



Ontario Recreational Canoeing and Kayaking Association

Canoeing and Kayaking Skills Coaching - Administration Policy Statement -

The canoeing and kayaking skills coaching sessions conducted by ORCKA Instructors must adhere to following criteria:

- To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organisational Members continue
 - To be assured that the ORCKA liability insurance being requested by the ORCKA Instructors conducting the canoeing and kayaking skills coaching sessions is available and valid
1. Only current Organisational Members accredited to offer *ORCKA Canoeing Program, ORCKA Kayaking Program or other ORCKA Programs*, may register an ORCKA Instructor to offer canoeing and/or kayaking skills coaching sessions.
 2. If an individual Instructor wants to offer a canoeing or kayaking skills coaching session, he/she must also be a current Organisational Member or working for a current Organisational Member.
 3. Each skills coaching session offered must be instructed by a current Level 1, 2, 3 or 4 Instructor certified in the appropriate discipline or a current Basic Canoeing Instructor if only the Basic Canoeing skills level of the *ORCKA Canoeing Program* is being offered. The Instructor will coach only safety, skills and theory from the ORCKA programs he/she is certified to instruct. For example, a Moving Water Canoeing Instructor 2 may instruct what appears in the Basic Canoeing and Moving Water sections of the *ORCKA Canoeing Program 2009 Manual* and in water conditions so specified; he/she is not qualified to instruct material from other program disciplines. For example, a Canadian Style Paddling Instructor 2 may instruct what appears in the Basic Canoeing and Canadian Style Paddling sections of the *ORCKA Canoeing Program 2009 Manual* and in water conditions so specified; he/she is not qualified to instruct material from the other program disciplines (Canoe Tripping River Running and Moving Water). Failure to comply will void the liability insurance.
 4. The maximum instructor to participant ratios described in the “Basic Canoeing, Level 1 2 and 3 Canoeing Skills Courses – Administration Policy Statement” and “Flatwater, Level 1 and 2 Kayaking Skills Courses – Administration Policy Statement” must be adhered to.
 5. 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.
 6. Government regulations that pertain to canoes and kayaks will be adhered to at all times.
 7. The ORCKA Instructor conducting the skills coaching session will comply with the Organisational Members Risk Management Plan in all other regards.
 8. A “Canoeing and Kayaking Skills Coaching - Registration” form must be completed and submitted to the ORCKA office for each skills coaching session. This form may be faxed or e-mailed and must be received in the office prior to the beginning of the skills coaching session.
 9. A skills coaching participant fee (\$5 per participant) will be charged by ORCKA. This fee entitles the ORCKA Instructor to ORCKA liability insurance for the duration of the skills coaching session. The ORCKA liability insurance is valid for the duration of the skills coaching session which will take place on one day — not to exceed eight hours
 10. In the event of an accident/incident, an accident report form will be completed and forwarded to the ORCKA Office upon completion of the skills coaching session.

This policy was reviewed and revised in February 2009 and is effective for 2009.