



## Ontario Recreational Canoeing and Kayaking Association

### **Camp Canoeing Instructor Course – Administration Policy Statement -**

To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organisational Members continue, the following criteria must be adhered to:

1. Only youth camps that are currently members of both ORCKA and OCA may be accredited to offer a Camp Canoeing Instructor Course.
2. If an individual Instructor 2 wants to offer a Camp Canoeing Instructor Course, he/she must also be an ORCKA Organisational Member.
3. The Course must be directed by a current ORCKA Instructor 2 (any discipline). The Course Director and/or another qualified ORCKA instructor must have seen the candidate pass all the test items described in the *ORCKA Camp Canoeing Instructor Program* manual before the Course Director signs the ORCKA Camp Canoeing Instructor certification card.
4. The maximum instructor to participant ratio is 1:6.
5. The minimum course length is 24 hours of instruction, practice and testing time.
6. A Canadian Approved Personal Floatation Device (PFD) must be worn by ORCKA course participants and instructors when paddling or swimming or when performing paddling related tasks where there exists risk of a water-related mishap.
7. Government regulations that pertain to canoes will be adhered to at all times.
8. A “Camp Canoeing Instructor Course - Accreditation” form must be completed and submitted to the ORCKA office at least three weeks before the beginning of the Course.<sup>1</sup>
9. A participant fee of \$85 per participant is charged by ORCKA. This fee provides each participant with the following: ORCKA membership, *ORCKA Camp Canoeing Program* manual; Instructor certification card, badge of achievement and diploma; insurance and other resources. Complete the “Camp Canoeing Instructor Course - Accreditation” form and these materials will be forwarded to you.
11. A course report is to be completed and forwarded to the ORCKA office within two weeks of completion of the Course. When this information is received, Camp Canoeing Instructor status will be in effect for each successful course participant.
  1. Three weeks notice is required to produce and mail the materials required for the course staff and participants. If fewer than three weeks notice is given, an additional administrative fee will be applied as described: less than three, but more than two weeks’ notice - \$25; less than two, but more than one week’s notice - \$50; less than one week’s notice - \$75.