



Flatwater Kayaking Instructor Course - 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 ORCKA Organisational Members may be accredited to offer a Flatwater Kayaking Instructor Course.
2. If an individual Instructor Trainer (personally) wants to offer a Flatwater Kayaking Instructor course, he/she must also be an ORCKA Organisational Member.
3. The course must be directed by a current and qualified Instructor Trainer. The Course Director and/or another qualified instructor must have seen the candidate pass all the test items described in the *ORCKA Kayaking Program* manual before the Course Director signs the Flatwater Kayaking Instructor certification card.
4. Each course Instructor must be a current member of ORCKA. Apply through the ORCKA office for ORCKA membership.
5. The maximum instructor to participant ratio is 1:6. The course requires a minimum of 2 instructors with one being an Instructor Trainer (as do all ORCKA Instructor Courses).
6. The minimum course length is 35 hours (4 days) of instruction, practice and testing time. This time may be reduced to one-half if all candidates have Coastal Kayaking Level 1 certification prior to taking the Flatwater Kayaking Instructor course.
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 kayaks will be adhered to at all times.
9. Course accreditation must be done at least three weeks¹ before the beginning of the course by using the online course administration online system on the ORCKA web site (www.orcka.ca) or by submitting to the ORCKA office a "Flatwater Kayaking Instructor Course - Accreditation" form.
10. A participant fee of \$85 per participant is charged by ORCKA. This fee provides each participant with the following: ORCKA membership, *ORCKA Kayaking Program* manual, *Conducting ORCKA Program* manuals, Flatwater Kayaking Instructor certification card, badge of achievement, certificate, insurance and other resources. Payment is done through the online course administration system on the ORCKA web site (www.orcka.ca) or by completing the "Flatwater Kayaking Instructor Course - Accreditation" form. After payment is received, these materials will be forwarded.
11. A list of participants' names, mailing address and email address are to be recorded on the online course administration system on the ORCKA web site (www.orcka.ca) within two weeks of completion of the course. The applicable Kayaking Instructor status will be in effect for each successful course participant only after this administrative step is completed.
 1. 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.