- a. Put-in, take-out points;
- b. Emergency evacuation point;
- c. Camp sites, primaries and back-ups;
- d. Rendez-vous points;
- e. Alternate put-in and take-out points;
- f. Environmentally sensitive areas; and,
- g. Identified danger areas i.e. dams and portages.

GROUP ORGANIZATION AND LEADERSHIP FOR CANOE/KAYAK TRIPPING

55. An instructor or trip leader cannot also be only supervisor. Certain conditions require extra adult supervision i.e. moving, big or open water conditions, new cadets, instructors with little experience.

- g. Équipement de subsistance;
- h. Équipement de communication et système de signaux pour communiquer à l'intérieur du groupe et pour demander de l'aide extérieure;
- i. Briefing de direction exposant en détail le déroulement de l'excursion;
- j. Journal des excursions ou de la rivière; et
- k. Évaluation et gestion des risques.

CONNAISSANCE DE LA RÉGION

54. Au moins un instructeur, habituellement le chef d'excursion, doit avoir de l'expérience en formation/excursion dans la région avant de mener une formation ou une excursion avec des cadets. À défaut d'une expérience de canotage pertinente, les aspects particuliers suivants doivent faire l'objet de reconnaissances intensives avant le départ. La documentation écrite, l'Internet et les connaissances locales sont autant de sources utiles d'information pour la préparation de l'excursion, qui ne devrait pas se limiter à la seule reconnaissance cartographique.

- a. Points de mise à l'eau et de sortie;
- b. Point d'évacuation d'urgence;
- c. Campements principaux et de secours;
- d. Points de rendez-vous;
- e. Points de mise à l'eau et de sortie de remplacement;
- f. Zones vulnérables du point de vue écologique;
- g. Zones de danger identifié, p.ex. les barrages et les portages.

ORGANISATION ET DIRECTION DE GROUPE POUR LES EXCURSIONS EN CANOT/KAYAK

55. Un instructeur ou un chef d'excursion ne peut assumer à lui seul l'entière supervision du groupe. Certaines situations exigent la présence d'un autre superviseur adulte, par exemple, eaux en mouvement, grands cours d'eau ou eaux libres, nouveaux cadets, instructeurs peu expérimentés, etc.

56. Responsibilities of the lead craft are:

- a. Set pace and keep track of group;
- b. Select route to be followed;
- c. Scouts rapids; and
- d. Act as rescue boat if required (co-ordinate with power safety boat and sweep canoe), carry safety equipment.

57. Responsibilities of the sweep craft are :

- a. Keeps group intact; and
- b. May act as rescue boat and carry other safety equipment.

58. Group responsibilities :

- a. Keep group compact;
- b. Maintain sufficient spacing to avoid collisions (usually 3-5 canoe lengths);
- c. Keep next canoe upstream in sight, signal to front canoe to stop if not;
- d. Communication between the crafts must carry up and downstream;
- e. Give the right of way to the downstream craft; and,
- f. Judge difficulty according to experience and training.

INTERNATIONAL SCALE OF RIVER DIFFICULTY

59. Waterways are described using the International Scale of River Difficulty as follows:

- a. Class I – Moving water with a few ripples and small waves. Few or no obstructions;
- b. Class II – Easy rapids with waves up to 90 cm, and wide, clear channels that are obvious without scouting. Some manoeuvring is required;

56. Responsabilités de l'embarcation de tête :

- a. Établir la cadence et superviser le groupe;
- b. Sélectionner l'itinéraire à suivre;
- c. Reconnaître les rapides;
- d. Agir comme bateau de sauvetage au besoin (en coordination avec le bateau de sécurité à moteur et le canot/kayak de queue).

57. Responsabilités de l'embarcation de queue :

- a. Garder le groupe ensemble;
- b. Agir comme bateau de sauvetage et transporter d'autre équipement de sécurité au besoin;

58. Responsabilités du groupe :

- a. Maintenir l'intégrité du groupe;
- b. Maintenir un espace suffisant afin d'éviter les collisions (habituellement 3 à 5 longueurs de canot/kayak);
- c. Ne pas perdre de vue le canot/kayak suivant en amont, sinon faire signe au canot/kayak précédent d'arrêter;
- d. Transmettre les communications entre les embarcations en amont et en aval;
- e. Accorder le passage à l'embarcation en aval;
- f. Évaluer la difficulté selon l'expérience et la formation.

ÉCHELLE INTERNATIONALE DE DIFFICULTÉ DES RIVIÈRES

59. Les voies navigables sont définies selon l'échelle internationale de difficulté des rivières suivante :

- a. Cote I – Courant avec quelques rides et petites vagues. Très peu d'obstacles.
- b. Cote II – Rapides faciles, vagues pouvant atteindre 90 centimètres, chenaux dégagés et larges, aucune reconnaissance nécessaire. Quelques manœuvres à exécuter.

- c. Class III – Rapids with high, irregular waves often capable of swamping an open canoe. Narrow passages that often require complex manoeuvring. May require scouting from shore;
- d. Class IV – Long, difficult rapids with constricted passages that often require precise manoeuvring in very turbulent waters. Scouting from shore is often necessary, and conditions make rescue difficult. Generally not possible for open canoes. Boaters in covered canoes and kayaks should be able to Eskimo roll;
- e. Class V – Extremely difficult, long, and very violent rapids with highly congested routes, which nearly always must be scouted from shore. Rescue conditions are difficult, and there is significant hazard to life in event of a mishap. Ability to Eskimo roll is essential for kayaks and canoes; and
- f. Class VI – Difficulties of Class V carried to the extreme of navigability. Nearly impossible and very dangerous. For teams and experts only, after close study and with all precautions taken.

60. **Note:** If rapids on a river generally fit into one of the above classifications but the water temperature is below 10° C, or if the trip is an extended trip in a wilderness area, the rapids should be considered one class more difficult.

RIVER CAPACITY

61. River capacities can be found in guidebooks; Provincial/ National Park information booklets and web sites; and by contacting damming authorities.

- c. Cote III – Rapides avec des vagues profondes et irrégulières, pouvant remplir un canot non ponté. Des passages étroits obligeant souvent le pagayeur à exécuter des manœuvres difficiles. Une reconnaissance du passage depuis la rive peut être nécessaire.
- d. Cote IV – Eau très turbulente, rapides difficiles et longs, passages étroits, obligeant souvent le pagayeur à exécuter des manœuvres précises. Il est souvent nécessaire de faire la reconnaissance du passage depuis la rive. De telles conditions rendent le sauvetage difficile. Ne pas s'aventurer sur ce genre de rivière en canot non ponté. Que ce soit en canot ou en kayak, le pagayeur se devrait de connaître la technique de l'esquimautage.
- e. Cote V – Rapides très violents, longs et extrêmement difficiles, lit encombré dont on doit presque toujours faire la reconnaissance depuis la rive. Le sauvetage y est difficile et il peut y avoir danger de mort en cas de naufrage. Que ce soit en canot ou en kayak, le pagayeur doit absolument connaître la technique de l'esquimautage.
- f. Cote VI – Ce sont les difficultés de parcours de cote V, portées au maximum; la rivière n'est presque plus navigable et très dangereuse. Seuls les équipes et les experts peuvent s'y aventurer, après avoir bien étudié le parcours et pris toutes les précautions nécessaires.

60. **Nota :** Si les rapides d'une rivière correspondent à l'une des cotes ci-dessus, mais que la température de l'eau est inférieure à 10°C, ou encore si l'excursion a lieu dans une région sauvage et représente un long trajet, le parcours doit être classé à une cote supérieure.

DÉBIT DES COURS D'EAU

61. On peut obtenir le débit des cours d'eau en consultant les livrets-guides, les brochures et les sites Web des parcs provinciaux et nationaux, et en communiquant avec l'administration des barrages.

SECTION 11**PO S355 – PARTICIPATE IN AN 18-DAY EXPEDITION**

1. **Performance.** Participate in an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Personal equipment,
 - (2) Group equipment,
 - (3) Activity equipment as required,
 - (4) Expedition journal,
 - (5) Pen/pencil,
 - (6) Supervision, and
 - (7) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Suitable environment for the activities selected IAW A-CR-CCP-951/PT-002 and A-CR-CCP-030/PT-001.
3. **Standard.** The cadet will participate in an 18-day expedition along a linear route to include:
 - a. travelling by a minimum of three of the following modes of travel:
 - (1) flatwater canoeing,
 - (2) voyageur canoeing,
 - (3) moving water canoeing,
 - (4) mountain biking, or
 - (5) hiking;
 - b. completing a minimum of one of the following activities:
 - (1) mountaineering,
 - (2) rock climbing,
 - (3) caving,
 - (4) rafting,
 - (5) ropes and challenge course,
 - (6) kayaking, or
 - (7) sea kayaking;
 - c. participating in a community service activity; and

- d. adhering to campsite routine IAW EO S226.03 (Follow Daily Routine During an Expedition, A-CR-CCP-715/PG-001, Chapter 4, Section 3), to include:
 - (1) set-up routine,
 - (2) daily routine, and
 - (3) departure routine.

4. Remarks

- a. Personal equipment shall consist of the following:
 - (1) expedition field pack,
 - (2) sleeping bag,
 - (3) waterproof compression sack,
 - (4) air mattress,
 - (5) clothing,
 - (6) rain gear,
 - (7) valise/stuff sack,
 - (8) food,
 - (9) water bottle,
 - (10) resealable plastic bags (small and large),
 - (11) garbage bags,
 - (12) carabiner,
 - (13) knife,
 - (14) headlamp/flashlight,
 - (15) batteries,
 - (16) matches,
 - (17) individual first aid kit,
 - (18) expedition repair kit, to include:
 - (a) duct tape,
 - (b) lip balm/petroleum jelly,
 - (c) lubricating oil,
 - (d) an assortment of fabric swatches,
 - (e) an assortment of plastic buckles,
 - (f) an assortment of needles,
 - (g) thread (heavy duty),

- (h) dental floss,
- (i) aluminium pole-repair sleeve,
- (j) adhesive/seam sealer (Seam Grip),
- (k) alcohol swabs,
- (l) air mattress patches,
- (m) 2–3 m (5–10 feet) of nylon parachute cord,
- (n) heavy duty rubber bands,
- (o) zap straps,
- (p) 1–2 m (2–4 feet) of tubular webbing, and
- (q) a lightweight multi-tool;
- (19) personal essentials, to include:
 - (a) sunscreen,
 - (b) bug repellent,
 - (c) lip balm,
 - (d) biodegradable soap,
 - (e) tooth brush,
 - (f) toothpaste, and
 - (g) toilet paper.
- b. Group equipment shall consist of the following:
 - (1) tent,
 - (2) single-burner mountain stove,
 - (3) fuel bottle,
 - (4) fuel,
 - (5) pot set,
 - (6) folding saw,
 - (7) water filter,
 - (8) rope,
 - (9) compass,
 - (10) hand-held radio,
 - (11) topographical/trail/river map of the area being used, and
 - (12) Glow Sticks.

- c. The Regional Expedition Programme Officer should be consulted when planning the expedition.
- d. No more than two canoeing options outlined in paragraph 3a may be selected as modes of travel for the expedition.
- e. Time shall be allocated as required throughout the expedition in order to meet any pre-training requirements for the selected activities.
- f. The community service activity shall not have any partisan political association, or be seen to promote or support any single religious denomination or belief system.

EO S355.01 – DEVELOP GOALS FOR AN EXPEDITION

1. **Performance.** Develop Goals for an Expedition.
2. **Conditions**
 - a. Given:
 - (1) Expedition Instructor journal,
 - (2) Pen/pencil,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Any.
3. **Standard.** The cadet shall, prior to the commencement of the 18-day expedition, develop goals for an expedition that are:
 - a. specific,
 - b. measurable,
 - c. achievable,
 - d. relevant, and
 - e. timed.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Discuss the Expedition Instructor journal, to include: <ol style="list-style-type: none"> a. the purpose of writing in a journal; b. different ways to journal; c. topic areas to consider; d. the journal environment; and e. the outline of the Expedition Instructor journal. 	Interactive Lecture	5 min	C2-109 (pp. 36–39)
TP2	Discuss making SMART goals for an expedition that are: <ol style="list-style-type: none"> a. specific, b. measurable, c. achievable, d. relevant, and e. timed. 	Interactive Lecture	5 min	C0-019 (pp. 30–31) C0-237 (p. 642) C2-034 (p. 54, p. 149, pp. 157–158)

TP	Description	Method	Time	Ref
TP3	Discuss the purposes of developing team and personal goals, to include: a. being aware of the personal and group challenges that may be present; b. working as a team to achieve goals; c. motivating team members to achieve goals; d. supporting and encouraging team members to achieve goals; and e. developing a sense of personal and group achievement when a goal is reached.	Group Discussion	5 min	C2-034 (p. 19, p. 54, pp. 157–158) C0-237 (p. 493, p. 1011, p. 1563) C2-152 (p. 241)
TP4	Have the cadets, in their eight-member expedition teams, develop SMART team goals for the expedition and record them in their Expedition Instructor journals.	In-Class Activity	10 min	
TP5	Have the cadet develop SMART personal goals for the expedition and record them in their Expedition Instructor journal.	In-Class Activity	10 min	

5. Time

a.	Introduction/Conclusion:	5 min
b.	Interactive Lecture:	10 min
c.	Group Discussion:	5 min
d.	In-Class Activity:	20 min
e.	Total:	40 min

6. Substantiation

- An interactive lecture was chosen for TPs 1 and 2 to orient the cadet to the Expedition Instructor journal, developing SMART goals and to generate interest.
- A group discussion was chosen for TP 3 as it allows the cadet to interact with their peers and share knowledge, experiences, opinions and feelings about developing goals for an expedition. This helps develop a rapport by allowing the instructor to evaluate the cadets' responses in a non-threatening way while helping them refine their ideas. A group discussion also helps the cadet improve their listening skills and develop as a member of a team.
- An in-class activity was chosen for TPs 4 and 5 as it is an interactive way to reinforce the topic, provoke thought and stimulate interest about developing goals for an expedition.

7. References

- C0-019 (ISBN 0-7894-7147-7) Eaton, J., & Johnson, R. (2001). *Coaching Successfully*. New York, NY: Dorling Kindersley Publishing, Inc.
- C0-237 (ISBN 0-19-541816-6) Barber, K. (Ed.). (2004). *Canadian Oxford Dictionary* (2nd ed.). Don Mills, ON: Oxford University Press Canada.

- c. C2-034 (ISBN 0-87322-637-2) Preist, S., & Gass, M. (2005). *Effective Leadership in Adventure Programming* (2nd ed.). Windsor, ON: Human Kinetics Publishing Inc.
- d. C2-109 (ISBN 0-7872-6561-6) Sugerman, D., Doherty, K., Garvey, D., & Gass, M. (2000). *Reflective Learning: Theory and Practice*. Dubuque, IO: Kendall/Hunt Publishing Company.
- e. C2-152 (ISBN 1-898555-09-5) Ogilvie, K. (1993). *Leading and Managing Groups in the Outdoors: New Revised Edition*. Cumbria, England: The Institute for Outdoor Learning.

8. **Training Aids**

- a. Presentation aids (eg, whiteboard/flip chart/OHP) appropriate for the classroom/training area, and
- b. Expedition Instructor journal.

9. **Learning Aids**

- a. Flip chart paper,
- b. Markers,
- c. Expedition Instructor journal, and
- d. Pen/pencil.

10. **Test Details.** N/A.

11. **Remarks.** This EO shall be conducted prior to the 18-day expedition.

EO S355.02 – PREPARE FOR AN EXPEDITION

1. **Performance.** Prepare for an Expedition.
2. **Conditions**
 - a. Given:
 - (1) Supervision, and
 - (2) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet shall prepare for an expedition by:
 - a. identifying personal and group equipment;
 - b. determining the location of personal and group equipment in an expedition field pack;
 - c. discussing daily expedition routine; and
 - d. discussing the duties and responsibilities of an expedition instructor.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Conduct an activity where the cadet, in a group of no more than four, will: <ol style="list-style-type: none"> a. identify expedition equipment, to include: <ol style="list-style-type: none"> (1) personal, and (2) group; b. determine the location of personal and group equipment in an expedition field pack. 	In-Class Activity	15 min	C2-042 (p. 73) C2-051 (pp. 40–44, pp. 102–107)
TP2	Identify and explain a personal locator beacon (PLB), to include: <ol style="list-style-type: none"> a. its purpose; b. the operating features; and c. how it connects to a satellite. 	Interactive Lecture	5 min	C2-217
TP3	Discuss daily expedition routine, to include: <ol style="list-style-type: none"> a. setting up the campsite, to include: <ol style="list-style-type: none"> (1) organizing and erecting tents; (2) setting up a food hang; (3) establishing a cooking area; (4) setting up a clothesline; (5) collecting water; 	Interactive Lecture	15 min	C2-011 (pp. 52–55) C2-051 (p. 98–100)

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> (6) gathering firewood; (7) starting a fire, as required; and (8) marking the washrooms/latrines; b. following campsite routine, to include: <ul style="list-style-type: none"> (1) ensuring personal and group equipment is always organized; (2) cooking and eating; (3) storing personal garbage in a resealable plastic bag; (4) dealing with food scraps; and (5) adhering to the principles of Leave No Trace camping; c. supervising during an expedition, to include: <ul style="list-style-type: none"> (1) meals, (2) lights out and reveille, (3) free time, (4) personal hygiene routine, (5) equipment use, and (6) equipment maintenance; d. taking breaks and meeting timings throughout the day; e. preparing meals, to include: <ul style="list-style-type: none"> (1) lighting stoves; (2) boiling water; (3) field stripping individual meal packs (IMPs), as required; (4) preparing food; and (5) coordinating cleanup of garbage; f. maintaining group equipment, to include: <ul style="list-style-type: none"> (1) keeping equipment clean; (2) storing equipment, when not in use; and (3) reporting any loss/damage as soon as it occurs; and g. completing campsite departure routine, to include: <ul style="list-style-type: none"> (1) striking tents; (2) dismantling clothesline; (3) organizing personal equipment; 			

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> (4) dismantling food hang; (5) purifying water; (6) ensuring fire is fully extinguished; (7) remove any markings from washrooms/latrines; (8) organizing group equipment; (9) erasing signs of occupancy; and (10) conducting a final sweep of the area. <p>Note: Specific adjustments regarding daily expedition routine may be required for each CSTC.</p>			
TP4	<p>Discuss the procedure to take upon discovering wildlife.</p> <p>Note: Refer to the CSTC Standard Operating Procedures and parks for information specific to the area.</p>	Interactive Lecture	10 min	
TP5	<p>Discuss the procedure to take for disposal of waste, to include:</p> <ul style="list-style-type: none"> a. garbage, and b. human waste. <p>Note: Procedures will differ by CSTC/park areas that the cadets will be using.</p>	Interactive Lecture	10 min	
TP6	<p>Discuss the duties and responsibilities of an expedition instructor, to include:</p> <ul style="list-style-type: none"> a. following and enforcing daily expedition routine; and b. employing the competencies of an outdoor leader (OL), to include: <ul style="list-style-type: none"> (1) self-awareness and professional conduct, (2) conflict management, (3) decision making and judgment, (4) facilitation of the expedition experience, (5) technical abilities, (6) instructional abilities, (7) environmental stewardship, and (8) program management; c. assisting at the corps by: 	Group Discussion	15 min	<p>C2-150 (pp. 9–22, pp. 53–56, pp. 122–124, pp. 136–145)</p> <p>C2-151 (pp. 3–25)</p> <p>C2-152 (pp. 47–65)</p> <p>C2-153 (pp. xvi–xix, pp. 3–12, pp. 71–73, pp. 104–106, pp. 211–214)</p> <p>C2-034 (pp. 1–6, pp. 75–84, pp. 173–185)</p>

TP	Description	Method	Time	Ref
	(1) planning field training exercises (FTX); (2) assisting with the instruction of skills associated with adventure training activities; and (3) assisting throughout expeditions and FTXs.			

5. Time

a.	Introduction/Conclusion:	10 min
b.	In-Class Activity:	15 min
c.	Interactive Lecture:	40 min
d.	Group Discussion:	15 min
e.	Total:	80 min

6. Substantiation

- a. An in-class activity was chosen for TP 1 as it is an interactive way to provoke thought and confirm the cadets' comprehension of identifying personal and group expedition equipment and determining the location for this equipment in an expedition field pack.
- b. An interactive lecture was chosen for TPs 2–5 to introduce new information and to review and summarize daily expedition routine.
- c. A group discussion was chosen for TP 6 as it allows the cadet to interact with their peers and share their knowledge and experiences about the duties and responsibilities of an expedition instructor. This helps develop a rapport by allowing the instructor to evaluate the cadets' responses in a non-threatening way while helping them refine their ideas. A group discussion also helps the cadet improve their listening skills and develop as a member of a team.

7. References

- a. C2-011 (ISBN 0-89886-910-2) McGivney, A. (2003). *Leave No Trace, a Guide to the New Wilderness Etiquette*. Seattle, WA: Mountaineers Books.
- b. C2-034 (ISBN 0-87322-637-2) Priest, S., & Gass, M. (1997). *Effective Leadership in Adventure Programming*. Windsor, ON: Human Kinetics.
- c. C2-042 (ISBN 0-7566-0946-1) Berger, K. (2005). *Backpacking & Hiking*. New York, NY: DK Limited.
- d. C2-051 (ISBN 978-0-7153-2254-3) Bagshaw, C. (2006). *The Ultimate Hiking Skills Manual*. Cincinnati, OH: David & Charles.
- e. C2-150 (ISBN 0-89886-502-6) Graham, J. (1997). *Outdoor Leadership: Technique, Common Sense and Self-Confidence*. Seattle, WA: The Mountaineers.
- f. C2-151 (ISBN 0-7360-4709-3) Gilbertson, K., Bates, T., McLaughlin, T., & Ewert, A. (2006). *Outdoor Education: Methods and Strategies*. Windsor, ON: Human Kinetics.
- g. C2-152 (ISBN 1-898555-09-5) Ogilvie, K. (1993). *Leading and Managing Groups in the Outdoors: New Revised Edition*. Cumbria, England: The Institute for Outdoor Learning.

- h. C2-153 (ISBN 0-7360-5731-5) Martin, B., Cashel, C., Wagstaff, M., & Breunig, M. (2006). *Outdoor Leadership: Theory and Practice*. Windsor, ON: Human Kinetics.
- i. C2-217 SPOT Device. (2008). *Spot Overview*. Retrieved October 8, 2008, from <http://findmespot.ca/en/index.php?cid=1100>.

8. Training Aids

- a. Presentation aids (eg, whiteboard/flip chart/OHP) appropriate for the classroom/training area,
- b. PLB,
- c. Identifying personal and group equipment worksheet,
- d. Identifying personal and group equipment answer sheet, and
- e. Preparing for an expedition information handout.

9. Learning Aids

- a. Identifying personal and group equipment worksheet,
- b. Preparing for an expedition information handout, and
- c. Pens/pencils.

10. Test Details. N/A.

11. Remarks

- a. Personal and group equipment are not required, as the cadet will not be required to pack in this lesson.
- b. This EO shall be conducted prior to the 18-day expedition.
- c. PLBs acquire location from a Global Positioning System (GPS) network and then route it through a satellite network. The location is then stored and may be viewed by various methods (eg, web site, text message, email) by other cadets, family and friends. This method will let people know where the expedition is and track the route. Where CSTCs are using this type of network, ensure privacy rights are being adhered to.

EO S355.03 – MAINTAIN EXPEDITION EQUIPMENT

1. **Performance.** Maintain Expedition Equipment.
2. **Conditions**
 - a. Given:
 - (1) Expedition field pack,
 - (2) Tent,
 - (3) Waterproof compression sack,
 - (4) Valise/stuff sack,
 - (5) Single-burner mountain stove,
 - (6) Water filter,
 - (7) Folding saw,
 - (8) Knife,
 - (9) Expedition repair kit,
 - (10) Ceramic element,
 - (11) Cleaning cloth,
 - (12) Cleaning supplies,
 - (13) Water,
 - (14) Matches,
 - (15) Fuel,
 - (16) Funnel,
 - (17) Approved fuel disposal container,
 - (18) Supervision, and
 - (19) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Classroom or training area large enough to accommodate the entire group.
3. **Standard.** The cadet, as a member of a group of no more than four, shall maintain expedition equipment by:
 - a. completing the following repairs:
 - (1) replacing a buckle on an expedition field pack;
 - (2) patching a hole on an air mattress or waterproof compression sack;
 - (3) lubricating the stove pump assembly of a single-burner mountain stove;
 - (4) unplugging the generator tip of a single-burner mountain stove; and

- (5) cleaning the ceramic element of a water filter; and
- b. cleaning and storing equipment following an expedition, to include:
 - (1) expedition field pack,
 - (2) tent,
 - (3) waterproof compression sack,
 - (4) valise/stuff sack,
 - (5) single-burner mountain stove,
 - (6) water filter,
 - (7) folding saw, and
 - (8) knife.

4. Teaching Points

TP	Description	Method	Time	Ref
TP1	<p>Have the cadet brainstorm items included in an expedition repair kit, to include:</p> <ul style="list-style-type: none"> a. duct tape, b. lip balm, c. lubricating oil, d. petroleum jelly, e. assortment of fabric swatches, to include: <ul style="list-style-type: none"> (1) mosquito netting, and (2) lightweight rip stop nylon; f. assortment of plastic buckles, to include: <ul style="list-style-type: none"> (1) tension buckles, and (2) waist belt buckles; g. assortment of needles (heavy duty) and safety pins (contained in a film canister), h. thread (heavy duty), i. dental floss, j. aluminum pole-repair sleeve, k. adhesive/seam sealer (Seam Grip), l. alcohol swabs, m. air mattress patches, n. 2–3 m (5–10 feet) of nylon parachute cord, o. heavy duty rubber bands, p. cable ties, q. 1–2 m (2–4 feet) of tubular webbing, and 	Group Discussion	10 min	C2-010 (pp. 667–669) C2-042 (p. 73) C2-214 (pp. 36–42) C2-215 (p. 15)

TP	Description	Method	Time	Ref
	r. lightweight multi-tool.			
TP2	<p>Explain, demonstrate and have the cadet, in a group of no more than four, complete the following expedition equipment repairs:</p> <p>a. replace a buckle on an expedition field pack by:</p> <ol style="list-style-type: none"> (1) locating the buckle that requires replacement; (2) detaching the broken buckle from the strap using a knife; (3) feeding the strap through the attachment point on the new buckle; (4) folding the two sides of the strap onto each other; and (5) affixing the two sides together using the bar-tack stitch; <p>b. patch a hole in an air mattress by:</p> <ol style="list-style-type: none"> (1) locating the hole; (2) marking the hole with a pen or crayon; (3) cleaning the area around the hole with an alcohol swab; (4) cutting patching material as required; (5) rubbing adhesive around the hole; (6) placing a round patch on the hole; and (7) allowing the adhesive to dry before inflating; <p>c. lubricate the stove pump assembly of a single-burner mountain stove by:</p> <ol style="list-style-type: none"> (1) turning the pump knob counter-clockwise to open; (2) pulling the pump rod until it is fully extended; (3) lubricating the pump rod with: <ol style="list-style-type: none"> (a) petroleum jelly, (b) lip balm, or (c) lubricating oil; (4) pushing the pump rod closed; (5) turning the pump rod clockwise to lock it in place; 	Demonstration and Performance	20 min	<p>C2-016 (p. 100)</p> <p>C2-042 (p. 87)</p> <p>C2-215 (p. 30, pp. 52–53, pp. 87–89)</p> <p>See remarks, para 11b.</p>

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> (6) unscrewing the pump assembly by turning it counter-clockwise; (7) assessing the pump cap for moistness and suppleness; (8) lubricating the pump cap; and (9) replacing the pump assembly by screwing it clockwise into the fuel tank; <p>d. unplug the generator tip of a single-burner mountain stove by:</p> <ul style="list-style-type: none"> (1) emptying all fuel from the stove by undoing the fuel cap; (2) pouring old fuel into an approved disposal container; (3) refueling the stove with clean fuel; (4) lighting the stove; and (5) turning the fuel lever from high to low several times; and <p>e. clean the ceramic element of a water filter by:</p> <ul style="list-style-type: none"> (1) removing the clean side cover from the bottom of the housing by twisting it counter-clockwise; (2) removing the pump head from the top of the housing by twisting it counter-clockwise; (3) pushing the ceramic element up and out of the housing; (4) immersing the ceramic element in clean water; (5) scrubbing the ceramic element with a coarse scrubbing pad; (6) rinsing the ceramic element in clean water; (7) removing the ceramic gauge from the clean side cover; (8) measuring the ceramic element for serviceability using the ceramic gauge; and (9) reassembling the water filter. 			
TP3	Explain, demonstrate and have the cadet, in a group of no more than four:	Demonstration and Performance	15 min	C2-010 (pp. 424–425) C2-042 (p. 81)

TP	Description	Method	Time	Ref
	<p>a. clean an expedition field pack, a tent, a waterproof compression sack and a valise/ stuff sack by:</p> <ol style="list-style-type: none"> (1) filling a bucket with warm, soapy water; (2) emptying all contents/garbage; (3) loosening all straps and buckles as required; (4) spraying/soaking the item with water; (5) using a small scrubber to scrub the item; (6) rinsing with clean water; and (7) hanging/laying out to dry; and <p>b. store an expedition field pack, a tent, a waterproof compression sack and a valise/ stuff sack by:</p> <ol style="list-style-type: none"> (1) completing repairs as required; (2) identifying and tagging non-serviceable components as required; (3) ensuring the item is clean and dry; (4) packing the item in its carrying case, as required; and (5) placing the item in a cool, dry storage location. 			C2-215 (p. 51, pp. 58–59)
TP4	<p>Explain, demonstrate and have the cadet, in a group of no more than four, clean and store the following expedition equipment:</p> <p>a. single-burner mountain stove, to include:</p> <ol style="list-style-type: none"> (1) cleaning by: <ol style="list-style-type: none"> (a) removing any dirt/leaves/ matches from the burner plate and stove grate; and (b) wiping all components of the stove with warm, soapy water; and (2) storing by: <ol style="list-style-type: none"> (a) completing repairs, as required; (b) identifying non-serviceable components, as required; and (c) emptying all fuel by: 	Demonstration and Performance	25 min	C2-215 (pp. 76–84, pp. 85–87, p. 96) See remarks, para 11b.

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> i. ensuring the stove is cool; ii. opening the fuel cap; iii. pouring the fuel into an approved container; and iv. closing the fuel cap; (d) ensuring the stove is clean and dry; (e) placing a drop of oil in the oil hole of the pump cap; and (f) placing in a cool, dry location; b. water filter, to include: <ul style="list-style-type: none"> (1) cleaning by: <ul style="list-style-type: none"> (a) pumping a bleach solution – 1 part bleach, 10 parts water – through the water filter; (b) pumping clean water through the water filter; (c) purging any remaining water from the water filter by pumping the pump handle; (d) removing: <ul style="list-style-type: none"> i. the clean side cover by twisting the it off the bottom of the housing; ii. the pump head by twisting it off the top of the housing by pushing it out of the housing; iii. the ceramic element by pushing it out of the housing; iv. the inlet hose by pulling it off the pump head; and v. the inlet foam by sliding the inlet cage up the inlet hose and pulling it out of the inlet funnel; (e) rinsing with clean, warm water: <ul style="list-style-type: none"> i. the housing, ii. the pump head, iii. the clean side cover, iv. the inlet cage, and 			

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> v. the inlet float; (f) flushing the inlet hose with clean, warm water; (g) cleaning the ceramic element; and (h) reassembling the water filter by: <ul style="list-style-type: none"> i. inserting the inlet foam into the inlet funnel by sliding the inlet cage up; ii. pushing the inlet hose onto the pump head; iii. dropping the ceramic element into the housing; iv. twisting the pump head onto the housing; and v. twisting on the clean side cover to the bottom of the housing; and (2) storing by: <ul style="list-style-type: none"> (a) purging the water filter of any remaining water; (b) taking the water filter apart by removing: <ul style="list-style-type: none"> i. the clean side cover by twisting it off the bottom of the housing; ii. the pump head by twisting it off the top of the housing; iii. the ceramic element by pushing it out of the housing; iv. the inlet hose by pulling it off the pump head; v. the inlet foam by sliding the inlet cage up the inlet hose and pulling it out of the inlet funnel; (c) rinsing the ceramic element with warm water; (d) allowing the ceramic element to completely dry (3 – 5 days); 			

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> (e) ensuring all components of the water filter are clean and dry; (f) reassembling the water filter by: <ul style="list-style-type: none"> i. inserting the inlet foam into the inlet funnel by sliding the inlet cage up; ii. pushing the inlet hose onto the pump head; iii. dropping the ceramic element into the housing; iv. twisting the pump head onto the housing; v. twisting on the clean side cover to the bottom of the housing; and (g) winding the inlet hose around the housing; and (h) placing the water filter in a mesh bag in a cool, dry storage location; and c. folding saw and knife, to include: <ul style="list-style-type: none"> (1) cleaning by: <ul style="list-style-type: none"> (a) wiping the blade and handle with a non abrasive cloth and warm, soapy water; (b) drying the blade and handle with a clean cloth; and (c) oiling the blade and hinges with lubricating oil as required; and (2) storing by: <ul style="list-style-type: none"> (a) ensuring the folding saw and knife are clean and dry; (b) placing the blade in a sheath, if required; and (c) storing in a breathable container in a cool, dry location. 			

5. Time

a.	Introduction/Conclusion:	10 min
b.	Group Discussion:	10 min
c.	Demonstration and Performance:	60 min
d.	Total:	80 min

6. Substantiation

- a. A group discussion was chosen for TP 1 as it allows the cadet to interact with their peers and share their knowledge and experiences about items which may be included in an expedition repair kit. This helps develop a rapport by allowing the instructor to evaluate the cadet's responses in a non-threatening way while helping them refine their ideas. A group discussion also helps the cadet improve their listening skills and develop as a member of a team and orient the cadet to items which may be included in an expedition repair kit.
- b. A demonstration and performance was chosen for TPs 2–4 as it allows the instructor to explain and demonstrate how to complete repairs and clean and store expedition equipment while providing the cadet the opportunity to practice the skills under supervision.

7. References

- a. C2-010 (ISBN 0-375-70323-3) Fletcher, C., & Rawlins, C. (2004). *The Complete Walker IV*. New York, NY: Alfred A. Knopf.
- b. C2-016 (ISBN 0-517-88783-5) Curtis, R. (1998). *The Backpacker's Field Manual: A Comprehensive Guide to Mastering Backcountry Skills*. New York, NY: Three Rivers Press.
- c. C2-042 (ISBN 0-7566-0946-1) Berger, K. (2005). *Backpacking & Hiking*. New York, NY: DK Limited.
- d. C2-214 (ISBN 0-89886-057-1) Lindgren, L. (2002). *Sew & Repair your Outdoor Gear*. Seattle, WA: The Mountaineers.
- e. C2-215 (ISBN 978-0-89886-955-2) Hostetter, K. (2007). *Don't Forget the Duct Tape: Tips and Tricks for Repairing & Maintaining Outdoor & Travel Gear* (2nd ed). Seattle, WA: The Mountaineers.

8. Training Aids

- a. Presentation aids (eg, whiteboard/flip chart/OHP) appropriate for the classroom/training area,
- b. Expedition field pack,
- c. Tent,
- d. Waterproof compression sack,
- e. Valise/stuff sack,
- f. Single-burner mountain stove,
- g. Water filter,
- h. Folding saw,
- i. Knife,
- j. Expedition repair kit,

- k. Ceramic element,
- l. Cleaning cloth,
- m. Cleaning supplies,
- n. Water,
- o. Matches,
- p. Fuel,
- q. Funnel,
- r. Approved fuel disposal container,
- s. Drip pan, and
- t. Fire extinguisher.

9. **Learning Aids**

- a. Expedition field pack,
- b. Tent,
- c. Waterproof compression sack,
- d. Valise/stuff sack,
- e. Single-burner mountain stove,
- f. Water filter,
- g. Folding saw,
- h. Knife,
- i. Expedition repair kit,
- j. Ceramic element,
- k. Cleaning cloth,
- l. Cleaning supplies,
- m. Water,
- n. Matches,
- o. Fuel,
- p. Funnel,
- q. Approved fuel disposal container,
- r. Drip pan, and
- s. Fire extinguisher.

10. **Test Details.** N/A.

11. **Remarks**

- a. This EO shall be conducted prior to the 18-day expedition.
- b. For TPs 2–4 cadets will be divided into groups of no more than four. Learning aids will only be required for each group, not each cadet.
- c. Instructors should refer to the product/instruction manual for the operating and maintenance instructions for the single-burner mountain stove and the water filter.

EO S355.04A – PADDLE A CANOE ON FLATWATER DURING AN 18-DAY EXPEDITION

1. **Performance.** Paddle a Canoe on Flatwater During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Fully equipped tandem canoe,
 - (2) Personal floatation device (PFD),
 - (3) Paddle,
 - (4) Supervision, and
 - (5) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Flatwater IAW A-CR-CCP-030/PT-001 during daylight hours.
3. **Standard.** The cadet shall paddle a canoe on flatwater during an 18-day expedition.
4. **Teaching Points**
 - a. Brief the cadets prior to the start of the activity, to include an explanation of:
 - (1) the objectives and importance of the activity;
 - (2) the resources that may be required to perform the activity; and
 - (3) any safety guidelines that must be followed while performing the activity.
 - b. Have the cadet paddle a canoe on flatwater, on a linear route, as part of the 18-day expedition.
 - c. Debrief the cadets, ideally by a specialist who was involved in the activity by asking:
 - (1) how they felt about the activity;
 - (2) what they felt they accomplished; and
 - (3) what they would try to improve on if given the chance to complete the activity again.
5. **Time.** Regionally directed, as a portion of the 18-day expedition.
6. **Substantiation.** The experiential approach was chosen for this activity as it allows the cadets to acquire new knowledge and skills through a direct experience. The cadet experiences canoeing during an expedition and defines that experience on a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while canoeing and consider how it relates to what they already learned and experienced as well as how it will relate to further experiences.
7. **References.** A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets Adventure Training Safety Standards*. Ottawa, ON: Department of National Defence.
8. **Training Aids**
 - a. Fully equipped tandem canoe,
 - b. PFD, and

- c. Paddle.

9. **Learning Aids**

- a. Fully equipped tandem canoe,
- b. PFD, and
- c. Paddle.

10. **Test Details.** N/A.

11. **Remarks**

- a. A minimum of three modes of travel of the 18-day expedition are to be selected from EO S355.04A (Paddle a Canoe on Flatwater During an 18-Day Expedition), EO S355.04B (Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition), EO S355.04C (Paddle a Canoe on Moving Water During an 18-Day Expedition), EO S355.04D (Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition) and EO S355.04E (Hike on Class 3 Terrain During an 18-Day Expedition).
- b. IAW A-CR-CCP-030/PT-001:
 - (1) a fully equipped tandem canoe is described as having the following items:
 - (a) bailer,
 - (b) buoyant heaving line or throw bag,
 - (c) sound signalling device,
 - (d) spare paddle, and
 - (e) painter lines; and
 - (2) the following group equipment is required when paddling a canoe:
 - (a) topographical or river map of area (if required),
 - (b) compass,
 - (c) first aid kit,
 - (d) communication device (eg, cellular phone or hand-held radio), and
 - (e) canoe repair kit.
- c. The intensity level of the activity shall follow that progression matrix outlined in A-CR-CCP-951/PT-002.
- d. IAW A-CR-CCP-951/PT-002, there are pre-training requirements for canoeing. Assess the level of pre-training required and plan time into the 18-day expedition as necessary. Where there are only a few cadets, extra-curricular time could be used.
- e. There will be no instructional guide provided for this EO. If required, instructional information can be located in PO S353 (Manoeuvre a Canoe on Flatwater, Chapter 4, [Section 9](#)).
- f. Ensure the cadet has a supply of water when canoeing.

EO S355.04B – PADDLE A VOYAGEUR CANOE ON FLATWATER DURING AN 18-DAY EXPEDITION

1. **Performance.** Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Personal equipment,
 - (2) Group equipment,
 - (3) Fully equipped voyageur canoe,
 - (4) PFD,
 - (5) Paddle,
 - (6) Supervision, and
 - (7) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Flatwater IAW A-CR-CCP-030/PT-001 and A-CR-CCP-951/PT-002 during daylight hours.
3. **Standard.** The cadet shall paddle a voyageur canoe on flatwater during an 18-day expedition.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	<p>Explain, demonstrate and have the cadet, in a group of eight, outfit a voyageur canoe with the following safety equipment:</p> <ol style="list-style-type: none"> a. if under 6 m in length: <ol style="list-style-type: none"> (1) at least two large volume (2 L) bailers, (2) a buoyant heaving line or throw bag, (3) a sound signalling device, (4) at least two spare paddles, and (5) two 6-m painter lines; b. if 6–8 m in length: <ol style="list-style-type: none"> (1) at least two large volume (2 L) bailers, (2) a buoyant heaving line or throw bag, (3) a sound signalling device, (4) at least two spare paddles, (5) two 6-m painter lines, 	Demonstration and Performance	15 min	A2-001 (p. 3-15) C2-078 (pp.104–105)

TP	Description	Method	Time	Ref
	<ul style="list-style-type: none"> (6) a re-boarding device (such as a watercraft ladder) if the freeboard of the canoe is greater than 0.5 m, (7) a Class 5 BC fire extinguisher if the canoe is power driven, and (8) six Canadian-approved flare of Type A, B or C (can be exempt if travelling in waterways no further than 1.6 km [1 mile] from shore); or <p>c. if 8–12 m in length:</p> <ul style="list-style-type: none"> (1) at least two large volume (2 L) bailers, (2) a buoyant heaving line or throw bag, (3) a sound signalling device, (4) at least two spare paddles, (5) two 6-m painter lines, (6) a re-boarding device (such as a watercraft ladder) if the freeboard of the canoe is greater than 0.5 m, (7) a Class 10 BC fire extinguisher if the canoe is power driven, and (8) 12 Canadian-approved flares of Type A, B or C (can be exempt if travelling in waterways no further than 1.6 km [1 mile] from shore). 			
TP2	<p>Discuss emergency procedures, to include:</p> <ul style="list-style-type: none"> a. identifying rescue priorities when a voyageur canoe capsizes, to include: <ul style="list-style-type: none"> (1) rescuer, (2) people, (3) canoes, and (4) equipment; b. understanding group responsibilities when a voyageur canoe capsizes, to include: <ul style="list-style-type: none"> (1) alerting other paddlers of the paddlers in the water; (2) assisting in the rescue when directed to do so by the team leader/safety boat operator; and (3) pulling over to the side of the river/ lake or rafting up with other voyageur canoes; and 	Interactive Lecture	25 min	C0-025 (pp. 22–25, p. 200) C2-076 (pp. 67–68)

TP	Description	Method	Time	Ref
	<p>c. identifying the procedure for rescuing a capsized voyageur canoe, to include:</p> <ol style="list-style-type: none"> (1) adopting the heat escape lessening position (HELP) (individual) or the huddle position (group); (2) passing the painter line, bow or stern, to the rescuer in the safety boat; (3) swimming to shore or entering the safety boat, as directed by the team leader or rescuer in the safety boat; (4) bailing out the voyageur canoe, if required; (5) re-entering the voyageur canoe; and (6) re-launching the voyageur canoe. 			
TP3	<p>Explain, demonstrate and have the cadet, in a group of eight, transport a voyageur canoe, to include:</p> <ol style="list-style-type: none"> a. carrying of voyageur canoe to and from the water; b. launching a voyageur canoe; and c. landing a voyageur canoe. 	Demonstration and Performance	20 min	C0-025 (pp. 45–47) C2-112
TP4	<p>Explain, demonstrate and have the cadet practice strokes while paddling a voyageur canoe in a group of eight, to include:</p> <ol style="list-style-type: none"> a. power stroke, b. forward sweep, c. backpaddle, d. draw, e. pry, and f. jam. 	Demonstration and Performance	80 min	C0-025 (pp. 53–55, p. 60, pp. 64–68, p. 99) C2-076 (pp. 40–49, pp. 56–60) C2-106 (pp. 127–131)
TP5	Have the cadet practice voyageur canoe skills in a group of eight.	Practical Activity	170 min	
TP6	Have the cadet paddle a voyageur canoe on flatwater, on a linear route, as part of the 18-day expedition.	Experiential Learning	See time, para 5b.	

5. Time

- a. Training:
 - (1) Introduction/Conclusion: 10 min
 - (2) Demonstration and Performance: 115 min
 - (3) Interactive Lecture: 25 min
 - (4) Practical Activity: 170 min
 - (5) Total: 320 min
- b. Experiential Learning: Regionally directed, as a portion of the 18-day expedition.

6. Substantiation

- a. A demonstration and performance was chosen for TPs 1, 3 and 4 as it allows the instructor to explain and demonstrate outfitting a voyageur canoe, transporting a voyageur canoe and basic canoe strokes while providing an opportunity for the cadet to practice these skills under supervision.
- b. An interactive lecture was chosen for TP 2 to orient the cadet, generate interest and present basic and background material on voyageur canoeing and emergency procedures.
- c. A practical activity was chosen for TP 5 as it is an interactive way for the cadet to experience paddling a voyageur canoe in a safe, controlled environment. This activity contributes to the development of voyageur canoe knowledge and skills in a fun and challenging setting on-water.
- d. An experiential learning approach was chosen for TP 6 as it allows the cadet to acquire new knowledge and skills through a direct experience. The cadet experiences voyageur canoeing on flatwater during an expedition and defines that experience on a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while voyageur canoeing and consider how it relates to what they already learned and experienced as well as how it will relate to further experiences.

7. References

- a. A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets Adventure Training Safety Standards*. Ottawa, ON: Department of National Defence.
- b. C0-025 (ISBN 1-895465-33-8) Gifford, D. (Ed.) (2000). *Canoeing Instructor's Resource Manual*. Merrickville, ON: Canadian Recreational Canoeing Association.
- c. C2-076 (ISBN 0-87322-443-4) Gullion, L. (1994). *Outdoor Pursuits Series: Canoeing*. Champaign, IL: Human Kinetics Publishers.
- d. C2-078 (ISBN 1-55013-079-X) Mason, B. (1988). *Song of the Paddle: An Illustrated Guide to Wilderness Camping*. Toronto, ON: Key Porter Books Limited.
- e. C2-106 (ISBN 0-900082-04-6) Rowe, R. (1997). *Canoeing Handbook*. Guildford, UK: Biddles Limited.
- f. C2-112 (ISBN 1-55046377-2) McGuffin, G. & McGuffin, J. (2005). *Paddle your Own Canoe: An Illustrated Guide to the Art of Canoeing*. Erin, ON: Boston Mills Press.

8. Training Aids

- a. Personal equipment,

- b. Group equipment,
- c. Fully equipped voyageur canoe,
- d. Paddle,
- e. PFD,
- f. Water carrier,
- g. Buoys,
- h. Topographical/river map of the area,
- i. Waterproof map case,
- j. Compass,
- k. Communication device,
- l. Global positioning system (GPS) receiver,
- m. Spare batteries, and
- n. First aid kit.

9. **Learning Aids**

- a. Personal equipment,
- b. Group equipment,
- c. Fully equipped voyageur canoe,
- d. Paddle,
- e. PFD,
- f. Water carrier,
- g. Buoys,
- h. Topographical/river map of the area,
- i. Waterproof map case,
- j. Compass, and
- k. Communication device.

10. **Test Details.** N/A.

11. **Remarks**

- a. A minimum of three modes of travel of the 18-day expedition are to be selected from EO S355.04A (Paddle a Canoe on Flatwater During an 18-Day Expedition), EO S355.04B (Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition), EO S355.04C (Paddle a Canoe on Moving Water During an 18-Day Expedition), EO S355.04D (Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition) and EO S355.04E (Hike on Class 3 Terrain During an 18-Day Expedition).

b. IAW A-CR-CCP-030/PT-001:

(1) a fully equipped voyageur canoe:

(a) under 6 m in length is described as having the following items:

- i. at least two large volume (2 L) bailers,
- ii. buoyant heaving line or throw bag,
- iii. sound signalling device,
- iv. at least two spare paddles, and
- v. two 6-m painter lines;

(b) 6–8 m in length is described as having the following items:

- i. at least two large volume (2 L) bailers or equivalent volume,
- ii. a buoyant heaving line or throw bag,
- iii. a sound signalling device,
- iv. at least two spare paddles,
- v. two 6-m painter lines,
- vi. a re-boarding device (such as a watercraft ladder) if the freeboard of the canoe is greater than 0.5 m,
- vii. a Class 5 BC fire extinguisher if the canoe is power driven, and
- viii. six Canadian-approved flares of Type A, B or C (can be exempt if travelling in water ways no further than 1.6 km [1 mile] from shore); and

(c) 8–12 m in length is described as having the following items:

- i. at least two large volume (2 L) bailers or equivalent volume,
- ii. a buoyant heaving line or throw bag,
- iii. a sound signalling device,
- iv. at least two spare paddles,
- v. two 6-m painter lines,
- vi. a re-boarding device (such as a watercraft ladder) if the freeboard of the canoe is greater than 0.5 m,
- vii. a Class 10 BC fire extinguisher if the canoe is power driven, and
- viii. 12 Canadian-approved flares of Type A, B or C (can be exempt if travelling in water ways no further than 1.6 km [1 mile] from shore);

(2) the following group equipment is required when paddling a voyageur canoe:

- (a) topographical or river map of area (if required),
- (b) compass,

- (c) first aid kit,
 - (d) communication device (eg, cellular phone or hand-held radio), and
 - (e) canoe repair kit; and
- c. The intensity level of the activity shall follow that progression matrix outlined in A-CR-CCP-951/PT-002.
- d. IAW A-CR-CCP-951/PT-002, there are specific pre-training requirements for voyageur canoeing. Assess the level of pre-training required and plan time into the 18-day expedition as necessary. Where there are only a few cadets, extra-curricular time could be used.
- e. IAW A-CR-CCP-951/PT-002, the safety boat requirement for voyageur canoe tripping is a motorized support boat as described in A-CR-CCP-030/PT-001. The minimum requirement for voyageur canoe day instruction (not more than 250 m from shore) safety boat is a voyageur canoe of similar size and ability. There must be at least one safety boat with two operators for every four voyageur canoes.
- f. Ensure the cadet has a supply of water when canoeing.
- g. Assistant instructors are required for this lesson.

EO S355.04C – PADDLE A CANOE ON MOVING WATER DURING AN 18-DAY EXPEDITION

1. **Performance.** Paddle a Canoe on Moving Water During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Personal equipment,
 - (2) Group equipment,
 - (3) Fully equipped tandem canoe,
 - (4) PFD,
 - (5) Paddle,
 - (6) Helmet,
 - (7) Supervision, and
 - (8) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Class II moving water IAW A-CR-CCP-030/PT-001 during daylight hours.
3. **Standard.** The cadet shall paddle a canoe on moving water during an 18-day expedition.
4. **Teaching Points**

TP	Description	Method	Time	Ref
TP1	Identify the levels of the International Scale of River Difficulty (ISRD), to include: <ol style="list-style-type: none"> a. Class I (easy), b. Class II (novice), c. Class III (intermediate), d. Class IV (advanced), e. Class V (expert), and f. Class VI (extreme and exploratory). 	Interactive Lecture	5 min	A1-010 (pp. 5-21 to 5-22) C2-077 (p. 76) C2-112 (p. 116) C2-221 (p. 20)
TP2	Discuss moving water, to include: <ol style="list-style-type: none"> a. defining the term rapid(s); b. understanding the flow of water downstream, to include: <ol style="list-style-type: none"> (1) volume, and (2) current, to include: <ol style="list-style-type: none"> (a) middle of the river, (b) river left/river right, (c) river bends, 	Interactive Lecture	10 min	C2-077 (pp. 60–63) C2-112 (pp. 119–125)

TP	Description	Method	Time	Ref
	(d) helical currents, and (e) current differential.			
TP3	Identify and explain the following river features: a. confluence, b. channel, c. chute, d. downstream V, e. upstream V, f. eddy, g. eddy line, h. pool, i. boil, and j. drop.	Interactive Lecture	10 min	C2-077 (pp. 65–73) C2-112 (pp. 119–125) C2-221 (pp. 13–20)
TP4	Identify and explain the following river obstacles: a. rock(s), to include: (1) rock(s) in deep, quiet or slow-moving water, (2) rock(s) in slow current, (3) rock(s) in deep water with a fast current, and (4) rock(s) in deep water with a very fast current; b. rock gardens, c. undercut rocks, d. holes, to include: (1) frowning holes, (2) smiling holes, and (3) stoppers; e. potholes, f. ledge(s), g. low head dam or man-made weir, h. waterfall, and i. strainers/sweepers.	Interactive Lecture	10 min	C2-077 (pp. 65–73) C2-112 (pp. 119–125)
TP5	Identify and explain the following types of waves: a. curling waves, b. standing waves/haystacks, c. roller waves, d. re-circulating waves/hydraulics, to include:	Interactive Lecture	10 min	C2-077 (pp. 65–73) C2-112 (pp. 119–125)

TP	Description	Method	Time	Ref
	(1) non-keepers, and (2) keepers.			
TP6	<p>Explain, demonstrate and have the cadet practice throwing a throw bag to rescue a swimmer, to include:</p> <ul style="list-style-type: none"> a. taking position in full sight of the river; b. adopting the throwing position with the feet shoulder width apart and firmly planted on the ground; c. holding the throw bag in the throwing hand and the line in the opposite hand; d. watching for the swimmer to pass the rescue location; e. calling out ROPE; f. aiming the throw bag so that the rope will land just downstream of the swimmer; g. throwing the throw bag underhand with a smooth, steady action; and h. bracing for the weight of the swimmer on the rope; i. swinging the swimmer to shore, pulling in the rope as required. 	Demonstration and Performance	20 min	C2-112 (pp. 184–185) C2-212 (p. 74)
TP7	<p>Explain, demonstrate and have the cadet complete a self-rescue and an assisted rescue in moving water by:</p> <ul style="list-style-type: none"> a. adopting the defensive swimming position by: <ul style="list-style-type: none"> (1) rolling onto the back; (2) pointing the feet downstream; (3) positioning the left heel on top of the right toes with the right heel just below the buttocks; (4) tilting the head upwards; (5) gripping the teeth together in a river smile; and (6) positioning the arms out toward the sides to provide stability and direction; b. completing a self-rescue by swimming defensively by: <ul style="list-style-type: none"> (1) adopting the defensive swimming position; 	Demonstration and Performance	60 min	C2-112 (p. 180, pp. 184–185) C2-212 (p. 36)

TP	Description	Method	Time	Ref
	(2) backpaddling with the arms; (3) kicking the feet, as required; (4) angling the body toward the safest shore/eddy; and (5) backpaddling to the safest shore/eddy; c. completing an assisted rescue by: (1) adopting the defensive swimming position; (2) swimming defensively toward the safest shore; (3) grabbing the rescue line that is thrown in front of the body; (4) placing the rope over the shoulder closest to the safest shore; and (5) kicking the feet to assist the rescuer, as required.			
TP8	Explain, demonstrate and have the cadet perform the following moving water canoe strokes: a. cross bow draw, and b. duffek.	Demonstration and Performance	30 min	C2-112 (p. 78) C2-114 (p. 90)
TP9	Explain, demonstrate and have the cadet perform canoe manoeuvres in moving water on the onside and offside: a. eddy turns, b. peel outs, and c. ferries.	Demonstration and Performance	155 min	C2-077 (pp. 78–88) C2-112 (pp. 146–153, pp. 158–161) C2-222
TP10	Have the cadet paddle a canoe on moving water, on a linear route, as part of the 18-day expedition.	Experiential Learning	See time, para 5b	

5. Time

a. Training:

- | | |
|------------------------------------|---------|
| (1) Introduction/Conclusion: | 10 min |
| (2) Interactive Lecture: | 45 min |
| (3) Demonstration and Performance: | 265 min |
| (4) Total: | 320 min |

b. Experiential Learning: Regionally directed, as a portion of the 18-day expedition.

6. Substantiation

- a. An interactive lecture was chosen for TPs 1–5 to orient the cadet to the concept of moving water as well as features, obstacles and waves they may encounter when paddling.
- b. A demonstration and performance was chosen for TPs 6–9 as it allows the instructor to explain and demonstrate self and assisted rescues, moving water canoe strokes and moving water canoe manoeuvres while providing the cadet the opportunity to practice these skills under supervision.
- c. An experiential learning approach was chosen for TP 10 as it allows the cadet to acquire new knowledge and skills through a direct experience. The cadet experiences canoeing on moving water during an expedition and defines that experience on a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while canoeing on moving water and consider how it relates to what they already learned and experienced as well as how it will relate to further experiences.

7. References

- a. A1-010 A-CR-CCP-030/PT-001 D Cdts 4. (2005). *Water Safety Orders*. Ottawa, ON: Department of National Defence.
- b. C2-077 (ISBN 1-55013-654-2) Mason, B. (1995). *Path of the Paddle: An Illustrated Guide to the Art of Canoeing*. Toronto, ON: Key Porter Books.
- c. C2-112 (ISBN 1-55048-377-2) McGuffin, G., & McGuffin J. (1999). *Paddle Your Own Canoe: An Illustrated Guide to the Art of Canoeing*. Richmond Hill, ON: The Boston Mills Press.
- d. C2-114 (ISBN 978-1-896980-04-6) Westwood, A. (2007). *Canoeing: The Essential Skills and Safety*. Beachburg, ON: The Heliconia Press.
- e. C2-212 Segerstrom, J., Edwards, B., Hogan, M., Turnball, P., & Turnball J. M. (2001). *Rescue 3 International's Whitewater Rescue Technician Manual*. Elk Grove, CA: Rescue 3 International, Inc.
- f. C2-221 Drought, G. (1996). *Madawaska River and Opeongo River Whitewater Guide*. Whitney, ON: The Friends of Algonquin Park.
- g. C2-222 Salins, S. (2000, March). Ferry on Home. *Canoe & Kayak*, 30.
- h. C2-222 Salins, S. (2000, May). Doing the Ferry. *Canoe & Kayak*, 34.
- i. C2-222 Salins, S. (2000, July). Elements of an Eddy Turn. *Canoe & Kayak*, 34.
- j. C2-222 Salins, S. (2000, March). Setting up an Eddy Turn. *Canoe & Kayak*, 22.

8. Training Aids

- a. Presentation aids (eg, whiteboard/flip chart/OHP) appropriate for the classroom/training area,
- b. Personal equipment,
- c. Group equipment,
- d. Fully equipped tandem canoe,
- e. PFD,
- f. Paddle,
- g. Helmet

- h. Tether line,
- i. Topographical/river map of the area,
- j. Waterproof map case,
- k. Compass,
- l. Communication device,
- m. GPS receiver,
- n. Spare batteries, and
- o. First aid kit.

9. **Learning Aids**

- a. Personal equipment,
- b. Group equipment,
- c. Fully equipped tandem canoe,
- d. PFD,
- e. Paddle,
- f. Helmet,
- g. Tether line,
- h. Topographical/river map of the area,
- i. Waterproof map case,
- j. Compass,
- k. Communication device,
- l. GPS receiver,
- m. Spare batteries, and
- n. First aid kit.

10. **Test Details.** N/A.

11. **Remarks**

- a. A minimum of three modes of travel of the 18-day expedition are to be selected from EO S355.04A (Paddle a Canoe on Flatwater During an 18-Day Expedition), EO S355.04B (Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition), EO S355.04C (Paddle a Canoe on Moving Water During an 18-Day Expedition), EO S355.04D (Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition) and EO S355.04E (Hike on Class 3 Terrain During an 18-Day Expedition).
- b. The intensity level of the activity selected shall follow the progression matrix outlined in A-CR-CCP-951/PT-002.

- c. IAW A-CR-CCP-951/PT-002, there are specific pre-training requirements for canoeing on moving water. Assess the level of pre-training required and plan time into the 18-day expedition as necessary.
- d. The policies outlined in A-CR-CCP-951/PT-002, limit cadets to Class II moving water. Where Class III water exists, rapids shall be scouted and the skill level of the cadets assessed. Class III water may be attempted with the permission of a qualified moving water canoe instructor.
- e. Assistant instructors are required for this lesson.

EO S355.04D – RIDE A MOUNTAIN BIKE ON INTERMEDIATE TRAILS DURING AN 18-DAY EXPEDITION

1. **Performance.** Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Fully equipped mountain bike,
 - (2) Helmet,
 - (3) Supervision, and
 - (4) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Intermediate mountain bike trails IAW A-CR-CCP-951/PT-002 during daylight hours.
3. **Standard.** The cadet shall ride a mountain bike on intermediate trails during an 18-day expedition.
4. **Teaching Points**
 - a. Brief the cadets prior to the start of the activity, to include an explanation of:
 - (1) the objectives and importance of the activity;
 - (2) the resources that may be required to perform the activity; and
 - (3) any safety guidelines that must be followed while performing the activity.
 - b. Have the cadet ride a mountain bike on intermediate trails, on a linear route, as part of the 18-day expedition.
 - c. Debrief the cadets, ideally by the specialist who was involved in the activity by asking:
 - (1) how they felt about the activity;
 - (2) what they felt they accomplished; and
 - (3) what they would try to improve on if given the chance to complete the activity again.
5. **Time.** Regionally directed, as a portion of the 18-day expedition.
6. **Substantiation.** The experiential approach was chosen for this activity as it allows the cadets to acquire new knowledge and skills through a direct experience. The cadet experiences mountain biking on intermediate trails during and expedition and defines that experience on a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while mountain biking and consider how it relates to what they already learned and experienced as well as how it will relate to further experiences.
7. **References.** A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets Adventure Training Safety Standards*. Ottawa, ON: Department of National Defence.
8. **Training Aids**
 - a. Fully equipped mountain bike, and

- b. Helmet.

9. **Learning Aids**

- a. Fully equipped mountain bike, and
- b. Helmet.

10. **Test Details.** N/A.

11. **Remarks**

- a. A minimum of three modes of travel of the 18-day expedition are to be selected from EO S355.04A (Paddle a Canoe on Flatwater During an 18-Day Expedition), EO S355.04B (Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition), EO S355.04C (Paddle a Canoe on Moving Water During an 18-Day Expedition), EO S355.04D (Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition) and EO S355.04E (Hike on Class 3 Terrain During an 18-Day Expedition).
- b. IAW A-CR-CCP-951/PT-002:
 - (1) a fully equipped mountain bike is described as having the following:
 - (a) bell or horn,
 - (b) lights, and
 - (c) reflectors; and
 - (2) the following group equipment is required when riding a mountain bike:
 - (a) reflective vest (worn by person in rear of group),
 - (b) map of area (if required),
 - (c) compass,
 - (d) first aid kit,
 - (e) communication device (eg, cellular phone or hand-held radio), and
 - (f) mountain bike repair kit.
- c. The intensity level of the activity shall follow that progression matrix outlined in A-CR-CCP-951/PT-002.
- d. There will be no instructional guide provided for this EO. If required, instructional information can be located in PO S352 (Ride a Mountain Bike on Intermediate Trails, Chapter 4, [Section 8](#)).
- e. Ensure the cadet is wearing a day pack and have a supply of water when riding.

EO S355.04E – HIKE ON CLASS 3 TERRAIN DURING AN 18-DAY EXPEDITION

1. **Performance.** Hike on Class 3 Terrain During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Hiking boots,
 - (2) Trekking poles,
 - (3) Whistle,
 - (4) Supervision, and
 - (5) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Class 2/3 hiking terrain IAW A-CR-CCP-951/PT-002.
3. **Standard.** The cadet shall hike on Class 2/3 terrain during an 18-day expedition.
4. **Teaching Points**
 - a. Brief the cadets prior to the start of the activity, to include an explanation of:
 - (1) the objectives and importance of the activity;
 - (2) the resources that may be required to perform the activity; and
 - (3) any safety guidelines that must be followed while performing the activity.
 - b. Have the cadet hike on Class 3 terrain, on a linear route, as part of the 18-day expedition.
 - c. Debrief the cadets, ideally by the specialist who was involved in the activity by asking:
 - (1) how they felt about the activity;
 - (2) what they felt they accomplished; and
 - (3) what they would try to improve on if given the chance to complete the activity again.
5. **Time.** Regionally directed, as a portion of the 18-day expedition.
6. **Substantiation.** The experiential approach was chosen for this activity as it allows the cadet to acquire new knowledge and skills through a direct experience. The cadet experiences hiking on Class 3 terrain during an expedition and defines that experience on a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while hiking and consider how it relates to what they already learned and experienced as well as how it will relate to further experiences.
7. **References**
 - a. A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets Adventure Training Safety Standards*. Ottawa, ON: Department of National Defence.
 - b. C2-016 (ISBN 1-4000-5309-9) Curtis, R. (2005). *The Backpacker's Field Manual: A Comprehensive Guide to Mastering Backcountry Skills*. New York, NY: Three Rivers Press.

- c. C2-042 (ISBN 0-7566-0946-1) Berger, K. (2005). *Backpacking & Hiking*. New York, NY: DK Publishing, Inc.
- d. C2-051 (ISBN 978-0-7153-2254-3) Bagshaw, C. (Ed.). (2006). *The Ultimate Hiking Skills Manual*. Cincinnati, OH: David & Charles.
- e. C2-103 (ISBN 0-89886-427-5) Graydon, D., & Hanson, K. (Eds.). (2001). *Mountaineering: The Freedom of the Hills* (6th ed.). Seattle, WA: The Mountaineers.

8. Training Aids

- a. Hiking boots, and
- b. Trekking poles.

9. Learning Aids

- a. Hiking boots,
- b. Day pack,
- c. Water carrier,
- d. Trekking poles,
- e. Topographical/trail map of the area,
- f. Compass,
- g. Whistle,
- h. Communication device,
- i. Global positioning system receiver,
- j. Spare batteries, and
- k. First aid kit.

10. Test Details. N/A.

11. Remarks

- a. A minimum of three modes of travel of the 18-day expedition are to be selected from EO S355.04A (Paddle a Canoe on Flatwater During an 18-Day Expedition), EO S355.04B (Paddle a Voyageur Canoe on Flatwater During an 18-Day Expedition), EO S355.04C (Paddle a Canoe on Moving Water During an 18-Day Expedition), EO S355.04D (Ride a Mountain Bike on Intermediate Trails During an 18-Day Expedition) and EO S355.04E (Hike on Class 3 Terrain During an 18-Day Expedition).
- b. IAW A-CR-CCP-951/PT-002, the following group equipment is required when hiking:
 - (1) topographical/trail map of area (if required),
 - (2) compass,
 - (3) first aid kit, and
 - (4) communication device (eg, cellular phone or hand-held radio).

- c. The intensity level of the activity shall follow that progression matrix outlined in A-CR-CCP-951/PT-002.
- d. Ensure the cadet has a supply of water when hiking.

EO S355.05 – PARTICIPATE IN AN ADVENTURE TRAINING ACTIVITY DURING AN 18-DAY EXPEDITION

1. **Performance.** Participate in an Adventure Training Activity During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Activity equipment as required,
 - (2) Supervision, and
 - (3) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Suitable environment for the activity selected IAW A-CR-CCP-030/PT-001 and A-CR-CCP-951/PT-002.
3. **Standard.** The cadet shall participate in a minimum of one of the following adventure training activities IAW A-CR-CCP-951/PT-002 during an 18-day expedition:
 - a. mountaineering,
 - b. rock climbing,
 - c. caving,
 - d. rafting,
 - e. ropes and challenge course,
 - f. kayaking, or
 - g. sea kayaking.
4. **Teaching Points**
 - a. Brief the cadets prior to the start of the activity, to include an explanation of:
 - (1) the objectives and importance of the activity;
 - (2) the resources that may be required to perform the activity;
 - (3) any safety guidelines that must be followed while performing the activity.
 - b. Have the cadets participate in an adventure training activity, as part of the 18-day expedition.
 - c. Debrief the cadets, ideally by the specialist who was involved in the activity by asking:
 - (1) how they felt about the activity;
 - (2) what they felt they accomplished; and
 - (3) what they would try to improve on if given the chance to complete the activity again.

5. **Time**

- | | | |
|----|--------------------------|---------|
| a. | Introduction/Conclusion: | 10 min |
| b. | Experiential Learning: | 310 min |
| c. | Total: | 320 min |

6. **Substantiation.** The experiential approach was chosen for this activity as it allows the cadets to acquire new knowledge and skills through a direct experience. The cadet experiences an adventure training activity during an expedition and defines that experience at a personal level. The cadet will be given the opportunity to reflect on and examine what they saw, felt and thought while participating in adventure training and consider how it related to what they had already learned and experienced as well as how it will relate to further experiences.
7. **References.** A2-001 A-CR-CCP-951/PT-002 Director Cadets 3. (2006). *Royal Canadian Army Cadets Adventure Training Safety Standards*. Ottawa, ON: Department of National Defence.
8. **Training Aids.** Activity equipment as required.
9. **Learning Aids.** Activity equipment as required.
10. **Test Details.** N/A.
11. **Remarks**
- | | |
|----|---|
| a. | The intensity level of the activity selected shall follow the progression matrix outlined in A-CR-CCP-951/PT-002. |
| b. | There will be no instructional guide provided for this EO. |

EO S355.06 – PARTICIPATE IN A COMMUNITY SERVICE ACTIVITY DURING AN 18-DAY EXPEDITION

1. **Performance.** Participate in a Community Service Activity During an 18-Day Expedition.
2. **Conditions**
 - a. Given:
 - (1) Activity equipment as required,
 - (2) Supervision, and
 - (3) Assistance as required.
 - b. Denied: N/A.
 - c. Environmental: Any.
3. **Standard.** As a member of a team, the cadet shall participate in a community service activity during an 18-day expedition that:
 - a. provides a direct benefit to a community within the expedition area (eg, support of a non-profit group's event, community clean-up, trail maintenance project); and
 - b. promotes attributes of good citizenship.
4. **Teaching Points.** The community activity should be structured as follows:
 - a. Brief the cadets prior to the start of the activity, which may be given by a guest speaker from the community group being assisted, to include an explanation of:
 - (1) the objectives and importance of the activity;
 - (2) the resources that may be required;
 - (3) the set-up of the activity; and
 - (4) any safety guidelines that must be followed while performing the activity.
 - b. Have the cadet participate in the community service activity as part of the 18-day expedition.
 - c. Debrief the cadets, ideally by the guest speaker specialist who was involved in the activity. They should be asked:
 - (1) how they felt about the activity;
 - (2) what they felt they accomplished;
 - (3) what benefit the community received from their participation; and
 - (4) how they can be more active citizens based on the experience.
5. **Time**
 - a. Introduction/Conclusion: 10 min
 - b. Experiential Learning: 310 min
 - c. Total: 320 min
6. **Substantiation.** The experiential approach was chosen for this lesson as it allows the cadet to acquire new knowledge through a direct experience. This approach allows cadet to actively participate in a

community service activity and experience the positive outcomes that are derived from their participation. The cadet can then define that experience on a personal level, and through reflection on the experience, derive an understanding of how their individual efforts may benefit the community in future projects.

7. **References.** A0-010 CATO 11-03 Director Cadets 2. (2006). *Cadet Program Mandate*. Ottawa, ON: Department of National Defence.
8. **Training Aids.** N/A.
9. **Learning Aids.** Appropriate equipment/material for the activity.
10. **Test Details.** N/A.
11. **Remarks**
 - a. A sample listing of expedition based/oriented groups that could be consulted when planning the activity are:
 - (1) the Trans Canada Trail,
 - (2) local trail associations,
 - (3) Parks Canada, and/or
 - (4) local environmental groups.
 - b. Additional information should be obtained from the chosen group to assist the instructor in the development of the initial briefing and to provide information, as required, for specific activities.
 - c. The community service activity selected shall not have any partisan political association or be seen to promote or support any single religious denomination or belief system and shall not directly benefit the CSTC.
 - d. There will be no instructional guide provided for this EO.



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TP 15204F
(04/2014)

GUIDE DE CONFORMITÉ POUR LES BÂTIMENTS À PROPULSION HUMAINE AUTRES QUE LES EMBARCATIONS DE PLAISANCE

PREMIÈRE ÉDITION
AVRIL 2014



<p>Autorité responsable</p> <p>Le Directrice, Surveillance réglementaire des bâtiments canadiens et sécurité nautique, est responsable de ce document, y compris ses modifications, corrections et mises à jour.</p>	<p>Approbation</p> <p>« L'original signé par Julie Gascon »</p> <hr/> <p>Julie Gascon Directrice exécutive, surveillance réglementaire des bâtiments canadiens et sécurité nautique Sécurité et sûreté maritime</p> <p>Date : le 22 avril 2014</p>
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Canada

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TABLE DES MATIÈRES

APPLICATION	1
INTRODUCTION	1
LISTE DE CONTRÔLE	3
ABRÉVIATIONS	5
1 PROCÉDURES DE SÉCURITÉ.....	7
QUESTION 1.1	7
QUESTION 1.2	7
QUESTION 1.3	8
QUESTION 1.4	8
2 MATÉRIEL DE NAVIGATION	8
QUESTION 2.1	8
QUESTION 2.2	8
QUESTION 2.3	8
3 STABILITÉ ET RÉSISTANCE STRUCTURALE	9
QUESTION 3.1	9
QUESTION 3.2	9
4 MATÉRIEL DE SÉCURITÉ	10
QUESTION 4.1	10
QUESTION 4.2	11
QUESTION 4.3	11
QUESTION 4.4	12
QUESTION 4.5	12
QUESTIONS 4.6 ET 4.7	12
QUESTION 4.8	13
QUESTION 4.9	13
QUESTION 4.10	14

APPLICATION

Les présentes lignes directrices s'appliquent à l'égard des bâtiments à propulsion humaine autres que les embarcations de plaisance

« À propulsion humaine » signifie que le bâtiment n'est pas propulsé par un moteur et n'est pas équipé d'un moteur ou a à bord un moteur pour le propulser.

Il n'est pas exigé d'avoir à bord d'un canot de course, d'un kayak de course et d'une yole qui participent à une course officielle, une compétition ou une régate sanctionnée pour lesquelles des lignes directrices et des procédures de sécurité sont établies par l'organisme dirigeant, l'équipement de sécurité exigé par le [Règlement sur les petits bâtiments](#) et stipulé dans les présentes lignes directrices si le bâtiment est accompagné d'un véhicule de secours ayant à bord un vêtement de flottaison individuel ou un gilet de sauvetage de la bonne taille pour chaque personne à bord.

- Voir les articles 312 à 314 et 518 du [Règlement sur les petits bâtiments](#)
- pour de plus amples détails sur les bâtiments de course.

« Excursion guidée » signifie une activité ou une excursion récréative non compétitive tenue à l'extérieur et dirigée par une personne responsable (guide) au cours de laquelle les participants utilisent des bâtiments à propulsion humaine. Le bâtiment à propulsion humaine conduit par le guide est une embarcation autre que de plaisance (bâtiment utilisé à des fins commerciales) alors que le bâtiment du participant est en embarcation de plaisance (bâtiment utilisé à des fins récréatives). Les présentes lignes directrices n'abordent pas les exigences visant les embarcations de plaisance à propulsion humaine.

- Voir l'article 300 du [Règlement sur les petits bâtiments](#) pour de plus amples détails sur les excursions guidées.
- Voir la Partie 2 (Équipement de sécurité pour les embarcations de plaisance) du [Règlement sur les petits bâtiments](#) pour de plus amples détails sur les exigences visant l'équipement de sécurité pour les embarcations de plaisance.

Remarque : Certaines exigences réglementaires s'appliquent de façon rétroactive à l'ensemble des bâtiments, alors que d'autres pourraient n'être applicables qu'aux bâtiments construits après une certaine date. La version actuelle du règlement applicable devrait être consultée pour déterminer l'application d'une exigence donnée à votre bâtiment.

INTRODUCTION

Le présent document a pour objet de fournir une référence organisée et pratique sur les diverses exigences et normes réglementaires du Canada qui visent les bâtiments à propulsion humaine autres que les embarcations de plaisance, et de renforcer la sécurité et la protection des personnes à bord de ces types de bâtiments au Canada.

Le représentant autorisé, le propriétaire, l'exploitant, le concepteur et le fabricant d'un bâtiment à propulsion humaine autre qu'une embarcation de plaisance doivent toujours consulter la version la plus récente de la [Loi de 2001 sur la marine marchande du Canada](#) (LMMC 2001) et des règlements, car les présentes lignes directrices n'ont pas préséance sur la réglementation et n'intègrent pas nécessairement les modifications les plus récentes apportées aux divers règlements. Les lois et les règlements canadiens prévalent en cas de conflit avec les présentes lignes directrices.

Le lecteur peut communiquer avec le Centre de Transports Canada local pour obtenir des éclaircissements sur l'application ou l'interprétation des normes et règlements dont il est question dans les présentes lignes directrices.

Les personnes ayant besoin de conseils techniques devraient communiquer avec un expert-conseil maritime dont l'expertise englobe les bâtiments à propulsion humaine autres que les embarcations de plaisance et le régime de réglementation canadien.

Information sur le représentant autorisé/propriétaire							
Nom du représentant autorisé/propriétaire							
Adresse							
Ville		Province/territoire (choisir un) AB BC MB NB NL NS NT NU ON PE QC SK YT					CANADA
Numéro de téléphone (principal)				Numéro de téléphone (secondaire)			
Information sur le bâtiment							
Numéro d'identification de la coque	Numéro matricule	Fabricant	Modèle	Année de construction/d'importation	Matériel de construction	Couleur	Charge utile maximale
La responsabilité du représentant autorisé/propriétaire							
<p>Comme représentant autorisé/propriétaire d'un bâtiment canadien, vous avez l'obligation légale de :</p> <ol style="list-style-type: none"> 1. Veiller à ce que le bâtiment ainsi que ses machines et son équipement satisfassent aux exigences prévues par les règlements; 2. Élaborer des procédures pour l'exploitation sécuritaire du bâtiment ainsi que la procédure à suivre en cas d'urgence; 3. Veiller à ce que l'équipage reçoive une formation en matière de sécurité; 4. Veiller à ce que soit donné aux passagers un exposé sur les mesures de sécurité et d'urgence (LMMC 2001 106, RPB 304 et 307). <p>Pour les excursions guidées: Toute personne responsable d'une entreprise qui effectue des excursions guidées <i>et</i> le dirigeant d'une excursion guidée veillent à ce que chaque participant à l'excursion guidée porte l'équipement de sécurité exigé et que l'équipement et le matériel qui sont à bord du bâtiment et qui ne sont pas utilisés sont arrimés de façon sécuritaire lorsque le bâtiment est en mouvement (RPB 303).</p>							

LISTE DE CONTRÔLE

Consultez les notes commençant à la page 5.

1. Procédures de sécurité		Oui	S/O
1.1	Tous les participants et passagers reçoivent-ils un exposé complet sur les mesures de sécurité avant le départ? (RPB 304 , 307)		
1.2	Avant chaque départ, la mention du nombre de passagers et de l'équipage à bord et de la zone d'utilisation est-elle laissée à terre? (RPB 305 , 308)		
1.3	<i>Si la température de l'eau est inférieure à 15° C :</i> Avez-vous de matériel à bord ou des mesures établies pour protéger toutes les personnes à bord contre les effets de l'hypothermie ou du choc dû au froid? (RPB 303 , 306)		
1.4	Y a-t-il des règles d'exploitation sécuritaire du bâtiment, y compris une procédure à suivre en cas d'urgence? (LMMC 2001, article 106)		
Commentaires :			

2. Matériel de navigation		Oui	S/O
2.1	Y a-t-il à bord un appareil de signalisation sonore ou un dispositif de signalisation sonore? (RPB 311)		
2.2	<i>Si le bâtiment est utilisé après le coucher du soleil ou avant son lever ou par visibilité réduite :</i> Y a-t-il à bord les feux de navigation appropriés? (RPB 311 , RA Règles 22 et 25)		
2.3	<i>Si le bâtiment est de plus de 8 m de longueur et ne navigue pas en vue d'amers :</i> Y a-t-il à bord un compas magnétique? (RPB 311)		
Commentaires :			

3. Stabilité et résistance structurale		Oui	S/O
3.1	La résistance structurale du bâtiment est-elle suffisante pour que son utilisation prévue soit sécuritaire? (RPB 601)		
3.2	La stabilité du bâtiment est-elle suffisante pour que son utilisation prévue soit sécuritaire? (RPB 601)		
Commentaires :			

4. Matériel de sécurité		Oui	S/O
4.1	Les personnes à bord portent-ils un VFI ou un gilet de sauvetage de la bonne taille? (RPB 303 , 310)		
4.2	Les VFI et les gilets de sauvetages qui seront portés par une personne de moins de 16 ans sont-ils fabriqués d'un matériel insubmersible? (RPB 302)		
4.3	<i>Si le bâtiment est utilisé dans des eaux de classe 3 ou plus :</i> Les personnes à bord portent-ils un casque protecteur de la bonne taille? (RPB 303 , 310)		
4.4	Y a-t-il à bord une ligne d'attrape flottante d'au moins 15 m de longueur contenue dans un sac de lancement? (RPB 310)		
4.5	Y a-t-il à bord une lampe de poche étanche à l'eau? (RPB 310)		
4.6	<i>Si le bâtiment est d'au plus 6 m de longueur :</i> Y a-t-il à bord trois signaux pyrotechniques de détresse (fusées, type A, B ou C), autres que des signaux fumigènes (type D)? (RPB 310 et 20)		
4.7	<i>Si le bâtiment est de plus de 6 m de longueur :</i> Y a-t-il à bord six signaux pyrotechniques de détresse (fusées, type A, B ou C), autres que des signaux fumigènes (type D)? (RPB 310 et 20)		
4.8	Y a-t-il à bord une trousse de premiers soins? (RPB 309 et 8)		
4.9	Y a-t-il à bord une écope, une pompe de cale manuelle ou des installations d'épuisement de cale? (RPB 311 , 19 et 22)		
4.10	<i>Si la hauteur verticale pour remonter à bord est de plus de 0,5 m (20 po) :</i> Y a-t-il à bord un dispositif de remontée à bord? (RPB 310)		
Commentaires :			

5. Prévention de la pollution		Oui	S/O
5.1	Savez-vous qu'il est interdit de rejeter des hydrocarbures ou des mélanges d'hydrocarbures par-dessus bord? (RPB 1002)		
5.2	Savez-vous qu'il est interdit de rejeter des substances liquides novices (chimiques) par-dessus bord? (RPBPCD 67)		
5.3	Savez-vous qu'il est interdit de rejeter des eaux usées par-dessus bord? (RPBPCD 95)		
5.4	Savez-vous qu'il est interdit de rejeter des ordures par-dessus bord? (LMMC 2001 187 , RPBPCD 4)		
Commentaires :			

ABRÉVIATIONS

ABRÉVIATIONS UTILISÉES DANS CE DOCUMENT

<u>ABYC</u>	American Boat and Yacht Council Standard (www.abycinc.org)
<u>CFCPB</u>	Certificat de formation de conducteur de petits bâtiments (http://www.tc.gc.ca/fra/securitemaritime/tp-tp14692-menu-1373.htm)
<u>ISO</u>	Organisation internationale de normalisation (http://www.iso.org/iso/fr/)
<u>LMC</u> <u>2001</u>	<i>Loi de 2001 sur la marine marchande du Canada</i> (http://laws-lois.justice.gc.ca/fra/lois/C-10.15/index.html)
<u>NFPA</u>	National Fire Protection Association (http://www.securitepublique.gouv.qc.ca/securite-incendie/publication-statistique-incendie/nfpa-normes.html)
<u>OMP</u>	Opérateur des machines de petits bâtiments (http://www.tc.gc.ca/fra/securitemaritime/tp-tp2293-chapitre33-1155.htm)
<u>ONGC</u>	Office des normes générales du Canada (www.tpsgc-pwgsc.gc.ca/ongc-cgsb/)
<u>RA</u>	<i>Règlement sur les abordages</i> (http://laws-lois.justice.gc.ca/fra/reglements/C.R.C.%2C_ch._1416/index.html)
<u>RPB</u>	<i>Règlement sur les petits bâtiments</i> (http://laws-lois.justice.gc.ca/fra/reglements/DORS-2010-91/index.html)
<u>RBP</u> <u>CD</u>	<i>Règlement sur la pollution par les bâtiments et sur les produits chimiques dangereux</i> (http://laws-lois.justice.gc.ca/fra/reglements/DORS-2012-69/index.html)
<u>RPM</u>	<i>Règlement sur le personnel maritime</i> (http://laws-lois.justice.gc.ca/fra/reglements/DORS-2007-115/index.html)
<u>SAE</u>	Society of Automotive Engineers (http://fr.sae.org/)
<u>TP 1332</u>	Normes de construction pour les petits bâtiments (http://www.tc.gc.ca/fra/securitemaritime/tp-tp1332-menu-521.htm)
<u>TP 1861</u>	Normes concernant les feux de navigation, marques, appareils de signalisation sonore et réflecteurs radar (1991) (http://www.tc.gc.ca/fra/securitemaritime/tp-menu-515.htm)
<u>TP 7301</u>	Normes de stabilité, de compartimentage et de lignes de charge (http://www.tc.gc.ca/fra/publications-maritime-resumes-598.html)

UL

Laboratoires des Assureurs (<http://www.ul.com/canada/fra-ca/pages/>)

1 PROCÉDURES DE SÉCURITÉ

QUESTION 1.1

L'objet de l'exposé en matière de sécurité donné avant le départ est d'avertir les passagers quant aux dangers et de leur indiquer les procédures à suivre en cas d'urgence. Votre exposé doit inclure des procédures au cas où la personne qui opère le bâtiment n'est plus capable d'accomplir ses responsabilités en cas d'urgence.

L'exposé doit être donné en anglais, en français, ou les deux, et doit inclure

- une démonstration de la manière correcte de porter chaque type de gilet de sauvetage ou vêtement de flottaison individuel (VFI);
- l'emplacement de la trousse de premiers soins;
- l'emplacement des lampes de poche et des fusées;
- l'emplacement des sifflets/avertisseurs pneumatiques;
- l'utilisation des sacs de lancement/ligne d'attrape flottante
- une explication des conséquences d'une mauvaise répartition des passagers sur la stabilité du bâtiment
- une explication des moyens de communication avec les autorités compétentes en cas d'urgence.

QUESTION 1.2

En cas d'urgence, les services de secours doivent connaître la destination de votre bâtiment, l'heure de retour prévue ainsi que le nombre de personnes à bord ou avec le groupe, dans le cas d'une excursion guidée.

Avant le départ, vous devez communiquer le nombre de personnes à bord, ou dans le groupe, à une personne à terre que vous avez désignée à titre de responsable des communications avec les services de recherche et de sauvetage en cas d'urgence.

Si le bâtiment est utilisé dans une région éloignée et qu'il n'est pas possible de communiquer le nombre de personnes à bord, ou dans le groupe, à une personne à terre, vous devez laisser la mention de ce renseignement et de la zone d'utilisation à un endroit connu à terre qui est accessible aux services de recherche et de sauvetage (par exemple, sur le quai de départ ou dans votre véhicule).

QUESTION 1.3

Quand la température de l'eau est inférieure à 15 degrés Celsius, vous devez élaborer des procédures pour protéger tous les participants contre les effets de l'hypothermie et du choc dû au froid. Pour votre propre protection tant pratique que juridique, vous devez établir et rédiger des procédures appropriées basées sur les conditions locales ou les meilleures pratiques de l'industrie en vigueur pour répondre à cette exigence.

Quelques exemples de procédures qui peuvent être appropriées:

- Avoir à bord des couvertures supplémentaires
- Avoir à bord des vêtements supplémentaires
- Avoir à bord du matériel thermique
- Porter des gilets de sauvetage ou VFI qui offrent une protection thermique
- Voyager avec d'autres bateaux

Soyez au courant des effets du choc dû au froid et de l'hypothermie – pour en savoir davantage, visitez le <http://www.coldwaterbootcamp.com/french/> et lisez le TP 13822, La survie en eaux froides, disponible au <http://www.tc.gc.ca/fra/securitemaritime/tp-tp13822-menu-610.htm>.

QUESTION 1.4

Les urgences surviennent alors qu'on s'y attend le moins. En tant que propriétaire ou exploitant d'un bâtiment à propulsion humaine, vous êtes responsable de cerner les situations d'urgence et d'élaborer des procédures pour intervenir face à ces scénarios. S'entraîner à réagir à un grand nombre de situations d'urgence permet aux membres d'équipage de réagir rapidement et correctement à toute situation. Envisagez les scénarios applicables à votre secteur d'exploitation.

2 MATÉRIEL DE NAVIGATION

QUESTION 2.1

Tous les bâtiments doivent être munis d'un dispositif de signalisation sonore. Il peut s'agir d'un sifflet sans bille, d'une corne à air comprimé manuelle ou d'une corne électrique.



QUESTION 2.2

Au minimum, chaque bâtiment doit être prêt à montrer immédiatement pour prévenir un abordage, une lampe électrique (lampe de poche) ou un fanal allumé à feu blanc.

QUESTION 2.3

Le compas devra pouvoir être ajusté et compensé pour la déviation et éclairé pour permettre la vision de nuit. Il n'est pas exigé d'avoir de compas magnétique à bord d'un bâtiment d'au plus 8 m de longueur qui navigue en vue d'amers. Toutefois, même si vous naviguez en vue d'amers, étant donné la possibilité de visibilité réduite (par exemple, en conséquence du brouillard),



avoir un compas à bord est recommandé.

3 STABILITÉ ET RÉSISTANCE STRUCTURALE

QUESTION 3.1

Le représentant autorisé, le propriétaire et l'exploitant d'un bâtiment à propulsion humaine doivent s'assurer que la résistance structurale et l'étanchéité à l'eau du bâtiment continuent à être appropriées pour l'utilisation prévue.

Votre bâtiment doit satisfaire aux exigences des normes de construction (TP 1332, section 3), ou si la conception de votre bâtiment a été utilisée pendant au moins cinq ans sans accident maritime ou un défaut de construction, dans une zone où le vent et les conditions environnementales (vent et vagues) ne sont pas moins sévères que celles que l'on peut rencontrer dans la zone d'exploitation prévue pour le bâtiment, la résistance de votre bâtiment est considérée suffisante.

QUESTION 3.2

La stabilité s'entend par la caractéristique qui empêche un bâtiment de chavirer. En vertu du *Règlement sur les petits bâtiments*, le propriétaire et l'exploitant d'un bâtiment à propulsion humaine autre qu'une embarcation de plaisance (bâtiment utilisé à des fins commerciales) doivent veiller à ce que la stabilité de celui-ci soit suffisante pour que son utilisation prévue soit sécuritaire. (RPB 601(2)).

Les normes appropriées pour démontrer la stabilité d'un bâtiment motorisé figurent dans la TP 1332 (chapitre 4 pour les bâtiments d'au plus 6 mètres et chapitre 5 pour les bâtiments de plus de 6 mètres). La TP 1332 peut être consultée à l'adresse suivante : <http://www.tc.gc.ca/fra/securitemaritime/tp-tp1332-menu-521.htm>. Bien que ces normes soient prescrites pour les bâtiments motorisés, elles peuvent également être utilisées pour les bâtiments à propulsion humaine. Comme l'établissement de calculs de stabilité suffisante à l'aide de ces normes est plutôt complexe, il est recommandé que vous communiquiez avec un expert-conseil maritime pour évaluer si la stabilité de votre bâtiment est suffisante pour son utilisation prévue.

En ce qui concerne les bâtiments à propulsion humaine typiques, comme les canots et les kayaks, d'autres normes convenables, comme l'American Boat Yacht Council (ABYC) H-29, peuvent également rendre votre bâtiment conforme. Afin de vérifier si votre canot est conforme en vertu de cette norme, il doit être chargé au point où son franc-bord (la distance entre la partie la plus basse du plat-bord et l'eau) atteint au moins 178 millimètres. Le poids exigé pour obtenir ce franc-bord minimal est la capacité de charge maximale du bâtiment. Dans le cas d'un kayak, celui-ci doit être chargé au point où son franc-bord (la distance entre le haut de l'ouverture où la personne est assise et l'eau) atteint au moins 127 millimètres. Le poids exigé pour obtenir ce franc-bord minimal est la capacité de charge maximale du bâtiment.

Parce qu'il est plus difficile pour les petits bâtiments d'avoir un niveau de stabilité qui leur évite de chavirer, la sensibilisation de l'exploitant à cet égard est particulièrement importante. L'exigence principale est que les bâtiments restent à flot quand ils sont inondés et disposent d'un équipement auquel on peut s'accrocher. Pour ce faire, un matériel de flottaison est mis en place par le fabricant.






Veuillez prendre note que la capacité maximale que vous obtiendrez dans le cadre de cet essai comprend le poids de l'ensemble des personnes, des marchandises et de l'équipement transportés

par le bâtiment. Le fabricant du bâtiment pourrait également être en mesure de vous transmettre ces renseignements.

4 MATÉRIEL DE SÉCURITÉ

QUESTION 4.1

Vous êtes exigés d'avoir à bord un gilet de sauvetage ou un VFI de la bonne taille pour chaque personne à bord et de vous assurez que chaque personne à bord *porte* un gilet de sauvetage ou un VFI de la bonne taille. Le tableau ci-dessous décrit les types de gilet de sauvetage et de VFI.

	Gilets de sauvetage			Vêtements de flottaison individuels (VFI)	
Types	Gilet de sauvetage standard 	Gilet de sauvetage SOLAS 	Gilet de sauvetage du Règlement sur les petits bâtiments 	VFI d'un matériau insubmersible 	VFI gonflable 
Styles	À trou de serrure	À trou de serrure	À trou de serrure ou gilet	Gilet, manteau, combinaison ou à trou de serrure	Gilet ou en pochette
Couleurs	Orange, rouge ou jaune	Orange, rouge ou jaune	Orange, rouge ou jaune	N'importe quelles (couleurs vives recommandées)	N'importe quelles (couleurs vives recommandées)
Approbation	TC	TC	TC	TC, MPO, GCC	TC, MPO, GCC
Tailles	Moins de 40 kg (90 lbs); Plus de 40 kg	Moins de 32 kg (70 lbs); Plus de 32 kg	Moins de 18 kg (40 lbs); 18 kg jusqu'à 40 kg; Plus de 40 kg (90 lbs)	Choix de tailles - enfant jusqu'à adulte	Adulte de plus de 36 kg (80 lbs); ajustable
Capacité de renversement? (Garde votre visage hors de	Oui	Oui	Pour la plupart des personnes	Non, fournit la flottaison seulement	Pas garantie, mais, quand elle est gonflée, a la tendance

l'eau, même si vous n'êtes pas conscient)					de renverser la personne
---	--	--	--	--	--------------------------

QUESTION 4.2

Les VFI et les gilets de sauvetage *d'un matériel insubmersible* n'ont pas besoin d'action afin d'activer leur capacité de flottaison. Ils sont souvent fabriqués d'un mousse unicellulaire ou d'éléments macro-cellulaires. Ceci représente une différence avec les VFI et gilets de sauvetage gonflables, où la flottaison est activé par tirer sur la tirette, par souffler dans un tube ou par l'immersion dans l'eau.

Exemples de gilets de sauvetage d'un matériel insubmersible:



Exemple d'un VFI d'un matériel insubmersible:



QUESTION 4.3

Exploiter un bâtiment dans des eaux de classe 3 ou plus augmente la probabilité de chutes par-dessus bord. Pour ces voyages, chaque personne doit porter un casque protecteur de la bonne taille. Porter un casque protecteur sauve des vies et protège contre les blessures graves à la tête.

« Eaux de classe 3 ou plus » (tel que défini à la section [300](#) du Règlement sur les petits bâtiments) – eaux comportant, selon le cas :

- a) des rapides avec des vagues irrégulières et modérées;
- b) des rapides qui sont plus puissants, dans lesquels se trouvent plus d'obstacles ou qui sont par ailleurs plus difficiles à naviguer que des rapides avec des vagues irrégulières et modérées.

« Casque protecteur » (tel que défini à la section [300](#) du Règlement sur les petits bâtiments) – casque qui est muni d'un système d'attache et qui est conçu pour protéger la personne qui le

porte contre les blessures à la partie de la tête qui est comprise entre la ligne du milieu du front et l'arrière du sommet de la tête.

QUESTION 4.4

Une ligne d'attrape flottante est lancée vers une personne dans l'eau pour qu'elle puisse la tenir pendant que vous la traînez le long du bâtiment. Le sac de lancement protège la ligne des nœuds et la rend plus facile à lancer.

Un exemple d'une ligne d'attrape flottante est une ligne flottante de polypropylène de 15 m x 7 mm avec un sac fabriqué de nylon et polyester qui peut se vider de l'eau et qui est muni de ruban adhésif réfléchissant.



QUESTION 4.5

Vous devez vous assurer que les batteries de votre lampe de poche étanche sont complètement chargées avant chaque trajet. C'est une bonne idée de vérifier la lampe de poche régulièrement et d'avoir des batteries de rechange disponibles.

Mise à part son utilisation comme éclairage d'urgence, votre lampe de poche étanche peut être votre seul moyen pour demander de l'aide.



QUESTIONS 4.6 ET 4.7

Quand vous achetez des fusées éclairantes de détresse pour usage en mer, vous devez vérifier qu'elles portent bien le tampon ou l'étiquette Transports Canada. Il y a quatre types de fusées éclairantes : A, B, C et D.

- Type A : fusée à parachute
- Type B : fusées à étoiles multiples
- Type C : feux à main
- Type D : signaux fumigènes (flottant ou manuel).



Vos fusées éclairantes doivent être de type A, B ou C.

N'oubliez pas que les fusées éclairantes ne sont fiables que pendant quatre ans à partir de leur date de fabrication (pas leur date d'achat), qui figure sur chaque fusée éclairante. Vous devez aussi vous informer auprès du fabricant de la manière de disposer des fusées éclairantes arrivées à expiration.

Les fusées éclairantes doivent être faciles d'accès et entreposées à la verticale dans un endroit sec et frais (par exemple un conteneur étanche) afin de demeurer en bon état de fonctionner.

QUESTION 4.8

Vous devez avoir une trousse de premiers soins à bord votre bâtiment. Cette trousse de premiers soins doit être placée dans un contenant étanche à l'eau pouvant être fermé hermétiquement après usage et doit s'agir

1) d'une trousse de premiers soins pour urgence en mer qui contient ce qui suit :

- | | |
|---|--|
| <input type="checkbox"/> Un manuel de premiers soins à jour et des instructions de premiers soins à jour, en anglais et en français | <input type="checkbox"/> 10 applications de préparations antiseptiques |
| <input type="checkbox"/> 48 doses d'analgésiques de type non narcotique | <input type="checkbox"/> 12 applications de préparations pour les brûlures |
| <input type="checkbox"/> Six épingles à nourrice ou un rouleau de bande adhésive de premiers soins | <input type="checkbox"/> 20 emplâtres adhésifs de tailles assorties |
| <input type="checkbox"/> Une paire de ciseaux pour bandage ou à bouts ronds | <input type="checkbox"/> 10 bandes de compression stériles de tailles assorties |
| <input type="checkbox"/> Un masque de réanimation | <input type="checkbox"/> 4 mètres de bande élastique |
| <input type="checkbox"/> Deux paires de gants d'examen | <input type="checkbox"/> Deux compresses de gaz stériles |
| | <input type="checkbox"/> Deux bandes triangulaires |
| | <input type="checkbox"/> Une liste étanche du contenu, en anglais et en français |

NOTE: Vous pouvez satisfaire à cette exigence soit en achetant une trousse qui contient les articles ci-dessus soit en achetant les articles ci-dessus séparément. Dans tous les cas, les articles doivent être placés dans un contenant étanche à l'eau.

OU

2) d'une trousse de premiers soins conforme aux exigences du *Règlement sur la santé et la sécurité au travail en milieu maritime* ou de la réglementation provinciale sur l'indemnisation des accidentés de travail, ainsi qu'un masque de réanimation et deux paires de gants d'examen si la trousse n'en contient pas.

QUESTION 4.9

Les écopés doivent contenir au moins 750 ml (un peu plus que 1½ pinte), posséder une ouverture d'au moins 65 cm² (10 po²) et être en plastique ou en métal.

Si vous possédez une pompe de cale manuelle, la pompe et le tuyau doivent être suffisamment longs pour qu'il soit possible d'atteindre le fond de l'embarcation et de vider l'eau par-dessus bord.



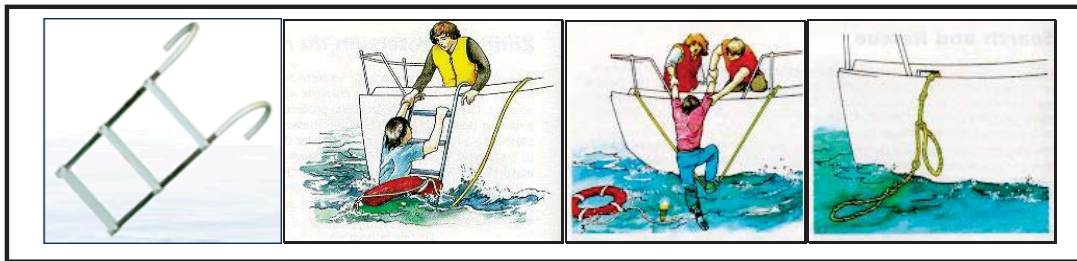
QUESTION 4.10

Si le franc-bord dépasse 0,5 m (1'8") vous aurez besoin d'un dispositif de remontée à bord.

Le franc-bord est la hauteur verticale qu'une personne doit monter afin de remonter à bord à partir de l'eau.

Un « dispositif de remontée à bord » (tel que défini à [l'article 1](#) du *Règlement sur les petits bâtiments*) est une échelle, un harnais de levage ou autre dispositif, à l'exclusion de toute partie de l'unité de propulsion du bâtiment, qui aide les personnes à remonter à bord à partir de l'eau.

Si votre bâtiment possède des échelles d'imposte de tableau ou des plateformes de bain avec échelle, il répond déjà à cette exigence.





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TP 15204E
(04/2014)

COMPLIANCE GUIDE FOR HUMAN-POWERED NON- PLEASURE VESSELS

FIRST EDITION
APRIL 2014



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TABLE OF CONTENTS

APPLICATION	1
INTRODUCTION	1
CHECKLIST	3
ABBREVIATIONS.....	5
1 SAFETY PROCEDURES	6
QUESTION 1.1	6
QUESTION 1.2	6
QUESTION 1.3	7
QUESTION 1.4.....	7
2 NAVIGATION EQUIPMENT	7
QUESTION 2.1	7
QUESTION 2.2	7
QUESTION 2.3	7
3 STRUCTURAL STRENGTH AND STABILITY	8
QUESTION 3.1.....	8
QUESTION 3.2.....	8
4 SAFETY EQUIPMENT	9
QUESTION 4.1	9
QUESTION 4.2	10
QUESTION 4.3	10
QUESTION 4.4	11
QUESTION 4.5	11
QUESTIONS 4.6 AND 4.7	11
QUESTION 4.8	12
QUESTION 4.9	12
QUESTION 4.10.....	13

APPLICATION

These Guidelines apply in respect of a human-powered vessel other than a pleasure craft.

“Human-powered” means that the vessel is not propelled by an engine and is not fitted with an engine onboard to propel it.

Racing canoes, racing kayaks and rowing shells engaged in official racing, competition activities or sanctioned regattas that are governed by safety guidelines and procedures established by the governing body are not required to carry onboard the safety equipment required by the [Small Vessel Regulations](#) and outlined in this Guideline if the vessel is attended by a safety craft that is carrying onboard a personal flotation device or lifejacket of an appropriate size for all persons.

- See sections 312-314 and 518 of the [Small Vessel Regulations](#) for details on racing vessels.

“Guided excursion” means a non-competitive outdoor recreational activity or excursion led by a person in charge of the activity or excursion (Guide) during which the participants use a human-powered vessel. The human-powered vessel operated by the guide is a non-pleasure (commercial) vessel while the participant’s vessel is a pleasure (recreational) craft. The requirements for human-powered pleasure craft are not covered in this Guideline.

- See section 300 of the [Small Vessel Regulations](#) for details on guided excursions.
- See Part 2 (Safety Equipment for Pleasure Craft) of the [Small Vessel Regulations](#) for the safety equipment requirements for pleasure craft.

Note: Some regulatory requirements apply retroactively to all vessels, while others may only be applicable to vessels constructed after a certain date. The current version of the applicable Regulation should be consulted to determine the application of a particular requirement to your vessel.

INTRODUCTION

The purpose of this document is to provide a convenient and organized reference document to the various regulatory requirements and standards in Canada that apply to human-powered non-pleasure vessels and to support the safety and protection of persons working onboard these types of vessels in Canada.

The authorized representative, owner, operator, designer and builder of a human-powered non-pleasure vessel must always refer to the most recent version of the [Canada Shipping Act, 2001](#) (CSA 2001) and Regulations, as these Guidelines do not replace the legal requirements and may not capture recent changes made to the various Regulations. Canadian statutes and Regulations prevail in the case of conflict with these Guidelines.

When applying the Regulations and Standards referred to in these guidelines, the local Transport Canada Centre may be contacted for clarification on application or interpretation.

If technical advice is required a marine consultant with expertise regarding human-powered non-pleasure vessels and the Canadian regulatory regime should be contacted.

The person responsible for the enterprise that conducts guided excursions **and** the guide leader must ensure that all required safety equipment is worn by participants and that any item carried onboard is secured in place when the vessel is moving (SVR 303).

CHECKLIST

For help answering these questions refer to the guidance notes starting on page 5.

1. Safety Procedures		Yes	N/A
1.1	Are all participants and passengers given a complete pre-departure safety briefing? (SVR 304 , 307)		
1.2	For each voyage, is there a record onshore of the number of passengers and crew on board and the voyage to be undertaken? (SVR 305 , 308)		
1.3	<i>If the water temperature is less than 15° C:</i> Do you have equipment onboard or established procedures to protect all persons onboard from hypothermia and cold water shock? (SVR 303 , 306)		
1.4	Are there procedures for safely operating the vessel, including dealing with emergencies? (CSA 2001, section 106)		
Comments:			

2. Navigation Equipment		Yes	N/A
2.1	Is there onboard a sound-signalling device or sound-signalling appliance? (SVR 311)		
2.2	<i>If the vessel is operated after sunset or before sunrise or in periods of restricted visibility (ex. fog):</i> Are the appropriate navigation lights on board? (SVR 311 , COLREGS Rule 22 and 25)		
2.3	<i>If the vessel is more than 8 metres and navigating out of sight of seamarks:</i> Is there a magnetic compass on board? (SVR 311)		
Comments:			

3. Structural Strength and Stability		Yes	N/A
3.1	Does the vessel have adequate structural strength to safely carry out its intended operations? (SVR 601)		
3.2	Does the vessel have adequate stability to safely carry out its intended operations? (SVR 601)		
Comments:			

4. Safety Equipment		Yes	N/A
4.1	Is every person onboard wearing a PFD or lifejacket of an appropriate size? (SVR 303 , 310)		
4.2	Are all PFDs and lifejackets that are to be worn by a person less than 16 years of age inherently buoyant? (SVR 302)		
4.3	<i>If the vessel is used on class 3 or above waters:</i> Is every person on board the vessel wearing a helmet of an appropriate size? (SVR 303 , 310)		
4.4	Is there onboard a buoyant heaving line of not less than 15 metres in length contained in a throw bag? (SVR 310)		
4.5	Is there onboard a watertight flashlight? (SVR 310)		
4.6	<i>If the vessel is NOT more than 6 metres in length:</i> Are there onboard three pyrotechnic distress signals (flares, type A, B or C), other than smoke signals (type D)? (SVR 310 and 20)		
4.7	<i>If the vessel is more than 6 metres in length:</i> Are there on board six pyrotechnic distress signals (flares type A, B or C), other than smoke signals (type D)? (SVR 310 and 20)		
4.8	Is a first aid kit onboard? (SVR 309 and 8)		
4.9	Is there onboard a bailer, a manual bilge pump or bilge-pumping arrangements? (SVR 311 , 19 and 22)		
4.10	<i>If the re-boarding height from the water is greater than 0.5 metres (20 inches):</i> Is there a re-boarding device onboard? (SVR 310)		
Comments:			

5. Pollution Prevention		Yes	N/A
5.1	Are you aware that it is prohibited to discharge an oil or oily mixture over board? (SVR 1002)		
5.2	Are you aware that it is prohibited to discharge noxious liquids (chemicals) over board? (VPDCR 67)		
5.3	Are you aware that it is prohibited to discharge sewage over board? (VPDCR 95)		
5.4	Are you aware that it is prohibited to discharge garbage over board? (CSA 2001 187 , VPDCR 4)		
Comments:			

ABBREVIATIONS

ABBREVIATIONS USED IN THIS DOCUMENT

<u>ABYC</u>	American Boat and Yacht Council Standard (www.abycinc.org)
<u>CGSB</u>	Canadian General Standards Board (www.tpsgc-pwgsc.gc.ca/ongc-cgsb/)
<u>COLREGS</u>	<i>Collision Regulations</i> (http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1416/index.html)
<u>CSA 2001</u>	<i>Canada Shipping Act, 2001</i> (http://laws-lois.justice.gc.ca/eng/acts/C-10.15/index.html)
<u>ISO</u>	International Organization for Standardization (www.iso.org)
<u>MPR</u>	<i>Marine Personnel Regulations</i> (http://laws-lois.justice.gc.ca/eng/regulations/SOR-2007-115/index.html)
<u>NFPA</u>	National Fire Protection Association (www.nfpa.org)
<u>SAE</u>	Society of Automotive Engineers (www.sae.org)
<u>SVMO</u>	Small Vessel Machinery Operator certificate (http://www.tc.gc.ca/eng/marinesafety/tp-tp2293-chapter33-1155.htm)
<u>SVOP</u>	Small Vessel Operator Proficiency certificate (http://www.tc.gc.ca/eng/marinesafety/tp-tp14692-menu-1373.htm)
<u>SVR</u>	<i>Small Vessel Regulations</i> (http://laws-lois.justice.gc.ca/eng/regulations/SOR-2010-91/index.html)
<u>TP 1332</u>	Construction Standards for Small Vessels (http://www.tc.gc.ca/eng/marinesafety/tp-tp1332-menu-521.htm)
<u>TP 1861</u>	Standards for Navigation Lights, Shapes, Sound Signal Appliances and Radar Reflectors (http://www.tc.gc.ca/eng/marinesafety/tp-menu-515.htm)
<u>TP 7301</u>	Stability, Subdivision and Load Line Standards (http://www.tc.gc.ca/eng/publications-marine-abstracts-598.html)
<u>UL</u>	Underwriters Laboratories (http://www.ul.com/canada/eng/pages/)
<u>VPDCR</u>	<i>Vessel Pollution and Dangerous Chemicals Regulations</i> (http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-69/index.html)

1 SAFETY PROCEDURES

QUESTION 1.1

The intent of the pre-departure briefing is to alert passengers of hazards and to advise them of procedures to follow in the event of an emergency. Your briefing should include procedures to follow in case the person operating the vessel is not able to carry out their normal duties during an emergency.

The briefing may be in English, French or both languages and must include:

- A demonstration showing the correct method of wearing each type of lifejacket or personal flotation device (PFD);
- The location of the first aid kit;
- The location of flashlights and flares;
- The location of whistles/air horns;
- The use of throw bags/buoyant heaving lines;
- An explanation of the consequences of improper passenger distribution on the stability of the vessel; and
- An explanation of how to contact the proper authorities in case of emergency.

QUESTION 1.2

In the event of an emergency, rescue services need to know where your vessel has sailed, when you are expected to return and how many persons are onboard or with the group in the case of a guided excursion.

Before leaving shore, you must leave a record of the number of persons onboard, or in the group, with a person onshore that has been designated responsible for communicating with search and rescue authorities in the event of an emergency.

If you are operating in a remote area and it is not possible to leave this information with a person onshore, then a record of the number of persons onboard, with the group, and the area of operation should be left onshore in a known or easily found location (for example, on the departure dock or in your vehicle).

QUESTION 1.3

Where the water temperature is less than 15 degrees Celsius, you must develop procedures to protect all participants against the effects of hypothermia and cold-water shock. For your own practical and legal protection, you must establish and document suitable procedures, based on local conditions or established industry best practices to fulfill this requirement.

Some examples of procedures that might be suitable:

- Carrying extra blankets
- Carrying extra clothing
- Carrying thermal equipment
- Wearing lifejackets or PFDs with thermal protection
- Travelling with other vessels

Be aware of the effects of cold water shock and hypothermia — for more information visit www.coldwaterbootcamp.com and review TP 13822, *Survival in Cold Waters*, available at: <http://www.tc.gc.ca/eng/marinesafety/tp-tp13822-menu-610.htm>.

QUESTION 1.4

Emergencies happen when least expected. As an owner or operator of a human-powered vessel you are responsible for identifying any emergency situations and developing procedures to address these scenarios. Practising responses to a variety of emergency situations will enable crewmembers to react quickly and properly to any situation. Consider scenarios applicable to your area of operation.

2 NAVIGATION EQUIPMENT

QUESTION 2.1

All boats must carry a sound-signalling device. This can be a pea-less whistle, a hand-held compressed gas horn or an electric horn.



QUESTION 2.2

At a minimum, each vessel shall have ready at hand an electric torch (flashlight) or lighted lantern showing a white light which must be exhibited in sufficient time to prevent collision.

QUESTION 2.3

The compass should be able to be adjusted and corrected. It should be capable of being illuminated for night viewing. You are not required to carry a magnetic compass if your vessel is not more than 8m in length and you navigate only within sight of seamarks. However, even if you are operating in areas within sight of seamarks, given the possibility of restricted visibility (for example, as a result of fog), carrying a compass is recommended.



3 STRUCTURAL STRENGTH AND STABILITY

QUESTION 3.1

The authorized representative, owner and operator of a human-powered vessel shall ensure that the structural strength and watertight integrity of the vessel continue to be adequate for its intended use.

Your vessel must meet the requirements of the construction standards (TP 1332, section 3); or if your vessel's design has been operated for at least five years, without a marine accident or a deficiency in its construction, in an area where the environmental conditions (wind and waves) are no less severe than those likely to be encountered in the vessel's intended area of operation, your vessel's strength is considered adequate.

QUESTION 3.2

Stability is the characteristic of a vessel that helps it stay upright. The *Small Vessel Regulations* require the owner and operator of a non-pleasure (commercial) human-powered vessel to ensure that the vessel has adequate stability to safely carry out its intended operations (SVR 601(2)).

Suitable standards for demonstrating a powered vessel's stability are contained within TP 1332, chapter 4, for vessels of not more than 6 metres and in chapter 5 for vessels of more than 6 metres (TP 1332 is available at <http://www.tc.gc.ca/eng/marinesafety/tp-menu-515.htm>). Although these are prescribed for powered vessels, they are also technically suitable for human-powered vessels. The determination of adequate stability calculations using this standard is rather complex and it is recommended that you contact a Marine Consultant to determine if your vessel has adequate stability for its intended purpose.

For typical human-powered vessels such as canoes and kayaks, other suitable standards such as the American Boat Yacht Council (ABYC) H-29 would also bring your vessel into compliance. In accordance with this standard, a canoe is to be loaded to the point where the vessel's freeboard (distance from the lowest part of the gunwale to the water) reaches a minimum 178 millimetres.

The weight required to obtain this minimum freeboard is the vessel's maximum loading capacity. A kayak is to be loaded to the point where its freeboard (distance from the top of the person opening to the water) reaches a minimum of 127 millimetres. The weight required to obtain this minimum freeboard is the vessel's maximum loading capacity.









For smaller vessels it is more difficult to have a level of stability that will prevent capsizing; accordingly operator awareness is of particular importance. The primary requirement is for the vessels to remain afloat when swamped and to provide something to hang on to. The ability of the vessels to remain afloat when swamped is provided by flotation material fitted by the manufacturer.

Please be advised that the maximum capacity you obtain from this test includes the weight of all persons, cargo and equipment carried by the vessel. You may also be able to obtain this information by contacting the vessel's manufacturer.

4 SAFETY EQUIPMENT

QUESTION 4.1

You are required to carry onboard a lifejacket or PFD of an appropriate size for each person onboard and to make sure that everyone onboard *wears* a lifejacket or PFD of an appropriate size. The chart below outlines the different types of lifejackets and PFDs.

	Lifejackets			Personal Flotation Devices (PFDs)	
Types	Standard Lifejacket  	SOLAS Lifejacket  	<i>Small Vessel Regulations</i> Lifejacket  	Inherently buoyant PFD 	Inflatable PFD 
Styles	Keyhole	Keyhole	Keyhole or vest type	Vest, coat, coverall or keyhole	Vest or pouch
Colours	Orange, red or yellow	Orange, red or yellow	Orange, red or yellow	Any colour (bright colours recommended)	Any colour (bright colours recommended)
Approval	TC	TC	TC	TC, DFO, CCG	TC, DFO, CCG
Sizes	Under 40 kg (90 lbs); Over 40 kg	Under 32 kg (70 lbs); Over 32 kg	Under 18 kg (40 lbs); 18 kg up to 40 kg; Over 40 kg (90 lbs)	Range of sizes from child to adult	Adult over 36 kg (80 lbs); adjusts to size
Turning ability? (Keeps your face out of the water,	Yes	Yes	For most people	No, provides flotation only	Not guaranteed, but tends to turn a person when

even if you are unconscious)					inflated
------------------------------------	--	--	--	--	----------

QUESTION 4.2

Inherently buoyant PFDs or lifejackets do not require any action to activate flotation; they are often made from unicellular foam or macro-cellular elements. This differs from inflatable PFDs and lifejackets, where you have to pull on a tab, blow in a tube or be submerged in water to activate the inflation.

Examples of inherently buoyant lifejackets:



Example of an inherently buoyant PFD:



QUESTION 4.3

Operating a vessel in class 3 or above waters increases the likelihood of a person being thrown overboard. On these voyages, each person must wear an appropriately sized helmet. Wearing a helmet saves lives and protects persons from serious head injuries.

“Class 3 or above waters” (defined in section [300](#) of the *Small Vessel Regulations*) means waters that have

- (a) rapids with moderate and irregular waves; or
- (b) rapids that are stronger, have more obstructions or are otherwise more difficult to navigate than rapids with moderate and irregular waves.

“*Helmet*” (defined in section [300](#) of the *Small Vessel Regulations*) means a helmet that has a fastening system and that is designed to protect a person’s head from injury from the mid-line of the forehead to the back of the crown of the head.

QUESTION 4.4

A buoyant heaving line is thrown toward a person in the water for them to hold onto while you pull them alongside your boat. The throw bag keeps it from getting knotted and makes it easier to throw.

An example of a buoyant heaving line is a 15m x 7mm polypropylene floating rope with a bright orange nylon and polyester self-draining bag with reflective safety tape.



QUESTION 4.5

You must be sure that the batteries in your watertight flashlight are still fully charged before every trip. It is a good idea to check the flashlight regularly and to keep spare batteries on hand.

Apart from its use as emergency lighting, your watertight flashlight may be needed to signal for help.



QUESTIONS 4.6 AND 4.7

When buying marine distress flares, you should look for a Transport Canada approval stamp or label. There are four types of flares: A, B, C and D.

- Type A: Rocket Parachute Flare,
- Type B: Multi-Star Flare,
- Type C: Hand-Held Flare,
- Type D: Smoke Signal (Buoyant or Hand-Held)



Your flares must be of type A, B or C.

Remember that flares are only good for four years from the date of manufacture (not the date of purchase), which is stamped on every flare. You should also ask the manufacturer how to dispose of your expired flares.

Flares should be kept within reach and stored vertically in a cool, dry location (such as a watertight container) to keep them in good working condition.

QUESTION 4.8

You must have a first aid kit onboard your vessel. This first aid kit must be packed in a waterproof case capable of being tightly closed after use and must be **either**

1) A marine emergency first aid kit that contains the following:

- | | |
|---|---|
| <input type="checkbox"/> An up-to-date first aid manual or up-to-date first aid instructions, in English and French | <input type="checkbox"/> 20 adhesive plasters in assorted sizes |
| <input type="checkbox"/> 48 doses of analgesic medication of a non-narcotic type | <input type="checkbox"/> 10 sterile compression bandages in assorted sizes |
| <input type="checkbox"/> Six safety pins or one roll of adhesive first aid tape | <input type="checkbox"/> 4 m of elastic bandage |
| <input type="checkbox"/> One pair of bandage scissors or safety scissors | <input type="checkbox"/> Two sterile gauze compresses |
| <input type="checkbox"/> One resuscitation face shield | <input type="checkbox"/> Two triangular bandages |
| <input type="checkbox"/> Two pairs of examination gloves | <input type="checkbox"/> A waterproof list of the contents, in English and French |
| <input type="checkbox"/> 10 applications of antiseptic preparations | |
| <input type="checkbox"/> 12 applications of burn preparations | |

NOTE: You may meet this requirement either by buying a kit that contains all of the above items or you may purchase the above items separately. In either situation, the items must be stored in a waterproof case.

OR

2) A first aid kit that meets the requirements of the *Maritime Occupational Health and Safety Regulations* or of provincial regulations governing workers' compensation, with the addition of a resuscitation face shield and two pairs of examination gloves if the kit does not already contain them.

QUESTION 4.9

Bailers must hold at least 750 ml (just over 1½ pints), have an opening of at least 65 cm² (10 in²) and be made of plastic or metal.

If you have a manual bilge pump, the pump and hose must be long enough to reach the bilge space and pump the water over the side of the boat.



QUESTION 4.10

When the freeboard exceeds 0.5 m (1'8") you will need a reboarding device.

Freeboard is the vertical height a person must climb to reboard the boat from the water.

A "reboarding device" (defined in [section 1](#) of the *Small Vessel Regulations*) means a ladder, lifting harness or other device that does not include any part of the vessel's propulsion unit and that assists a person to gain access to the vessel from the water.

If your vessel has transom ladders or swim platform ladders it already meets this requirement.

