



leave no trace
CANADA

TRAINING GUIDELINES

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LEAVE NO TRACE CANADA

TRAINING GUIDELINES

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INTRODUCTION

The international Leave No Trace training program has grown to include over 2000 Leave No Trace Master Educators and thousands of Leave No Trace Trainers. As the number of Canadian institutions, organizations and agencies interested in offering Leave No Trace training programs increases, the need to develop appropriate and Canadian specific guidelines for those conducting Master Educator courses has become apparent.

The goals for these Training Guidelines are five-fold:

1. To strive for consistent, quality training for all Leave No Trace course participants;
2. To provide an easily implemented training structure that encourages training efforts;
3. To establish a structure that allows Leave No Trace Canada to track and quantify training efforts;
4. To clarify the role of Leave No Trace Canada, in regard to training institutions and individual Master Educators and Trainers;
5. To identify that there are inherent risks in outdoor activities and to discuss warnings and other information pertaining to Leave No Trace courses.

These Training Guidelines describe in detail the requirements for all Leave No Trace Canada courses. Fees may be charged for these courses, details of which are described below. Other training options - workshops, seminars, and presentations - exist and are being implemented on an ad hoc basis. Although such departures from Master and Trainer courses are valuable and encouraged, Leave No Trace Canada provides no set curriculum for their content, and encourages course leaders and/or organizations to make the cost of such efforts as low as possible to encourage enrollment and training efforts. It is encouraged that Leave No Trace materials be used in all training activities regardless of the length or type of training.

Leave No Trace Canada's Educational Review Committee (ERC: see Appendix A for members) oversees Leave No Trace training efforts, curriculum development, and material production. The ERC also serves as the institution that approves organizations interested in conducting Leave No Trace Master Educator courses.

LEAVE NO TRACE NOTICE

The Leave No Trace curriculum focuses on techniques for learning and teaching minimum impact outdoor ethics. **Leave No Trace courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc.** However, due to the nature of the Leave No Trace 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, Leave No Trace outdoor ethics and principles are only effective if they are accurately relayed and taught to course participants.

For these reasons, Leave No Trace Canada requires organizations and individuals interested in conducting Leave No Trace courses to enter into a **Training Agreement with Leave No Trace Canada** (samples attached) 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 Leave No Trace course.

Leave No Trace Canada does not control, teach or conduct the course, but rather, provides organizations and individuals with nationally and internationally approved materials to assist in the teaching of Leave No Trace courses. **All organizations and individuals conducting Leave No Trace courses act as independent contractors and are solely responsible for the conduct of the courses.**

Individuals interested in participating in a Leave No Trace 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.

Leave No Trace does not warrant or guarantee the quality or expertise of any individual or organization providing a Leave No Trace course. Those individuals interested in a Leave No Trace course are advised to independently review and examine the qualifications of individuals or organizations planning to conduct Leave No Trace courses.

MASTER EDUCATOR COURSES

Organizations Offering Master Educator Courses

The ERC will review and select organizations interested in offering Master courses by majority vote, pursuant to the guidelines outlined below.

Organizations (including approved Master Educator providers) and individual Master Educator's teaching courses **must enter into a Training Agreement with Leave No Trace Canada** (samples attached) and follow the guidelines identified here, before conducting courses.

As needed, the ERC will utilize a request for proposal process to identify and select professional and responsible Canadian organizations to offer and conduct Master Educator courses. Interested organizations will be asked to provide some or all of the following information and documentation. The ERC will select organizations based upon its review of this material:

- a. Application, including a brief statement made by the organization outlining the reasons why it is committed to teaching Leave No Trace and spreading the Leave No Trace message
- b. Evidence that the organization possesses appropriate risk management plans and procedures for e.g.: evacuation, serious incidents
- c. Evidence of an annual report, board of directors and history of operations
- d. A list of references for the ERC to contact for additional information about the organization
- e. Organized policies and procedures for running the organization
- f. Evidence that staff are trained in outdoor leadership/instruction, including Leave No Trace skills and ethics, and possess any necessary licenses to provide services
- g. Examination of serious incident reports on any serious injuries or fatalities occurring in the last 2 years
- h. Copies of any safety or peer reviews (internal or external) conducted in the last 2 years
- i. 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
- j. Proof of appropriate levels of insurance
- k. Proof of the ability to efficiently manage student screening and enrollment functions
- l. 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
- m. Evidence of any professional affiliations, accreditation and certification

MASTER EDUCATOR COURSES

Organizations Offering Master Educator Courses (Continued)

Those organizations selected to offer and conduct Leave No Trace Master Educator courses must comply with the Leave No Trace Canada Organization Training Agreement- Master and Trainer Courses (sample attached) and follow the Guidelines included here. This includes:

- a. Organization must be a partner, in good standing, with Leave No Trace Canada in order to have courses sanctioned
- b. Course participants should receive a one year membership with Leave No Trace Canada as part of their course costs
- c. Possessing appropriate levels of insurance
- d. Assuring that staff of that organization, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills, and maintain appropriate levels of emergency medical certification
- e. Distributing the Leave No Trace Canada introduction and discussion of course risks form
- f. Following the "Core Components for Master Educator or Training Course Curriculum," and following additional Guidelines for courses outlined below, in any course
- g. Using the ERC-approved Master Educator curriculum with consideration to existing copyrights.

Curriculum Content

A Leave No Trace Master Educator course emphasizes skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. The bases of the course are the 7 Leave No Trace principles; a set of ethical and practical guidelines, not rules. As stated in the Introduction above, Leave No Trace courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification. A Leave No Trace Master 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.

MASTER EDUCATOR COURSES

Core Components for Master Course Curriculum

1. Review of the role of a Leave No Trace Master Educator.
2. Discussion and practice of the principles and ethics of Leave No Trace.
3. Review of the history and philosophical groundings of the Leave No Trace message.
4. Discussion of the Leave No Trace trainer concept and Training Guidelines.
5. Overview of recreation ecology and types of resource and social impacts.
6. Discussion of Leave No Trace teaching skills and techniques, student learning styles and development of lesson plans.
7. Development of a Leave No Trace action plan.
8. At least one student led teaching exercise by each participant.
9. Focus on interactive and hands-on field experiences.
10. Review of the mission and need for the Leave No Trace program.
11. A historical overview of the Leave No Trace program.
12. Overview of the role, function and administrative structure of Leave No Trace Canada and its relationship with the Leave No Trace Center for Outdoor Ethics.

Course Leaders

The course leader for a Leave No Trace Master course must be a Master Educator Instructor Trainer in good standing with Leave No Trace Canada and be employed by an organization approved to conduct Leave No Trace Master courses.

A course leader must have successfully co-instructed one or more approved Master courses prior to serving as a course leader. So as to further develop personal instructing styles and abilities, the co-instructed courses must be led with a different Master than the one who instructed your Master Educator course.

Leave No Trace Master courses should include a course leader assisted by at least one co-instructor. A course leader should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, the course leader should maintain a current certification in CPR and as a FirstResponder.

Co-instructors

The co-instructor for a Leave No Trace Master course should be a Master of Leave No Trace and be affiliated with a Leave No Trace Canada institutional or organizational partner or be an individual instructor in good standing with Leave No Trace Canada. Co-instructors should have experience as teacher/trainers within their respective organizations, including instruction of at least one overnight Leave No Trace course. Co-instructors should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, co-instructors should maintain current certification in Standard First Aid and CPR.

MASTER EDUCATOR COURSES

Enrollment

Master courses will be limited to a **maximum of 12 participants** and at least **one course leader and one co-instructor**. When regulations, at the site where the course is conducted, govern group size limitations requiring smaller groups, course enrollment should be limited further. 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 enrollment in a Master course should occur with full understanding that in the event an enrolled participant cannot attend the course the organization/individual will forfeit all or part of the tuition, per the policy of the offering organization.

Cost

The ERC will review Leave No Trace Master course tuition costs prior to the establishment of the annual Master Educator training course calendar. Only those costs directly associated with the implementation and instruction of the course shall be reflected in the tuition. Part of the tuition cost should be designated to **cover the cost of a one-year Hiker level membership with Leave No Trace Canada for each course participant**. Every effort will be made to agree upon a fair and equitable cost for both the training organization and the student/participant. Course costs will not cover travel to and from the course for students.

Completion

Upon successful completion of a Leave No Trace Master course, each participant will become a Master of Leave No Trace and receive a **completion certificate from Leave No Trace Canada**. Successful completion of the course requires participation in all course activities and teaching exercises. Those who complete the Master course are equipped to:

- Understand, demonstrate and teach state of the art of minimum impact outdoor skills and ethics and possess the ability to train others as Trainers;
- Lead a discussion on outdoor ethics and help others explore and define their own personal outdoor ethic;
- Develop and share an action plan for teaching the public about Leave No Trace.

TRAINER COURSES

Organizations Offering Trainer Courses

Organizations (including approved Master Educator providers) and individual Master Educator's teaching courses must enter into a Training Agreement with Leave No Trace Canada (samples attached) and follow the guidelines identified here, before conducting courses.

- a. Organization must be a partner, in good standing, with Leave No Trace Canada
- b. Course participants should receive a one year membership with Leave No Trace Canada as part of their course costs
- c. Possessing appropriate levels of insurance
- d. Assuring that staff, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills, and maintain appropriate levels of emergency medical certification
- e. Distributing the Leave No Trace Canada introduction and discussion of course risks form
- f. Following the "Core Components for Training Course Curriculum," and additional Guidelines for courses outlined below, in any Trainer course

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 comply with the Leave No Trace Training Agreement-Trainer Courses (sample attached) and follow the Guidelines included here. This includes:

- a. The individual must be an instructor, in good standing, with leave No Trace Canada in order for the course to be sanctioned;
- b. Possessing appropriate levels of insurance (federal tort claim coverage is acceptable);
- c. Maintaining appropriate levels of emergency medical certification;
- d. Distributing the Leave No Trace Canada introduction and discussion of course risks form;
- e. Following the "Core Components for Trainer Course Curriculum," and additional Guidelines for courses outlined below, in any Trainer course.

Liability insurance for individual Master Educators should be obtained via the Master's personal insurance agent. See the Leave No Trace Canada Individual Training Agreement for specifics regarding liability coverage levels.

TRAINER COURSES

Curriculum Content

A Leave No Trace Trainer course is a modified version of a Leave No Trace Master course. The Trainer course is shorter, less comprehensive and less expensive to conduct than a Master course. Like Master courses, Leave No Trace Trainer courses emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education.

The bases of the course are the 7 Leave No Trace principles; a set of ethical and practical guidelines, not rules. Leave No Trace Trainer courses do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification. Samples of trainer course curriculums are available from Leave No Trace Canada.

Core Components for Trainer Course Curriculum

1. 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.
2. The role and function of a Leave No Trace Trainer.
3. The principles and ethics of Leave No Trace.
4. Teaching skills and techniques and student learning styles.
5. At least one student led teaching exercise by each participant.
6. Overview and history of the international Leave No Trace program.
7. The role and function of Leave No Trace Canada and its relationship with the Leave No Trace Center for Outdoor Ethics.

Leaders

The course leader for a Trainer course must be a Master of Leave No Trace. Leave No Trace Trainer course leaders should have training and experience in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification. At a minimum, the course leader should maintain current certification in Standard First Aid and CPR. Depending on the number of participants, a co-instructor may be necessary.

Co-instructors

A co-instructor for a Leave No Trace Trainer course must be at least a Trainer of Leave No Trace. Co-instructors should have experience as teachers/trainers within their respective organizations, including instruction on at least one overnight Leave No Trace course. Co-instructors should have training and experience in outdoor leadership/instruction skills and appropriate levels of emergency medical certification. At a minimum, co-instructors should maintain current certification in Standard First Aid and CPR.

TRAINER COURSES

Enrollment

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

Cost

Leave No Trace Canada or the Educational Review Committee does not set course costs for Leave No Trace Trainer courses. Course leaders and/or organizations should set the cost of Trainer courses to cover material, temporal, staff and other costs. Part of the tuition cost should be designated to **cover the cost of a one-year Hiker level membership with Leave No Trace Canada** for each course participant. Leave No Trace Canada encourages course leaders and/or organizations to make Trainer course tuition as low as possible to encourage enrollment and training efforts.

Completion

Upon successful completion of a Leave No Trace Trainer course, each participant will become a Leave No Trace Trainer and receive a **completion certificate from Leave No Trace Canada**. 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 state of the art minimum impact techniques for friends, family or community groups;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic.

AWARENESS WORKSHOPS

Organizations Offering Awareness Workshops

Organizations offering Leave No Trace Awareness Workshops **should be a partner organization of Leave No Trace** and should follow the Guidelines included here.

- a. Assuring that staff, including any proposed Leave No Trace instructors or co-instructors, are appropriately trained in outdoor leadership/instruction skills
- b. Following the "Core Components for Awareness Workshop Curriculum," and additional Guidelines for courses outlined below, in any Awareness Workshop.

Individuals Offering Awareness Workshops

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

Although Master Educators, Leave No Trace Trainers and/or others do not need to be affiliated with an organization to instruct Awareness Workshops, **individual Masters, Trainers and/or others should be members of Leave No Trace Canada in order to have their workshop sanctioned** and should follow, the Guidelines included here:

Curriculum Content

A Leave No Trace Awareness Workshop is any formal Leave No Trace presentation that is one-day or shorter, facilitated or implemented by a Leave No Trace Master Educator, Leave No Trace Trainer or other individual familiar with Leave No Trace.

These workshops are shorter, less comprehensive and less expensive to conduct than a Master Educator or Trainer course. Like Master Educator and Leave No Trace Trainer courses, Awareness Workshops emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education.

The bases of the workshop are the 7 Leave No Trace principles; a set of ethical and practical guidelines, not rules. Leave No Trace courses, including Awareness Workshops, do not teach basic travel, camping or other outdoor skills, nor do they provide outdoor instructor certification.

Samples of Awareness Workshop curriculums are available through Leave No Trace Canada web site.

AWARENESS WORKSHOPS

Core Components for Awareness Workshop Curriculum

Leave No Trace Awareness Workshops should be **one-day or less in length**; and should adequately cover the principles, ethics, mission and a brief history of Leave No Trace Canada and the Leave No Trace program.

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

1. An overview of the international Leave No Trace program (the 7 Principles), including information on the Leave No Trace Front-country program if applicable.
2. The role and function of Leave No Trace Master Educators and Leave No Trace Trainers.
3. The role and function of Leave No Trace Canada.
4. Overview of the Leave No Trace Canada website and all available resources.
5. Overview of how individuals and organizations can join and support Leave No Trace Canada.

Leaders

The course leader for an Awareness Workshop can be a Leave No Trace Master Educator, a Leave No Trace Trainer or other individual familiar with Leave No Trace. Leave No Trace 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.

Awareness Workshop: Enrollment

Awareness Workshop enrollment 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, remember to consider the potential for impacts to any outdoor classroom. Take the steps necessary to minimize such impacts. This may require limiting enrollment.

Awareness Workshop: Cost

Costs for Awareness Workshops are not set by Leave No Trace Canada or the Educational Review Committee. Workshop leaders and/or organizations should set the cost of Awareness Workshops to cover material, staff time and other costs. Leave No Trace Canada encourages course leaders and/or organizations to make Awareness Workshop tuition as low as possible to encourage enrollment and training efforts.

AWARENESS WORKSHOPS

Completion

Those who complete a Leave No Trace Awareness Workshop are equipped to:

- Understand, promote and share minimum impact techniques with friends, family or community groups;
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic;
- Understand and explain why Leave No Trace is important in all areas, not just backcountry settings;
- Understand and convey the purpose and mission of Leave No Trace Canada;
- Recite and explain the seven principles of Leave No Trace;
- Understand the role and function of Leave No Trace Master Educators and Leave No Trace Trainers.

REQUIREMENTS UPON COURSE COMPLETION

Upon completion of any Leave No Trace Canada course, **the instructor is asked to submit:**

- A course report including total number of participants
- Participant affiliation information,
- Participant contact information
- Course evaluation data to Leave No Trace Canada

All of which should be sent to Leave No Trace Canada within 30 days of completion.

LEAVE NO TRACE OUTREACH

Leave No Trace Master Educators, Leave No Trace Trainers and others are encouraged to conduct various forms of Leave No Trace outreach, such as workshops, seminars and short presentations.

Course content may vary but at a minimum should include a discussion of the principles of Leave No Trace, a discussion regarding why Leave No Trace is needed and a Leave No Trace program overview.

The use of Leave No Trace Canada materials and training aids is encouraged. Experiential-based training, in an outdoor setting is also encouraged.

Anyone conducting a Leave No Trace workshop or seminar in the field is encouraged to have a minimum of current certification in Standard First Aid and CPR.

DENIAL OF COURSE COMPLETION

Leave No Trace reserves the right to deny a completion certificate, FOR ANY Leave No Trace Canada course, if in the eyes of instructor or instructors, the participant has not:

1. Attended the entire course.
2. Displayed the skills necessary to train Trainers, conduct outreach programs or otherwise carry forward the Leave No Trace message in a productive way.
3. Exhibited behavior inconsistent with the Leave No Trace philosophy.

APPENDIX A

LEAVE NO TRACE CANADA COURSES: SUMMARY TABLE

		Awareness	Trainer	Master Educator
Cost		Determined by Instructor / organization	Determined by Instructor / organization	Determined by Instructor / organization
Instructor(s)	<i>Lead instructor Training Requirements</i>	General LNT and Teaching Experience	Master Educator Course, Teaching Experience, First Aid	Master Educator Instructor Trainer Course, Teaching Experience, Wilderness First Aid
	<i>Co-instructor Required</i>		Optional.	X
Course Content	<i>History of the LNT program</i>	X	X	X
	<i>7 Principles</i>	X	X	X
	<i>Role and Function of a Master Educator and Trainer</i>	X	X	X
	<i>Role and Function of LNTC</i>	X	X	X
	<i>Review of LNTC's relationship with the Center</i>		X	X
	<i>Review of LNTC's education materials and programs</i>		X	X
	<i>Teaching Skills, Techniques and learning styles</i>		X	X
	<i>Student led exercises</i>		X	X
	<i>Discussion on ethics and the philosophy of LNT</i>		X	X
	<i>Recreation Ecology and Social Science Research</i>		X (overview)	X (in-depth)
	<i>Develop a LNT Action Plan</i>		Optional	X
	<i>How to run a Trainer course</i>			X
Length	<i>Any</i>	X		
	<i>16 hrs</i>		X	
	<i>32 hrs</i>			X
Enrollment	<i>Not limited</i>	X	X	
	<i>Maximum 12 participants</i>			X
Location	<i>Field component required</i>		X	X
	<i>Overnight required</i>		Strongly recommended	X