



Ontario Recreational Canoeing and Kayaking Association

Basic Canoeing, Plus Level 1, 2, & 3 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 Basic Canoeing Instructor if only the Basic Canoeing 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 2009 Manual* for that particular course.
4. The table below lists maximum instructor to participant ratios for *ORCKA Canoeing Program* courses.

Course	Ratio	Comment
Basic Canoeing	1:10 1:5	Tandem component Solo component
Basic Canoeing Level 1, Level 2 & Level 3 (tandem)	1:10	
Basic Canoeing Level 4 Solo	1:5	
Canadian Style Paddling Level 1 (tandem & solo)	see below* 1:10/1:5	
Canadian Style Paddling Level 1A (tandem)	1:10	
Canadian Style Paddling Level 1B (solo)	1:5	
Canadian Style Paddling Level 2	1:10/1:5	
Canadian Style Paddling Level 2A (tandem)	1:10	
Canadian Style Paddling Level 2B (solo)	1:5	
Canadian Style Paddling Level 3 (tandem & solo)	1:10 1:5	
Canoe Tripping Level 1 Canoe Tripping Level 1A Canoe Tripping Level 1B	1:8 1:8 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.
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.
Canoe Tripping Level 3	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.
River Running Level 1	see below*	



River Running Level 1A	1:10	
River Running Level 1B	1:5	
River Running Level 2	see below*	
River Running Level 2A	1:10	
River Running Level 2B	1:5	
River Running Level 3	see below*	
River Running Level 3A	1:10	
River Running Level 3B	1:5	
Moving Water Level 1	see below*	
Moving Water Level 1A	1:10	
Moving Water Level 1B	1:5	
Moving Water Level 2	see below*	
Moving Water Level 2A	1:10	
Moving Water Level 2B	1:5	
Moving Water Level 3	see below*	
Moving Water Level 3A	1:10	
Moving Water Level 3B	1:5	
Canoe Tripping Level 1	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.
Canoe Tripping Level 1A	1:8	
Canoe Tripping Level 1B	1:8	
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.
Canoe Tripping Level 3	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.

* **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. A Canadian-approved Personal Flotation 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. All course participants and instructors must wear helmets when canoeing or swimming moving water or whitewater or when “scouting” adjacent to the river.
7. Government regulations that pertain to canoes will be adhered to at all times.
8. A “Basic Canoeing, Plus Level 1, 2 & 3 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 Canadian Style Paddling 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:

CANOEING PROGRAM LEVEL	PRICE/ITEM	QUANTITY		COST
		CARDS & BADGES	CARDS ONLY	
Basic Canoeing	\$ 5.00			
Basic Canoeing Level 1	\$ 5.00			
Basic Canoeing Level 2	\$ 5.00			
Basic Canoeing Level 3	\$ 5.00			
Basic Canoeing Level 4	\$ 5.00			
Canadian Style Paddling Level 1	\$ 10.00			
Canadian Style Paddling Level 1A	\$10.00			
Canadian Style Paddling Level 1B	\$ 10.00			
Canadian Style Paddling Level 2	\$ 10.00			
Canadian Style Paddling Level 2A	\$ 10.00			
Canadian Style Paddling Level 2B	\$ 10.00			
Canadian Style Paddling Level 3	\$ 15.00			
Canoe Tripping Level 1	\$10.00			
Canoe Tripping Level 1A	\$10.00			
Canoe Tripping Level 1B	\$10.00			
Canoe Tripping Level 2	\$10.00			
Canoe Tripping Level 3	\$15.00			
River Running Level 1	\$10.00			
River Running Level 1A	\$10.00			
River Running Level 1B	\$10.00			
River Running Level 2	\$10.00			
River Running Level 2A	\$10.00			
River Running Level 2B	\$10.00			
River Running Level 3	\$15.00			
River Running Level 3A	\$15.00			
River Running Level 3B	\$15.00			
Moving Water Level 1	\$ 10.00			
Moving Water Level 1A	\$ 10.00			
Moving Water Level 1B	\$10.00			
Moving Water Level 2	\$ 10.00			
Moving Water Level 2A	\$ 10.00			
Moving Water Level 2B	\$10.00			
Moving Water Level 3	\$15.00			
Moving Water Level 3A	\$15.00			
Moving Water Level 3B	\$15.00			

For courses offered by charitable or non-profit organizations, the Basic fee is \$4.50 per participant.

This policy was reviewed and revised in March 2013 and is effective for 2013.

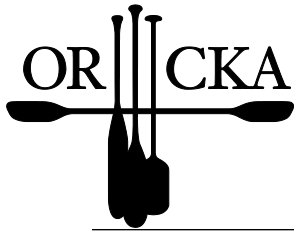


10. The minimum course lengths, outlined in the *ORCKA Canoeing Program* manual for each course, must be adhered to.

Course	Minimum Course Length
Basic Canoeing (1, 2, 3 and 4 combined into one course)	24
Basic Canoeing 1	5
Basic Canoeing 2 or Basic Canoeing 3 (each course, done individually)	4
Basic Canoeing Tandem (1, 2 and 3 combined into one course)	12
Basic Canoeing Solo (4)	12
Canadian Style Paddling 1	24
Canadian Style Paddling 1A	12
Canadian Style Paddling 1B	12
Canadian Style Paddling 2	24
Canadian Style Paddling 2A	12
Canadian Style paddling 2B	12
Canadian Style Paddling 3	24
Moving Water 1 (Tandem and Solo)	32
Moving Water 1A (Tandem)	16
Moving Water 1B (Solo)	16
Moving Water 2 (Tandem and Solo)	32
Moving Water 2A (Tandem)	16
Moving Water 2B (Solo)	16
Moving Water 3 (Tandem and Solo)	48
Moving Water 3A (Tandem)	24
Moving Water 3B (Solo)	24
River Running 1 (Tandem and Solo)	32
River Running 1A (Tandem)	16
River Running 1B (Solo)	16
River Running 2 (Tandem and Solo)	32
River Running 2A (Tandem)	16
River Running 2B (Solo)	16
River Running 3 (Tandem and Solo)	48
River Running 3A (Tandem)	16
River Running 3B (Solo)	16
Canoe Tripping 1 (excluding overnight canoe trip)	14
Canoe Tripping 1A (excluding overnight canoe trip)	8
Canoe Tripping 1B (excluding overnight canoe trip)	8
Canoe Tripping 2 (excluding 2 night canoe trip)	16
Canoe Tripping 3 (excluding 3 night canoe trip) (each participant must lead trip for 1 day)	14

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

12. As there will continue to exist canoeist with ORCKA Canoeing Program 2000 certifications and as these paddlers can be expected to progress through the ORCKA Canoeing Program 2009 the Canoeing Course Equivalency Table below will be used to identify equivalency for course prerequisite purposes.



CANOEING COURSE EQUIVALENCY TABLE

ORCKA Canoeing Program 2000	ORCKA Canoeing Program 2009
Flatwater (tandem & solo)	Basic Canoeing (tandem & solo)
Flatwater Level A (tandem)	Basic Canoeing Level 1(tandem)
Flatwater Level B (tandem)	Basic Canoeing Level 2(tandem)
Flatwater Level C (tandem)	Basic Canoeing Level 3 (tandem)
Flatwater Level D (solo)	Basic Canoeing Level 4 (solo)
Flatwater Instructor	Basic Canoeing Instructor
Camp Canoeing Instructor	Camp Canoeing Instructor
Lakewater Level 1 (tandem & solo)	Canadian Style Paddling Level 1 (tandem & solo)
Lakewater Level 1A (tandem)	Canadian Style Paddling Level 1 A (tandem)
Lakewater Level 1B (solo)	Canadian Style Paddling Level 1B (solo)
	Canadian Style Paddling Level 2 (tandem & solo)
	Canadian Style Paddling Level 2 A (tandem)
	Canadian Style Paddling Level 2 B (solo)
Lakewater Level 2 (solo)	Canadian Style Paddling Level 3 (advanced)
	Canadian Style Paddling Instructor 1
Lakewater Instructor 2	Canadian Style Paddling Instructor 2
	Canoe Tripping Level 1 (introduction)
Canoe Tripping Level 1 (trip participant)	Canoe Tripping Level 2 (participant)
Canoe Tripping Level 2 (trip leader)	Canoe Tripping Level 3 (trip leader)
	Canoe Tripping Instructor 1
Canoe Tripping Instructor 2	Canoe Tripping Instructor 2
	Camp Canoe Tripping Instructor
	Moving Water Level / River Running Level 1
Moving Water Level 1 (tandem & solo)	Moving Water / River Running Level 2 (tandem & solo)
Moving Water Level 1A (tandem)	Moving Water / River Running Level 2 A (tandem)
Moving Water Level 2 (tandem & solo)	Moving Water / River Running Level 3 (tandem & solo)
Moving Water Level 2A (tandem)	Moving Water / River Running Level 2A (tandem)
Moving Water Level 2B (solo)	Moving Water / River Running Level 2B (solo)
	Moving Water /River Running Instructor 1
Moving Water Instructor 2	Moving Water / River Running Instructor 2

