



Safe Canoeing / Safe Kayaking Program - Administration Policy Statement -

Ontario Recreational Canoeing and Kayaking Association

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 Safe Canoeing and Safe Kayaking Program* courses and to advertise their use.
2. If an individual Flatwater or Level 2 Instructor wants to offer *ORCKA Safe Canoeing or Safe Kayaking Program* courses, he/she must also be an Organisational Member.
3. Each course offered must be directed and/or instructed by a current Canoeing Flatwater Instructor or Canoeing Instructor 2 if the *ORCKA Safe Canoeing Program* is being offered or a current Kayaking Flatwater Instructor or Kayaking Level 1, 2, 3, or 4 Instructor if the *ORCKA Safe Kayaking 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 Safe Canoeing or Safe Kayaking Program*.
4. The table below lists maximum instructor to participant ratios for *ORCKA Safe Canoeing and Safe Kayaking Program* courses.

Course	Ratio
<i>Safe Canoeing Program</i>	1:10
<i>Safe Kayaking Program</i>	1:6

5. The minimum course length is two to three hours of instruction and practice 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. Each Safe Canoeing or Safe Kayaking Program course must be accredited by using the online course administration system found in the Organizational Member section of the ORCKA web site (www.orcka.ca) before offering the course.
9. A Program fee of \$5.00 (plus PST and GST) per course for a maximum of 10 canoeing or six kayaking participants per course will be charged as part of the online course administration system and payment is by credit card. This fee includes the ORCKA card of achievement and brochure for each participant.
10. Organizations may charge participants for the instruction or equipment. Each course participant is to receive an *ORCKA Safe Canoeing and Safe Kayaking Program* card of achievement and brochure at the course's end.
11. The reporting of the names and contact information of the course candidates is to be done on the online course administration system by the ORCKA Organizational Member.
12. ORCKA will track the number of participants participating in the *Safe Canoeing and Safe Kayaking Program* in support of National Canoe Day (June 26th) or Canadian Rivers Day (2nd Sunday in June). Consider joining in the goal of having 10,000 paddlers paddling in June through the offering of this ORCKA program.