Safety Activity Checkpoint
Canoeing
HIGH-ADVENTURE ACTIVITY: Trip or High-Adventure Approval Form Required

Council Approval: Required
Activity Permitted For: *D B J C S A
Not Recommended For: *Daisies, except with an experienced adult in each canoe and on flat water
*Camps with current ACA accreditation are expected to adhere to current ACA standards for canoeing with all Girl Scouts including Daisies.

About Canoeing
Canoeing is a great team-building exercise and a fun way to enjoy the outdoors. Whether you are playing games on a pond or taking a whitewater trip on a river, there is a canoeing option for everyone. Canoeists sit on a seat or kneel in the canoe, and use a paddle to propel their boat. Most canoes are for two people, but some canoes can hold up to 12. Canoes that are 15 feet or shorter should hold no more than two paddlers with no passengers.

Currents, waves, rapids, and wind affect conditions. Those conditions and type of canoe will determine what is appropriate for your troop. See the Paddling and Rowing Sports--Master Progression Chart for details. Be sure all participants have the training and experience to participate in the level expected. Class III rapids require prior council approval. Participants may be Cadettes and older who have demonstrated and documented prior experience of progression.

Whitewater canoeing can only be done on water that has been run and rated, and only up to Class III difficulty, as defined by the American version of the International Scale of River Difficulty.
Learn More:

- American Canoe Association
- Paddling magazine
- Interactive maps of places to go: Paddling.com and American Whitewater
- Instructional videos about canoeing strokes: Paddling.com

Include Girls with Disabilities and/or Special Needs
Talk to girls with disabilities and/or special needs and/or their caregivers, and ask about needs and accommodations. Contact the canoeing instructor or boating facility in advance to ask about accommodating people with disabilities and/or special needs.

Additional Resources:
- See Move United Sports USA to find out about inclusion in canoeing.
- Check out Paralympic.org for inspiring stories of paddlers with disabilities.

Safety Activity Checkpoint

Emergency Action Plan (EAP). Review and document your Emergency Action Plan (EAP) ahead of time before taking girls out for this activity. Think through scenarios of what can go wrong such as an accident, physical injury to a canoer, a canoe capsizing, or sudden illness.

Ensure participants are able to swim and are comfortable in the water. Success on the water depends on comfort and ability in the water. Consult with parents/guardians about girls’ swim abilities before the event. See the Swimming Safety Activity Checkpoint for samples, or ask your instructor for guidelines. Only strong swimmers are approved for whitewater canoeing. See Volunteer Essentials for information about first-aid standards and training. [SAFETYWISE: First Aid & First Aiders]

All paddlers must wear a U.S. Coast Guard-approved life jacket. Type III life jackets are recommended. They should fit according to weight and height specifications. Inspect life jackets to ensure that they are in good condition and contain no tears.

Practice recovery procedures. The instructor demonstrates self-recovery and righting techniques. Girls learn and practice these skills. This will help prevent being disoriented or frightened if they end up in the water, and provides important skills.

Verify instructor knowledge and experience. The skill level of the adults must be higher than the difficulty of the intended canoeing type.

At least one adult instructor or guide should be an American Canoe Association (ACA) Canoe Level 1 Instructor or higher; or ACA Paddle Sports Safety Facilitator in canoeing; or American Red Cross (ARC) Small Craft Safety Certified- Canoeing; or ARC Lifeguard with Waterfront Module; or have the demonstrated equivalent experience or such credentials.

Also- if using lifeguards to oversee canoeing, confirm that they have the proper training, experience, and rescue equipment for the body of water and the specific watercraft involved.

The instructor or guide must be able to communicate effectively commands and instructions.

Ensure that the instructor or guide reviews site-specific emergency techniques. For example, whitewater canoeists are instructed in how to float through rapids, how to breathe while swimming in rapids, and how to swim to shore. The lead instructor or guide must have firsthand knowledge of the hazards and conditions of the location being used.
At least one adult instructor or guide should be certified by the American Canoe Association, the American Red Cross, or other sponsoring organization approved by Girl Scouts of Northern California (GSNorCal). Certifications must be appropriate for the activity.

**Check lifeguard qualifications.** Ensure that lifeguards overseeing canoeing have the proper training, experience, and rescue equipment for the body of water and the specific watercraft involved.

**Be aware of the lifeguard’s position.** A stationary lifeguard can only be used when canoeing is taking place on flat water close to shore. For large bodies of water or rivers, the lifeguard must be in a canoe and positioned with the group.

**Arrange for watchers/helpers.** An adult watcher or skilled helper is required for certain size groups. This person should have basic skills in the activity and be able to support the group by reinforcing instructions. They also watch for possible emergencies and help the instructor with rescues if needed. Basic water rescue, small craft safety, or similar training is the preferred preparation. Consult the instructor for specific watcher/helper qualifications.

**Select a safe site.** Do not paddle in unknown areas. Know the locations of all shipping channels. Do not canoe more than one mile from the nearest shore.

Make sure of the following:

**Avoid busy channels when possible.** If you must cross them, do so at a 90-degree angle to the channel traffic. Also, avoid surf zones and areas with standing waves, unless they are part of planned whitewater canoeing.

**On long passages, boats should stay close enough together** that a group decision can be made if wind and water conditions change.

**Be aware of possible changes in water level,** due to tides or dam releases, and how these affect water conditions.

**Avoid hazards** such as strainers, sieves, hydraulics, waterfalls, bridges, dams, fences, and low power lines. Rapids must be avoided unless part of a planned whitewater route.

**Research water conditions and select the right boats for participant skill level.** Consider weather and water conditions, weight of passengers, and equipment to be carried. Make sure:

- The craft weight and capacity are not exceeded. Many boats have a plate near the stern (back), showing these maximums.
- Canoes that are 15 feet or shorter hold no more than two people.
- You are aware of the type of canoe needed for the water to be used.
- Canoes are not overloaded with gear, and gear is distributed evenly among paddlers.

**Know universal signals.** Whistle and visual signals are used to pass messages or call for help. Learn them at [Paddle Education](#).

**File a float plan.** If participating in a long-distance trip, file a float plan with a reliable person who will notify authorities should your group not return on time.

**Get a weather and wind report.** Check [Weather.com](http://Weather.com) or other reliable weather sources, including the “boat and beach” forecast, which covers wind speed, water temperature, and wave height. Be prepared with a backup plan or postpone the activity if weather prevents the outing.

**Review what to do in a storm.** If thunder is heard or lightning seen, get everyone off the water immediately. Do not return until at least 30 minutes have passed since the last evidence of the storm. If you cannot get to
shore, secure all loose gear, keep a sharp lookout for other boats and obstructions, head into the wind at a 45-degree angle, and stay low. If possible, do not touch metal or water, when lightning is possible.

**Use the buddy system.** Instruct girls to keep their boat within sight of at least one other boat. Use the buddy system on the water with boats the same as you would on land.

**Transport boats safely.** Use car-top racks or trailers specifically designed for canoes. Secure boats with two lines across the top (one at each end), and with lines at the bow and the stern. Drivers must have prior experience hauling trailers.

**Report accidents.** Notify marine law enforcement or GSNorCal as appropriate. [GSNorCal Accident-Injury Report](#)

### Safety Gear
- Canoes suitable for the type of water, with proper flotation, and air bag, if used, checked before use
- Paddles appropriate size and style for the canoeist and the type of canoeing
- Emergency sound device, such as a whistle, compressed air horn, or VHF radio on navigable waters
- U.S. Coast Guard-approved life jacket for each paddler. Type III life jackets are recommended. They should fit according to weight and height specifications.
- Rescue gear appropriate for boat type and conditions (ask your instructor), such as:
  - Throw bag or throw line
  - Waist-mounted tow system (lightweight rope which attaches to towing person and to towed boat)
  - Rescue sling to get participants back into a boat
  - Designated rescue craft, such as a paddleboard or chase boat
  - Any other items required by the boating jurisdiction in which you’ll paddle
- Emergency gear appropriate for the canoeing type and distance from shore, such as:
  - Emergency repair kit: duct tape or electrical tape, screwdriver, pliers
  - Spare paddle, waterproof first-aid kit, repair kit, and standard safety equipment, including signaling equipment
- Emergency survival packet: raincoat, waterproof matches, lightweight/space blanket, hat, pocketknife, 10-foot-by-10-foot tarp, rope, food, and appropriate liquids. Food and water bottles should be secured in the boat
- A safety helmet with a strong, flexible plastic shell and chin strap, as well as openings for drainage, worn when paddling in waters that are Class II or III
- Bailer (a scoop for removing water from a boat)
- A waterproof flashlight
- A painter (a strong line at the bow, used for securing the canoe that’s at least half the length of the boat)
- At least one graspable and throw-able Coast-Guard approved personal flotation device (Type IV buoyant cushion or ring buoy or equivalent) immediately available for each group on the water
- Compass, waterproof chart, VHF marine radio, and other essentials for extended trips
- Locking blade knife carried by instructor/guide/qualified adult in their life jacket or other readily accessible place, and a line for towing or rescue

Note that canoeing at night may require additional gear; consult your instructor.
Girl Scouts of Northern California’s Approval Process for Canoeing

Canoeing is considered a high-adventure activity and must be pre-approved by the council.

- **Trip or High-Adventure Approval Form**: Submit the online Trip or High-Adventure Approval Form to council at least 4-6 weeks prior to your activity. Gather the following information to complete this form:
  - Confirmation that your chaperones are registered members of Girl Scouts of Northern California and have a current background check. Troop Leaders can find this information in their Volunteer Toolkit.
  - Name of First Aider and a copy of their current CPR/First Aid certification card. Certification needs to be renewed every two years. If you are hiking or backpacking farther than 30 minutes from a medical facility, please have the information of the member, who is certified in Wilderness First Aid, accompanying your troop.
  - Confirm that the necessary online and in-person courses have been completed for this trip. You can find more information or register for these courses in your Volunteer Learning Portal in the section called Trip & Outdoor Advisor.
    - For example, the **Camp Out course** is required for all camping trips that involve advanced outdoor cooking or camping trip with girls to a campground or other non-GSNorCal outdoor facility for longer than 1 night without indoor plumbing and electricity. Girls should have already had practice sleeping and cooking outdoors.
    - The **Extended Trips course** is required for troops traveling three (3) nights or more.
    - The **Backpacking course** is required before you take girls on an overnight backpacking adventure.

- **High-Adventure Approved Vendor List**: GSNorCal troops/groups must select a high-adventure vendor from the High-Adventure Approved Vendor List, which consists of organizations that meet Girl Scouts safety and insurance requirements for the activity. For the safety of our members, before a troop uses a high-adventure site/vendor for a troop or service unit event, the council must approve the high-adventure site/vendor. This process is designed to ensure a safe experience and protect the council’s and volunteer’s legal interests.
## Paddling and Rowing Sports - Master Progression Chart

<table>
<thead>
<tr>
<th>Canoeing</th>
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</thead>
<tbody>
<tr>
<td><strong>Flat, near shore, no current</strong></td>
</tr>
<tr>
<td>D, B, J, C, S, A</td>
</tr>
<tr>
<td><em>Daisies permitted only with an adult in their canoe, unless with an ACA accredited camp in compliance with ACA standards</em></td>
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<tr>
<td>6:1, or 12:1 with qualified assistant (ACA accredited camps adhere to all ACA standards for Daisies in canoes)</td>
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<tr>
<td>American Canoe Association (ACA) Canoe Level 1 Instructor or higher; or ACA Paddle Sports Safety Facilitator in canoeing; or ARC Small Craft Safety Certification-Canoeing; or ARC Lifeguarding with Waterfront Module; or an instructor with the demonstrated equivalent experience in line with these credentials.</td>
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<tr>
<td><strong>Class I</strong></td>
</tr>
<tr>
<td>J, C, S, A</td>
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<tr>
<td>6:1, or 12:1 with qualified assistant</td>
</tr>
<tr>
<td>ACA River Canoeing Level 2 Instructor or higher; or equivalent</td>
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<tr>
<td><strong>Class II</strong></td>
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<tr>
<td>C, S, A</td>
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<tr>
<td>6:1, or 12:1 with qualified assistant</td>
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<tr>
<td>ACA River Canoeing Level 3 Instructor or higher; or equivalent</td>
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<tr>
<td><strong>Class III</strong></td>
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<tr>
<td>C, S, A</td>
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<tr>
<td>6:1, or 12:1 with qualified assistant</td>
</tr>
<tr>
<td>ACA Whitewater Canoeing Instructor, Level 4 or higher; or equivalent</td>
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<tr>
<td><strong>Trips on Class II–III</strong></td>
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<tr>
<td>C, S, A</td>
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<tr>
<td>Varies; ask outfitter</td>
</tr>
<tr>
<td>Licensed professional guide or instructor who is provided by an outfitter</td>
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