



## KEAUHOU QUALIFIED STEERSMAN SIGNOFF FORM

### ABOUT THE KEAUHOU QUALIFIED STEERSMAN CERTIFICATION PROCESS

In the Keauhou Qualified Steersman Certification Process, candidates learn from other steersmen and are tested for mastery. To be approved as a Keauhou Qualified Steersman, candidates must

- Attend a Steering Workshop,
- Learn to steer by being mentored during everyday paddles,
- Complete Signed-off Partnered Training Sessions, where they sit in seat 5 with a senior steersman.
- Be evaluated for a Skills Signoff by and signed off by four Qualified Steersmen.
- Be evaluated and approved by one Authorized Observer (A Qualified Steersman with approval from the Steering Committee.)

At the end of the process, if candidates do not demonstrate full mastery for the Authorized Steering Members, the candidate will return to partnered training sessions for another pass through.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

### I have read, understood, and commit to abide by:

(Please initial below)

\_\_\_\_\_ Keauhou Canoe Club Code of Conduct

\_\_\_\_\_ Keauhou Canoe Club Safety Standards and Policies

### PREREQUISITES

\_\_\_ Participate in ALL segments of STEERING WORKSHOP (Date: \_\_\_/\_\_\_/\_\_\_)

\_\_\_ Demonstrate swim ability and fully able to self-rescue and re-enter a canoe in any depth of water



### **PARTNERED TRAINING SESSION SIGNOFF**

Participate in Mentorship by going out on accompanied paddles. Need Partnered Training Session signatures from three Qualified Steersmen (on the Keauhou Qualified Steersman's List).

(Date: \_\_\_/\_\_\_/\_\_\_) Name: \_\_\_\_\_

Comments: \_\_\_\_\_

(Date: \_\_\_/\_\_\_/\_\_\_) Name: \_\_\_\_\_

Comments: \_\_\_\_\_

(Date: \_\_\_/\_\_\_/\_\_\_) Name: \_\_\_\_\_

Comments: \_\_\_\_\_

### **SKILLS SIGNOFF**

Need signatures from four Qualified Steersmen to indicate that the steersman demonstrates skills competence.

(Date: \_\_\_/\_\_\_/\_\_\_) Steersman ONE: \_\_\_\_\_

(Date: \_\_\_/\_\_\_/\_\_\_) Steersman TWO: \_\_\_\_\_

(Date: \_\_\_/\_\_\_/\_\_\_) Steersman THREE: \_\_\_\_\_

(Date: \_\_\_/\_\_\_/\_\_\_) Steersman FOUR: \_\_\_\_\_



### **HULI IN COMMAND SIGNOFF**

Need signatures from a Qualified Steersmen approved by the Steering Committee to indicate that the prospective steersman has successfully LED and Passed HULI Drill.

(Date: \_\_\_/\_\_\_/\_\_\_) Name: \_\_\_\_\_

Comments: \_\_\_\_\_

### **FULL SIGNOFF**

Need signature from a Qualified Steersmen approved by the Steering Committee to indicate that the prospective steersman has completed all steps in the Qualified Steersman Certification Process.

### **CERTIFICATION OF QUALIFIED KEAUHOU STEERSMAN STATUS**

\_\_\_\_\_ is a certified Keauhou Canoe Club Qualified Steersman, and has fully completed the Keauhou Canoe Club Qualified Steersman Certification Process.

(Date: \_\_\_/\_\_\_/\_\_\_) Name: \_\_\_\_\_



## **Definition of Terms**

**Qualified Steersman.** A Qualified Steersman is one who has been formally approved as a steersman by the Keauhou Safety and Steering Committee. Qualified Steersmen are listed in the Qualified Steersman list, located on the Keauhou Website in the Documents section.

**Steering Mentors.** A Steering Mentor takes prospective steersmen out as part of the Partnered Training Sessions in the Steering Certification program. Any experienced Steersman can participate in the Partnered Training Sessions.

**Certification Signers.** Both the Partnered Training Sessions and Skills Signoff on the Certification sheet need to be signed off by Qualified Steersmen. A single Qualified Steersman can sign for both a Partnered Training Sessions a Skills Signoff.

**Authorized Observer.** An Authorized Observer, able to sign off on the huli in command is a Qualified Steersman with approval from the Steering committee.

**Final Signer for Full Qualification.** The final approver is a Senior Qualified Steersman on the Steering committee. This steersman must be qualified at the same level that they are approving. (e.g. must be approved for an Unlimited to sign off Qualified Steersman for the Unlimited.)