



# LEAVE NO TRACE CANADA

## TRAINING GUIDELINES

### TABLE OF CONTENTS

---

Definitions and acronyms .....	1
Introduction .....	2
Notice .....	2
Master Educator Courses .....	3
Trainer Courses .....	7
Awareness workshops .....	10
Requirements upon Course Completion .....	12
Leave No Trace Canada Outreach .....	12
Denial of Course Completion .....	13
Appendix A: LNTC Course-Summary Table .....	14

### DEFINITIONS AND ACRONYMS

---

**CPR:** Cardio-Pulmonary Resuscitation

**ERC:** Educational Review Committee

**Instructor Trainer/Master Educator in good standing with LNTC:** Instructor Trainer/Master Educator who successfully completed an Instructor Trainer/Master Educator training with LNTC and who taught a minimum of two LNTC sanctioned courses within the last 3 years if they took their training more than 3 years ago.

**LNTC:** Leave No Trace Canada

**Member in good standing with LNTC:** Individual who paid his/her annual membership fees within the 12 months.

**Partner in good standing with LNTC:** Organisation who paid its annual partnership dues within the last 12 months.

151 Boulevard Sainte-Rose, Laval, Québec, H7L 1L2  
Phone : 1-877-238-9343 Fax : 1-450-661-3884  
[www.leavenotrace.ca](http://www.leavenotrace.ca) / [info@leavenotrace.ca](mailto:info@leavenotrace.ca)

## INTRODUCTION

---

With an increasing number of Canadian institutions, organizations and agencies interested in offering LNTC training programs, the need to develop appropriate and Canadian specific guidelines for those conducting courses has become apparent.

The objectives for these Training Guidelines are:

- To strive for consistent, quality training for all LNTC course participants;
- To provide an easily implemented training structure that encourages training efforts;
- To establish a structure that allows LNTC to track and quantify training efforts;
- To clarify the role of LNTC, in regard to training institutions and individual Master Educators and Trainers;
- To identify that there are inherent risks in outdoor activities and to discuss warnings and other information pertaining to LNTC courses.

The Training Guidelines describe in detail the requirements for all LNTC courses, including course curriculum and cost. Although other training options- workshops, seminars, and presentations- exist and are encouraged, LNTC provides no set curriculum for their content as they vary greatly in length and nature.

LNTC encourages course leaders and/or organizations to make the cost of training efforts as low as possible to encourage enrolment. It is also recommended that LNTC materials be used in all training activities regardless of the length or type of training.

LNTC's ERC oversees LNTC training efforts, curriculum development, and educational material production. The ERC is also responsible to review applications from organizations interested in becoming Authorized Providers of the LNTC Master Educator course.

## NOTICE

---

The LNTC curriculum focuses on techniques for learning and teaching minimum impact outdoor ethics. LNTC courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc. However, due to the nature of the LNTC program, many courses are taught in an outdoor setting.

Engaging in outdoor activities involves inherent or other risks and dangers that can lead to injury, property damage or even death. In addition, LNTC outdoor ethics and principles are only effective if they are accurately relayed and taught to course participants.

For these reasons, LNTC requires organizations and individuals interested in conducting LNTC courses to enter into a Training Agreement with LNTC and follow the guidelines listed here before conducting courses. These Guidelines and the Agreement are not intended to control the details of how the organization/ individual conducts the LNTC course.

LNTC does not control, teach or conduct the course, but rather, provides organizations and individuals with nationally and internationally approved materials and guidelines to assist in the teaching of LNTC courses. All organizations and individuals conducting LNTC courses act as independent contractors and are solely responsible for the conduct of the courses.

Individuals interested in participating in a LNTC course should have basic outdoor travel and camping skills that meet the demands of the course and be in reasonably good physical condition before attending a course. Participants should understand that they are responsible for their own safety, and assume responsibility for injuries resulting from the inherent risks of recreational activities.

LNTC does not warrant or guarantee the quality or expertise of any individual or organization providing a LNTC course. Those individuals interested in a LNTC course are advised to independently review and examine the qualifications of individuals or organizations planning to conduct LNTC courses.

## **MASTER EDUCATOR COURSES**

---

Only the organizations identified by LNTC following the selection process described below are authorized to offer the Master Educator course.

To identify and select professional and responsible Canadian organizations to offer and conduct Master Educator courses, LNTC utilizes a request for proposal. Organizations interested in becoming an Authorized Provider are invited to submit a letter of intent. The ERC reviews the applications and the selected candidates are then asked to provide some or all of the following information and documentation:

151 Boulevard Sainte-Rose, Laval, Québec, H7L 1L2  
Phone : 1-877-238-9343 Fax : 1-450-661-3884  
[www.leavenotrace.ca](http://www.leavenotrace.ca) / [info@leavenotrace.ca](mailto:info@leavenotrace.ca)

- A brief statement made by the organization outlining the reasons why it is committed to teaching LNTC and spreading the LNTC message;
- Evidence that the organization possesses appropriate risk management plans and procedures for e.g.: evacuation, serious incidents;
- Evidence of an annual report, board of directors and history of operations;
- A list of references for the ERC to contact for additional information about the organization;
- Policies and procedures for running the organization;
- Evidence that staff are trained in outdoor leadership/instruction, including LNTC skills and ethics, and possess the certifications required;
- Examination of serious incident reports on any serious injuries or fatalities occurring in the last 2 years;
- Copies of any safety or peer reviews (internal or external) conducted in the last 2 years;
- Copies of all required permits or licenses to operate or to run operations on provincial or crown lands; and the evidence of compliance with any applicable laws or regulations;
- Proof of appropriate levels of insurance;
- Proof of the ability to efficiently manage student screening and enrolment functions;
- Evidence of appropriate outdoor/recreational activity and risk disclosure to participants-e.g. in brochures, assumption of risk/release documents, registration materials, pre-trip talks;
- Evidence of any professional affiliations, accreditation and certification.

The complete file is then reviewed by the ERC and upon approval, the selected organizations are invited to enter into a Training Agreement with LNTC and follow the LNTC training guidelines. This includes:

- Organization must be a partner in good standing with LNTC;
- Organization possesses appropriate levels of insurance;
- The LNTC instructors or co-instructors are appropriately trained in outdoor leadership/instruction skills, and possess a valid first aid certification (40 hrs and CPR);
- Distributing the disclaimer of liability and assumption of risks form, the disclosure of personal information form, the membership form, the course roster and return the completed and signed documents to LNTC;
- Following the Master Educator Course Curriculum recommended by LNTC and respect existing copyrights;
- Course participants must receive a one year membership with LNTC as part of their course fees;

## **CURRICULUM CONTENT**

The LNTC Master Educator course emphasizes skills and techniques essential to LNTC minimum impact outdoor ethics and education. The bases of the course are the 7 LNT principles; a set of ethical and practical guidelines, not rules. As stated previously, LNTC courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification. A LNTC Master Educator course includes a minimum of four eight-hour days and at least three nights camping in the field. Where possible, it is strongly encouraged that students are exposed to both front-country and backcountry camping situations.

### **CORE COMPONENTS FOR MASTER COURSE CURRICULUM**

- Role of a LNT Master Educator;
- Discussion and practice of the principles and ethics of LNT;
- History and philosophical groundings of the LNT message;
- LNT Trainer course content and Training Guidelines;
- Overview of recreation ecology and types of resource and social impacts;
- Discussion of LNT teaching skills and techniques, student learning styles and development of lesson plans;
- Development of a LNT action plan;
- At least one student led teaching exercise by each participant;
- Focus on interactive and hands-on field experiences;
- Review of the mission and need for the LNTC program;
- Overview of the role, function and administrative structure of LNTC and its relationship with the LNT Center for Outdoor ethics.

### **COURSE LEADERS**

The course leader for a LNTC Master Educator course must be a Master Educator Instructor Trainer in good standing with LNTC and be employed by an organization approved to conduct LNTC Master courses. The course leader must also be a member in good standing of LNTC.

A new Master Educator Instructor Trainer must have successfully co-instructed at least one LNTC approved Master Educator course prior to serving as a course leader.

LNTC Master Educator courses should include a course leader assisted by, when possible, at least one co-instructor.

All Master Educator Instructor Trainers and their assistants should have training and experience in outdoor leadership/instruction skills, have successfully completed a MEIT course with LNTC and maintain a current first aid certification (minimum 40 hrs and CPR).

## **ENROLMENT**

Master courses are limited to 12 participants or less according to regulations at the site where the course is conducted. Requests for group size waivers may be submitted. In order to maximize educational perspectives, a diverse group of participants from different perspectives and organizations is highly encouraged. All enrolment in a Master Educator course should occur with full understanding that in the event an enrolled participant cannot attend the course the individual will forfeit all or part of the tuition, per the policy of the offering organization.

## **COST**

LNTC does not set the cost for training activities but encourages organizations to keep the cost as low as possible to encourage enrolment. Course costs does not cover travel to and from the course location for students, but should cover the administrative cost as described in the Training agreement with LNTC, which includes a one-year Hiker level membership with LNTC for each course participant.

## **COMPLETION**

Upon successful completion of a LNTC Master Educator course, each participant will become a Master Educator of LNTC and receive an ID card from LNTC. Successful completion of the course requires participation in all course activities and teaching exercises. Those who complete the Master Educator course are equipped to:

- Understand, demonstrate and teach the minimum impact outdoor skills and ethics and possess the ability to train others as Trainers;
- Recite and explain the seven principles of LNTC;
- Lead a discussion on outdoor ethics and help others explore and define their own personal outdoor ethic;
- Understand and explain why LNTC is important in all areas and settings;
- Understand and convey the purpose, the mission and the structure of the LNTC program;
- Develop and share an action plan for teaching the public about LNTC.

All LNTC Master Educators who completed their course after January 1, 2011 must teach a minimum of two Trainer courses sanctioned by LNTC every three years in order to remain a Master Educator in good standing with LNTC.

Master Educators having completed their training prior to 2011 have until December 2013 to meet this requirement. All Master Educator who failed to teach two courses within a three-year period will have to complete the Master Educator Program Review Exercise and co-teach a Trainer course or redo the Master Educator course.

## TRAINER COURSES

---

### Organizations Offering Trainer Courses

Organizations (including approved Master Educator providers) and individual Master Educators teaching courses must enter into a Training Agreement with LNTC and follow the guidelines identified here, before conducting courses:

- The organization must be a partner in good standing with LNTC;
- The Master Educator teaching the course must be a member in good standing with LNTC;
- Possessing appropriate levels of insurance;
- Assuring that proposed LNTC instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills, and maintain a valid first aid certification (minimum 16 hrs and CPR);
- Distributing the disclaimer of liability and assumption of risks form, the disclosure of personal information form, the membership form, the course roster and return the completed and signed documents to LNTC;
- Following the "Core Components for Training Course Curriculum," and additional Guidelines for courses outlined below, in any Trainer course;
- Course participants must receive a one year membership with LNTC as part of their course costs.

### INDIVIDUAL MASTER EDUCATORS OFFERING TRAINER COURSES

Those successfully completing the Master Educator course are able to conduct Trainer courses. Although Master Educators do not need to be affiliated with an organization to offer Trainer courses, Masters must sign and comply with the LNTC Training Agreement-Trainer Courses and follow the Guidelines included here. This includes:

- The individual must be a Master Educator in good standing with LNTC;
- The individual must be a member in good standing with LNTC;
- Possessing appropriate levels of insurance (federal tort claim coverage is acceptable);
- Be appropriately trained in outdoor leadership/instruction skills, and maintain a valid first aid certification (minimum 16 hrs and CPR);

- Distributing the disclaimer of liability and assumption of risks form, the disclosure of personal information form, the membership form, the course roster and return the completed and signed documents to LNTC;
- Following the “Core Components for Trainer Course Curriculum,” and additional Guidelines for courses outlined below, in any Trainer course;
- Providing each participant with a one year membership with LNTC as part of their course costs.

Liability insurance for individual Master Educators should be obtained via the Master Educator’s personal insurance agent. See the LNTC Individual Training Agreement for specifics regarding liability coverage levels.

## **CURRICULUM CONTENT**

A LNTC Trainer course is a modified version of a LNTC Master Educator course. The Trainer course is shorter, less comprehensive and less expensive to conduct than a Master course. Like Master courses, LNTC Trainer courses emphasize skills and techniques essential to LNTC minimum impact outdoor ethics and education.

The bases of the course are the 7 LNTC principles; a set of ethical and practical guidelines, not rules. LNTC Trainer courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification.

## **CORE COMPONENTS FOR TRAINER COURSE CURRICULUM**

- A minimum of 16 total hours of experiential instruction, 10 hours of which must be conducted in the field. One night camping in a front-country and/or backcountry location is strongly recommended;
- The role and function of a LNTC Trainer;
- The principles and ethics of LNTC;
- Teaching skills and techniques and student learning styles;
- At least one student led teaching activity by each participant;
- Overview and history of the international LNTC program;
- The role and function of LNTC and its relationship with the LNTC Center for Outdoor ethics.

## **COURSE LEADERS**

The course leader for a Trainer course must be a member and a Master Educator in good standing of LNTC. Depending on the number of participants, a co-instructor may be necessary. Co-instructors must also be members and Master Educators in good standing with LNTC.

LNTC Trainer course leaders and co-instructors should have training and experience in outdoor leadership/instruction skills and maintain a current certification in Standard First Aid (minimum 16 hrs and CPR).

## **ENROLMENT**

Trainer course enrolment is not limited, but organizations and individuals offering Trainer courses should strive to keep the instructor to student ratio low to enhance learning opportunities. Enrolment should not exceed the occupancy restrictions of the site in which the course is taking place.

## **COST**

LNTC or the ERC does not set course costs for LNTC Trainer courses. Course leaders and/or organizations should set the cost of Trainer courses to cover material (including course certificate), temporal, staff and other costs. Part of the tuition cost must also cover the cost of a one-year Hiker level membership with LNTC for each course participant. LNTC encourages course leaders and/or organizations to make Trainer course tuition as low as possible to encourage enrolment and training efforts.

## **COMPLETION**

Upon successful completion of a LNTC Trainer course, each participant will become a LNTC Trainer and receive a completion certificate from LNTC. Successful completion of the course requires participation in all course activities and teaching exercises. Those who complete the Trainer course are equipped to:

- Understand, demonstrate and teach minimum impact techniques for friends, family or community groups;
- Recite and explain the seven principles of LNTC;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic;
- Understand and explain why LNTC is important in all areas, not just backcountry settings;
- Understand and convey the purpose and mission of LNTC;
- Understand the role and function of LNTC Master Educators and LNTC Trainers.

## AWARENESS WORKSHOPS

---

### ORGANIZATIONS OFFERING AWARENESS WORKSHOPS

Organizations offering LNTC Awareness Workshops should be a partner organization of LNTC and should follow the Guidelines included here.

- Assuring that staff, including any proposed LNTC instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills;
- Following the “Core Components for Awareness Workshop Curriculum,” and follow the LNTC training guidelines.

### INDIVIDUALS OFFERING AWARENESS WORKSHOPS

Those successfully completing the Master Educator or LNTC Trainer course are able to conduct Awareness Workshops. Others who are familiar with LNTC but have received no formal LNTC training are also encouraged to conduct Awareness Workshops.

Although Master Educators, LNTC Trainers and/or others do not need to be affiliated with an organization to instruct Awareness Workshops, individual Masters, Trainers and/or others must be members of LNTC in order to have their workshop sanctioned and should follow the LNTC Training Guidelines.

### CURRICULUM CONTENT

A LNTC Awareness Workshop is any formal LNTC presentation that is one-day or shorter, facilitated or implemented by a LNTC Master Educator, LNTC Trainer or other individual familiar with LNTC.

These workshops are shorter, less comprehensive and less expensive to conduct than a Master Educator or Trainer course. Like Master Educator and LNTC Trainer courses, Awareness Workshops emphasize skills and techniques essential to LNTC minimum impact outdoor ethics and education.

The bases of the workshop are the 7 LNTC principles; a set of ethical and practical guidelines, not rules. LNTC courses, including Awareness Workshops, do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification.

## **CORE COMPONENTS FOR AWARENESS WORKSHOP CURRICULUM**

LNTC Awareness Workshops should be one-day or less in length; and should adequately cover the principles, ethics, mission and a brief history of LNTC and the LNTC program.

In addition, the following topics should be included, time permitting:

- An overview of the international LNT program (the 7 Principles), including information on the LNTC Front-country program if applicable;
- The role and function of LNTC Master Educators and LNTC Trainers;
- The role and function of LNTC;
- Overview of the LNTC website and all available resources;
- Overview of how individuals and organizations can join and support LNTC.

## **COURSE LEADERS**

The course leader for an Awareness Workshop can be a LNTC Master Educator, a LNTC Trainer or other individual familiar with LNTC. LNTC Awareness Workshop leaders should have training and experience in outdoor leadership/instruction skills. It is recommended that workshop leaders maintain current certification in, as a minimum, basic first-aid and CPR.

## **ENROLMENT**

Awareness Workshop enrolment is not limited, but organizations and individuals offering Awareness Workshops should strive to keep the instructor to student ratio low in order to enhance learning opportunities. If applicable, it is important to consider the potential for impacts to any outdoor classroom and to take the steps necessary to minimize such impacts. This may require limiting enrolment.

## **COST**

Costs for Awareness Workshops are not set by LNTC or the ERC. Workshop leaders and/or organizations should set the cost of Awareness Workshops to cover material, staff time and other costs. LNTC encourages course leaders and/or organizations to make Awareness Workshop tuition as low as possible to encourage enrolment and training efforts.

## COMPLETION

Those who complete a LNTC Awareness Workshop are equipped to:

- Understand, promote and share minimum impact techniques with friends, family or community groups;
- Recite and explain the seven principles of LNT;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic;
- Understand and explain why LNTC is important in all areas, not just backcountry settings;
- Understand and convey the purpose and mission of LNTC;
- Understand the role and function of LNTC Master Educators and LNTC Trainers.

## REQUIREMENTS UPON COURSE COMPLETION

---

Upon completion of any LNTC course, the instructor is asked to submit to LNTC:

- A course report including total number of participants,
- Participant affiliation information;
- Participant contact information, including e-mail address;
- Course evaluation forms;
- Disclaimer of liability and assumption of risks form, disclosure of personal information form, course roster all completed and signed (if required by LNTC-see specific guidelines for each course above).

All of which should be sent to LNTC within 15 days of completion. Instructors of Trainer and Master Educator courses must also send all completed course participants membership forms and corresponding membership fees.

## LNTC OUTREACH

---

LNTC Master Educators, LNTC Trainers and others are encouraged to conduct various forms of LNTC outreach, such as workshops, seminars and short presentations.

Course content may vary but at a minimum should include a discussion of the principles of LNT, a discussion regarding why LNTC is needed and a LNTC program overview.

151 Boulevard Sainte-Rose, Laval, Québec, H7L 1L2  
Phone : 1-877-238-9343 Fax : 1-450-661-3884  
[www.leavenotrace.ca](http://www.leavenotrace.ca) / [info@leavenotrace.ca](mailto:info@leavenotrace.ca)

The use of LNTC materials and training aids is encouraged. Experiential-based training, in an outdoor setting is also encouraged.

Anyone conducting a LNTC workshop or seminar in the field is encouraged to have a minimum of current certification in Standard First Aid (min 16 hrs) and CPR.

## **DENIAL OF COURSE COMPLETION**

---

LNTC reserves the right to deny a completion certificate, FOR ANY LNTC course, if in the eyes of instructor or instructors, the participant has not:

- Attended the entire course;
- Displayed the skills necessary to train Trainers, conduct outreach programs or otherwise carry forward the LNTC message in a productive way;
- Exhibited behaviour consistent with the LNTC philosophy.

## APPENDIX A: LNTC COURSES-SUMMARY TABLE

Course	Awareness Workshop	Trainer	Master Educator
Length	Less than 1 day	16 hrs	32 hrs
Enrolment	Not limited	Not limited	Maximum 12 participants
Field component required	No	Yes	Yes
Overnight required	No	Strongly recommended	Yes
Lead instructor Requirements	<ul style="list-style-type: none"> <li>• General LNT and Teaching Experience</li> <li>• First Aid and membership recommended</li> </ul>	<ul style="list-style-type: none"> <li>• Master Educator Course</li> <li>• Teaching Experience</li> <li>• Outdoor Experience</li> <li>• First Aid 16 hrs and CPR</li> <li>• Member of LNTC</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor Trainer Course</li> <li>• Teaching Experience</li> <li>• Outdoor Experience</li> <li>• First Aid 40 hrs and CPR</li> <li>• Member of LNTC</li> </ul>
Average cost	variable	\$200/participant	\$400-\$800/participant
Membership mandatory for participants	No	Yes	Yes
Course content			
7 Principles	Yes	Yes	Yes
Role and Function of a Master Educator and Trainer	Yes	Yes	Yes
Role and Function of LNTC	Yes	Yes	Yes
Review of LNTC's education materials and programs	Overview	Yes	Yes
Review of LNTC's relationship with the Center	No	Yes	Yes
Teaching Skills, Techniques and learning styles	No	Yes	Yes
Student led exercises	No	Yes	Yes
Discussion on ethics and the philosophy of LNT	No	Yes	Yes
Recreation Ecology and Social Science Research	No	Overview	In-depth
Develop a LNT Action Plan	No	Optional	Yes
How to run a Trainer course	No	No	Yes