



Ontario Recreational Canoeing and Kayaking Association

Flatwater, Level 1, and 2 ORCKA Canoeing Skills Courses - Administration Policy Statement -

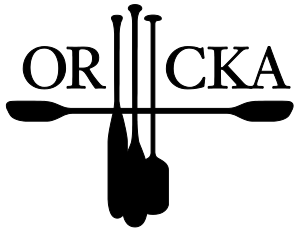
To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organisational Members continue, the following criteria must be adhered to:

1. Only current Organisational Members may be accredited to offer *ORCKA Canoeing Program* courses and to advertise their use. When an organisation's membership is received by the ORCKA office, a package containing all the necessary forms and information will be forwarded to the organisation.
2. If an individual Instructor 2 wants to offer *ORCKA Canoeing Program* skills courses, he/she must also be an Organisational Member.
3. Each course offered must be directed and/or instructed by a current Instructor 2 certified in the appropriate discipline or a current Flatwater Instructor if only the Flatwater skills level of the *ORCKA Canoeing Program* is being offered. The Instructor signing the ORCKA certification card and/or another qualified ORCKA instructor must have seen the candidate pass all the test items listed in the *ORCKA Canoeing Program Manual* for that particular course.
4. The table below lists maximum instructor to participant ratios for *ORCKA Canoeing Program* courses.

Course	Ratio	Comment
Flatwater	1:10 1:5	Tandem component Solo component
Flatwater Tandem (A, B, C)	1:10	
Flatwater Solo (D)	1:5	
Lakewater Level 1	see below*	
Lakewater Level 1A	1:10	Tandem component
Lakewater Level 1B	1:5	Solo component
Lakewater Level 2	1:5	
Lakewater Level 3	1:10 1:5	
Canoe Tripping Level 1	1:8	This is the ratio for the trip component of the course.
Canoe Tripping Level 1A	1:8	A second leader must be present for rescue and crisis management purposes.
Canoe Tripping Level 1B	1:8	As such, he/she must be able to replace the instructor in such a situation, if necessary.
Canoe Tripping Level 2	1:8	This is the ratio for the trip component of the course. A second leader must be present for rescue and crisis management purposes. As such, he/she must be able to replace the instructor in such a situation, if necessary.
Moving Water Level 1	see below*	If the MW course is "in the bush", a second leader must be present for rescue and crisis management purposes. As such, he/she must be able to replace the instructor in such a situation, if necessary.
Moving Water Level 1A	1:10	
Moving Water Level 1B	1:5	
Moving Water Level 2	see below*	If the MW course is "in the bush", a second leader must be present for rescue and crisis management purposes. As such, he/she must be able to replace the instructor in such a situation, if necessary.
Moving Water Level 2A	1:10	
Moving Water Level 2B	1:5	

* **NOTE:** If any of the ORCKA Canoeing Skills courses are 'in the bush', a second leader must be present for rescue and crisis management purposes. As such, he/she must be able to replace the instructor in such a situation, if necessary.

5. The *ORCKA Canoe Trip Leader Standards for the Conduct of the Trip Component of ORCKA Program* come into effect January 1st, 2008 as the standard for the conduct of the trip component of all ORCKA canoeing courses being conducted by ORCKA Organizational Members. These Standards describe the minimum qualifications for Canoe Trip Leaders and Assistant Canoe Trip Leaders whenever there is a trip component to the sanctioned ORCKA canoeing activity.



6. Canadian-approved Personal Flotation Devices (PFDs) must be worn by all course participants and instructors at all times when on or near the water, i.e. paddling, scouting, practising rescues, etc. All course participants and instructors must wear helmets when canoeing or swimming moving water.

7. Government regulations that pertain to canoes will be adhered to at all times.

8. A “Flatwater, Level 1 and 2 Canoeing Skills Courses - Accreditation” form must be completed and submitted to the ORCKA office for each different discipline and level offered. For example, only one form needs to be submitted if several Lakewater Level 1 courses are being offered and they are essentially the same format; if a Moving Water Level 1 course is also being offered, it requires an additional form.

9. A participant fee per course participant will be charged by ORCKA. This fee includes the ORCKA badge of achievement and certification card per participant. Please complete the “ORCKA Canoeing Program Participant Fee - Cards and Badges” form included in the package of materials sent upon receipt of membership.

The participant fee schedule is as follows:

Flatwater Level	\$5.00 per participant	(The Flatwater Level fee per participant
Level 1	\$10.00 per participant	is \$4.50 to non-profit and charitable
Level 2	\$10.00 per participant	organisations, with proof of such status)

10. The minimum course lengths, outlined in the *ORCKA Canoeing Program* manual for each course, must be adhered to.

Course	Minimum Course Length (hours)
Flatwater (A, B, C and D combined into one course)	16
Flatwater A, Flatwater B or Flatwater C (each course, done individually)	4
Flatwater Tandem (A, B and C combined into one course)	10
Flatwater Solo (D)	6
Lakewater 1 (Tandem and Solo)	16
Lakewater 1A (Tandem)	9
Lakewater 1B (Solo)	9
Lakewater Level 2	24
Moving Water 1 (Tandem and Solo)	24
Moving Water 1A (Tandem)	12
Moving Water 1B (Solo)	12
Moving Water 2 (Tandem and Solo)	24
Moving Water 2A (Tandem)	12
Moving Water 2B (Solo)	12
Canoe Tripping 1 (excluding overnight canoe trip)	12
Canoe Tripping 1A (excluding overnight canoe trip)	8
Canoe Tripping 1B (excluding overnight canoe trip)	8
Canoe Tripping 2 (excluding 2 night canoe trip)	24

11. Test sheets are to be completed for each course and mailed to the ORCKA office upon completion of the course.