

Program Coordination Committee Report to the Paddle Canada AGM

- Paddle Canada AGM, 2017 -

May 2017

The board of directors established the Program Coordination Committee (PCC) to harmonize the non-program-specific portions of the Paddle Canada programs, as much as possible. The members of the PCC consist of the chair of each program development committee (PDC).

The PCC has had a busy year. Along with the regular ongoing business of the committee, two major projects were undertaken as outlined below.

IT Development Review

In general terms, this significant initiative is intended to establish a modern instructor trainer development process that meets or exceeds the industry standard, is used across Paddle Canada, and is clearly outlined to the membership.

It was the committee's major project for the year and we achieved all our goals for the winter (our main work period). Specifically, the following was accomplished.

- An application process to enter the IT development process was established and an online application form published. Since launch we've seen numerous individuals apply. Each PDC is responsible to check the applicant's prerequisites and accept or deny their application. Once the database is completed (next year?) all the extra work the application process necessitates will be automated and return the PDC workload to normal. There is no application fee for the IT applicant.
- The online training and testing module is up and in use. We've received favourable comments about the learning experience the module provides. Successful completion of this module is a mandatory step before apprenticing as an IT candidate. It standardizes a broad education appropriate to training trainers, ensuring all Paddle Canada ITs are at or above our standard. Module participation is free to the IT candidate.
- A process for tracking IT candidates is operational. This too places additional demands on the PDC chairs, but the final database will relieve this burden.
- Rubrics for assessing IT candidates are established and an online evaluation form has been published. The rubrics are published in the IT Manual so candidates know ahead of time how they will be assessed, and so the standard is consistent across the country and across our Paddle Canada disciplines.
- The new IT Manual was released online in the Paddle Canada members site. It outlines the entire process of becoming an IT, for both the candidate and the mentor.
- The Canoe, Sea Kayak and SUP manuals need to be updated because much of the IT content is now in the new IT Manual. Each program manual will continue to outline for each IT certification level: what the IT can teach, the prerequisites to train for the IT level, who can mentor and assess the IT candidate, and the minimum number of apprenticeships required. Templates for the program manual revisions are complete and in the hands of each PDC.
- Notification of the above changes, along with reminders and interim updates on the project, have been communicated to instructors and ITs through regular emails, and to the ITs through the annual IT conference calls. Further emails will go out as we start next winter's IT Development project.

We continue working on this project. There is still at least one more year of work ahead of us. For next winter, we plan to develop the "B" level training for higher level ITs, and formalize the criteria and transfer process of ITs between Paddle Canada disciplines.

Ongoing projects

- Developing, in cooperation with the PDCs, a vessel-independent Camping program, and the subsequent removal of land-based camping skills from our existing programs. Removing the camping skills duplication from our programs and concentrating them in the new Camping program will remove duplication while providing the flexibility to teach or not teach camping alongside boat/board skills, as the market requires. This is a multi-year project.
- Providing advice, recommendations and proposed policies to the Board when they request same, and when an obvious need arises during our committee work.

The PCC members

The PCC members (Priscilla Haskin, Rob Lemmon, David Johnston, Tony Palmer) have much work to do within their respective PDCs or the board, so their contribution to the PCC is especially appreciated! Thank you each for all your hard work and dedication!

Respectfully submitted,

Tony Palmer
Chair, Program Coordination Committee