



Ontario Recreational Canoeing and Kayaking Association

Flatwater Canoeing Instructor 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 a Flatwater Canoeing Instructor Course.
 2. If an individual Level 2 Instructor wants to offer a Flatwater Canoeing Instructor Course, he/she must also be an ORCKA Organisational Member.
 3. The Course must be directed by a current Level 2 Instructor meeting ORCKA's requirements for the position of Course Director.¹ The Course Director and/or another qualified ORCKA instructor must have seen the candidate pass all the test items described in the *ORCKA Canoeing Program* manual before the Course Director signs the ORCKA Flatwater Canoeing Instructor certification card.
 4. The maximum instructor to participant ratio is 1:6. The Course requires a minimum of 2 instructors (as do all ORCKA Instructor Courses).
 5. The minimum course length is 48 hours of instruction, practice and testing time.
 6. 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.
 7. 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.
 8. Government regulations that pertain to canoes will be adhered to at all times.
 9. A "Flatwater Canoeing Instructor Course - Accreditation" form must be completed and submitted to the ORCKA office at least three weeks before the beginning of the Course.²
 10. A participant fee of \$85 per participant is charged by ORCKA. This fee provides each participant with the following: ORCKA membership, *ORCKA Canoeing Program* 2009 Manual; Conducting ORCKA Program manuals; Flatwater Canoeing Instructor certification card, badge of achievement and diploma; insurance and other resources. Complete the "Flatwater Canoeing Instructor Course - Accreditation" form and these materials will be forwarded to you.
 11. A list of participants' names and mailing addresses must be sent to the ORCKA office prior to the beginning of the Course. This may be done by mail, fax or e-mail.
 12. 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, Flatwater Canoeing Instructor status will be in effect for each successful course participant.
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1. The list of Level 2 Instructors qualified to direct a Flatwater Canoeing Instructor Course is available from the ORCKA office and the ORCKA web site ("Instructors for Hire"). Only instructors so listed may direct a Flatwater Canoeing Instructor Course.
 2. 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.