



# Australian Canoeing Awards

## Re-registration for Guides, Instructors and Assessors

This note details the re-registration requirements for holders of Australian Canoeing Awards that have expired within the last 3 months or are about to expire.

Skills and knowledge are lost over time unless a person actively works to maintain them. The best way to demonstrate that your skills and knowledge are current is to maintain your qualification.

Re-registration is part of the continuing education of Canoeing Instructors and Guides. Its purpose is:

- to extend the knowledge and skills of Instructors and Guides.
- to provide an avenue for post accreditation servicing
- to ensure that Instructors and Guides are up to date with the latest techniques, teaching methods, safety issues, legal responsibilities and risk management information.

All Australian Canoeing Guiding and Instructional Awards expire after a term of three (3) years. To re-register, the holder must be able to demonstrate that they have maintained a level of competency equivalent to or above the qualification that they hold.

**If you hold a current new scheme award (or one that has expired in the previous 3 months) and wish to re-register.**

You need to complete this form only;

You need to pay for 3 years registration at \$140.00, for Instructor, Guide and Leader award and \$45 for a Lifeguard award

Assessors do not need to pay a reregistration fee for their assessor qualification

**this will extend the expiry date of your award by 3 years**

## **HOW TO APPLY.**

Assessors, Instructors and Guides applying for re-registration must submit the application and all required information to Australian Canoeing

Activities that are acceptable for re-registration purposes have been listed in various categories in the table at the end of this form.

To be successfully re-registered, Instructors and Guides must show sufficient involvement in a range of canoeing activities in the preceding three years to gain a minimum of 100 points. Activities cannot be counted for credit in more than one category.

For activities less than a full day, a half-day will be counted. This would include shorter trips or periods of instruction as well as competitive events and meetings

## **INSTRUCTORS Holding More Than One Accreditation**

For Australian Canoeing Instructors holding more than one accreditation (Sea Kayak, Canoe, Kayak) the minimum requirements in Category 2 - Personal Paddling must be met for each. Instructors in more than one type of craft need only meet the 100-point minimum requirement.

Additionally, log entries for Category 3 – Instruction should show evidence of instruction in each type of accreditation for which re-registration is sought.

Note: If your award is current, re-registration is through Australian Canoeing. If your award has expired by more than 3 months, you should process your reregistrations documentation through one of our National Training Providers.

If you have any enquiries regarding your re-registration please contact AC:

Ph: 02 81169727

E: [education@canoe.org.au](mailto:education@canoe.org.au)

Send applications to:

Award Scheme  
Australian Canoeing  
PO Box 6805  
Silverwater NSW 2128

# 1 Re-registration Application and Declaration

I  of   
Name Address

hereby apply for Registration as an AC Guide or Instructor. In so applying and in consideration of my application for registration being accepted I acknowledge and agree that:

1. "AC" for the purposes of this registration application and declaration means and includes Australian Canoeing Incorporated, its members (including State Associations and Affiliated Clubs) and where the context so permits, their respective directors, officers, members, servants or agents.
2. If accepted I will be registered as an AC Guide or Instructor.
3. This document cannot be amended. If I do amend it my application will be null and void. It cannot be accepted by AC.
4. I acknowledge that as an instructor or guide I am an ambassador for AC and agree to present a positive image of myself, AC and the Awards Scheme
5. The AC Constitution is a contract between me and AC. I will be bound by it and any Policies, Guidelines or By-laws made under it. It is necessary and reasonable for promoting AC and canoeing.
  - a. For the avoidance of doubt, I acknowledge and agree to comply with the Constitution and By-laws of AC, in particular the Code of Behaviour in the AC Member Protection By-law
  - b. I agree to comply with the Safety Guidelines,if my application is accepted..
6. Warning: Canoeing can be inherently dangerous. Serious accidents can and often do happen which may result in me being injured or even killed. I have voluntarily read and understood this warning and accept and assume the inherent risks in canoeing.
7. Exclusion of Liability: Except where provided or required by law and such cannot be excluded, I agree that it is a condition of my registration (if accepted) that AC is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my registration and/or participation in any AC Activity.
8. Release and Indemnity: In consideration of AC accepting my application for registration I;
  - a. Release and forever discharge AC from all Claims that I may have or may have had but for this release arising from or in connection with my registration and/or participation in any AC Activity; and
  - b. Indemnify and hold harmless AC to the extent permitted by law in respect of any Claim by any person arising as a result of or in connection with my registration and/or participation in any AC Activity.

In this clause 8 "Claims" means and includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant AC insurance policy or under the AC Constitution or any By-laws.

9. Fitness to Participate: I declare that I am and must continue to be medically and physically fit and able to participate in any AC Activity. I am not and must not be a danger to myself or to the health and safety of others. I will immediately notify AC in writing of any change to my fitness and ability to participate. I understand and accept that AC will continue to rely upon this declaration as evidence of my fitness and ability to participate.
10. I have provided the information required overleaf and signed both sides of this form. I warrant that all information provided is true and correct.
11. Privacy: I understand that the information I have provided overleaf is necessary for the Objects of AC. I acknowledge and agree that the information will be used only for the Objects of AC and to provide me with registration services. I understand that I will be able to access my information. If the information is not provided my registration application may be rejected.

I acknowledge that AC may also use my personal information in accordance with the AC Privacy By-law. I may advise AC if I do not wish to receive from AC any AC sponsors or third parties' promotional material.

12. Copyright: in photographs and right to use: I acknowledge and consent to photographs being taken of me during my participation in AC activities. I acknowledge that the photographs are owned by AC and that AC may use the photographs for promotional or other purposes without my further consent being obtained.

I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application for registration is successful I will be entitled to all benefits, advantages, privileges and services of AC registration

Signature  Name  Date  /  /



## 7 Re-registration Information

	Category	Award	Expiry Date	Evidence Provided	Assessor
1	1 First Aid Award				
	<b>Category</b>	<b>Activity Summary</b>	<b>Claimed Points</b>	<b>Evidence Provided</b>	<b>Assessor</b>
2	<b>Personal Paddling</b>				
3	<b>Instruction</b>				
4	<b>Related activity</b>				
5	<b>Competition</b>				
6	<b>Personnel Development</b>				
7	<b>Conducting ACAS course</b>				
8	<b>Attendance at AC Workshops</b>				
9	<b>Conducting AC Assessment</b>				
		<b>Total Points</b>			

Please attach any other supporting evidence to the form

## 8 Assessment Information – AC Office Use Only

Instructor Approved

Instructor approval pending further information

Assessor 1

Assessor 2

Signature

Signature

The second assessor is only required when the instructor wants the re-registration re-assessed (covered in the grievance procedures)

### OFFICE USE ONLY

RIGS ID	<input type="text"/>	Qual ID	<input type="text"/>	Regency SoA	<input type="text"/>	Invoice #	<input type="text"/>	Entered IMIS	<input type="text"/>
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## INSTRUCTOR RE-REGISTRATION POINTS TABLE

Category	Description	Points Value	Minimum Requirements	Maximum Points	Evidence Required	Notes
1	First Aid Award	nil - mandatory requirement	Current approved First Aid Qualification	nil	Certificate	It is the instructor's responsibility to maintain current First Aid qualifications at other times
2	Personal Paddling	4 points for each full day's paddling or equivalent at the appropriate grade for the award, 2 points for lower grades	5 days personal paddling at or above the grade of water/ water conditions appropriate for the Award in the last 12 months	50	Logbook entries - verified	An activity cannot be counted twice for the purposes of re-registration
3	Instruction	5 points for each days instruction at the appropriate grade for the award, 3 points for lower grades	6 days instruction 2 different locations or client groups on the appropriate grade of water in the last 12 months	60	Log entries	Instruction includes a range of activities e.g. trip leading, organising and leading a social paddle, providing a structured program of skills development.
4	Canoeing related activities - involvement in activities or organisations which develop or promote canoeing	2 points for each days involvement or equivalent	nil	20	Log entries	Examples include: a position of responsibility in Australian Canoeing, State Association or its standing committees, a canoe club or the canoeing activities in some other organisation.
5	Competition	2 points for each days involvement or equivalent	nil	20	Log entries Competition results Awards	Training sessions may be included - up to 50% of the total
6	Personal Development attendance at training programs, seminars or other activities which broaden or update knowledge and skills related to Canoeing	4 points for each days involvement or equivalent	nil	40	Log entries Evidence of attendance e.g. certificate of participation Awards	Examples include: Professional Development activities for teachers Instructor training days for Guides, skills development activities, Coaching accreditation programs, Rescue courses
7	Conducting ACAS Courses.	6 points for each days instruction at the appropriate grade for the award, 4 points for lower grades	nil	70	Log entries State records	
8	Attending Australian Canoeing Professional Development Workshops	10 points for each day of the program	nil	50	Log entries State records	Australian Canoeing and/or State Boards of Canoe Education will schedule Instructor Update Workshops from time to time.
9	Conducting Australian Canoeing Assessment	6 points for each day of the program	18 – Assessors Only	40	Log entries	